PRIVATE DECISION
1. The hearing officer receives an incident report.
2. If there are resident students on the report from multiple buildings, information regarding the report must be forwarded to the appropriate hearing officer within 1 day of receiving the report by copy or reference to the incident.
3. If the resident student has a significant disciplinary history, information regarding the report should be forwarded to the appropriate Assistant Director of the Center for Student Integrity or reference to the incident. The case will be assigned to the appropriate hearing officer.
4. If the resident student does not have a disciplinary history, the administrator sends the student a preliminary conference letter.
5. Before the preliminary conference meeting (PCM), attempt to contact other hearing officer(s) who may be seeing other students regarding the incident. It helps to share information with one another when trying to determine student responsibility and possible sanctions.
6. During the students scheduled appointment the hearing officer will conduct the PCM.
7. After the completion of the PCM the hearing officer has the option of offering a private decision to the student. Both the student and the hearing officer must agree to the private decision. If there is not an agreement the case will be heard by the Integrity Council or referred to the University Committee on Student Discipline.
8. When there is agreement to enter into a private decision the hearing officer determines what, if any, responsibility a student has in the alleged violations of the University Code of Conduct. When appropriate the hearing officer determines sanctions and sends the student a sanction letter or a not responsible letter.
9. The hearing officer should complete any needed referrals and send them to the appropriate department.
10. It is the responsibility of the student to inform the hearing officer upon completion of all sanctions. It is the responsibility of the hearing officer to follow-up with the file (i.e. sending Failure to Comply Letters) and determines if the sanctions were completed appropriately.
11. The completed discipline summary report is given to the Assistant Vice President for Student Life and then filed in Student Services.
INTEGRITY COUNCIL
1. When a disciplinary case is referred to, or a student chooses a hearing with the Integrity Council in the preliminary conference, during that meeting they will discuss the case, the student’s rights and responsibilities, and the discipline hearing process.
2. A hearing is scheduled with the Council within one week with the actual hearing taking place within two weeks if possible. The student will receive a charge letter outlining their preliminary conference and to inform them of the alleged charges and specific time/date/location of the disciplinary hearing.
3. At the completion of the hearing the Council will determine responsibility and offer appropriate sanctions.
4. The Council will send the student a letter informing them of the outcome of the hearing, the disciplinary sanction that has been assigned, a completion date, and the consequences of the sanction is not completed properly.
5. The Assistant Vice President for Student Life will handle any appeals to decisions made by the Council.
6. The completed discipline summary report is given to the Assistant Vice President for Student Life and then filed in Student Services.

UNIVERSITY COMMITTEE ON STUDENT DISCIPLINE
1. When a disciplinary case is referred to, or a student chooses a hearing with the University Committee on Student Discipline, during that meeting they will discuss the case, the student’s rights and responsibilities, and the discipline hearing process.
2. A hearing is scheduled with the Committee within one week with the actual hearing taking place within two weeks if possible. The student will receive a charge letter outlining their preliminary conference and to inform them of the alleged charges and specific time/date/location of the disciplinary hearing.
7. At the completion of the hearing the Committee will determine responsibility and recommend appropriate sanctions to the Vice President for Student Services.
8. Upon approval by the Vice President, the Chair of the Committee will send the student a letter informing them of the outcome of the hearing, the disciplinary sanction that has been assigned, a completion date, and the consequences if the sanction is not completed properly.
5. The Vice President for Student Services will handle any appeals to decisions made by the University Committee on Student Discipline.
6. It is the responsibility of the student to inform the Assistant Vice President for Student Life upon completion of all sanctions. It is the responsibility of the Assistant Vice President for Student Life to follow-up with the file and determines if the sanctions were completed appropriately.
7. The completed discipline summary report is given to the Assistant Vice President for Student Life and then filed in Student Services.
GREEK STANDARDS BOARD

1. A report is received by the Center for Student Integrity or the Greek Advisor.
2. The President of the Greek organization is sent a preliminary conference letter by the Assistant Director of the Center for Student Integrity.
3. During the meeting with the President, the hearing officer will conduct the preliminary conference.
4. If it is determined that the case will be heard by the Greek Standards Board, the administrator will send a charge letter to the President of the organization.
5. A hearing date will be scheduled within one week. The administrator will send the student a letter outlining their preliminary conference and to inform them of the specific time/date/location of the disciplinary hearing.
6. At the completion of the hearing, the Board will determine responsibility and recommend appropriate sanctions to the Vice President for Student Services.
7. Upon approval from the Vice President, the Chair of the Board will send the organization a letter informing them of the outcome of the hearing, the disciplinary sanctions that have been assigned, a completion date, and the consequences if the sanction is not completed properly.
8. Any appeals to decisions made by the Greek Standards Board are will be handled by the Vice President for Student Services.
9. When an organization completes all given sanctions, the case is closed and forwarded to the Assistant Vice President for Student Life and filed in Student Services.

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