

# How Student Conduct Violation Allegations are Investigated

When Student Conduct and Community Standards (SCCS) receives a report alleging a violation of The Code of Student Conduct by an individual or student organization, SCCS will follow a standardized investigation process as referenced within the Code of Student Conduct. SCCS's goal is to ensure a fair, thorough review while protecting the safety and rights of everyone involved.

## Step 1: Case Creation

---

- A secure file is created in Texas State's Maxient reporting system to track the investigation and store all related evidence.

## Step 2: Identify Who's Involved

---

- SCCS determines whether the report involves an individual, a student organization, or both.
- If the report lists only individuals, SCCS reviews available information to see if the situation should also be attributed to an organization. This includes looking at factors such as whether the event was connected to the organization, how many members were involved, and whether it took place on organization property.

## Step 3: Partner Notifications

---

- If appropriate, SCCS notifies the University Police Department and, when applicable, Fraternity and Sorority Life (FSL) and/or Student Involvement.
- If an organization with a national headquarters is involved, SCCS may inform the national headquarters of the allegation.

## Step 4: Gathering Evidence

---

- SCCS collects relevant materials such as screenshots, videos, social media posts, police or medical reports, and other documentation from the reporting party, campus, and/or community partners.

## Step 5: Interviews

---

- If appropriate, SCCS meets with the reporting party, any witnesses, or the complainant, if different from the reporting party.
- Students may be required to participate in interviews – depending on the nature of the violation.
- Interviews are conducted in a manner that protects participant identities.

## Step 6: Summary of Findings

---

- After reviewing all evidence, SCCS prepares a summary of findings to determine next steps.
- If the investigation results in an individual or organization being charged with a violation, this summary is shared during the Student Conduct Hearing. Steps are taken to protect the confidentiality and safety of individuals who provided information.
- Even if the investigation does not result in charges, the summary is kept on file.