

TRAINING FOR ADVISORS
STUDENT CONDUCT PROCEDURES
2026-2027

Presented by the Center for Student Accountability, Growth, and Education (SAGE)
pursuant to California Education Code 66283 and 66284

STUDENT CONDUCT PROCESS OVERVIEW

INTRODUCTION TO SAGE AND STUDENT CONDUCT PROCEDURES



- SAGE handles non-academic student conduct at UC San Diego
- SAGE Philosophy – Fairness, Education, Accountability
- Relevant Policy and Procedures
 - [Student Conduct Procedures \(SCP\) - PPM 160-10](#)
 - [PACAOS Appendix H: Student Conduct Investigation & Resolution Framework](#)
 - [Policies Applying to Campus Organizations and Students \(PACAOS\)](#)
 - [UCSD Residential Life Community Standards and Other Student-Related Procedures and Guidelines](#)

DUE PROCESS

Per the UC System-wide Policy on Student Conduct and Discipline,
procedural due process:

*“...is basic to the proper enforcement
of University policies and campus regulations.”*

PREPONDERANCE OF EVIDENCE

- The standard of proof for factfinding and determining whether a policy violation(s) occurred is preponderance of evidence. A preponderance of evidence is defined as “more likely to be true than not.”

More likely than not

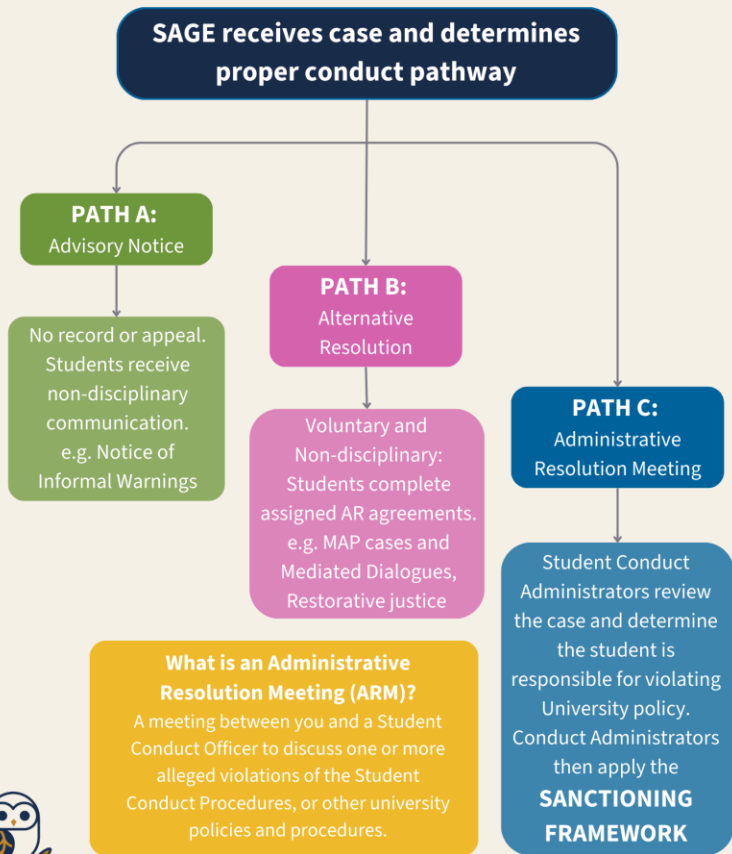
- convincing evidence > amount,
AND
- It's **probable truth or accuracy**,
AND
- One clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy recollection/statements.



