Office of Student Conduct

Conduct Process*

- Incident occurs.
- Student, faculty, other employee, or community member reports incident (complaint).
- Case manager reviews complaint, checks jurisdiction, gathers more information.
- Preliminary Meeting: Case manager meets with accused student to explain process, review complaint.
- Insufficient information. Can more information be acquired? (Likely or Unlikely)
  - Yes: Charge student?
  - No: Case manager imposes sanctions. Notifies student.
- Student accepts responsibility for Code violations.
- Sanctions are proposed.
- Accused student chooses resolution.
  - Student accepts responsibility for Code violations.
  - Student contests charged violations and requests hearing.
- Case manager imposes proposed sanctions and notifies student.
- Student may appeal finding of responsibility and/or sanctions.
- Case manager dismisses complaint. Option to re-open if more information becomes available.
- HEARING: University Review Board or Administrative
  - Student found not responsible. Incident closed.
  - Hearing board or officer finds student responsible for Code violations
  - Insufficient information. Can more information be acquired?

Informal Resolution

- Student may appeal sanction only.

Appeal

Sanctioning typically considers nature and severity of incident, student’s prior conduct record, precedent, and balancing individual and community needs. Alcohol or drug violations also may lead to a parent notification.

Findings also use the preponderance of evidence standard.

Appeal

The decision to charge a student with violations of the Code uses the preponderance of evidence standard.

This process is administrative, not criminal, even when a related criminal process is ongoing. In these cases, we also refer students to Student Legal Services for assistance.

Conduct records are protected by federal and state privacy laws. With some required exceptions (e.g., subpoena), we do not communicate further with police after taking in an crime-based complaint.

*Typical process for a complaint handled by the Ball State Office of Student Conduct. Circumstances in a particular case may require modifications. Revised 02/2021.