



What You Need To Know About The Conduct Process

As a student, you have the **RIGHT** to :

- Written notice, listing specific policies allegedly violated
- Written notice of the time and date of an informal meeting or hearing, with sufficient notice (minimum 2 days)
- Request a formal fact-finding hearing (instead of an informal disposition)
- A fair hearing
- Be presumed not responsible until an informal meeting or hearing, with the University bearing the burden of proof
- Present documents and witnesses, question witnesses presented by the University at a formal hearing
- A written decision with a summary of facts presented
- Have a non-participatory support person present at any meeting or hearing
- Information about the appeals process (for formal hearings only)
- A copy of the student code of conduct (available at [http:// studentconduct.ucmerced.edu](http://studentconduct.ucmerced.edu))

As a student, you have the **RESPONSIBILITY** to:

- Act in a civil manner throughout the entire conduct process:
 - >> Students may not yell, threaten, curse, slam doors, pound tables or chairs, disrupt the conduct process, throw things, or act in any other uncivil manner during any part of the conduct process
 - >> Students may express anger or frustration in appropriate manners, but students do not have the right to act in abusive or uncivil manner toward Student Conduct Officers, members of the hearing panel, or Appeals person/ panel or witnesses
- Be honest, complete and forthright (false, dishonest or misleading statements may lead to further conduct actions)
- Submit all materials and/ or witness list at least 2 days prior to any formal hearing
- Appear on time for your meeting or hearing (if you are late, it may begin without you)
- Complete any assigned sanctions in a thorough and timely manner, according to the dates and timelines provided



Student Conduct

General Definitions:

Student

- Any individual enrolled in or registered with any academic program of UC Merced, including recess periods between academic terms.

Jurisdiction

- The University may extend authority to off-campus events if conduct is determined to:
- Adversely affect the health, safety or security of any members of the University community
- Involves academic work or any records of the University
- May compromise "Good Neighbor" relations

Informal Disposition Meeting

- Resolution without a formal fact-finding hearing, usually by agreement between the student and Student Conduct (most cases are resolved in this manner).

Formal Hearing

- Process involving students, faculty and/or staff who meet to make determinations of fact, based on witnesses and/ or written evidence.

Burden of Proof

- Amount of evidence required to find someone responsible for a violation ("more likely than not").

Appeals Process: (for formal hearings)

For Undergraduate Students: All appeals must be filed in writing within 10 days with the Vice Chancellor of Student Affairs and the Director of Student Life and Conduct.

For Graduate Students: All appeals must be filled in writing within 10 days with the designated Dean (or Assistant/ Associate Dean) of the school.

Appeals must meet one of the following criteria:

- The decision lacks substantial basis in fact to support the findings
- There is incongruity between the proposed sanction and the findings
- There has been unfairness in the hearing proceedings
- There is newly discovered important evidence that was not known at the time of the hearing or decision

Results of Appeals:

- Appeals may be denied, granted in whole or part, or other options as appropriate
- For newly discovered evidence, the decision may be referred back to the hearing panel for reconsideration based on the new evidence
- Appeals for sanctions may be denied, sanctions may be increased, or other options (as appropriate) may be utilized

Potential Sanctions:

Dismissal:

- Termination of student status for an indefinite period (may not re-enroll in classes without approval from the Chancellor).

Suspension:

- Termination of student status for a specified period of time (allowed to re-enroll at the end of that period).

Interim Suspension:

- Exclusion of a student from classes, or other specified activities or areas of campus, before final determination of an alleged violation.

Deferred Separation

- A status imposed for a specific period of time during which a student must demonstrate conduct that conforms to University standards of conduct (may include restrictions on privileges or eligibility for activities).

Loss of Privileges:

- Exclusion of a student from participation in designated privileges and activities for a specified period of time.

Censure, Warnings, or Name on File:

- A written warning that a student has violated a specified University policy and that further violations may result in further disciplinary action.

Restitution:

- Reimbursement for expenses incurred by the University or other parties resulting from a violation of University policies (may be monetary or appropriate service to repair or compensate for damages).

Special Assignment

- An assignment of costs, labor, duties, educational projects or other responsibilities that are appropriate based on the violation and/ or student's role on campus
- Examples include: educational projects, research papers / personal essays, workshop/ training, or community service.