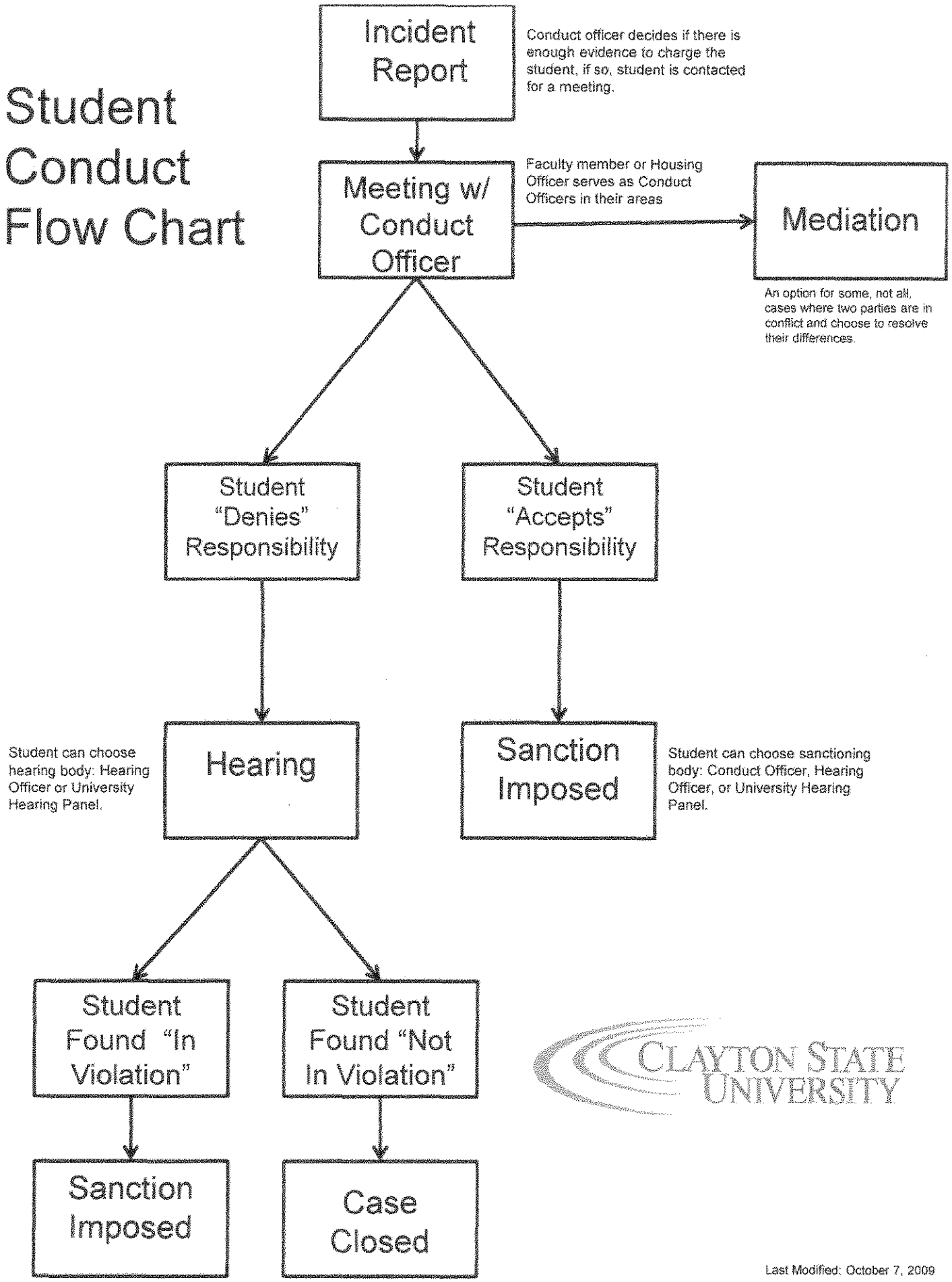


Student Conduct Flow Chart



**CLAYTON STATE UNIVERSITY
STUDENT RIGHTS AND RESPONSIBILITIES
IN THE CONDUCT PROCESS**

Students charged with violating the Clayton State University *Student Code of Conduct* have the following **RIGHTS:**

1. To receive a written copy of the charge(s).
2. To receive a fair and impartial hearing.
3. To know the nature of the evidence and the names of the witnesses scheduled to appear.
4. To present evidence and/or witnesses in their behalf. (See The Role of The Witness below)
5. To be accompanied at the hearing by an advisor of their choice. (See The Role of the Advisor below)
6. To be present at the hearing. If they fail to attend the hearing, it will be held in their absence.
7. To refuse to answer questions.
8. To ask questions of witnesses.
9. To receive a decision based solely on the evidence presented.
10. To make a record of the hearing.
11. To be given written notice and verbal explanation of the results of the hearing and the penalty imposed.
12. To appeal any decision.

Students charged with violating the Clayton State University *Student Code of Conduct* have the following **RESPONSIBILITIES:**

- Be truthful and honest.
- Attend all schedule meetings and/or hearing or notify appropriate parties of conflicts within 48 hours.
- Fulfill all assigned sanctions by stated deadlines
- Conduct yourself in a civil and respectful manner.

THE ROLE OF AN ADVISOR

Students accused of violating the Student Code of Conduct are allowed to have one advisor with them during a conduct hearing.

