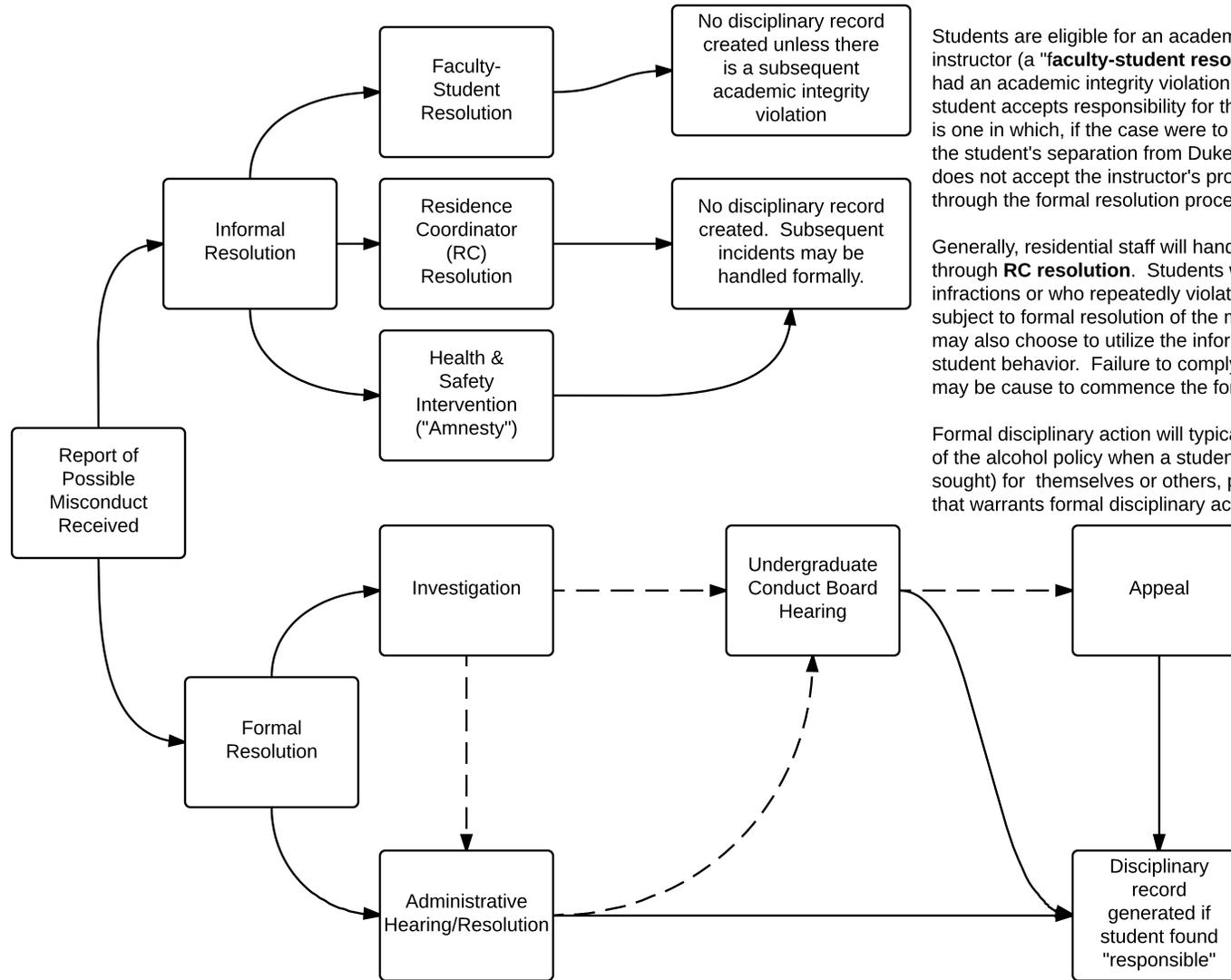


## Overview\* of the Undergraduate Disciplinary Process



Students are eligible for an academic integrity matter to be resolved directly with an instructor (a "**faculty-student resolution**") when: 1) the student has not previously had an academic integrity violation; 2) the violation is considered minor; and, 3) the student accepts responsibility for the behavior. A "minor" academic integrity violation is one in which, if the case were to be resolved formally, would not typically result in the student's separation from Duke. If a student denies culpability for the violation, or does not accept the instructor's proposed consequence, the matter is handled through the formal resolution process.

Generally, residential staff will handle alleged misconduct in the residence halls through **RC resolution**. Students who are alleged to have committed serious infractions or who repeatedly violate any residential and/or university policy will be subject to formal resolution of the matter. Staff within the Office of Student Conduct may also choose to utilize the informal resolution process to resolve minor issues of student behavior. Failure to comply with the expectations from an informal resolution may be cause to commence the formal disciplinary process.

Formal disciplinary action will typically not occur (known as "**amnesty**") for a violation of the alcohol policy when a student seeks medical help (or for whom medical help is sought) for themselves or others, provided that there is no additional policy violation that warrants formal disciplinary action.

Most matters processed formally through the Office of Student Conduct will be resolved through an **administrative hearing** or **administrative resolution**. Cases involving complicated or unknown facts, or a case in which a student may be separated from Duke, may be first **investigated** before a hearing is initiated. Students who reject the outcome of an administrative hearing/resolution may have their case considered anew by a panel of the **Undergraduate Conduct Board (UCB)**. Students may **appeal** a decision of the UCB to the Appellate Board on one or more of these grounds: 1) new information not reasonably available at the time of the hearing that is material to the hearing panel's decision; 2) procedural error(s) that materially impacted the the hearing panel's decision.

A reportable disciplinary record is generated when a student is found "responsible" for a violation of policy through the formal process.