STUDENT CONDUCT PROCESS

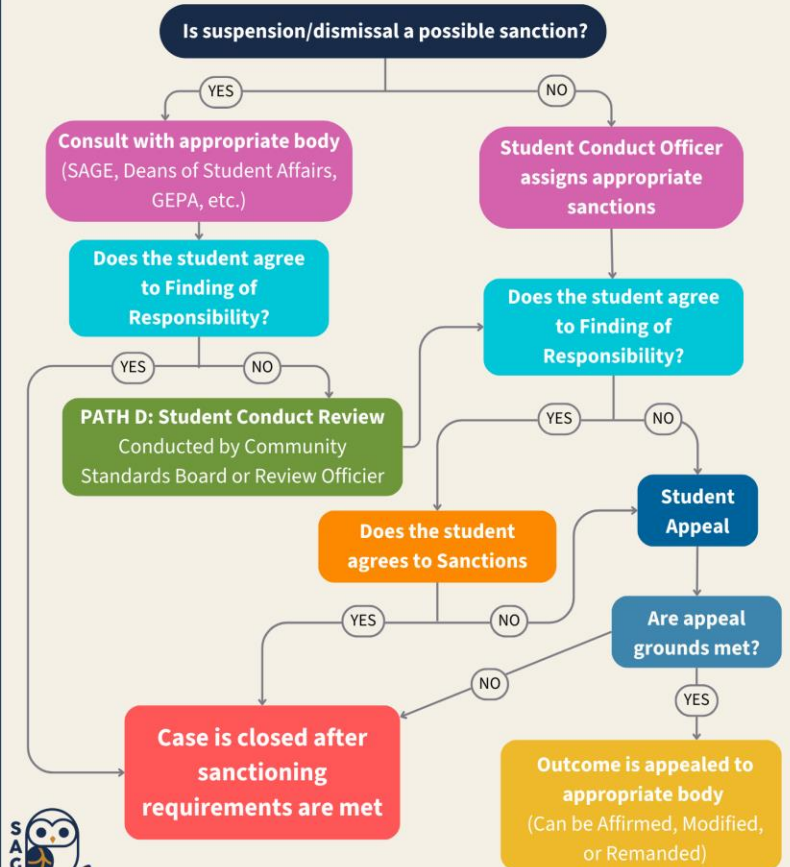
STUDENT CONDUCT PATHWAYS

HOW DOES SAGE DETERMINE NEXT STEPS FOR A CASE?



ADMINISTRATIVE RESOLUTION OUTCOMES

HOW ARE SANCTIONS ASSIGNED TO STUDENTS?



For more information, please follow this link - [Student Conduct Process Flow Chart](#)

STUDENT RIGHTS IN THE CONDUCT PROCESS

1. Right to notification of the alleged violations.
2. Right to an Administration Resolution Review
 - Students who are facing suspension or dismissal have a right to a Student Conduct Review following the result of the Administrative Resolution Meeting
3. Right to reasonable access to your student conduct record.
4. Right to be heard and respond to the information in the report(s).
5. Right to appeal.

ADMINISTRATIVE RESOLUTION v. STUDENT CONDUCT REVIEW

ADMINISTRATIVE RESOLUTION MEETING (ARM)

- Informal
- Student Conduct Officer (SCO)
- Respondent may be found responsible for one or more policy violations
- Not recorded

STUDENT CONDUCT REVIEW

- Formal
- Community Standards Board (Board) or Review Officer (RO)
- Responsibility determined by Board or Review Officer
- Recorded

Respondent (s) have an opportunity to request a Student Conduct Review if suspension and dismissal are potential sanctions.

APPEALS

- Administrative Resolution Meeting / Student Conduct Review
- 10 business days deadline
- Grounds:
 - a) new information not available at the time of the hearing, the absence of which can be shown to have materially affected the outcome;
 - b) there was procedural error in the process that materially affected the outcome;
 - c) the proposed sanction is disproportionate given the findings of fact.
- Possible Outcomes:
 - The sanctions are affirmed, modified or overturned in whole or part

The decision of the appeal body is final.

SANCTIONING

If a student is found responsible for at least one policy violation, the Student Conduct Officer will assign sanction(s).

Types

- **Administrative** e.g., formal warning, probation, exclusion from areas or activities, administrative fees, suspension, dismissal
- **Educational** e.g., workshops, seminars, papers, follow-up meetings
- **University** (e.g., alternative resolution, supplemental education, or educational conversations)

SANCTIONING FACTORS

Nine Sanctioning Factors per PACAOS 100 App H

1. Whether the act was deliberate/intentional
2. Severity of the policy violation, including any result in personal injury or property damage
3. Student's previous conduct record
4. Nature and context of the policy violation
5. Impact on or harm to other members of the University community or the community as a whole
6. Degree to which the student's behavior disrupted or obstructed University activities
7. Abuse of authority
8. Response following violation: voluntarily acknowledged wrongdoing at early stage of the process; engaging in actions that seek to disrupt the Student Conduct process(e.g., harassing witnesses, expressing hostility towards conduct staff and/or reporting persons), or failing to engage in a forthright and transparent manner
9. Number and type of violations associated with the incident

