



OSRR
Office of
Student Rights
& Responsibilities

ADVISOR TRAINING

Student Conduct Process

UPDATED 6/9/2025

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**

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]



- "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

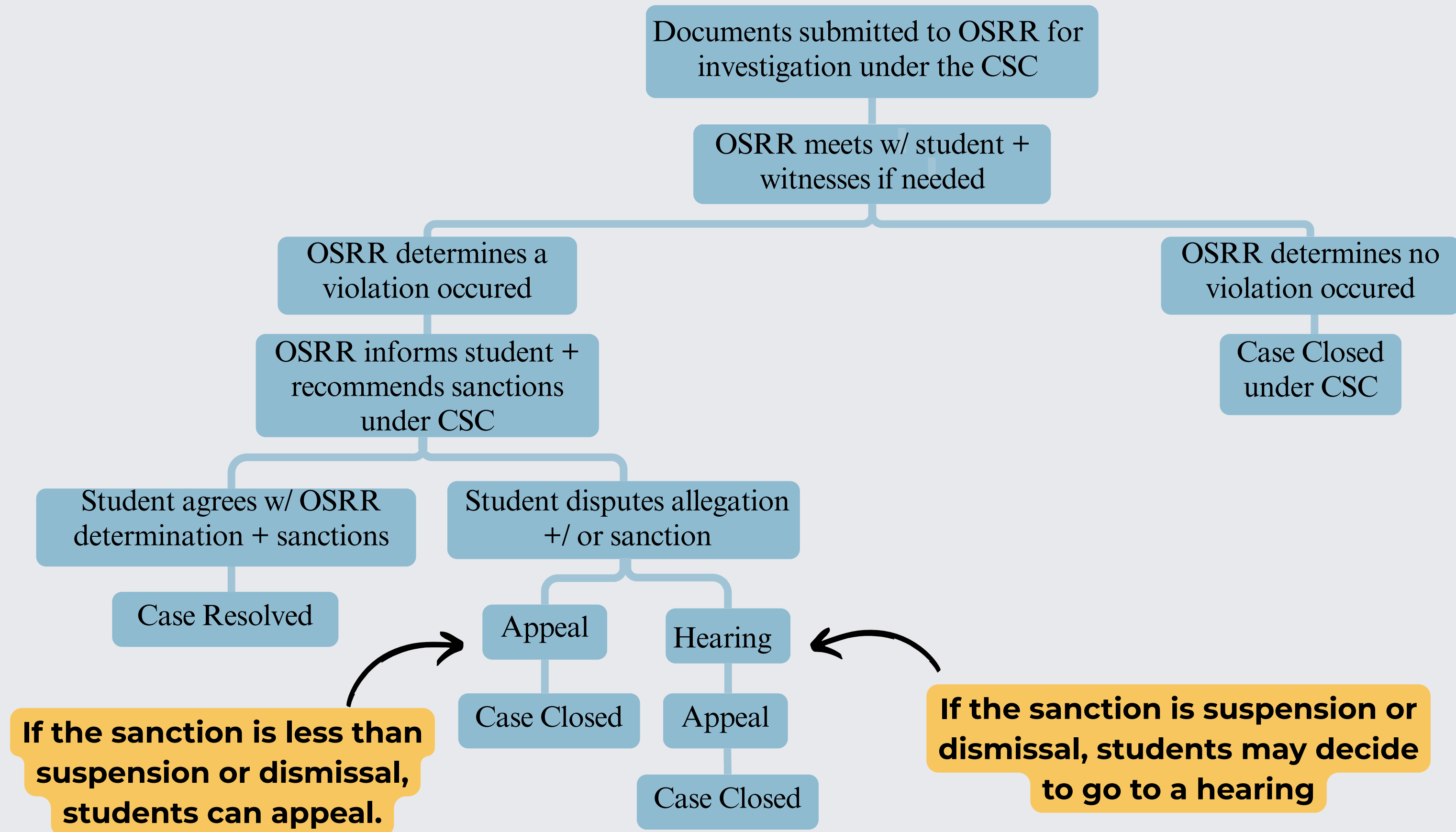
- Students who do not agree with their proposed sanction outcome (either suspension or dismissal) in their IDM may **request a formal fact finding hearing**.
