



SUNY SCI

STUDENT CONDUCT INSTITUTE



The State University
of New York

Kerianne Silver
Director, SCI

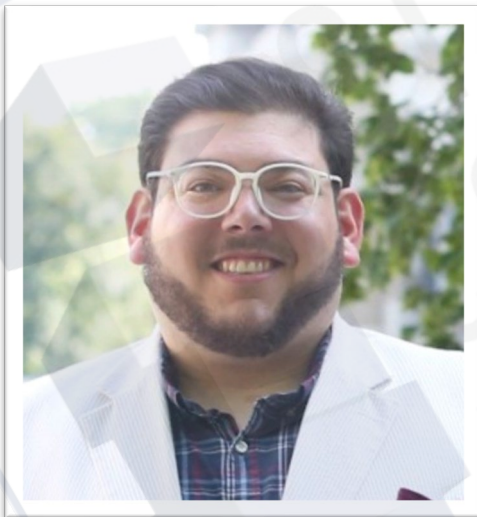
Ryan Ribeiro
Assistant Director, SCI

June 2024

SCI

**LIVE@ DISTANCE BASIC
COMPLIANCE TRAINING, DAY 2**

MEET YOUR TRAINERS



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STUDENT CONDUCT INSTITUTE: INCIDENT STAGES & CONDUCT PROGRESSION



1. Incident Reported

2. Title IX Grievance Process Initiated

3. Pre-Hearing Prep Investigation

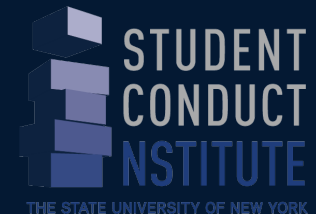
4. Hearing

5. Appeal Process

6. Decision Implementation



CASE PROCESS DECONSTRUCTED



TRAINING EXPECTATIONS

Learning Objectives

- Conduct their own [Campus Self-Assessment](#)
- Identify [Key Players](#) in this process on their campus
- Recall the [SUNY SCI structure for Incident Report Writing](#)
- Identify and construct varying [Supportive Measures](#)
- Identify components of different [Procedures Meetings with Parties](#)
- Recall who can file [Formal Complaints](#)
- Compare [Evidence Types](#)
- Prepare their campus/team for [Hearing](#)
- Consider [decision implementation](#) processes and record keeping

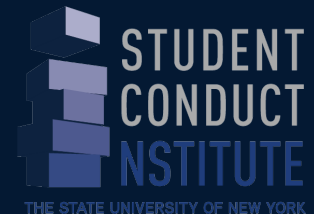





STUDENT CONDUCT INSTITUTE: INCIDENT STAGES & CONDUCT PROGRESSION



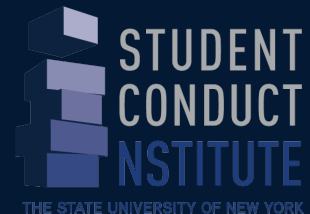
RESOURCES TO SUPPORT YOUR PROCESS





Model Policies
Draft Notices
Checklists
Scripts
& More

THE SUNY SCI
TOOLKIT



CAMPUS SELF ASSESSMENT



Capacity

 Staffing levels caseload, threat/behavior assessment team, care team, etc. ☒

Training

 Are those involved in investigation and/or adjudication received training? ☐

Facilities/Tech

 Does your physical space meet your needs? What tech is needed? ☐

Policy Health

 Policies & procedures up to date? Compliant with recent regulations? Student centered? ☐

Procedure

 Do your procedures follow your policy? Are they student centered? ☐

Awareness

 Do students/faculty/staff know you? What is your reputation on campus? ☐

CAMPUS SELF ASSESSMENT



	Capacity Staffing levels caseload, threat/behavior assessment team, care team, etc.	<input checked="" type="checkbox"/>
	Training Are those involved in investigation and/or adjudication received training?	<input checked="" type="checkbox"/>
	Facilities/Tech Does your physical space meet your needs? What tech is needed?	<input type="checkbox"/>
	Policy Health Policies & procedures up to date? Compliant with recent regulations? Student centered?	<input type="checkbox"/>
	Procedure Do your procedures follow your policy? Are they student centered?	<input type="checkbox"/>
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CAMPUS SELF ASSESSMENT