ROLE OF THE ADVISOR

DEFINITION OF ADVISOR

From the Student Conduct Procedures:

Advisor means a person chosen by the Respondent or Complainant to provide support, guidance, and advice with an Administrative Resolution or Student Conduct Review and in accordance with the requirements of Education Code Section 66283(b)(1)-(b)(4).

Advisors include UC San Diego students, faculty, or staff, Associated Students (A.S.) or Graduate and Professional Student Association (GPSA) appointed Student Advocates, attorneys, or other individuals chosen by the Respondent or Complainant.

A person may not serve as an Advisor in a matter where they are a Complainant, Respondent, or witness.

EXPECTATIONS

- Advisors are limited to communicating with their advisee and will not interrupt, disrupt, or directly participate in the student conduct investigation and resolution process.
- Students electing to be accompanied by an Advisor must notify the Student Conduct Officer and provide a copy of a signed “Consent to Release Student Records” that allows the student conduct case and records information to be shared with the Advisor at least one Business Day prior to the meeting.



PREPARATION

ARM PREPARATION

Students should prepare to share the following:

- Their **perspective of the incident**, AND
- What are the **key elements** of the allegations?
- Any **supporting documentation** they wish to present or **witness(es)** they wish to request

Growth and development are integral to this process, so they may also consider sharing:

- What they **learned** from the incident,
- What they will do **differently** in the future, and
- The **effect** their actions had on others.

PREPARING FOR STUDENT CONDUCT REVIEWS

Witness(es)

- Will they help or hinder?
- Witnesses who are unavailable to attend a Student Conduct Review may, at the discretion of the Chair or Review Officer, be permitted to submit a written statement.

Evidence

- Does it support whether Respondent did or did not engage in the allegations assessed?
 - Keep in mind the **key elements** and **preponderance of evidence** standard.

Goals

- What is the student's ideal outcome?
- Does the purpose and potential outcome of a Review support their goals?
- What support do they want? Set clear expectations as needed. Be on the same page as your advisee.

Prepare

- Attend required **Pre-Review Meeting** with SAGE.
- Ensure student provides Consent to Disclose Form to SAGE/appropriate decision body
- Know your **Deadlines** and the relevant **policies**.
- Develop **Questions**.
- Review the **Student Conduct Review packet** prior to the Review; bring a copy with you.
- Consider a **notebook** to write questions and notes.

PREPARING APPEALS

- **Submit** online at sage.ucsd.edu.
- **Appeal Body:**
 - Undergraduate Students -The Council of Provosts
 - Graduate Students- The Dean of the Graduate Division
 - Registered Student Organizations - AVC Student Life
- **7 Characteristics of a Strong Appeal:**
 - Know your audience!
 - Clearly identifies the ground(s).
 - Explains ground(s) specifically, succinctly and in an organized manner.
 - Typically 1-2 pages
 - Tone
 - Consider the student's goals – articulate them outright.
 - Frame any arguments or proposals in terms of the Sanctioning Guide

The screenshot shows the UC San Diego website header with the text "ABILITY, GROWTH, AND EDUCATION" and the UC San Diego logo. Below the header is a navigation bar with links: "Student Orgs", "Sanctions", "Student Compliance", "Training", and "Forms". The main heading is "Student Conduct Forms". Below this is a large banner image with a white box containing the text "Appeal / Sanction Reduction Request" and a yellow button labeled "ACCESS THE ONLINE FORM". At the bottom, there is another section titled "Student Conduct Records Request" with a brief description and a link to submit a request.

ABILITY, GROWTH, AND EDUCATION

UC San Diego

Student Orgs ▾ Sanctions ▾ Student Compliance Training Forms ▾

Student Conduct Forms

Appeal / Sanction Reduction Request

ACCESS THE ONLINE FORM

Student Conduct Records Request

and instructions and links to submit a request for a Student Conduct Record.



UC San Diego

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