UCO Office of Student Conduct: Purpose, Mission, and Slogan Statements

**Purpose:**
The purpose of the Office of Student Conduct is

1. to determine responsibility in referred cases of alleged student and student organization misconduct;
2. to determine and apply appropriate learning outcomes to sanctions for students and student organizations who have been found responsible for violating the Code of Student Conduct; and
3. to develop and restore character, community, and civility among the students who have violated the Code of Student Conduct and those who have been affected by those violations.

The Office of Student Conduct encourages students to accept responsibility for their own actions, as a means of transformative learning. Furthermore, the Office of Student Conduct aims to fulfill this purpose through a variety of appropriate proactive programming efforts, notifications, and responsive developmental sanctions.

**Mission:**
The mission of the Office of Student Conduct at the University of Central Oklahoma is to enlighten the campus citizenry regarding conduct regulations and responsibilities and enforce the social guidelines necessary to maintain a conducive atmosphere for living and learning amongst the University and the surrounding community. Furthermore, the intent of the Office of Student Conduct is to ensure that students’ rights are protected and to encourage students to accept their responsibilities and obligations as members of the University community. The Office of Student Conduct shall aim to balance the best interests of the students, faculty, and staff through honest and objective procedures, timely notice, and a practice of equity.

**Slogan:**
“Enlightening and Advising on Rights, Responsibilities, Policies, and Character”
Office of Student Conduct Process Model

Complaint/Notice
- Interim Remedies
  - Investigation
    - Informal/Informal Hearing
      - RESPONSIBLE/Sanctions
        - Notice of Outcome
          - Appeal Request and Review
            - Granted
              - Less than Suspension
                - VPSA
              - SUSPENSION
                - COSC
            - Denied
              - Notice of Outcome
                - *Procedural Appeal to UCO President

Case Closed
The Family Educational Rights and Privacy Act (FERPA) federal law prohibits the disclosure of personally identifiable information of the education record of a student with some general exceptions including, but not limited to:

- The release of information for students who have given written consent;
- The release of emergency-related information to parents for students involved in a health or safety emergency;
- The release of information to parents, if their student has been found “RESPONSIBLE” for violating any University alcohol or controlled substance policy or any local, state, or federal law and are under the age of 21; or
- The release of information which has been designated by the University as Directory Information (except for those students who have requested, in writing, to have this information withheld);
- The release of information to a parent, if that parent has claimed that student as a dependent for tax purposes, as defined in section 152 of the Internal Revenue Code of 1986.

If a student wishes to waive this right, then the student must complete this form.

PERSON/AGENCY TO WHOM I AUTHORIZE THE RELEASE OF CONFIDENTIAL INFORMATION

is normally prohibited from disclosing the information to other parties. Please note that release of this record or disclosure of its contents to any third party not listed below without the written consent of the student is prohibited.

NAME/AGENCY   RELATIONSHIP     PHONE NUMBER

(Additional names of persons authorized to receive confidential academic information should be noted on separate Educational Records Release Authorization forms. The telephone number may be used to verify identity.)

Information which can be released to this person should be listed below. Be specific, e.g., term grades, progress to degree, academic transcript, conduct records, etc. Information not listed will not be released.

______________________________________________________________________ __________________________

______________________________________________________________________ __________________________

Please state the reason(s) for the release of such information, i.e “conduct investigation” or “background check”.

___________________________________________________________________ _____________________________

Please circle the medium in which the information should be released: Verbally and/or Written Material

DURING WHICH THIS WAIVER WILL BE IN EFFECT

This waiver is valid from the time it is signed until the beginning of the following academic year, at which time it must be renewed. If you wish to cancel or amend this waiver, then you must provide a written request to this department. If this waiver is a one-time only condition, then please indicate below that the one-time only condition is valid.

One-Time only:______

I, (Print Name)________________________________________ have provided the preceding information freely, without coercion or threat.

______________________________________________________________________ __________________________

______________________________________________________________________ __________________________

______________________________________________________________________ __________________________

______________________________________________________________________ __________________________

______________________________________________________________________ __________________________

“FOR UNIVERSITY DEPARTMENTAL USE ONLY”

Authorized by (PRINT):________________________________________ Date:__________________________

Signature:________________________________________ Date:__________________________
Student Conduct Hearing/Appeal Hearing Outline

I. Opening of Record

II. Introductions
   a. Name and affiliations of persons involved with University and/or case, in general.

III. Advisor Orientation
   a. The role of the Advisors is explained
   b. The purpose of the Office of Student Conduct is explained

IV. Reminders and Ground Rules
   a. Important parameters of behavior are expressed for the participants.
   b. The protocol for witness participation is described.
   c. Witnesses are asked to exit hearing room until called upon.

V. Nature of Hearing
   a. Student Conduct Body Chair reads a brief statement to describe the basic nature of the Student Conduct Hearing. The Student Conduct Body Chair will not proceed until the nature of hearing statement has been correctly established.
   b. Student Conduct Body Chair explains the criteria for making the final decision.

VI. Information Presentations/Questioning/Witnesses (*Order may slightly vary during actual Hearing.)
   a. Opening Statements and Responses
   b. Hearing Party Questioning
   c. Witnesses and Questioning
   d. Concluding Statements and Recommendations for Outcome

VII. Timeline for Outcome of Hearing
   a. The Student Conduct Hearing Panel shall communicate the anticipated timeline for the final outcome of the Hearing:
      1. Hearing Parties may be instructed to sit outside for a definite period of time while the student conduct body reviews the case, the associated documentation presented, and makes a decision. The decision will be verbalized to the Hearing Parties at the conclusion of the defined time period. A letter will follow this verbal notification within five (5) University days.
         OR
      2. Hearing Parties may be informed that a decision will be made and sent to them within five (5) University days or informed that the investigation needs to be extended.

