

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 <u>students are accountable</u> for their own representation and participation.



UCM Code of Student Conduct

ADVISOR'S ROLES & RESPONSIBILTIES

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]



*See UCM Code of

Student Conduct 603.00

- "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 <u>student fails to participate in the disciplinary process</u>, or when a <u>sanction is imposed under a previously deferred sanction agreement</u>.

PATHWAYS TO RESOLUTION

Formal Fact Finding Hearing

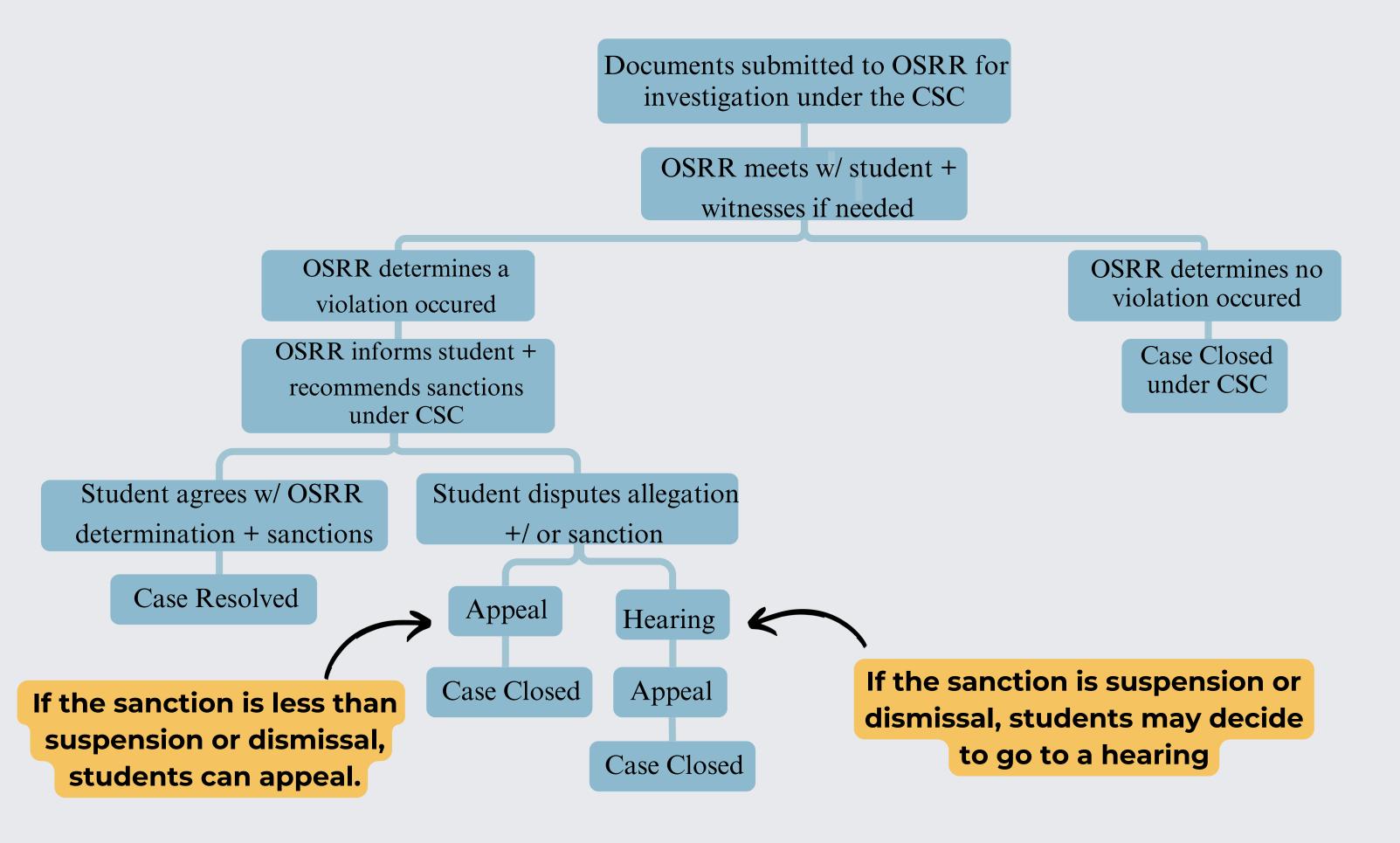
- Students who <u>do not agree with their proposed sanction</u> <u>outcome</u> (either suspension or dismissal) in their IDM may request a formal fact finding hearing.
- A formal fact finding hearing will have a **hearing board** that is <u>composed of students</u>, <u>staff and faculty</u>, in which 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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Faculty notifies & meets with student to review allegation Faculty determines NO violation occurred Faculty determines a violation occurred Faculty compiles the following documents: • E-mail correspondence with student about allegation + option to appeal (AHP) • Academic Misconduct Form with or without student signature • Document in question (paper, exam, etc.) & supporting documentation that proves finding of violation • Summary of incident, how violation determined + names of witnesses Documents submitted to Dean of School course offered Documents submitted to OSRR for investigation under the CSC Student appeals Student doesn't OSRR meets w/ student + witnesses if needed to Dean appeal to Dean OSRR determines no OSRR determines a violation occured Dean upholds Case Closed Dean overturns violation occured under AHP or modifies decision OSRR informs student + recommends sanctions under CSC decision Case Closed Case Closed Student agrees w/ OSRR determination + sanctions Student disputes allegation +/ or sanction Case Closed Hearing Appeal Faculty Responsibilities Case Closed Appeal **AHP: UCM Academic Honest Policy** CSC: UCM Code of Student Conduct Case Closed



FOR MORE INFORMATION Contact Our Office





