

Ridgeway Valley Community College

Hollis Hall · 1450 Ironworks Parkway, Calder Springs, ST 60148
Campus Safety 24-hour dispatch 555-0199 · non-emergency 555-0198
Title IX Coordinator 555-0161 · Office of Community Standards 555-0165 ·
ridgewayvalley.example/report

PROCESS EXPLANATION

Document

Student conduct process map

Academic year

2028–2029

Policies

SA–300 Student Code of Conduct (rev. 6/12/2028) · SA–310 Sex-Based Harassment

Grievance Procedures (rev. 6/12/2028)

Version

6.3 · Issued 08/14/2028 · Owner: Office of Community Standards

The Student Conduct Process, Stage by Stage

What happens at each stage, who decides it, what each party receives in writing, how long each step usually takes, and which questions this document cannot answer.

OFFICE OF COMMUNITY STANDARDS Kelvin Marsh, Director · Hollis Hall 210 · 555-0165	TITLE IX COORDINATOR Renata Okonjo-Vance · Hollis Hall 204 · 555-0161	DEAN OF STUDENTS Adaeze Fontaine · Hollis Hall 200 · 555-0164	STANDARD OF EVIDENCE Preponderance of the evidence, applied the same way to both parties
PRESUMPTION A responding student is presumed not responsible until the process concludes	ADVISOR Each party may bring an advisor of their choice, including an attorney at their own expense	LANGUAGE AND DISABILITY ACCESS Arranged at no cost · 555-0161 or 555-0179	FULL POLICY TEXT ridgewayvalley.example/policies · printed copy at Hollis Hall 210

STAGES 1 THROUGH 4 — REPORT, ASSESSMENT, AND NOTICE

#	STAGE	WHAT HAPPENS	WHO DECIDES OR ACTS	USUAL TIMING	WHAT EACH PARTY RECEIVES
1	Report received and logged	A report arrives from a person, an office, Campus Safety, or the online form and is assigned a case number.	Community Standards intake	Day 0	Nobody has been charged with anything yet; a case number is given on request
2	Initial assessment	Staff decide whether the conduct described, if true, would violate SA–300 or SA–310, which procedure applies, and whether an immediate safety step is needed.	Director of Community Standards, with the Title IX Coordinator where applicable	1–5 business days	A short written outcome of the assessment and the path the case is on
3	Supportive measures offered	Non-disciplinary measures are offered to both parties as they become known and continue through every later stage.	Title IX Coordinator or Dean of Students	Ongoing from day 1	A written summary of the measures in place; either party may ask in writing to change one
4	Written notice of allegations	Both parties receive the same written notice before any interview about the allegations.	Community Standards	At least 5 business days before the first interview	The notice described in the panel below, with time to read it and find an advisor

STAGES 5 THROUGH 8 — INVESTIGATION, EVIDENCE, AND RESOLUTION TRACK

#	STAGE	WHAT HAPPENS	WHO DECIDES OR ACTS	USUAL TIMING	WHAT EACH PARTY RECEIVES
5	Investigation	An investigator interviews the parties and witnesses, gathers documents and recordings, and writes a report summarizing the relevant information.	Assigned investigator	Target 30 business days	Equal opportunity to name witnesses, submit information, and be accompanied by an advisor
6	Evidence review	Each party receives the relevant evidence and the draft report and may respond in writing before it is finalized.	Investigator	10 business days to respond	Equal access; neither party sees anything the other does not
7	Resolution track selected	The case goes to an agreed resolution, an administrative resolution, or a hearing.	Director, with both parties	5 business days	Written confirmation of the track; nobody is required to accept an agreed resolution
8	Hearing, where one is held	A decision-maker who did not investigate the case hears from the parties and witnesses.	Hearing officer or three-person panel	Scheduled within 15 business days	Notice of date, format, and procedure; an advisor present; a recording or transcript

STAGES 9 THROUGH 12 — DETERMINATION, SANCTIONS, APPEAL, AND CLOSE

#	STAGE	WHAT HAPPENS	WHO DECIDES OR ACTS	USUAL TIMING	WHAT EACH PARTY RECEIVES
9	Written determination	The decision-maker applies the preponderance of the evidence standard — more likely than not — and writes the outcome.	Decision-maker	10 business days after the hearing closes	The full written determination, sent to both parties at the same time
10	Sanctions and remedies, if any	Where a violation is found, sanctions are assigned and remedies are provided to restore access.	Decision-maker; Dean of Students for suspension or dismissal	Stated in the determination	An individualized decision with the rationale for each sanction
11	Appeal	Either party may appeal on the listed grounds. The appeal officer reviews the record; it is not a new hearing.	Appeal officer outside the original process	Filed within 10 business days	A written appeal decision with reasons; each party sees the other's statement
12	Close and records	The file is closed and retained under the college's records practice.	Community Standards	Retained 7 years from close	A closing letter; either party may ask what the file contains

Business days exclude weekends and days the college is closed. Every timeline here is a target, not a guarantee. A timeline may be extended for good cause — a party or witness is unavailable, a police agency asks for a short pause, an accommodation is being arranged, or the college is closed — and when that happens both parties are told in writing, at the same time, with the reason and the new date.

