

# What to Expect

## When Reporting a Student Academic or Behavioral Misconduct to the Office Of Community Standards (OCS)



### STEP 1: REPORT OF STUDENT CONDUCT SUBMITTED

A Student Conduct Report should be submitted online via the relevant online reporting form found at [www.nu.edu/reportit](http://www.nu.edu/reportit). For more information on reporting a student concern, please visit the [OCS webpage](#). Anyone is able to submit a report of student conduct to the OCS. They do not have to be a member of the campus community, nor do they have to be the person who may have experienced the harm. There is no statute of limitations for someone to file a report.



### STEP 2: INITIAL ASSESSMENT

Once a report of student conduct is submitted, OCS reviews the information provided to determine whether it may constitute a violation of University policy. OCS will respond to any immediate health or safety concerns raised by the report. If the information appears to meet the specific criteria necessary, the OCS team member will reach out to the party who may have experienced harm. If it does not appear to meet the necessary criteria, it does not mean that the report will not be addressed. OCS may transfer the report to another department for resolution, such as the Office of Human Resources (HR), Office of Institutional Equity (OIE), Compliance, or other.



### STEP 3: TYPES OF RESOLUTION

1. **Civility Notice (Behavioral)** – Notice is sent to student and no further action is needed.
2. **Academic Integrity Notice (Academic)** – Notice is sent to student and no further action is needed.
3. **Investigation Process (Academic/Behavioral)** – OCS associate director assigns investigator and proceeds to next step of the process. Complainant will only receive an Incident Report Received Notice by OCS via NU's online case management system, Maxient. The notice and associated attachments will contain information about the Student Conduct process and resources.



### STEP 4: NOTICE OF INVESTIGATION (NOI)

If the report appears to meet the necessary criteria for investigation, OCS will send a Notice of Investigation (NOI) out to the Respondent (student).



### STEP 5: MEETING WITH STUDENT

Meeting with the OCS team member is highly encouraged, but not required. The Respondent (student) has a right to bring an advisor/support person with them to any meeting, but the advisor cannot participate during the resolution process – they can only provide support to the Respondent. The purpose of the meeting is to review the information provided in the letter (party rights, available resources, supportive measures, resolution options, and the process) and allow the party an opportunity to ask questions. If the Respondent is not interested in meeting with OCS Investigator, the review will continue without the Respondent's participation. However, should the party change their mind in the future, they are welcome to reach out and request the process to commence.

*Note: If Respondent does not participate, OCS will place a hold in their academic record, depending on the action/outcome.*



### STEP 6: INTERIM AND SUPPORTIVE MEASURES

Interim and supportive measures are designed to mitigate the effects of the alleged conduct on the parties involved and the campus community, as well as prevent its reoccurrence. Examples: referrals to Student Wellness, off-site counseling, academic or workplace flexibility, no-contact directives, and more.

These do not expire and can be implemented or adapted at any time by the OCS, even if the party does not want to initiate any type of resolution processes.



### STEP 7: EXPLORE RESOLUTION OPTIONS

To hold a responding party accountable for alleged student conduct, the Respondent has the option to pursue any of the following processes:

- Participate in the Student Conduct Resolution Process (not mandatory).
- Do not participate in the resolution process. OCS will put a hold on their academic record until resolution process is complete.



### STEP 8: OUTCOME

OCS will render an outcome, which may include, but is not limited to disciplinary probation, suspension, or dismissal. OCS will place a hold in their academic record, depending on the sanction/outcome. The Complainant will **NOT** receive an outcome notice as per the [Student Code of Conduct Policy](#), unless the Respondent provides a written consent to share information.



### STEP 9: APPEAL

Any party may request an appeal of the decision by filing a [Petition to Appeal Form](#) to OCS. All appeals of conduct decisions must be submitted within five (5) business days from the date on the Outcome Notice. Connect with an OCS staff member at [osc@nu.edu](mailto:osc@nu.edu) or please visit the [Student Code of Conduct Policy](#) for more details.