

Information Sheet for Complaint Parties in Non-Academic Conduct Cases

If you have filed a complaint against a student alleging 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 you submit a complaint, the following process occurs:

1. A Conduct Officer interviews you as part of his or her Preliminary Review. This interview may take place by phone or email, or the officer may wish to meet with you.
2. Prior to the interview, you should thoroughly review the University Code of Student Conduct and choose a Campus Adviser. If you will be meeting with the Conduct Officer, your adviser may accompany you to the meeting.
3. During the interview, you will explain the complaint to the Conduct Officer and provide information and the names of witnesses that support your claim.
4. Once the Conduct Officer has interviewed you, he or she will meet with the accused student.
5. After the meeting, the Conduct Officer determines whether there is enough information to charge the accused student with violating the Code of Student Conduct.
6. If the student is not charged, the case is closed.
7. If the student is charged, this does **not** mean that the officer has decided that he or she committed the offense. It simply means that the officer has found enough evidence to continue the disciplinary process.
8. If the student is charged with a violation, he or she will be asked to answer the charges with “responsible” or “not responsible.”
9. If the student answers “responsible,” the Conduct Officer determines an appropriate sanction. The student may:
 - Accept the sanction and waive his or her right to a conference, hearing, or appeal

or

 - Contest the sanction and file an appeal to the Campus Appeals Committee.
10. If the student answers “not responsible” to the charges, the case is referred to a University Hearing or to a Disciplinary Conference (a Disciplinary Conference may proceed only with your consent.)

11. If the case goes to a conference or hearing, you will be asked to appear and present the case against the accused student. Your Campus Adviser and a support person may accompany you.
12. If the student is 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. If the violation in question is separable, you have the right to appeal the outcome of a Disciplinary Conference or University Hearing and/or the sanction to the Campus Appeals Committee. If the accused student files an appeal at any point in the disciplinary process, you have the right to respond to the appeal in writing.