

Violation of the SSDEP Flowchart*

1. Violation Deemed Not Rising to Level of Warning or Above	2. Violation Deemed Rising to the Level of Warning Only	3. Violation Deemed Rising to the Level of Greater than Warning	4. Hearing Process	5. Appeal Process
<p align="center">1a.</p> <p>Instructor or Preceptor may meet with Chair of Department or Clinical Practice Coordinator to discuss the situation. If a Warning is determined not necessary, proceed to 1b. If it is necessary, proceed to Column 2.</p>	<p align="center">2a.</p> <p>As soon as possible after a potential SSDEP violation or notification that a violation occurred, the Instructor or Preceptor advises the Student of the accusation(s) and notifies the Student in writing any or all violations. Proceed to 2b.</p>	<p align="center">3a.</p> <p>As soon as possible after a potential SSDEP violation or notification that a violation occurred, the Instructor or Preceptor advises the Student of the accusation(s) and notifies the Student in writing any or all violations. Proceed to 3b.</p>	<p align="center">4a.</p> <p>If the student chooses to bring an Advisor to the hearing, the Advisor must fully complete the Hearing Advisor Form and email it to the Chair of the FDC at least 24 hours prior to the hearing start time. Proceed to 4b.</p>	<p align="center">5a.</p> <p>The Student has a right to appeal the Instructor or Preceptor's initial Violation Report Form Warning, or the FDC's decision and/or sanction, only for grounds outlined in SSDEP III.E.</p>
<p align="center">1b.</p> <p>Instructor or Preceptor provides written notice of the violation to the Student, copied to the Student's file, including any course-based or field-based punitive action. If the Student has a grievance with the punitive action, proceed to 1c. If not, the issue is considered resolved.</p>	<p align="center">2b.</p> <p>The Student has five (5) working days (see SSDEP Section IV) to respond to the accusation in writing or in person, with or without an advisor present. If an advisor is present, the advisor must complete the advisor form prior to the meeting and may not speak during the meeting. Proceed to 2c.</p>	<p align="center">3b.</p> <p>The Student has five (5) working days (see SSDEP Section IV) to respond to the accusation in writing. Proceed to 3c.</p>	<p align="center">4b.</p> <p>At least five (5) working days prior to the hearing date, the Student and FDC will contact any relevant specified persons to appear at the hearing to provide testimony. The Student may request the FDC to contact said persons. Both parties will be made aware of said persons attending the hearing.</p>	<p align="center">5b.</p> <p>The Student must submit a written appeal by completing all sections of the SSDEP Student Appeal Request Form to the Seidel Dean within five (5) working days after receiving the initial Violation Report Form Warning or the FDC's official notice of the decision or sanction. Proceed to 5c.</p>
<p align="center">1c.</p> <p>Any grievances to course-based punitive actions as a result of minor dispositions violations should be resolved first between</p>	<p align="center">2c.</p> <p>If the Student response provides information to reverse the Instructor or Preceptor's decision to file a warning, a warning will not be filed and the</p>	<p align="center">3c.</p> <p>If the Student Response provides information to reverse the Instructor or Preceptor's decision to file a SSDEP Violation Report Form, a warning may be filed and</p>	<p align="center">4c.</p> <p>All evidence presented at the hearing must be shared between the Student and FDC at least 24 hours before the start of the hearing, unless said</p>	<p align="center">5c.</p> <p>The Seidel Dean may request all copies of relevant forms and evidence from the FDC Chair or other associated parties. The Seidel Dean</p>

