

Student Guide to Due Process: What Happens When There is an Alleged Behavioral Integrity Concern?

The Educational Review Process

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NOTICE ISSUED

You received a Notice of an Alleged Behavioral Integrity Concern

- This **does NOT** mean a decision has been made
 - It means a concern has been **identified and is under review**
 - The formal notice provides:
 - Information about the alleged violation(s)
 - Next steps
 - An opportunity to respond
- This process follows the **Student Code of Conduct** (click [here](#) or scan the code below).



Student Code of Conduct
(click here or scan the QR code)



WHAT THE NOTICE MEANS

Current Status

- There's a concern that a behavioral integrity violation **MIGHT** have occurred, but:
- **No findings or conclusions have been made**

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WHAT YOU NEED TO DO

Within Five (5) Days of Receiving the Notice

- Respond to the notice with your choice of **3 resolution pathways**: **1.** Administrative Integrity Meeting; **2.** Integrity Council Hearing; **or 3.** Administrative Disposition
- Propose **available dates and times** for the meeting/hearing
- **Use your Carroll email account** for all communication
- Prepare to share your perspective for Options 1 & 2.

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OPTION 1 OF 3 RESOLUTION PATHWAY CHOICES

ADMINISTRATIVE INTEGRITY MEETING

with the Senior Director of the Office of Student Care & Integrity (OSCI) (or other appropriate designee):

- The Senior Director of the OSCI will explain the specific concern
- You will have the opportunity to:
 - **Share your perspective**
 - **Provide context or documentation**
 - **Ask questions about the concern and the process**
- The meeting is less formal, focusing on the **available information and applicable policy**.
- **No assumptions of intent** are made.

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OPTIONS 2 & 3 OF 3: YOUR RESOLUTION PATHWAY CHOICES



OPTION 2: INTEGRITY COUNCIL (IC) HEARING:

- The IC reviews information through a **formal hearing**.
- You may present information and respond to the allegations.
- The IC determines whether you're responsible for the alleged violation(s) and recommends sanctions you are.
- **With both Options 1 & 2, you retain the right to appeal.**

OPTION 3: ADMINISTRATIVE DISPOSITION

The fastest resolution pathway. If you consent, you may sign a statement that does all of the following:

- You waive your right to the educational review process for this specific allegation(s).
- You waive your right to appeal any conduct decision(s) that result from this specific allegation(s).
- You acknowledge you understand the violation(s) alleged
- You accept responsibility and any resulting sanction(s).

NOTE: Options 1 & 2 emphasize due process, allowing you to share your perspective. Option 3 allows you to end the process the fastest by quickly accepting responsibility.

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DECISION AND COMMUNICATION

After Review

- You will receive clear communication regarding:
 - Any determination
 - Outcomes of the educational conduct review process
 - If you're found responsible, the outcomes depend on whether this violation(s) is your 1st, 2nd, or 3rd violation.
 - Some examples of outcomes if you're found responsible:
 - A reprimand (verbal or written)
 - A warning (always written)
 - Probation
 - Your reflection assignment, if applicable
 - Next steps (if applicable)



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APPEAL OPTION (IF APPLICABLE)

If it was determined you are responsible for the alleged violation and you disagreed, you may appeal **on specific, limited grounds:**

- **Substantial Procedural Error**
 - A significant mistake in applying College procedures or policy that resulted in an unfair process.
- **Disproportionate Sanction**
 - The outcome is substantially more severe than reasonable given the violation.
- **New Evidence**
 - Significant information not reasonably available during the original review that would have impacted the decision.



YOUR RIGHTS & SUPPORT

Throughout the process, you have the right to:

- Ask questions
- Share relevant information or context
- Receive clear, timely communication

You are also expected to:

- Maintain your professionalism.
- Address your stress management ahead of time, so you can communicate with College staff effectively and calmly.

[Click here](#) or scan the code to the right for a toolkit of coping techniques and stress management resources.



**Stress
Management
Toolkit**

Text Only

Student Guide to Due Process: What Happens When There is an Alleged Behavioral Integrity Concern?

1. Notice issued:

You received a Notice of an Alleged Behavioral Integrity Concern

This does NOT mean a decision has been made.

It means a concern has been identified and is under review.

The formal notice provides: Information about the alleged violation(s). Next steps. An opportunity to respond.

This process follows the [Student Code of Conduct \(click here\)](#).

What the notice means: current status. There's a concern that a behavioral integrity violation might have occurred, but no findings or conclusions have been made.

2. What you need to do within five days of receiving the notice:

Respond to the notice with your choice of 3 resolution pathways: 1. Administrative Integrity Meeting; 2. Integrity Council Hearing; or 3. Administrative Disposition.

Propose available dates and times for the meeting/hearing. Use your Carroll email account for all communication. Prepare to share your perspective for Options 1 & 2.

3. Option 1 of 3 Resolution Pathway Choices:

Administrative Integrity Meeting with the Senior Director of the Office of Student Care & Integrity (OSCI) (or other appropriate designee):

The Senior Director of the OSCI will explain the specific concern

You will have the opportunity to:

Share your perspective

Provide context or documentation

Ask questions about the concern and the process

The meeting is less formal, focusing on the available information and applicable policy.

No assumptions of intent are made.

3. Options 2 & 3 of 3: Your Resolution Pathway Choices:

OPTION 2: Integrity Council (IC) Hearing:

The IC reviews information through a formal hearing. You may present information and respond to the allegations. The IC determines whether you're responsible for the alleged violation(s) and recommends sanctions you are. With both Options 1 & 2, you retain the right to appeal.

OPTION 3: Administrative Disposition: The fastest resolution pathway. If you consent, you may sign a statement that does all of the following:

You waive your right to the educational review process for this specific allegation(s). You waive your right to appeal any conduct decision(s) that result from this specific allegation(s). You acknowledge you understand the violation(s) alleged. You accept responsibility and any resulting sanction(s).

NOTE: Resolution Pathway Options 1 & 2 emphasize due process, allowing you to share your perspective.

Option 3 allows you to end the process the fastest by quickly accepting responsibility.

4. Decision and Communication: After Review:

You will receive clear communication regarding:

Any determination. Outcomes of the educational conduct review process. If you're found responsible, the outcomes depend on whether this violation(s) is your 1st, 2nd, or 3rd violation. Some examples of outcomes if you're found responsible: A reprimand (verbal or written). A warning (always written). Probation. Your reflection assignment, if applicable. Next steps (if applicable).

5. Appeal option, if applicable: If it was determined you are responsible for the alleged violation and you disagreed, you may appeal

on these specific, limited grounds

- Substantial Procedural Error
 - A significant mistake in applying College procedures or policy that resulted in an unfair process.
- Disproportionate Sanction
 - The outcome is substantially more severe than reasonable given the violation.
- New Evidence
 - Significant information not reasonably available during the original review that would have impacted the decision.

Your rights and support: Throughout the process, you have the right to

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