INFORMAL RESOLUTION MEETING TIP SHEET

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 a way for you to share your story and start crafting an outcome with us.

RESOURCES
We understand that this process may feel intimidating, but we want you to feel as supported as possible. You may contact the following support services as you navigate the student conduct process.

- **Student Advocate’s Office**, which provides free and confidential support to students going through the conduct process.
- **Ombuds Office for Students**, which provides an informal dispute resolution process for students.
- **Student Legal Services**, which advises students regarding their legal questions, rights, and obligations.
- **Respondent Services** in the **Center for Support & Intervention**, which provides resources, information, and referrals to students who face suspension or dismissal from the university due to conduct charges.
- **Counseling & Psychological Services (CAPS)**, which provides counseling to students for academic, personal, or career concerns.

BEFORE YOUR MEETING
While no preparation is necessary, the following actions may help you organize your thoughts:

- Finding the specific policy in the Code of Conduct that you have been accused of violating.
- Requesting a Records Release to view the files in your student conduct record. (Processing these requests typically takes 3 business days.)
- Preparing general talking points about how you experienced the incident, contextual factors, and any other relevant information or evidence you’d like to be considered.
- Assembling any questions you have about your Proposed Resolution Plan or the conduct process.
- Thinking about other potential outcomes and sanctions that you could suggest.
- Contacting an advisor/support person to attend the meeting with you.

DURING YOUR MEETING
- Take your time sharing your story. You are welcome to take breaks if needed.
- Ask your Conduct Coordinator clarifying questions.
- If you bring an advisor/support person, they may take notes, request breaks, and guide your conversation in a direction that feels productive for you.

AFTER YOUR MEETING
- Your Conduct Coordinator will contact you with an outcome after assessing the received information. Responsibility is determined based on the preponderance standard of information, meaning what is just over 50% “more likely than not” to have occurred.
- You will have an opportunity to either accept the outcome or contest it and proceed to a formal hearing.

For more information about our process, including your rights and responsibilities, please visit the Frequently Asked Questions page on our website or contact us via email at studentconduct@berkeley.edu.