



# Student Judicial System



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## Student Judicial System

The primary purpose of Southern University and A&M College's student judicial system is to help govern the University community by regulating student conduct and enforcing the University's *Student Code of Conduct* consistent with the principles of due process.

### Definitions

- **Advisor:** a person who gives information, advice, or opinions.
- **Business Day:** A day of normal business operation as designated by the University, generally Monday through Friday during the hours of 8:00am to 5:00pm.
- **Campus Community:** refers to any administrator, faculty, staff, or student of the Southern University and A&M College, including all land, buildings, facilities, streets, parking lots, sidewalks, and other property in the possession of or owned, used, or controlled by Southern University and A&M College.
- **Charged Student (Accused):** A student charged with violations of the *Student Code of Conduct* or any other University policy.
- **Complainant:** Any person who submits a report alleging that a student violated the *Student Code of Conduct* or any other University policy.
- **Contempt:** Show of willful disobedience to, or open disrespect of judicial proceedings. Acts include but are not limited to failure to appear and failure to adhere or comply.
- **Faculty Member:** Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.

- **Hearing Body:** Any person or persons who have been authorized by the University to determine whether a student has violated the *Student Code of Conduct* and to recommend sanctions that may be imposed when a student is found responsible for violating the *Student Code of Conduct*.
- **Judicial Hold:** Prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).
- **Legal Counsel:** An attorney who gives advice regarding law.
- **Mediation:** The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case.
- **Mediator:** Any neutral member of the University community who assists parties in reaching a mutual agreement to resolve their differences.
- **Not Responsible:** When a charged student has not been found responsible (not guilty) for the alleged violation(s) of the *Student Code of Conduct*.
- **Preponderance of Evidence:** The information and evidence presented in a case supports a finding that it is more likely than not that the violation occurred.
- **Responsible:** When a charged student has been found responsible (guilty) for violating a provision(s) of the *Student Code of Conduct*.
- **Sanction:** A penalty imposed upon a student after the student has been found responsible for violating the *Student Code of Conduct*.
- **Student Organization:** An administrative and functional structure of persons enrolled at the University that is officially registered with the Office of Student Organizations.
- **University:** Southern University and A&M College located in Baton Rouge, LA.
- **University Judicial Process:** Actions designed to safeguard a student's right to due process. Observance of state or federal courtroom procedures is not required of the University's judicial process. The imposition of such rigid standards and time-consuming processes may interfere with administration and due process.
- **University Official:** Any person employed by the University, performing administrative or professional responsibilities.
- **University Premises:** All buildings, land, facilities, and any other property owned, leased, controlled, or supervised by the University.
- **University Sponsored Activity:** Any activity on or off campus which is initiated, aided, authorized, or supervised by the University.
- The word **Can** is used in the permissive sense.
- The word **May** is used in the permissive sense.
- The word **Shall** is used in the imperative sense.
- The word **Will** is used in the imperative sense.

### **Definition of a Student**

The term "student" denotes individuals enrolled in courses at Southern University and A&M College, whether full-time or part-time, for credit or non-credit and is inclusive of those individuals who have been notified of their acceptance for admission, persons who withdraw after allegedly violating the *Student Code of Conduct*, persons who are not enrolled for a particular term (but who have not officially withdrawn from the University), and those who have a continuing relationship with the University, (e.g., on academic dismissal, disciplinary suspension, or studying abroad). An individual is no longer considered a student upon graduation, official withdrawal from the University, expulsion from the University, or death. Individuals not meeting the student criteria that violate University rules and regulations are subject to all applicable local, state, and federal laws, and will be prosecuted through appropriate means.

## **University Jurisdiction**

Southern University and A&M College students are subject to all federal, state, and local laws. Students are also subject to appropriate and reasonable disciplinary action — including suspension or expulsion — for breach of any University policy. Southern University and A&M College has zero tolerance for any violation of the *Student Code of Conduct*. “Zero tolerance” means that given the factual circumstances of the alleged violation, a charged student may receive disciplinary sanctions from the University. Due process will be appropriately accorded the charged student. Determinations of responsibility in University judicial cases are based on the preponderance of evidence standard.

