

Student Conduct at CI

Frequently Asked Questions for Students

I received an email requesting to meet with Student Conduct & Community Responsibility (SCCR). What does that mean?

SCCR receives reports from staff, faculty, students, and University Police. When a report indicates that there may have been a violation of the *Student Conduct Code*, SCCR contacts the student(s) involved to investigate the alleged incident. Meetings with SCCR are mandatory so it is recommended that you contact the office immediately to set up your appointment. You may contact the office between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday, to set up an appointment and ask questions concerning the reported allegations received by the office.

My incident took place off-campus and CI is not responsible for my behavior off-campus; why am I being contacted?

According to the *Student Conduct Code*, any act chargeable as a violation of a federal, state or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations may be investigated and addressed by the University. Therefore, an incident such as an assault, sexual assault, stalking, or other violation may be adjudicated through the University's student conduct process.

Additionally, if you were off-campus for a University-related activity or sponsored trip, the *Student Conduct Code* applies in those situations.

Will you tell my parent/guardian?

If your parent/guardian contacts us without your permission, we will **not** speak with them about a pending student conduct case as that information is considered to be protected by federal law. Your educational records are protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that guarantees the confidentiality of students' records, including education records, financial records and disciplinary records. In accordance with regulations contained within FERPA, SCCR will disclose information pertaining to a student's disciplinary file to designated parties only if the office has written consent from the student.

However, please note there are stipulations within FERPA that may warrant information being shared to a parent or guardian. For example, if there is concern for your health and safety, in emergencies a parent/guardian may be contacted without your consent.

If you would like your parent/guardian, advisor or an attorney to discuss the incident with us, please complete a FERPA Waiver Form and submit a hard copy of the form to our office in Bell Tower 2565.

Am I innocent before proven guilty?

The student conduct system is an administrative process not comparable to a criminal court. Therefore, the University does not use terms such as "innocent" or "guilty." Instead, the University uses the terms "responsible" or "not responsible." You are presumed not responsible for the alleged violation(s) before proven responsible.

Can I bring someone with me to my meetings with SCCR?

Yes, you may elect to have a support person or an advisor accompany you to any meeting with SCCR. Please refer to California State University Executive Order 1098, Article III, Section C to review the role a support person or advisor may have during your conference. The advisor's role is limited to observing and consulting with, and providing support. An advisor may not speak on your behalf.

In accordance with Executive Order 1098, Article II, Section C, attorneys are only permitted to serve as an advisor where there are pending criminal (felony) charges arising out of the same facts that are the subject of the disciplinary proceeding, where the recommended sanction is expulsion or in cases involving discrimination, harassment and retaliation based on gender, including sex discrimination, sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking. Attorneys may not speak on your behalf.

Contact SCCR if you have any questions pertaining to the role advisors or attorneys have during the student conduct process.

Why can't my advisor/attorney speak for me?

As this is an educational process, it is important that you participate in the student conduct process. SCCR and the hearing officer (if applicable) want to hear your narrative relative to the incident in question and not the perspective of your advisor. Throughout the student conduct process your advisor may advise you, they simply may not speak for you.

What are my rights?

You are entitled to due process rights throughout the student conduct process. To learn about the due process rights afforded to you through the student conduct process, it is recommended you review [CSU Executive Order 1098 - Student Conduct Procedures](#).

My incident happened in housing, how do the two processes connect?

Incidents that occur in the on-campus residence halls will be reviewed and adjudicated through the Residential Education student conduct process. This process is based on the [CI Resident Handbook](#). Once the Residential Education student conduct process has concluded, the case is then forwarded to SCCR to assess for *Student Conduct Code*-related charges and possible sanctions.

Can I withdraw from CI to avoid this situation altogether?

You may withdraw from CI if you have pending allegations; however, the student conduct process will resume even if you do not fully participate. Additionally, a notation will be placed on your transcript until the allegations have been resolved. If you fail to participate in the student conduct process after withdrawing, disciplinary sanctions may be imposed without your participation. Therefore, it is advised that you are active in responding to the allegations even if you do withdraw from the University.

I would like to review my disciplinary file, how do I do that?

To review your file, contact SCCR to schedule an appointment at 805-437-3332. You will be given the opportunity to review the contents of the file during your appointment and will also be able to ask questions regarding your record or any outstanding case(s).

I would like a copy of my disciplinary file, how do I receive a copy?

