Cuyahoga Community College

What Happens with a **Conduct Report?**

1. Faculty or staff may address the concern with the student and submit a conduct report.

2. The report is received by Student Affairs and sent to the assistant dean of Student Affairs and Academic Success. The reporting party will receive an automated confirmation from Maxient.

3. The reporting party also receives a personalized acknowledgement from the Office of Student Affairs. The office may request additional information, a phone call or a meeting to assess whether a conduct code violation has occurred.

4. If the situation is NOT a potential violation of the Student Code of Conduct, the reporting party is notified via email. The report is retained for documentation purposes.

5. If the situation IS a potential violation, a letter of allegation is sent to the student, a hold is placed on their account, and a conduct meeting is scheduled.

6. The student and the assistant dean meet to discuss the alleged violation. The assistant dean determines responsibility and assigns appropriate sanctions.

7. The reporting party is notified that a conduct meeting was held and that appropriate sanctions have been assigned. The case is considered closed at this time.

8. The student completes sanctions and is supported for toward academic success.