<p>the Student and Instructor or Preceptor. If it cannot be, the Student will bring the grievance to the Chair of the Department.</p>	<p>Instructor or Preceptor should consider proceeding to 1a to determine if a course-based or field-based punitive action is necessary. If the Student Response does not change the decision to file a Warning, proceed to 2d.</p>	<p>the Instructor or Preceptor should consider proceeding to 2a to determine if a Warning is necessary. If the Student Response does not change the decision to file a SSDEP Violation Report Form, proceed to 3d.</p>	<p>evidence comes to light just before the hearing. If so, due diligence should be followed to share evidence as soon as possible prior to the hearing. Proceed to 4d.</p>	<p>will review available documentation. Proceed to 5d.</p>
	<p>2d. The Instructor or Preceptor completes the SSDEP Violation Report Form to file a Warning. Proceed to 2e.</p>	<p>3d. The Instructor or Preceptor completes the SSDEP Violation Report Form to file a violation greater than a Warning. Proceed to 3e.</p>	<p>4d. If a student fails to show up to their scheduled hearing, proceed to 4e. Hearing procedures are followed according to SSDEP III.C(ii). Proceed to 4e.</p>	<p>5d. Within 30 working days, the Seidel Dean will issue a written decision, sent to the Student and saved for the case file. This decision shall be binding and final. Proceed to 5e.</p>
	<p>2e. The SSDEP Violation Report Form and the Student Response is forwarded to the Chair of the Department or Director of Clinical Practice (SSDEP Section III.C) and placed in the Student's file. Proceed to 2f.</p>	<p>3e. The SSDEP Violation Report Form and the Student Response is forwarded to the Chair of the Department or Director of Clinical Practice (SSDEP Section III.C), who forward it to the FDC Chair. Proceed to 3f.</p>	<p>4e. The FDC will complete a review of available and presented evidence. The FDC Chair will and take a quorum majority vote on the sanction. The FDC must deliberate until a sanction is agreed upon and voted in favor of. Proceed to 4f.</p>	<p>5e. Upon completion of the appeal process, the Seidel Dean shall decide the parties necessary to notify of the final decision. If a sanction is administered, relevant parties within the Seidel School and University will receive a copy of the initial SSDEP Violation Report Form, the FDC written decision, and the Seidel Dean's appeal decision (if relevant). Proceed to 5f.</p>

	<p style="text-align: center;">2f.</p> <p>The Student has a right to appeal the warning. If they do, they must follow appeal procedures (SSDEP Section D). If the Student does not file an appeal, the issue is considered resolved. If the Student does file an appeal, proceed to Column 5.</p>	<p style="text-align: center;">3f.</p> <p>The FDC reviews all documentation. If the FDC, by a quorum majority vote, does not deem a hearing necessary, proceed to 4e. If the FDC believes the Student must be temporarily removed from their course(s) and/or field work, they will, upon a quorum majority vote, immediately remove the student, pending a hearing, and contact relevant parties, including the Student, in accordance with SSDEP III.C(ii).10. If the FDC, by a quorum majority vote, deems a hearing necessary, proceed to 3g.</p>	<p style="text-align: center;">4f.</p> <p>Within 10-14 working days after the hearing, the FDC Chair will issue a written decision to the Student. A copy will be sent to the Student, the Seidel Dean, the Student's Department Chair, and any other parties deemed necessary by the FDC Chair.</p> <p>If the sanction includes Program Dismissal, the sanction letter and the copy of the initial Violation Report Form shall be sent to the Seidel Dean, per SSDEP 3.F. Proceed to 4g.</p>	<p style="text-align: center;">5f.</p> <p>If the decision was made to remove a Student from a program, following the appeal window and/or Seidel Dean's appeal decision, the Seidel Dean shall notify necessary Seidel School and University staff to process the program removal.</p>
	<p style="text-align: center;">2g.</p> <p>If a Student violates the SSDEP a second time at any point before or during their program, it will be referred to the FDC. Proceed to 3f.</p>	<p style="text-align: center;">3g.</p> <p>The Chair of the FDC provides a written notice of the time, date, and location of the hearing to the Student. The FDC may, as the FDC Chair deems necessary, continue to meet one or more times prior to the hearing to review evidence and procedures. Proceed to Column 4.</p>	<p style="text-align: center;">4g.</p> <p>If the Student chooses to appeal the FDC's decision and/or sanction, they must follow the steps outlined in SSDEP III.C(ii).D. Proceed to Column 5.</p>	<p style="text-align: center;">5g.</p> <p>Copies of case documents shall be housed in or through the Dean's Office for a period of at least five (5) years. The present Dispositional Violation case is complete.</p>

**In cases where contradictions occur between the SSDEP and this flow-chart, or errors are noted in this flow-chart, policies outlined in the SSDEP document take precedence and must be followed.*