Complaints of alleged violations of the UC San Diego Student Conduct Code involving sex offenses, harassment or discrimination are initially referred to the Office for the Prevention of Harassment & Discrimination (OPHD), where they may be resolved or investigated pursuant to the UC San Diego Sex Offense Policy or Procedures for Discrimination and Harassment Complaint Resolution, resulting in an investigative report. Once an investigative report has been issued to the Office of Student Conduct, these procedures are used for the further handling of these complaints.

I. PROCESSING INVESTIGATIVE REPORTS AND COMPLAINTS

A. Upon receipt of the investigative report from OPHD, the Director of Student Conduct or their designee will review the report to determine whether there is reasonable cause to believe the UC San Diego Student Conduct Code was violated. If reasonable cause is present, the referral and resolution of reports will be handled in the following manner:

1. Reports involving undergraduate students will be referred to the Dean of Student Affairs for the respondent’s college of registration.
2. Reports involving graduate students will be referred to the Assistant Dean of Graduate Studies.
3. Reports involving medical students will be referred to the Associate Dean for Admissions and Student Affairs.
4. Reports involving pharmacy students will be referred to the Director of Student Affairs and Admissions for the Skaggs School of Pharmacy.
5. Reports involving Extension students will be referred to the Student Affairs Manager of UC San Diego Extension.

B. If there is reasonable cause to believe the UC San Diego Student Conduct Code was violated, the relevant Dean, Director, or Manager (Dean) will notify OPHD, the complainant and the respondent in writing within 10 business days from the date of receiving the investigative report, unless circumstances make this unreasonable. This notification letter, as described below, will be sent in writing to the respondent’s UCSD or current email address and/or by U.S. Mail sent to the student’s current address of record.

C. If there is not reasonable cause to believe the UC San Diego Student Conduct Code
was violated, the Director of Student Conduct or their designee will notify OPHD, the
complainant and respondent in writing within 10 business days of receiving the report
that the complaint has been dismissed.

D. All deadlines and time requirements in these Review Procedures involving the
student conduct process may be extended for good cause as determined by the Director
of Student Conduct or their designee. Requests for extensions of deadlines must be
made in writing to the Director or Student Conduct or their designee, who will determine,
based on the totality of the circumstances, whether or not the extension is granted. If an
extension is granted, the Director of Student Conduct or their designee will specify the
date of the new deadline or event.

II. ADMINISTRATIVE RESOLUTION
An Administrative Resolution is a meeting between the relevant Dean and the respondent to
determine whether the respondent accepts responsibility for the alleged violations. If the
respondent accepts responsibility, the Dean will assign fair and appropriate sanctions. Formal
review procedures will be used when the respondent and relevant Dean are unable to come to
an agreed-upon resolution to the alleged violations. The following provisions apply to
Administrative Resolution meetings.

A. If there is reasonable cause to believe the UC San Diego Student Conduct Code was
violated, the Dean will provide the complainant and the respondent with the following
information in writing:
   1. Notification of the alleged violations;
   2. Summary of the evidence relating to the alleged violations;
   3. Notice that the respondent has five business days from the notice to contact the
      Dean to schedule an Administrative Resolution meeting;
   4. Information about how to review case materials prior to the meeting (e.g.
      investigative report, police report, etc.);
   5. Information about how to request the presence of a witness(es); and
   6. Information about how to request assistance from the A.S. Office of Student
      Advocacy and the Office of Student Legal Services.

B. If the respondent cannot attend the scheduled Administrative Resolution meeting,
they must contact the Dean to request a new date and/or time for the meeting. It is at
the discretion of the Dean if the meeting will be rescheduled. If, after proper notice, the
respondent does not appear at the scheduled date and/or time, the Dean will refer the
matter to the Director of Student Conduct or their designee for a formal review.

C. Administrative Resolution meetings will be closed to the public. Recording devices
(audio and/or video) of any kind are not permitted for use by the respondent,
complainant, witnesses, or advisors.

D. Complainants and respondents are entitled to be assisted by an advisor during an
Administrative Resolution meeting. A trained student advocate, from the Associated
Students Office of Student Advocacy or the Graduate Student Association, serving as
an advisor may speak on behalf of their advisee. UC San Diego students, faculty, and
staff or attorneys serving as an advisor are allowed to be present at the meeting but only
to confer with their advisee. Students electing to be accompanied by an advisor must
notify the Dean at least two business days prior to the meeting.

