



# UCSF Student Adjudication Procedures

Training for Advisors

*Resource provided by UCSF Student Life*

# Utilizing this Resource

## Intended Usage

- This training was created for individuals who have been selected to serve as an advisor or support person to students alleged to have violated a UCSF policy.
- This training can also be utilized by anyone seeking to learn more about the University's adjudication procedures.

## Scope of Resource

- This resource will cover details surrounding adjudication procedures of the Interim Policy on Student Conduct and Discipline.
- Related policies that may have their own adjudication procedures are referenced in this resource. Links to these adjudication procedures have been provided as a part of this resource.

# Overview of Student Conduct and Related Policies

Policy	Summary
<a href="#">Interim Policy on Student Conduct and Discipline</a>	The Interim Policy on Student Conduct and Discipline describes procedures for addressing allegations of student or Registered Campus Organization non-academic/non-professionalism misconduct that is not covered by the SVSH or Antidiscrimination policy.
<a href="#">Sexual Violence and Sexual Harassment (SVSH) Policy</a> <ul style="list-style-type: none"><li>• <a href="#">Appendix E</a></li><li>• <a href="#">Appendix F</a></li></ul>	<p>The SVSH policy addresses the University's responsibilities and procedures related to sexual violence, sexual harassment, retaliation, and other prohibited behavior.</p> <p>Appendix E and Appendix F describe the student adjudication processes for the SVSH policy.</p>
<a href="#">Anti-Discrimination Policy</a>	The Anti-Discrimination policy addresses the University's responsibilities and procedures related to Discrimination, Harassment, and Retaliation.
Academic Professionalism Standards	At UCSF, academic professionalism standards are subject to the Bylaws, Regulations and Appendices of the <a href="#">University of California, San Francisco Division of the Academic Senate</a> . For a full list of School/ Division specific resources, view Section III. C. of the <a href="#">Policy on Student Conduct and Discipline</a> .

# Student Rights and Procedural Standards in the Conduct Process\*

1. Students have the right to select an advisor of their choice or request a university-provided advisor.
2. All official written communication will be sent to the student's UCSF email address.
3. Participation in the conduct process is optional for students. If a student chooses not to participate, the process will proceed in their absence. Selective participation may be considered when assessing credibility.
4. The standard of proof applied in the conduct process is the preponderance of evidence.
5. Students may request accommodations for disabilities as well as language interpretation or translation services.
6. All timelines referenced in the process are based on business days.
7. All stages of the conduct process are closed to the public.

*\*This list provides a high-level summary of rights and procedural standards. For full text, review [The Interim Policy on Student Conduct and Discipline](#).*

# Advisor Role in the Conduct Process

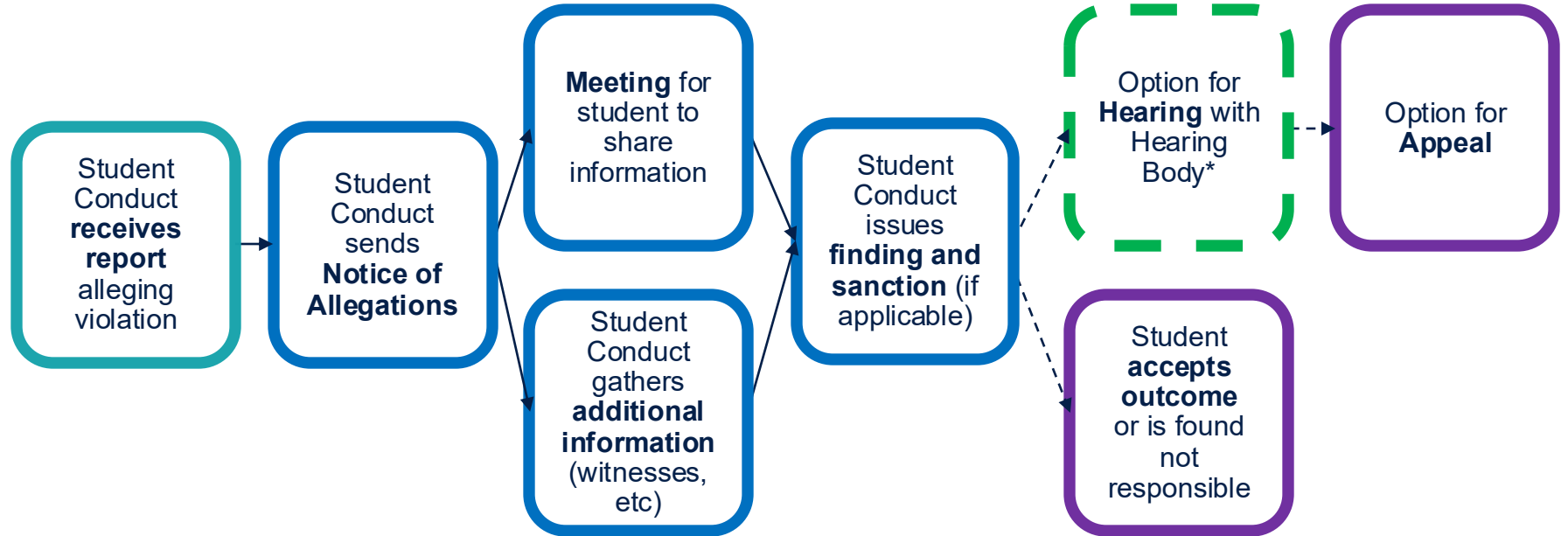
- The Advisor's primary role is to provide guidance to the student throughout the process. The Advisor may not speak on behalf of the student at any time in the conduct process.
- Advisors may not disrupt any meetings or the process in any manner. At all stages of the process, Advisors must comply with the expectations within these procedures for participants in this process. The University reserves the right to exclude an Advisor who does not abide by these procedures.
- All communication with Student Conduct must come from the student; an Advisor cannot communicate with Student Conduct on the student's behalf.
- In the interest of expediency, the student conduct process may not be delayed due to the unavailability of an Advisor.
- The Advisor selected by the student or provided by the campus will have access to training provided by the campus regarding its procedures for student conduct investigation and resolution.
- Should a student wish for the Advisor to be copied on Student Conduct's communication and/or attend meetings and/or hearings with the student throughout the process, the student must provide their written permission to Student Conduct.

