

**For non-matriculated students involved in allegations of academic dishonesty, the administrative decision process is as follows:**

A. The student will be informed of the alleged code of conduct violation and the time, date and location of the hearing, in writing, at least two (2) business days prior to the hearing. This notice should include a description of the incident, and the policy allegedly violated.

B. The hearing shall be conversational in nature and non-adversarial.

C. Before the hearing, the student shall be given the opportunity to consult 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 student's choosing. The advisor may not be a member of the media. No one will be required to have an advisor.

The role of the advisor is to provide support to the student they are advising, not to advocate on behalf of the student. Advisors may assist the student in organizing their thoughts, help the student prepare for hearings and meetings, and provide personal or emotional support. Regardless of whether a Complainant or a Respondent works with an advisor, the parties are responsible for understanding the process and making their own decisions.

D. The student shall have an opportunity to respond to the charges and present any evidence or witnesses in response.

E. The WPI representative may seek other expertise to gain perspective associated with any submitted evidence.

F. The WPI representative will make a determination of the student's responsibility for the complaint based on the preponderance of the evidence.

G. If the student is found responsible, the WPI representative will meet with the faculty member to determine the appropriate academic grade sanction for the offense.

H. In the case where the student disagrees with the decision/grade sanction, they may appeal to the next highest administrator in the Dean of Students Office based upon the criteria outlined in the Code of Conduct under Conduct Appeals.

Additional information may be found within the Student Code of Conduct, located [here](#).