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# FAQ'S FOR STUDENTS

Office of Student Judicial Affairs

MSR Building - Suite 360

Turlock, CA 95382

(209) 667-3177

<http://www.csustan.edu/judicialaffairs/>

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## ***To whom does the Code of Conduct apply and when does it apply?***

The Student Code of Conduct applies to all students enrolled in the University regardless of institutional or program affiliation. This includes all undergraduate and graduate, part-time and full-time, on-campus and off-campus students. The Code of Conduct outlines expectations for student behavior regardless of the location of the alleged offense.

## ***What is the best way to contact the Office of Student Judicial Affairs?***

As a general rule, we do not provide information about alleged violations over the phone because information regarding disciplinary matters is highly confidential, and we must be sure that we are providing the information to the correct person. You can contact the Office of Student Judicial Affairs to make an appointment by calling 209-667-3177 or you may visit us in the Mary Stuart Rogers Building, Suite 360, Monday through Friday from 8:00 a.m. to 5:00 p.m.

## ***What is the judicial affairs process and what are my rights?***

The Office of Student Judicial Affairs has prepared numerous publications regarding the judicial process, the Student Conduct Code, and your rights and responsibilities. You can view all of the relevant documents on the Judicial Affairs website.

## ***I received a letter saying that I may have been involved or have knowledge about an incident and I am to come in to the judicial affairs office for a meeting. What's going to happen in the meeting?***

The meeting is an information-gathering meeting. Your name most likely appeared on a police report; incident report from the residence halls; or was forwarded to us from a faculty member, staff member, or another student. In the meeting, you and a representative of the Office of Judicial Affairs will discuss what happened during the incident and why it happened (or did not happen). At that point, it will be decided whether a University policy was violated (see the Student Code of Conduct and Housing Regulations for a listing of some of the relevant policies) and whether and what sanctions are appropriate.

## ***What happens if I do not show up for the meeting?***

If you fail to attend your scheduled meeting, an administrative hold will be placed on your record and you will be unable to register for classes or make changes to your schedule. You may also be unable to obtain your transcripts. A new meeting will automatically be scheduled for you, and you will again be notified by mail. If you fail to attend your second scheduled meeting, you will be charged with "Failure to Comply with an Official Request," a third meeting will be automatically scheduled for you, and written notification will again be mailed to your address. If you fail to attend the third meeting, a determination on your responsibility for an alleged violation will be rendered based on the evidence available and without the benefit of your participation. A letter outlining the decision and, if you're found responsible, a listing of your sanctions will be mailed to you. Depending upon the violation you may also be suspended from the University and/or removed from Student Housing.

***What if I am found in violation of the rules?***

If you are found in violation of the rules, you will be assigned sanctions, which could include educational activities (including classes, reflection or research papers, interviews, community service, or voluntary counseling sessions), restitution (including letters of apology and monetary restitution), restrictions, or mandatory counseling assessment, among others. Additionally you may be assigned a Written Warning, a Housing Probation, a Conduct Probation, Suspension or Expulsion. The type and severity of sanctions range depending on the nature of the violation (what you did), prior violations/previous disciplinary history (what have you done before), mitigating circumstances surrounding the violation (unusual circumstances), your motivation for the behavior (why you chose to do what you did), sanctions involved in cases involving similar violations (precedent), and the developmental and educational impact (how is this going to affect you).

***Why do I have a hold on my registration?***

If you have a hold on your registration, it is most likely because you failed to attend a scheduled meeting with Student Judicial Affairs or you failed to complete the sanctions assigned to you.

You will have to attend a meeting or complete the sanction(s) prior to your hold being removed.

***Is this going to be on my transcripts?***

If you are suspended from the University, a notation will appear on your transcript for the length of the term of your suspension. If you are expelled, it will be a permanent notation.

