



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 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
Policy on Student Conduct and Discipline	The 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.
Sexual Violence and Sexual Harassment (SVSH) Policy <ul style="list-style-type: none">• Appendix E• Appendix F	The SVSH policy addresses the University's responsibilities and procedures related to sexual violence, sexual harassment, retaliation, and other prohibited behavior. Appendix E and Appendix F describe the student adjudication processes for the SVSH policy.
Antidiscrimination Policy	The Antidiscrimination 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 University of California, San Francisco Division of the Academic Senate . For a full list of School/ Division specific resources, view Section III. C. of the Policy on Student Conduct and Discipline .

Student Rights in the Conduct Process

1. Students charged with alleged policy violation(s) are entitled to a notification of the allegations and alleged policy violation(s).
2. A student may choose not to participate (i.e. not providing written or verbal information) in the resolution of their alleged violation(s). In this situation, the disciplinary process will proceed to a resolution without the participation of the student.
3. If a student chooses not to participate during the entire proceeding then no inference will be drawn from the decision of the student. The University will reach a decision and conclusions based on the information available.
4. The University may, however, draw adverse inferences when a student selectively participates in the Administrative Disciplinary Resolution process, such as choosing to answer some but not all questions posed, or choosing to provide a statement only after reviewing the other information gathered. The Student Conduct Officer (or designee) may consider the selective participation in evaluating the student's credibility.
5. The failure by the student to appear or respond to any parts of the proceedings by the stated deadlines will not be cause to delay, cancel, postpone, or reschedule, unless for good cause shown and approved by the Student Conduct Officer (or designee).
6. A student has the right to an advisor and a support person of their choosing, pursuant to terms outlined in Section VI.G.
7. A student may elect to have their case resolved through a Formal Disciplinary Hearing Process and upon election, the student will be provided the procedural process outlined in Section VIII.C.1.

Advisor Role in the Conduct Process

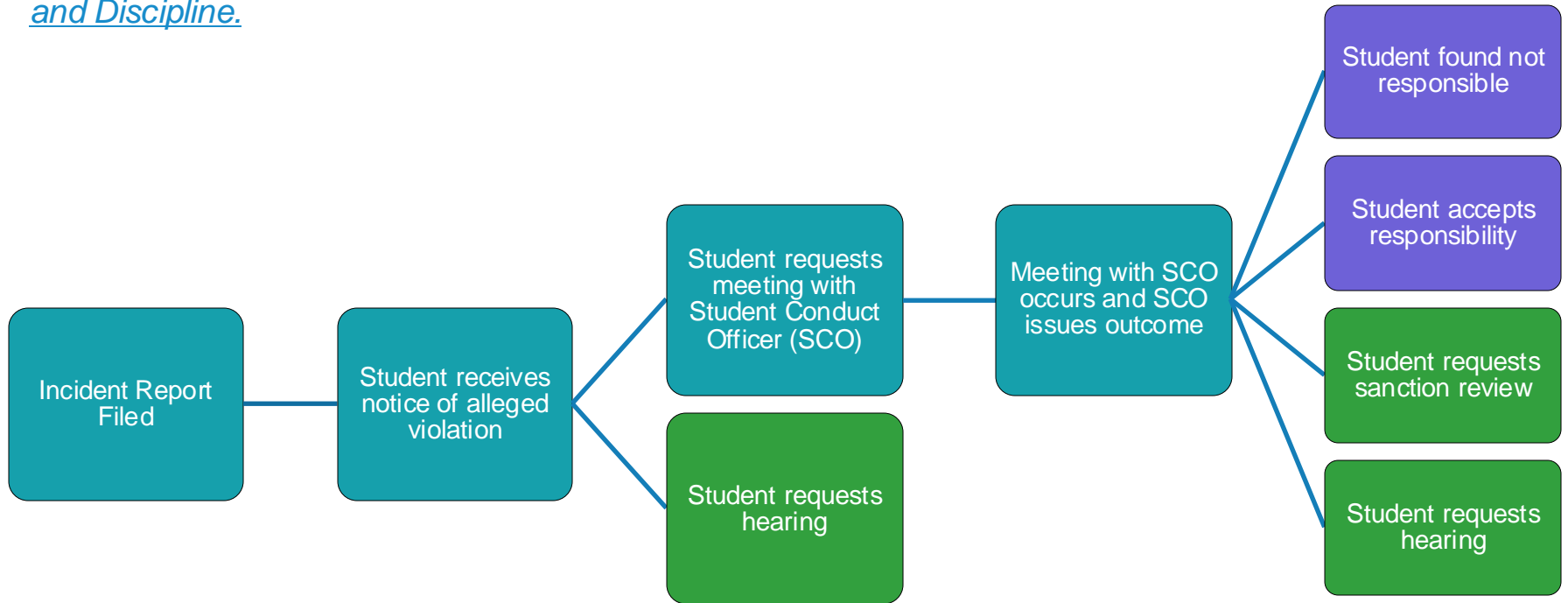
- At all stages of the process, the student has the right to an Advisor and a Support Person of their choosing.
- The Advisor and/or the Support Person may be any person (including an advocate, attorney, friend, or parent) who is not otherwise a party or a witness involved in this process.
- The Advisors primary role is to provide guidance through the process.
- The Support Person's primary role is to provide emotional support.
- The Advisor and the Support Person may not speak on behalf of a student or otherwise disrupt any meetings or proceedings in any manner.
- The University reserves the right to exclude an Advisor or Support Person who does not abide by these procedures.

