



607 POLICY – Student Conduct Code

607.1 Statement of Policy

Redlands Community College (Redlands) provides opportunities for continuous academic growth for its employees and students in support of all aspects of the Institution’s mission. In our continued efforts to promote a quality educational experience, self-discipline is an important element in providing that quality educational experience and it is an essential part of the higher learning experience. It is important that all individuals in that educational experience understand the importance of the concepts of fairness and equity that applies to our students, our faculty, our staff and guests on our campus. This policy is set forth so that students will be informed in advance that actions and behavior which fail to demonstrate good self-discipline can result in sanctions being imposed by Redlands.

607.2 Purpose

The provisions in our Student Conduct Code regarding student self-discipline and conduct are specifically designed to help students understand the institution’s expectations regarding acceptable conduct and to provide a means for ensuring the security of, and a positive educational atmosphere for the members of the Redlands’ community. This conduct code is designed to primarily be educational and positive in manner.

607.3 Definitions

Student – Any person who has been admitted to Redlands Community College and has been assigned a Redlands Student ID number.

Active Student – A student who is enrolled in a credit course or noncredit class in the current semester or is enrolled in a future semester.

Inactive Student - Any person possessing a Redlands ID number but not meeting the criteria of an active student.



607.4 Enforcement

In instances when a student does not demonstrate adequate understanding of the needs and rights of the Redlands community, Redlands is committed to helping the student in understanding the need for corrective action. Redlands will first attempt to aid the student in finding ways to positively align future conduct in a manner conducive to the purpose and functions of Redlands. In cases of repeated violations of the Student Conduct Code, students will be referred to the Chief Discipline Officer who will consider the student's disciplinary history and may impose punitive disciplinary sanctions. Students are expected to observe all national, state, and local laws and Redlands rules, policies and procedures and to respect the rights and privileges of others.

607.5 Application

This policy applies to all students on campus, as well as those participating in official off-campus Redlands activities, classes, programs or events. (See Procedures 607 for more details).

Adopted February 2017



607 PROCEDURE – Student Conduct Code

607.1:1 Student Conduct Code Violations

607.1:1.1

Academic Misconduct: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, falsifying records of any kind or other academic misbehavior, as set forth in Redlands Policy 605, Academic Integrity.

607.1:1.2

Attempts and Complicity: Attempting to or encouraging others to commit acts prohibited by this code. Apathy in the presence of prohibited conduct may constitute a violation of this policy.

607.1:1.3

Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.

607.1:1.4

Discrimination: Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, gender identity, sexual orientation or status as a veteran in any of its educational programs, activities, policies, practices or procedures, including, but not limited to, admissions, employment, eligibility for financial aid and educational services, as set forth in Redlands Policy 510 Nondiscrimination and Complaints.

607.1:1.5

Disorderly Conduct: Disorderly behavior, indecent actions or breaching the peace on College property or at College-sponsored activities.

607.1:1.6

Disruption or Obstruction: Disrupting or obstructing normal College or College sponsored activities.

607.1:1.7

Drugs and Alcohol: Any violation of the Redlands Drug and Alcohol Policy as set forth in Redlands Policy 505 Drug-Free Schools and Communities and Redlands Policy 514 Alcoholic Beverages, or the administrative procedures implementing those policies.



607.1:1.8

Failure to Comply: Failing to comply with the lawful directions of any College employee acting within the scope of their official duties.

607.1:1.9

False Reporting: Knowingly making a false report of a bomb, active shooter, fire or other emergency, including the filing of knowingly false police reports.

607.1:1.10

False Representation(s): Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible at Redlands.

607.1:1.11

Fire Safety: Engaging in misuse or unauthorized use of fire extinguishers, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.

607.1:1.12

Forgery or Unauthorized Use: Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.

607.1:1.13

Failing or refusing to pay on demand by a Redlands official the amount of any dishonored check given to Redlands or any Redlands sponsored organization for purposes including but not limited to event participation, or failing to make satisfactory settlement of any Redlands indebtedness.

