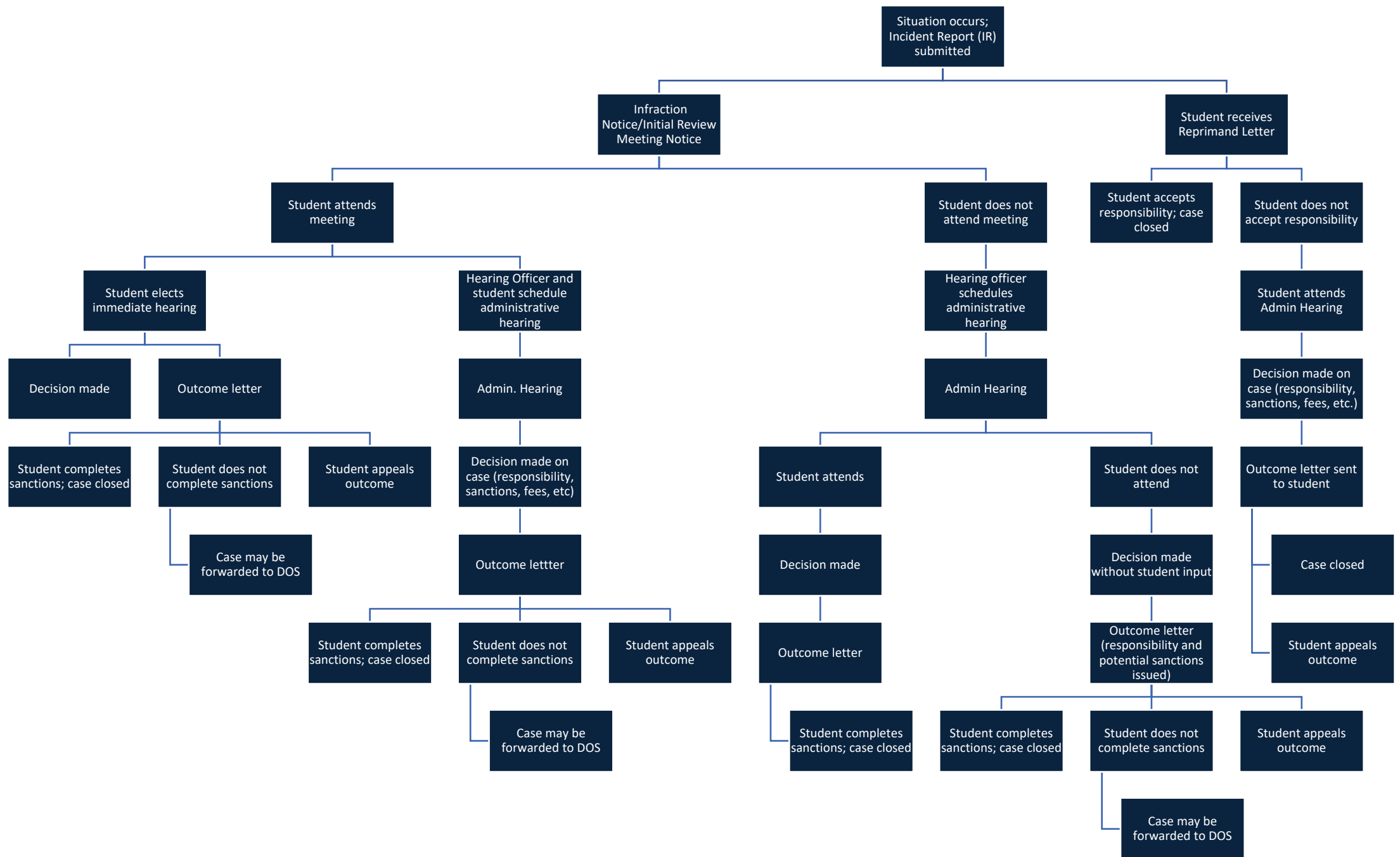


HRL Conduct Process Flow Chart

STUDENT FACING

HOUSING AND RESIDENCE LIFE



HRL Conduct Process Key Terms

- **Residence Life Coordinator (RLC)** – The professional Residence life staff member who oversees a specific residential community on campus. RLC's typically serve as conduct officers for residential conduct cases in their specific area.
- **Assistant/Residence Life Coordinator (A/RLC)** – A graduate student also serving as a part-time professional staff member who typically assists a RLC with managing and overseeing the residents in a specific residential community on campus such as Osprey Cove, Osprey Crossings, Osprey Landing, etc. A/RLC's can serve as conduct officers for residential conduct case as well.
- **Hearing Officer** – Typically an A/RLC (professional HRL staff member) who manages and processes a case. A/RLC typically only manage and process cases that occur in the areas that they oversee.
- **HRL** – Housing and Residence Life
- **Residential Conduct process** – a process or set of systems used to document, enforce the residential handbook, while also teaching and holding residential students accountable for behavior and actions within the residential communities on campus. The residential conduct process is typically reserved for low level conduct violations whereas the Dean of Students conduct process is typically reserved for more higher-level conduct cases and cases that occur on campus outside of the residential communities.
- **Incident report** – formal document/form completed by a HRL staff member, can be a RA, ARLC, or RLC.
- **Resident Assistant (RA)** – Housing and Residence Life student staff members who lives in a residential community on campus. The RA is responsible for assisting with community development, policy enforcement, peer support, and resource referral. RAs play a crucial role in enhancing the residential experience by promoting a supportive and inclusive environment.
- **Initial review meeting** – a meeting between Hearing officer and student to introduce themselves to each other, Hearing officer will briefly explain the HRL conduct process and provide opportunities for the student to ask any questions.
- **Administrative Hearing** – a meeting that occurs after the initial meeting between the Conduct officer and the student, meeting scheduled at a later date, at minimum 3 days from the initial meeting. During this meeting the student and Hearing officer discuss the case in detail. Students have the opportunity to provide their input.
