

THE OFFICE OF STUDENT CONDUCT AND INTEGRITY STUDENT ORGANIZATION INVESTIGATION PROCESS

This flowchart follows the procedures of a student organization investigation as initiated by the Office of Student Conduct and Integrity at California State Polytechnic University Pomona

START

The Office of Student Conduct and Integrity (SCI) <u>receives a report</u> of alleged misconduct involving a student organization.

SCI begins the <u>investigation</u> and meets with witnesses to gain insight into the alleged charges and the reported incident.

Witness meetings are used to determine if there is enough information to decide whether it is more likely than not that a policy violation occurred.

SCI concludes witness meetings and determines whether or not the organization is responsible for any policy violations.

If they are, SCI speaks with SELS Leadership and if applicable, the organization's Headquarters, to consult on appropriate resolutions to assign as an outcome.

SCI assesses if a policy may have been violated and if so, whether the alleged policy violation was by an individual, an organization, or both. Interim measures are considered, such as an interim suspension or limiting certain organization functions.

SCI meets with the organization's president in the <u>Notice of</u> <u>Investigation meeting</u> and discusses the anticipated timeline of the investigation, expectations for the student leadership and the organization during the investigation, and **explains the investigation process.**

SCI also uses this meeting to answer any questions the organization may have about the investigation.

Information about the initial report received and which alleged policy violations will be investigated is also shared in this meeting.

If interim measures are taken by

the university, then the organization, Student Engagement, Leadership and Success (SELS), the organization's advisors, and the organization's Headquarters, if applicable, are all notified in conjunction with these measures.

Regardless of whether interim measures are taken, SCI will notify the organization's student leadership, the organization's Headquarters, if applicable, SELS, and the organization's advisor that an **investigation will begin.**

This notification also contains an appointment for the <u>Notice of Investigation Meeting</u>. This meeting scheduled between SCI, SELS and the organization's president is to discuss the alleged charges and the expectations of the organization during the investigation.

After receiving input from Student SELS and the organization's Headquarters, if applicable, SCI finalizes the outcome and **presents the investigative findings** and required resolutions to the student organization's student leadership in the **Notice of Investigation**Outcome meeting.

This meeting includes SELS, the organization's student leadership, SCI staff, and the organization's Headquarters, if applicable.

Once the findings have been delivered to the organization's student leadership, the outcome of the investigation is in effect.

END

FREQUENTLY ASKED QUESTIONS

Q: What is the standard for determining if an organization is responsible for violating a policy?

A: The Office of Student Conduct and Integrity (SCI) operates on a preponderance of the evidence, meaning the office determines **whether it is more likely than not a policy violation occurred** when considering if an organization is responsible for violating a policy.

Q: Is there an appeals process for student organizations?

A: Yes, there is. Once SCI has made its final decision, the organization is expected to abide by that decision. If they choose to appeal, they can notify SCI within 5 working days and information on the appeal process will be provided to the organization's President during the Notice of Investigation Outcome meeting.

Q: How will the outcome of the investigation be shared?

A: The Office of Student Conduct and Integrity may publish an organization's conduct status and their assigned resolutions on a CPP student affairs web page. Otherwise, the information is shared directly with the organization, the organization's Headquarters, if applicable, and with pertaining professional staff campus partners, if necessary.

Q: Does an organization have to participate in an investigation?

A: An **organization does not have to participate in an investigation**, however a lack of participation means SCI must make a decision based on the information they have without any input from the organization themselves. Students who are requested to attend witness meetings and who do not participate in the process may receive registration and transcript holds.

Q: How long does the Office of Student Conduct and Integrity maintain student organization conduct records? A: Permanently. The Office of Student Conduct and Integrity does not remove student organization conduct records from its files.