University of South Alabama Student Conduct Flow Chart

Incident Report

Incident report is submitted to the Office of the Dean of Students.

Informal Conference

Student Conduct Coordinator meets with student to communicate process, rights, and responsibilities.

Investigation if necessary

The student meets with the Student Conduct Coordinator to discuss the alleged violations. Based on the information presented and discussed in the hearing, the Hearing Officer will determine whether a violation has occurred and issue sanctions, accordingly.

Administrative Hearing

The student meets with the Student Conduct Coordinator to discuss the alleged violations. Based on the information presented and discussed in the hearing, the Hearing Officer will determine whether a violation has occurred and issue sanctions, accordingly.

Decision is communicated to student via email within 5 days.

Appeal *(optional)*

Assistant Dean of Students reviews appeals and makes a final decision on the case. Decision is communicated to student within 10 days via email.

Formal Hearing

The Formal Hearing takes place between members of the University Disciplinary Committee and the student. If the student is absent, the Committee will still hear the case. The student is asked to respond to the evidence and provide additional information.

Decision is communicated to student via email within 5 days.

Appeal *(optional)*

Assistant Dean of Students reviews appeals and makes a final decision on the case. Decision is communicated to student within 10 days via email.

*Appeals must be filed within 5 days from receipt of notification of decision. Title IX cases may be appealed by the respondent or the complainant.