

Mary Zuchovicki

Mom | Wife | Professional | Educator | Mentor | Student | Philanthropist

PROFESSIONAL EXPERIENCE

Director, Student Rights and Responsibilities

Collegewide, Valencia College

April 2023 – Present

Orlando, FL

Strategic Leadership & Departmental Planning

- Collaborate with Assistant Vice President, Holistic Support to develop and implement both short- and long-term departmental goals and objectives
- Lead annual assessment and evaluation of policies, practices, and departmental initiatives to ensure alignment with national best practices and institutional strategy.
- Provide leadership for the division's strategic planning process, ensuring alignment with college mission and student success priorities.

Oversight of Student Conduct & Discipline

- Provide executive oversight and management of the Student Code of Conduct process and student behavior expectations inside and outside the classroom.
- Direct the implementation of student discipline policies, procedures, sanctioning standards, ensuring compliance with all college policies and best practices in student conduct administration.
- Conduct and oversee investigations of alleged conduct violations, including information-gathering and consultation with Security, Legal, law enforcement, faculty, staff, victims, and accused students.
- Serve as the college representative at disciplinary hearings whereby present cases, recommend sanctions, and issue final disciplinary outcomes for students found responsible.

Academic Integrity & Policy Leadership

- Provide institutional leadership in academic integrity matters (e.g., generative artificial intelligence usage), ensuring fair and consistent processes for academic dishonesty cases.
- Monitor and recommend substantive changes to laws, regulations, and policies affecting student rights, community standards, and campus safety.
- Serve as a core team member responsible for rewriting the collegewide Student Dispute Process, contributing to the development of a clearer, more consistent, and student-centered set of procedures.
- Act as primary architect for the redesigned Student Dispute workflow within Academic Operations, creating process maps, sequencing institutional steps, defining roles and responsibilities, and ensuring seamless cross-departmental alignment.
- Assist Academic Affairs in revising and modernizing the Student Dispute Policy, ensuring improved clarity, operational efficiency, and consistent application across all campuses and academic programs.
- Support academic programs across the College in updating and developing program handbooks with a focus on grievance procedures and dispute procedures by reviewing language for compliance with state/federal regulations, ensuring alignment with institutional policy, and strengthening clarity, consistency, and student protections.
- Represented the College during accreditation review by assisting in the presentation of student dispute and disciplinary processes, demonstrating institutional compliance, procedural integrity, and the effectiveness of student conduct and dispute-resolution systems.
- Lead institutional efforts related to the implementation of Florida House Bill 757 requirements concerning the disclosure and sharing of student conduct records, collaborating with General Counsel, Admissions, Human Resources, and Information Technology to establish compliant procedures and operational practices.

Behavioral Assessment, Care & Concern Leadership, & Campus Safety Partnership

- Play a key role on the Behavioral Assessment Team, contributing expertise in student behavior, early intervention, crisis response, and threat assessment consultation.
- Collaborate with partners such as Academic Affairs, Title IX, Equal Opportunity, Security, Counseling, and Student Services to ensure a holistic and coordinated approach to student behavior management.
- Provide strategic leadership for the College's behavioral intervention and threat management infrastructure as co-chair of the Care and Concern team. Established a four-tiered threat assessment and threat management system that integrates Academic Affairs, Security, Counseling, Student Affairs, General Counsel, and other stakeholders to facilitate coordinated risk assessment, intervention, and case management efforts.

Training, Education & Community Engagement

- Serve as the lead educator for students, faculty, staff, and the broader Valencia College community on student rights, responsibilities, conduct procedures, and community standards.
- Develop and deliver trainings, workshops, and presentations related to conduct processes, academic integrity, behavioral expectations, and conflict resolution.
- Appointed member of Valencia College's ARMOR Act Implementation Committee, supporting institutional compliance efforts, operational planning, and development of enhanced threat assessment and campus safety protocols.

Supervision & Staff Development

- Provide direct supervision to professional staff members, including workload planning, setting expectations, training, performance evaluation, and ongoing coaching.
- Provide indirect supervision and functional leadership to members of the Holistic Support Team, offering guidance on case management practices, alignment with student rights and responsibilities procedures, crisis response, and consistency across student support operations.

