

## PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number:	A. 24.0
Procedure Title:	Student Conduct
Relevant Board Policy:	F.4.2 Student Code of Conduct – Non-Academic Misconduct, Academic Integrity
Relevant Board Procedure:	F.4.2.1 Non-Academic Misconduct Disciplinary and Appeal Process
Originating Unit:	Office of Student Conduct
Maintenance Unit:	Vice President of Student Success

**Purpose:** To expand on the Board Policy and Procedure for student conduct, outline the process Palo Alto College follows with each student conduct case, and ensure alignment with the Board Policy and Procedure and campus process.

**Procedure Statement:** Student Conduct Officer is notified of an incident on campus.

### F.4.2.1 (Procedure) Student Definition

*Student* - For the purpose of the Student Code of Conduct, the definition of student is a person who:

- a. is accepted for admission or readmission to one of the Alamo Colleges;
- b. is currently enrolled at one of the Alamo Colleges;
- c. has been enrolled at one of the Alamo Colleges in a prior term;
- d. is attending an additional program sponsored by one of the Alamo Colleges: or
- e. has engaged in prohibited conduct at a time when he or she met the criteria of (a), (b), (c) or (d)

#### I. Student Incident

##### A. Incident Report

1. Incident Reporting Form submitted online at <http://alamo.edu/pac/cares/>
  - a. Student Conduct Officer is notified of new Online Incident Reporting Form through Maxient software
  - b. Student Conduct Officer contacts reporting party for additional information
  - c. Student Conduct Officer verifies student age, enrollment and home campus (if student is under the age of 18 see Section IX)

- d. If PAC is not student's home campus, notify home campus Conduct Office and proceed
- e. If student is identified as an ECHS or Dual Credit Student, see Section IX on Dual Credit and Early College High School Conduct Determination

2. Maxient Case is Created

- a. Student Conduct Officer assigns case category (ie. Student Conduct, Title IX, Title VI, Section 504, SOBI, or FYI)
- b. Student Conduct Officer assigns each party a classification in Maxient (ie. third party reporter, complainant or alleged victim, alleged accused or witness)
- c. Student Conduct Officer pulls any additional information needed from banner (ie. contact information, schedule)

3. Police Report Request

- a. As needed, Vice President of Student Success can request police reports

B. Manual Case Creation

- a. Email, phone call, or police notify Student Conduct officer of an incident
- b. Student Conduct Officer manually enters case information into Maxient
- c. Student Conduct Officer attaches initiating notes, emails, or report for case creation
- d. Student Conduct Officer notifies the parties involved of a complaint and provides written notice to the alleged student
- e. Written notice must include alleged allegations, the right to respond to the complaint, the provisions of the Student Code of Conduct allegedly violated, and of the setting of a meeting with the alleged accused

C. Interim Sanctions

- a. The Vice President of Student Success may take interim action, up to and including suspension of a student immediately for an interim period, when there is reasonable indication that the student

poses a substantial threat to themselves, to others, or to the stability and continuance of normal college operations

- b. Written notice of suspension must be provided to the student
- c. If interim suspension is being taken, contact General Counsel for verification of the process
- d. More information on Interim Suspension can be found in [Board Procedure F.4.2.1](#) Page 8 -9

## II. Student Conduct Investigation

### A. Information Gathering

- a. Contact victim/reporting party for additional information, to review process, and to share potential outcomes
- b. If the victim/reporting party is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim/reporting party
- c. If the victim/reporting party only wants the incident on file to monitor the situation, the Student Conduct Officer adds notes into Maxient and creates an Alert in Maxient
- d. Contact the alleged accused to explain his/her side of the story
- e. Identify an initial list of all policies that may have been violated, review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint
- f. Student Conduct Officer compiles contact information and student schedules for all involved parties

### B. Student Interviews

- a. Student Conduct Officer schedules interviews with all parties via summons through Maxient email and follows up with a phone call
  - i. Maxient email to alleged accused must include:
    1. Date, Time and location for meeting
    2. Student conduct violation alleged
    3. Potential Student Code of Conduct items using the language found in [Board Procedure F.4.2.1](#)
    4. Overview of meeting, opportunity to respond to allegations and share additional information

5. Process and timeframe to reschedule appointment is unavailable

ii. If student is unresponsive or does not have accurate contact information on file, a “Call card” will be given to a faculty member with instructions for the student to follow

iii. If student fails to show up at designated time without notice, additional allegations can be added to alleged charges- including *Non-Compliance* or *Obstruction of Disciplinary Process* See Page 7 in [Board Procedure F.4.2.1](#)

- b. Student Conduct Officer compiles standard set of questions for victim, alleged accused, and witnesses
- c. If an investigation participant is under 18, parents/guardians are contacted to attend the interview with their student
- d. During interview Student Conduct Officer takes notes on interview question sheet
- e. Student Conduct Officer asks each interviewed party to verify the written interview document is in agreement with what they have said
- f. Clarifications are made to the interview document
- g. All interview documents are scanned and filed in Maxient
- h. If investigation participants share any written statements, text messages, emails, social media posts, or videos they are uploaded into Maxient

