

# UNDERSTANDING THE COD PROCESS

## Responding to Organizational Misconduct

In addition to resolving complaints of individual students engaging in misconduct, the Committee on Discipline (COD) also resolves complaints about student organizations. Below is a breakdown of the process for resolving complaints of organizational misconduct.

### STEP 1

#### SCHEDULING THE INITIAL MEETING

The OSCCS receives a report of potential misconduct and reaches out to student organization leaders. In preparing for the meeting, students should review their letters and relevant policies in the *Mind and Hand Book* as well as any cited organizational policies.

### STEP 2

#### ATTENDING THE INITIAL MEETING

During the initial meeting with an OSCCS staff member, student organization representatives can respond, will receive an overview of the COD Process, and will have an opportunity to ask questions.

### STEP 3

#### AFTER THE MEETING

After the meeting, representatives can send a written optional statement to the OSCCS for review by the COD if they so choose. Written statements are due within 3 business days of the initial meeting.

### STEP 4

#### COD CASE REVIEW

After representatives submit their written statement or the deadline passes, the case becomes eligible for review by the COD Chair. The Chair will review all information available in each case before making a decision.

### STEP 5

#### CASE RESOLUTION

The COD Chair will either decide to resolve a case with an administrative resolution or a hearing panel. Representatives are notified of the chair's decision via email from the OSCCS. If a case is sent to a hearing panel, representatives will meet with the OSCCS to learn about next steps.

### STEP 6

#### CLOSING THE CASE

Student organizations who are found responsible for violating policies work collaboratively with OSCCS staff to manage completion of sanctions. When sanctions are completed, OSCCS staff close the case.

For more information on the COD process, check out the OSCCS Website: [studentlife.mit.edu/osc](http://studentlife.mit.edu/osc).



**Office of Student Conduct and Community Standards**