Institutional Case Management Systems Leadership

- Serve as the College's primary Maxient administrator, functioning as the lead subject-matter expert for case management across Student Conduct, Academic Integrity, Office for Students with Disabilities, Equal Opportunity/Title IX, Employee Relations, and Security.
- Train departments and staff collegewide on Maxient standards, documentation practices, case routing, reporting tools, and process alignment to ensure consistency, accuracy and compliance across all units using the system.
- Designed and implemented enterprise-level Maxient workflows for the Office for Students with Disabilities and Academic Operations, creating standardized intake, review, routing, and resolution processes for disability-related matters, student disputes, and academic grievances.
- Establish and facilitate a monthly collegewide Maxient User Meeting focused on data cleanup, audit checks, training, and cross-functional accountability ensuring each department maintains accurate, complete, and timely entries within the system.
- Collaborate with senior leadership, Legal, and IT partners to address system needs, troubleshoot issues, and implement continuous improvements to support risk mitigation and institutional reporting.

Disciplinary Records, Compliance, & Record Retention

- Manage and process all disciplinary records checks for current and former students, including requests related to transfer applications, background screenings, clinical placements, employment verification, and external agencies ensuring accuracy, confidentiality, and compliance with FERPA and institutional policies.
- Oversee record retention practices for conduct, academic integrity, and behavioral cases by applying state and federal requirements, institutional guidelines, and Maxient standards to ensure consistent, lawful, and timely archiving or purging of student disciplinary records.
- Ensure secure maintenance of student conduct files and appropriate access permissions across departments, upholding confidentiality standards and protecting sensitive information through proper data stewardship practices.
- Coordinate with Legal, IT, and institutional stakeholders to ensure the retention schedules and record-handling procedures meet regulatory and accreditation expectations.

Adjunct Faculty, New Student Experience

August 2022 - Present

Learning Support, Valencia College

Orlando, FL

- Prepare and deliver instruction in assigned modalities (in-person, hybrid, and online), using learning-centered strategies aligned with Valencia College's Essential Competencies for Educators.
- Develop and maintain instructional materials, including syllabi, assignments, rubrics, and lesson plans aligned with course and program outcomes.
- Provide timely, developmentally appropriate feedback to students to support academic progress, skill development, and successful course completion.
- Manage required academic documentation, including attendance, early alerts, final grades, and course reports in accordance with college policies.
- Maintain current knowledge of student support resources and refer students to appropriate academic or personal support services to promote persistence and retention.
- Demonstrate consistent adherence to institutional policies and professional expectations, ensuring equitable learning environments and appropriate classroom conduct.
- Engage in ongoing professional development to maintain certification and stay current on teaching practices and discipline-specific developments.
- Perform additional instructional duties as assigned to support student learning and program needs.

Assistant Director, Student Conduct

October 2021 – April 2023

West and Downtown Campus, Valencia College

Orlando, FL

- Served as the primary point of contact for Student Code of Conduct concerns, receiving, reviewing, and processing reports of behavioral incidents and academic dishonesty, including conducting initial assessments and determining appropriate follow-up actions for the West and Downtown Campus regions.
- Led investigations of alleged conduct violations, including fact-finding, charge assignment, conference facilitation, and delivery of decisions and sanctions, ensuring all processes aligned with college policy and due-process standards.
- Functioned as the primary conference administrator, facilitating formal disciplinary hearings and communicating outcomes while consulting with the Dean of Students as needed for complex or sensitive cases.
- Managed comprehensive case data, compiling, analyzing, and reporting conduct and behavioral trends to inform programming, policy adjustments, and proactive interventions.
- Provided developmentally appropriate, holistic support to students by conducting needs assessments, offering guidance, making referrals to campus and community partners, and fostering responsible decision-making.
- Assisted the Dean of Students in strengthening policies, procedures, compliance measures, and behavior-related programming, contributing to continuous improvement of the College's student conduct infrastructure.
- Developed and delivered training for faculty, staff, and student leaders on responding to disruptive behavior, classroom management strategies, report writing, procedural guidelines, and student development theory.
- Facilitated skill-building workshops and educational programs for students on topics including conflict resolution, community standards, and college policies; occasionally provided classroom instruction on student success or behavioral expectations.
- Ensured conduct processes were administered fairly, impartially, and in a non-adversarial, educational manner, aligning responses with applicable laws, institutional policy, and student development theory.

- Collaborated with faculty, administrators, Campus Safety, Title IX, Equal Opportunity, General Counsel, and other stakeholders to resolve conduct concerns and ensure coordinated responses.

Assistant Director, Student Conduct and Academic Integrity
Office of Student Rights and Responsibilities, University of Central
Florida

October 2018 – October 2021
Orlando, FL

- Oversaw recruitment, training, and development of Student Conduct Hearing Board members and facilitated their ongoing education and case readiness.
- Designed and built a web-based training course for conduct board members (Webcourses platform).
- Managed the Community ReEngagement and Educational Program and led campuswide UCF Creed outreach initiatives, including grant-funded student engagement projects.
- Served as liaison to Housing & Residence Life, conducting bi-weekly meetings and providing annual training for housing staff.
- Coordinated interim suspension hearings during Director's absence.
- Oversaw unit-level operations, including monthly reports, retreat planning, staff meeting facilitation, and advisor-training presentations for Student Government's Judicial Branch.
- Supported the Admissions Clearance Process by conducting interviews and reviewing high-risk applications.
- Represented OSC on cross-campus committees not duplicated in your current roles (e.g., Just Knights Response Team, Student Organization Response Team, Clery Compliance Team).
- Supervised professional staff and indirectly supervised graduate assistants in a conduct-specific context.