Category	Question	Checkbox
Capacity	Staffing levels caseload, threat/behavior assessment team, care team, etc.	<input checked="" type="checkbox"/>
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CAMPUS SELF ASSESSMENT



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CAMPUS SELF ASSESSMENT

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Report Receiver

Intake

UPD / Campus Safety

Safety measures

Title IX Coordinator

Oversight & Assistance

Investigator

Investigate

Informal Resolution Facilitator

Facilitate

Conduct Staff

Oversight & Assistance

Advisor

Advise

Hearing / Appeal

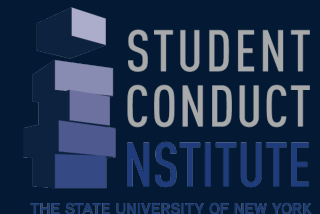
Chair - Determinations

Resources Offices/Units

Supportive Measures

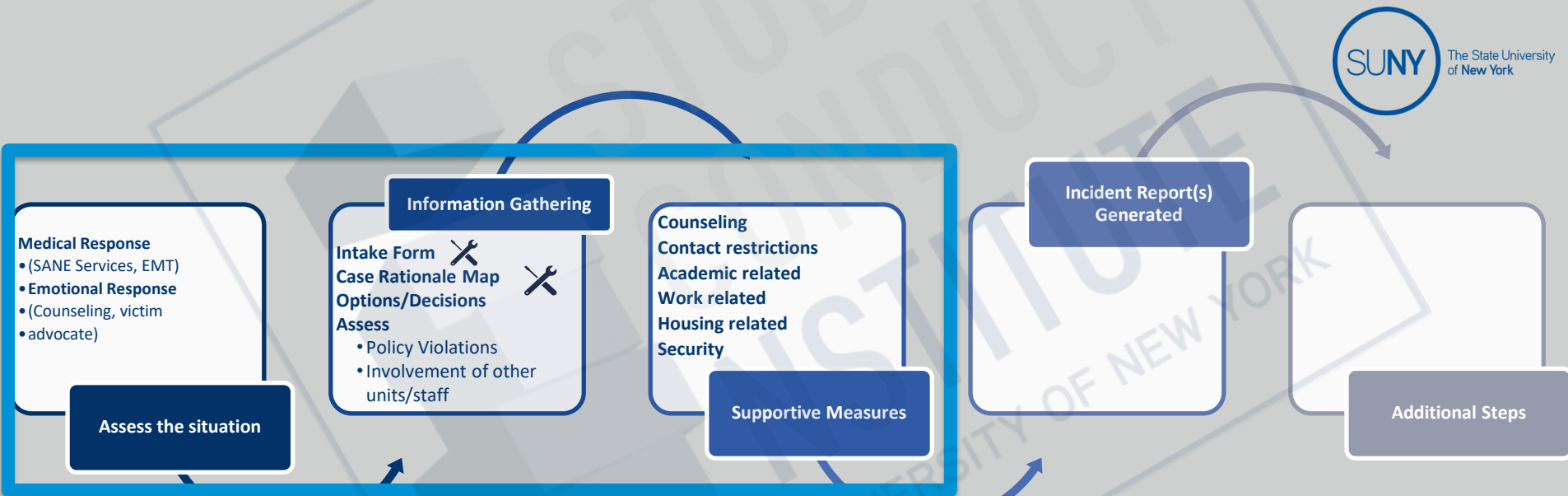


KEY PLAYERS



CASE PROCESS DECONSTRUCTED

1. INCIDENT REPORTED



Key Players:



TIXC



Conduct
Staff



UPD



Hall Staff



Hearing
Board



Appeals
Board



Registrar



Designating responsible & confidential employees



List of responsible & confidential employees



Disclosure of status to students



Training & FERPA considerations



Inclusion in campus policy



INTAKE & CONFIDENTIALITY

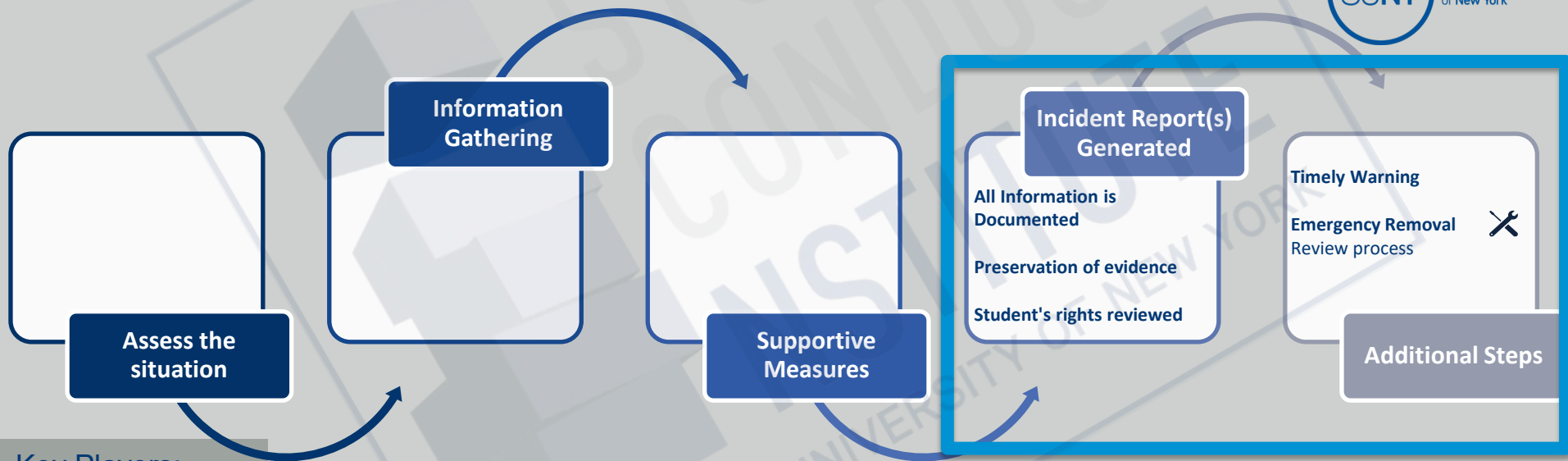
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- ✓ Incident information
 - ✓ Type of alleged harassment
 - ✓ Critical incident response
 - ✓ Office visit follow-up/delayed report
 - ✓ Supportive measures
 - ✓ Student rights information review



TITLE IX: INTAKE FORM

CASE PROCESS DECONSTRUCTED

1. INCIDENT REPORTED



Key Players:

● TIXC

● Conduct Staff

● UPD

● Hall Staff

○ Hearing Board

○ Appeals Board

○ Registrar



Detail your intake of the incident (who, where, when)



