



UNDERSTANDING YOUR RIGHTS IN THE STUDENT CONDUCT PROCESS

Community Standards & Student Conduct
Schmitz Hall 447
206.685.6194
cssc@uw.edu

AS A RESPONDENT IN THE STUDENT CONDUCT PROCESS, YOU HAVE THE RIGHT TO:

- be accompanied to all proceedings and hearings by an advisor (who may or may not be an attorney);
- be provided notice and an opportunity to be heard prior to the imposition of any disciplinary sanction (if found responsible for violating the Student Conduct Code);
- petition for the disqualification of the Presiding Officer;
- provide a statement, present relevant evidence, and provide witnesses for further consideration by the Presiding Officer during fact finding;
- not be compelled to give self-incriminating evidence;
- be informed of all orders issued in the conduct proceeding;
- be informed if a full hearing is initiated by the Conduct Officer;
- request an agreed settlement to your conduct matter;
- request an administrative review of an Initial Order;
- attend all applicable conduct proceedings.

GLOSSARY OF TERMS

- **ADMINISTRATIVE REVIEW:** A request made by a respondent seeking review of an Initial Order under certain grounds.
- **ADVISOR:** A person selected to provide support and guidance during the Student Conduct Process.
- **ATTORNEY:** A person permitted to practice law in Washington State.
- **CONDUCT OFFICER:** An individual who has the authority to initiate conduct proceedings under the Code.
- **CONDUCT PROCEEDINGS:** Refers to brief adjudicative proceedings and full adjudicative proceedings.
- **FACT FINDING:** The process of collecting information pertinent to the conduct proceeding to determine if there is a violation of the Student Conduct Code.
- **FULL HEARING:** Refers to the hearing that occurs when a matter is designated as being appropriate for a full adjudicative proceeding.
- **HEARING OFFICER:** A Presiding Officer in a Full Hearing for the purpose of conducting a full adjudicative proceeding.
- **INITIAL ORDER:** Refers to an initial written decision issued in a disciplinary matter by a Presiding Officer.
- **INVESTIGATIVE INTERVIEW:** A meeting with a Conduct Officer that a respondent is highly encouraged to attend. (see next page for more info)
- **PRESIDING OFFICER:** Refers to Conduct Officers and Hearing Officers collectively.
- **RESPONDENT:** A student who is alleged to have violated the Student Conduct Code.

A BRIEF OVERVIEW OF THE STUDENT CONDUCT PROCESS

- The Conduct Officer receives a report alleging a violation of the Student Conduct Code.
- A conduct proceeding will be initiated by the Conduct Officer. The fact finding process will focus on gathering all of the pertinent information necessary to determine whether or not a violation of the Student Conduct Code occurred.
- An investigative interview will be scheduled for the respondent to review the alleged violation(s) of the Student Conduct Code and the report with the Conduct Officer.
- During the investigative interview, the respondent is provided with an overview of the Student Conduct Process and their rights.
- The respondent has the opportunity to provide their account of what occurred, present relevant evidence, and provide names of witnesses for further consideration by the Conduct Officer during the fact finding process.
- During the fact finding process, the Conduct Officer may initiate a full hearing and the respondent will be notified of this decision. The respondent will then receive further information from the Hearing Officer. (See What to Expect in a Full Hearing brochure for more information.)
- At the conclusion of the fact finding process, the Conduct Officer will make a decision regarding whether there was a violation of the Student Conduct Code based on a “preponderance of evidence” standard, and if so, the Conduct Officer will also determine what sanctions are appropriate for the violation(s). This written decision is called an Initial Order.
- The respondent has the option to request an administrative review of the decision within 21 days of service of the Initial Order.
- If an administrative review is not requested the Initial Order is considered final.

UW SUPPORT RESOURCES

Counseling Center
Schmitz Hall 401
206.543.1240

Mental Health Clinic at Hall Health
Hall Health Center
206.543.5030

NOTES:

MORE INFORMATION

More information about the Student Conduct Process and Student Conduct Code is available at:

www.washington.edu/cssc