

**Incident Occurs**

**Incident is Documented/Reported**

DOSO receives reports from Housing and Residence Life (HRL), Office of Public Safety (OPS) or by referral from other offices.

**DOSO Reviews the Report**

DOSO reviews the report and determines if there's a potential conduct violation or not.

**Incident Report\***

- Cases are created from the report and assigned to a hearing officer.
- An electronic Administrative Hearing Notification letter is emailed to the student's USI email account and includes possible policy violations, the administrative hearing meeting date, time and location, and name of hearing officer. Student will need to retrieve and review any conduct-related electronic letters by logging in with their USI username and student id # (including the 000s).

**No Action Occurs**

DOSO determines that there is not enough information to move forward with the formal conduct process.

**Administrative Hearing**

The Administrative Hearing typically occurs in-person\*\* meeting between the hearing officer and the student in the hearing officer's office. During the hearing, the student has the opportunity to:

- Review a redacted copy of an incident report that concentrates on that particular student's role in the incident
- Tell their side of the story
- Ask the hearing officer questions
- Learn the possible consequences or outcomes
- Have an advisor present (must be a current USI student or USI employee)
- Submit a possible list of witness(es) to be contacted

\*\*A virtual meeting is possible, but not customary.

**University Hearing Board**

- The University Hearing Board consists of USI employees and students
- A student may go through the University Board Hearing process if the outcome of the case could result in Suspension or Expulsion from the University

**Findings/Sanctions/Restrictions/Stipulations**

- Preponderance of evidence is the standard used when determining whether a student is Responsible or Not Responsible for violating policies. This means that "it is **more likely than not**," based on the evidence presented, that the student violated a University policy based on the evidence presented.
- Findings can be Responsible, Not Responsible, or in rare instances, policies can be Dropped.
- If found responsible, a sanction and educational stipulations (or consequences) are assigned to the student.
- Possible sanctions include: Written Warning, Probation, Deferred Suspension, Emergency Suspension, Suspension, or Expulsion.
- Possible educational stipulations include, but are not limited to: Removal from Housing, guest/visitor restrictions, Alcohol and/or Drug Educational programs, reflection papers, and/or PowerPoint presentations, etc.

**Appeals** (More information about the Appeals process can be found by reviewing the Appeals Process document).

- Within 2 business days of receiving an electronic written decision letter from the Hearing Officer or the University Hearing Board, a student may submit an electronic written appeal if they have grounds for an appeal.