Include observable facts and behaviors



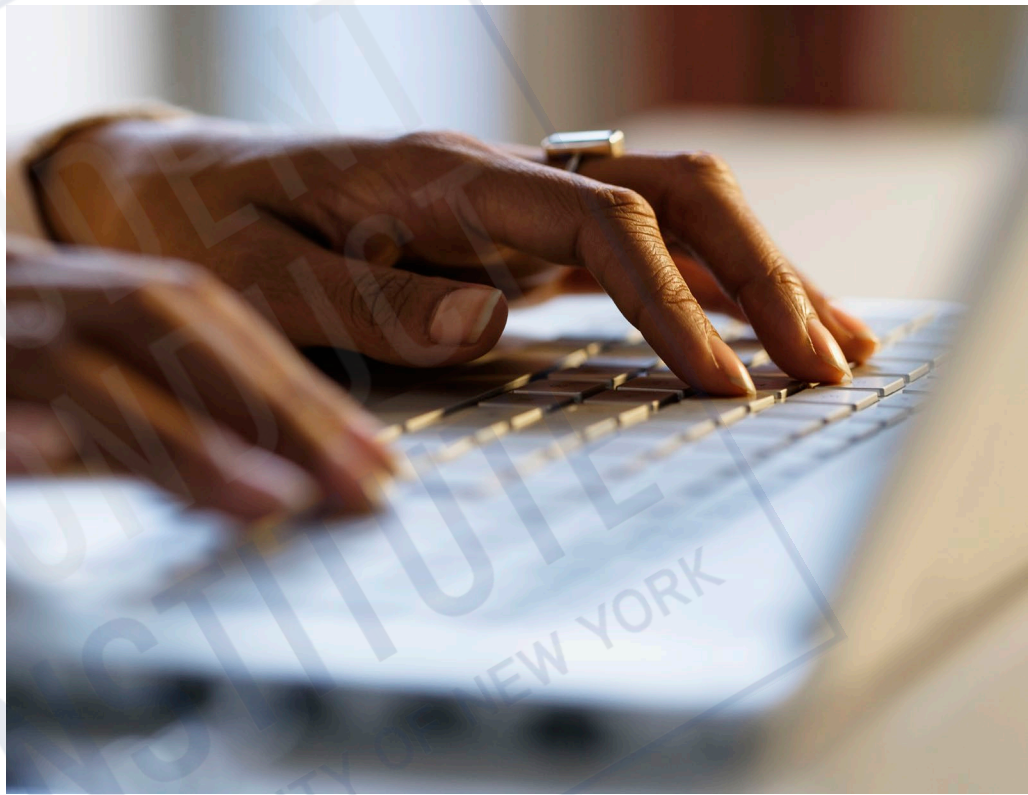
Cite any significant quotes from parties involved



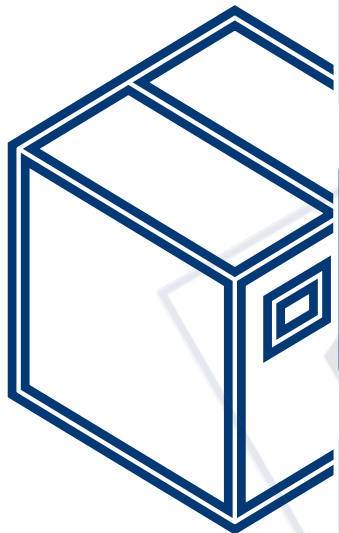
Detail incident from reporting individual's perspective



Resolution – detail next steps taken



INCIDENT REPORT STRUCTURE



Date/Time of Incident:

March 15, 2021
at ~ 2:00 AM

Date/Time of Report:

March 15, 2021
at ~ 10 AM

Location(s) of Incident:

Smith Hall on
campus

Complainant:

Sidney Jones

Accused:

Jaime Carter

Witnesses:

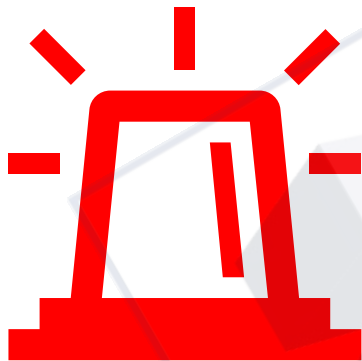
Ebba Kallax & Elan
Kersvan

Issue:

The RA reports that the Complainant says the Accused put their hand under her shirt and then moved their hand to her vagina without the Complainant's consent.



EXAMPLE INCIDENT REPORT DETAILS



WHO MAKES THE FINAL CALL?

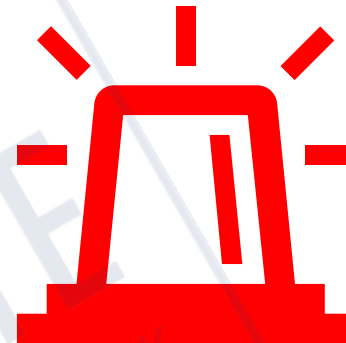
HOW WILL YOU ASSEMBLE STAFF?

