

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-162 VERSION #1	TITLE: RESPONDING TO COMPLAINTS OF STUDENT MISCONDUCT	SEARCH KEY:
PURPOSE:	<ul style="list-style-type: none"> To outline the procedures for responding to allegations of misconduct of a Douglas College student. 	POST TO Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
SCOPE (Applies To):	<ul style="list-style-type: none"> COLLEGE EMPLOYEES DC STUDENTS COLLEGE COMMUNITY 	
STATUS FINAL	AUTHOR SARAH DENCH, AVP, ACADEMIC AND STUDENT AFFAIRS CONTACT INFORMATION: 604-527-5385	CREATED: 2018/04/20 (yyyy/mm/dd)
	RESPONSIBLE OWNER: AVP; ACADEMIC AND STUDENT AFFAIRS	
PROCESS REVISIONS:	REVISION AUTHOR: N/A	REVISED: (yyyy/mm/dd)
RELEVANT FORMS:	Student Conduct Complaint Form (SCCF) <i>(in development)</i>	REVISED: (yyyy/mm/dd)

RELEVANT
ACRONYMS &

C. Referral to the Responsible Administrator (cont.)

out the relevant details regarding the alleged violation of the Policy; a list of any potential witnesses and a summary of the information they are expected to provide; and relevant documents and any action taken by the complainant to attempt to resolve the alleged violation(s) and the result of those actions.

INVESTIGATION (cont.)

- ii. Meeting with or requesting further information from the complainant.
 - iii. Meeting with or requesting further information from the respondent.
 - iv. Meeting with or requesting further information from any other individuals who may have relevant information, including any witnesses identified by parties.
 - v. Obtaining any other relevant evidence.
 - vi. An investigator may choose to record some of the interviews conducted.
5. Once the investigation is complete, the investigator will prepare a written report that will normally include a summary of the evidence considered, any assessment of credibility that was required to be made, the investigator's findings of fact, and a determination as to whether, on a balance of probabilities, the Policy has been violated.
6. A copy or a summary of the investigator's report will be provided to the complainant and the respondent and to the Responsible Administrator.
7. Based on the findings of the investigator's report, the Responsible Administrator will determine what sanctions or other measures are appropriate.
8. Where an investigation upholds the complaint in whole or in part, the Responsible Administrator will determine an appropriate penalty or sanction for the respondent, except where suspension is deemed the appropriate penalty, the Responsible Administrator must make that recommendation to the President for action.
9. Penalties and sanctions imposed under this Policy will be commensurate with the nature and extent of the misconduct and be progressive in nature. It may include, but is not limited to, one or more of the following:
 - a. Mandatory education or awareness training;
 - b. Letter of reprimand;
 - c. Restriction of access to specific college activities, facilities and/or services;

CONFIDENTIALITY

1. To encourage persons who have witnessed or who have been subject to behaviours that are in violation of the Policy to come forward, and to protect the

