**Information Sheet for Complainant Students**

If you have experienced an incident where you believe that another student member of the

RU-N community has violated 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.

A report describing the incident can be submitted via our online reporting form. After you submit an incident report and it has been received by the office, the following process occurs:

 1. A Conduct Officer or AIF will contact you to schedule a meeting to get additional information about the report.

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 initial meeting, the Conduct Officer or AIF will provide you with an overview of the process including your role as the complainant, discuss your rights, answer any questions you may have and ask you questions to learn more about the incident. 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. During the investigation the Conduct Officer or AIF may need to schedule follow up meetings with you for additional information or clarification purposes.

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

7. If no charges are made, the case is closed. The office retains the right to reopen the case if additional information becomes available.

8. In cases where charges are made and the sanctions imposed involve removal from the university, removal from housing or an XF grade, the case will then be heard at a University Hearing. As the complainant, you are invited to participate in the University Hearing and provide direct testimony to the board.

9. For cases not involving separation, the respondent will be provided instructions on how to submit a written appeal.

10. Depending on the nature of the charges, the complainant will be contacted regarding the outcome of the hearing process. After a hearing, responding students also have the right to submit an appeal.