E. At the meeting, the Dean will explain the Administrative Resolution process, applicable rights and responsibilities, and the alleged violations to the respondent. The respondent will then have the opportunity to accept responsibility for the alleged violations. If the respondent accepts responsibility for the alleged violations, the Dean will explain the potential sanctions. The Dean may meet with the complainant or request an impact statement from the complainant to assist with the sanctioning process.

F. If the respondent accepts responsibility for violating the UC San Diego Student Conduct Code, the Dean will notify them in writing with a brief summary of the meeting and assigned sanctions within ten business days, unless circumstances warrant otherwise. To the extent the complainant is entitled to know the assigned sanctions, the complainant will also be notified in writing at the same time as the respondent.

G. If the respondent accepts the Administrative Resolution, but disagrees with the assigned sanction(s), they may submit a written request to alter or reduce the sanction(s) as described in Section V below. Conversely, to the extent the complainant is entitled to know the assigned sanctions, they may submit a request to alter or augment the sanction(s) per the requirements of Section V below.

H. If the respondent does not accept responsibility for all alleged violations, the Dean will refer the matter to a review as described in Section III below. Where there is more than one alleged violation and the respondent does not accept responsibility for all alleged violations, the student may request a review only for the alleged violations for which he/she did not accept responsibility in the meeting.

I. If OPHD has provided the complainant with any interim remedies, the Dean will discuss any decision to change such remedies with OPHD and the Director of Student Conduct or their designee prior to making such change.

III. STUDENT CONDUCT REVIEW PROCESS
If the respondent does not accept responsibility for all alleged violations at the Administrative Resolution meeting, they have the right to a Student Conduct Review. During the review, the Review Panel or Review Officer will hear and receive the respondent’s and complainant’s information about the incident, meet with relevant witnesses, determine the responsibility of the respondent, and recommend appropriate sanctions. During the review, the respondent and complainant will both have the opportunity to suggest questions to be asked by the Review Panel or Review Officer to the other person and witnesses.

The Director of Student Conduct or their designee will manage the review process. They will be responsible for selecting the Review Panel members or Review Officer, notifying the parties about essential review information (including date/time/location, witnesses, reports), and coordinating communication about the Review Panel or Review Officer’s decision and the sanctions assigned by the Dean.

A. If the respondent does not accept responsibility at the Administrative Resolution meeting for all alleged violations, the Director of Student Conduct or their designee, in consultation with the relevant Dean, will appoint a panel of three Review Officers or a
single staff or faculty Review Officer. The Director of Student Conduct or their designee will make this decision based on the totality of the circumstances.

1. If the Director of Student Conduct or their designee appoints a panel, it will typically be composed of three staff or faculty members. Up to one student panelist may be included at the discretion of the Director of Student or their designee. The Chair of the panel will be a staff or faculty member.

2. If a panel member or Review Officer is unable to participate in the review, the Director of Student Conduct or their designee will select another Review Officer to replace the unavailable member or Review Officer.

3. Prior to the review, all Review Panel members and Review Officers will be jointly trained by the Office of Student Conduct, Sexual Assault & Violence Prevention Resource Center (SARC), the UC San Diego Police Department, and OPHD regarding issues specific to sex offense, harassment or discrimination cases. Any new participant will have received training described in this section.

B. The Director of Student Conduct or their designee will select a University Official to serve as the University Representative for the review. The role of the University Representative will be to present information from the investigative report and other relevant documents supporting the alleged violations. The University Representative will work with the Office of Student Conduct to coordinate the appearance of witnesses, including the complainant, supporting the alleged violations.

C. The complainant and respondent will each have the opportunity to individually meet with the Director of Student Conduct or their designee individually prior to scheduling the review. The purpose of the meeting is for the Director of Student Conduct or their designee to explain the review process, key deadlines, and answer any relevant questions. The Director of Student Conduct or their designee will also request scheduling information from the complainant and respondent to facilitate scheduling the review. If the parties, after proper notice, do not schedule a meeting with the Director of Student Conduct or their designee, the review will be scheduled without their input.