607.1:1.14

Solicitation through the distribution of any type of publicity, printed materials, handbills or advertisements without prior approval. Provided, solicitation shall be permitted on campus by registered student organizations which occurs in conjunction with regular student activities and campus events with the approval of appropriate Redlands officials.

607.1:1.15

Refusal to exhibit appropriate identification to Redlands officials, faculty, staff or security personnel when requested to do so.

607.1:1.16

Refusal to properly display a current Redlands parking decal on vehicles.



607.1:1.17

Actions not committed on Redlands property may also be subject to Redlands disciplinary action in cases where a clear and distinct interest of Redlands is involved or affected. Sanctions will be applied only in response to actions which adversely affect the Redlands community's pursuit of its educational objectives, violate or show disregard for the rights of others, or damage property. This includes, but is not limited to, offenses related to the security and welfare of persons and/or property.

607.1:1.18

Theft, vandalism, intentional misuse, destruction, damage, mutilation or defacement of property of Redlands, property of other students, or members of the Redlands community.

607.1:1.19

Littering of Redlands property.

607.1:1.20

Use of Tobacco Products: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus, or at any campus sponsored events, is strictly prohibited, as set forth in Redlands Policy 513 Tobacco Free Campus.

607.1:1.21

Information Technology Usage: Violations of the terms of Redlands Policy 507: Acceptable Use of Redlands Enterprise Network, and the acceptable use policy for OneNet, the official telecommunications and information network for education and government, illegal or unauthorized use of computer hardware, software, equipment or devices, either Redlands owned/leased or privately owned, used on or off Redlands property.

607.1:1.22

Libel: Any false and malicious written or printed statement, or any sign, picture, or effigy, tending to expose a person to public ridicule, hatred, or contempt or to injure a person's reputation in any way.

607.1:1.23

Slander: The utterance in the presence of another person of a false statement or statements, damaging to a third person's character or reputation.



607.1:1.24

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

607.1:1.25

Harassment and Bullying: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating or humiliating. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) do not amount to abusive conduct.

607.1:1.26

Hazing: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

607.1:1.27

Physical Violence: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting, assaulting, battering, using a knife, gun, or other weapon, physically abusing, restraining or transporting someone against his/her will, or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm as set forth in Redlands Policy 503 Title IX and Sexual Misconduct, Policy 510 Nondiscrimination and Complaints and Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

607.1:1.28

Property Damage: Defacing, damaging or destroying property belonging to the College or other individuals or groups on College property.

607.1:1.29

Retaliation: Taking any adverse action against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.



607.1:1.30

Sexual Harassment: Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

607.1:1.31

Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

607.1:1.32

Theft: Possessing property that is known or should have been known to be stolen, taking property without the consent of the owner, even with the intent to return the property, or obtaining property by false pretenses.

607.1:1.33

Unauthorized Entry: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

607.1:1.34

Violations of the Law: Any violation of federal, state or local law while on Redlands premises or while engaged in any Redlands sponsored activity.

607.1:1.35

Weapons: Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers subject to emergency call to possess firearms authorized by law, on school premises.) The term "weapons" as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.



607.1:2 Treatment of Violations of the Student Conduct Code

607.1:2.1

Violations of the Student Conduct Code by any Active Student will result in disciplinary actions in accordance with this policy.

607.1:2.2

Violations of the Student Conduct Code by any Inactive Student may result in penalties including but not limited to a 6-month "Notice to Leave" from the Redlands campus and the placement of a disciplinary hold on the student account preventing enrollment in any credit or non-credit courses for the duration of the Notice to Leave. For the hold to be removed from the student's account, a meeting must occur between the Inactive Student and the Student Conduct Council. Based upon an individualized assessment of the circumstances, additional conditions on enrollment may be imposed.

607.1:2.3

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student's disciplinary history and impose increasing punitive disciplinary sanctions; provided, no prior disciplinary history is required to impose sanctions appropriate to the severity of the violations(s).

607.1:3 Complaints

607.1:3.1

Any member of the College community (faculty, staff or student) or any person who is unaffiliated by the College who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The College may itself initiate a complaint.

