



Understanding the Student Conduct Process



Complaint/Incident Report received by Student Affairs Office.

Questions: Contact Student Affairs at 413-265-2210 or studentaffairs@elms.edu

Complaint has no merit: case closed

Complaint has no merit: no code violation, but requires Educational Conversation

Complaint has merit: Policy violation; hearing notice sent to student (s) via Elms Email.

Letter will be sent to student's Elms Email. Educational Conversation: case closed

Complaint/incident report will be reviewed by Student Affairs Administrator to determine next steps. Additional information may be sought through an investigation.

Students who are alleged to have violated the college's policy will receive a hearing notice and required next steps. A hearing with either a hearing officer or community standards board will take place. All information is found in the notification.

Hearing

Sanctioning

Administrative hearing or Community Standards Board hearing will take place to address allegations that may result in sanctions.

When a party is found responsible for violating an Elms College Policy, a sanction will be imposed. Student(s) will receive the sanction in an outcome letter sent to their Elms Email. A sanction is a consequence for the violation, serves as a deterrent to future violations, and is an educational opportunity for the student.

Appeal Review Process



Requests for an appeal review must be made in writing to the designee within three (3) business days of the date of the decision letter.

*Do you need to report an incident or file a complaint? You may do so here: *Please refer to the Student Handbook located on Elms Connect, for details and complete lists of prohibited conduct.*