VIII. Expression of Decision/Assignment of Sanction
   a. A written letter shall be delivered within five (5) University days, even if initially communicated verbally.
   b. If a decision has not been made after five (5) University days, then the Hearing Parties shall be contacted by phone or letter by the Office of Student Conduct.
1. Read section III of the current Code of Student Conduct.
2. Ask for a copy of the Student Conduct Hearing outline, if you do not already have one, and review it.
3. Inquire about the ground rules of the Student Conduct Hearing in advance.
4. Prepare a 2-3 minute opening statement that will outline your stance during the hearing.
5. Prepare a 2-3 minute concluding statement that will summarize your stance and highlight your desired outcome for the case.
6. Gather your thoughts and write down your version of the incident in a chronological narrative and/or bulleted format.
7. Be prepared to read or tell your version of the incident to the Director of Student Conduct or a student conduct body consisting of faculty, students, and possibly staff and community members.
8. Request to review the case packet of documentation (the findings of the University investigation) that may be presented during the student conduct hearing.
9. Write down any relevant open-ended and/or closed-ended questions for your accuser or the alleged victim, which may help to prove your version of the incident.
10. When you address the designated student conduct body, make eye contact with them. Their task is to determine what more than likely occurred. You can make their task a little bit easier if they can get a feel for you verbally and non-verbally.
11. Be prepared to answer potentially and seemingly adverse or uncomfortable questions truthfully.
12. Be respectful to the panel members of the student conduct body and avoid being argumentative, rude, and overly defensive when answering their questions.
13. If any, ask an eye-witnesses, circumstantial witnesses, or character witnesses to be present, who may be able to provide an objective, yet favorable account of the incident for you.
14. If necessary, ask a character witness to be present on your behalf.
15. If necessary, ask for an advisor to be present at the hearing and inform the Director of Student Conduct, no later than two (2) University business days in advance.
16. Inform the advisor that they cannot represent the student. Students must represent themselves at Student Conduct Hearings.
17. Tell the truth.
Witness List Form

Office of Student Conduct
Nigh University Center, Room 136
100 North University Drive, Box 324
Edmond, OK 73034
(405) 974-5380 (office) / (405) 974-3930 (fax)
www.uco.edu/conduct

Witness 3:
Witness Type (i.e. Eye Witness, Character, or Circumstance): ____________________________________________

Name: ____________________________________________ UCO Student? ______________________

Student ID#: ________________________________ Email: ________________________________

Phone #1: __________________________________ Phone #2: ___________________________

Address: ________________________________________________________________

Witness 4:
Witness Type (i.e. Eye Witness, Character, or Circumstance): ____________________________________________

Name: ____________________________________________ UCO Student? ______________________

Student ID#: ________________________________ Email: ________________________________

Phone #1: __________________________________ Phone #2: ___________________________

Address: ________________________________________________________________

Witness 5:
Witness Type (i.e. Eye Witness, Character, or Circumstance): ____________________________________________

Name: ____________________________________________ UCO Student? ______________________

Student ID#: ________________________________ Email: ________________________________

Phone #1: __________________________________ Phone #2: ___________________________

Address: ________________________________________________________________
Student’s Acknowledgement of Rights and Options

I, ____________________________________________________, have presented a complaint against ____________________________________________________, which states that he/she/they has/have violated University of Central Oklahoma (UCO) policies, as stated within the current UCO Code of Student. I understand that I/we have the following rights:

OR

I, ____________________________________________________, have received/been presented with the complaint(s) against me/my organization which suggest that I/we have violated the stated University policies. I understand that I/we have the following rights:

• A right to review a copy of the written complaint(s) against me and/or other documents within my file in the Office of Student Conduct.

• A right to a hearing, with reasonable prior notice, as outlined in the current UCO Code of Student Conduct.

• If this matter is resolved through a formal Student Conduct Hearing, I/we have a right to be accompanied by any advisor I/we choose, at my/our own expense. The advisor may be an attorney. However, I/we, ____________________________________________________, understand that I/we shall be responsible for presenting my/our own case and, therefore, my advisor will not be permitted to speak or to participate directly in any Student Conduct Hearing before a student conduct body.

• A right to present witnesses in the informal resolution of this matter or in a formal Student Conduct Hearing, which must be identified at least two (2) University business days prior to the Student Conduct Hearing.

• A right to appeal the initial decision of the student conduct body who hears this case to the appropriate University entity, as outlined in the current UCO Code of Student Conduct.
Student’s Acknowledgement of Rights and Options—Continued

I/We, _______________________________________________, have read the above statement and prefer to resolve this matter in the following selected fashion: (Initial your preference below. Some preferences may not be honored due to the specific nature of the case and the matters involved.)

A. **Informal Resolution Option:** An informal decision is made after enough information has been gathered/received to make a final determination by the Director of Student Conduct, Student Conduct Case Manager, or the designated student conduct body. ______

OR

B. **Formal Resolution Option:** A Student Conduct Hearing with the Director of Student Conduct or the designated student conduct body. ______

_________________________________________ _________________________
Student Signature      Date

_________________________________________ __________________________
Student’s Current Physical Address:      Student’s Current Phone Number:
_________________________________________ __________________________
_________________________________________ Student’s Current Email Address:

_________________________________________ __________________________
Office of Student Conduct Staff Signature      Date