D. The Director of Student Conduct or their designee will provide the complainant and respondent with the following information in writing at least ten business days prior to the Review:
   1. Notification of the alleged violations;
   2. Summary of the evidence relating to the alleged violations;
   3. The date, time, place, and location of the review;
   4. The name(s) of the Review Panel members/Review Officer and University Representative;
   5. Copies of the investigative report and other relevant documents;
   6. Information about how to request the presence of witnesses;
   7. Information about how to request assistance from the A.S. Office of Student Advocacy and the Office of Student Legal Services; and
   8. Contact information for the Office of Student Conduct.

E. The Director of Student Conduct or their designee will provide the complainant with the following information in writing at least ten business days prior to the review:
1. Notification of the alleged violations;
2. Summary of the evidence relating to the alleged violations;
3. The date, time, place, and location of the review;
4. The name(s) of the Review Panel members or Review Officer and University Representative;
5. Copies of the investigative report and other relevant documents.
6. Information about how to request the presence of witnesses;
7. Information about how to request assistance from the Sexual Assault & Violence Prevention Resource Center and the Office of Student Legal Services; and
8. Contact information for the Office of Student Conduct.

F. The review process is confidential and reviews will be closed to the public. Documents prepared in anticipation of the review (e.g. the investigation report, the pre-review submissions referenced below); documents, testimony, or other information introduced at the review; or any transcript of the review itself may not be disclosed except as required or authorized by law.

G. If circumstances warrant, the review may be held at any time, including, but not limited to, during the summer session(s), between academic terms, or during a University holiday period.

H. Requests to change the time, date, or place of the review must be made in writing by the complainant or the respondent to the Director of Student Conduct or their designee no later than five business days prior to the date of the review. It is at the discretion of the Director of Student Conduct or their designee if the review will be rescheduled. The Respondent or Complainant may each only request one change to the date and/or time of the review.

I. Both the complainant and the respondent may be present at the entire review or may elect not to appear at the review. Additionally, the respondent may remain silent throughout the review process and his or her silence will not be taken as an inference of responsibility for the alleged violations. Failure to appear at the review will not be cause to cancel, postpone, or reschedule the review and the review will be conducted in accordance with these procedures.

J. The complainant and respondent may have advisors present to support and assist them during all stages of the review process, including pre-review meetings. Potential advisors include an A.S. Student Advocate, a UCSD student, staff, or faculty member, or an attorney. However, only A.S. Student Advocates may speak on behalf of their advisee.

1. Notice that an advisor will be present must be provided to the Director of Student Conduct or their designee at least five business days prior to the date of the review.
2. The Director of Student Conduct or their designee may disallow a particular advisor in cases where an advisor might be a witness or where the advisor’s presence, in the Director of Student Conduct or their designee’s sole judgment, would be, or at any time becomes, obstructive to the process or other good cause.
3. An advisor may not direct questions to the panel or to witnesses at the review,
but may suggest questions in writing to the Panel and may consult with the student being assisted. The Review Panel Chair or Review Officer will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the review and may remove any advisor who unnecessarily disrupts the review.

K. Either party may have an interpreter or translator present to assist them with potential language issues during the review. Notice that an interpreter or translator will be present must be provided to the Director of Student Conduct or their designee at least five business days prior to the date of the review. The party requesting the presence of an interpreter or translator is responsible for finding and securing a person to serve in this role. Interpreters and translators may not serve in the role of advisors (e.g. attorneys or A.S. Advocates).

L. The complainant or respondent may request, in writing, that a Review Panel member or Review Officer be disqualified from participating in a review. The request must be made to the Director of Student Conduct or their designee at least five business days before the scheduled review and must include an explanation as to why the person is unable to make an impartial and unbiased decision.
   1. In responding to such requests, the Director of Student Conduct or their designee will disqualify any Review Panel member or Review Officer who is not able, in their judgment, to make an impartial and unbiased decision.
   2. If the Director of Student Conduct or their designee grants a disqualification request, they will select another Review Panel member or Review Officer to replace the disqualified panel member or Review Officer and notify the respondent and complainant at least one business day prior to the review.

M. Either party may request a pre-review meeting in writing to the Director of Student Conduct or their designee, at least five business days prior to the date of the review. The Director of Student Conduct or their designee may also schedule a pre-review meeting on the request of the Review Panel Chair, Review Officer, or University Representative. Pre-review meetings are held separately for the complainant and respondent.
   1. The purpose of the pre-review meeting is to address any procedural questions pertaining to the review process. Additionally, the parties may be accompanied by their advisor(s).
   2. During the pre-review meeting, the Review Panel Chair or Review Officer may exclude from the review information that they deem irrelevant, or unnecessarily repetitive, and may make other decisions, as he or she deems necessary, to assure that the review is conducted fairly and efficiently.

