



# What, when, and how to report

- ▶ Behavior that disrupts teaching or learning is to be addressed, documented, and in most cases reported to the Student Conduct Office.
- ▶ Report after one attempt to correct the behavior has not resulted in a sustained change.
- ▶ File a student conduct violation report using the online form:  
<https://welcome.solano.edu/student-code-of-conduct-complaint-form/>
- ▶ Include what happened, when, and your response to the behavior



# What Happens Next

- ▶ Online referral form is submitted to SCO:
  - ▶ Formal referral- required to meet with conduct officer
  - ▶ If student was suspended/removed for 2 class sessions, instructor must immediately inform dean, VP, Academic Affairs and the conduct officer. CO will consult with instructor before student returns to class.



# What Happens Next

- At completion of formal conduct process, conduct officer notifies reporting party that discipline process has been completed.
- Limited information is provided due to confidentiality and due process.
- Student may be receive a formal warning, referred for services, put on disciplinary probation or suspended.