Incident occurs

Incident is reported

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

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

Possible conduct that could violate the Student Code of Conduct and Civility  No possible conduct that could violate the Student Code of Conduct and Civility

Official summons letter sent to student  No further action needed - case closed

Student responds to the summons letter with signed forms  Conduct conference is scheduled

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  Student NOT found responsible for violating the code

Notice of outcome sent to student  Notice of outcome sent to student - case closed

Request for review NOT submitted to the Office of Care and Civility  Request for review submitted to the Office of Care and Civility

Disciplinary action takes affect - case closed  Go to Part 2

**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)

This document is only a snapshot of the conduct process and not intended to be used in substitution of the Student Code of Conduct and Civility. This document is intended to be used as a guide and education in nature.