**Information Sheet for Accused Students**

If you have been accused of committing a violation of the University Code of Student Conduct or Academic Integrity Policy, this information sheet will guide you through the student conduct system. It summarizes the disciplinary process but is not all encompassing. You should consult the University Code of Student Conduct or Academic Integrity Policy for a full description of the process.

**Glossary**

 ***Academic Integrity Facilitators (AIFs)*:** trained administrators, staff members, or faculty members appointed by the dean of each school, or their designee, to investigate and adjudicate alleged academic integrity violations and serve as a resource for their department or unit about academic integrity policies.

 ***Accused Student*:** a student who is accused of committing an academic integrity or student conduct violation.

***Administrative Conference***: an administrative hearing conducted by a Conduct Officer to determine whether an accused student has violated the University Code of Student Conduct.

***Campus Advisor:*** a member of the University community who assists accused students and complaint parties in navigating the disciplinary system and preparing for hearings and meetings.

***Campus Appeals Committee:*** committees of students, faculty, and staff members on each of the Rutgers campuses who consider student appeals of findings and sanctions and requests for the removal of an XF grade.

***Complainant:***  any individual who reports an alleged violation of academic integrity or student conduct by a Rutgers student.

***Conduct Officer***: an administrator who conducts investigations and administrative conferences under the code of conduct.

***Investigation***: an inquiry in which a Conduct Officer or AIF reviews a complaint to determine whether there is enough information to charge a student with a violation.

***Sanction***: the consequences imposed for violating the University Code of Student Conduct or Academic Integrity Policy.

***Support Person***: a person who attends a hearing to provide support to an accused student, complaint party, or victim. A support person cannot speak or participate in a hearing.

***University Hearing***: a formal hearing in select academic integrity and conduct cases before the University Hearing Board to determine whether an accused student has violated the Academic Integrity Policy or the Code of Student Conduct.

Once a complaint has been received about possible misconduct, the following process occurs:

 1. A Conduct Officer or AIF will contact you to schedule an investigative meeting or administrative conference.

2. Prior to the meeting, you should thoroughly review the University Code of Student Conduct, Academic Integrity Policy and request a Campus Advisor, if you would like to have one, for your case (*optional, not required*). Your advisor may accompany you to investigative meetings if available.

3. During the meeting, you do not have to provide any information to the Conduct Officer or AIF. If you do choose to speak, any information that you provide must be truthful. As part of the investigation, you should bring all relevant supporting documentation, videos, and names of witnesses to your meeting with the AIF or Conduct Officer.

4. You have the right to tell your side of the story and provide information and witnesses in your defense. Your participation in the investigation and meeting with the Conduct Officer or AIF is your opportunity to do so.

 5. During the conduct process you must be told:

* The nature of the complaint
* Who is making the complaint
* What information and witnesses support the complaint
* The consequences of accepting or denying responsibility
* The possible sanctions if you are found responsible for the violation

6. After the investigation process, the Conduct Officer or AIF determines whether there is enough information to charge you with violating the Code of Student Conduct or Academic Integrity Policy.

7. If you are not charged, the case is closed. The office retains the right to reopen the case if additional information becomes available.

8. If you are charged by the Conduct Officer or AIF and the sanctions imposed involve removal from the university, removal from housing or an XF grade, your case will have the opportunity to be heard at a University Hearing if you choose not to accept responsibility for the violation.

9. If you are found responsible for a violation by a Conduct Officer or AIF that does not include any of the above sanctions, you will be given instructions on how to submit a written appeal of the finding of responsibility and/or sanction. The appeal will then be considered by the Campus Appeals Committee which makes the final determination.

10. For cases that are heard at a University Hearing, the accused student will be contacted with instructions regarding how to prepare for a hearing and will be notified of the hearing date. The hearing board will make a determination of responsibility and recommend a sanction. If found responsible, the respondent will have an opportunity to submit a written appeal to the Campus Appeals Committee.