Office of Student Advocacy and Accountability (OSAA) receives report of alleged violation(s) of the Code of Student Conduct. Source of the report can include: ULM officials, students, law enforcement among others. Determination is made about whether the situation warrants imposing interim sanctions that will be in place for the duration of the conduct process.

If necessary, interim sanctions will be imposed while the student conduct process proceeds.

OSAA issues a summons letter to the student. Summons letter outlines the alleged violation(s) and the next steps in the conduct process.

Student meets with OSAA Conduct Investigator to discuss the allegations and potential code violation(s).

If necessary, a Conduct Investigator may further investigate the allegations, which may include interviews with the accused student and other witnesses.

Conduct Investigator will inform the accused student whether the Investigator believes that the student is responsible or not for the alleged Code violation(s).

Finding: Responsible

A. Student may accept responsibility for the alleged Code Violation

Finding: NOT Responsible

(End of conduct process)

B. Student may ask for a hearing on the alleged Code violation(s)

OSAA issues a letter outlining findings, sanctions/censures, deadlines, processes, and deadlines for appeal. (If after 3 business days the student doesn’t take an action to appeal this is the end of the conduct process)

Student appeals Conduct Investigators decision

Student Conduct Hearing Board

Student receives formal hearing notice

Student provides OSAA with list of potential witnesses, documents, and information. OSAA provides list of all potential hearing witnesses via email.

Student Conduct Hearing Board reviews documents, statements, and testimony from alleged student and relevant individuals. Board deliberates and issues findings and sanctions/censures if any.

Finding: Not Responsible

(End of Conduct process)

Finding: Responsible

Student Appeals Committees Decision

Student accepts findings, agrees to sanctions/censures

University of Louisiana Monroe's Student Conduct Process Flowchart

This flowchart provides only a general overview of the student conduct process. For more details, please refer to the Code of Student Conduct, which governs the conduct process. Portions of this flow chart may not apply to situations involving sexual misconduct.

Findings are based on a preponderance of evidence, meaning, “It is more likely than not” that a violation occurred.

Failure to meet OSAA response deadlines and/or sanction deadlines will result in a hold being placed on the alleged/sanctioned students’ account.

All official summons and notices will be emailed to the alleged/sanctioned student’s ULM email account.

Important Reminders