

# LAFAYETTE COLLEGE

Office of Student Conduct

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

## Case Administrator Conduct Meeting

### Part I: Respondent Rights and Responsibilities

I understand that this process has been initiated because information received by the Office of Student Conduct suggests I may have violated the Lafayette College Student Code of Conduct and that the following rights and responsibilities apply to me as the respondent:

1. The right and responsibility to request reasonable accommodations by contacting Accessibility Services at 610-330-5098 and/or notifying the case administrator of my accessibility needs.
2. The responsibility to monitor my College-issued email 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 challenge all information presented at any conduct meeting or hearing at the appropriate time provided by the case administrator.
11. The responsibility to keep reports and all documents (including digital copies) confidential, and the right to share such information only with my adviser.
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 I am 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 \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

**Part II: Responsibility for Alleged Policy Violations**

Please list the alleged policy violations as indicated on the notice of charges 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 or leave it blank if the case is referred to the Student Conduct Board.

Alleged Violation(s)	Respondent Decision	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.
	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.

**Case Administrator Hearing:**

- Status of Warning Probation or lower: I understand that this case is not eligible for an appeal and that the outcome explained by the case administrator is final.
- Status of Disciplinary Probation I or higher: I understand that I retain the right to appeal the outcome in accordance with the procedures outlined in the Student Code of Conduct.

**Student Conduct Board**

- My case has been referred to the Student Conduct Board: I understand that the case administrator has chosen to refer this case to the Student Conduct Board. I understand that if I have accepted responsibility for all allegations, this hearing will serve solely to determine sanctioning. If I have not accepted responsibility for all allegations, I understand that the Student Conduct Board will first determine responsibility and then, if appropriate, determine sanctions. I understand that I retain the right to appeal the outcome in accordance with the procedures outlined in the Student Code of Conduct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_