Violence Prevention Coordinator & Interim Remedial Specialist
Office of Student Rights and Responsibilities, University of Central
Florida

December 2017 – October 2018
Orlando, FL

- Implemented and evaluated a campus-wide sexual violence prevention campaign ("Let's Be Clear") including social media strategy and outreach.
- Chaired bi-weekly Violence Prevention Team meetings and coordinated efforts with Green Dot and the Office of Institutional Equity.
- Provided direct support to complainants in Title IX cases (remedial measures, academic support letters, housing relocation, no-contact orders, resource referrals).
- Delivered violence prevention workshops, bystander intervention training, and trauma-informed education to students and staff.
- Served as liaison to the One Love Foundation and advised related student organizations.
- Produced Clery Act, Campus SaVE, VAWA, and Title IX data for annual and mandated reporting.
- Presented Neurobiology of Trauma to leadership teams and law enforcement.

Program Coordinator, Sexual Violence Support Coordinator
Sexual Civility and Empowerment Program, The Ohio State
University

May 2015 – March 2017
Columbus, OH

- Provided long-term, trauma-informed advocacy for over 200 survivors of sexual and interpersonal violence (a highly specialized caseload experience).
- Guided survivors and families through institutional grievance procedures, serving as advisor in Conduct Board hearings and appeal processes.
- Served as advocate through criminal justice processes, including coordination with law enforcement, prosecutors, and victim advocates.
- Acted as first responder to on-campus sexual assaults and intimate partner violence incidents.
- Supervised student employees using OSU's GROW model and managed onboarding for new full-time staff.
- Secured over \$250,000 in VOCA grant funding, supporting multiple staff positions and program resources.
- Conducted data tagging and classification (Clery, Title IX) and managed a \$25,000 assistance fund for survivors.
- Presented campuswide training on "Prevention, Disclosure, and Response" and contributed to an IRB-approved research study on holistic healing models.

Kappa Delta House Director, Sigma Kappa Chapter
Sorority and Fraternity Life, The Ohio State University

July 2014 – May 2015
Columbus, OH

- Managed significant housing renovation projects, including vendor contracts, security systems, and maintenance coordination.
- Served as a primary liaison between the university, House Corporation, alumni advisors, and chapter members.
- Led residential operations including move-in/move-out and staff oversight.

GRADUATE, PRACTICUM, AND EARLY PROFESSIONAL ROLES

Graduate Hearing Officer, Graduate Assistantship
Office of Student Conduct, The Ohio State University

August 2013 – May 2015
Columbus, OH

- Adjudicated student and organizational violations using developmental sanctioning models unique to OSU's structure.
- Led large-scale training initiatives for hall staff and University Conduct Board members.
- Supported study abroad conduct education by presenting behavioral expectations to 300+ outbound students.
- Coordinated and organized university-level hearings, including case packet assembly and logistics.

Practicum Student
Office of Compliance and Integrity, The Ohio State University

January 2015 – May 2015
Columbus, OH

- Assisted Clery Coordinator with campus housing case review and Clery tagging updates.
- Supported Title IX Coordinator by documenting and publishing OCR agreement stipulations.

EDUCATION

Ph.D. Student, School of Public Administration University of Central Florida Proposed Dissertation Title: <i>Assessing Policy Effectiveness in Student Conduct Governance: A Longitudinal Analysis of Florida Statute 1006.60 Compliance Across the Florida College System (2002–2021)</i>	Expected Graduation Spring 2027 Orlando, FL
Master of Arts in Higher Education and Student Affairs The Ohio State University	May 2015 Columbus, OH
Bachelor of Arts in Business Administration, Management Loyola Marymount University	May 2012 Los Angeles, CA

