

Overview of Process

You have **received** an email of the **Alleged Violation Letter** from **Student Conduct**.

**Read** the letter **carefully** and **choose** whether or not you want to **meet with a Student Conduct staff member** to further discuss the incident.

Request an extension or return your response **BEFORE THE DEADLINE.**



**YES, I want to meet** with a Student Conduct staff member and share my side of the story.

**NO, I do not want to meet** with a Student Conduct staff member.

**NO RESPONSE** to the Alleged Violation Letter.

**Suspension or Dismissal proposed**  
IHO who will conduct an Administrative Hearing and determine sanctions.

**Suspension or Dismissal NOT proposed**  
Found responsible and required to complete sanctions.

**I would like to proceed by:**



Accepting the sanctions

Requesting a Panel Hearing.

Requesting an Administrative Hearing.

Complete sanctions. Issue resolved.

**My hearing found me to be:**

"Not Responsible" Issue resolved.

"Responsible" Required to Complete sanctions.

Appeal

Complete sanctions. Issue resolved.

# Overview of Process

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The conduct process is used to determine if a student or student organization engaged in behavior that violates the Code of Student Conduct. Additional details are available in the Berkeley Campus Code of Student Conduct, including exceptions to this process.

## **COMPLAINT RECEIVED**

When Student Conduct receives information that indicates that a student may have engaged in behavior that appears to violate the Code of Student Conduct, we inform the student of this and ask the student to schedule a meeting to discuss the incident.

## **INFORMAL RESOLUTION**

An informal resolution is reached in the initial meeting with conduct staff and the student. If the student accepts the resolution, s/he agrees to complete sanctions and the case is resolved. Student Conduct may make other decisions at this time, such as determining that more investigation is needed, to issue a notification or to drop the case.

## **FORMAL RESOLUTION - HEARING**

If the student does not want to accept the sanctions or prefers to have a hearing, of if Student Conduct believes it is appropriate, the case will be forwarded to a hearing. Prior to the hearing, the student will be asked to submit any information for the hearing body to review. The student will also receive a copy of the hearing packet to review prior to the hearing. For more detailed information about hearings, see [Hearing Information](#).

## **DEAN'S DECISION - SANCTIONS**

After the hearing, the decision letter is issued by the Dean of Students. Although the Dean must uphold the finding of responsibility, s/he may adjust the sanctions that the hearing panel recommends.. Sanctions aim to help a student reflect on his/her actions, to learn how to act in ways that are congruent with the community expectations, to repair any harm caused, and sometimes to remove the student from campus if warranted.

## **APPEALS**

Appeals may be made in writing to the Vice Chancellor for Student Affairs and must be based on new information not available at the time of the hearing, significant procedural error, or other good cause.

## **RESOLUTION**

Student Conduct strives to resolve cases in a timely fashion. We must balance our need for adequate time to investigate alleged violations with the impact those alleged violations have on the campus community and individual students involved in the process. Students should also note that the campus conduct process is separate from legal proceedings and may occur simultaneously.