N. Either party may suggest witnesses for the Review Panel or Review Officer to meet with during the review. Witness lists must be submitted to the Director of Student Conduct or their designee at least five business days prior to the review. The Review Panel Chair or Review Officer may take steps to prevent the harassment or intimidation of any of complainant, respondent or witnesses.
   1. If a witness is not available to attend the review, the Director of Student Conduct or their designee may allow witness participation by video conferencing (e.g. Skype).
2. Written witness statements will not be reviewed by the Review Panel or Review Officer unless they are signed by the witness and witnessed by the Director of Student Conduct or their designee or a certified notary public.

3. Witnesses other than the parties will be excluded from the review, except when they are providing information to the Review Panel or Review Officer.

O. The Review Panel, Review Officer, or University Representative may seek advice from the Director of Student Conduct or their designee throughout the review process on questions relating to these Review Procedures.

P. The Review Panel or Review Officer is empowered to hear all alleged violations of the UC San Diego Student Conduct Code directly relating to the incident.

Q. The Director of Student Conduct or their designee will arrange for an audio recording of the review. This recording will be kept by the Director of Student Conduct or their designee and a copy will be provided to either party upon request. The failure to record all or part of a review, such as a malfunctioning recorder, will not be grounds for invalidating the review or grounds for appeal. Recording devices (audio and/or video) of any kind are not permitted for use by the respondent, complainant, witnesses, or advisors.

R. The Review Panel Chair or Review Officer may allow the complainant or any witness to be visually or physically separated from the respondent. This may include the use of a retractable wall or screen, television or computer monitor, or other appropriate technology. Requests for visual or physical separation should be made to the Director of Student Conduct or their designee at least three business days prior to the review.

S. The Review Panel or Review Officer will review in advance of the review all of the written materials provided to them by the Director of Student Conduct or their designee. The complainant and respondent will also receive these materials prior to the review. All participants will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information in the Investigative Report or in other written materials.

T. The Review Panel Chair or Review Officer will begin the review by explaining the review process to all participants. The Review Panel or Review Officer will hear and receive information and witnesses about the incident from the University Representative, including information directly from the complainant, which support the alleged violations. The respondent will then have the opportunity to provide information and witnesses about the incident supporting their perspective. Both the University Representative and respondent will have the opportunity to provide summary statements prior to the conclusion of the review. The Review Panel Chair or Review Officer will conclude the review by explaining the next steps in the process.

1. The Review Panel or Review Officer will receive and consider all information and evidence for the alleged violations at issue in the case that he or she deems relevant and useful. The investigative report produced by OPHD serves as the primary fact-finding document for the incident. Formal rules of evidence (e.g. California Evidence Code) do not apply. Evidence of the complainant’s
past sexual history will not be permitted at the review unless it is relevant to the complainant.

2. The Review Panel or Review Officer will be responsible for asking questions to parties and witnesses during the review. Parties may provide questions in writing to the Review Panel Chair or Review Officer to be asked of the other party or witnesses at the Chair’s or Review Officer’s discretion. The Chair or Review Officer may exclude any unduly repetitious or irrelevant questions or information. Review participants are not required to provide information that would be incriminating.

3. The Review Panel Chair or Review Officer may institute reasonable time restrictions on participant and witness testimony, presentation of information, and summary statements in order to complete the review in a reasonable amount of time.

U. After conducting a review, the Review Panel or Review Officer will deliberate privately. The determination(s) of the Panel will be made by majority vote.

1. Based on the information in the investigative report and the information presented at the review, the Panel or Review Officer will first determine whether there is a preponderance of the evidence that the respondent is responsible for the alleged violation(s). If there is not a preponderance of the evidence for all alleged violations, the respondent will be found not responsible for all alleged violations.

2. In determining whether or not the respondent is responsible for the violations, the Panel or Review Officer will base their determination(s) of responsibility on the preponderance of the evidence standard, with the University bearing the burden of proof.
   a. Preponderance of the evidence means that is “more likely than not” that a respondent violated the UC San Diego Student Conduct Code.
   b. In this context, the respondent will be found to be responsible for the alleged violations if the Review Panel (by a majority vote) or Review Officer concludes that the alleged violations more likely than not occurred based on careful review of all information presented.

