

# Student Conduct Code Process

Washburn University students are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated by the University and affiliated organizations. Procedures and rules detailed in the Student Conduct Code (SCC) afford a student due process in the matter of alleged violations of University standards, rules and requirements governing academic and social conduct of students.

## Step 1

Incident is reported to, and reviewed by, the Associate Vice President for Student Life

- A written notice is sent to the student instructing the student to schedule an appointment with the Associate Vice President for Student Life (AVPSL) or the Student Conduct Administrator (SCA) assigned to the case.
- The notice is sent to the student's official University email address.
- Students failing to schedule an appointment within the time period designated in the letter will have a hold place on their account and face an additional charge of "Failure to Comply."

## Step 2

Student meets with Associate Vice President for Student Life to discuss the incident

- During the meeting the AVPSL/SCA reviews the incident with the student, identifying possible SCC violations and outlining options for the student.
- In cases when it is clear that a violation has occurred and/or the student does not wish to proceed with a formal conduct hearing, students may waive their right to a formal student conduct hearing. The process continues with an informal administrative hearing.
- The process stops here for students found not-in-violation. Students found in-violation of the SCC are sanctioned by the AVPSL/SCA.
- The process to appeal the sanction(s) is reviewed. The process stops here for students complying with sanctions. Students not complying with the terms of their sanctions have a hold placed on their account until the sanctions are completed.

## Step 3

University Judicial Board Hearing

- In other situations, the case is adjudicated through a formal student conduct hearing.
- The AVPSL/SCA reviews student conduct hearing procedures with the student and schedules a time for the hearing. Upon completion of the student conduct hearing, the AVPSL/SCA decides the case based upon a preponderance of the evidence standard.
- The process stops here for students found not to be in violation of the SCC. Students found to be in-violation are sanctioned by the AVPSL/SCA and appeal procedures are communicated. The process stops here for students complying with the terms of their sanctions. Students not complying with the terms of their sanctions have a hold placed on their account until the sanctions are completed.

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The Student Conduct Code can be found in its entirety at <http://www.washburn.edu/knowthecode>