

TIMETABLE OF DUE PROCESS RESOLUTION PROCEDURE – EXHIBIT D

Student Name: _____

College Personnel Name/Title: _____

Alleged Violation: _____ Date of Alleged Violation: _____

Date:

Action Item:

Alleged violation sent to Director of Student Wellness.
Initial decision/response letter to be sent to the student by the
Director of Student Wellness and/or Chief of Human Resources (or
designee) within five (5) College workdays of receipt.

Informal resolution attempted between student and college personnel
named above, if student is in disagreement with the disciplinary actions.

The Academic Lead or Division Administrator for the area involved (or
designee) – informal resolution attempted with student.

The Chief Academic Officer (or designee) in consultation with the
Academic Lead or Division Administrator informal resolution attempted
with the student (Final Attempt – next step is Due Process).

If no informal resolution is reached, within five (5) College workdays, any party may request in writing to commence the “Student Due Process Hearing Procedure” following the protocol established. **NOTE:** any written correspondence received after five (5) College workdays of Final Attempt will not be allowed to proceed to “Due Process Hearing Procedure” and the decision shall stand “as is.”

Formal written “Student Dispute of Alleged Violation and/or
Disciplinary Action” form submitted by a student.

Formal written “Alleged Violation Report Form: Filed by College
Personnel” form submitted by college staff/faculty personnel.

Judicial Board of College convenes five (5 College workdays) from
Formal written documentation.

Final Determination letter sent by Director of Student Wellness
(or designee) upon a decision made by the Judicial Board of College.
This decision is final and cannot be appealed. The only exception to this
rule would be at the discretion of the College President.

Updated April 2022 by dpg