- A formal fact finding hearing will have a **hearing board** that is composed of students, staff and faculty, in which they will **schedule a 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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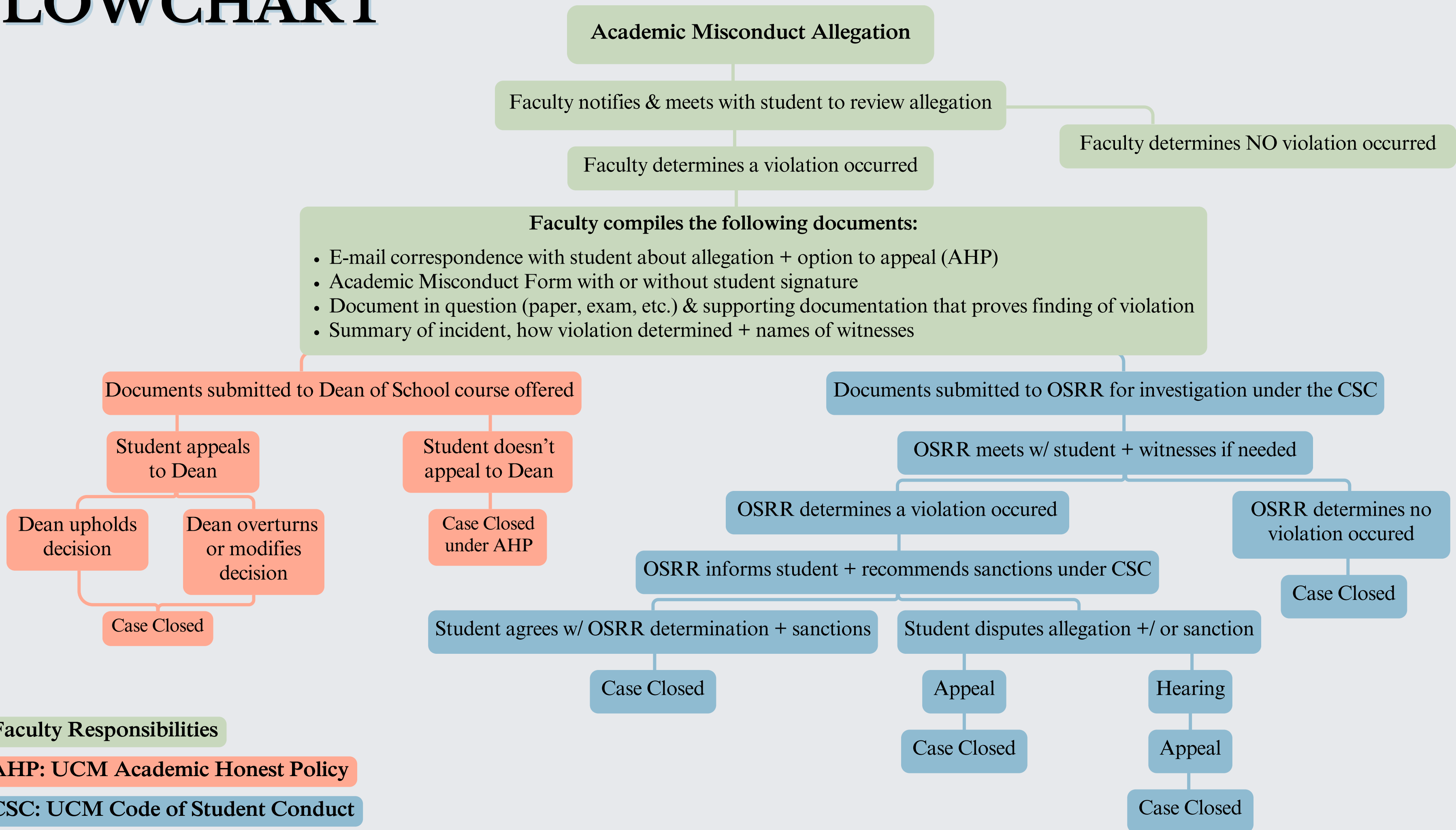
ACADEMIC INTEGRITY



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.

FLOWCHART



Faculty Responsibilities

AHP: UCM Academic Honest Policy

CSC: 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 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

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