

EvCC6240: INITIATION OF DISCIPLINARY ACTION (NON-TITLE-IX) POLICY

Original Date: December 2017

Policy Contact: Executive Vice President of Instruction & Student Services

POLICY

- (1) **Written notice.** The conduct officer will initiate disciplinary action by serving the respondent with written notice of an initial disciplinary meeting. The notice shall briefly describe the factual allegations, the specific conduct code provision(s) the respondent is alleged to have violated, the range of possible sanctions for such violation(s), and specify the time and location of the meeting.
- (2) **Disciplinary meeting.** At the disciplinary meeting, the conduct officer will review the allegations with the respondent and, consistent with “Brief Adjudicative Proceedings” under RCW 34.05.482, will afford the respondent an opportunity to respond and provide any other information or evidence. If the respondent fails to attend or participate in the meeting, the conduct officer may take disciplinary action based on the available information.
- (3) Within ten business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or arguments presented by the respondent, the conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific code of conduct provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.
- (4) Following written notice and a disciplinary or investigation meeting, the conduct officer will take any of the following actions:
 - a. Dismiss the proceeding upon finding the allegation(s) to be unsubstantiated and after providing any appropriate counseling or warnings. Such action shall be final and not subject to appeal or further review.
 - b. If the allegations are found to be substantiated, the conduct officer may impose any of the disciplinary sanctions authorized under WAC 132E-122-200. Such sanction(s) shall be subject to review on appeal as provided in this student code.
 - c. Refer the matter for disciplinary action by the student conduct committee. Such referral shall be in writing, to the attention of the committee chair, with a copy served to the respondent. The decision to refer shall not be subject to appeal or further review.

RELEVANT LAWS AND OTHER RELATED INFORMATION

[WAC 132E-122-200](#)

[WAC 132E-122-240](#)

[RCW 34.05.48](#)

REVISION HISTORY

December 2017

APPROVED BY

Board of Trustees