

Procedure for Filing a Complaint	Date	Initial
Original incident		
Instructor shall provide written notice of the alleged violations and any recommended sanctions to the Associate Dean for Academic Affairs (ADAA). **Must be within 10 working days of the alleged violation (9.01)		
If ADAA decides charges are sufficient, a written notice of charges should be given to the Board, accused student (by certified mail), charging party and instructor in charge of the course. **Must be within 5 working days of receipt of charges (10.02)		
If the charged student wishes to request a hearing before the Board, he/she must file a written request to the ADAA. **Must be received within 5 working days after receipt of charges (10.03)		
If a request for a hearing is received, the ADAA will send a copy of the request to all parties who received a copy of the written notice. (10.03)		
The Board will schedule the hearing within 10 days of receiving the student's request. (10.05)		
In the case of a guilty verdict, deliberations concerning sanctions must be completed within 2 working days after the determination of the verdict. (13.05.01)		
If no hearing is requested, the Board will consider the case within 15 days after the student has received notice of charges. (10.04)		
The Faculty Chairperson shall submit all findings and recommendations to the accused student, the accuser(s), faculty involved, Board of Ethical and Professional Conduct, the ADAA, and the Dean of the COP. **Must be within 5 working days after the Board's decision is made. (13.06.02)		
The Dean will implement all sanctions. (6.07)		