

Student Rights:

1. The Student Affairs Deanship and faculty members are required to alert students to the Code of Conduct and the serious consequences of unprofessional behavior, and academic and non-academic misconduct.
2. The colleges will include a warning statement with each exam paper stating the importance of following the Code and setting forth consequences of academic misconduct.
3. The Colleges will distribute a memorandum to students and faculty members before final exams, explaining that all mobile phones and other similar electronic devices are banned during the administration of an examination.
4. Students charged with violations of the Code are advised of their due process rights. They are entitled to the following procedural protections:
5. Written notice of the charges
6. If it is determined that a student will be charged with a violation(s) of the Code, a notice is sent to the student. The Notice of Charges identifies those sections of the Code that the student is charged with violating and includes a brief explanation of the facts supporting the charge(s).
7. The University may bring charges against a former student for offenses committed while a student within six months after termination or withdrawal of the student or withdrawal of student organization status. This limitation does not apply to cases that involve academic dishonesty or fraud affecting the acquisition of a degree, over which the University maintains indefinite jurisdiction.
8. Presumption of innocence
9. It is presumed that a student charged with a violation of the Code did not commit such violations unless the student admits responsibility or a hearing determines otherwise.

10. Choosing not to participate
11. Students may choose not to participate in the resolution of their case. In this situation the hearing body may elect to proceed in the student's absence. When a hearing is held in a student's absence, the decisions of the hearing body will have the same force and effect as if the student had been present.
12. Opportunity to Respond
13. Students charged with violations of the Code have the right to respond in writing, verbally or submitting documents to the allegations in front of a hearing officer/panel.
14. Hearing
15. Students are expected to speak for themselves. They may, however, seek the advice of another person to assist them in either the formal or informal process.
16. Written notification shall be provided prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or panel, a statement of the student's rights, and information on the hearing procedures.
17. All concerned parties must be present at the hearing.
18. A written decision that supports disciplinary sanctions
19. The hearing officer will provide the student with a written decision, which will include the sanction(s), if any, to be imposed.
20. Right to appeal
21. Students have a right to appeal the decisions of the sanctions in accordance with the Signatory Authority.