Southern University and A&M College’s judicial process does not “mirror” legal systems. The University’s judicial process is a student-focused, education-centered process; a judicial hearing is not a trial. A University based judicial hearing is a tool used to redirect the student’s behavior and/or to preserve the educational process. It is not a University function to assist students arrested by civil authorities or campus police and incarcerated. Students must make their own arrangements for legal release and for any other relief.

The University may exercise jurisdiction for an offense committed off campus when:

- The victim of such offense is a student, faculty member, or staff member;
- The offense occurred at a University-sponsored or -sanctioned event;
- The accused student used his or her university status to assist in commission of the offense (for example, using a student ID card to write bad checks); or
- The offense seriously impairs pursuit of the University’s goals/objectives.

University disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of *Student Code of Conduct*. The University reserves the right to proceed with disciplinary proceedings and the possible imposition of sanctions prior to, concurrent with, or subsequent to civil litigation, criminal arrest, and/or criminal prosecution. Normally, the University will proceed with an alleged violation of the *Student Code of Conduct* prior to any final disposition of the Courts. Any determinations made or sanctions imposed based on the *Student Code of Conduct* shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of University rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.

Any admission of guilt, responsibility or statement against the student’s interest made by a student at off-campus proceedings shall be conclusive for University purposes. A verdict of guilty, a plea of guilty, a plea of no contest or similar plea in a court of law by a charged student will operate as a conclusive finding that the student is “Responsible” for the purpose of University judicial proceedings. Prior to the issuance of the outcome letter, the University may amend its violation(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the University community. The University will cooperate fully with law enforcement agencies in any criminal prosecutions to the extent permitted by law.

## **Student Rights: Responsibilities of the University**

Southern University and A&M College students have the same rights, privileges, and freedoms granted to every United States citizen. With these rights, privileges, and freedoms come the responsibility to obey federal, state, and local laws, as well as University rules and regulations. Essential to the effective functioning of the University is the protection and promotion of a special set of interests and purposes, including:

- The opportunity for students to attain their educational objectives;
- The creation and maintenance of an intellectual and educational atmosphere throughout the University;

- The protections of the health, safety, welfare, property, and human rights of all members of the University community;
- The right to be free from all forms of discrimination on the basis of race, religion, sexual preference, political affiliation, national origin, physical or mental disability, age, or veteran status. The University will not condone any practices or policies that discriminate against anyone.
- The right to confidentiality of official records, transcripts, personnel records, and disciplinary records. Students also have the right to confidentiality of information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the University in the course of their work.
- The right to privacy in accordance with policy expressed in the Family Educational Rights and Privacy Act of 1974, and
- The protection and reputation of the University itself.

Students enrolled at Southern University and A&M College must ultimately assume full responsibility for their actions and must adhere to the *Student Code of Conduct*. Students should read and become familiar with the *Student Code of Conduct* as well as other University policies. Violations of these regulations and/or a demonstrated unwillingness to obey rules governing conduct may lead to disciplinary action by the University. When students are away from the Southern University and A&M College campus, they are expected to conduct themselves as mature individuals. Irresponsible actions which are reported to University officials or which become public knowledge may be cause for disciplinary action. As members of an educational institution, students have a responsibility to the institution to protect and preserve the academic process. Students have the right and the responsibility to report inappropriate conduct, or any violation of University policy.

### **Student Rights: When Accused**

A student charged with a violation of the *Student Code of Conduct* has the following rights:

- The right to the presumption of innocence until proven responsible.
- The right to a fair and impartial hearing.
- The right to be notified in writing of charges.
- The right to an advisor of his/her choice provided that person is willing to assist and advise the student during the investigation. The advisor must be a Southern University and A&M College faculty or staff member. A student also may have an attorney present if the Office of the Dean of Students is notified, in writing, within 24 hours of the student's hearing. An advisor or attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
- The right to present witnesses to testify in his/her defense. The Office of the Dean of Students and/or University Judicial Committee shall have the authority to limit the number of witnesses in order to avoid unreasonable delays, where testimony would be repetitious or unnecessary.
- The right to be present during the entire hearing, except during judicial deliberations.
- The right to examine all evidence used in the judicial proceeding, including investigative findings, recordings, or transcripts of his or her hearing, for the purpose of preparing an appeal.
- The right to be notified in writing of a hearing decision
- The right to attend classes and required university functions until a hearing is held and a decision is rendered. Exceptions to this right would be made if a student's presence would create a clear and present threat or interference with normal operations, judicial processes, or disciplinary sanctions.

