

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 Behavioral Intervention. Initial decision/response letter to be sent to the student by the Director of Behavioral Intervention and/or Vice President of Student Services (or designee) within five (5) College work days 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 student (Final Attempt – next step is Due Process).

If no informal resolution is reached, within five (5) College work days, any party may request in writing to commence the “Due Process Hearing Procedure” following the protocol established. **NOTE:** any written correspondence received after five (5) College work days 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 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 work days) from Formal written documentation.
- _____ Final Determination letter sent by Director of Behavioral Intervention (or designee) upon decision made by Judicial Board of College. This decision is final cannot be appealed. The only exception to this rule would be at the discretion of the College President.