

FILING A COMPLAINT

Any member of the College community may file a complaint against a student, alleging a violation of the Student Code of Conduct. The complaint should be in written form and filed in a timely manner in order to avoid unnecessary delays in the judicial process. Complaints must be submitted to the campus judicial officer or designee within a reasonable time following an alleged incident, not to exceed 10 College business days. A copy of all reported complaints and violations must be given to the campus judicial officer.

Palestine, Terrell, THSC, and Online Students

In cases where violations of the Student Code of Conduct occur on the Palestine, Terrell, or Terrell Health Science Center (THSC) campuses, the provost of that campus will serve as the first step of the judicial process. Complaints on these campuses must be submitted to the campus provost within a reasonable time following an alleged incident, not to exceed 10 College business days. The campus provost will communicate details of the complaint to the judicial officer who will continue the judicial process as described below.

In cases where violations of the Student Code of Conduct occur within an online class, the director of distance learning will serve as the first step in the judicial process. Complaints from online students must be submitted to the director of distance learning within a reasonable time following the alleged incident, not to exceed 10 College business days. The director of distance learning will communicate details of the complaint to the judicial officer, who will continue the judicial process described below.