### **Student Rights: When a Victim**

A victim is defined as the person harmed by a charged student that is in violation of the *Student Code of Conduct*. Victims of have the following rights:

- To have an advisor of the alleged victim's choice accompany him/her when presenting in a judicial hearing and to any other relevant meetings held throughout the University's judicial process.
- To submit a statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the accused student is found responsible for the violations.
- To have unrelated past behavior excluded from a scheduled hearing. The Office of the Dean of Students will decide if such information is unrelated.
- To be present throughout the hearings, or portions thereof, at the discretion of the Office of the Dean of Students and/or the University Judicial Committee.
- To have personal property returned to them if in the current possession of the University. The determination of when this property may be returned is left to the Office of the Dean of Students and/or the Southern University Police Department.
- To be notified of the outcome, including both the decisions and the sanctions of the disciplinary process.

### **Grievance Procedure**

The general grievance procedure for students is maintained by the Office of the Dean of Students in order to ensure prompt and equitable solutions to student problems. General grievances include sexual harassment, hazing, and discrimination. Grievances involving employees may be reported to the Office of the Dean of Students but are ultimately referred to the Office of Human Resources. All academic related grievances must be submitted through processes outlined by the Office of Academic Affairs.

### **Judicial Composition**

The Office of the Dean of Students, through the Vice Chancellor for Student Affairs and Enrollment Management, has administrative responsibility for the University's judicial system. University Judicial Committee serves as a hearing board for individual or group disciplinary cases which are introduced to the committee as a result of previous or initial disciplinary action. The committee also studies and recommends policies to University administrators related to student conduct. This committee of students, faculty, and staff are appointed to one-year terms by the Office of the Dean of Students.

### **University Judicial Committee Composition**

The University Judicial Committee shall be composed of an official from the Office of the Dean of Students (chair), two student members, two faculty members, and two staff members appointed to serve by and the Office of the Dean of Students. Members are appointed to renewable one year terms. Quorum is 2/3 of the composition of the committee. Each member shall have (1) vote.

## **The Judicial Process**

### **Personal Bias**

Prior to the start of a judicial hearing, any party may challenge a judicial committee member's right to participate, if personal bias would prevent the committee member from rendering an objective decision. Committee members are expected to recuse themselves from hearing a case if personal bias would prevent them from rendering an objective decision. In these instances, the judicial committee must maintain a quorum in order to proceed. In instances where there is not a quorum, the hearing will be rescheduled and any interim sanctions will remain in effect.

### **Conduct during the Hearing Process**

Every individual attending or participating in a judicial hearing must:

- Refrain from disruptive conduct.
- Obey any directive or instruction from the presiding chairperson.

Any individual violating a directive from a University official conducting a hearing will be escorted from the hearing by the appropriate authorities. If the individual is an active participant in the hearing process, the

hearing procedures will proceed without the individual and that individual, if a student, will be charged with contempt.

### **Student Notification**

All notices, decisions and outcomes of student conduct related matters connected with the disciplinary process will be mailed to the student's last known address as filed with the Office of the Registrar and/or via e-mail to the student's University provided e-mail address. Students who have a change of address must file a change of address with the Office of the Registrar. University officials may also make a reasonable attempt to notify a student by locating the student via his or her class schedule or on-campus residential assignment. This method shall constitute proper notification to the charged student.

### **Notification of an Alleged Judicial Violation**

Any student charged with an alleged violation of Southern University and A&M College's *Student Code of Conduct* or any other University policy shall be notified by the Office of the Dean of Students of the charges against him/her; of the specific policy or *Student Code of Conduct* violation; and of the date, time, and place of the scheduled hearing at least three business days (72 hours) prior to the hearing, except when the charged student postpones the hearing. A charged student that wishes to postpone a hearing must do so, in writing, at least 24 hours prior to a scheduled hearing.