VOLUNTEER EXPERIENCE

ASCA Region 8 Chair <i>Association for Student Conduct Administration (ASCA)</i> • Oversaw recruitment, selection, and training for the ASCA Region 8 Leadership Team while supervising 15 volunteers and 2 graduate students. • Coordinated monthly team and 1:1 meetings, expanded regional recruitment and fundraising, and developed a marketing and social media strategy—including implementation of a new Region 8 logo. • Planned and executed Region 8 social events at the annual conference and led semester mini-retreats.	May 2021 – December 2023 Alabama, Florida, Georgia, Mississippi, Puerto Rico, U.S. Virgin Islands
ASCA Florida Chair <i>Association for Student Conduct Administration (ASCA)</i> • Led recruitment, selection, and training for the ASCA-FL team while supervising eight members and two graduate students. • Coordinated monthly director calls, bi-weekly team meetings, and monthly 1:1 meetings, and oversaw six statewide event and programming initiatives. • Expanded statewide recruitment and fundraising efforts across Florida.	July 2020 – May 2021 Orlando, Florida
AmeriCorps Member <i>City Year Los Angeles</i> • Facilitated trainings, provided academic support, and coordinated enrichment programs for K-12 students. • Delivered bilingual parent engagement services and orchestrated team-building sessions.	July 2012 – June 2013 Los Angeles, CA

PROFESSIONAL DEVELOPMENT

Association for Student Conduct Administration Florida Drive-In • Presenter: “4-Tiered Threat Assessment and Management” • Facilitator: HB 757 Roundtable	July 2026 Daytona, FL
NASPA Florida Drive-In • Presenter: “From Chaos to Clarity: Embracing Change with a Three-Tiered Approach” • Presenter: “Double the Challenge, Double the Resilience: Policy Revision in Motion”	January 2026 Orlando, FL
National Association for Behavioral Intervention and Threat Assessment • Attendee	November 2025 West Palm, FL
University of Central Florida Teaching and Learning with AI Conference • Presenter: “AI in AI: Adjudicating Academic Integrity Cases Alleging Use of Artificial Intelligence”	April 2025 Orlando, FL
Association for Student Conduct Administration Annual Conference • Presenter: “Establishing a Three-Tiered Threat Assessment Approach Among a Multicampus Structure” • Presenter: “4 Jurisdictions, 3 Parties, 2 Colleges, and 1 Campus = Mayhem”	February 2025 Portland, OR
Association for Student Conduct Administration Florida Drive-In • Drive-In Chair & Budget Manager	August 2024 Orlando, FL
Association for Student Conduct Administration Gehring Academy	November 2022

Faculty for Organizational Misconduct and Investigations Track	Virtual
Association for Student Conduct Administration Annual Conference	February 2022
- Presenter: "Building a Collaborative Organizational Investigative Model" - Presenter: "Creating a Diversified Candidate Pool, Hybrid Hearing Model & Hybrid Training" + Selected as <i>Best of ASCA Conference</i> - Presenter: "Returning Back to Campus: Ways to Supervise in a Trauma-Informed Manner" - Presenter & Representative: Region 8 Annual Conference Session	Washington D.C.
Association for Student Conduct Administration Florida Remote-In	June 2021
Presenter: "Women in Conduct COVID Style"	Virtual
Association for Student Conduct Administration Annual Conference	February 2021
- Presenter: "We Are One: How to Support Residential Staff Facilitating the Remote Student Conduct Process" - Presenter: Zooming Through the Organizational Review Process"	Virtual
Association for Student Conduct Administration Florida Drive-In	May 2020
Presenter: "Squad Care that Self-Care: Best practices to supervise while #WFH"	Orlando, FL
Association for Student Conduct Administration Annual Conference	February 2020
- Presenter: "Navigating Institutional Systems: How to beat the traffic" - Presenter: "Reframing Self Care into a Squad Care Practice"	Washington D.C.
Association for Student Conduct Administration Gehring Academy	July 2019
Attendee for Midlevel and Aspiring Director Track	Washington D.C.
Florida Crisis Response Team	March 2018
Certified NOVA team member	Orlando, FL
Association for Student Conduct Administration Annual Conference	February 2016
Presenter: "Getting Victims to Actively Participate in Conduct and Criminal Proceedings"	Tampa, FL
Anita Hill Sexual Violence Post-Talk Forum	November 2014
Panelist	Columbus, OH
Georgia State University Sexual Assault Forum	October 2014
Attendee + Contributor	Atlanta, GA

GRANT RECIPIENT

Parent and Family Fund Grant	July 2019
University of Central Florida	
Transfer Transition Services Mini-Grant	August 2018
University of Central Florida	
Parent and Family Fund Grant	July 2018
University of Central Florida	
Victims of Crime Act (VOCA) Grant	December 2017
The Ohio State University	
Victims of Crime Act (VOCA) Grant	December 2016
The Ohio State University	

TECHNICAL & LANGUAGE SKILLS

Systems & Software	Maxient, StarRez, Advocate, PeopleSoft, Banner, Microsoft Office Suite, Larimore
Languages	Spanish I Fluent (verbal), intermediate (reading/writing)