



Philosophy of the Student Conduct System

The Utica College student conduct system is intended to support the mission of the College through educating students about appropriate behavior and fostering a community where academic success can occur. In addition, we seek to inspire the development of future leaders and responsible citizens by engaging students in responsible and ethical decision-making. We strive to fairly and equitably address behavior that has a negative impact on the members of the College community in order to:

- ◆ Foster a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect;
- ◆ Protect the rights of all members of the College community;
- ◆ Hold students accountable and responsible for their actions;
- ◆ Provide a conduct process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community;
- ◆ Assist students in developing alternatives to inappropriate behavior.

For More Information

More information about Student Rights and Responsibilities, the Code of Student Conduct, and the student conduct system can be found in the Utica College Student Handbook, which is available both in print form and online at www.utica.edu/handbook.

You can also find FAQ's, information for parents/ guardians, and other resources by visiting the Student Conduct System webpages on the Utica College website at www.utica.edu/student/conduct.

If you have additional questions, please contact:

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Being a Responsible Member of the UC Community

Information about the Code of Student
Conduct and the Student Conduct
Process at Utica College



What are my Rights and Responsibilities as a Utica College Student?

Utica College is a community, and every member of our community shares responsibility for its continued well being. As a Utica College Student, you have the right to expect a campus environment that supports your learning and personal growth. At the same time, we expect that you will be guided by the values that we deem fundamental to our mission—values such as integrity, respect for others, and a commitment to intellectual and personal growth in a diverse community.

These values are reflected in the Student Rights and Responsibilities and Code of Student Conduct sections of Utica College's student handbook. The Utica College catalog includes additional information regarding issues of academic integrity. We encourage you to review those resources carefully.

Code of Student Conduct

The Utica College Code of Student Conduct details what is expected of you as a member of the Utica College community. It also outlines behaviors that are in conflict with those expectations and with the values of this institution. The Code of Student Conduct may be found in its entirety online at www.utica.edu/student/conduct. In brief, we expect that you will:

- ◆ Abide by College policies, rules, and regulations.
- ◆ Act responsibly and respectfully in your relationships and interactions with others.
- ◆ Act with integrity in your academic work and as you participate in other activities.
- ◆ Obey all local, state and federal laws.

Why Did I Get a Letter?

If you receive a letter indicating you have been charged with a violation of the Code of Student Conduct, don't panic! This simply means that the Office of Student Affairs has received a report indicating that you may have been involved in behavior that violated the Utica College Code of Student Conduct. The charge letter provides you with information about the situation in question, the date on which it occurred, and the parts of the Code of Student Conduct that pertain to that incident. Your letter will also contain information about meeting with a hearing officer or board.

Now What? The Conduct Process

When you receive your charge letter, you will be asked to meet with one of the following:

- ◆ a professional Residence Life staff member,
- ◆ the Director of Student Conduct
- ◆ the Committee on Student Conduct (CSC)

All hearing officers are Student Affairs staff members, and the CSC is a hearing board made up of faculty, staff members, and students. You will have the opportunity for a pre-hearing, where the information that resulted in the charge letter will be made available to you. At the pre-hearing or hearing, you also have the opportunity to indicate whether or not you accept responsibility for the violations with which you are being charged, give your perspective on what happened, and provide any additional information. Once the hearing is complete, the hearing officer or CSC will come to a conclusion and decide upon sanctions if you have been found responsible. You can accept the decision at that point, but you also have the opportunity to appeal.

What if I Don't Show Up for a Hearing?

If you do not appear for your hearing, the hearing officer or board has the right to determine the outcome of your hearing in your absence.

What Rights do I have in the Conduct Process?

Any student charged with violating the Code of Student Conduct has the right to fair process at Utica College. That means that you have the right to the following:

- ◆ A written notice of charges
- ◆ An impartial hearing in a timely fashion
- ◆ Advance inspection of information to be used in your hearing
- ◆ Opportunity to respond in person and provide your own account of what occurred
- ◆ Opportunity to provide your own witnesses
- ◆ A member of the College community to assist you as a procedural advocate
- ◆ Written notification of the outcome of your hearing
- ◆ Opportunity to request an appeal

What are the Possible Outcomes of a Hearing?

Consequences (called sanctions) for being found responsible for a violation of the Code of Student Conduct can take the form of a disciplinary reprimand, probation, or - in the most serious situations—suspension from the residence halls or the College. It is very likely that sanctions will include an educational component that will require you to take some action. For a more detailed list of possible sanctions, refer to the Student Conduct section of the Utica College website (www.utica.edu/student/conduct/index.cfm).

How Does an Appeal Work?

You have the right to request that another hearing officer or board review a decision made regarding your responsibility for violating the Code of Student Conduct or sanctions imposed as a result. Information about how to appeal will be sent with your outcome letter; you can also find information about the appeal process on the Utica College website.