Charged students are given the option to proceed with an administrative hearing or request a University Judicial Committee hearing. Students that request a hearing with the University Judicial Committee must do so, in writing, to the Office of the Dean of Students at least 24 hours prior to the date/time of the scheduled administrative hearing. A notice of the scheduled hearing with the University Judicial Committee will be sent at least three business days prior to the date/time of the scheduled hearing. All interim sanctions will remain in effect until the rescheduled hearing. Cases where a student has been charged with violating the University's Sexual Misconduct Policy in addition to the *Student Code of Conduct* will automatically be referred to the University Judicial Committee.

### **Administrative Hearings**

Students attending an administrative hearing will meet with an official from the Office of the Dean of Students. The charged student will certify that they have waived their right to appear before the University Judicial Committee and will accept the administrative decision. At the conclusion of the hearing the charged student must sign a certification that they have received the administrative decision.

### **Judicial Committee Hearing**

Charged students that request a hearing with the University Judicial Committee are subject to the following:

- The charged student will receive an updated hearing notice at least three business days (72 hours) prior to the hearing. The letter will inform the charged student of the date, time, and place of the hearing.
- The charged student, if desired, will have an opportunity to review the information to be presented against him/her at the hearing prior to the hearing. The charged student must schedule an appointment with the Office of the Dean of Students to review any information.
- The charged student has the right to be accompanied by legal counsel or an advisor. However, the legal counsel/advisor will not be permitted to make a presentation or question the witness(es). Students seeking to be accompanied by a legal counsel or advisor must notify the Office of the Dean of Students, in writing, at least 24 hours prior to the date/time of the scheduled hearing. For students failing to meet this requirement, their advisor will not be allowed in the room for the duration of the hearing.
- The charged student will have an opportunity to speak in his/her defense and the right to present his/her version of the facts including statements of the witness(es).
- The charged student will have an opportunity to hear all information presented against him/her.

## **Hearing Procedures**

Both administrative and University Judicial Committee hearings proceed as follows:

- Administrative hearings are conducted by a staff member from the Office of the Dean of Students. For University Judicial Committee hearings, the committee chairperson convenes and presides over the hearing only if the appropriate quorum is present. The chairperson is charged with maintaining orderly discussions throughout the hearing and limiting testimony. For University Judicial Committee hearings, a 2/3 quorum must be present for the hearing to proceed. In instances where there is not a quorum, the hearing will be rescheduled and any interim sanctions will remain in effect.
- The chairperson confirms that the charged student understands his or her rights.
- The chairperson reads into the record the University's opening statement and the alleged violation(s).
- The charged student is allowed to make an opening statement, including a statement of responsibility.
- The complaint, evidence and/or witnesses are presented. Witnesses are represented one at a time. A witness can only be present in the hearing during his or her own testimony. Written testimony from witnesses unable to be at a hearing may be acceptable, but the validity of the testimony will be ruled by the Office of the Dean of Students (or committee chairperson).
- University Judicial Committee members (or an Office of the Dean of Students official) may cross examine any witness and/or the person being charged.
- After all witnesses, evidence, and testimony have been presented, the chairperson will ask each side if there is additional information that has not been heard pertaining to the case.
- Closing statements no longer than five minutes may be made by the charged student and complainant.
- At the conclusion of hearing, all parties will be dismissed from the room with the exception of the committee members. The committee members will determine if the charged student is responsible for the alleged violation(s) and, if so, what sanction(s) should be imposed. A simple majority vote by committee members present will determine the outcome of the case. For an administrative hearing, the decision is made by the Office of the Dean of Students staff member conducting the hearing.
- At the conclusion of the University Judicial Committee hearing, the committee will make a recommendation for action.

Students failing to attend a scheduled judicial hearing waive their due process rights and a decision will be rendered based on the evidence and information available at the time of scheduled hearing. Any disciplinary action imposed is effective immediately. Students failing to access or not being able to access, their University email accounts prior to a scheduled hearing is not an appropriate excuse for absence from a judicial hearing, as it is the student's responsible to maintain their University email account. Judicial hearings may be audio taped only by the University, for appeals purposes only. All tapes are filed and remain on file as sole property of the University for future review.

