

Conduct Flow Chart

Student Behavior is documented by Campus Police, an RA, or shared by a local police agency

Case is reviewed and assigned to an individual hearing officer or a conduct hearing board

Hearing Officer Case

Hearing officer reviews case and schedules hearing and issues charge letter within 1 week

At hearing, student is informed of rights and process and incident is reviewed, including witnesses and all evidence

If student does not attend, they are texted to contact office within 24 hours to reschedule

At hearing, hearing officer makes determination of responsibility and assigns sanctions – may need additional time and/or information

Findings notification letter is sent to student, and to student victim if there is one within 2 weeks of hearing

Student and Student Victim have right to appeal within 10 days to Office of SC and CR

Next level hearing officer considers appeal and meets with student if appropriate within a week

Board case- for a suspendable violation

Director reviews case and schedules board and issues charge letter within 10 days

At board, all members and students are informed of process and rights and incident is reviewed including witnesses and all evidence

If student does not attend, board reviews case in their absence

Board members then meet in closed session to discuss student's responsibility and recommended sanctions

If possible, board meets with student to explain their decision

Board sends recommendation to VP of Student Services for final decision (within 48 hours)

VP issues findings notification to student (and student victim) – VP has one week to issue final decision

Summary Action is necessary

Director issues summary letter immediately (within 48 hours)

Campus Police delivers letter and assists with student's removal from campus

Student may appeal action to VP of Student Services (within 3 days of receipt)

VP reviews appeal and makes determination on summary action within 6 days; process proceeds to hearing

Appeal Officer issues final finding within a week.

Student and student victim have right to appeal within 10 days to Office of SC and CR



Vice President considers appeal and meets with student if appropriate



Appeal officer issues final finding

These steps are altered if incident occurs at end of semester.