

ADVISOR TRAINING

Student Conduct Process

STUDENT CONDUCT PROCESS

- The student conduct process is a educational process that addresses potential violations of the **UCM Code of Student Conduct**.
- It promotes responsibility, upholds community standards, and ensures that university policies are followed through a fair and consistent process.
- Students can have an advisor with them during both informal meetings and formal hearings.
- Advisors can offer support and guidance to students through the process, but students are accountable for their own representation and participation.



UCM Code of
Student Conduct

ADVISOR'S ROLES & RESPONSIBILITIES

Both the accused student and the reporting party may have an advisor of their choice that is not involved in the incident to assist with informal meetings/formal hearing preparation and accompany them during the informal meetings/formal hearing.



*See UCM Code of Student Conduct 604.30



- Advisors assist students or reporting parties with preparing for the hearing but **do not present or prepare the case** on their behalf.
- Advisors **do not directly participate** in the informal meetings/formal hearing unless the panel or hearing officer grants permission.
- With permission, advisors may **ask questions through the panel** and **deliver a closing statement** if the student chooses.
- Advisors may be **removed from the hearing** if they disrupt the process, interfere with proceedings, or do not follow procedures.

DUE PROCESS RIGHTS

All informal meetings/formal hearings regarding alleged academic or behavioral violations uphold the student's due process rights. Students are entitled to the following rights:

- A **written notice** of the specific charges, the time and the place of the hearing, and a copy of the procedures which will govern the informal meetings/formal hearings at least five calendar days prior to the informal meetings/formal hearings.
- Be **accompanied by an advisor**; however, students will be expected to speak for themselves.
- Be **presumed not responsible until an informal meetings/formal hearings**, with the university bearing the burden of proof.
- A **fair informal meetings/formal hearings**
- **Remain silent** without the inference of responsibility
- **Present documents and witnesses, and question witnesses** presented by the university during a informal meetings/formal hearings process
- A **written decision with a summary of facts** presented Information about the **appeals process** (for formal hearings only)

PATHWAYS TO RESOLUTION

Informal Disposition Meeting [IDM]



- "Informal disposition" refers to resolving a conduct case without a formal fact-finding hearing.
- Informal resolution involves an **agreement between the student and Office of Student Rights & Responsibilities on the outcome.**
- Informal resolution can also result from **unilateral disciplinary action** if a student fails to participate in the disciplinary process, or when a **sanction is imposed under a previously deferred sanction agreement.**

*See UCM Code of
Student Conduct 603.00

PATHWAYS TO RESOLUTION

Formal Fact Finding Hearing

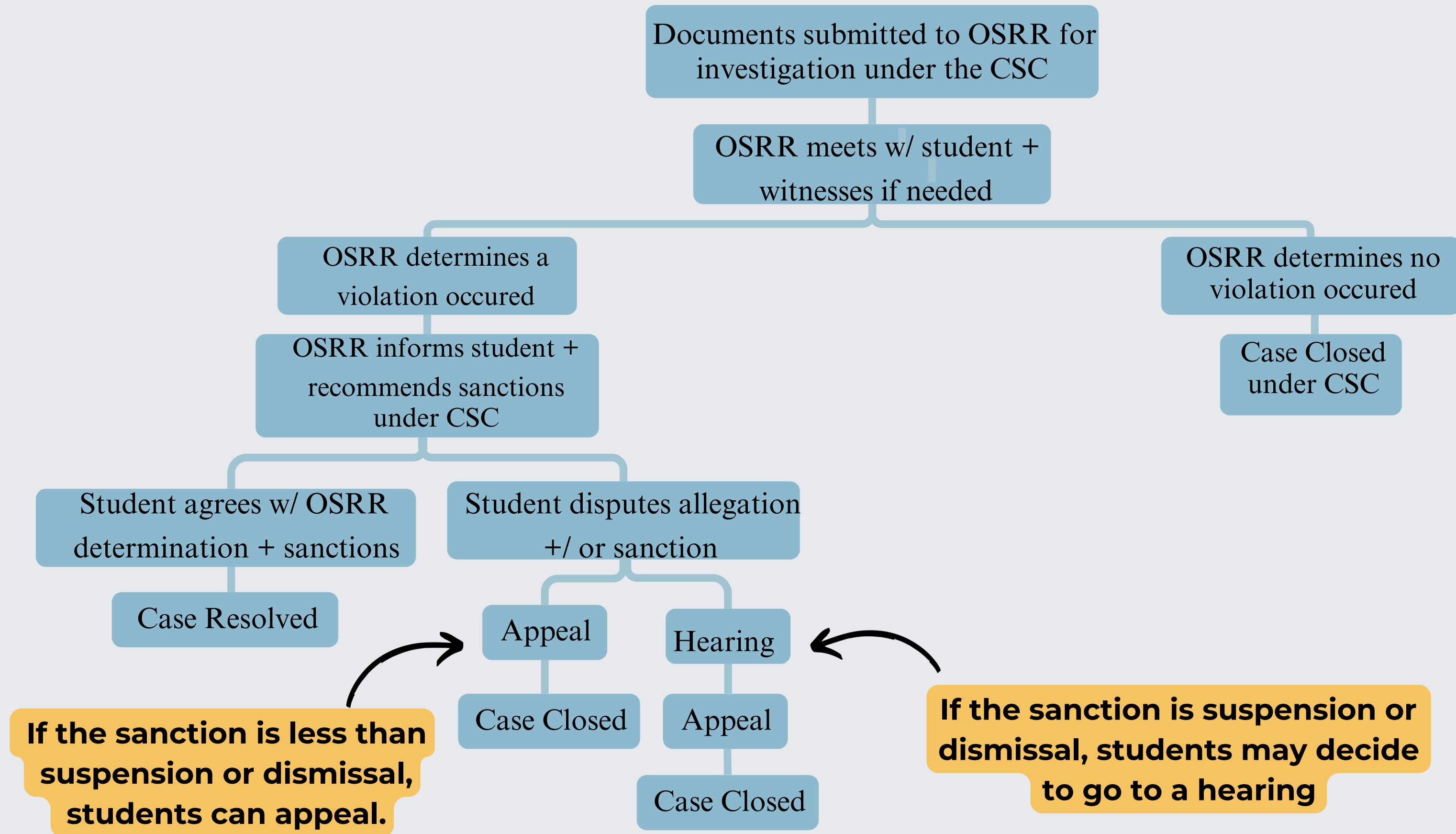
- Students who do not agree with their proposed sanction outcome (either suspension or dismissal) in their IDM may **request a formal fact finding hearing**.
- A formal fact finding hearing will have a **hearing board** that is composed of students, staff and faculty, in which they will **schedule a date, time and location in an appropriate manner**.
- The goal is to find the truth through a fair, prompt and effective process, respecting and preserving the rights of the accused student, the University community, the reporting party and any witnesses.



