

Office of Student Conduct

One University Drive, Orange, California 92866
(714) 532-6079 Fax (714) 532-6009 **Chapman.edu**

conduct@chapman.edu

Preparing for the Administrative Hearing Process

The following information outlines your rights and responsibilities during the Administrative Hearing process. The [Student Conduct Code](#) contains additional details about violations, proceedings, and possible outcomes. Refer to the Student Conduct Code for more detailed information regarding Chapman University conduct procedures. If you have questions about the Student Conduct Code or the administrative hearing process, please email conduct@chapman.edu.

Before the Hearing

According to the Student Conduct Code, you:

- Will receive notice of the date, time, and location of the hearing. Your hearing notice will include information about rescheduling as needed.
- Will receive written notice of the alleged violations and review an incident report written by the reporting body (i.e., Residence Life staff, Public Safety, etc.).
- Can suggest witnesses to interview or submit written witness statements from those who might have helpful information about the alleged incident. Consideration will be at the discretion of the conduct officer.
- May consider having a support person accompany you through the process. The support person should not be someone directly involved in the incident.
- May consider preparing a statement about the incident and alleged violations to be discussed in the hearing. This may help you reflect on what occurred and actively participate. You may submit the written statement for consideration and/or use it as a reference while participating in the hearing.

During the Hearing

According to the Student Conduct Code, you:

- Will meet with your conduct officer and be informed of how the hearing will proceed. The case may be heard in absentia if you do not attend the hearing.
 - *Most hearings are scheduled with one conduct officer; all hearings will be conducted privately. The conduct officer(s) will provide information about their role and the hearing process.*
- Can see, review, and respond to all evidence the conduct officer considers relevant to the incident. If there are statements, reports, photos, videos, etc., about your case, you will be able to view them during the hearing.
- May confer with your selected support person. You may communicate quietly with your support person, but they cannot directly address the conduct officer(s) or speak for you.
- May respond or not respond to questions asked by a conduct officer. The conduct officer will facilitate a conversation about the incident, the alleged violations, and your level of responsibility.

After the Hearing

According to the Student Conduct Code:

- You will receive an outcome notification to your Chapman email address. The conduct officer will utilize a standard of proof called the preponderance of evidence. This means the conduct officer must determine whether or not it is *more likely than not* that you violated the Student Conduct Code.
- If you are found Responsible, the outcome letter will include sanction details and appeal information. You may be assigned both an educational and a status sanction. Educational sanctions are assignments to help you learn, reflect, and/or give back to the community. Status sanctions reflect your status with the university and range from a formal warning to expulsion (see the Student Conduct Code for a detailed sanction list).
 - The conduct process and sanctions are cumulative; sanctions may escalate with continued violations for which a student is found responsible.
- All outcomes (both responsible and not responsible) will be maintained as part of your educational record.
- If you wish to file an appeal, you must notify the Assistant Dean of Students at conduct@chapman.edu within five (5) business days of the outcome letter you received after the hearing. Appeals are not granted automatically. They must be well-reasoned, substantive, and demonstrative of at least one of the criteria identified in the Student Conduct Code.

Additional Student Responsibilities

The following are your responsibilities during the conduct process. Failure to meet these responsibilities may result in additional Student Conduct Code violations or sanctions. You have the responsibility to:

- Check your Chapman University email regularly and take action as necessary.
- Appear on time for your scheduled hearing. If you do not attend the hearing and the case is heard in absentia, you lose the right to appeal a decision.
- Avoid the behaviors prohibited by the *Conduct System Abuses* and *Dishonesty* policies in the Student Conduct Code. You should be cooperative and honest throughout the process.
- Complete any assigned educational sanction(s) in a thorough, honest, and academically appropriate manner and submit the sanction(s) assigned by the deadlines.
 - Failure to satisfactorily complete sanctions by the deadline may result in a Dean of Students Hold being placed on your student account, which can prevent you from registering for classes, receiving transcripts, etc.

Note: When situations (Study Abroad, Travel Courses, Interterm Courses, etc.) necessitate a modified process, the above procedures may be adjusted at the discretion of the Office of Student Conduct.