Methods of Resolution Under the Policy on Student Conduct and Discipline

Alternative Resolution	Administrative Disciplinary Resolution	Formal Disciplinary Hearing
<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 Officer (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>

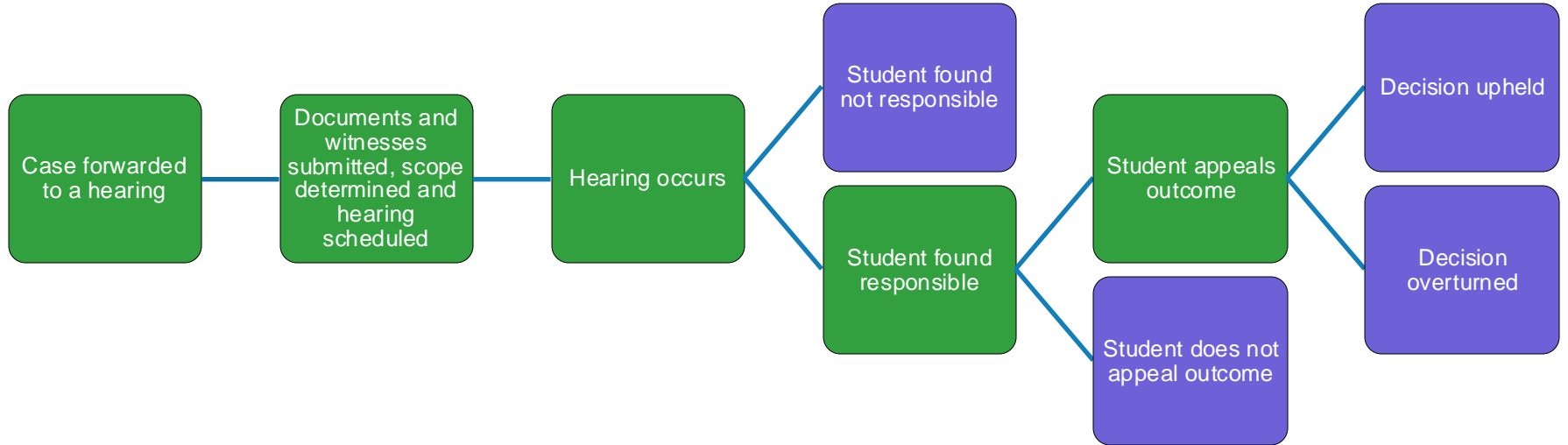
Administrative Disciplinary Resolution Process

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



Formal Disciplinary Hearing Process

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



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
- 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.

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.

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.

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.

For any additional questions, contact Student Rights
and Responsibilities at studentconduct@ucsf.edu