



Division of Student Services Formal Discipline Complaint Form

Thank you for bringing to our attention that you were involved in an incident with a Malcolm X College (MXC) student and that they may have violated the City Colleges of Chicago (CCC) Student Code of Conduct.

We take these complaints seriously and want to make you aware of the process under our Academic and Student Policies. Below find a synopsis of the policy and procedures to help you fully understand your options. Specific policies may be found at: http://www.ccc.edu/menu/Documents/Academic_Student_Policy/AcademicStudentPolicy.pdf

Upon receiving a complaint, the Conduct Officer in collaboration with Security and/or Wellness Center assesses the appropriate categorization of the violations noted on the complaint. Once accepted the following steps occur:

- **Disciplinary Hearing Categories:**
Based on the violations of conduct, the Dean of Student Services or designee will determine the type of hearing that will be conducted. This may include: Informal Hearing, Formal Disciplinary Hearing and/ or Disciplinary Hearings Involving Allegations of Sexual Harassment
- **Interim Suspension**
The Dean of Student Services or designee is authorized to suspend the student against whom a complaint is made, pending the Formal Disciplinary Hearing in instances where the student indicates a substantial threat to the good order, safety, or well-being of the college community. The student will remain on suspension until the outcome of the hearing is rendered, up to fifteen (15) academic days.
- **Due Process Pre-Hearing Meeting**
The respondent(s) will be contacted by the Dean of Student Services or designee to advise them of the alleged violations of the Code. The Dean of Student Services or designee will officially explain and review with the respondent student their Due Process Rights. The student must sign the Due Process Rights form verifying receipt of the notice of "student rights" contained within. The Dean of Student Services or designee will inform the respondent in writing of the scheduled date of their forthcoming hearing within two (2) academic days following this meeting.

Please be aware that as part of the *Student's Rights & Responsibilities* the respondent will:

- Have the right to review their file, including the statement of facts.
- Have the right to know any and all the charges brought against them in writing.
- Have the right to invite up to (2) members of the college community who witnessed the alleged violation(s).
- Will be allowed to bring one observer or advocate.
- Have the right to appeal the decisions and/or sanctions of the Judicial Board, based on the policy outlined in the Academic and Student Policy Manual.

If you wish to proceed with filling a Formal Discipline Complaint, please complete the following information as thoroughly as possible.

Formal Discipline Complaint form	
Complainant's Name:	Date:
STUDENT INFORMATION	
Student Name:	Student ID #:

INCIDENT INFORMATION	
<i>The Standards of Conduct applies, and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation, or facility.</i>	
What date(s) did the incident(s) occur?	Where did the incident(s) occur?
What, if any, precursor behaviors were exhibited prior to the culminating event?	

What, if any, interventions were attempted/taken prior to the culminating event?

Incident Details: *Prior to submission, please ensure you have provided details on each of the **three** requirements listed below. Additional information may be added on a word/pdf document. Please note the additions under the attachments section. **Failure to include all items listed as required will delay the processing of this request.***

Detailed description of the incident:

Describe the attempts you have made to resolve the incident:

Describe the resolution you are seeking:

Attachments

In the box below, please mark supporting evidence and/or documentation that will be submitted with this form

Mark all that apply:

- Addendum to Narrative Summary
- Email exchanges
- Photographs/Videos

- Coursework
- Other: _____
- Other: _____

Please save document for your records, then submit your completed Form via email to Conduct Officer- Associate Dean Cuevas at pcuevas@ccc.edu