LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

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STANDARD OPERATING PROCEDURE

DRAFT_Rev2

DEPARTMENT:	Student Services		TITLE:	Student Code of Conduct

PURPOSE:

- Process for the Laney College Student Code of Conduct
- Ensure employee and student(s) safety while maintaining due process

PROCEDURE:

Step 1: In the event that a student violates the Student Code of Conduct, Laney employee informs office of Student Services of existence of concern or incident; employee contacts Secretary to Dean of Student services Cassandra Upshaw at (510) 986-6939 or cupshaw@peralta.edu
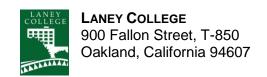
Step 2: Laney Employee reports details regarding incident/concern to secretary including chronicle of events, establish student identifying information and names of involved parties if appropriate

Step 3: Secretary arranges with Student Services Vice President or designee to respond to incident/concern; secretary communicates with student to arrange a meeting to address violation of Student Code of Conduct; the communication to student occurs via telephone with email for confirmation (if available), and written communication sent through US Postal Services.

Step 4: Student and Administrator holds a meeting; Administrator makes determination regarding student status and resolution.

Step 5: Student is given a copy of the Laney College Student Code of Conduct; if student disagrees with the resolution made by the administrator s/he refers to the section detailing requesting an appeal or hearing.

Step 6: Process is completed via formal written communication to student summarizing the resolution, informing student of current status, and informing Laney employee via email of resolution and student status.

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KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

College Catalog (page 99)

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