

STUDENT CONDUCT PROCESS



DEAN OF
STUDENTS OFFICE
Illinois State University

Referral Made to SCO

Anyone can submit a referral to SCO with concerns about a student's behavior/potential violations of the Code of Student Conduct (COSC).

Referral Reviewed by SCO Staff

SCO staff review the information and determine if conduct action is appropriate, or if there is another way to address the concern (i.e. Redbird Care Team, University Police, etc.).

Staff Member Contacts Student

An emailed notice is sent to the student requiring they meet with a staff member. The notice includes information about the allegations and an appointment time based on their class schedule. This meeting is called a Case Management Conference (CMC).

Student Attends CMC: Agreement on Resolution

Student and staff member meet to discuss the allegations/incident. If staff and student agree on an outcome (in violation or not in violation), a decision letter is sent via email to the student. There is no appeal process when an agreement has been reached unless separation is an outcome.

Student Does Not Attend CMC

If the student does not attend their CMC, the staff member uses the information available to make a decision, and if found responsible, assigns sanctions. Student has the right to an administrative appeal.

Student Attends CMC: No Agreement

If the student and staff member cannot come to agreement on violations and sanctions, the case moves to a formal hearing process.

Formal Hearing

Formal hearings are conducted with either an administrative hearing officer or a panel; the panel members come from a pool that includes faculty, staff, and students. Witnesses can be heard, documentation is shared, and the student explains their perspective on the information/incident. The hearing body determines if violation(s) of the COSC occurred. If student is found responsible, sanctions are assigned, and student can appeal the decision to the University Appeal Board (UAB).

Right to Appeal

Admin Appeal

UAB Appeal

Student completes the appeal packet, submits to SCO. Administrative appeals go through the AVP/Dean of Students for an administrative review of the information and determination. There is no further route of appeal.

The UAB members come from a pool that includes faculty, staff, and students. The appeal is reviewed to determine if criteria are met. UAB hearing may be scheduled and held. There is no further route of appeal.