

Policy on Disciplinary Record Reporting Practices

If a Student Respondent withdraws from the College or an Employee Respondent resigns while a Formal Complaint is pending, the applicable Resolution Process ends because the College no longer has jurisdiction over the Respondent. The Respondent may be barred from College property and/or events and deemed ineligible for re-enrollment or rehire. The College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Prohibited Conduct.

If after an informal resolution and sanctions are put in place, as a result of due process part of the record of sanctions a formal record will be put in place in their permanent campus record.

If Respondent(s) takes Leave, Resigns or Fails to Cooperate

In the event the Respondent(s) decides to take an informal or formal leave from the College prior to, during, or preceding the hearings, the following will be put into effect.

- Investigation will continue with the opportunity granted for the Respondent(s) to participate.
- Transcript notation will prevent the student from re-enrolling without authorization from the Assistant Dean of Students for Student Conduct. Transcript notation will prohibit official transcripts being sent to other institutions of higher education.
- A notation in an Employee Respondents personnel file will prevent the employee from resuming employment at the College.

If disciplinary actions are taken against a Respondent, the above notations on either the academic record of a Student Respondent or an Employee Respondent's record/personnel file will not be put into place until due process is achieved.