

# RESOLUTION PROCESS RESOURCE GUIDE



OFFICE OF  
STUDENT RIGHTS &  
RESPONSIBILITIES

# RESOLUTION PROCESS RESOURCE GUIDE

## *Office of Student Rights & Responsibilities*



Receiving a resolution process notice can feel confusing or stressful. This guide outlines what to expect and how to navigate the process.

### TERMINOLOGY

- **Allegation:** A claim of misconduct not yet proven.
- **Complainant/Affected Party:** Person filing or impacted by the complaint.
- **Conduct Outcomes:** Consequences for a conduct violation. Sometimes these are called sanctions.
- **Findings:** Explains whether the respondent is responsible or not for the allegation.
- **Respondent:** The student responding to the allegation(s).
- **Student Resolution Specialist:** UNM official who manages the process.

### STEPS IN THE RESOLUTION PROCESS

A flowchart is included with this guide.

1. **Information Meeting:** Review reports, learn about the allegations, decide whether to accept responsibility, and explore resolution options. If a student accepts responsibility, resolution typically continues immediately after the Information Meeting.
2. **Resolution Meeting Types:**
  - **Outcome Conference | Educational Conversation | Collaboration Conference:** Used when a student accepts responsibility.
  - **Hearing:** Used when a student doesn't accept responsibility, a resolution option wasn't selected, or the case may involve suspension or expulsion. Includes evidence submission and a more formal process.
3. **Results:** Students receive a decision letter including responsible/not responsible findings and any conduct outcomes.
4. **Appeals:** Some decisions can be appealed. See the Student Disciplinary Procedures for details.
5. **No Shows:** If a student misses meetings, the process continues without them, and decisions are made in their absence.

## **ADDITIONAL INFORMATION**

**Rights During the Process:** All parties have the right to be free from retaliation. Student respondents have additional rights:

- Written notice of allegations
- The opportunity to meet with a Student Resolution Specialist
- To know the nature and source of the evidence
- To have access to the evidence being considered
- To have an advisor
- To present information and evidence and/or choose to not answer questions
- To submit a reflection statement for consideration when determining conduct outcomes
- Written notice of the results of a resolution process
- The opportunity to submit an appeal (if applicable)

Complainants may also have rights—see the Student Disciplinary Procedures for details.

### **Accommodations**

Students with disabilities registered through the Accessibility Resource Center (ARC) may be eligible for accommodations. Contact a Student Resolution Specialist.

### **FERPA**

Students can review most of their educational records and control third-party access. Learn more from the Office of the Registrar.

### **Advisor Role**

Students may bring one advisor (e.g., friend, family, attorney) who may attend but not speak or participate during meetings. Advisors must be registered in advance and a Student Information Release Proxy must be on file.

### **Suspension or Expulsion**

Most cases do NOT result in separation from UNM. Students will be informed if that's a possibility during the Information Meeting.

### **Family/Emergency Contact Notification**

Families are rarely notified unless safety or policy exceptions apply. Students facing suspension or expulsion should inform support persons due to possible campus bans or administrative consequences.

## RESOLUTION PROCESS RESOURCES

- **Office of the Registrar:** FERPA, records, release forms
- **The Pathfinder:** UNM Student Handbook, Student Code of Conduct, university policies
- **Student Disciplinary Procedures:** Student rights and resolution process
- **Office of Student Rights and Responsibilities:** [rights.unm.edu](https://rights.unm.edu) | [studentconduct@unm.edu](mailto:studentconduct@unm.edu) | 505-277-3361

## CAMPUS RESOURCES

- **Lobo Wellbeing:** Health and wellbeing resources
- **Accessibility Resource Center (ARC):** Disability accommodations
- **Compliance, Ethics & Equal Opportunity (CEEEO):** Discrimination and harassment response



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# STUDENT RESOLUTION PROCESS FLOW CHART

