

UC **SANTA BARBARA**

Office of Student Conduct

# Advisor Training

Serving as an Advisor in the Student  
Conduct Process

# What is the Student Conduct Process?

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- The student conduct process addresses alleged violations of the *Student Conduct Code*.
- It ensures accountability, fairness, and adherence to institutional policies.
- If charged with an alleged violation of the *Student Conduct Code*, a student will receive a Notice of Allegations from the Office of Student Conduct and shall be informed of their right to an Advisor.
- Advisors provide guidance to students, but students are responsible for representing themselves and actively participating in the process.
- Students have the right to present evidence.
- Students will have an opportunity to submit an appeal if they are found in violation of the *Student Conduct Code*.

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# Notice of Allegations and Next Steps

## Notice of Allegations

- Issued when a policy violation may have occurred.
- Includes alleged misconduct, specific policies violated, and information on rights.
- Initiates the investigative process.



## Next Steps

1. Student meets with a Student Conduct Administrator where they review the information submitted related to the allegations, respond to the allegations, and present information.
2. Student will receive a written decision that will include a determination on which resolution pathway will be followed, at the conclusion of the investigation process. Findings shall reflect a preponderance of the evidence standard.

\*Students are not required to participate in the conduct process. If the student fails to respond or chooses not to participate by the deadlines provided by Student Conduct, Student Conduct may proceed in their absence.

\*All investigations shall be concluded promptly informing students of which resolution pathway will be followed, generally within 60 to 90 business days of issuing a Notice of Allegations, unless there is good cause for an extension.

# Resolution Pathways



## Closure

Not responsible for policy violation or insufficient information to make determination. Advisory Notice may be issued. Case closed.



## Alternative Resolution

Options may include restorative justice or educational agreements. Requires student to acknowledge responsibility. Waives appeal rights.



## Administrative Resolution

Student Conduct Administrator determines student is responsible for policy violation and determines sanctions. Outcome can be accepted or appealed by the student.

*\*Findings are based upon the preponderance of evidence standard.*

# Steps Following Outcome of Administrative Resolution

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Student accepts decision  
and sanctions.



Outcome final. Case  
closed.

When the outcome of the  
Administrative Resolution  
includes **suspension or  
dismissal** and the student has  
contested Student Conduct's  
determination of responsibility.



Case gets heard before a hearing body.  
The hearing body is responsible for hearing  
cases of individual cases of student  
misconduct. The hearing body will  
deliberate in a closed session to make their  
findings and recommendations.

# Steps Following Outcome of Administrative Resolution, Cont'd

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When the outcome of the Administrative Resolution includes **suspension or dismissal** and the student accepts responsibility for the policy violation but wishes to appeal the sanction (suspension or dismissal).



Student may submit a written appeal to Student Conduct or their designee on only one ground, that the proposed sanction is disproportionate given the findings of fact.

When the outcome of the Administrative Resolution **does not include suspension or dismissal** and the student has contested the finding(s) and/or sanctions(s).



Student may appeal in writing to the appeal body.

\*For additional information, see Section IV, C. in the [UC Santa Barbara Interim Student Conduct Investigation and Resolution Framework](#)

# Deadlines to Appeal/Contest

## 5 Business Days

To accept (via written communication) responsibility for policy violation but wishes to appeal the sanction (suspension or dismissal) if the Administrative Resolution **includes suspension or dismissal**.

\*additional 5 business days to submit written appeal

## 5 Business Days

To contest determination of responsibility and proceed to a Formal Hearing if the Administrative Resolution **includes suspension or dismissal**

## 10 Business Days

To appeal finding(s) and/or sanctions(s) if the Administrative Resolution **does not include suspension or dismissal**  
Or

To appeal the written decision of the hearing outcome in a Formal Hearing

\*Clock begins on the date of issuance of Administrative Resolution or Hearing Outcome Notice. Student must appeal via written communication to Student Conduct.

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# Grounds for Appeal

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- Appeals must be made in writing and must be submitted within the stated deadlines of the notice e-mailed to the student.
- If a hearing was held, the student may request an opportunity to study the summary minutes of the hearing body before submitting an appeal.
- The student may appeal on the grounds indicated in their notice which may include:
  - i. new information not available at the time of the investigation (or hearing), the absence of which can be shown to have materially affected the outcome;
  - ii. there was procedural error in the process that materially affected the outcome;
  - iii. the proposed sanction is disproportionate given the findings of fact.
- Once issued, the decision of the appeal body is final.



# Overview of an Advisor

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- At all stages of the process, the student has the right to an Advisor.
- The Advisor's primary role is to provide guidance to the student throughout the process. The Advisor may not speak on behalf of the student at any time in the conduct process.
- Advisors may not disrupt any meetings or the process in any manner. At all stages of the process, Advisors must comply with the expectations within University procedures for participants in the process. The University reserves the right to exclude an Advisor who does not abide by these procedures

\*See section III, E. of the [UC Santa Barbara Interim Student Conduct Investigation and Resolution Framework](#)

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# Role and Responsibilities of an Advisor

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- Assist students in understanding UCSB's conduct policies and procedures.
- Help students prepare for meetings or hearings.
- Attend meetings or hearings, if desired by the student.
- Student can elect to share case related information with their advisor.

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# Resources for Advisors and Students

See our [Resources Page](#) on the Office of Student Conduct website for Campus Resources and Student FAQs.

See [UC Santa Barbara Campus Regulations](#) for the Campus Regulations, *Interim Student Conduct Code* and *UC Santa Barbara Interim Student Conduct Investigation and Resolution Framework*



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# Questions?

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UCSB Office of Student Conduct

Email us at [studentconduct@sa.ucsb.edu](mailto:studentconduct@sa.ucsb.edu)

Call us at 805-893-5016