

# Preparing for Your Referral to Student Conduct

The Walsh University conduct process is grounded in the concept of fairness and impartiality.

We want every student who comes through the process to gain a better understanding of personal and community standards as well as further reflect on the rights and responsibilities of being a member of the Walsh University community. As you prepare for your conduct meeting, please review the information below:

## 1. Remain Calm



It is natural to experience nervousness as you are preparing for your referral to Student Conduct; however, the best thing you can do is to remain calm and collected. Our goal is to ensure that all students are provided with an opportunity to respond to alleged violations of university policy. Your Hearing Officer wants to hear your side of the story as well as any additional information that is relevant to the nature of the report and/or complaint. Do not allow your nerves to get the best of you.

## 2. Read all Communications



Be sure to carefully read all information provided in your notification letter and this document. Our goal is to set you up to be successful for your conduct meeting. The student conduct process is about student development and growth. The Student Conduct Office is designed to assist you during this process, so should you have any questions do not hesitate to contact your assigned Hearing Officer.

## 3. Know the Code



It is your responsibility to know and follow the Walsh University Student Code of Conduct. The conduct charges included in your notification letter are the policies and procedures outlined in the Walsh University Student Handbook. It is extremely important to “know the code” in order to prepare for your conduct meeting. For more information about the code of conduct and conduct process, review the “Student Life” section of the Walsh University Student Handbook – [www.walsh.edu/student-handbook](http://www.walsh.edu/student-handbook).

## 4. Attend Your Conduct Meeting



Choosing to attend your hearing is the best possible choice that you can make in response to alleged conduct charges; it allows the hearing officer to make a decision that includes consideration of the information that you provide. As stated above, we want to hear your version of events. If you choose not to attend your conduct meeting, the hearing officer will render a decision based upon the available information and may issue conduct sanctions (if applicable).

## 5. Understanding Confidentiality



Your student conduct file is part of your academic record and is protected by the Federal Education Rights and Privacy Act. This means that the Student Conduct office is not permitted to release any information as it relates your conduct record with any third party (including parents and/or legal guardians) unless you provide written consent.

## 6. Be Prompt



Plan to arrive at your meeting shortly before the scheduled time. This will allow you an opportunity to collect your thoughts, review the information you want to share, and to ask questions about the process. All meetings begin on time.

## 7. Consider Bringing Witnesses



Witnesses are not necessary in most cases; however, they are useful when only secondhand information is otherwise available. Witnesses can present truthful information about an incident as they saw or heard it themselves. You must notify your Hearing Officer at least 24-hour prior to the meeting if you are planning to present witnesses.

## 8. Be Prepared and Organized



Be sure to organize all of your thoughts and outline all of the events associated with the incident. Taking the time to write out facts or information about the situation, including specific dates, times, and quotes, would help you to present your side of the incident clearly.

## 9. Be Honest



The key to a fair and equitable meeting is a thorough investigation of facts. You will be asked to recount your incident in detail. It is very important to speak truthfully and to answer all questions openly and honestly. Honest responses will make it easier to create a better picture of the incident. There are serious sanctions that can be imposed if someone is proven dishonest during the conduct process.

## 10. Describe Your Responsibility



Ultimately, the hearing officer wants to know if you take responsibility for the alleged violation. Be prepared to describe and answer questions about your level of responsibility. Accepting responsibility means acknowledging that you violated policy and are willing to learn how you can remedy the situation and accept appropriate consequences.



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