

This document is a summary of some, not all, of the procedural provisions contained in the [Student Code of Conduct](#). It is provided to assist you in the Conduct process, but it is not intended to replace the full provisions contained in the Code of Conduct. We urge you to familiarize yourself with the Code's provisions directly. Full text of procedures and due process information can be reviewed in the [Student Code of Conduct](#) or at <http://www.wcupa.edu/conduct/>. Please note that this guide is not intended for cases involving alleged violations of Sexual Misconduct.

1. **Meeting Overview:** The purpose of the conduct meeting is to discuss the documented information, understand your perspective about what happened, discuss potential outcomes, and review the conduct process. You will have the opportunity to resolve your case with one of the following options:
 - A. **Accept responsibility for the violation(s) and agree with proposed sanction range.** This will include a discussion of range of potential sanction(s) for the violation(s) in question. You may decide to accept responsibility for the violation(s) and agree to the discussed sanction range. Within a reasonable time, not to exceed thirty (30) University business days, you will receive written notification of the outcome, including any sanction(s).
 - B. **Accept responsibility for the violation(s) and disagree with proposed sanction range.** You have the option to accept responsibility for the violation(s) and disagree with the proposed sanction range. You will submit a [sanction appeal](#) which includes (a) proposing an alternate sanction, (b) identifying the intended learning goals to support the alternate sanction, and (c), include a narrative as to why the new sanction is more appropriate. I understand if this appeal is not submitted within (3) University business days of the meeting, the originally proposed sanction and sanction condition(s) will be formalized.
 - C. **Deny responsibility for the violation(s).** The purpose of a formal hearing is to allow for further exploration of other facts and circumstances of the alleged misconduct. You will need to submit a [formal hearing request](#) where you will have the opportunity to indicate your preference of the type of hearing – an Administrative Hearing (comprised of one faculty/staff hearing officer) or a University Hearing Board (comprised of one faculty/staff hearing officer and two student members). The hearing form will also ask you to list any witnesses you plan to call.

During your meeting, the hearing/conduct officer will request you sign a *Process for Student Conduct Resolution* form to indicate which of the above options you would like to utilize in resolving your conduct case. When you are meeting, you will confirm the option you select via signature or email.

2. **Attend Your Conduct Meeting:** Your hearing officer wants to hear your perspective of what occurred so being present for you conduct meeting is important. Your conduct meeting is scheduled around your classes, but it's understood that other conflicts sometimes occur. If that's the case, you need to contact your hearing officer in advance of your meeting to reschedule. If you don't do that and just don't show for

your meeting, your case could get resolved without your input, and you could face additional violations of the Student Code of Conduct.

- 3. Advisor:** You have the right to be assisted by one advisor during all conduct proceedings. This advisor may (1) advise and assist you in the preparation of your case; (2) accompany you to all disciplinary meetings; and (3) advise and assist in the preparation of appeals. Your advisor could be a family member, friend, attorney, etc. A witness cannot serve as an advisor. Please note, while an advisor may attend all meetings, they do not have the right to speak or participate directly in most aspects of the conduct process. You must speak on your own behalf and communicate directly with the fact finder or adjudicator(s). An advisor's failure to comply with these participation limitations may cause the advisor to be removed from the meeting or proceeding.

You may also select to work with a trained [policy and process advisor](#) who is well-versed in student conduct proceedings and process. If you choose to utilize an advisor, it is your responsibility to contact them.

- 4. Appeal:** You have the right to file a [written appeal](#) with the Office of Student Conduct within five (5) University business days from the date noted on your Notification of Outcome letter. Additional information on the specifics of the appeal process can be found in the [Student Code of Conduct](#).
- 5. Incomplete Case:** A student who leaves West Chester University with pending alleged violations or outstanding sanctions will not leave the University in good standing. In these circumstances, a disciplinary hold is placed on the student's record. This hold prohibits the student from registering for classes at the University without first resolving any outstanding cases or sanctions. The University may elect to continue with the disciplinary process regardless of a student's enrollment status, including determining responsibility for any alleged violations and imposing appropriate sanctions.
- 6.** If you have any questions about the conduct process, please review the [Student Code of Conduct](#) and contact the Office of Student Conduct at 610-436-3511.