

Student Conduct Process

EXPANDED

Please note that this document is a summary of the University of Tennessee at Chattanooga (UTC) Student Conduct Process. It does not include complete definitions, Processes, options, and other information contained within the Student Code of Conduct. In the event of a conflict between this or other summaries and the Student Code of Conduct, the Student Code of Conduct supersedes.



Report Received and Initial Review

A verbal or written report is submitted by the Complainant or other reporting party (i.e. faculty or staff member, resident assistant (RA), police). Reports are forwarded to the Office of Student Conduct (OSC) for initial review. Incident Reports found to contain alleged violations of the Student Code of Conduct, Residence Life Handbook, Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking (SHSAD-DVS), or other University policies are assigned to the appropriate Hearing Officer/Investigator. The Hearing Officer/Investigator will set up an initial meeting with the Complainant, as needed.

Notice of Allegations (Alleged Violations)

If the OSC determines to initiate the Student Conduct Process, it will provide a Notice of Allegations to the Respondent.

Interim Measures

In certain situations, the University may impose interim actions prior to the conclusion of the student conduct process. The University will determine the appropriate interim actions based on the totality of the circumstances. Interim actions are not disciplinary sanctions and are taken to protect the safety, security, and welfare of the Complainant, Respondent, the University community, and/or University property.

Preliminary Meeting

The assigned Hearing Officer/Investigator conducts a preliminary meeting with the Respondent. The Respondent may ask questions and seek clarification about the allegations and any other information regarding the Student Conduct Process. The Hearing Officer will provide the Respondent with an opportunity to respond to the allegations. If the Hearing Officer determines at the Preliminary Meeting that no additional investigation is needed and that charges should be issued against the Respondent, the Hearing Officer will inform the Respondent of the determination.

Appeal

The Respondent may appeal the decision-maker(s) decision in a Formal Hearing. The grounds for appeal and appeal options vary depending on the type of Formal Hearing conducted.

Sanctions

The purpose of sanctions is to educate about appropriate behavior, encourage taking responsibility for violations, encourage and promote professional development, discourage other students from violating the Code, and/or protecting members of the University community.

Notice of Decision

The decision-maker(s) decision on responsibility and, if applicable, the disciplinary sanctions to be issued against the Respondent and their effective date.

Investigation

During an investigation, the Complainant(s), the Respondent(s), witnesses, or any other persons may be interviewed, and other relevant information and documentation will be obtained as applicable.

Notice of Charges

If it is determined that a Respondent should be charged with a violation, the OSC will provide the Respondent with a Notice of Charges.

Formal Hearing

A Formal Hearing is a process for resolving charges of the Code of Conduct, Residence Life Handbook and Policy on SHSADDVS violations in which the Respondent is provided the opportunity to contest the charges through the presentation of evidence at a hearing (or, in a Title IX Hearing, for the parties to have a determination of responsibility made) before a fair and impartial decision-maker(s). There are four hearing types, the availability of which depend on the the allegation and/or gravity of the disciplinary sanction.

No-Action Dermination

If the OSC determines at any point in the student conduct process that no action will be taken against the Respondent regarding alleged violations of the Code, it will issue a Notice of Decision to the Respondent setting forth the decision.