During the student conduct process you will have the opportunity to review the report received by the office and any supporting evidence; however, those contents will not be released unless your case is being reviewed in a hearing. If you would like a copy of the file and your case was not reviewed in a hearing, please submit a request in writing to studentconduct@csuci.edu.

What type of evidence may be used in the student conduct process?

As this is not a criminal process, most forms of evidence are accepted. The types of evidence that may be presented are listed below:

- **Direct Evidence:** Personal observations or experiences
- **Circumstantial Evidence:** Information that relies on an inference to connect it to a conclusion of fact

- **Documentary Evidence:** Any supportive writings or documents including but not limited to statements, text messages, social media posts, and reports that support or deny a fact at issue
- **Hearsay Evidence:** Narratives or documents that quote people that were not present in the student conduct process or second-hand information. While it is acceptable to present second-hand information, decisions will not be based solely on hearsay.

What happens if I get suspended or expelled from CI in the middle of a semester?

If you are suspended or expelled in the middle of a semester, it is imposed immediately after a resolution agreement has been accepted or a final decision has been made following a hearing. Your faculty members, Records & Registration, Student Business Services, Financial Aid, and the University Police will be notified of your suspension or expulsion and will process the information according to the procedures outlined in their offices.

If I am found responsible for violating the *Student Conduct Code*, will this mean I have a disciplinary record?

Yes, a disciplinary record is only maintained if a student has been found responsible for violating the *Student Conduct Code*.

How will a disciplinary record impact me if I want to transfer to another University, go to graduate school or become employed?

This may depend on the alleged violation and the outcome of your student conduct case. It is best to check with the institution you are applying to to determine if a disciplinary record will impact your success in transferring or attending a graduate program. As for your career goals, it may vary on the type of career field you intend to enter. For example, most state and federal government positions will check for disciplinary records at any institution you may have previously attended.

I was given a lower grade from a professor for an academic integrity concern. How do I appeal the grade?

University policy regarding grades, grade point average (GPA), course grade appeals and grading symbols can be found in the Policies and Regulations section of the current [University Catalog](#). For more information on the grade appeal process, visit the campus resource page regarding [grade appeals](#).

The Student Conduct process is causing me a lot of stress and anxiety. Is there someone I can speak with during this process?

We certainly understand this may be a stressful process for you at this time. Below are some tips to assist you through this process. Please visit our [website resources section](#) for a list of offices that may support you.

- Set up an appointment to talk with a counselor in Counseling & Psychological Services, 805-437-2088.
- Confide in individuals you trust to discuss what you are going through. This could include parents, guardians, relatives, siblings, friends, faculty members, co-workers, etc.
- Continue to focus on your academics as the outcome of the student conduct case has not been determined.

My suspension is about to end and I want to come back to the University. How do I do that?

If you have completed all required sanctions and your suspension is coming to an end, you must contact SCCR to begin the process of reintegrating into the University. Depending on your situation, you may be required to meet with SCCR before returning to campus.

Where can I learn more about the student conduct process at CI?

We recommend reviewing the *Student Conduct Code* and CSU Executive Order 1098, which provide an overview of the student conduct procedures. Additionally, the [Student Conduct website](#) provides additional information regarding the student conduct process at CI.

My case was already addressed with the Title IX and Inclusion office, why am I being contacted by Student Conduct?

After a case has been investigated by the Title IX and Inclusion office and all appeals have been exhausted, the case is then forwarded to SCCR to determine the sanction outcome(s). To learn more about the process and its relation to student conduct please review CSU Executive Orders [1096](#) or [1097](#) and [1098](#).

I am really busy and I do not have time to address this, what does the student conduct process entail?

Most cases are resolved informally within one to two weeks of the date the incident report was received. However, depending on the incident, number of individuals involved, and complexity of the case, the case may take longer to adjudicate. The student conduct officer you meet with will be able to provide you a more accurate timeline pertaining to your case. It is recommended you review CSU Executive Order 1098 that outlines the timelines required for cases to be resolved.

What happens if I forgot to attend my investigation meeting or conference?

If you forget to attend the investigation or conference meeting, your case may be forwarded to be heard in a conference or hearing. It is recommended that you contact SCCR immediately to reschedule your appointment. When scheduling your appointment, be sure to find a time that will accommodate your class and work schedules. It is recommended that you add your appointment time to your calendar or phone as a reminder. SCCR will usually send a reminder notification after your appointment has been scheduled.

Please note: if you fail to attend your hearing, a decision will be rendered without your participation. Hearings will not be rescheduled if a student fails to attend unless there were extenuating circumstances that may have caused significant or unavoidable hardship.