WHAT THE WRITTEN NOTICE OF ALLEGATIONS CONTAINS

- The specific policy provisions of SA-300 or SA-310 that are at issue
- The conduct alleged, with the date, time, and location known at the time of the notice
- The identities of the parties involved, where known, and a statement that the responding student is presumed not responsible until the process concludes
- The standard of evidence that will be applied — preponderance of the evidence, applied the same way to both parties
- That each party may have an advisor of their choice, including an attorney at the party's own expense
- That each party may inspect and respond to the evidence gathered, and that retaliation and knowingly false statements are themselves violations
- The name of the investigator and how to raise a conflict of interest or bias concern, and by when
- The range of sanctions that could follow a finding of responsibility, and where the full range is published

Both parties receive the same notice at the same time. If the allegations change during the investigation — something is added, narrowed, or dropped — an amended notice is issued before the next interview on that point.

INTERIM STEPS BEFORE ANY FINDING

Two things can happen early that are sometimes mistaken for a decision. Neither one is a finding of responsibility.

STEP	WHEN IT IS USED	WHO DECIDES	WHAT THE STUDENT MAY DO
Supportive measures	Any time, for either party, whether or not a complaint is filed	Title IX Coordinator or Dean of Students	Request, decline, or ask in writing that a measure be changed
Emergency removal or interim restriction	Only after an individualized safety and risk analysis finds an immediate threat to someone's physical health or safety	Dean of Students, in writing	Challenge it in writing within 3 business days and receive a written response within 5
Administrative leave for an employee respondent	Employment matters	Human Resources, 555-0168	Follow the employee process, which is separate from this one

An emergency removal addresses a safety risk in the present. It says nothing about whether the allegations are true, and the process continues on its normal path while the removal is in place.

HOW A HEARING RUNS, WHEN ONE IS HELD

- The decision-maker is not the investigator and is not the Title IX Coordinator. Either party may raise a conflict or bias concern about the decision-maker before the hearing.
- Each party may be accompanied by one advisor of their choice. The college restricts how much an advisor may speak, and the restriction is identical for both parties.
- Parties and witnesses may be placed in separate rooms or appear by video on request, with everyone able to see and hear.
- Questions from one party to the other are submitted to the decision-maker, who decides whether each question is relevant and explains any question that is excluded.
- A recording or transcript is made and is available to both parties for review.
- A party who chooses not to attend or not to answer questions is not found responsible for that reason alone; the decision rests on the information in the record.
- Character evidence about general reputation is given little weight; information about the specific conduct alleged is what matters.
- The decision-maker applies the preponderance standard: is it more likely than not that the policy was violated? If the information is evenly balanced, the responding student is not found responsible.

WHAT THE WRITTEN DETERMINATION MUST CONTAIN

ELEMENT	WHAT IT MEANS IN THE LETTER
The allegations	Which policy provisions were evaluated, stated as they were in the notice
The procedural steps taken	Notifications, interviews, evidence gathered, methods used to gather it, and the date and format of any hearing
Findings and conclusions	What the decision-maker concluded happened, what remained disputed, and how the policy applies to those facts, provision by provision
The rationale	Why the decision-maker reached each result, including how conflicting information was weighed
Sanctions, if any	Each sanction, its duration, its conditions, and the reason for it
Remedies	Whether remedies to restore access will be provided to the complainant; the details of a complainant's remedies are not disclosed to the responding student unless they directly restrict that student
Appeal information	The grounds, the deadline, where to file, when the outcome takes effect, and whether it is paused during an appeal

Both parties receive the determination simultaneously, in writing. Where the underlying allegation involves violence or a sex offense, the rationale and the sanction are included in what both parties receive.