DOCUMENTS & FORM TEMPLATES


MEETINGS w/ STUDENTS
TECH CONSIDERATIONS
PROCESS DETERMINATIONS

NOTIFICATION TO PARTIES

SUPPORTIVE MEASURES



TITLE IX: EMERGENCY REMOVALS

Type	Considerations
Safety	Reasonable accommodations
Health	Medical, Mental
Housing	Room lock change, designated emergency space
Contact restrictions	One-way or Mutual No Contact Order (NCO) 
Academic	Course accommodations, course changes, Professor notifications, leave of absence, withdrawal assistance
Work	On/Off Campus employment
Facility based	Gym, library, dining, University events, etc. ...
Recreational	Student group, athletic team, internship program



TITLE IX: SUPPORTIVE MEASURES

Institutions **must** investigate all “formal complaints” filed with the Title IX Coordinator

Who can file a formal complaint?

- Person currently participating in the educational programs or activities of the institution
- Person **attempting** to participate in those programs or activities
- The Title IX Coordinator

Multiple complaints arising from same incidents can be consolidated

Action Items

- ✓ Preparation
 - Challenges of virtual work
 - Varied familiarity of the process
 - Delayed report
 - Non-responsive
- ✓ If non-responsive
 - Determination on next steps



THE FORMAL COMPLAINT



Is This a Title IX Grievance Process Case?*

Report made to Title IX Coordinator



Is the complainant currently participating in or attempting to participate in your programs (i.e. an employee, student, applicant, etc.?)

Yes

No



Do they wish to make a formal complaint?

