

## OVERVIEW OF CONDUCT PROCESS

**Incident Reported**  
Through a complaint, via police reports, or via referral

### Office of Student Conduct (OSC)

- Incident is reviewed.
- Alleged violations of the Code of Conduct are examined.
- If the administrative officer finds that the report alleges violations of conduct regulations, he/she will initiate the conduct process.
- Student will receive an email notifying them of the alleged conduct regulation violation(s), a request to make an appointment, and administrative officer contact information.
- Student will arrange meeting time to discuss the case with the assigned administrative officer.
- During the meeting, student will be provided information about the conduct process and will have the opportunity to provide information about the incident.
- If administrative officer finds enough information to move forward with the alleged violations, case is resolved informally or formally.

### No Action

- Administrative officer does not find enough information to move forward with conduct process.

### Informal Resolution

- Student and administrative officer agree that an informal resolution is a reasonable outcome.
- Student accepts responsibility for violation(s) of the Code of Conduct.
- Student agrees with sanctions assigned for violation.
- The student waives the right to an appeal.
- Violation of Code is noted in the resolution agreement.
- The student's file, including the resolution, is maintained per the Board of Regents records retention policy.

### Formal Resolution

- Student can request to have the case resolved formally.
- Notice of Investigation is given to student; student has 3 business days to respond in writing to the allegations.
- Investigation ensures and an investigator can interview student, alleged victim, witnesses, review other documents or evidence, and will summarize the investigation in writing.
- Investigation will be summarized in an initial investigation report and provided to the student or student organization.
- If student or organization is ultimately charged with any violations, he/she or organization will have 3 business days to respond in writing and the investigation report will be updated.
- If necessary, the investigator will update the investigative report and submit a final investigative report. Afterwards, a Notice of Hearing will be delivered to the student.
- Student is responsible for presenting his/her case at the hearing. An advisor may assist the student but may not speak directly to the panel or witnesses during the hearing. An advisor from University Judiciary is available to the student. Student may instead choose another advisor at his/her expense.
- Student advocate will present the University's case.
- Outcome of hearing is decided by a hearing panel composed of two University Judiciary members and one faculty/staff hearing administrator.
- Panel decides an outcome of hearing using preponderance of the evidence standard, and if applicable, assigns sanctions.
- If applicable, violation of the Code is noted on student's conduct record, which is maintained per the Board of Regents records retention policy.

### Appeal

- Appeals must be filed with the OVPSA within five business days of receipt of the decision.