RANGE OF SANCTIONS

SANCTION	TYPICALLY CONSIDERED WHEN	WHAT IT INVOLVES	DURATION OR NOTE
Written warning	A single, low-impact violation with no prior record	Notice on file; no restriction on participation	Remains in the conduct file
Educational or restorative assignment	Where learning or repair fits the conduct	Reflection assignment, workshop, apology letter offered but never required of a complainant, service hours	Completion deadline stated in the determination
Conduct probation	A repeat violation or a more serious first violation	A stated period during which another violation is treated more seriously; may include conditions	Typically one to four terms
Restrictions	Where separation of the parties or limits on access are warranted	No-contact directive made a sanction, activity or facility restriction, housing relocation, removal from a student leadership role	Period stated in writing
Removal from a program or placement	Conduct that a clinical or externship site will not accept	Removal from the placement; the academic program decision is separate and is made by the program	Coordinated with Workforce Programs at 555-0175
Suspension	Serious conduct, or repeated conduct after probation	Separation for a stated period with conditions for return	One term to two years in the published range
Dismissal	The most serious conduct, or conduct after a suspension	Permanent separation from the college	Decided by the Dean of Students

This is the published range, not a schedule and not a tariff. Sanctions are decided one case at a time on the facts found, the impact, the responding student's prior conduct record, and whether the conduct was accepted responsibility for. Nothing in this table predicts what will happen in any particular case, and no one in the process — including staff, advisors, and investigators — can tell a party in advance what the outcome or the sanction will be.

APPEALS

GROUND	DEADLINE	WHO DECIDES	WHAT IS REVIEWED
Procedural irregularity that affected the outcome	10 business days from the determination	Appeal officer outside the original process	Was the procedure followed, and did the deviation matter?
New evidence not reasonably available at the time, that could affect the outcome	Same	Same	Was it genuinely unavailable, and is it material?
Conflict of interest or bias by the Coordinator, investigator, or decision-maker that affected the outcome	Same	Same	Is there a specific, identified conflict, and did it affect the result?
A sanction outside the published range for the violation found	Same	Same	Is the sanction within the range published in SA-300?

An appeal is a review of the existing record, not a second hearing, and disagreeing with the outcome is not by itself a ground. The appeal officer may affirm, return the case for a specific step to be redone, or modify a sanction that falls outside the published range. Both parties are notified of the appeal decision at the same time, in writing, with reasons. The appeal decision closes the college process.

TIMELINES AT A GLANCE

STEP	TARGET	COMMON REASON FOR AN EXTENSION
Initial assessment	1–5 business days	Complexity or an unavailable party
Notice before the first interview	At least 5 business days	Extended at a party's request
Investigation	30 business days, target	Witness availability, breaks, parallel police activity
Evidence response	10 business days	Volume of material, accommodation needs
Written determination	10 business days after the hearing closes	Length of the record
Appeal filing and decision	10 business days to file, 15 to decide	Rarely extended, and only in writing

Parallel processes: A criminal case and this process are separate. A police decision not to charge, a dropped charge, or an acquittal does not end or decide the college process, and a college finding is not a criminal conviction. The two use different standards and answer different questions.

RECORDS, PRIVACY, AND WHAT HAPPENS IF A STUDENT LEAVES

- Conduct files are education records and are handled under the college's student records practice. Information is shared inside the college with officials who need it for their responsibilities.
- Files are retained for 7 years from the close of the case. Records connected to a suspension or dismissal are retained permanently.
- A transcript notation is applied for dismissal and for a suspension in effect; the notation and how to request its removal are described in SA-300.
- A student who withdraws while a case is pending does not end the case. The college may complete the process, and a hold may be placed on readmission and on transcripts until it concludes.
- A student who is dismissed or suspended is told in writing what access, if any, remains during the period, including whether they may be on campus property.
- Requests for a disability accommodation or an interpreter at any stage go to 555-0161 or 555-0179 and are arranged at no cost.

What this document does not do: This document explains the stages of a college administrative process. It does not decide any case, does not predict a finding, a sanction, a timeline, or an appeal result, and does not create rights beyond those in SA-300 and SA-310. It is not legal advice, and no college employee can act as a party's attorney or advise them about criminal, civil, immigration, or licensing consequences. A party who wants that advice should consult a licensed attorney of their own choosing. Where this explanation differs from the policy text posted at ridgewayvalley.example/policies, the policy controls.

FICTIONAL SPECIMEN. Ridgeway Valley Community College, its campuses, offices, staff, students, employers, clinical sites, credentialing and accrediting bodies, identifiers, policy numbers, phone numbers, amounts, and dates in this explanation are invented for a published demonstration of document-grounded video generation. The offices, staff names, policy numbers, stage timelines, sanction ranges, and appeal grounds described here are invented for a demonstration and describe no institution's actual procedure and no jurisdiction's requirements. Nothing here is a statement of law, a legal or medical opinion, a determination about any person, or advice for any real student, employee, program, or institution, and it must not be copied into a real policy, handbook, or notice.