	(d)	When a student is charged by federal, state, or local
		authorities with a violation of law, the university will not
		request or agree to special consideration for that individual
3		because of that person's status as a student. The university
		will cooperate, to the extent permitted by law, with law
		enforcement and other agencies in the enforcement of all
		laws.

- (243) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- (22) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (23) Abuse of the student conduct system, including but not limited to:
  - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct system.
  - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
  - (c) Disruption or interference with the orderly conduct of a student conduct proceeding.
  - (d) Institution of a student conduct proceeding knowingly without cause.
  - (e) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - (f) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct process.

(g) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.

- (h) Failure to comply with the sanction(s) imposed by the student conduct body.
- (i) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
- (24) Violation of federal, state, or local law.
  - (a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the code, student conduct action may result and sanctions may be imposed for misconduct that adversely affects the university community or interferes with the university's mission or its educational objectives and programs. The university, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. In all cases, hearings within the university will be held according to the procedures set forth in paragraph (G) of this rule, "Student conduct process is educational in nature, differing judgments may result.
  - (b) University student conduct proceedings may be instituted against a student charged with a violation of law, which is also a violation of the code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
  - (c) When a student is charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of that person's status as a student. The university will cooperate, to the extent permitted by law, with law

enforcement and other agencies in the enforcement of all laws.

(E) Campus student organizations. Student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the vice president for student affairs. The policies and regulations that apply to student groups/organizations are found in the "YSU Student Organizations Guide." Student groups/organizations that violate the "YSU Student Organizations Guide" may be charged with violating The code and be subject to the "Student Conduct Procedures" outlined in paragraph (G) of this policy.

## (1) Student conduct authority.

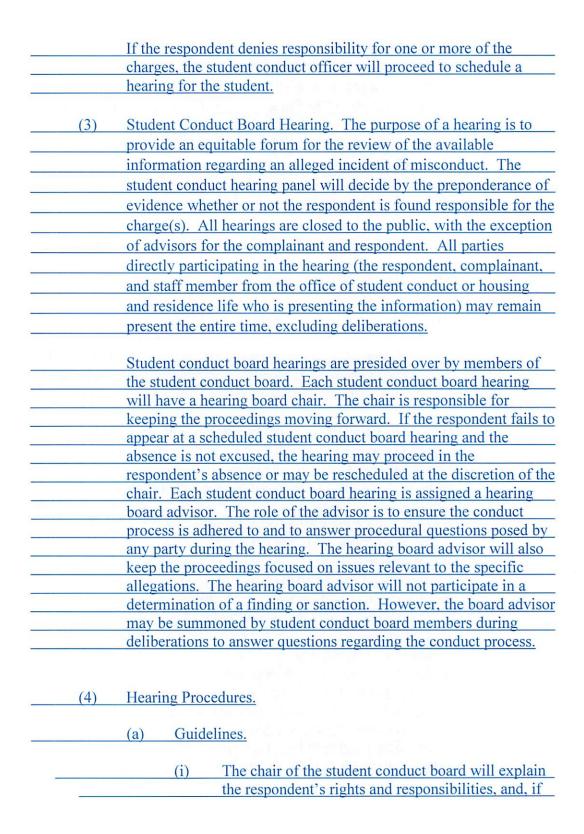
- (a) Enforcement of regulations, policies and guidelines that apply to student organizations/groups is within the jurisdiction of the vice president for student affairs, or designee.
- (b) Student groups and registered student organizations may be charged with violations of the code in the following circumstances:

An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the "YSU Student Organizations Guide" and/or university policies or regulations.

- (c) A student group or registered student organization and its officers may be held collectively or individually responsible for violations of the code.
- (F) Student media. The university supports several student media organizations that provide an avenue for students to express their literary and artistic talents. Policies and procedures concerning student media are recommended to the dean of the college of liberal arts and social sciences by the student media committee. Copies of current policies and procedures are available from the dean of the college of liberal arts and social sciences.

