

**Attachment A
Clarkson College
Code of Conduct Conference Form**

This form is to be completed by the complainant when issues of Code of Conduct are in question. If more than one student has allegedly violated the policy, a separate Conference Form is required.

Student's Name: _____ Date: _____

Student's Program of Study: _____

Describe the alleged Code of Conduct violation:

Attach all supporting evidence for the alleged Code of Conduct violation to this form.

Results:

- Student **not** responsible for violating the Code of Conduct policy
 - No action needed

- Student responsible for violating the Code of Conduct policy
 - Sanctions _____
 - Remediation: _____

Due Process:

- I agree with the program director's decision. I am aware that I have fourteen (14) business days (not to include holidays or semester breaks) from the date this form is signed to submit an appeal in writing to the VPO, including all evidence.

- I disagree with the program director's decision. I am aware that I have fourteen (14) business days (not to include holidays or semester breaks) from the date this form is signed to submit an appeal in writing to the VPO, including all evidence.

Program Director's Signature

Student's Signature

Date

Date

Copy to: VPO and Student

*If Code of Conduct violations occur within two weeks of graduation, the VPO will design an appropriate due process timeline.
**Administration, faculty, and staff retain the right to have a student removed from the College premises (e.g., classroom, lab, office, etc.) if their behavior is disruptive or threatening to others.