

LAFAYETTE COLLEGE

Office of Student Conduct

Easton, Pennsylvania 18042 • TEL 610-330-5082 • FAX 610-330-5509 • www.lafayette.edu

Case Administrator Conduct Meeting - Organizations

Part I: Respondent Rights and Responsibilities

I understand that this process has been initiated because information received by the Office of Student Conduct suggests that my organization may have violated the Lafayette College Student Code of Conduct and that the following rights and responsibilities apply to my organization and any of its representatives in this process:

1. The right and responsibility to request reasonable accommodations at any point in this process by contacting the Office of Disability Services at 610-330-5098 or notifying the case administrator of my accessibility needs.
2. The responsibility to monitor my College-issued e-mail address to which all correspondence related to this case will be sent.
3. The right to a fair, impartial, and expeditious process.
4. The right to be notified of any alleged policy violations and the date, time, and location of any conduct meetings at least 48 hours prior to the meeting.
5. The right to elect not to attend a conduct meeting or hearing. I understand that if I choose not to attend a decision will be made based solely on the information available.
6. The right to remain silent or decline to answer questions. I understand that if I choose to remain silent a decision will be made based solely on the information available.
7. The responsibility to be truthful in all statements.
8. The right to have an adviser at any conduct meeting or hearing provided that person is willing and able to attend. I understand that it is my responsibility to choose an adviser who is a currently enrolled student or currently employed faculty member or administrative officer of the College.
9. The right to review all information used in the conduct process and to be present during the entire information-sharing phase of any conduct meeting or hearing. I understand that this right does not include any closed sessions for committee deliberation or consultation related to procedural questions or sanctioning decisions.
10. The right to have other members of my organization present at any conduct meeting or hearing. A limit on the number of individuals present may be set by the case administrator or committee chair.
11. The right to challenge all information presented at any conduct meeting or hearing at the appropriate time provided by the case administrator or committee chair.
12. The right to be presumed not responsible for violating policy unless, in the judgment of the case administrator or appropriate committee, information is presented that shows it is more likely than not that the organization is responsible for violating policy.
13. The right to be notified, in writing or electronically, of the outcome of the conduct process.
14. The right to appeal, under certain circumstances, according to the procedures outlined in the *Student Handbook*.
15. The right to waive any of the above listed rights.
16. The right and responsibility to ask for additional clarification on the procedures at any point during the conduct process.

By signing below I acknowledge that my rights and responsibilities in this process have been explained to me and that I have reviewed the *Student Conduct Procedures* section of the *Student Code of Conduct*.

Student Signature _____ Date _____
Name of Organization President _____ Name of Organization _____

Part II: Responsibility for Alleged Policy Violations

Please list the alleged policy violations as indicated on the initial case administrator letter in the first column. The respondent should circle “accept” or “deny” for each allegation and/or record any relevant notes or clarifications. If the respondent denies an allegation or chooses not to respond, the case administrator will complete the last column.

Alleged Violation(s)	Respondent Decision (Circle One for each allegation)	Respondent Notes/Clarifications	Case Administrator Finding
	Accept Deny		Resp. Not Resp.
	Accept Deny		Resp. Not Resp.
	Accept Deny		Resp. Not Resp.
	Accept Deny		Resp. Not Resp.
	Accept Deny		Resp. Not Resp.
	Accept Deny		Resp. Not Resp.

Part III: Resolution Procedure

For information regarding a respondent’s case resolution options, please review the “Case Administrator Meeting” section of the Student Code of Conduct which can be found in the Student Handbook.

Conduct Meeting Resolution:

- I understand that this case is not eligible to be heard by the Student Conduct Committee and is not eligible for an appeal and that the resolution explained by the case administrator represents the final outcome of this case.
- I understand that this case is eligible to be heard by the Student Conduct Committee but have chosen, on behalf of my organization, to forfeit this right by requesting that the case administrator determine the outcome of this case. I understand that my organization reserves the right to appeal the decision in accordance with the procedures outlined in the Student Code of Conduct.

Student Conduct Committee Hearing:

- I request, if eligible, that this case be brought before the Student Conduct Committee for a hearing. I understand that if I have accepted responsibility for all allegations this hearing will be a sanctioning hearing only. If I have not accepted responsibility for all allegations, I understand that the SCC will first determine responsibility and then, if appropriate, determine sanctions.
- I understand that the case administrator has chosen to refer this case to the Student Conduct Committee for a hearing. I understand that if I have accepted responsibility for all allegations this hearing will be a sanctioning hearing only. If I have not accepted responsibility for all allegations, I understand that the SCC will first determine responsibility and then, if appropriate, determine sanctions.

Student Signature _____ Date _____