$(\underline{GE})$	Article	e IV Stu	udent conduct procedures.
	_(1)	Gener	ral. This overview gives a general idea of how the
	- 3 2		rsity's campus student conduct proceedings work, but it
			d be noted that not all situations are of the same severity or
	4		lexity. Thus, while consistency in similar situations is a
			ty, these procedures are flexible, and are not exactly the same
			ry situation.
	-	(a)	These proceedings are administrative procedures and do
			not follow the specific steps, methods, or standards of proof
			of evidence used in civil or criminal courts.
		(b)	Any member of the university community may report
		(0)	violations of The Student Code of Conduct alleging student
-			and/or group/organization misconduct. The report shall be
			prepared in writing and directed to the student conduct
			officer. A report of a violation of The Student Code of
			Conduct shall be submitted as soon as possible after the
			incident occurs, but not later than thirty (30) days following
			the university becoming aware of an incident. Exceptions
			to this limitation period will be reviewed by the student
			conduct administrator and may be granted in his/her
_			discretion.
		(c)	The student conduct officer shall review reports of
		(0)	violation(s) and may initiate investigations of possible
			violation(s) of The Student Code of Conduct to determine
			if the charges have merit. In reviewing the reports, the
-			student conduct officer will determine whether the alleged
			violation(s) may be resolved through a conduct conference
			or a conduct hearing. Students or groups/organizations that
			might be subject to university suspension or expulsion shall
			automatically be provided a hearing before a hearing panel.
		(4)	The standard of smoof utilized in all university student
_		(d)	The standard of proof utilized in all university student
			conduct proceedings shall be a preponderance of evidence, i.e., more likely than not that the alleged conduct occurred.
_			i.e., more likely than not that the aneged conduct occurred.

(2)	Student Conduct Conference Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the prohibited Conduct section of The Student Code of Conduct will first be scheduled for a conduct conference with the student conduct officer or deputy conduct officer assigned to review the allegation. The respondent (accused student) will be notified in writing of the date, time, and location of the conduct conference. Written notification will include:
	<ul><li>(a) The specific charges pending against the respondent;</li><li>(b) A brief summary of the referral;</li></ul>
	(c) Statement of rights and responsibilities; and
	(d) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.
	The conduct conference is the first step in <i>The Student Code of</i>
	Conduct process, and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The
	respondent will receive more information regarding the student
	conduct process, clarification of their rights and options, the ability
	to inspect and review all relevant information as well as a range of
	potential sanctions for the violation in question should the charges
	be substantiated. After a discussion regarding the incident and review of relevant information, the respondent will have an
	opportunity to accept or deny responsibility for the charge(s). If
	the respondent accepts responsibility for the charge(s), the student
	conduct officer will sanction the respondent as part of the conduct
	conference. The respondent will be asked to sign the student
	conduct agreement form, which will outline all of the sanctions
	offered to the student. While the student may sign the form
	immediately, they have up to three (3) university working days to
	do so. The student has the option to accept the charge but contest
	the sanction or agree to both the charge and sanction. Once the form is signed, the decision is final and there is no appeal process.
-	form is signed, the decision is final and there is no appeal process.



		applicable, the complainant's rights and
		responsibilities.
		***************************************
	(ii)	The chair (in conjunction with the board advisor, if
		applicable), is responsible for assuring that these
		rights as well as the process described in this
		section are adhered to during the hearing.
-	(iii)	The respondent or the complainant (if applicable)
~		may ask for the removal of a student conduct
	11	officer or deputy conduct officer by providing
		written or verbal evidence of bias. In cases before a
		hearing board, the charge of bias is made to the
		chairperson who will determine whether it is valid.
		If the charge of bias is against the chairperson, the
		hearing board advisor shall decide whether it is
		valid. If bias is found, the hearing will be
		rescheduled.
	(iv)	The student conduct officer may ask questions of
		any party at any time throughout the hearing.
	(v)	The chair is responsible for determining the
		relevancy of questions asked during a hearing. The
		chair may deem certain questions irrelevant and not
		allow them to be answered. In student conduct
		board hearings, the hearing board advisor may assist
		the chair in those determinations.
	(vi)	The Chair may exclude persons from the hearing if
		they are disruptive, or postpone the hearing because
		of disruptive behavior of participants or observers.
(b)	Introd	duction.
	(i)	Each party in the room will introduce themselves
		and explain their role in the hearing.
	(ii)	The Chair will ask the student conduct officer to
		briefly introduce themselves and explain why they
		have requested the hearing.

