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 report 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

Student reviews evidence and responds to the allegation(s).

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 disciplinary and/or non-disciplinary actions

Outcome meeting (optional)

Student found responsible for violating the code  Student found not responsible for violating the code

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

Student does not submit request for review of SCO’s decision  Student submits request for review of SCO’s decision

Disciplinary action takes affect - case closed  Go to Part 2

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

**Request for Review**  
Office of Care and Civility

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

---

**Student Conduct Process Diagram**

**Behavioral Cases:**
- Student submits request for review of SCO's decision
- EDSAS forms a Student Conduct Committee
- Student Conduct Committee, SCO and student convene for the review
- SCO and student provide opening statements
- Committee questions SCO, student, and witnesses regarding case/evidence
- Student and SCO provide closing statements
- SCC convenes privately to determine outcome
- Notice of Outcome sent to student
- EDSAS decisions are final

**Academic Dishonesty Cases:**
- Student submits a request for review
- Request for review is routed to student's academic dean
- Academic dean decides outcome
- Notice of Outcome sent to the student by academic dean
- Academic dean decisions are final

**Request for Review of the SCC not submitted**
- Notice of Outcome sent to student
- Disciplinary action(s), if any, take effect - case closed

---

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

This document is intended to be used as a guide, not as policy. This document is not intended to be used in substitution of the Student Code of Conduct and Civility.