West Chester University
Group Conduct Process Flow Chart

Report received about alleged incident

Investigation occurs (specifics vary on information in initial report, may be an external investigation)

Interim Actions may be put in place (group leader will be notified of any interim actions in writing)

Organization will receive written notification of either:

Case Resolved:
No findings and/or not enough information to move forward

Possible Alleged Policy Violations:
Group leader is scheduled to meet with Office of Student Conduct. Letter includes: (a) date, time, location of meeting, (b) notification of possible alleged violations, (c) Group Conduct Information Sheet.

Initial Conduct Meeting:
Includes review of all documentation of concern, discussion of alleged incident, and conversation surrounding next steps & options (see below).

Organization Makes a Decision:
Note: several meetings may occur before this step and group can request time to consider decision.

Conduct Meeting:
Accept Responsibility and agree to sanctions discussed with Office of Student Conduct. This can be in an initial meeting or a requested follow-up meeting.

Sanctioning Hearing:
Accept responsibility for policy violations but go through hearing process to present information on alternative sanctioning.

Formal Hearing:
Do not accept responsibility for policy violations and request formal hearing process to present information to a hearing office/board for review in determining responsibility.

Found Not Responsible:
After conversation in initial meetings, the group is determined to be not responsible for alleged policy violations.

Note: an organization can accept responsibility for some policy violations and not others. In this incident, the group would request to go through a formal hearing process.