

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 <u>participation</u>.



UCM Code of Student Conduct

DUE PROCESS RIGHTS

All 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 hearing at least five calendar days prior to the hearing.
- Be accompanied by an advisor; however, students will be expected to speak for themselves.
- Be **presumed not responsible until an informal meeting or hearing**, with the university bearing the burden of proof.
- A fair hearing
- Remain silent without the inference of responsibility
- Present documents and witnesses, and question witnesses presented by the university during a formal hearing 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

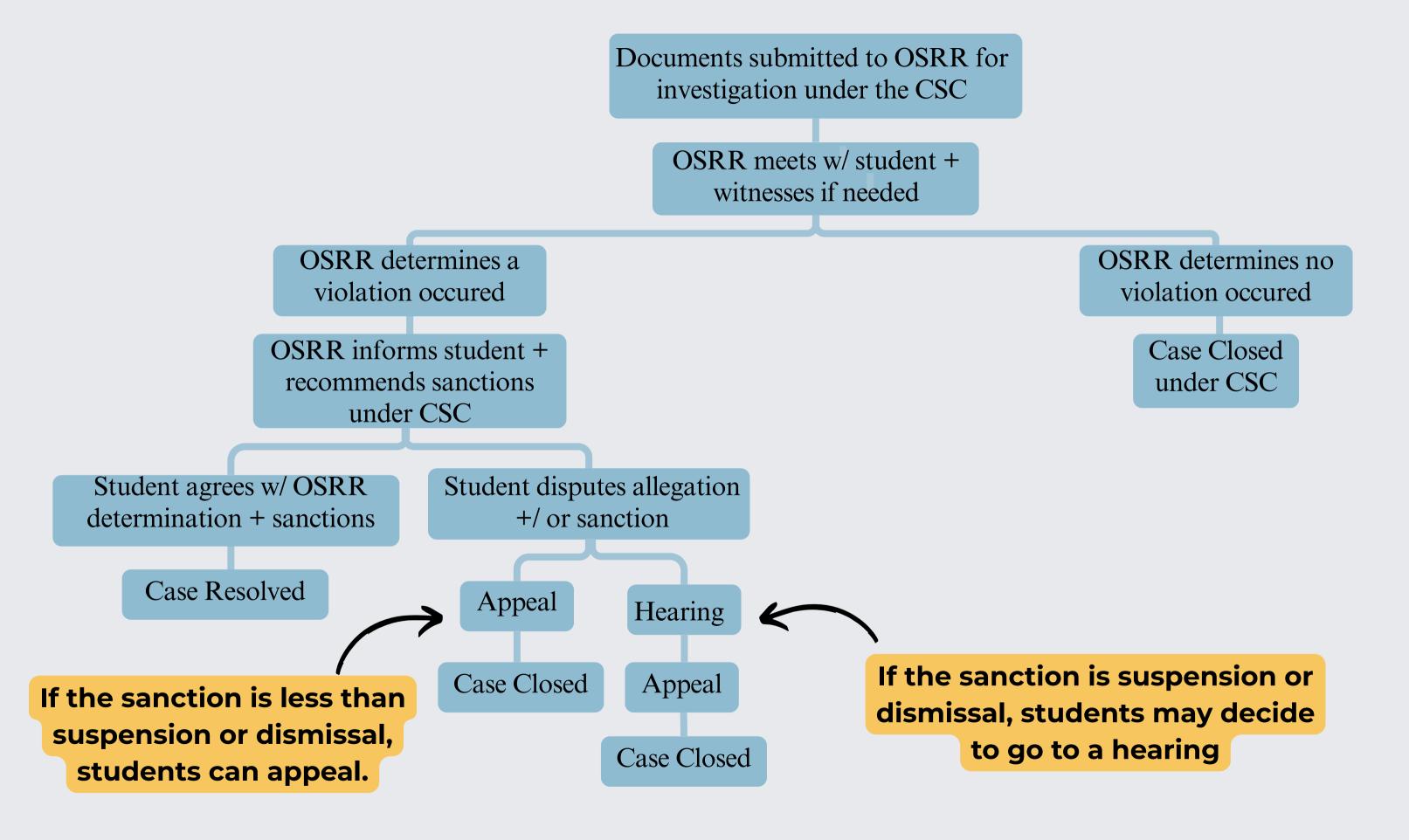
- Students who <u>do not agree with their proposed sanction</u> <u>outcome</u> (either suspension or dismissal) in their IDM may request a formal fact finding hearing.
- A formal fact finding hearing will have a **hearing board** that is <u>composed of students, staff and faculty</u>, in which they will **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 <u>shared</u> <u>responsibility among students, faculty, and</u> <u>university staff</u>.

• A two step process:

- o 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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Student appeals

to Dean

Case Closed

or modifies

decision

Dean upholds

decision

Faculty Responsibilities



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 doesn't OSRR meets w/ student + witnesses if needed appeal to Dean OSRR determines a violation occured OSRR determines no Case Closed Dean overturns violation occured under AHP OSRR informs student + recommends sanctions under CSC Case Closed Student disputes allegation +/ or sanction Student agrees w/ OSRR determination + sanctions Case Closed Hearing Appeal Case Closed Appeal AHP: UCM Academic Honest Policy **CSC: UCM Code of Student Conduct** Case Closed

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 hearing preparation and accompany them during the 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 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.



FOR MORE INFORMATION Contact Our Office



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