

Incident Occurs

Administrative Hearing Officer (AHO) assigned case



Inquiry Begins

AHO determines if potential conduct issues exist



Informal Process

Incident may be adjudicated by letter, if appropriate, or through an Educational Conference



Complete Case



Formal Process

AHO will send Notice of Charge/Administrative Conference letter



Interim Action?

Depending on charges, interim measures, such as No Contact Letters or Interim Suspension, from institution may be instituted



Administrative Conference Held

If resolved through Administrative Conference, i.e. student accepts responsibility for charges AND sanctions, then case is resolved and Resolution letter sent.



Investigation

If not resolved through Administrative Conference, an Investigation starts. Investigations involve interviews with Complainants (people who bring forward information) and Respondents (people who are charged with violations) as well as any witnesses they wish to bring forward to be interviewed or request to have interviewed. Investigations may take from three – 12 weeks. This process has been reviewed and mandated by several court rulings over decades (1960s – present).



Investigation Complete

Respondent has 3 days to contact Investigator to schedule an appointment to review findings. If accused meets to review the findings, the charge can be resolved via Administrative Conference. If not, Administrative Review Committee convenes within 10 days.



Administrative Review Committee (ARC)

Send Respondent notification of ARC & Community Impact Statement guidance. In cases where student may be suspended or expelled, both parties may submit questions for members of the ARC to ask of the other party. ARC may accept finding of report, request Investigator to revisit some portion of the investigation to gather more information, request a new Investigator complete a new Investigation or find that the finding of the Investigator was incorrect.



Appeal

If Respondent is found responsible, they may appeal the finding. The Vice Chancellor for Student Affairs or their designee acts as appeal officer. If not appeal within five business days, case is considered closed.



Appeal Decision/Complete CRF

When appeal review is complete, Respondent is informed of outcome and it is considered Final and case closed.

Please note that additional rights are available for Complainants in matters of Sexual Misconduct and Sexual Harassment that are reviewed by the University within its Title IX procedures.