The role of an Advisor is passive and limited. The Advisor should assist the Accused with the following:

1. Review and understand the charge(s) and Clayton State University's Disciplinary Procedures.
2. Help Accused student prepare their presentation of the information and develop a fair and logical defense.
3. Think of questions to ask the Conduct Officer and Witness(es) called to provide information at the proceeding.
4. Suggest additional questions to ask Witnesses on the information they provided.
5. Provide moral, ethical, and emotional support to the Accused during the proceeding.

The Advisor cannot actively participate in the hearing, conduct the defense or ask questions of any Witnesses or the Conduct Officer. However, the Advisor can offer comments of clarification to the Accused.

Space will be made available for the Advisor to sit with the Accused at the Hearing.

THE ROLE OF A WITNESS

The role of a witness is not that of an advocate or helper for one side; a witness's obligation is simply to tell the truth. S/he has been asked to be a witness because s/he knows something about the incident or about matters directly related to the incident in question. S/he are asked to share that information at the proceeding.

The parties involved and the Hearing Officer/Panel may ask him/her questions. S/he is asked to give truthful, thoughtful answers. S/he will be given ample opportunity to tell what s/he knows about the case. Upon entering the proceeding s/he will be asked if s/he agrees to be honest and provide truthful information. Then s/he will be asked to share the information s/he knows. When the Hearing Officer/Panel excuses him/her, s/he must remain in the vicinity in case more information is needed. As student judicial records are confidential, s/he are not to discuss the case outside the proceeding.

Character witnesses may only be called to attest to the character of the Accused, not to assail the character of the Complainant, Victim, or other Witnesses brought by the Conduct Officer.

Clayton State University

Office of Community Standards

SPECIFICATION OF CHARGES FORM- ACADEMIC MISCONDUCT

Student Full Name: _____

ID#: _____

The steps listed below are followed to ensure the accused student is provided due process during the investigative and hearing processes. After each step, the student will initial acknowledging they received the appropriate information and were given the opportunity to choose when applicable.

I. The alleged violations were discussed and explained to me. I am aware that I am being charged with violating the following policies of the Student Conduct Code:

		Responsibility?	
		Accept	Deny
I.	A. Disruption of the Learning Environment	<input type="checkbox"/>	<input type="checkbox"/>
I.	B. Giving or Receiving Unauthorized Assistance	<input type="checkbox"/>	<input type="checkbox"/>
I.	C. Unauthorized Materials or Equipment	<input type="checkbox"/>	<input type="checkbox"/>
I.	D. Furnishing Unauthorized Exam Information or Materials	<input type="checkbox"/>	<input type="checkbox"/>
I.	F. Plagiarism and Misrepresentation of Work	<input type="checkbox"/>	<input type="checkbox"/>
I.	G. Violating Testing Rules and Procedures	<input type="checkbox"/>	<input type="checkbox"/>

If referred to Student Conduct, state reason for referral: _____

II. The purpose of this meeting and an overview of the conduct process and my Rights and Responsibilities have been explained and provided to me.

Student Initials

III. The hearing/sanctioning options available to me have been explained and I have chosen:

I accept responsibility for my actions regarding the charge of misconduct. I agree to accept the sanctions imposed. Furthermore, I understand that I may face additional charges and a judicial hold on my account if any sanctions are not completed by the assigned deadline. By accepting responsibility I also understand that I am waiving my right to a hearing and an appeal. I choose the sanction authority below to administer my sanction:

- Instructor (Complete Adjudication Form)
- Conduct Officer
- Hearing Officer

Note: An official sanction letter will be emailed to the student.

I deny responsibility and am formally requesting that this matter be referred to a formal hearing. The formal hearing can be with a Hearing Officer or with the University Hearing Panel. The Hearing authority that I select below will determine whether or not I am "In Violation" of the Clayton State University Code of Conduct and will administer appropriate sanctions if I am found "In Violation" I choose the hearing authority below to adjudicate my case.

- Hearing Officer – One (1) Faculty or Staff Member
- University Hearing Panel – Group of Faculty, Staff, and Students

Student's Signature

Date

Conduct Officer or Instructor Signature

Date

Course Title (If applicable)

Course #

Print Name & Title of Conduct Officer or Instructor

Clayton State University

Office of Student Conduct

ACADEMIC MISCONDUCT: REQUEST FOR INSTRUCTOR TO ADJUDICATE

I accept responsibility for the charge of Academic Misconduct that occurred in:

Course Title

Course Number

Date

I understand that by doing so, I waive my right to a formal hearing. I request that the instructor adjudicate the case. I also understand that this material will be referred to the Office of Student Conduct and that I will receive the minimum sanction specified on the course syllabus and be placed on disciplinary probation for two (2) semesters of enrollment. This is my first offense of academic misconduct while a student at Clayton State University.

I have read the section entitled, "Special Procedures for Adjudicating Cases of Academic Dishonesty" in the Student Code of Conduct and understand my rights and options.

Student's Name (Please Print)

Student's Signature

Student's Laker ID Number

Date

To be completed by Instructor:

Specify the sanction issued for this violation

Instructor's Name and Title (Please Print)

Instructor's Signature

Date

Three (3) copies should be completed: One copy for the faculty member; One copy for the student; and One copy to be forwarded to the Office of Student Conduct, University Center 250.