

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 Preliminary Reviews and/or Disciplinary Conferences

Disciplinary 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

Preliminary Review: 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

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 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 meets with you for a Preliminary Review.
2. Prior to the meeting, you should thoroughly review the University Code of Student Conduct and choose a Campus Adviser. 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.
4. You have the right to tell your side of the story and provide information and witnesses in your defense.
5. During the Preliminary Review, 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
 - Whether your case can be heard at a Disciplinary Conference or at a University Hearing and the difference between the two
6. After the Preliminary Review meeting, 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, this does **not** mean that the officer has decided that you committed the offense. It simply means that he or she has found enough evidence to continue the disciplinary process.
9. If you are charged with a violation, you will be asked to answer the charges with “responsible” or “not responsible.”

10. If you answer “responsible,” the Conduct Officer determines an appropriate sanction. You can:
- Accept the sanction and waive your right to a conference, hearing, or appeal
- or*
- Contest the sanction and file an appeal to the Campus Appeals Committee.
11. If you answer “not responsible” to the charges, your case is referred to a University Hearing or to a Disciplinary Conference (a Disciplinary Conference may proceed only with the complaint party’s consent.)
12. If you are found responsible, the Hearing Board (in a University Hearing) or the Conduct Officer (in a Disciplinary Conference) determines the sanction. You will have the opportunity to recommend what you believe to be an appropriate sanction.
13. You have the right to appeal the outcome of a Disciplinary Conference or University Hearing and/or the sanction to the Campus Appeals Committee.