PERSONAL MISCONDUCT PROCEDURE

Alleged Violation Occurs

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Written Report to Dean of Students

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Notification Letter to Student

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Informal Judicial Conference

1. Meet with judicial officer or judicial board
2. Student reviews report
3. Judicial officer explains judicial conference process
4. Fact-finding phase
5. Judicial officer decides if student is responsible or not responsible
6. Sanctioning phase (if responsible)
7. Judicial officer explains University confidentiality policy, record keeping, the appeals process, and Parent/Guardian Notification Policy

↓ **Appeal**

Hearing Commission

1. Student requests hearing commission within seven calendar days after judicial conference decision letter is sent.
2. Three member board (2 faculty/administrators, 1 student)
3. Student **must** be present; may be represented by adviser
4. Fact-finding phase
5. Hearing commission decides if student is responsible or not responsible
6. Sanctioning phase (if responsible)

↓ **Final Appeal**

Review Board

1. Student submits written appeal within seven calendar days after hearing commission decision letter is sent
2. Three member board (1 student, 1 faculty, 1 administrator)
3. Board will consider **only** the record of the case; **no additional evidence will be accepted**
4. Decision