607.1:3.2

A Student Conduct Code Complaint Form shall be filed with the Chief Discipline Officer within ten (10) college business days of an alleged non-Title IX violation.

607.1:3.3

If extenuating circumstances arise, a late complaint may be accepted with the Chief Discipline Officer within twenty (20) college business days of the violation.

607.1:3.4

A Sexual Assault/Sexual Harassment Complaint Form should be filed with the Title IX Officer within ten (10) college business days of the violation if possible.



607.1:3.5

If extenuating circumstances arise, a late complaint may be accepted by the Title IX Officer within twenty (20) college business days of the violation.

607.1:3.6

The complaint must be submitted in writing, on the official violation complaint form, and signed by the complainant, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.

607.1:3.7

The Chief Discipline Officer or the Title IX Officer will make the determination as to whether an initial conference with the student is needed.

607.1:3.8

If an initial conference is needed, a file will be created and notification will be sent to the student as outlined in Section 6.0.

607.1:3.9

If an initial conference is not needed, a file will be created and a memo-to-file will be created which outlines the rationale for this decision.

607.1:3.10

Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during or after court proceedings.

607.1:3.11

Summary Suspension may be imposed to ensure the safety and well-being of members of the College community, to preserve College property, to ensure the student's own physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College.

607.1:3.12

Summary Suspension is defined as action taken that prohibits a student from returning to campus except under specified restrictions. In instances when a student has been directed to leave the College premises, a meeting to review the matter shall be scheduled by the Investigating Officer as set forth in this Student Conduct Code.



607.1:4 Notice of Allegations and Initial Conference

607.1:4.1

The student against whom the official complaint has been filed shall be given written notification, which will be sent to his/her official student e-mail account, or by certified letter that a complaint has been filed and shall also be given at the same time:

- A copy of the complaint's substantive allegations, including the name of the complaining party, except where concerns of personal safety are involved. In such instances, the dissemination of information that would personally identify the complaining party at this stage shall be determined by the Investigating Officer.
- Written notification of the specific Student Conduct Code violation(s) alleged to have been committed.
- Written notification of the time, date and place where the student will be given the opportunity to respond to the Investigating Officer regarding the allegations contained in the complaint.

607.1:4.4

The Investigating Officer shall meet with the student to discuss the allegations contained in the complaint. At this conference the Investigating Officer shall review with the student:

- The allegations contained in the complaint.
- The possible sanctions that can be imposed.
- The rights and responsibilities of the student under this Student Conduct Code.

607.1:4.5

The student shall signify in writing that he/she has been notified of the allegations contained in the complaint, the possible sanctions and his/her rights and responsibilities under the Student Conduct Code.

607.1:4.6

The student may be accompanied by an advisor during the conduct process. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings.

607.1:4.7

- At the end of this conference the student shall either deny or admit the allegations filed against him/her. In the event that the student admits the allegation(s) filed against him/her, the Investigating Officer shall determine what disciplinary sanctions will

be imposed upon the student and shall notify the student in writing, which will be sent to him/her official e-mail account or by certified letter, as to the details of these sanctions.

- In the event that the student denies the allegation(s) filed against him/her, the Investigating Officer shall make a determination regarding the truthfulness of the allegations and shall notify the student in writing, which will be sent to his/her official student e-mail account or by certified letter, of that determination and the disciplinary sanctions that may be imposed upon the student.
- In the event that the student neglects or refuses to appear for the conduct hearing, the student shall be deemed in default and to have admitted that the allegations contained in the complaint are true. In such a case, the Investigating Officer has the authority to hear the case without input from the student and impose disciplinary sanctions. Notification of the outcome of the hearing will be sent to the student's official student e-mail account or by certified letter within ten (10) college business days.

607.1:4.8

In order for a student to be found responsible, the information must support a determination that it is more likely than not, or by preponderance of the evidence, that a violation of the Student Conduct Code occurred. Hearsay evidence may be considered but will be weighed accordingly.

607.1:4.9

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student's disciplinary history and impose increasingly punitive sanctions.