3. If the respondent is found responsible for one or more of the alleged violation(s), the Review Panel or Review Officer will make non-binding advisory sanction recommendations to the relevant Dean. In such cases, the Director of Student Conduct or their designee will verbally notify the Review Panel or Review Officer of the baseline sanctions for the violation(s) and the accused student’s previous student conduct history, if any, before the Review Panel or Review Officer determines its sanction recommendations.
   a. Previous student conduct history will be limited to student conduct cases where the respondent accepted responsibility, was found responsible for violating the UC San Diego Student Conduct Code or was issued a Notice of Inappropriate Conduct. Cases where a respondent was found not responsible for violating the UC San Diego Student Conduct Code or all charges were dismissed will not be introduced.
   b. In notifying the Review Panel or Review Officer of the student conduct history for the respondent, the Director of Student Conduct or their designee will provide the date of the incident, a description of the violations, and the assessed sanctions. However, the Director of the
Student Conduct or their designee has the discretion to exclude information which implicates federal privacy laws or is protected by disclosure (e.g. FERPA, HIPAA).

c. When recommending sanctions, the Review Panel or Review Officer is required to consider suspending or dismissing any respondent found responsible for sexual assault, sexual misconduct, domestic violence, stalking harassment, or discrimination. However, the Review Panel or Review Officer may recommend any sanction that it finds to be proportionate to the violation(s). Other potential sanctions include, but are not limited to, probation, no contact orders, educational programs (e.g. Anger Management, alcohol and drug sessions), loss of privileges, and/or exclusion from campus areas of campus and activities.

IV. REVIEW REPORT AND SANCTIONS
Within five business days after the conclusion of deliberations, the Review Panel Chair or Review Officer will submit a Review Report to the Director of Student Conduct or their designee summarizing the alleged violations and the Review Panel or Review Officer’s findings as to each alleged violation. In addition, the Review Report may include non-binding recommendations regarding sanctions.

A. If the respondent is found responsible for a violation, the Director of Student Conduct or their designee will provide the respondent and relevant Dean or group with a copy of the Review Report within five business days after receiving the report. The complainant will likewise be provided a copy of the Review Report, which will be redacted to the extent required by University policy.

B. The complainant will have five business days from the date of notification of the review decision to submit an impact statement to the Director of Student Conduct or their designee for review by the relevant Dean or group. At the same time, respondent will also have five business days to submit a statement to the Director of Student Conduct or their designee for review by the relevant Dean or group describing any circumstances they believe the Dean or group should take into account when assigning sanctions.

C. Once both parties have had the opportunity to submit their respective statement(s), the Director of Student Conduct or their designee will forward the statements to the relevant Dean or group for review. The relevant Dean or group will not be bound by these statements in determining sanctions and neither party will be entitled to view and/or respond to statements submitted by the other party.

D. In assigning sanctions, the relevant Dean should consider the findings in the Review Report, the University’s Sanctioning Guidelines, and the respondent’s student conduct record. As stated in Section IV (V)(3)(c)(1) above, the Dean or group is required to consider suspension or dismissal for any student found responsible for any violation involving sexual assault, sexual misconduct, domestic violence, stalking harassment, or discrimination.

1. If the Dean determines that a suspension or dismissal is warranted as a sanction for an undergraduate student, they will consult with the Council of Deans of
Student Affairs. The Council of Deans of Student Affairs will make the final determination of sanctions.

2. If the Dean determines that a suspension or dismissal is warranted as a sanction for a graduate student or Extension student, they will consult with the Director of Student Conduct or their designee about the final determination of sanctions.

3. If a medical or pharmacy student is found responsible for sex offense, harassment, or discrimination violations, the Director of Student Conduct or their designee will forward the Review Report and supporting statements to the relevant Standing and Promotions Committee (School of Medicine) or Academic Oversight Committee (Skaggs School of Pharmacy) for review. The relevant committee will meet with the respondent and assign sanctions based on the recommended sanctions in the report, their applicable sanctioning guidelines, and the student’s record.

F. Notice of sanctions assigned by the relevant Dean or group will be provided at the same time to both parties by the Director of Student Conduct or their designee within 10 business days from the receipt of both parties’ statements. The notice to the complainant will include the name of the respondent, any violations found to have been committed and, when permitted by law and UC San Diego policy, any sanctions assigned.²

G. The implementation of sanctions may be deferred during the appeals process at the discretion of the relevant Dean or group, in consultation with the Director of Student Conduct or their designee.

H. If the Review Panel or Review Officer finds the respondent not responsible for all alleged violations, the Director of Student Conduct or their designee will provide the respondent and relevant Dean or group with a copy of the Review Report within 10 business days after receiving the report. The Review Report will be redacted to the extent required by University policy.³

V. APPEALS
The complainant and respondent may appeal the determination of responsibility or sanction(s) (for the complainant, to the extent disclosure of sanctions is permissible under law and UC San Diego policy) via email to the Director of Student Conduct or their designee within ten business days after the notice of sanctions has been received.

A. All appeals will be reviewed in the following manner:
1. Appeals submitted by an undergraduate student will be reviewed by the Council of Provosts.
2. Appeals submitted by a graduate student will be reviewed by the Dean of Graduate Studies.
3. Appeals submitted by a medical or pharmacy student will be reviewed by the relevant Dean of their school.

² See Family Educational Rights and Privacy Act 34 C.F.R. 99.31(a)(13)
³ Id.
4. Appeals submitted by an Extension student will be reviewed by the Dean of UC San Diego Extension.

B. Consistent with federal law, the complainant may appeal only the parts of the determination of responsibility or sanctions directly related to them.

C. An advisor or any other person may assist the complainant or respondent in preparing an appeal.

D. Appeals must be based only upon one or more of the following grounds:
1. The decisions of responsibility for the violation(s) are not supported by the findings;
2. There was unfairness in the proceedings that prejudiced the result (e.g. the denial of due process);
3. There is newly discovered evidence not known at the time of the review, and which could not reasonably have been known through the exercise of reasonable diligence, that would have affected the result; or
4. The sanction(s) imposed was grossly disproportionate to the violation committed.

E. Once an appeal is submitted, the following protocol will normally apply:
1. The Director of Student Conduct or their designee will forward the appeal request to the appropriate person or group, who will make the final determination of the appeal. The Director of Student Conduct or their designee will also notify the non-appealing party via email of the appeal. In considering an appeal, the appropriate group or person may consult with any person or make any inquiries they deem appropriate for a fair resolution of the appeal.
2. The group or person reviewing the appeal may do any of the following:
   a. Deny the appeal;
   b. Grant all or part of the appeal and, if appropriate, send the case back for re-review or modify the sanction(s).
   c. Dismiss the case in its entirety; or
   d. Take other actions as deemed appropriate.
3. Notice of the decision on the appeal will be provided to both parties by the Director of Student Conduct or their designee within 10 business days from the request for appeal. The decision on appeal will be final.

VI. STUDENT CONDUCT RECORDS
The referral of an OPHD investigative report to the Office of Student Conduct may result in the development of a student conduct record in the name of the respondent.

A. Student conduct records will generally contain the applicable investigative report(s), incident report(s) and/or police report(s), meeting and decision letters, and other documents related to the incident.

B. In pending student conduct actions that could result in the suspension or dismissal of the respondent, a temporary hold will normally be placed on the respondent’s account by the Director of Student Conduct or their designee.
C. The student conduct record of a student found responsible of any allegation(s) against them will normally be retained by the Director of Student Conduct or their designee as a student conduct record for not longer than seven years from the date of the incident. If a student leaves UC San Diego without graduating, their student conduct record will normally be retained by the Director of Student Conduct or their designee for not longer than seven years from the date of the incident. However, the record of a disciplinary matter resulting in a student's dismissal will be retained permanently.

D. Student conduct records of a student found not responsible for all violations of this Policy will be retained for seven years from the date of the incident to comply with Clery Act requirements. However, such records will not be considered while determining sanctions in a given case.

E. Whenever any information is included by the Director of Student Conduct or their designee or any University Official in a student conduct record, the student will be allowed to include in the record a brief written statement or response concerning the student conduct action. The student may not request a change in the underlying decision or sanction(s) through this process.

F. The Director of Student Conduct or their designee will forward the final results of sex offense, harassment, and discrimination cases to OPHD once the appeals process has concluded. The notice will include the names of the respondent and complainant, determination(s) of responsibility, assessed sanctions (if any), and decision on appeal.