



DATE: _____

Student Conduct Reviews at a Glance

A **Student Conduct Review** (Appendix H, Section D) is when the outcome of the Administrative Resolution may include suspension or dismissal, and the student has contested the Student Conduct Officer's determination of responsibility.



The Board or Review Officer starts with the presumption that you are innocent, until the University Representative can demonstrate that a **Preponderance of Evidence** exists, or *more likely than not*, that you are responsible for one or more alleged violations.

Review Types:
Community Standards Board
 Staff Chair
 Staff Representative
 Student Representative

Review Officer
 Staff Review Officer

Other Participants:
 You (Respondent)
 Respondent Advisor
 Review Advisor
 University Representative
 Witness(es)
 Complainant
 Translator
 Review Coordinator

Review Order (Section F, 19):
 Introductions
 URep Statements
 URep Witnesses & Questions
 Respondent Statements
 Respondent Witnesses & Questions
 Closing Statements – URep, Respondent
 Next Steps/ Conclusion
 Private Deliberations

Prior to Your Review

10 BUSINESS DAYS	3 BUSINESS DAYS	2 BUSINESS DAYS
DATE: _____	DATE: _____	DATE: _____
You will receive a letter with: -Review date, time & location -List of participants -Review packet -Information about how to request witnesses -Information about support resources	<u>Deadline to:</u> -Request a reschedule (Section F, 9) Notify us you'll be attended by an Advisor (name & title) -Submit directly relevant documents & witnesses -Request a Board member, Review Officer, or Review Advisor be replaced (Section F, 16-17)	You will receive a final list of participants and packet of materials to be considered at the Review.

Requests must be emailed to your Review Coordinator, and include a rationale. The Director of SAGE or their designee will determine any requests. Any documents, requests or witnesses discovered and/or submitted less than three business days in advance of the Review may only be considered at the discretion of the Director or their designee, or Chair/ Review Officer (Student Conduct Procedures, Section F, 15).

Your Review

DATE: _____
-Up until the actual Review start, you may accept responsibility. If you do not appear, the Review will proceed without you (Appendix H, Section G). -Closed to the public (Student Conduct Procedures, Section D, 13). -Audio recorded; no other devices permitted (Student Conduct Procedures, Section F, 12).

IR Number: _____ **Student Conduct Officer:** _____

Review Coordinator (Name, email, number): _____

Following Your Review (Letter X)

WITHIN 5 BUSINESS DAYS	WITHIN 10-15 BUSINESS DAYS	RECEIPT OF DECISION LETTER
DATE:	DATE:	DATE:
-The Chair/Review Officer will send SAGE their Review report. -SAGE will provide a copy of the report to the Student Conduct Officer to determine any sanctions.	-Optional post-review meeting with Review Advisor to go over decision, any questions, and the appeals process, as applicable. -You will receive a Student Conduct Review Decision Letter and copy of the Review Report.	-Within 10 business days of the date of your Student Conduct Review Decision letter, and any sanctions, you have the right to appeal the decision and/or sanctions (Student Conduct Procedures, Section I).

- **Chair/ Review Officer:** Individual leading your Student Conduct Review proceedings. They may determine any procedural issues to ensure an orderly Review, in consultation with the Review Advisor.
- **Community Standards Board/ Review Officer:** Board or Individual that will conduct your Student Conduct Review, determine responsibility for any alleged violations at issue, and compile a report of their findings.
- **Complainant:** A type of witness; typically, the subject of the alleged non-academic misconduct (e.g. the Respondent is alleged to have stolen Complainant’s laptop).
- **Preponderance of Evidence:** “More likely than not”; the evidentiary standard applied in determining your responsibility for one or more alleged violations.
- **Respondent Advisor** (Appendix H, Section E): A person chosen by you to assist with the student conduct process. Advisors may include UC San Diego students, faculty or staff (e.g. Associated Students, Office of Student Advocacy, attorneys). Advisors may not speak on the Respondent's behalf.
- **Review Advisor:** A non-voting, ex officio member of the Board/ Review Officer; typically a staff member from SAGE. They are present to assist in the facilitation of the Review, consult on any procedures and review the final review report.
- **Review Coordinator:** The SAGE professional staff member responsible for coordinating a Student Conduct Review.
- **Translator:** A volunteer, UC San Diego staff or faculty member, organized by the University to facilitate communication at a Student Conduct Review.
- **University Representative (URep):** A University Official assigned to a Student Conduct Review, whose role is to present information, questions and witnesses in support of a preponderance of evidence.
- **Witness:** An individual with knowledge or information directly relevant to the incident in question, who has been requested to participate by the Respondent or University Representative at a Student Conduct Review.