Initiating a Complaint

Any University student, faculty member or staff member who believes that a student has violated the Code of Student Conduct may file a report with the Dean of Students Office, the Department of Public Safety, or with the Office for Residence Life.

**Dean of Students Office**  
Dougherty Hall  
Room 213  
(610) 519-4200

**Department of Public Safety**  
Garey Hall  
Ground Floor  
(610) 519-6979

**Office for Residence Life**  
Stanford Hall Ground Floor  
(610) 519-4154/4155

The individual filing the report is referred to in this Code as the Reporter. The individual who is alleged to have been subjected to the misconduct is referred to as the Complainant. In some cases, the Complainant and the Reporter may be the same person. The University may act, in its sole discretion, as the Complainant through a designated staff member or members. After the report is made, the Department of Public Safety investigates the report, as necessary. If a complaint is filed, and once the investigation is complete, the Dean of Students and/or their designate (Conduct Review Officer) will review the complaint and determine whether or not, if proven, the allegations would constitute a violation of the Code. If so, the Complainant will meet with the Dean of Students or the Conduct Review Officer to review the complaint and to discuss the procedures available to them.

This meeting will take place promptly after a complaint is filed.

The individual complainant could:

1. Request the University to pursue action under the Code of Student Conduct; and/or
2. Make a report to the police department with jurisdiction; and/or
3. Make a statement for the record with the Dean of Students Office, Department of Public Safety, or the Office of Residence Life.

The individual Complainant will normally have three business days after this meeting to decide whether or not to request the University to pursue the complaint, although exceptions to this timeline may be granted in the discretion of the University. The University reserves the right to exercise discretion on taking disciplinary action against students.