## **Deferred Decisions**

In cases where the Office of the Dean of Students (and/or University Judicial Committee) believes additional information is needed prior to rendering a decision, the case may be referred for further evaluation by other units. In such cases, the final decision will be deferred until information can be obtained. In cases of deferred decisions, all interim sanctions will remain in effect until the case concludes.

## **Parental Notification**

Pursuant to the Family Educational Rights and privacy Act (FERPA) of 1974, disciplinary information is not shared with parents, guardians, or any other individual or entity without the written consent of the student in question.

## **Appeals**

Although a decision rendered by the Office of the Dean of Students (and/or University Judicial Committee) is final, due process allows a student to appeal the decision. Students wishing to appeal a hearing decision

should note the following process:

- A formal letter must be submitted stating the rationale for the appeal to the Vice Chancellor for Student Affairs and Enrollment Management within two business days of the initial hearing decision. The Vice Chancellor will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the Vice Chancellor believes there is sufficient justification in the letter of appeal, a meeting will be scheduled to review the appeal with the student. Upon reaching a decision, the Vice Chancellor will notify the student of the decision within 5 business days of the appeal meeting.
- Upon receiving a decision from the Vice Chancellor for Student Affairs and Enrollment Management, a student may make an additional appeal to the Office of the President-Chancellor. The student must submit a formal letter stating the rationale for the appeal to the President-Chancellor within two business days of the Vice Chancellor's decision. The President-Chancellor (or designee) will review the letter of appeal to determine if there is sufficient justification to grant a meeting regarding the appeal. If the President-Chancellor (or designee) believes there is sufficient justification in the letter of appeal, a meeting will be scheduled with the student to review the appeal. Upon reaching a decision, the Present-Chancellor will notify the student of the decision within 5 business days of the appeal meeting. The decision of the President-Chancellor is final.

Appeals will only be considered when they are based on the following:

- The evidence did not warrant a finding of responsibility.
- The sanction was too severe.
- Due process was not followed.
- New information is now available that could not have been presented at the initial hearing.

It is important to note that the appeals process is not another hearing but a review to establish the appeals merit. Appeals are not automatically granted on the basis of the letter submitted by the student. Establishing the appeals merit is the burden of the student.

## Disciplinary Investigation Procedures

Office of the Dean of Students staff investigates allegations of violations of the *Student Code of Conduct*. All cases remain confidential based on the guidelines outlined in the Family Educational Rights and Privacy Act (FERPA).

### Prior to Beginning an Investigation

1. The Office of the Dean of Students will determine if the charged student must be removed from campus via interim administrative suspension due to any safety concerns for the campus community based on the alleged violations.
  - The length of the interim administrative suspension is at the discretion of the Office of the Dean of Students.
2. Investigations are a two-fold process. Separate investigations are conducted by the Southern University Police Department (or outside law enforcement agencies) for violations of local, state, and federal laws and the Office of the Dean of Students for violations of the *Student Code of Conduct*.
3. The Office of the Dean of Students uses the following investigation outline:
  - Identify the allegations/complaints.
  - Identify who will be interviewed.
  - Identify what information to review, such as:
    - Camera logs
    - Housing incident reports
    - Victim/witness statements

- Prior disciplinary actions
  - Interview questions are based on topics where answers can be compared and contrasted.
    - Questions are open-ended (broad) and transition to specific to gain detail.
    - Follow-up questions will be asked based on information given during interviews.
    - Current allegations will be investigated and not necessary the charged student's past behavior, although past behavior will be reviewed.
4. The Office of the Dean of Students maintains an investigation file for each case.