There are other situations, however, in which your disciplinary records may (with your permission) be given to other institutions. Other universities frequently make specific requests for disciplinary records when a student applies for graduate school or decides to transfer. In these situations, you will sign a waiver in the admissions process allowing the Office of Student Judicial Affairs to release your records.

The records of cases that have been resolved with a sanction less than suspension or expulsion will be maintained in the Office of Student Judicial Affairs for a period of seven years from the end of the academic year in which the offense occurred. Records in which the discipline sanction was suspension or expulsion will be maintained indefinitely.

***Am I going to get kicked out of housing?***

There are many violations for which, if you are found responsible, permanent removal from University Housing is a possible outcome. These include but are not limited to:

- Violation of any University Policy while already on Conduct Probation
- Violation of the Drug Policy
- Violation of the Sexual Assault Policy
- Violation of the Sexual Harassment Policy
- Possession of a firearm or other weapon
- Causing or Threatening Harm to Persons
- Housing Probation Violation
- Repeated Alcohol Violations

If you are removed from University Housing you are still bound by your housing contract and must reconcile that with University Housing in addition to finding a new place to live.

While the examples above are some of the most serious and thus the most likely to result in permanent removal from University Housing, any violation (depending on severity, number of repeat offenses, etc.) can result in permanent removal from University Housing. Additionally you may only receive from 48 hours to five days to vacate your room, depending on the circumstances.

For additional information on The Village Housing Policies please visit their website.

***Am I going to be suspended or expelled from school?***

There are many violations for which, if you are found responsible, suspension or expulsion from the University is a possible outcome. These include but are not limited to:

- Violation of any University policy while already on conduct probation
- Violation of the Drug Policy
- Violation of the Sexual Assault Policy
- Violation of the Sexual Harassment Policy
- Possession of a firearm or other weapon
- Causing or Threatening Harm to Persons

While the examples above are some of the most serious and thus the most likely to result in suspension from the University, any violation (depending on severity, number of repeat offenses, etc.) can result in suspension or expulsion.

***What if I disagree with the decision?***

You have a right to appeal a decision made by the Office of Student Judicial Affairs. The Office of Judicial Affairs has prepared numerous publications regarding the judicial process, the Student Conduct Code, and your rights and responsibilities. You can view all of the documents on the Judicial Affairs website.

***Who has access to my disciplinary record?***

Your disciplinary record is considered confidential. However, information concerning your disciplinary record may be available to appropriate University officials, faculty and/or staff who have a legitimate education interest in such information. In addition, information regarding your disciplinary record may be released to other individuals or entities upon your written request or in accordance with state and federal law.

***Are my parents/guardians going to find out?***

Federal laws protect your educational records (which include disciplinary records) from being accessed by others without your permission. However, there are occasions in which the law allows the Office of Student Judicial Affairs to notify parents of the outcome of a student's disciplinary case. The Office of Student Judicial Affairs may notify when:

- The student is under the age of 21 and is found responsible for violating the Drug or Alcohol Policy of the University.
- The student is placed on either University or Housing Probation. This places the student on notice that any additional offense may effect either their ability to attend the University or live on campus.
- The resulting sanction(s) affects the student's ability to live on campus or attend the University (e.g. housing removal/relocation, suspension, or expulsion).

Because not all offenses result in this level of sanctioning, parents will not automatically be notified when their student becomes involved in the disciplinary process. However, if parents would like information regarding their student's disciplinary history or status at the University from the Office of Judicial Affairs, they can request that their son/daughter sign a waiver of confidentiality allowing the Office of Judicial Affairs to release that information. These waivers are available at the Office of Judicial Affairs at One University Avenue, Turlock, CA 95382 or by phone at (209) 667-3177. In most cases, the Family Educational Rights and Privacy Act (FERPA) protects students' judicial records as confidential educational records.

