

**WPI Dean of Students Office
Frequently Asked Questions about
The Campus Hearing Board**

*The WPI Conduct System is designed around the concept of educational discipline – students understanding why specific rules are in place, taking responsibility for their actions, learning from their mistakes, considering alternative courses of action, and ultimately, changing their behavior in the future. **This information is designed to introduce you, as a Respondent to the Resolution & Appeals Process (RAP) and prehearing procedures for Campus Hearing Board (CHB) sessions. Please feel free to ask your Case Officer questions.***

Who is the Case Officer and what is their role? The Case Officer is a member of the Dean of Students staff or other designee, who provides operational and logistical support for the CHB. Case Officers are not voting members of the CHB, and do not participate in discussions of the CHB.

How do I know what I'm being accused of? Students accused of violating the *WPI Code of Conduct* receive a Charge Letter outlining the allegations, and are encouraged to meet with the Case Officer before the CHB convenes. The Case Officer can explain the section of the *Code* that is involved in your case.

What are my rights, and where can I find them? The prehearing procedures, as well as the rights of individual members of the WPI community, are outlined in the *WPI Code of Conduct*. If you need a copy, please notify your Case Officer. The policies are also available on-line at <https://www.wpi.edu/offices/dean-students>

When is my hearing? You will receive notification of the date, time and place of the hearing at least five (5) business days before the actual hearing date. Hearings generally start around 5:30 PM.

Is there anyone who can help me with my case? Volunteer conduct advisors are trained and educated about the conduct system and serve as a confidential resource and consultant for students regarding the conduct process. Your Case Officer can connect you with these professional WPI staff members.

How are decisions made? The CHB uses a “preponderance of evidence” as their standard of proof for deciding whether the accused student is responsible for the allegations. Preponderance of evidence is defined as “more likely than not” that the evidence supports a violation of university policy.

Can I have someone help me at the hearing? Any complainant or respondent may have an advisor of their choice. The advisor may be a faculty mentor, a friend, a family member, an attorney, a chaplain, a mental health clinician, or another person of the students’ choice (including the WPI professional staff members noted above), except a member of the media. Students are not required to have an advisor, and all interaction will be with the student involved in the case. Notice of an advisor’s presence at a hearing must be provided at least three (3) days prior to any hearing. Advisors may not ask, answer or be asked questions by any party at the hearing. A list of witnesses and copies of written statements or other evidence must be submitted to the Case Officer at least 3 business days prior to the hearing.

Is there an appeals process if I'm found responsible? CHB decisions may be appealed within five (5) business days of the initial communication of the decision. Appeals criteria and the associated process is outlined in the *Code of Conduct*, and the Case Officer is available to explain the appeals process

What about having a conduct record....will that cause me trouble down the road? Student conduct records are maintained by the Dean of Students Office.

- (a) For cases where a student (1) has not completed the sanction(s) or (2) has been suspended or expelled for disciplinary reasons, the student conduct record is retained by the Dean of Students indefinitely.
- (b) For all other cases, the Dean of Students Office retains the student conduct record and will only report a student’s conduct record with the student’s permission and in accordance with applicable state and federal laws and regulations for two (2) years following student’s date of graduation, transfer, or withdrawal from WPI. Students are expected to be honest when answering questions about their conduct record. The Dean of Students Office may report the following information upon request and with the student’s permission: date of the violations(s), conduct violations, sanctions imposed and the status of the sanctions. After two (2) years, the Dean of Students Office will only report that the student does not have a conduct record from WPI on file.

A student’s academic transcript does not include the existence, or outcome of, a student conduct proceeding.

A student’s conduct record does not preclude a student from participating in co-curricular or WPI-affiliated events, academic opportunities at WPI or another institution, or employment opportunities at WPI or outside of WPI, unless the sanction(s) imposed prohibits these activities at WPI and the sanction has not yet been completed.