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AN INCIDENT OCCURRED AND I WAS DOCUMENTED. WHAT DOES THIS MEAN?

Incidents can be events, situations, interactions or information involving someone in our community that the reporter would like the University to know about and/or take action on. Incidents are most often documented by students and University officials including resident advisors (RA), police officers, and faculty/staff members. You can document an incident by visiting incidentreport.uncc.edu.

A documented incident means an electronic report was submitted that included a summary of the incident and notates who was involved. A staff member will review the report and determine what action is needed, which may include reaching out to the individual(s) involved.

WHAT DO I DO NEXT?

For Alleged Policy Violation(s)

Students involved in incidents where a policy violation may have occurred will receive an email requesting they schedule a meeting with Student Conduct & Academic Integrity or Housing and Residence Life to discuss the incident and alleged violation(s).

For Other Concerns

Students involved in incidents that do not include a violation of policy, but necessitate follow up from the University may receive an email requesting they schedule a meeting to discuss the incident and campus resources.

The purpose of the conduct process is to help all students be successful. We are committed to providing a fair, impartial, and efficient process facilitated through compassionate conversations in which students are heard, respected, and treated with dignity.
I HAVE SCHEDULED MY MEETING FOR AN ALLEGED POLICY VIOLATION. WHAT SHOULD I KNOW PRIOR TO THE MEETING AND HOW SHOULD I PREPARE?

Once you have scheduled your meeting, there are several things to review and consider prior to your meeting.

◆ Review the Code of Student Responsibility.
◆ Review your student rights.
◆ Determine if you would like to have someone with you during your meeting. You can choose to have a representative and/or advisor throughout the conduct process.
◆ Reflect on the incident and prepare any information you would like to be reviewed during your meeting.

Your meeting will be approached as a compassionate conversation between you and a staff member. The purpose of the meeting is to get to know you, discuss the incident, reflect on its impact, and to offer a mutual resolution (if applicable). Your perspective matters! Meetings are generally scheduled for one hour, there is no expected attire, and you are not required to bring anything with you.

MUTUAL RESOLUTION

A mutual resolution is an agreement between the student and the staff member regarding the findings of the charges and, if applicable, the appropriate sanctions. Findings and sanctions are determined after taking into account the information shared during the meeting and in the incident report, the severity of the incident, the community impact, and the education needed to address the behavior.

WHAT ARE MY STUDENT RIGHTS IN THE CONDUCT PROCESS?

Specific procedural rights are outlined for you in Chapter Four of the Code of Student Responsibility. Some rights may be applicable to the mutual resolution meeting while others are applicable to a hearing. Your rights include being provided a fair, impartial, and efficient process, and having an opportunity to provide and respond to information reported about the incident.
The official UNC Charlotte processes for addressing academic or behavioral conduct issues are found in University Policy 407, Code of Student Academic Integrity and University Policy 406, Code of Student Responsibility. Those policies are available at legal.uncc.edu/policies for your reference. This document is intended to summarize and highlight some of the pertinent information from those policies, but it is not comprehensive and is not intended to replace or supplant those policies.