

STUDENT CONDUCT PROCESS

What happens after an incident is documented?

THE CATHOLIC UNIVERSITY OF AMERICA

INCIDENT

A student may be involved in an incident of some kind which implicates a violation of university policy. Staff observes incident.

DOCUMENTATION

Staff member confronts and documents the incident. The report is forwarded along to the appropriate Conduct Officer (a Student Affairs Staff Member)

If the Conduct Officer determines that the report does not implicate a potential violation of university policy, there may still be a conversation about the incident.

NOTICE LETTER

Conduct Officer examines the report, and sends the student a letter (by e-mail) outlining potential violations and inviting the student to participate in a mandatory student conduct meeting.

CONDUCT CONFERENCE

If the matter is likely *not* to result in a eviction from residence, suspension, or expulsion if the student is found responsible, a **Conduct Conference** is scheduled. During the conference, the Conduct Officer shares the incident report with the student, hears the student's recollection of the incident, discusses and clarifies community standards for behavior, and reviews any policies which may be in question.

ADMINISTRATIVE HEARING

If the matter is *likely* to result in a eviction from residence, suspension, or expulsion if the student is found responsible, an **Administrative Hearing** is scheduled. During the hearing, the Conduct Officer shares the incident report with the student, hears the student's recollection of the incident, discusses and clarifies community standards for behavior, and reviews any policies which may be in question. It is typical for the Conduct Officer to schedule an *Intake Meeting* prior to the hearing, so that the student is adequately prepared to participate in the hearing.

OUTCOME LETTER

If the Conduct Officer determines that there are violations of policy, the student is found *responsible* and may be mandated to take part in any number of educational or punitive outcomes. If the Conduct Officer determines there is no violation of policy, the student is found *not responsible* and the matter is closed.

APPEAL

Under very specific circumstances, a student may invoke their right to appeal a Conduct Officer's decision.

SANCTION COMPLETION

When the student completes all mandated sanctions, the student conduct matter will be resolved and the case will be closed. Failure to complete mandated outcomes will result in the assignment of a judicial hold on a student's Cardinal Station account until all outstanding obligations are satisfied.