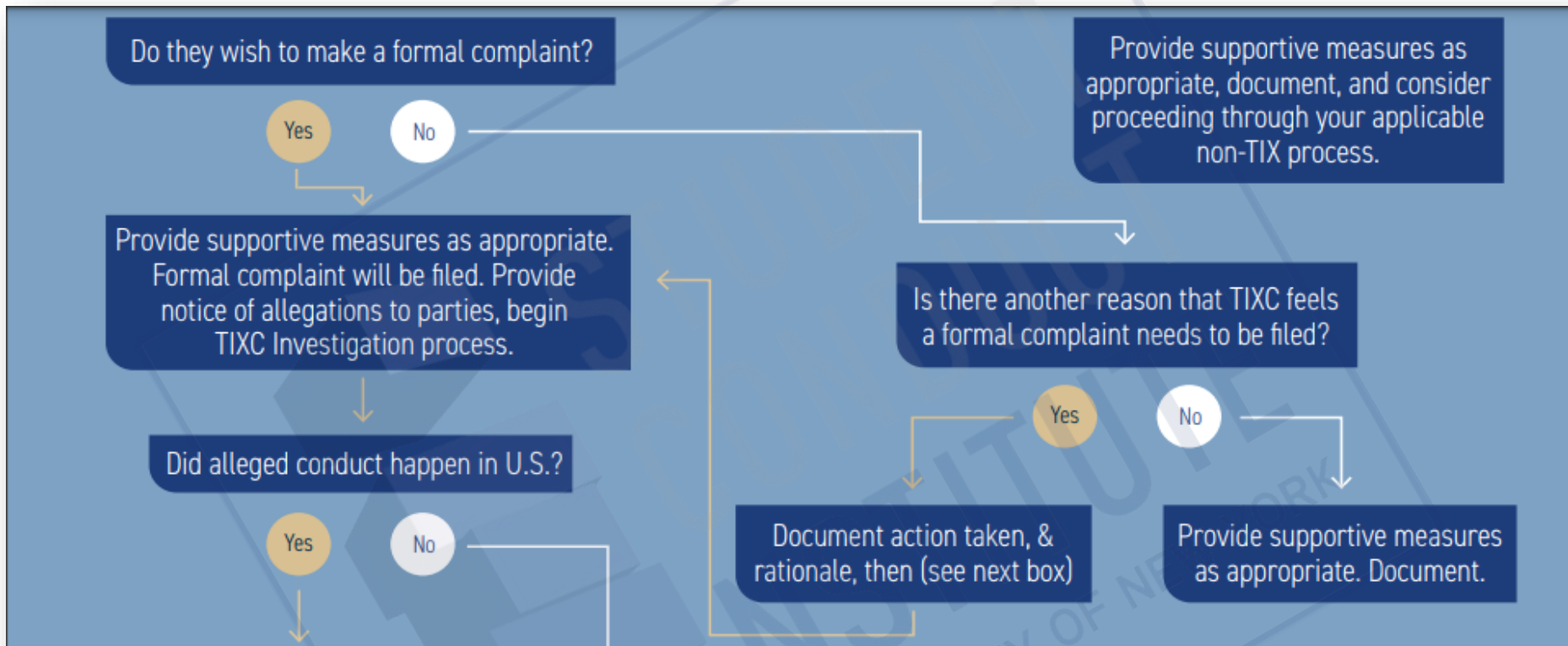
Yes

No

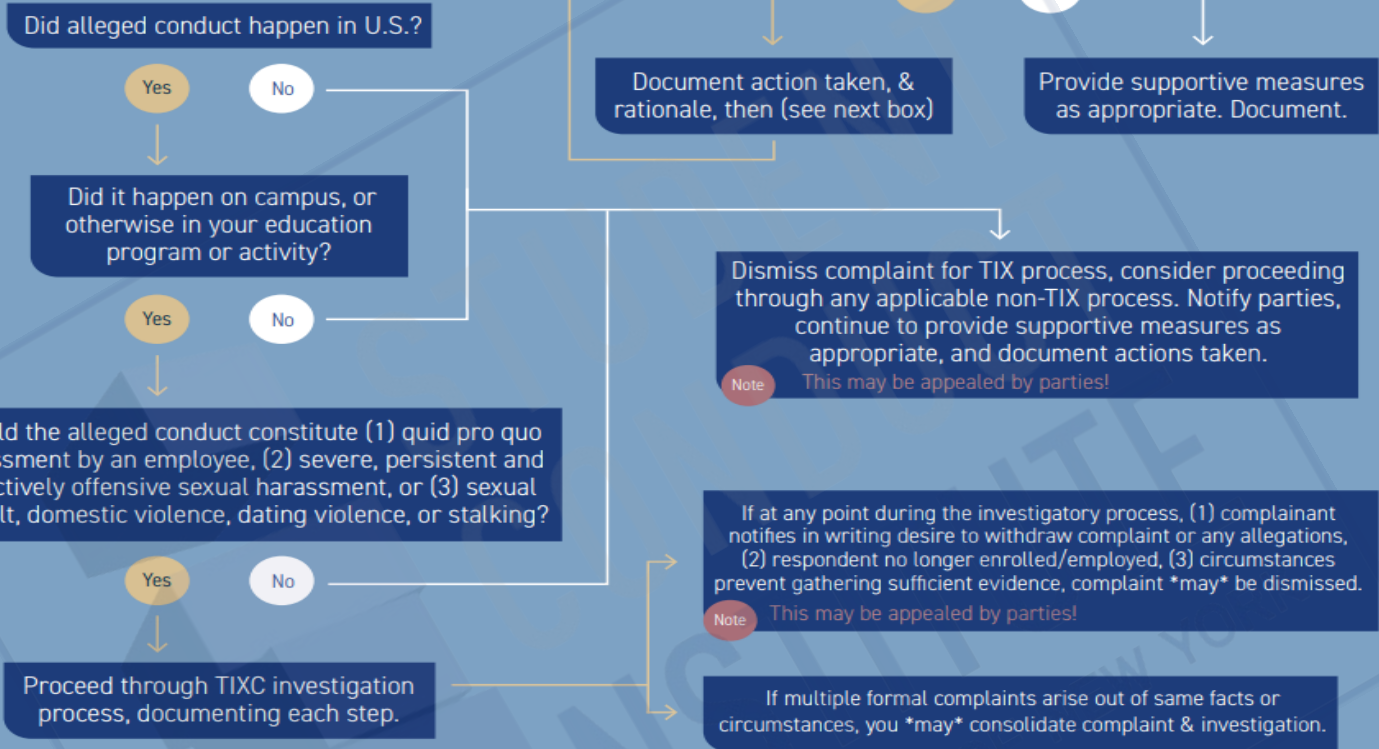


Provide supportive measures as appropriate, document, and consider proceeding through your applicable non-TIX process.

DECISION TREE



DECISION TREE

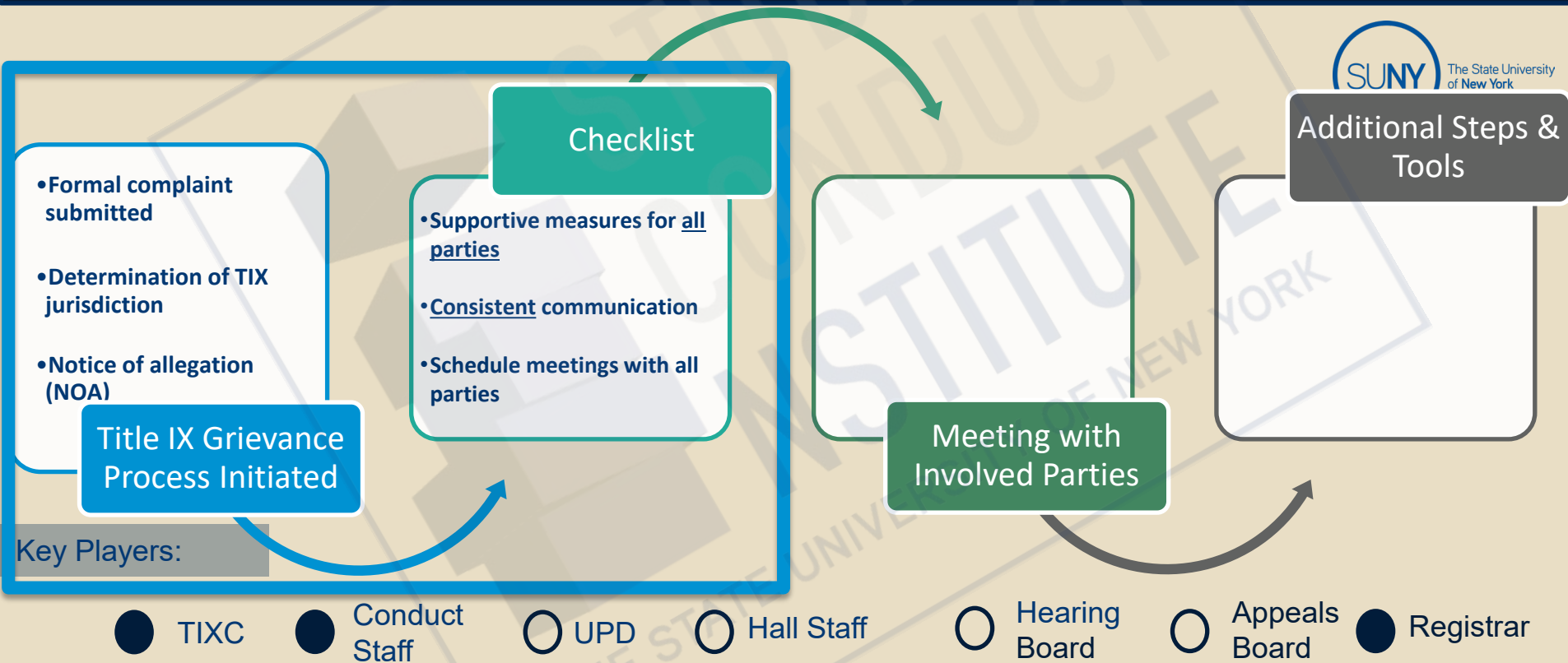


**This Decision Tree is intended to capture the most foreseeable routes that a matter may take, but it cannot cover every circumstance that may arise. Please consult with your campus counsel for specific circumstances and questions.*

DECISION TREE

CASE PROCESS DECONSTRUCTED

2. TITLE IX GRIEVANCE PROCESS INITIATED





PROCESS DOCUMENTATION



START OF 1ST BREAK

