Student Conduct and Community Standards
Process Flowchart
from decision letter to case closed

Student receives Decision Letter outlining hearing officer’s decision in case.

Student is responsible for one or more charges and has sanctions to complete.

Student receives Sanction Due Date Reminder letter for each incomplete sanction.

Student receives a hold warning letter when a sanction due date is missed. Student has 5 class days to turn in completed sanction.

Student receives a Hold Placed letter. The hold blocks a student’s ability to add, drop, or change course registration.

Student meets with their caseworker to discuss overdue sanctions and make a plan for completion. Caseworker may offer the student a Hold Removal Agreement.

Hold is removed from student’s account and new due dates are assigned for each incomplete sanction.

Student again receives Sanction Due Date Reminder letter for each incomplete sanction.

Student completes all sanctions and turns verification into their caseworker. Caseworker processes sanctions and requests hold removal, if appropriate-this may take up to 5 days.

Student is not responsible for all charges.

Case Closed.

Student receives Broke Hold Removal Agreement letter. The hold is returned to the student’s account immediately and student’s current course registration may be dropped.

The hold will not be removed until all sanctions are complete.

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