

Accused Student Rights and Options Guide

Full text of procedures and due process information can be reviewed in the [Student Code of Conduct](#) or at <http://www.wcupa.edu/conduct/>.

1. **Requirement to Attend:** Be advised that you must appear for your scheduled conduct meeting. Failure to attend the meeting without prior approval from the hearing/conduct officer may result in additional violations. If you need to change your meeting time, you must reach out to your hearing/conduct officer in advance and follow the process outlined in your letter.

2. **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 your rights and options within the conduct process. The accused student must attend the meeting, where you will have the opportunity to review 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) but disagree with the proposed sanction range. You will be scheduled for a formal sanctioning hearing with a new hearing officer or hearing board to review the proposed sanction outcomes. Responsibility is not reviewed as the accused student already accepted responsibility for the violation(s).

 - 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 form 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.

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. You can 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. Please consult the [Policy & Process Advisor Information](#) to find contact information.

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 will be provided in your outcome letter and specifics of the appeals process can be found in the Student Code of Conduct.

5. A student who leaves West Chester University with pending disciplinary charges 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 returning to the University without first resolving any outstanding sanctions. The University retains the right to continue to move forward 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.