

UHS 2009-2010 Standard Conduct Process Flowchart

Appeal Process - Student must request an appeal meeting in writing within 5 business days of receipt of Decision Letter. Appeal Meetings are held with the Associate Director of Residence Life.

Resident Advisor documents incident and gives incident report to Coordinator by 10am the day following the incident. Coordinator will schedule a meeting with the student within two working days of the incident.

If it is an **Information Only Report**, the Coordinator should update the Database and perform a Welfare Check on the student if appropriate.

Student attends **Incident Review Meeting**

NO

YES

If student fails to appear for their scheduled meeting the Coordinator may review the case without student input.

Coordinator holds Incident Review Meeting (**IRM**) with student(s) involved in incident and determines responsibility. (**IRMs** should take place within 5 working days of receiving the incident report)

Student found **Responsible**, Coordinator emails **Notice of Decision** (within 5 working days of **IRM**) outlining student's responsibility, including any appropriate sanctions & deadlines.

Student found **Not Responsible**, Coordinator sends **Notice of Decision** (within 5 working days of **IRM**) and case is closed.

Student found responsible for **Evitable Issue**, Coordinator sends **Recommendation for Eviction Email to both student and Conduct Coordinator** (within 5 working days of **IRM**). Conduct Coordinator schedules meeting with the resident within five working days of receiving the recommendation for eviction.

Sanctions are completed by deadline

NO

YES

Coordinator completes tracking form in student file, ensures all information is updated in the conduct database and case is closed.

Sanctions are completed by 3rd deadline

YES

NO

Coordinator arranges 2nd meeting with student (w/in 5 days of sanction's deadline), and then sends student **Incomplete Sanction Email** (w/in 3 days of 2nd meeting) in which student is placed on probation until new sanction deadline(s) are met, adds sanctions as appropriate, and gives student new deadlines for all sanctions

YES

NO

Sanctions are completed by 2nd deadline

Coordinator may arrange 3rd meeting with student (w/in 5 days of sanctions deadline), and then sends student **Incomplete Sanction Email** (w/in 3 days of 3rd meeting) in which student is placed on probation for the remainder of the academic year or at least 2 quarters (which ever is longer), adds sanctions as appropriate, and gives student new deadlines for all sanctions. Coordinator may refer to Conduct Coordinator for additional sanctioning as well.