When a written complaint/report of a possible violation of the Student Conduct Code is received by the Office of Student Life, a conduct officer reviews it before taking one of the following actions:

- **Initiate a student conduct investigation, and notify student(s) of scheduled meetings.**

  The conduct officer meets with students individually and asks for their perspective, reviews the incident report and discuss any other relevant information.

  The conduct officer makes a determination of whether there is a violation of the Code.

  - **Responsible:** conduct officer notifies student(s) via university email of responsible finding and any appropriate sanctions.
  - **Not Responsible:** conduct officer notifies student(s) via university email that they are not responsible for a violation of the Code.

  Student has 10 days to appeal the conduct officer’s determination.

- **Terminate the process and enter a finding that there is no violation of the Code and/or that the respondent is not responsible for the alleged conduct violation.**

- **Dismiss the investigation, which may be reopened at a later date if relevant information that was unknown to the conduct officer arises.**

  Student completes assigned sanctions, and once received by conduct officer, the case is closed.