

# INITIATION OF CHARGES, RESOLUTION & ADJUDICATION OPTIONS

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Community Standards website (<https://www.clayton.edu/community-standards/>).

- a. Disciplinary charges shall be initiated by submission of a written referral by letter, email, or police report to the Office of Community Standards.
- b. Referrals must be submitted within fifteen (15) business days after detection of an alleged violation unless special conditions for delay can be documented.
- c. Complaints should include as much information as possible - such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. The complainant must sign the referral. Any member of the University community may file a complaint. Where appropriate, complainants may file a law enforcement report along with an institutional report.
- d. Where the alleged misconduct is related to sexual misconduct or discrimination, the conduct officer will refer to the Title IX Officer (<https://www.clayton.edu/human-resources/current-employees/title-ix/filing-a-complaint/>) to determine whether such an investigation is warranted.
- e. The conduct officer will review the complaint and make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred and the possible sanctions for the alleged violation. If the reported conduct would not be a violation of the institution's policies and/or code of conduct then the report will be dismissed.
- f. If it is determined that sufficient evidence exists to warrant charges or a formal investigation, the student will be notified in writing of the alleged violation and/or possible investigation, and will be required to meet with the Conduct Officer. Such notification will be sent via the students' CSU email account.
- g. At this meeting, the student will be provided with the following:
  - i. An explanation of the complaint or charges which have been made;
  - ii. A review of all information on which the complaint or charges are based and the name of the Complainant;
  - iii. A review of all due process rights and disciplinary procedures;
  - iv. A reasonable opportunity to review charges and information in order to respond to the charges.
- h. Once the student is presented with the charges/findings of an investigation in writing from the conduct officer via the "Specification of Charges" form, the student will respond to the charge(s) in one of the following ways:
  - i. Admit responsibility for the charge(s) and waive his/her right to a hearing and appeal; in which case, a sanction may be determined by the conduct officer or one of the hearing authorities.
  - ii. Deny responsibility for the charge(s) and request a hearing before a University Hearing Authority.

Additional information regarding the Office of Community Standards location, office hours and online reporting are available on the Office of