

# OHIO Chillicothe Flowchart for Student Misconduct and Judicial Pro-

**Student Incident/Issue\* Reported to Either the Information Desk or the Coordinator of Financial Aid & Student Activities.**

**If reported to the Information Desk, information will be given to the Coordinator of Financial Aid & Student Activities**

\*Including: inappropriate behaviors, threats, academic misconduct, or any violation of the OU Student Code of Conduct

**Within one business day the Coordinator of Fin Aid/Stud Act creates a file regarding the student in question and contacts witnesses or victims for statements or evidence for or against the student in question.**

**Coordinator of Fin Aid/Stud Act shares digital file with the Student Conduct Review Board via email.**

**Board communicates thoughts via email about the incident issue within one business day of receiving the digital file.**

**Determines:**

**Code B Offense**

**The situation requires a meeting between the Coordinator of Fin Aid/Stud Act and the Director of Student Services to briefly discuss the student's action.**

**The student in question will receive an email documenting the situation.**

**The Coordinator of Fin Aid/Stud Act will maintain a file on the student.**

**Code A Offense**

**The situation requires a meeting with the student in questions and the Board to discuss incident/issue, appropriate behavior, and implications of misconduct.**

**The Coordinator of Fin Aid/Stud Act will arrange the meeting with all available parties and the student.**

**The Board will determine possible sanctions\*, if any, and student will be notified by letter and email. A member of the Board will be the student's Sanction Supervisor.**

**The Coordinator of Fin Aid/Stud Act will maintain a file on the student.**

\*Sanctions may include: essays/reports, community services at OHIO Chillicothe, regular meetings with a member of the board, or others

**The situation is severe enough that it must be escalated to main campus Office of Community Standards and Student Responsibility.**

**Coordinator of Fin Aid/Stud Act will coordinate the referral to CSSR and follow through the process.**

**Refer to the Flow of Adjudication chart created by the Office of Community Standards and Student Responsibility for procedures.**

**The Coordinator of Fin Aid/Stud Act will maintain a file on the student.**