

Process Flow for Discipline Case Investigation (Major Offenses)

► Assignment and Examination of Case

The Investigating Discipline Officer (IDO):

- Receives the assigned Case from the Discipline Enforcement Section (DES) Head
- Examines and checks the documents
- Verifies the enrolment status of student/s involved
- Prepares and serves the **Letter/s of Invitation for Case Investigation** to the student/s

If the Student Reports

The IDO conducts interview of student/s:

- Explains nature of violation
- Conducts case conference
- Asks student/s to write Letter of Apology, Admission, or Explanation
- Prepares the OCCS Referral Form

If Student Does Not Report

The IDO **regulates student's ID, holds EAF**, and prepares the initial **Investigation Report (IR)**.

The IR is submitted for review by the DES Head and Discipline Coordinators and for approval by the SDFO Director.

► Case Investigation and Endorsement

The IDO:

- Conducts case investigation, gathers witnesses, evidence, and testimonies
- Prepares and submits the **Case Investigation Report** for review by the DES Head and Discipline Coordinators and for approval by the SDFO Director.
- Endorses the case to the **University Legal Counsel (ULC)**

► With Case

The IDO:

- Refers the student to the Discipline Education, Advocacy, and Programs Section (DEAPS) for Pre-Hearing Consultation. (DEAPS) for **Pre-Hearing Consultation**.
- Assists students during **case hearings or conference**.
- IDO serves the case resolution or decision after the hearings.

► Without Case

IDO prepares Closure Letter and conducts case conference with the student/s.

Important Reminders

- ✓ Observe the **5-day deadline** for the submission of Investigation Report for Major Discipline Cases.
- ✓ Set a **specific deadline** for the student's submission of pertinent documents (Letter of Admission/Explanation/Apology, Letter of Withdrawal, etc.). **A deadline of more than 2-3 days requires an approval from the SDFO Director.**