



## Student Organization Referral Process

**Organization Name:**

**Date of Incident:**

**Brief Description of Incident:**

**Self-report:**      Yes      or      No

### ***In-take Phase:***

- Notify headquarters of organization's referral (if applicable)
- Contact organization president for response to referral (president and/or chapter advisor)
- Contact Office of Student Conduct regarding referral
- Office of Student Conduct sends notification to organization (self-report notification or investigation notification)
  - If self-report, please skip to Resolution Phase
  - If not self-report, please continue to next step

### ***Investigation Phase:***

- Set up meetings with involved parties/witnesses
- Send letters to involved parties/witnesses
- Begin investigation
- Compile the investigation report
- Assign any allegations of misconduct

### ***Resolution Phase:***

- Reach out to headquarters to collaboratively sanction (if applicable)
- Schedule pre-hearing for president and advisor of organization
  - Offer informal resolution (if applicable), or
  - Offer formal hearing options
- Send decision letter