**1. INDIVIDUAL, GROUP OR UNIVERSITY OFFICE**

- a. Initiate written complaint alleging an organization has violated the letter or spirit of university policy.
- b. Submit to Office of Community Standards.

**2. DEAN OF STUDENTS (AND OTHER ADMINISTRATIVE STAKEHOLDERS)**

- a. Reviews written complaint and consult with advisors.
- b. Recommend administrative referral, restorative justice or investigation.
- c. Propose scope of investigation to the vice provost for student affairs. When appropriate, provost is consulted. Provost determines ongoing role.

**3. OFFICE OF COMMUNITY STANDARDS**

- a. Notifies organization’s leadership via letter about the nature of the complaint and the scope of investigation.
- b. Identify investigator.

**4. INVESTIGATOR**

- a. Typically a university staff member familiar with university policy and the organization conducts the investigations.
- b. Identify individuals believed to have relevant information with assistance from relevant campus partners, and conduct interviews and gather information.

**5. INVESTIGATOR**

- a. Complete investigation, draft investigative report and provide report to OCS. Determine if report is final or requires additional investigation.

**6. OFFICE OF COMMUNITY STANDARDS**

- a. Review investigative report.
- b. Send investigative report to organization and provide organization with opportunity to respond.

**7. OFFICE OF COMMUNITY STANDARDS**

- a. OCB panel convened to hear case, and sanctions issued.

**8. OFFICE OF COMMUNITY STANDARDS**

- a. Case referred to appropriate campus resource for further follow-up.

**9. OFFICE OF COMMUNITY STANDARDS**

- a. If no violations found, case is dismissed.