

Initiation of a Student Conduct Complaint

- I. Initiation of Student Conduct Complaint
 - A. A University Community Member may file a written Complaint to initiate a Student Conduct Code proceeding against a Student or Student Group. The Complaint must describe the conduct that allegedly violates the Code.
 - B. Complaints of academic or professional misconduct
 1. Complaints alleging academic misconduct against an undergraduate student should be submitted to the Academic Integrity in the Office of the Provost through the [Academic Integrity reporting form](#).
 2. Complaints alleging professional misconduct should be submitted to the School in which the alleged misconduct occurred.
 3. Complaints alleging academic or professional misconduct against a graduate or professional student should be submitted to Academic Integrity in the Office of the Provost or to the Academic Integrity Officer of the School in which the alleged misconduct occurred.
 4. Notwithstanding the procedures outlined in the Code, Academic Integrity in the Office of the Provost or School procedures will be followed in determining the outcome of such Complaints.
 5. For more information about procedures related to Academic Integrity Offenses please visit the [Academic Integrity in the Office of the Provost website](#).
 - C. Complaints of sexual harassment, sexual assault, dating or domestic violence, or stalking based on sex

1. Complaints against any Student alleging sexual assault, sexual harassment, dating violence, domestic violence, or stalking based on sex may be filed by any University Community Member or other individual as permitted by the GETIXCO grievance procedures. Complaints should be submitted to the Gender Equity and Title IX Compliance Office.
2. Notwithstanding the procedures outlined in the Code, the GETIXCO grievance procedures will be followed in determining the outcome of such complaints.
3. For more information about procedures related to sexual assault, sexual harassment, dating violence, domestic violence, or stalking based on sex Offenses please visit the [GETIXCO website](#).

D. Complaints of all other alleged Code offenses

1. Complaints of all other alleged offenses under the Code may be submitted to OSCCS through the [Student Conduct reporting form](#).
2. Complaints may also be submitted by other University offices or departments (e.g., Residential Life, Campus Life or the Washington University Police Department referrals).

E. Anonymous Complaints

1. Anonymous Complaints will be reviewed and may be acted upon at the discretion of the University. The University's ability to investigate and take action in response to the alleged misconduct reported by an anonymous source may be significantly limited.

F. Withdrawal of Complaints

1. The Complainant may request to withdraw the Complaint by contacting OSCCS or applicable Student Conduct Administrator (SCA) in writing.

2. OSCCS or the SCA will determine whether to dismiss the case or continue the Student Conduct Code procedures.

II. Preliminary Review

- A. Following receipt of a Complaint, the SCA will conduct a preliminary review of the Complaint and determine whether the Complaint alleges conduct that would constitute a violation of the Code. OSCCS may also refer the Complaint to another SCA or University office for resolution through other University procedures.
- B. If necessary, the SCA may seek additional information from the Parties, or other individuals in making this determination.
- C. If the SCA determines that the Complaint does not allege conduct that, if true, would constitute a violation of the Code or that there are other circumstances that exist warranting dismissal, the SCA will dismiss the Complaint. Notice of dismissal will be sent to the Complainant and to the Respondent, if the Respondent was previously notified of the Complaint.
- D. If the SCA determines that the Complaint alleges conduct that would be in violation of the Code, the SCA will issue a Notice of Complaint and provide the Respondent an opportunity to be heard, as further described below.
 1. Nothing in this section prevents the Student Conduct Administrator from requiring an educational conversation with a Student. The discretion to have an educational conversation lies with the Student Conduct Administrator.

III. Notice of Complaint

- A. The Notice of Complaint will be sent to the Respondent's University email address and will include a brief description of the factual allegations and the relevant Code Offenses, as well as information about the Code and procedures that will be followed.

- B. The SCA may, at any time, add to or modify the Offense(s) allegedly in violation of the Code based upon the factual allegations described in the Complaint or information that is learned during the course of the investigation. The SCA will provide notice to the Respondent(s) if the alleged Offense(s) are amended and provide additional time to respond to the amended Complaint.

IV. Meeting with the SCA

- A. The SCA will schedule a meeting to discuss the allegations with the Respondent and give the Respondent an opportunity to be heard, generally providing two (2) Business Days' notice before the meeting.
- B. Requests to reschedule must be submitted at least one (1) Business Day prior to the meeting and must be supported by a compelling reason.
- C. In any meetings with the SCA, a Respondent may be accompanied by one Support Person. The meeting will not be delayed due to scheduling conflicts of Respondent's preferred Support Person.