



# CONDUCT PROCESS

## What you need to know

### As a student you have a right to:

- Access to documents in your file upon written request
- Resolve the matter through informal disposition/mutual agreement
- Written notice, listing specific policies allegedly violated
- Written notice of the time and date of an informal meeting or hearing, with sufficient notice
- Request an appeal or formal fact-finding hearing (instead of an informal disposition) depending on recommended sanction(s)
- A fair hearing with standard of evidence being preponderance of evidence
- 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 at hearing
- Have a non-participatory support person present at any meeting or hearing
- Information about the appeals or hearing process
- A copy of the UCM student code of conduct (available at <http://osrr.ucmerced.edu>)
- Confidentiality
- Right to remain silent or refuse to answer questions

### 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 Rights and Responsibilities Officers, members of the hearing panel, or Appeal person/panel 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 timeline provided

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