## Presentation of Information. (c) Following the introduction, the student conduct (i) officer will provide the student conduct board with a detailed summary of the incident and, if applicable, any subsequent investigation. If there is a complainant, the complainant will then have an opportunity to provide the student conduct board with a summary of their role and perspective on the incident. The complainant may be represented by the student conduct officer. The student conduct board will then ask the (iii) respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing. The student conduct officer may question the respondent at this time. The student conduct officer will then present any relevant witnesses or documentary information to the student conduct board. The student conduct board, respondent, and complainant (if applicable) will each in turn have the opportunity to ask questions regarding the information presented. The respondent will then present any relevant witnesses or documentary information to the student conduct board. The student conduct board and the student conduct officer will each in turn have the opportunity to ask questions regarding the information presented. (vi) The student conduct officer will have an opportunity to make a summary statement. (vii) The complainant, if applicable, will have an opportunity to make a summary statement.

		(viii)	The respondent will have an opportunity to make a
		summ	ary statement.
	4.10	D 111	
	(d)	Delibe	eration and Finding.
		(i)	The student conduct board will go into closed
-		(1)	session to determine by the preponderance of
			evidence whether the respondent will be found in
			violation of the charges pending in this matter.
			Student conduct boards determine findings by
-			majority vote.
		(ii)	The hearing will re-convene for the announcement
i.			of the finding. If the respondent is not found
			responsible for the violation, the case will be
			dismissed. If the respondent is found responsible
			for a violation of one or more of the pending
			charges, the hearing will proceed to sanctioning.
	(e)	Sancti	oning.
		(i)	The staff member from the office of student conduct
			will give an overview of the respondent's
-			disciplinary history, if any.
		(**)	10.4
-		(ii)	If the respondent was presented with a possible
			sanction during their student conduct conference,
-			the staff member from the office of student conduct
<u></u>			will share that proposed sanction with the student
-			conduct board.
		(iii)	The student conduct board will consider the
		(111)	following in determining a sanction:
			Tollowing in determining a saliction.
			(a) Statements and evidence presented at the
			hearing;
			nearing,
			(b) Seriousness of the violation;
			(b) Deflotishess of the violation,
			(c) Prior disciplinary record of the respondent;
	-		and

		(d) Disciplinary precedent.
	(* )	The state of the s
	(iv)	The student conduct board will go into closed
	1	session to determine a sanction.
	(v)	The hearing will reconvene for the announcement
		of the sanction. In student conduct hearings, the
	1 1 0	sanction is recommended to the associate vice
		president for student experience or designee, who
		will make the final decision. While normally the
		board's recommendation will be the sanction
		imposed, the associate vice president for student
		experience or designee may impose a different
		sanction. The associate vice president for student
- 1		experience or designee will send the student written
-	11/11	notification of the decision including all parties
		involved.
	A CONTRACTOR OF THE PARTY OF TH	ts and Responsibilities. The following rights and
		es apply to those involved in a matter being addressed
by tl	he studen	at conduct process.
	-11	
(a)		s of Respondent. All respondents in the student
	condu	act process have the following rights:
	(*)	With the state of
	(i)	Written notice of the charge(s) made against them
-		and the basis of the allegation that led to the
-		charge(s).
	(ii)	In matters that could result in a sanction of
-	(11)	suspension or expulsion, the above mentioned
-		notification will alert the respondent to the possible
-		
-		severity of the outcome.
-	(iii)	The right to an advisor.
	· \	
-	(iv)	To request reasonable accommodations due to
-		disability.

_		(v)	Reasonable access to inspect and review their own case file, which includes all information that would
-			be used during the conduct process, to the extent
_			permitted by confidentiality laws.
100			permitted by commentantly laws.
-		(vi)	Explanation of the resolution options available to
_			them through the conduct process.
		(vii)	To be presumed not responsible for a violation of
<del>-</del>			prohibited conduct until found in violation by a
_			preponderance of the evidence.
-		(viii)	To speak or not speak on their own behalf.
		(ix)	The opportunity to respond to information used as
_			part of the decision-making process.
_		(x)	To deny responsibility for the charge(s) facing them
_			and request a hearing.
_		(xi)	To question any witness that participates as part of a
_			hearing.
<u> </u>	ı	(xii)	The right to appeal.
		(xiii)	To waive any of the above stated rights provided
_			that the waiver is made freely and in writing.
			total Barrier
-	(b)		s of the complainant. All complainants in the
		condu	ct process have the following rights:
		(i)	To pursue criminal or civil charges where a legal
_		(2)	case exists (without university assistance).
			,
_		(ii)	Explanation of the resolution options available to
_		8	them through the conduct process.
_		(iii)	To be free from harassment and intimidation from
-			respondents and others as they engage in this
_			pocess.

