

Informal Resolution Meeting Tip Sheet

Did you schedule an informal resolution meeting with the Center for Student Conduct? If so, we've put these resources together to help students prepare for their meeting and find support.

About the Center for Student Conduct:

The Center for Student Conduct (CSC) contributes to the holistic development of students by administering the Code of Student Conduct through equitable practices. We encourage students to take part in the resolution of alleged violations of the Code of Student Conduct by sharing their perspective with us and crafting mutually agreeable resolutions that encourage growth, accountability, and learning. Our informal resolution meetings are one way that you can share your story and start crafting an outcome with us. We would like this to be a mutual learning environment. Your Conduct Coordinator wants to learn more about you and your experience with this particular incident. This meeting will provide you an opportunity to learn more about our process, our shared community, and resources to address any concerns.

Student Conduct Resources Available to You:

Tip: We understand that this is likely a new process for you and might be intimidating. We don't want it to be. You can contact us and the support services below if you have any questions.

Have you considered...

- Reading through the Code of Student Conduct?
 - Did you find the specific prohibited conduct policy you were charged with? Is it clear to you?
- Speaking with a caseworker in the Student Advocate's Office <https://advocate.berkeley.edu/>? They offer free support to students and can advise you through the process.
- Speaking with your instructor if this is an academic referral?
- Seeking confidential support through the Ombuds Office for Students, <https://sa.berkeley.edu/ombuds> and Student Legal Services, <https://sa.berkeley.edu/legal> if you have a particularly sensitive issue?

Preparing for an Informal Resolution Meeting:

Tip: Bring your whole self! You can share any information that would be helpful.

- Consider the best way to present your experience.
 - Consider preparing talking points for your meeting. You can submit a written statement to supplement the conversation.

- What was going on for you at the time of the incident? What have you thought about since this incident?
- Collect all of the relevant information you'd like to share with your Conduct Coordinator. You can create an outline and or timeline of the events that took place.
- Your Conduct Coordinator will share with you all of the information that they have and explain the policy charges further. You can ask for any clarification you might need.
- Are there any witnesses that you would like your Conduct Coordinator to speak with? If so, prepare a list for the Coordinator to be able to follow up with them.
- What questions do you have regarding the possible outcomes listed in CSC's proposed Resolution Plan?
- Would you propose other outcomes/sanctions? If so, what would you propose? And, why?

Additional Information

Tip: Take your time sharing your story. Take breaks if needed. Ask your Conduct Coordinator for any clarification that you may need.

- **Advisors and Support Persons**

- You can bring an advisor and/or a support person with you to the meeting. They can be anyone you choose.
 - An advisor generally helps students prepare for their meeting and can guide them through the process.
 - A support person is generally present for emotional support if needed.
 - Please submit a [Third Party Authorization Form](#) in advance of the meeting to prepare your Conduct Coordinator.

How does the Center for Student Conduct make a determination?

- CSC uses the preponderance standard information to make determinations, which is just over 50% or "what is more likely than not" to be true.
- We evaluate all of the information we receive to come to this determination, which is why it's important that you have an opportunity to share your perspective and why we value your input.

Your Student Conduct Record

- You can request your student conduct record in advance of the meeting if you wish. [Record Release Form](#). We usually need 3 business days to complete a release.

FAQ: For more information about our process, including your rights and responsibilities, please visit our Frequently Asked Questions on our website, <https://sa.berkeley.edu/conduct/faqs>.