***If the violation also involves an alleged crime, can I also be prosecuted through the criminal courts as well as being referred to the Office of Judicial Affairs?***

Yes, the same set of facts may result in an investigation by both the University and the courts. Unless requested by law enforcement officials, University disciplinary action will normally proceed during the pendency of a criminal or civil action.

Students may be accountable to both civil authorities and to the University for acts that violate local, state or federal laws. (Students are encouraged to seek advice of legal counsel when they face criminal charges.) Disciplinary action through University processes concurrent with criminal action does not subject a student to "double jeopardy."

The University operates under different policies, procedures and standards and thus, will not be bound by the findings of a court of law. If the court's outcome satisfies the University's interests, such outcome may be recorded on the student's disciplinary record without invoking the university disciplinary process. Should any criminal proceeding result in a felony conviction, as a result of an incident on or off campus, the Vice President of Student Affairs reserves the right to expel a student.

***As a parent, how can I help my student navigate the disciplinary process?***

The Office of Judicial Affairs has prepared numerous publications regarding the judicial process, the Student Conduct Code, and student's and parent's rights and responsibilities. You can view all of the documents on the Judicial Affairs website.

### ***What happens if I am accused of violating the Student Conduct Code for an Academic Violation?***

If you are accused of violating the Student Conduct Code for cheating, plagiarism, or other academic integrity issues, there are several possible outcomes. You may meet with your professor to discuss the issue and they can hand out an academic penalty including receiving an “F”, a zero, or a lowered grade in the course; receiving an “F”, a zero, or a lowered grade on the assignment, paper, or exam; receiving “no credit” for the course; having to re-do the assignment; and/or receiving a warning. You will also be referred to the Office of Student Judicial Affairs who may investigate and determine if you violated the Student Conduct Code and if so, what non-academic penalty you may receive. To learn more about academic integrity please utilize the resources on the website of the Office of Judicial Affairs.

### ***How can I avoid being charged with an Academic Violation?***

There are a number of ways to ensure your academic conduct does not violate the Student Conduct Code. These include:

- Familiarize yourself with the University's Code of Conduct, especially for information regarding academic dishonesty.
- Check each course syllabus for information regarding academic dishonesty. Faculty members may have additional information beyond the University's standards. If you cannot find a written section in the syllabus, ask the faculty member what their expectations are.
- Prepare yourself thoroughly for examinations and assignments.
- Take the initiative to prevent other students from copying your exam or assignments by shielding your work. In exams, if you feel someone is trying to copy from you, ask the proctor if you may move.
- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
- Do not make any marks on a graded exam if there is any chance you may submit it for a re-grade. Make notations on a separate paper.
- Do not share assignments you have finished with other students. Do not leave your finished assignments in a place where another student might be able to copy them.
- Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if another student lifts parts or all of your work. Sometimes friendly assistance may escalate into claims of blatant dishonesty.
- If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids.
- Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.
- When working on a collaborative exercise, complete all written assignments individually unless the instructor specifically tells you otherwise.
- Acknowledge the contributions of other students on collaborative projects by citing their name(s) on all written work turned into the instructor.
- When completing take-home exams, do not collaborate with other persons unless approved by the instructor.

- Consult with the University Writing Center, talk with your professor or a librarian, or use a recognized handbook for instruction on citing source materials.
- Protect your computer login identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.
- Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if someone alters that program and submits it as their own work.
- Do not allow anyone to copy or use your flash drives.
- Check with your instructor and get permission before turning in a paper or project you submitted in another course.
- Do not use previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material.
- Keep rough drafts and copies of your work since other students may get access to your work and attempt to claim it as their own.
- Keep your student identification card in your possession or secured. Never loan your identification to anyone.
- Encourage honesty among other students.
- Refuse to assist students who cheat.
- Verify that the work you submit is the work you want to be graded. Inadvertently submitting the "wrong" version of an assignment does not exonerate you from being charged with academic dishonesty.

*\* Portions of this FAQ sheet were adapted from publications from the University of South Carolina and other university publications.*