

EVERGREEN STATE COLLEGE STUDENT RIGHTS & RESPONSIBILITIES ROLES

Complainant

Person who submits a complaint/alleges a violation of the code

Respondent

Student or student organization alleged to have violated the code

Senior College Official

- Oversees administration of the code
- Receives procedural review complaints and designates procedural review coordinator
- Receives student's appeal of a determination of responsibility
- Designates conduct review officer (for BAP)
- Conducts administrative review of the BAP decision (limited to new information, procedural errors that impacted the process, and/or bias of the student conduct official or conduct review officer)
- Schedules hearing before the Student Conduct Appeal Panel; serves associated notices
- Receives petition for reconsideration relating to Student Conduct Appeal Panel (limited to new information, procedural errors that impacted the process, and/or bias of the student conduct official or conduct review officer)

Senior Student Conduct Official

- Primary college official responsible for administration and implementation of the code
- Initial Review of complaint to determine jurisdiction and possible violation
- May close complaint without further action, initiate a conduct conference or open an investigation/gather additional information

Procedural Review Coordinator

- Places conduct process on administrative hold while reviewing procedural review complaint
- Discusses concern with student (may also refer student to talk to student conduct official)
 - If cannot be resolved, student submits written complaint explicitly describing their concerns with the policies, practices and procedures and identifying the sought after remedy
 - Gathers information about the complaint
 - Makes recommendations in an effort to resolve the complaint

Student Conduct Official (Senior Student Conduct Official)

- College official authorized by the senior student conduct official to administer the code
- May issue interim measures on finding that the physical or mental safety of any member of the college community is at risk
- Holds conduct conference(s)
- Conducts investigation
- Enters into agreement of accountability or issues determination (not responsible; responsible; or inconclusive)
- Implements recommendations of the Procedural Review Coordinator if there is a procedural review complaint
- Presents College's case at BAP or before Student Conduct Appeal Panel

Advisor (of choice or trained procedural)

- May accompany Respondent (and Complainant in Sexual Misconduct/Assault cases) during BAP or Appeal Panel hearing
- Identified and selected by the Respondent (and complainant in Sexual Misconduct/Assault cases) to be present during BAP or Appeal Panel hearing
- Student Conduct Appeal Panel Option: trained procedural advisor provided by the college to assist student(s) prior to and during the Student Conduct Appeal Panel hearing in order to understand their rights in the appeal process.

Conduct Review Officer

- Conducts BAP informal hearing
- Issues notice of hearing date, time, and location and sets deadlines for parties to identify advisors, request accommodations, and provide witness lists and documents.
- Initial decision served on parties within 10 calendar days of the hearing

Student Conduct Appeal Panel and Chair

- Chair makes preliminary determinations regarding postponement, release of information, or other procedural requests
- Screens for bias, prejudice or conflict of interest
- Presides over the Appeal Panel Proceedings (formal hearing)
- Deliberates and issues written determination and appropriate resolution and sanctions