# Methods of Resolution Under The Interim Policy on Student Conduct and Discipline

<b>Advisory Notice</b>	<b>Alternative Resolution</b>	<b>Administrative Disciplinary Resolution</b>	<b>Formal Disciplinary Hearing</b>
<p>A written notification that a student that the student's alleged behavior, if it occurred, would have violated University policy, and could have been subject to the conduct process.</p> <p>An advisory notice does not result in a conduct record.</p>	<p>A process used to resolve incidents that do not involving filing of allegations or policy violations.</p> <p>For more information, review section VII. A. in the Policy on Student Conduct and Discipline.</p>	<p>A process between a Student Conduct Administrator (or designee) and the responding student, in which they meet to discuss the incident, hear and receive the student's information and perspective, meet with applicable witnesses, discuss the student's responsibility for the alleged violation(s), and if the student accepts responsibility, assign fair and appropriate sanctions.</p>	<p>A process whereby members of our community (students, career faculty, and professional staff) receive information and make determinations of regarding whether the alleged policy violations occurred. The Formal Disciplinary Hearing Process is not a court proceeding.</p>

# Resolution Process

For more information, review section IV of the [Interim Policy on Student Conduct and Discipline](#).



\*Only available for cases where suspension or dismissal is proposed as a sanction. If suspension or dismissal is not proposed, the student has the right to an appeal the outcome.

# Possible Student Sanctions

## Status Sanctions

- **Warning/ censure**
  - Reprimand that violation occurred
- **Disciplinary probation**
  - Status where student must demonstrate conduct that conforms to university standard or will likely be suspended or dismissed
- **Suspension**
  - Temporary separation from UC
  - Posted on transcript for period
- **Dismissal**
  - Permanent separation from UC
  - Posted on transcript
  - Only can be reinstated by Chancellor for exception circumstances
- **Revocation of Awarding Degree**

## Non-Status Sanctions

- Loss of privileges/ exclusion from activities
- Exclusion from areas of campus or from official university functions
- Housing probation
- Restitution
- Educational or administrative sanctions
  - University directives
  - Educational sanctions



# Resources for Students

## **Respondent Services**

Respondent Services is a non-confidential resource which provides a safe and supporting listening space and can assist in a variety of ways.

To schedule a consultation or ask a question, please reach out to Jennifer Rosko at 415-476-8788 or [jennifer.rosko@ucsf.edu](mailto:jennifer.rosko@ucsf.edu).

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## **Student Mental Health and Wellbeing**

Student Mental Health and Wellbeing is available for free, confidential counseling for students.

[Student Mental Health and Wellbeing](#) can be reached at (415) 476-1281 or [smhw@ucsf.edu](mailto:smhw@ucsf.edu).

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## **Office of the Ombuds**

The Office of the Ombuds provides a safe and comfortable environment to discuss complaints, concerns, or problems confidentially. The Ombuds acts as an independent and impartial resource.

[The Office of the Ombuds](#) can be reached at (415) 502-9600.

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## **Student Disability Services**

Student Disability Services is available as a resource to students who may require a reasonable accommodation related to a disability to allow them to participate in the conduct process.

[Student Disability Services](#) can be reached at [studentdisability@ucsf.edu](mailto:studentdisability@ucsf.edu).

For any additional questions, contact Student Rights  
and Responsibilities at [studentconduct@ucsf.edu](mailto:studentconduct@ucsf.edu)