



# Policy 311/311-A Investigation Process

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## SIMPLIFIED



Navigating the Policy 311/311-A investigation process can be confusing. These 7 steps will help to guide you through the process.

\* Updated August 2025

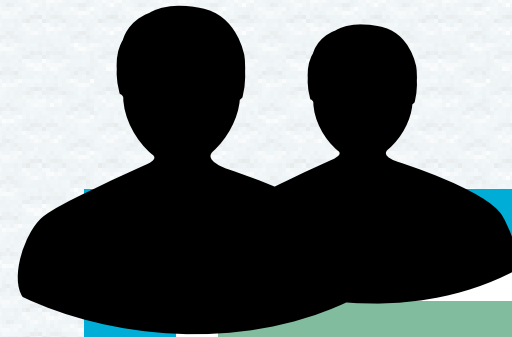
\*\*\*This is an illustrative guide. Please see Policy 311/311-A for the official procedures.\*\*\*

## 311/311-A Complaint Filed



#1

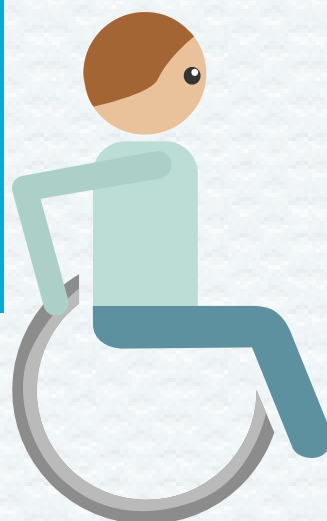
- The investigation process begins when a Policy 311/311-A Coordinator receives a complaint from a student, staff, faculty member, or third party.
- The Coordinator then determines whether the allegations, if true, would constitute a Policy 311/311-A violation.
- If so, the investigation moves to the next step.
- Allegations that would not constitute a Policy 311/311-A violation may be referred for a student conduct investigation or to Human Resources



## Investigation Begins

- The Coordinator notifies the parties in writing of the alleged policy violation(s) and the parties are given a summary of the allegations.
- An impartial investigator(s) are appointed by the Coordinator to investigate the complaint.
- During the investigation, interim measures may be put in place by the Coordinator, including but not limited to no contact directives.

#2





## Interviews

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- The investigator(s) contact the parties to schedule the interviews.
- The investigators conduct separate interviews of the complainant, the respondent, and any witnesses.
- Each party is permitted to have an advisor of their choosing present at any interview or meeting with the investigators.
- The investigators collect and analyze evidence, including but not limited to statements, medical documents, social media, and police reports (if available).

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## The Report

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- The investigators strive to prepare the report within 45 calendar days (excluding holidays and breaks) of being assigned to the case, absent extenuating circumstances.
- Their findings and recommendations are based on the preponderance of evidence, i.e., whether it is more likely than not that events occurred and Policy 311/311-A was violated.





## The Reponse

- The investigators give both parties a link to an electronic copy of the report and the parties have 7 calendar days for Policy 311, or 10 days for Policy 311-A, in which to provide the investigators with a written response to the report.
  - After the 7 days for policy 311 matters, the final report, plus any attachments, and the written responses of the parties, is sent to the Responsible College Administrator (RCA) by the Coordinator for Policy 311 matters.
  - After 10 days for policy 311-A matters, the parties have 10 days to submit a response to the final report. The final report, plus any attachments or written responses of the parties, is sent to the Administrative Hearing Officer. Thereafter a hearing will occur.
- The RCA is typically (but not always) from the member College where the violation allegedly occurred, and is usually the Dean of Students for cases with student-respondents or the President of the institution. They may also designate another employee to act as the RCA.

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#6



## The Determination



- For Policy 311 matters, the parties may request to meet individually with the RCA before a final determination is made. They may schedule an appointment with the RCA's office, and may be accompanied by an advisor of their choosing during the meeting.
- For Policy 311-A matters, the parties meet with the Administrative Hearing Officer at the Hearing. The Administrative Hearing Officer makes a determination on whether a Policy 311A violation occurred, and, if so, the RCA makes a determination on whether to impose disciplinary sanctions. The determination and any applicable disciplinary sanctions are issued directly to the parties within 30 days from the Hearing, absent extenuating circumstances.
- For Policy 311 matters, the RCA makes a final determination as to whether a Policy 311 violation has occurred and, if so, may choose to impose disciplinary sanctions. The RCA issues a determination directly to the parties within 14 calendar days, absent extenuating circumstances.

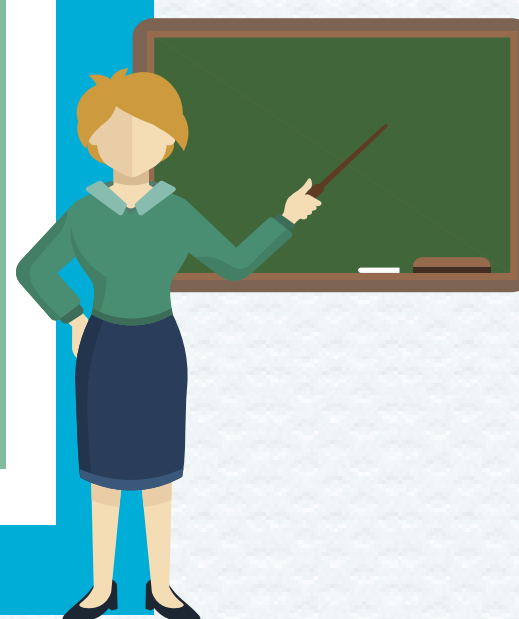


## The Appeal

- In cases involving student-respondents, either party may appeal to the President within 7 calendar days of receiving the RCA's determination (and/or Administrative Hearing Officer's determination, if applicable), on the following grounds:  
  
1) Procedural error; 2) Discovery of new evidence; 3) The determination is arbitrary or capricious; or 4) The sanction is substantially disproportionate to the findings.
- The non-appealing party is notified of the appeal and has 7 calendar days in which to submit a written response.
- In cases involving employee-respondents, appeals shall be governed by the relevant employee collective bargaining agreement or the VSC personnel handbook. The complainant may request to meet with the Chancellor.



#7



To view the VSCS's full investigation process, please click here:

