Incident occurs
Incident is reported
Incident report received by the Office of Care and Civility (OCC)

Assigned Student Conduct Officer (SCO create case)  \(\rightarrow\)  SCO reviews case and evidence

Possible conduct that could violate the Student Code of Conduct and Civility
Official summons letter sent to student
Student responds to the summons letter with signed forms

The student responds to the allegation(s) and reviews evidence
Subsequent meetings take place as needed to review additional evidence and provide student with opportunity to present and/or respond to evidence

SCO considers evidence and makes finding of responsibility and associated actions disciplinary and/or non-disciplinary

Outcome meeting (optional)

Student found responsible for violating the code
Notice of outcome sent to student
Request for review NOT submitted to the Office of Care and Civility
Disciplinary action takes affect - case closed

Student NOT found responsible for violating the code
Notice of outcome sent to student - case closed
Request for review submitted to the Office of Care and Civility

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**TERMS:**
- Student Conduct Officer (SCO)
- Executive Director of Student and Academic Success (EDSAS)
- Senior Vice Provost for Student and Academic Affairs (SVPSAA)
- Student Conduct Committee (SCC)
- Not a part of the processes outlined in The Code, may occur based on SCO preferential practices (Optional)
**Request for Review**

**Office of Care and Civility**

**DISCIPLINARY ACTIONS:** Loss of Privileges • Restitution • Written Warning • Disciplinary Probation • Suspension • Expulsion

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**Student Conduct Process**

**Academic dishonesty cases (Request for review)**

- Student submits request for review to the Senior Vice Provost for Student and Academic Affairs
- SVPSAA submits request for review to the student’s academic dean
- Notice of outcome sent to the student by academic dean
- Academic dean decisions are final

**Behavioral Cases (Request for review)**

- Request for review submitted to the Office of Care and Civility
- Review requested for: restitution, loss of privileges, written warning
- Executive Director of Student and Academic Success (EDSAS) receives notice of review
- EDSAS reviews case evidence
- EDSAS schedules a review meeting with the student
- EDSAS meets with student
- Based on the evidence and student statements, EDSAS decides outcome
- Notice of outcome sent to student
- EDSAS decisions are final

**Request for review of the SCC not submitted**

- Academic dishonesty cases (Request for review)
- Behavioral Cases (Request for review)
- Request for review of the SCC not submitted

**Executive Director of Student and Academic Success (EDSAS)**

- EDSAS reviews case evidence
- EDSAS schedules a review meeting with the student
- EDSAS meets with student
- Based on the evidence and student statements, EDSAS decides outcome
- Notice of outcome sent to student
- EDSAS decisions are final

**Senior Student Affairs Officer convenes a committee**

- Review hearing scheduled
- Student Conduct Committee, SCO and student convene for the review hearing
- SCO provides an opening statement
- Student provides an opening statement
- The Committee will ask questions of the SCO, student and witnesses regarding case/evidence
- The Committee will convene privately to discuss the outcome
- The Committee shares outcome - upholding or overturning the finding of responsibility and/or the disciplinary action(s) (optional)
- Notice of outcome

**Request for review of the SCC not submitted**

- Disciplinary action(s), if any, take affect - case closed

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**TERMS:**

- **Student Conduct Officer (SCO)**
- **Executive Director of Student and Academic Success (EDSAS)**
- **Senior Vice Provost for Student and Academic Affairs (SVPSAA)**
- **Student Conduct Committee (SCC)**
- Not a part of the processes outlined in The Code, may occur based on SCO preferential practices (Optional)

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