Process for Dealing With Violations of the Student Conduct Code at UHM

1. Complaint filed w/Dean of Students (DOS) verbally or in writing
2. Administrative disposition by DOS or Vice President for Student Affairs (VPSA) w/consultation w/appropriate academic dean
3. DOS informs appropriate academic dean of complaint
4. Within 12 calendar days of receiving complaint, DOS contacts student to arrange conference
5. DOS meets w/student
   - DOS determines evidence does not support a finding of a violation → All charges dropped
   - DOS determines violation
     - DOS consults w/academic dean to resolve matter via consultation, counseling, mediation, issuance of a warning and/or probation
     - Matter not resolved
     - DOS determines disciplinary hearing necessary
       - DOS informs academic dean of intent to hold a hearing
       - DOS informs student of intent to hold a hearing
       - DOS informs all other appropriate individuals of intent to hold a hearing
       - DOS forwards case to Student Conduct Committee (SCC)
       - SCC sends written notice of hearing & copy of conduct code to student at least 15 days prior to hearing
         - Conduct hearing held
         - SCC decides whether University has reasonable cause to take disciplinary sanctions against student
           - Cause for disciplinary action
             - Violation of conduct code proven
               - Within 5 calendar days after receiving recommendations from SCC, DOS will invite student to review findings
                 - Student declines review
                   - DOS consults w/academic dean
                   - Student reviews case w/DOS
                     - DOS accepts, rejects, and/or modifies sanction imposed by SCC
                       - Within 20 calendar days of receipt of report by SCC, DOS notifies student or student’s counsel of decision regarding sanction imposed
                           - Student accepts sanction
                           - Student appeals sanction to VPSA
               - No cause for disciplinary action
                 - No violation of conduct code proven