

# FREQUENTLY ASKED QUESTIONS

## Student Conduct Process

The following are commonly asked questions by respondents (aka, accused students) involved in the traditional conduct process (i.e., **content herein does not apply to cases investigated by OIE**). As such, answers are written as if respondents were the only audience. However, the information herein may be generally useful to all.

**Q I received an email stating that I need to attend a meeting with someone in the Student Services Building? What does this mean?**

**A** A member of the University has filed a complaint alleging that you violated one or more University regulations. If you have a **CLASS** conflict or personal emergency (i.e., something over which you have no control), you may call 517 355-8286 and reschedule.

**Q What if I do not attend the meeting?**

**A** The administrator may resolve the matter without the benefit of hearing from you first. Alternatively, a hold may be placed on your registration and/or a formal hearing before a board may be scheduled. Registration holds prevent students from registering for classes, adding or dropping classes, obtaining their transcripts, and may eventually drop the student's previously scheduled classes.

**Q What will happen at this initial meeting?**

**A** You will receive a detailed account of the allegations, and learn about your rights and responsibilities in terms of responding to the allegations. If you accept responsibility at the meeting, the matter may be resolved informally at that time.

**Q What if I accept responsibility?**

**A** You may ask the administrator to recommend a sanction, and the matter can be resolved at that time. You may also request to meet with a hearing board at a later date, and have them recommend a sanction. In either case, you will be asked to reflect on the incident, consider the impact of your behavior on others, and discuss ways to avoid a repeat of the same behavior.

**Q What if I deny responsibility?**

A The next step of the process is then to schedule a hearing, in which the burden will be on the person who filed the complaint to convince a third party (administrator or board) that you violated the regulations in question. More about this aspect of the process is outlined below.

**Q I am also facing potential legal consequences. Isn't this double jeopardy?**

A *Double jeopardy* is criminal justice concept which prevents a person from being “tried” more than once for the same alleged crime. At issue here is whether or not your alleged behavior violated University policy. Whether or not the alleged behavior also violated the law is irrelevant. By nature of their association with the University, faculty, staff, and students have agreed to abide by University policy, and the University has both the right and responsibility to enforce those policies.

**Q Who has access to my disciplinary/conduct record?**

A University employees with a *legitimate educational interest* may review your record without your written permission. In terms “conduct records”, the most common examples are Community Directors, conduct administrators, hearing boards, appeal officers/boards, the Office of Education Abroad and the Office of the Registrar. There are additional exceptions, including but not limited instances where there is a health and safety emergency, or if the University receives a lawfully executed subpoena (which is exceedingly rare).

**Q Do conduct records appear on transcripts?**

A Conduct information does not appear on University transcripts. However, the Office of the Registrar can release disciplinary information to future employers, should they receive a request that is accompanied by a waiver signed by you (common in many job applications). Finally, the University does not need your permission to release your disciplinary record to another college or university, should we become aware that you are seeking to enroll there.

**Q Is my behavior off campus governed by University policy?**

A Yes, but with some limitations. Acts of violence, harassment, bullying, hazing and sexual/relationship violence are all prohibited, regardless of where they occur. Misconduct associated with a University program (e.g., Study Abroad), or a Registered Student Organization (RSO) event is also governed by University policy, as is behavior linked to an illegal civil disturbance (e.g., a riot).

**Q What happens if I don't complete a sanction by the deadline given?**

**A** A hold will be placed on your registration, and which may eventually result in your classes being cancelled. Registration holds prevent students from registering for classes, adding or dropping classes, obtaining their transcripts, and may eventually drop the student's previously scheduled classes.

**Q Can I appeal the outcome of my case? If so, who hears the appeal?**

Yes. You may appeal any decision on the basis that: 1) You should not have been found responsible (by a hearing board or administrator); 2) The sanction is too harsh; 3) Proper procedures were not followed; and 4) The board or administrator who decided your case had a conflict of interest. All first level appeals are reviewed by the University Student Appeals Board (comprised of faculty, staff and students). Where suspension or dismissal are recommended, a final appeal may be submitted to the Vice President of Student Affairs and Services.

**Q How are members of hearing boards selected?**

**A** Student members are appointed by the appropriate student governing body (RHA, ASMSU or COGS). Faculty members are nominated thru Academic Governance and are confirmed by the President.

**Q May I have someone accompany me to a formal hearing?**

**A** Yes. You may invite a faculty, staff or student member of the MSU community to join you as an advisor. However, advisors may not represent you at a hearing, and generally may not speak for you. An advisor can be most helpful in terms of preparing for a hearing, and offering support or advice during the hearing itself.

**Q What happens if I leave the University before this is resolved?**

**A** The process may continue without you. In addition, we may place a hold on your registration in order to prevent you from obtaining transcripts or seeking reenrollment at a later date.