### **Conducting the Investigatory Interviews**

1. Interviews are conducted in a private, secure location.
2. Victims/witnesses will not be interviewed in groups.
3. Interviews may be audio-recorded. Opening remarks, date, time, location, purpose, person being interviewed and person(s) conducting and present during the interview will be included. If any breaks are taken, the time the recorder is off will be indicated. Once the tape is turned back on, all information will be restated. At the conclusion of the interview, the date and time and a statement of conclusion will be recorded.
4. Two staff members will participate in interviews whenever possible. One staff member will ask questions while the other takes detailed notes and assists with follow-up questions. Staff will keep detailed notes regardless of whether or not the session is recorded.
5. At the beginning of the investigation, staff will explain the nature of the investigation.
  - The interviewee will be advised of their rights and the potential sanctions.
6. If the interviewee requests representation, staff will follow the procedures regarding counsel listed in the Student Judicial process.
7. Staff will not make any promises about the outcome of the investigation.
8. Staff will not give any opinion about what occurred or what the interviewee is saying.
9. The interviewee must contact the Office of the Dean of Students if anyone else contacts them about the investigation or if they recall something not shared during their interview.
10. Staff will ask a series on questions, including but not limited to:
  - Who committed the act?
  - What was the act? When did it occur and exactly what happened? What was the interviewee doing when the act occurred?
  - Where did it occur? How far was the interviewee from the act?
  - How often did the act occur?
  - Did the interviewee actually see or hear something (direct evidence) or if they concluded an act occurred based on what they saw or heard (circumstantial).
  - How did the interviewee react to the act? What response did the interviewee make when the act occurred or afterwards?
  - Who did the interviewee discuss the act with and when? What did the interviewee say?
  - How did the act affect the interviewee? Has the academic performance of the interviewee been affected by virtue of the act?
  - Who else was present when the act occurred? Who else has any knowledge of the act? Has anyone else discussed the act with the interviewee? If so, who and what did that person say? Did anyone see the interviewee immediately after the act?
  - Did the person accused of inappropriate conduct engage in the same or similar conduct with anyone else? Who, what, where, when and how? Has anyone else complained to the interviewee about similar conduct?
  - Did the student alleged to have engaged in misconduct contact the interviewee about the act?
  - Does the interviewee have any notes, evidence or documentation about the act?
  - Does the interviewee know of any other relevant information?
11. Staff will ask open-ended questions and will not interrupt the interviewee unless the person needs to be redirected to answer the question asked.

12. If the interviewee states that the allegation is false, staff will ask them how the information could have been misconstrued; what actions/statements could have caused a misunderstanding; and why the complainant or witnesses might have a reason to make false accusations.
13. The interviewee will be allowed to provide names of witnesses that could back up their side of the story. If the interviewee suggests other witnesses, staff will interview them.
14. The interviewee will be allowed to provide physical evidence or documentation regarding the incident.
15. Before the conclusion of the interview, the interviewee will be asked if there is anyone else that should be interviewed and whether they have any other relevant information.

### **Evaluating Results of an Investigation**

After the interviews have been conducted and the evidence gathered, the Office of the Dean of Students will determine the credibility of the evidence. This will be determined based on, but not limited to, the following criteria:

1. Was there evidence of bias on the part of any witness?
  - What is the relationship of the witness with the student being investigated?
  - Was there motive or an interest in the outcome on the part of the witness?
2. Did the interviewee accurately explain their observations?
  - Was the interviewee impaired?
  - Was the interviewee's memory clear?
3. Are all witnesses consistent in their version of the facts?
  - Were the witnesses' perceptions distorted or exaggerated?
  - Were the witnesses' timelines accurate, diminished or exaggerated?
  - Have the witnesses attributed a motive or purpose for the incident that is not supported by the evidence?
4. All evidence will be reviewed.
  - Staff will ensure that all witnesses have been interviewed.
  - Staff will determine what evidence has the subject provided in his/her own defense. Is it possible that there could be other evidence that the subject, complainant or witnesses has not provided.
  - Staff will determine if there is greater information supporting the allegation or disputing the allegation.

### **Concluding the Investigation**

1. If the evidence supports the allegation, the Office of the Dean of Students will:
  - Assess the severity of the *Student Code of Conduct* infraction.
  - Determine if other students have been disciplined for this violation in the past? If so, what discipline was imposed?
  - Staff will inform the complainant that the investigation has been concluded and that appropriate action has been taken.
2. If the evidence does not support the allegation of misconduct or is inconclusive, staff will:
  - Inform the subject that the investigation does not support the allegations.
  - Remind the subject they cannot retaliate against the complainant or witnesses.
  - Inform the complainant that the investigation did not support the allegations.

### **Assembling the Investigation Report**

Investigations into the allegations of violations of the *Student Code of Conduct* are well documented by the Office of the Dean of Students prior to sanctions being levied. The investigation report will include all information gathered during the investigation, including copies of evidence, documents or information that management relied on in making the disciplinary decision.