

Appendix A

The Discipline Process

1. A report of alleged violation(s) is received by the Office of Student Life
 2. A letter of summons or allegation(s) is sent to the student
 3. The student meets with the Assistant Dean of Students or Assistant Director of Judicial Affairs to discuss the allegation(s)
 4. If there is not enough evidence to suggest that the student violated any UTEP policies, the Assistant Dean of Students may dismiss the allegation(s)
OR
 5. If responsible for the alleged violations, the student may choose to accept a penalty determined by the Assistant Dean (i.e., "Administrative Disposition")
OR
 6. The student may choose to go to a University hearing
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If the Allegation is Dismissed

- No action is taken
 - In these cases, the student's discipline record is destroyed one year after the date of incident
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Interim Disciplinary Action

- Notwithstanding any other provision of The University of Texas at El Paso Handbook of Operating Procedures and pending action on the charges, the Assistant Dean may take immediate interim disciplinary action, including suspension, pending a hearing, against a student who violates a rule or regulation of The University of Texas System or the University, when the student or student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting any authorized university activity. The Assistant Dean may authorize interim withholding of the student's grades, degree, or official transcript when such withholding would be in the best interest of the university.
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Administrative Disposition

- Sanction(s) are assigned
 - Within fourteen (14) days of accepting the administrative disposition, the student may appeal the sanction(s) to the University President, **otherwise**, the decision is final
 - Appeals are limited to the sanction(s) assigned only, since student chose not to dispute the facts
 - Students' discipline records are kept in the Office of Student Life
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Rights of Students

- Students are not required to make any statement
 - Students may be assisted by an advisor of their choice
 - Students are not required to sign any papers
 - Students will be disciplined on the preponderance of the evidence submitted
 - Any decision or action of the Assistant Dean can be appealed
 - When appearing before any University committee, the rights listed above are still in effect
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Things you should be aware of

- The Assistant Dean may bar or cancel the student's enrollment until the student appears or responds to a summons sent
 - The Assistant Dean may withhold the issuance of grades, official transcript, or degree to which a student is otherwise entitled if the student does not comply with a summons issued or with sanctions assigned
 - Failure to respond to a summons may result in the cancellation of a student's enrollment and a hearing being scheduled to adjudicate the charges brought against the student. The hearing may proceed without the student if the student fails to appear at the hearing
 - The accused student cannot be found responsible for the alleged policy violation solely for the reason of failure to answer the charges or to appear at the hearing
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