



## JUDICIAL AFFAIRS FAQs FOR STUDENTS:

### **What is the Student Conduct Code?**

The Student Conduct Code is a statement providing, clarity, insight and guidance into the expected behaviors and decisions of students.

### **To whom does the Student Conduct Code apply?**

All students, as well as guests, are expected to conduct themselves in a manner aligned with the *Code*, reflecting the ideals, values, and educational aims of the University at all times.

### **When and where does the Student Conduct Code apply?**

The University jurisdiction and Codes covers all students (including those applying), events and activities on University grounds, as well as events, activities related to WCU or the WCU community on or off campus. In addition, off campus conduct that violates WCU policies and procedures or if a student is charged with a violation of the law completely outside of a WCU activity or event may result in the University engaging in disciplinary proceedings.

### **Why does the Student Conduct Code apply to my behavior off campus?**

The University reserves the right, as authorized by the law, to protect the safety and uphold the mission of the University community. The policies and procedures are designed and structured to protect the University, its students, and the campus community. The University realizes that off campus behavior may also negatively impact the campus community.

### **What happens after someone who falls under the jurisdiction of the code receives notification of an alleged violation?**

In most cases, the next step is a conduct hearing. At that time, the respondent (person who receives notification of an alleged violation) will have an opportunity to respond to the allegations.

### **I received notification that I may have violated the Code or have information related to an incident. I am supposed to appear at a hearing. What happens if I do not attend the hearing?**

If you fail to attend the scheduled hearing, the committee may proceed with the hearing without you and render a decision. You are permitted to respond in writing.

**What if I didn't know the policy?**

All University community members are responsible for knowing and living by the Student Code of Conduct. Further, ignorance of the University's Conduct Code is not a valid excuse for engaging in prohibited conduct.

**May my attorney attend the hearing with me?**

No. Attorneys are not permitted at the hearings nor are they permitted as a support person. Students have the right to request a support person to be present. Support persons are not permitted to speak to the Conduct Committee or at the hearing. Support person or persons are individuals who are not involved in the incident.

**What are my rights?****Student Rights**

- A. Students have the right to be notified of the allegations and process.
- B. Students have the right to review the Codes and Student Conduct processes.
- C. Students have the right to waive any of these rights. Waivers must be submitted in writing.
- D. At the time of the hearing, students have the right to have reasonable access to related materials pertaining to said allegations.
- E. Students have the right to respond, in writing, to said allegations. All submissions must be received at least one business (1) day prior to the hearing.
- F. Students have the right to remain silent.
- G. Students have the right to provide materials and witnesses pertaining to said allegations.
- H. Students have the right to request a support person to be present. Support persons are at the expense of the student. Support persons are not permitted to speak to the Conduct Committee or at the hearing. Support person or persons are individuals who are not involved in the incident. Attorney's are not permitted at the hearings nor are they permitted as a support person.
- I. Students have the right to be notified of the appeals process.

**What are the possible sanctions?**

Sanctions are handled on a case by case basis. The sanction imposed is based on the nature of the violation, disciplinary history, circumstances surrounding the violation, precedent, impact of possible sanction, and motivation. When appropriate, disciplinary sanctions will include an educational aspect, designed to assist students with personal and professional growth and development. Additional sanctions may include but, are not limited to, warning, restitution, loss or restriction of privileges, probation, suspension, or dismissal. If a student fails to comply, further disciplinary action may occur; including but not limited to

suspension or dismissal from the University. Furthermore, the University may place a hold on the students file, withhold or postpone awarding of a degree or rescind the degree awarded.

### **Will my parents/guardians be notified?**

Federal laws, such as FERPA, protect educational records. However, the law does allow the University to notify your parents if you are under 21 years of age and the violation is related to the drug and alcohol policy. Students may sign a release form, consenting release of information related to your disciplinary records to the specified individuals outside of West Coast University.

### **Will this affect my financial aid or scholarship?**

Ultimately, this may affect your financial aid or scholarship. If you have a pending action in judicial affairs, it is in your best interest to speak with an appropriate financial aid or scholarship official.

### **How do I prepare for a conduct hearing?**

Students are expected to conduct themselves in a manner aligned with the University Codes. This includes being honest and forthcoming. There are a few steps you may wish to take in order to prepare for a hearing. The list below is not intended to be exhaustive.

Before the hearing

- A. Review the allegations and associated Conduct Code
- B. Take the time to prepare a response
- C. Follow up with potential witnesses. The student is responsible for notifying their witnesses of the hearing location, date and time.

During the Hearing

- A. Be on time
- B. If you do not attend, the committee will proceed with the hearing and render a decision.
- C. Conduct yourself in a manner aligned with the University Codes.
- D. Be truthful. All statements must be honest and complete.

After the Hearing

- A. If the committee finds that you have violated the Code, you will be notified of the sanctions imposed.
- B. Comply with the imposed sanction(s)
- C. If you do not agree with the decision or outcome, you may file an appeal.

### **How do I file an appeal?**

Appeals must be submitted in writing to the Director of Student Affairs or their designee within ten (10) days of the date of notification of the decision. In the absence of a Director of Student Affairs, the appeal is submitted to the Campus Executive Director. The appeal must state why the student is filing an appeal. All supporting documentation must be

submitted with the appeal. If dissatisfied with the response or solution follow the next steps in the Complaint/Grievance Procedure outlined in the University catalog.