### III. Findings and Outcomes

#### A. Meeting with Dean of Student Success

- a. The Student Conduct Officer meets with the Dean of Student Success to discuss findings
- b. Based on a preponderance of the evidence a student is found Responsible or Not-Responsible for the alleged conduct and specific provisions of the Student Code of Conduct
- c. If found responsible, the Student Conduct Officer and Dean of Student Success will discuss outcome (sanctions) options

#### B. Finding of “Responsible”

- a. Student Conduct Officer creates an Outcomes letter with the findings and sanction stipulations
- b. Outcomes letter must contain the following:
  - i. Finding of “responsible” or “not-responsible”, reasoning for finding, and provisions of the Student Code of Conduct violated
  - ii. The sanctions, if any, imposed, duration of any sanctions (ie. to be completed by DATE, weekly until DATE)
  - iii. Appeals process language “You may appeal this determination pursuant to the Appeal Procedure stated at [F.4.2.1](#) of the Alamo Colleges Board policies within five (5) business days of the date of this letter. An appeal, if any, can be submitted in writing by email to the Vice President of Student Success. The appeal request should include whether you appeal the findings, sanctions, or both, and the grounds for the appeal. Dissatisfaction with the findings and/or sanctions is not sufficient to invoke the appeal process”
  - iv. Additional violations language, “If you commit further violations of the student code of conduct, you may be subject to additional sanctions up to and including suspension or expulsion from the Alamo Colleges”
- c. Student found “responsible” is contacted to schedule a meeting to review the Outcomes letter
- d. At the Outcomes letter review meeting the student found responsible is asked to sign the outcomes letter to verify they have received it
- e. At the Outcomes letter review meeting the student is verbally informed of the appeal process
- f. Outcomes letter is uploaded and sent to student via Maxient

### C. Finding of “Not-Responsible”

- a. The alleged accused and the complainant or alleged victim are notified there was no finding of conduct violation based on a lack of or insufficient evidence
- b. A letter is sent to the alleged via Maxient saying there was no finding of a conduct violation, but that the student is on notice of

the student code of conduct and in the future if a violation is found there could be sanctions

c. Close case in Maxient

D. Notification to Reporting Party

a. Reporting party is notified as appropriate

b. If a finding of “not-responsible” is given, Student Conduct Officer will share code of conduct as needed

E. Notification to a Party Not Involved in the Investigation Process

a. If a party is a part of a sanction (ie. counseling, academic advisor), they will be notified of their role and how to communicate completion of the sanction

IV. Appeal Process

A. Student Requests Appeal

a. A student found “responsible” can appeal the findings and/or the sanctions by submitting in writing a request to the Chief Student Affairs (Vice President of Student Success or designee) officer within five (5) business days of the date of the letter notifying the student of the findings and outcome

b. The Chief Student Affairs Officer (Vice President of Student Success or designee) acknowledges receipt of the appeal request and notifies the student in writing the date, time, and place of the appeal meeting and the appeal procedures. Listed on pages 14-21 of [Board Procedure F.4.2.1 Non-Academic Misconduct Disciplinary and Appeal Process](#)

V. Closing Out Case

a. At the end of each case, Maxient files are updated with notes, any sent letters or emails, and current status of case

VI. Open Cases in Maxient

a. Maxient Cases are left open while investigations and sanctions are in progress

b. Case management of open cases includes check in with students at increments of one week, two weeks, monthly, or as needed

c. A Maxient Case may also be left open if a student withdraws

VII. End of Semester Report

- a. Student Conduct Officer will create semester reports containing number of cases divided by category- Student Conduct, SOBI, Title IX, and Academic Integrity
- b. Report will include recidivism, persistence, and graduation rates

VIII. Dual Credit and Early College High School Conduct Determination – process for Dual Credit and Early College High School students is the same as non-Dual Credit and Early College High Schools students except where noted below

- a. Notify high school principal of incident report
- b. Determine if student is taking PAC classes
- c. If student is not taking any PAC classes on PAC campus, the high school will proceed with their process
- d. If student is taking PAC classes on PAC's campus, the PAC conduct process will proceed
- e. Proceed to Section III.A Student Conduct Investigation and Student Interviews, Student Conduct Officer will work with the principal of the high school to set up interviews with the involved students and their parents/guardians
- f. After all interviews are conducted we follow the same process for Section IV Findings and Outcomes, but notify principal of the findings and outcomes
- g. The same process will be followed for appeals, closing out the case and Dual Credit/ECHS cases are reported in the end of semester report

IX. Students and Visitors Under the Age of 18

- a. A minor student or visitor to campus under the age of 18 participating in a program sponsored by Palo Alto College is expected to follow the Student Code of Conduct like any other student
- b. If a minor student or visitor to campus under the age of 18 needs to be investigated or interviewed for a Student Code of Conduct violation their parents/guardians must be notified and present for the investigation or interview

c. Proceed to Section III.A Student Conduct Investigation and Student Interviews to continue the process

[F.4.2 Student Code of Conduct – Non-Academic Misconduct, Academic Integrity](#)  
[F.4.2.1 Non-Academic Misconduct Disciplinary and Appeal Process](#)

Reviewed by Legal Services June 2018.

October 9, 2018

Date Approved

(signed) Dr. Robert Garza

President's signature