

Information Sheet for Accused Students in Non-Academic Conduct Cases

If you have been accused of committing a violation of the University Code of Student Conduct, 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 an investigative meeting or administrative conference.

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.

3. During the meeting, you do not have to provide any information to the Conduct Officer. If you do choose to speak, any information that you provide must be truthful. If scheduled for an administrative hearing, you should bring all supporting documentation, videos and witnesses to that hearing.

4. You have the right to tell your side of the story and provide information and witnesses in your defense.

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

7. If you are not charged, the case is closed.

8. If you are charged by the conduct officer and the sanctions imposed involve separation from the university or from housing your case will have the opportunity to be heard at a university hearing if you so choose.

9. If you are found responsible for a nonseparable charge by a conduct officer, 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 Appeals Committee which makes the final determination.

10. For cases involving separation that proceed to a university hearing, the respondent 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 Appeals Committee.