	(iv)	The right to an advisor.
	(v)	To request reasonable accommodations due to disability (see Reasonable accommodation for students with disabilities section (6) below).
	(vi)	To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
	(vii)	The opportunity to appear at any hearing that may take place in order to provide relevant information.
	(viii)	The opportunity to submit a written impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
(c)	witnes	ensibilities of respondents, complainants, and sees. All respondents, complainants, and witnesses in induct process have the following responsibilities:
	(i)	To be honest and forthright in all information they provide during the conduct process. Presenting false and misleading information during this process is a violation of prohibited conduct as outlined in this policy.
	(ii)	To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.
	(iii)	To refrain from disruption of the hearing process.  Disruption of this process is a violation of this policy (see section (D Student conduct standards/prohibited conduct).
	(iv)	Respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on his/her behalf.

(6)	Reasonable Accommodation for Students with Disabilities. Any
(0)	student with a disability involved in this process has the right to
-	request reasonable accommodation in order to ensure their full and
	equal participation. Students wishing to request reasonable
-	accommodations should make those requests directly to the center for
	student progress (CSP) disability services. Students do not have to
	disclose information about the complaint or charge to CSP disability
	services to request reasonable accommodation, except to the extent
	that it may assist in the determination of reasonable accommodations.
	Accommodations are determined on an individual basis by CSP
	disabilities services staff and implemented in consultation with the
	office of student conduct. Examples of reasonable accommodation
	include but are not limited to sign language interpretation, real-time
	communication access during hearings, large print documents,
	extended time to review documents, or assistance with transcribing
	questions during interviews or hearings.
(7)	Sanctions. If the student and/or organization is found in violation
	of any policy, sanctions will be issued. A conduct sanction
	imposed or other action taken by any student conduct body shall
	become effective upon written notification to the accused student
	or group/organization. The notification will be provided by
	personal delivery, or by certified or regular U.S. mail delivery to
) <del>-</del>	the accused student or group/organization. Notification will also
	be sent to the accused student's official university email address.
	The decision of the conduct officer may be appealed according to
	paragraph (E) (9) of this policy. If the individual files a written
	letter of appeal with the student conduct administrator, and if the
	appeal is denied, the sanction shall take effect upon exhaustion of
_	the appeals process and shall be retroactive to the effective date
	stated in the original notification to the student.
	(-) The Cellerian and in the 1
	(a) The following sanctions may be imposed upon any student
-	that has been found responsible for a violation of <i>The</i>
-	Student Code of Conduct. Sanctions are typically issued in a progressive fashion, however each situation differs, and
-	the severity of a violation and the impact on the campus
-	community will be taken into consideration in determining
9	a sanction.
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(i)	Warning: A written notification statement that the student is violating or has violated <i>The Student Code of Conduct</i> . Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A warning will remain in effect for a period not to exceed one academic year.
(ii)	Conduct Probation: Notice in writing that the
	violation of The Student Code of Conduct is serious,
	flagrant, or a repeated violation of policy and a
	warning that any subsequent violation(s) of
	University regulations may result in suspension or
	expulsion and/or imposition of restrictions or
3.49	conditions consistent with the offense committed
1 _ 00 9	and the rehabilitation of the student.
	explication of the property of the second
(iii)	Conduct Probation with Restrictions: Notice in
	writing that the violation of University regulations
	is a serious, flagrant, or repeated violation, and a
	warning that any subsequent violation(s) of <i>The</i>
	Student Code of Conduct may result in suspension
	or expulsion. In addition, an order preventing the
	student from holding University elective office,
	student employment, participating in any
	intercollegiate activity or sport, participating in any
	University sponsored program/organization, or
7 7 2 10	representing the University in any other manner will
724, 1 - 7	be attached to this sanction.
e 194 hr	May 1984 All Markethan
(iv)	Restitution: Compensation for loss, damage, or
	injury. This may take the form of appropriate
	service and/or monetary or material replacement
	and may be required in addition to other sanctions
	as described in this section.
-	
(v)	Academic/Developmental Sanctions: Other
	sanctions may be imposed instead of, or in addition
	to, those specified above, e.g., community service,
	counseling, educational assignments.
**	

