

Office of Student Conduct

One University Drive, Orange, California 92866

(714) 532-6079 Fax (714) 532-6009 **Chapman.edu**

conduct@chapman.edu

Administrative Hearing Process

This is intended to serve as an overview outlining the steps of the administrative hearing process. For additional information regarding the conduct process, please refer to the [Student Conduct Code](#).

**1****HEARING NOTICE**

A hearing notice is sent to your Chapman email. This notice includes the date, time, and place of your hearing. This notice also includes the charges, also known as the alleged violations.

2**THE HEARING**

Arrive to the location of your hearing on time and be prepared to actively participate. You have the responsibility to be open and honest throughout the conduct process.

3**DECISION OF RESPONSIBILITY**

You will receive an outcome letter to your Chapman email with a decision of responsibility and assignment of sanctions, if applicable.

4**COMPLETE SANCTIONS**

If you are found responsible for violating the Student Conduct Code, you may be assigned status and/or educational sanctions. Sanctions are expected to be completed by the assigned due date.