



Office of Judicial Affairs
238 Sykes Union
West Chester, PA 19383
(610) 436-3511

Referred Student(s) – Rights and Options Guide

1. Along with this Rights and Options Guide, you should have received a *Notification of Judicial Conference* form. This notice will give the time, date, and location of your judicial conference including the hearing officer's name and contact information. The conference notice will also state the date(s) of the alleged offense(s) of the Student Code of Conduct that have been charged against you. Be advised that you must appear for the judicial conference. Failure to attend the judicial conference without prior approval from the hearing officer may result in additional charges being filed against you. For the full text of judicial procedures, please review the Student Code of Conduct in the *Ram's Eye View* Student Handbook or at http://www.wcupa.edu/_SERVICES/stu.jud/.
2. The purpose of the judicial conference is for the hearing officer to clarify the rights and options available to the referred student, as well as the potential sanction for the violation(s) in question. Secondly, the judicial conference is to provide the referred student an opportunity to discuss the facts and circumstances that led to the referral. The referred student must attend the judicial conference. During your judicial conference, you will have the opportunity to:
 - A) Admit responsibility for the charge(s). The hearing officer will discuss potential disciplinary sanctions to be imposed if you admit responsibility for the charges. Should you admit responsibility for the charge(s), the hearing officer will request you sign a *Waiver of Hearing* form. Within a reasonable time, not to exceed ten (10) University business days, you will receive written notification of the sanction.
 - B) Deny responsibility for the charge(s), and request a formal judicial hearing. The purpose of a judicial hearing is to allow for the further exploration of other facts and circumstances of the alleged misconduct. You will have the opportunity to indicate your preference of the type of hearing – an Administrative or University Judicial Board.
3. In all disciplinary hearings you have the right to:
 - A) Be assisted by an advisor of your choice, who may be an attorney. This advisor upon your request 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.
 - B) Speak or not speak on your own behalf. If you decline to speak, it will not be inferred that you are accepting responsibility for the charges. Merely, you are exercising one of your rights as provided in the Student Code of Conduct.
 - C) Rebut any statements made or presented during the hearing.
 - D) Question persons who testify against you, and examine all written materials.
 - E) Present written or verbal statements regarding your character before a sanction is imposed. You should be prepared to submit character information at both the judicial conference and judicial hearing.
 - F) File a written appeal with the Office of Judicial Affairs within five (5) University business days from the exit date noted on your Sanction Assessment Form.
4. A student who leaves West Chester University with pending disciplinary charges, will not leave the University in good standing. When a student charged with a violation of the Student Code of Conduct leaves the University for any reason, a disciplinary hold is placed on the student's record. This hold prohibits the student from returning to the University without first resolving the pending disciplinary charges.

Remember. Be a participant, ask questions, and seek advice!