***See UCM Code of
Student Conduct
604.00- 606.10**



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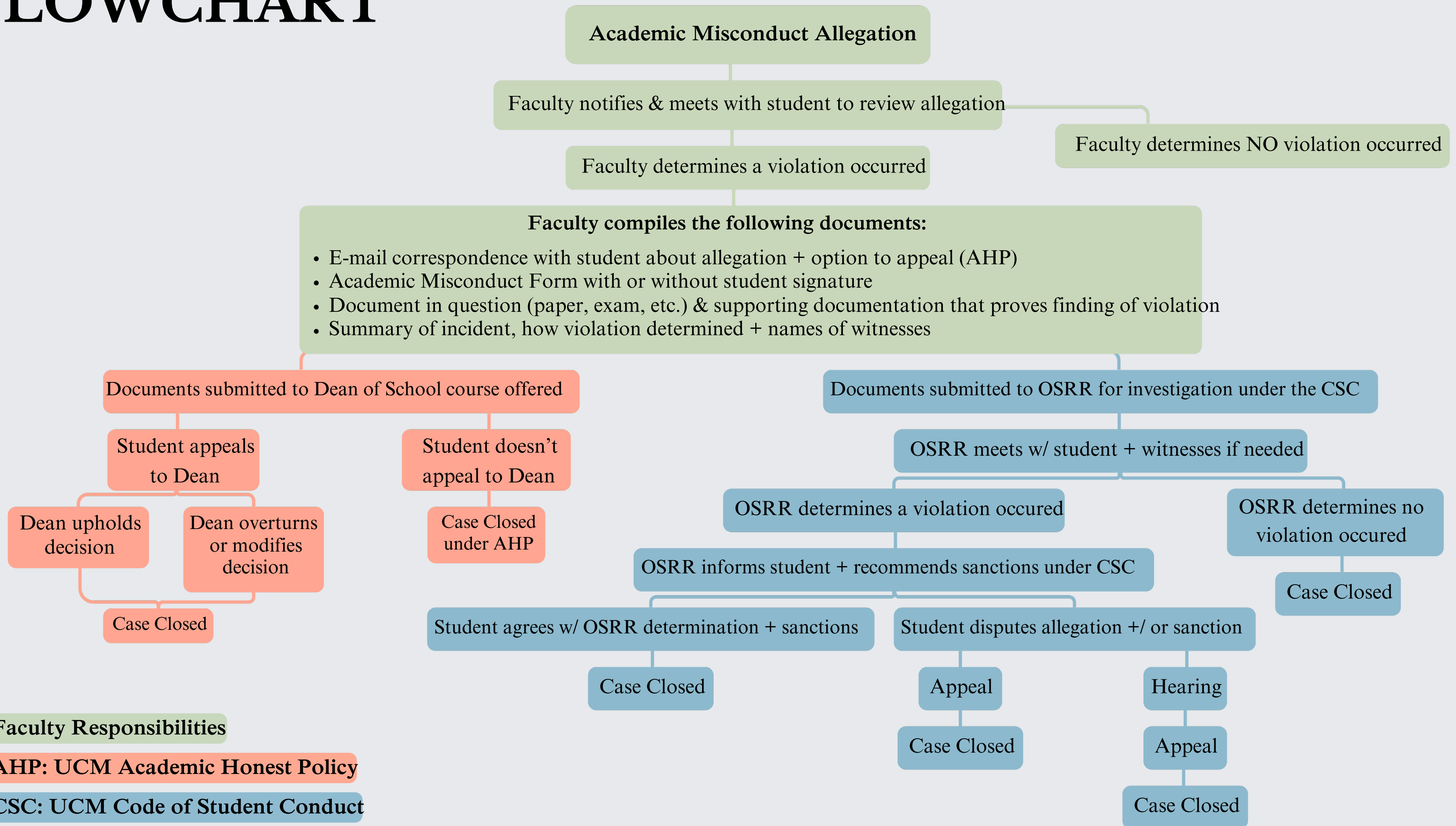
ACADEMIC INTEGRITY



Academic Honesty Policy

- The **Academic Honesty Policy** and the **Code of Student Conduct** emphasize that maintaining a fair and honest academic environment is a shared responsibility among students, faculty, and university staff.
- A **two step process**:
 - Academic department led
 - OSRR led (outcome does not result in grade change)
- Most cases are resolved through informal meetings with students rather than formal hearings, with a focus on education throughout the disciplinary process.

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FOR MORE INFORMATION

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