

Frequently Asked Questions About The Campus Hearing Board

*The WPI conduct process 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 to the WPI Conduct System 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, 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 online at <https://www.wpi.edu/offices/dean-students>.

When is my hearing? You will receive email notification of the date, time, and place of the hearing at least five business (5) days before the actual hearing date. Hearings generally start around 5:15 PM.

Is there anyone who can help me with my case? Conduct Advocates 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 a Conduct Advocate.

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 against them. 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? You may have an advisor with you, although they may not ask, answer, or be asked questions by any party at the hearing. You may also have witnesses (WPI community members or outside individuals, with permission of the Case Officer) to the incident, who can share what they saw or experienced. A list of witnesses and copies of written statements or evidence must be submitted to the Case Officer at least 3 business days prior to the hearing.

What about a lawyer - can I have my legal counsel present? Under extraordinary circumstances, you may request to have legal counsel present; their role is limited (similar to an advisor/advocate as noted above). A request to have legal counsel present must be made to the Case Officer at least five (5) 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. In cases of suspension or expulsion, the Conduct Appeals Board (CAB) will automatically review the case; you may also submit your own formal written appeal.

What about having a judicial record.... will that cause me trouble down the road? Conduct records are maintained by the Dean of Students Office, and are kept separate from a student's academic records. It is the policy of WPI that conduct records shall be reportable by the Dean of Students Office for a period of two years from the date of graduation or transfer from WPI. Conduct records may be shared both internally (e.g. IGSD, honor societies, etc.) and externally (e.g. transfer applications, prospective employers, law school, medical school, military, etc.) in accordance with federal regulations that require written permission (signed release form) from the student. As articulated in WPI's Academic Honesty Policy, a student's conduct record may be shared internally without the student's permission as appropriate to determine if the student has any record of prior offenses involving academic dishonesty. Conduct records for cases that are pending resolution and/or sanction completion shall be retained in perpetuity. In cases of disciplinary suspension or expulsion from WPI, conduct records shall be retained in perpetuity and will be reportable as outlined above.