- **Immediate Hearing** – a meeting that occurs the same day as the initial meeting between the conduct officer and the student involved. During this meeting the student and Hearing officer discuss the case in detail. Students have the opportunity to provide their input. Students waive their right to an Advisor if they choose an Immediate Hearing.
- **Disciplinary Reprimand letter** – low level written warning sanction letter typically issued to students for first time offense violations.
- **Sanction** – Consequences or outcomes of a case issued to a student as a result of being found responsible for behavior that violated HRL Resident Handbook. Sanctions can range from a reprimand letter (written warning), prohibited item removal, to an educational activity (reflection paper, community sign creation, or brochure creation), to HRL probation, all the way up to Housing Removal and Exclusion for extreme cases.
- **Appeal** – A formal request to reconsider the outcome of a case due to potential process errors, extreme sanctions, or other issues that could have affected the outcome. This request is usually forwarded up to the Director of Housing.

HRL Conduct Process Flowchart

Situation occurs; Incident Report (IR) submitted

1. Infraction Notice/Initial Review Meeting Notice
 - a. Student attends meeting
 - i. Student elects immediate hearing
 1. Decision made
 2. Outcome letter
 - a. Student completes sanctions; case closed
 - b. Student does not complete sanctions
 - i. Case may be forwarded to DOS
 - c. Student appeals outcome
 - ii. Hearing Officer and student schedule administrative hearing
 1. Admin. Hearing
 2. Decision made on case (responsibility, sanctions, fees, etc)
 3. Outcome letter
 - a. Student completes sanctions; case closed
 - b. Student does not complete sanctions
 - i. Case may be forwarded to DOS
 - c. Student appeals outcome
 - b. Student does not attend meeting
 - i. Hearing officer schedules administrative hearing
 - ii. Admin Hearing
 1. Student attends
 - a. Decision made
 - b. Outcome letter
 - c. Student completes sanctions; case closed
 2. Student does not attend
 - a. Decision made without student input
 - b. Outcome letter (responsibility and potential sanctions issued)
 - i. Student completes sanctions; case closed

- ii. Student does not complete sanctions
 - 1. Case may be forwarded to DOS
- iii. Student appeals outcome

2. Student receives Reprimand Letter

- a. Student accepts responsibility; case closed
- b. Student does not accept responsibility
 - i. Student attends Admin Hearing
 - ii. Decision made on case (responsibility, sanctions, fees, etc.)
 - iii. Decision made on case (responsibility, sanctions, fees, etc.)
 - iv. Case closed
 - v. Student appeals outcome