



COLLEGE
of the DESERT

Student Conduct Process Updates

Office of Student Life

Fall 2021 Flex

www.collegeofthedesert.edu/studentrights

Meet Our Team

Carlos Maldonado, Interim Associate Dean of Student Services

Cindy Alvarez, Student Support Resolution Manager

What's New?

- Student Support Resolution Manager to provide a case manager approach to the incident reports received within the office.
- We have a new website dedicated to student rights & responsibilities
 - www.collegeofthedesert.edu/studentrights
- Grievance forms are now online and easily accessible for students, staff and faculty

OSL Role in Student Conduct

- Our role is to support College of the Desert's educational mission by administering the Student Code of Conduct, uphold the standards to promote responsible behavior, and advocate every student's right to learn in a safe, healthy, and productive environment.
- We encourage you to contact our office if you have questions about:
 - student rights and responsibilities;
 - the Student Code of Conduct;
 - the Student Conduct Process;
 - how to report an alleged violation of the Student Conduct Code;
 - the campus resources that are available to students.

What areas are covered under student conduct?

ACT Reports

- Behavioral Concerns
- Well-being Concerns

Academic Violations

Reported by faculty for further disciplinary action

Student Grievances

- General Grievances
- Grade Grievances

Supporting Student Behavioral & Well- Being Issues

When should you file an incident report?

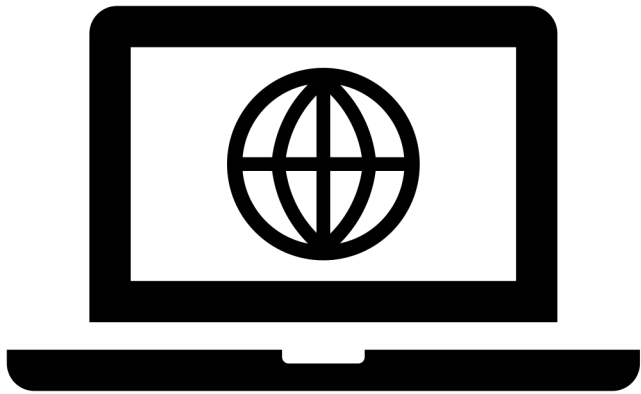
Student Well-Being Concern

Student Behavioral Concern

- Students disclose that they are dealing with a personal situation and they need support.
 - Even if you provide support and you feel like they should be followed up on, then file the report.
- You should refer individuals who are exhibiting behaviors that pose a threat or cause a significant disruption to the College of the Desert community.
- Any action of the student that you think might violate the standards of student conduct.

How to file a report?

[Incident Report Online](#)



1

Visit student rights website

www.collegeofthedesert.edu/studentrights

Click on “Student Conduct” on left tabs

Click on submit an incident report

2

Visit Student Services Tab on Main Website

Click on **Report an Incident of Concern**

[Watch Walk-Through Video](#)

Supporting Faculty with Academic Violations

When should you file an academic violation report?

Academic Violation

- If a student violates academic standards such as plagiarism or cheating, faculty can report for further disciplinary action.

Removal from Class

- If a student has been removed from a class, submit a report for records only or also to meet with Office of Student Life to discuss behavior before returning to class.

Understanding the Academic Violation Process

Faculty Academic Integrity Violation Process

What happens when an Instructor identifies an academic integrity violation?

THE INSTRUCTOR WILL INFORM THE STUDENT(S) ABOUT THE VIOLATION AND ANY GRADE CHANGES

The severity of penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that their conduct may be cause for further disciplinary action.

The Instructor has three options for further disciplinary action:

Instructor Option 1

NO FURTHER ACTION

The instructor does not want the Office of Student Life to look into the violation for further discipline/investigation for student sanctions.

Instructor Option 2

NO FURTHER ACTION & REPORT VIOLATION FOR STUDENT RECORD ONLY

Within 10 days, the instructor will complete the online [COD Incident Report](#)

The incident will be added to the student record and no discipline/investigation for violations of the Standards of Student Conduct will take place.

Instructor Option 3

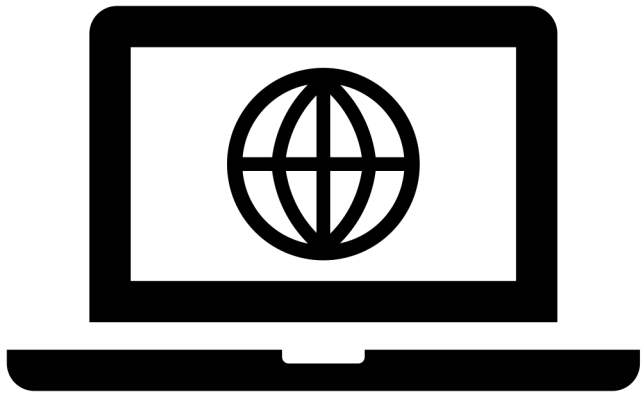
REQUEST FURTHER ACTION TO BEGIN THE STUDENT CONDUCT PROCESS

Within 10 days, the instructor will complete the online [COD Incident Report](#)

The Office of Student Life will start the student conduct process and will investigate violations of the Standards of Student Conduct and issue any possible sanctions.

How to file a report?

[Incident Report Online](#)



1

Visit student rights website

www.collegeofthedesert.edu/studentrights

Click on “Grievance” on left tabs

Click on submit an incident report

2

Visit Faculty & Staff Tab on Main Website

Click on **Report an Academic Violation**

- **Option to choose: Academic Violation or Removal from Class Notification**

What is next after an academic violation report is submitted for further disciplinary action?



The OSL will start the student conduct process (upon faculty request).



We might reach out to the instructor to learn more about the situation or assist us in contacting student after multiple attempts.



We will keep the faculty/department chair/dean updated as appropriate.

Supporting Students with the Grievance Process

Process

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[&iOC=play](#)

Must be completed by end of the fourth week of the following semester

We look forward to supporting you this upcoming semester!

- We will be available online through Cranium Café and Zoom.
- Email: studentconduct@collegeofthedesert.edu
- Phone: 760-239-7954