607.1:5 Sanctions

607.1:5.1

Written Warning: An official written notice that the student has violated college policies and that a more severe disciplinary action will result should the student be involved in other violations while the student is enrolled at the College.

607.1:5.2

Restriction: A limitation on a student's privileges for a period of time and may include, but is not limited to, the denial of the use of facilities or access to parts of the campus, denial of the right to represent the College, or denial of participation in extracurricular



activities not associated with academics (e.g. intramural sports, attending campus events, participation in student organizations and teams).

607.1:5.3

Educational and Behavioral Change Requirement: Opportunities for personal development. These requirements can include, but are not limited to, a reflection essay, community service, seeking academic or personal counseling, participation in an ethics or decision making class, and other relevant educational opportunities.

607.1:5.4

Class Removal: The student shall be dropped from a class or moved to another section of a class. Faculty members, in consultation with the Investigating Officer, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Conduct Code occurring in the classroom that substantially interfere with teaching or other students' ability to learn.

607.1:5.5

No Contact Order: An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to, contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.

607.1:5.6

Restitution: Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.

607.1:5.7

Probation: A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations could subject him/her to suspension or expulsion from the College.

607.1:5.8

Suspension: The exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed five (5) years and until conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus or campus housing at any time for any reason during the period of suspension, unless otherwise permitted by the Investigating Officer. Notation on the transcript is not made; however a record of the action is maintained in the student's record in the Registrar's Office. Any refund of tuition or fees



will be subject to the College's normal withdrawal policy.

607.1:5.9

Expulsion: Expulsion is when a student is ordered to be removed as a student of the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College.

607.1:5.10

On appeal, the Student Conduct Committee cannot recommend sanctions other than suspension or expulsion to replace an original sanction of suspension or expulsion unless the recommendation is unanimous or the Student Conduct Committee finds that the student did not commit the associated violation.

607.1:6 Appeals

607.1:6.1

When disciplinary sanctions are imposed, the student may appeal the decision.

607.1:6.2

The Student Conduct Committee shall review appeals for any and all sanctions including suspension or expulsion.

607.1:6.3

If an appeal is filed, the student may at the same time request that the Chief Discipline Officer/Title IX Officer delay the imposition of the disciplinary sanctions until final resolution of the appeal. The Chief Discipline Officer/Title IX Officer shall have discretionary authority to approve or deny such a request.

607.1:7 Student Conduct Committee Hearing Request

607.1:7.1

In order for the student to appeal to the Student Conduct Committee, the student must complete the Student Conduct Committee Hearing Request Form in its entirety.



607.1:7.2

A detailed rationale and supporting documentation of the reason for appeal must be provided with the Student Conduct Committee Hearing Request Form.

607.1:7.3

This form must be submitted to the Chief Discipline Officer/Title IX Officer within five (5) college business days from the date of the receipt by the student of the determination of the Investigating Officer.

607.1:7.4

Students may be contacted by the Chief Discipline Officer/Title IX Officer if additional information is needed during the appeal process.

607.1:7.5

If the student fails to submit the appeal on the approved form or does not follow the submission procedures outlined in the sanction notification letter within this five (5) day time period, the student may lose all rights to appeal the determination.

607.1:7.6

The hearing to consider the appeal of the student will be set at a date not more than fifteen (15) college business days from the date of the formation of the Committee.

607.1:8 Student Conduct Committee

607.1:8.1

A Student Conduct Committee shall be chosen within three (3) college business days of the receipt of a completed Student Conduct Committee Hearing Request Form. The Committee shall be comprised of the following:

- Two (2) College staff members selected by random draw from the Staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from the Faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from current student activity groups/organizations.
- One chairperson selected by random draw from the pool of all college deans. This chairperson is non-voting except in case of a tie.



607.1:8.2

Under no circumstances may a College student, staff, faculty member or college dean serve on the Committee if such person is the complainant, a witness to the incident or personally knowledgeable of the incident.

607.1:8.3

The Chief Discipline Officer/Title IX Officer shall represent the College in the hearing.

