

## **Student Code of Academic and Professional Ethics Investigation Procedure**

1. Upon receiving a report of a student having committed an actionable offense (violation of policy, regulation, statutes or law that exist in BCOM or any municipal and/or Federal jurisdiction) the Office of Student Affairs will establish a confidential file of the report within five business days. The Dean of the College reserves the right to make a summary suspension pending the outcome of the disciplinary review process.
2. The Office of Student Affairs will designate a Conduct Officer to conduct a preliminary investigation to be completed within three business days.
3. If at the conclusion of the preliminary investigation, it is determined that the allegation has merit, the Conduct Officer will make a good faith effort to issue a written Notice of Complaint to the accused student. A student has the option to provide a written statement regarding the complaint.
4. The Conduct Officer will determine a resolution and make a good faith effort to notify appropriate parties of the resolution, or the Conduct Officer may decide to refer the case to the Student Conduct Committee. The Student Conduct Committee is an ad-hoc committee that is appointed by the Conduct Officer with the consultation and approval of the Director of Compliance.
5. In the event a student is referred to the Student Conduct Committee, the student is provided a Notice of Hearing. The Notice of Hearing date is provided within ten days of the case referral to the Student Conduct Committee.
6. The Student Conduct Committee has up to sixty calendar days to complete an investigation inclusive of any hearings and meetings scheduled by the committee.
7. Upon completion of the investigation, the Student Conduct Committee provides a recommendation to the Conduct Officer. The Conduct Officer provides a summary of the investigative process to the Director of Compliance and Associate Dean of Student Affairs.
8. The Associate Dean of Student Affairs notifies the student of the determination.
9. The student has the right to appeal the determination to the Dean within five business days of notice.
10. Upon receipt of the appeal, the Dean has ten business days to make a final determination.