Incident occurs: Documented incident report and/or Police report submitted to the Office of Student Conduct for review of alleged violation(s).

Investigations: Where the potential sanctions for alleged misconduct may involve suspension or expulsion a full investigation will take place prior to adjudication.

Interim Measures: Students placed on Interim Suspension while the investigation and adjudication process are proceeding will only occur where necessary to maintain safety and would be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property.

Interim Measures (If Needed)

Administrative hearing: Administrative hearing notice sent to respondent indicating the date, time, location, charges and possible sanctions. This notice will also be sent to alleged victim (where applicable) via Maxient.

Formal hearing: Student Conduct Panel hearing is scheduled. Notice is sent to respondent and alleged victim (where applicable) indicating date, time, location, charges and possible sanctions via Maxient.

Right to accept responsibility: Responding student has the option to accept responsibility with Hearing Administrator for alleged violation(s) and waives rights to Formal Hearing Proceedings and Appeal or request Formal Hearing Proceedings.

Student conduct panel decision: Student, faculty and staff panel decision will be sent to the University Judicial Officer. Thereafter, the Office of Student Conduct will communicate the results to the respondent via Maxient.

Appeal process: The following appellate procedures will be provided to the respondent in which the request must be submitted in writing within five (5) business days of the final decision:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or,
3. To allege that the finding was inconsistent with the weight of the information.

The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held.

Case Closed

Respondent accepts sanction

Case Closed

Decision granted

Case Closed

University level

ALBANY STATE UNIVERSITY
Office of Student Conduct
Flowchart
Effective January 2017