

Section 5-71 Grievance Procedure

Any member of the college community may file a report against any student for misconduct. The Student conduct report must be sent in writing (forms are available in the Office for Student Affairs/Student Life) with a signature of the person filing the report stating the name of the accused student, and the specific details of the violation. Any charge shall be submitted to the Office of Student Affairs/Student Life as soon as possible after the event takes place, preferably within forty-eight (48) hours but no later than ten (10) working days .

A. Initiating A Complaint

1. The Student Conduct Report must be sent in writing (Student Conduct forms are available in the Office for Student Affairs/Student Life and online) with a signature of the person filing the report stating the name of the accused student, and the specific details of the violation.
2. The complaint shall be submitted to the Office of Student Affairs/Student Life as soon as possible after the event takes place, preferably within forty-eight (48) hours, but no later than ten (10) working days after incident.
3. Citations by Campus Police and Housing personnel are submitted by citation.

B. Incident Report

An incident report will be issued for conduct violations to the student by the Student Conduct Officer. The Student Conduct Officer will review the report with the student indicating action to be taken.

C. Complaint Resolution

If the complaint is not resolved with the Student Conduct Officer, one or more of the following steps may be followed:

1. The Vice President for Student Affairs (or other designee) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. After the initial investigation, the Vice President for Student Affairs (or other designee) may:
 - a. Take no action.
 - b. Take administrative action to counsel, advise, or admonish the student.
 - c. Take disciplinary action against the offending student ranging from reprimand to suspension or expulsion. If the charges cannot be disposed of by mutual consent, student may file an appeal to the Student Conduct Committee. This does not preclude the right of the Vice President for Student Affairs to suspend a student temporarily until a hearing is arranged.

2. Request of Appeal

Any student adversely affected by the decision of the Student Conduct Officer, or other college official, may appeal the decision by filing a Student Conduct Grievance.

- a. Student must submit a Campus Concern/Grievance form (C-10) to the Human Resources Office, BC866D within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officer's meeting.
- b. The Human Resources Office will verify student conduct issue and forward the appeal to the Vice President for Student Affairs (or designee).

D. Grievance Procedure

A student adversely affected by the decision of the Student Conduct Officer, or other college official, who wishes to appeal, may continue the appeal through this grievance process:

1. The request and reason for appeal should be made in writing and submitted on the Campus Concern/Grievance form, available in the Vice President for Student Affairs office and online, within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officer's meeting.
2. Student must submit the Campus Concern/Grievance form to the Human Resources Office, BC866D, Box 359, Fax; 918-647-1359.
3. Upon receipt of the Student Conduct Grievance for an appeal hearing, the Vice President for Student Affairs (or other designee) will schedule a hearing within a reasonable amount of time, but no later than fifteen (15) working days after the filing of the appeal, and notify the student requesting the appeal of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing.

4. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.
5. The Vice President for Student Affairs (or designee), will Chair the Student Conduct Committee.
6. The Vice President for Student Affairs (or designee) will appoint an equal number of faculty/staff members and students to serve on the Student Conduct Committee. The structure of this committee shall consist of six (6) voting members and one non-voting chairperson, this being the Vice President for Student Affairs or designee. The Chairperson shall cast a vote only in the instance of a tie.
7. Decisions made by the Student Conduct Committee shall be final, pending the normal appeal process.

E. Hearing Procedure

1. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.
2. Hearings shall be conducted by the committee according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs or designee.
 - c. The student may not have a representative present. The complainant and/or the accused is responsible for presenting his/her own case.
 - d. In hearings involving more than one accused student, the chairperson of the committee, at his/her discretion may permit the hearings concerning each student to be conducted separately.
 - e. The complainant, the accused and the committee shall have the privilege of presenting witnesses, subject to the right of questioning by the committee.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the committee at the discretion of the chairperson.
 - g. After the hearing, the committee shall deliberate in private (by majority vote) whether the student has violated the Student Disciplinary Code.
 - h. The committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Disciplinary Code.
 - i. In each case in which the committee determines that a student has violated the Student Disciplinary Code, the committee will determine the sanction(s) imposed, if any. The Vice President for Student Affairs shall issue the final decision in writing to the student.
 - j. The records of a hearing shall be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. If a single verbatim record, such as a tape recording, is used for the hearings before the committee, it shall be the property of the college. Deliberation by the judicial body shall not be recorded.
 - k. Except in the case of a student charged with failing to obey the summons of a committee or college official, no student may be found to have violated the Student Disciplinary Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.