Investigations **INCIDENT OCCURS** Where the potential Documented incident report and/or Police sanctions for alleged **Interim Measures** report submitted to the Office of Student misconduct may involve (If Needed) Conduct for review of alleged violation(s). suspension or expulsion a full investigation will take place prior to adjudication. 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. RIGHT TO ACCEPT RESPONSIBILITY **FORMAL HEARING** Responding student has the option to **Student Conduct Panel hearing is** accept responsibility with Hearing scheduled. Notice is sent to respondent Administrator for alleged violation(s) and Case Closed and alleged victim (where applicable) waives rights to Formal Hearing indicating date, time, location, charges **Proceedings and Appeal or request Formal** and possible sanctions via Maxient. **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 a.) Vice President for Student Decision Affairs or his/her designee within Granted five (5) business days of the Respondant decision letter. **Accepts Sanction** ▶ b.) President's Office within five(5) business days of the Vice **President of Student Affairs** decision letter. **Case Closed** c.)Board of Regents in accordance **University Level Case Closed** with Board Regents Policy 8.6.

ALBANY STATE UNIVERSITY Office of Student Conduct Flowchart Effective January 2017

Appeals:

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 in formation.

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

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.