

## **Initiation of University Conduct Proceedings DSA.SC.300.002**

**Summary/Purpose:** To describe the initiation of nonacademic conduct proceedings.

Any member of the university community may submit a complaint alleging a violation of University policies. All complaints must be submitted to the Office of Conflict Resolution and Student Conduct in writing. Complaints should include the date of the alleged violation and facts to support that a violation of university policy has potentially occurred. Any complaint should be submitted as soon as reasonably possible after the event occurs.

The Office of Conflict Resolution and Student Conduct will review the allegations in the complaint to determine whether the University has jurisdiction. If the University has jurisdiction over the conduct, the Office of Conflict Resolution and Student Conduct will respond in one of the following manners:

- (1) Assign charges to the student or organization identified in the complaint;
- (2) Refer parties involved in the complaint to alternative dispute resolution; or
- (3) Determine that the complaint warrants no further action and dismiss the complaint.

The determination to initiate University charges is final and not appealable. All allegations of sexual assault, sexual harassment, or relationship violence will be referred to the University's Title IX coordinator in the Office of Equal Opportunity and Regulatory Compliance or his or her designee.

In addition, the Office of Conflict Resolution and Student Conduct may assign charges on behalf of the University to a student or organization based on information received in a police report or court docket regarding conduct on or off campus, an incident report submitted by a member of the Department of Student Housing staff, or a report submitted to the Office of Conflict Resolution and Student Conduct from a University department or community member.

The Office of Conflict Resolution and Student Conduct may dismiss a complaint at any stage if it reasonably believes that the complaint is baseless, unsupported, or is more educational if resolved in a different manner.