(vi)	Deferred Suspension: Separation of the student
	from the University and/or residence halls is
	deferred for a specified period (not to exceed one
	(1) academic year). If the student is found in
	violation of any subsequent violations of The
-	Student Code of Conduct, the suspension takes
-	effect immediately and may not be appealed.
9	Additional sanctions appropriate to the new
	violation may also be issued.
(vii)	Residence Hall Suspension: Separation of the
	student from the residence halls for a specified
	period of time (not to exceed one (1) academic
	year), after which time the student is eligible to
	return. During the suspension period, the student is
	prohibited from accessing any University housing
-	facilities.
(viii)	University Suspension: Separation of the student
10	from the University for a specified period of time
	(not to exceed one (1) academic year), after which
-	time the student is eligible to return. During the
-	suspension period, the student does not have access
9	to the University and is prohibited from
	participating in any academic or other University
	activities.
(ix)	Residence Hall Expulsion: Permanent separation of
·	the student from the residence halls. An expulsion
	denies the student access to all University housing
	facilities on a permanent basis.
(x)	University Expulsion: Permanent separation of the
	student from the University. An expulsion denies
-	the student the right to participate in any academic
	or University activities on a permanent basis.
7.15	D
(xi)	Revocation of Admission and/or Degree:
	Revocation of admission to or awarding of a degree
	from the University for fraud, misrepresentation, or
-	other violation of University standards in obtaining

	<u> </u>	the degree, or for serious violations committed by a student prior to graduation.
	-	
-	(xii)	Withholding Degree: Withholding the awarding of a degree otherwise earned until the completion of
	1 1 1 1	the process set forth in <i>The Student Code of Conduct</i> , including the completion of all sanctions
	11 10	imposed, if any.
	(xiii)	Fines: Fines for violations of "The Student Code of Conduct" will be assessed and charged to the
		student's account. A list of fines for all violations
7 1 1 1	18 60	will be determined at the discretion of the associate
	7 20 11	vice president for student experience who will
		submit a list of the fines structure to the university
		board of trustees for approval on an annual basis.
		The fines structure must be included as a part of
		"The Student Code of Conduct" when published
		and presented to students.
(b)		than one of the sanctions listed above may be
	impos	ed for any single violation.
(e)		ollowing sanctions may be imposed upon groups or
(e)		ollowing sanctions may be imposed upon groups or zations:
(e)		
(e)	organi	Those sanctions as outlined in (E) (7) of this policy.
(e)	organi (i)	zations:
(e)	organi (i)	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including
(e)	organi (i) (ii)	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of
	organi (i) (ii) In eac	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.
	organi (i) (ii)  In each that a	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.  th case in which a Student Conduct Body determines
	(i) (ii)  In each that a Studen determ	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.  h case in which a Student Conduct Body determines student and/or group/organization has violated <i>The at Code of Conduct</i> , the sanction(s) shall be nined and imposed by the same Student Conduct
	(i) (ii)  In each that a Studen determ Body.	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.  h case in which a Student Conduct Body determines student and/or group/organization has violated <i>The at Code of Conduct</i> , the sanction(s) shall be mined and imposed by the same Student Conduct  The Student Conduct Administrator shall be
	(i) (ii)  In each that a Studen determ Body. response.	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.  the case in which a Student Conduct Body determines student and/or group/organization has violated The at Code of Conduct, the sanction(s) shall be mined and imposed by the same Student Conduct  The Student Conduct Administrator shall be asible for recommending sanctions to the Hearing
	(i) (ii)  In each that a Studendetern Body. responder Panel	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.  The case in which a Student Conduct Body determines student and/or group/organization has violated The at Code of Conduct, the sanction(s) shall be mined and imposed by the same Student Conduct  The Student Conduct Administrator shall be asible for recommending sanctions to the Hearing and for ensuring that sanctions imposed by the
	(i) (ii)  In each that a Studenth determine Body. resport Panel Hearing	Those sanctions as outlined in (E) (7) of this policy.  Deactivation. Loss of all privileges, including university recognition, for a specified period of time.  the case in which a Student Conduct Body determines student and/or group/organization has violated The at Code of Conduct, the sanction(s) shall be mined and imposed by the same Student Conduct  The Student Conduct Administrator shall be asible for recommending sanctions to the Hearing

