

## Student Organization Conduct Process 🏗



## Partnership Process

The assigned ODOS representative will meet with or call the student organization spokesperson and/or advisor regarding the incident report received. At the meeting, an internal chapter investigation will be discussed and a deadline of 5 working days will be in place for the return of the internal investigation conducted by the student leaders and advisor of the organization. The investigative report should be complete and specifically cover relevant information such as names, location, planning, etc. of the incident.

The assigned ODOS representative will make notification to the representative of the inter/national or regional headquarters of the complaint received and will explain the chapter internal investigation, if the incident reaches the appropriate level.

The assigned ODOS representative will meet with the student organization spokesperson and advisor regarding the internal written investigation report. If the investigative report is sufficient, the chapter will accept responsibility for the incident and the ODOS representative will set-up a meeting to discuss the enhancement plan to be approved by the SOAT.

The assigned ODOS representative will meet with the student organization spokesperson and advisor to discuss the enhancement plan. Once the chapter and the ODOS representative are in agreement on the outcomes of the enhancement, the chapter will create the enhancement plan.

The enhancement plan is completed by the chapter spokesperson and is emailed to the ODOS representative to be presented to the SOAT. Once the SOAT approves the enhancement plan, both the ODOS representative and student organization spokesperson will sign the enhancement plan. An CCLstaff member will be assigned to ensure that the enhancement plan is carried out by the student organization.

Incident report is received from the TTU/Lubbock community.

Report is reviewed by the Office of Student Conduct (OSC) / Office of the Dean of Students (ODOS) / Center for Campus Life (CCL) to determine the accuracy, credibility, and sufficiency of information and is shared with the respective CCL staff member.

ODOS representative will determine if the information provided is sufficient enough to begin an investigation. If it is determined that the information is sufficient enough to begin an investigation, then the ODOS representative will assign the investigation to an investigator. The ODOS representative will also decide if the referral is eligible for the partnership process or if the OSC will open an investigation into the incident.

> If the ODOS representaive decides to move forward, the case will be closed and documented as such and let the organization know the case is closed.

If any individual conduct violation(s) is discovered through investigation, the individual will be referred to the OSC for the individual conduct process.

> The organization does not accept responsibility and/or outcomes, is uncooperative, or makes false or misleading statements.

> > The organization has the right to appeal the decision made within 5 University working days.

## Formal Investigation

## Interim Action

The University may impose any interim action depending on the severity of the incident report received. If interim action is imposed, a member of the CCL will reach out to the Inter/National or Regional Headquarters to issue a cease and desist.

The OSC staff member will schedule a meeting with the student organization spokesperson regarding the referral. In this meeting, the OSC staff member will explain to the spokesperson that an investigation will be opened immediately where members of the organization may be asked to attend interviews regarding the referral.

Information gathered in the interviews will be compiled into a report for the ODOS representative to determine if there is sufficient information gathered regarding a specific a violation of the *Code of Student Conduct.* If there seems to be enough information gathered, a follow-up meeting will be scheduled with the spokesperson in order to view the investigation report, charges assigned and to make any additions or edits approved by the investigator.

Pre-hearing meeting is scheduled for the organization. During the pre-hearing meeting, the investigator will schedule either a panel hearing or an administrative hearing to determine if the organization is responsible for any or all allegations as well as assign any sanctions.

> Organization is found responsible for any of all of the allegations by a hearing panel or by an administrative officer in the OSC.

The Organization is found not responsible for any or all of the allegations by a hearing panel or administrative officer in the

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