

# Discipline Procedure Status Checklist

Student's Name Jon James

Student ID Number 999-99-2010

## Charge/Complaint of violation of sub-sections

- 1.6 Physical abuse or threat thereof including acts of intimidation against any person or persons ... including hazing, domestic violence or offensive touching.
- 1.23 Disorderly conduct, including noise that reaches a disruptive level... or the rights of members of the University Community or others.
- 1.28 Violation of any published rules governing conduct in residence halls, dining halls, University Union, recreational Facilities or University related premises.

## Procedure Checklist

Status/Date

- 1. Complaint received or information provided, including supporting statements
- 2. Preliminary investigation completed.
- 3. Communication with law enforcement officials (where also a criminal offense)
- 4. Criminal investigation/charges pending. Discipline procedure suspended? yes no If yes, until
- 5. Student summoned for conference with Dean.
- 6. Conference with student completed.
- 7. A. Complaint dismissed. OR   
B. Charge(s) presented to student and discipline action taken by Dean per sub-section 2.27 through 2.31. See number 17 if Asuspension@ imposed. OR   
C. Charge(s) presented to student per sub-sections 2.36 and 2.40. Charges presented in person or Return receipt received \_\_\_\_\_
- 8. If action taken under 7B, deadline to appeal communicated to student. Deadline date
- 9. If action taken under 7C, or appeal of 7B filed by student, Discipline Committee meeting scheduled 3 - 10 work days after charges presented.
- 10. If defendant informs University that an attorney will be present, University attorney notified.
- 11. Duties of Dean with reference to hearing completed per sub-sections 2.42 through 2.48.
- 12. Discipline Committee Meeting held.
- 13. Committee recommendation, minutes, tapes, and other records of Discipline Committee presented to VPSA.
- 14. Defendant notified by VPSA regarding finding or guilt or innocence and sanction imposed if any.
- 15. Deadline date for appeal of decision of VPSA communicated to student. Deadline date \_\_\_\_\_.
- 16. Records forwarded to President's Office for appeal from decision of VPSA, if applicable.
- 17. When decision of suspension, dismissal, or bar against readmission is final, notification sent to Registrar, Director of financial Aid, Director of Library, controller, Dean of Student Life., Director of University Police, Dean of suspended student's college, and the Department of Athletics if student athlete.

Signature of University Discipline Officer

Date

\*\*This form is meant as an example only\*\*