

## **STUDENT BEHAVIOR**

### **STUDENT CONDUCT CODE: FACULTY PROCESS**

1. A faculty member witnesses a behavior issue involving a student, including but not limited to, a physical altercation, disrespectful behavior to a faculty or staff member or another student, damage of property, etc.
2. If the faculty member feels unsafe during the behavior issue, they should contact Campus Safety, and as soon as the issue is under control, their Academic Director should be contacted about the incident.
3. If the faculty member feels that the student's continued presence in class may be an issue, they should work collaboratively with their Academic Director as well as the Office of the Associate Vice Chancellor, who can set up immediate meetings with the student as well as make recommendations about their ability to return to class before or after the informal hearing takes place.
4. The faculty member completes the Student Conduct Incident Report ([http://www.tacoma.washington.edu/policies\\_procedures/Student\\_Conduct\\_Incident\\_Report\\_Form.pdf](http://www.tacoma.washington.edu/policies_procedures/Student_Conduct_Incident_Report_Form.pdf))
5. On the Student Conduct Incident Report, the faculty member has the option of submitting a report only or to have further action taken:
  - If the faculty member either believes that it is a very low level offense and/or they have confronted the situation on their own through a conversation, etc. they have the option to submit a report only. This is useful because it formally documents the incident with the Department of Student Services, so if the student is involved in another incident, at another time, and that faculty member also opts for a report only, the Department of Student Services would then be able to proceed with a hearing process, knowing that now multiple incident reports have been filed about a student.
  - If the faculty member opts for further action to be taken, then the student would go through an informal hearing process.
6. A staff member from the Department of Student Services will review the report and then contact the student to set up an informal hearing.
7. The informal hearing takes place, which is usually just between a staff member from Student Services and the student. The student is able to share their side of the situation and ask questions about the process, sanctions, etc.
8. Based on the report and the conversation with the student, there is a determination made if a violation of the student conduct code did occur.
9. The student is notified of the decision. If they are found responsible, they are given a sanction based on the level of the offense and previous behavior issues which may have occurred.
10. If the student wishes to appeal the decision of the informal hearing, they may submit a formal appeal to the Associate Vice Chancellor of Student Affairs within 21 days of the initial decision and their case will be reheard by the University Disciplinary Committee.
11. Documentation of the hearing as well as the decision is sent to the faculty member as well as the academic department the student is a member of.