

Information Sheet for Complainants in Non-Academic Conduct Cases

If you have filed a complaint with the Office of Community Standards, 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 at <http://studentconduct.rutgers.edu> for a full description of the process.

Glossary

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

Conduct Officer: an administrator who conducts investigations and administrative conferences.

Administrative Conference: an administrative hearing conducted by a Conduct Officer to determine whether an accused student has violated the Academic Integrity Policy or the University Code of Student Conduct

Investigation: an inquiry in which a Conduct Officer 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

Separable violation: a major offense under the Code of Student Conduct. A student may be suspended or expelled for a separable violation, although these sanctions are not mandatory.

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 separable 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 will contact you to schedule a meeting to provide an opportunity for you to share additional details regarding the complaint.

2. Prior to the meeting, you should thoroughly review the University Code of Student Conduct and choose a Campus Adviser if you would like to have one for your case (*optional, not required*). Your adviser may accompany you to the meeting. If you need assistance with being connected to a campus adviser email communitystandards@newark.rutgers.edu and one will be assigned to you.

3. You have the right to tell your side of the story and provide information and witnesses. The conduct officer will also share information about support services available on campus.

4. After your meeting, the conduct officer will reach out to the respondent. During the investigative meeting with the respondent, there are asked to provide information regarding the incident report. As part of the respondents process they are informed of the following:

- 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 found responsible for the violation

6. After the investigation or administrative hearing, the Conduct Officer determines whether there is enough information to charge the respondent with violating the Code of Student Conduct.

7. If the respondent is not charged, the case is closed. The complainant will also be notified of the determination.

8. If the respondent is charged by the conduct officer and the sanctions imposed involve separation from the university or from housing, the case will have the opportunity to be heard at a university hearing. As the complainant, you will be notified of the hearing processes, date and time to attend and participate.

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

10. The complainant will be contacted regarding the outcome of the hearing process.

On Campus Resources:

CARE Team: careteam@rutgers.edu, 973-353-5063

Bias Education & Response Team (BERT): biasreporting@newark.rutgers.edu, 973-353-5063

Counseling Center: 973-353-5805

Health Services: 973-353-5231

Office of Violence Prevention & Victim Assistance: 973-353-3753

RUPD: 973-353-5111, in emergency situations contact 911