(a) In order to ensure fairness and the basic elements of due process, the following procedures have been established for use in all student conduct proceedings involving students of the university

- (b) The student conduct board (hereinafter the "board") is annually appointed by the vice president for student affairs or designee. All members of the board shall receive training in hearing procedures, The code, and any other matter the student conduct administrator deems relevant and necessary. The board, composed of students, faculty, and administrators, is charged with:
  - (i) Conducting hearings of alleged violations of the code by students, determining responsibility, and issuing appropriate sanctions; and
  - (ii) Conducting appeal hearings.
- (c) The student conduct administrator will select either a conduct officer or a student conduct hearing panel to determine whether a student has violated the code and to recommend sanctions. The hearing panel shall include at least one faculty/staff member and one student. The third member may be either a faculty/staff member or a student. The hearing panel shall be chaired by a faculty/staff member.
- (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence, i.e., more likely than not that the alleged conduct occurred.
- (2) Initiation of complaints and student conduct charges.
  - (a) Any member of the university community may report violations of the code alleging student and/or group/organization misconduct. The report shall be prepared in writing and directed to the student conduct administrator.

A report of a violation of the code shall be submitted as soon as possible after the incident occurs, but not later than thirty days following the incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in his/her discretion.

- (b) The student conduct administrator shall review reports of violation(s) and may initiate investigations of possible violation(s) of the code to determine if the charges have merit. In reviewing the reports, the student conduct administrator will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a hearing before a hearing panel.
- (c) Once the student conduct administrator determines that a complaint will be issued, the student conduct administrator shall deliver the complaint to the accused student. The complaint shall be delivered to the accused student in person, by regular U.S. mail, or by certified mail to the accused student's official address of record at the university. The accused student shall also be notified by university email. The complaint shall instruct the accused student and/or group/organization to contact the student conduct administrator to schedule a conduct conference or the accused will be informed that a hearing panel has been convened to review the complaint. In the event the accused student and/or group/organization does not respond as requested, the student conduct body may proceed to conclude the case.
- (d) If a hearing panel has been convened, the accused student will be notified of the time and place of the hearing, the specific section(s) of the code that is alleged to have been violated, a general description of the facts underlying the charges, and information relative to the hearing procedures.
- (3) Conduct conference.

(a) In cases where a conduct conference is scheduled, the student conduct administrator will appoint a conduct officer to conduct the conduct conference. The conduct officer will discuss the nature of the alleged charges with the accused student and/or group/organization. The accused student will have the opportunity to accept or deny responsibility for the alleged violations of the code, present relevant information, and exercise the option of resolving the charges either within the conduct conference or by proceeding to a hearing panel. The student conduct administrator may withdraw any charges deemed in his or her opinion to be without merit.

- (b) The conduct officer shall issue a written notice indicating the findings and any sanctions(s).
- (c) In the event a student and/or group/organization fails to appear at the scheduled conduct conference, the conduct officer may review the facts in support of the charges and render a decision and issue appropriate sanctions. Findings and sanctions shall be based on the facts and not the accused student's and/or organization's failure to appear.
- (d) The decision of the conduct officer may be appealed according to paragraph (G)(7) of this policy.
- (4) Conduct hearings.
  - (a) A time shall be set for a hearing not less than five, nor more than fifteen calendar days after the student has been notified of the charges. The student conduct administrator may, at his or her discretion, extend the time for the hearing.
  - (b) Hearings conducted by a hearing panel shall be in accordance with the following guidelines:
    - (i) Hearings shall normally be conducted in private.
    - (ii) The complainant, accused student, and their advisors, if any, shall be permitted to attend the

- entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair of the hearing panel.
- (iii) In hearings involving more than one accused student, the chairperson may permit the hearings to be conducted separately or jointly.
- (iv) The complainant and the accused student have the right to be assisted by any advisor they choose at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a student conduct body. Advisors may not appear in lieu of the student or group/organization. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing since delays will not normally be permitted due to the schedule conflict of an advisor.
- (v) The complainant, the accused student, and the student conduct administrator shall have the ability to present and question witnesses.
- (vi) The chair of the hearing panel may limit the time of presentations by witnesses, and witnesses will be separated from the hearing during the presentation of information of other witnesses.
- (vii) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the hearing panel.
- (viii) The hearing panel may proceed to hear all pertinent information and conclude the case if the student fails to appear.