607.1:8.4

No less than two (2) College business days prior to the Student Conduct Committee hearing, the Chief Discipline Officer/Title IX Officer shall submit written materials to the Student Conduct Committee including all of the following:

- A copy of the original conduct code violation complaint form
- A summary of the facts of the incident(s) which form the allegations against the student.
- The names of all witnesses who will be called to testify against the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the designated administrator plans to introduce as an exhibit, as well as a copy of any such document not previously provided by the student.
- The time, date and location of the hearing.
- The procedure to be followed at the hearing.

607.1:8.5

The student shall provide to the Chief Discipline Officer/Title IX Officer within five (5) college business days:

- The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the student plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the designated administrator.

607.1:9 Rights of the Student

607.1:9.1

The student has the right to be represented by a person of the student's choice, the expenses of which, if any, must be borne by the student.



- This person may be an attorney.
- If the student chooses to be represented, he/she must notify the proper official as designated by the President and identify the representative's address and phone number no less than five (5) College business days prior to the Student Conduct Committee hearing.

607.1:9.2

The student has the right to confront and cross-examine witnesses who give oral testimony.

607.1:9.3

The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

607.1:10 Rights of the Chief Discipline Officer/Title IX Officer

607.1:10.1

The Chief Discipline Officer/Title IX Officer has the right to request a representative and/or legal advisor if such legal counsel is approved by the Redlands Community College Board of Regents.

607.1:10.2

The Chief Discipline Officer/Title IX Officer has the right to confront and cross-examine witnesses who give oral testimony.

607.1:10.3

The Chief Discipline Officer/Title IX Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

607.1:11 Investigating Officer

607.1:11.1

Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure:

607.1:11.2

Both the Chief Discipline Officer/Title IX Officer and the student will be permitted to



present opening statements of no more than five (5) minutes in length to the Committee, with the designated administrator speaking first.

607.1:11.3

The Chief Discipline Officer/Title IX Officer will present evidence first, followed by the student.

- The oral testimony of all witnesses will be made under oath.
- Each party will be permitted to cross-examine any witness giving oral testimony on behalf of the other party after that witness has testified.

607.1:11.4

Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Committee at the conclusion of the hearing, with the student speaking last.

607.1:11.5

Proceedings before the Committee will be recorded.

607.1:11.6

All Student Conduct Committee hearings will be closed meetings.

607.1:12 Burden of Proof

607.1:12.1

The burden of proving the existence of the violations upon which the complaint is based rests with Chief Discipline Officer/Title IX Officer. As to each violation, the Chief Discipline Officer/Title IX Officer must demonstrate that it is more likely than not that the violation occurred (also known as the “preponderance of the evidence” standard).

607.1:13 Evidence

607.1:13.1

Strict conformity to courtroom rules of evidence is not required in the hearing conducted by the Committee.



607.1:13.2

Rulings as to the admissibility of evidence will be made by the Chairperson of the Committee.

607.1:13.3

The Chairperson of the Committee has the authority to limit incompetent, unduly repetitious or irrelevant exhibits and testimony.

607.1:14 Committee Findings and Recommendation

607.1:14.1

The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.

607.1:14.2

On each violation alleged and under consideration by the Committee, the Committee shall conduct a vote as to whether the violation occurred. If a majority of Committee agree that a particular violation occurred, the Committee's findings shall be that the violation occurred; otherwise, the Committee's finding shall be that the violation did not occur.

607.1:14.3

If the Committee finds that some or all of the alleged violations occurred, it shall consider and make a recommendation by majority vote regarding the appropriate level of discipline to be imposed, which shall include one or more of the disciplinary sanctions provided in Section 607:1.5 of this Student Conduct Code.

607.1:14.4

The Committee shall inform the President's Designee in writing of its findings and recommended sanctions, if applicable, within three (3) College business days.

607.1:14.5

The President's Designee shall inform the student in writing of the findings and recommendations of the Committee and the final resolution of the alleged violations within fifteen (15) College business days after receipt of the Committee's findings and recommendations.