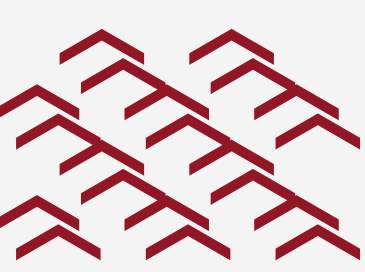
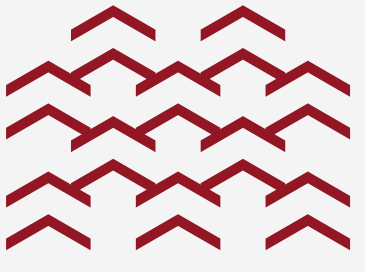
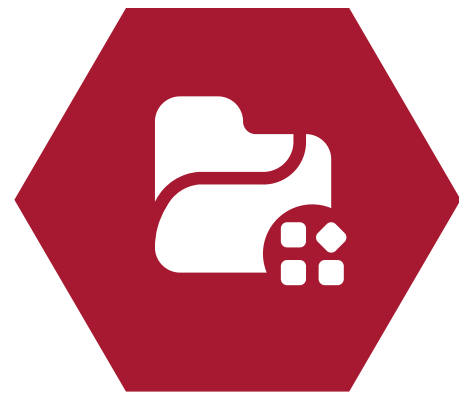


Complaint Intake Flow Chart





Report Rec'd: The SCO reviews the report and schedules a meeting with the reporter and witness(es), if any, to gather information.



Preliminary Fact Finding: The SCO conducts an impartial and reliable preliminary fact finding investigation to determine if the allegation(s) has merit, no merit, or if it can be resolved administratively. The SCO will meet with the reporter and witness(es), if any, and will determine which of the 21 prohibited conduct may have been violated based on the information provided.



No Merit: If the allegations can be resolved administratively the report is resolved and shall be final. If there is insufficient information that a policy violation may have occurred, the report is dismissed.

Educational Opportunity: An email will be sent to the Respondent requesting a non-mandatory meeting to meet and discuss the issue and remind the student of their responsibility as a UHWO student. If the Respondent declines or does not respond, an email will be sent outlining the reporter's issue and request.



Merit: If there is sufficient information that a policy violation may have occurred. The case will move forward to a formal process. The Respondent will be sent a notification of the potential violation(s) and a summary of the incident. The Respondent can either schedule a meeting or submit a written statement for review.