

Conduct Investigations and Administrative Procedures FAQ: Student Conduct & Community Standards

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I just received an email from a Conduct Officer requesting my participation in a conduct investigation meeting phone call or an administrative appointment. What is a conduct investigation and administrative appointment?

A conduct investigation or administrative appointment is conducted when a report of an alleged violation and/or a confirmed violation of academic integrity is received by the Office of Student Conduct and Community Standards. A Conduct Officer will organize the information and facilitate a discussion with students to provide an overview of the conduct process, review the allegations of potential violations of the Standards or violations of academic integrity, ask questions pertinent to the investigation, and invite comments from students regarding their perspective.

In a conduct investigation, an assigned Conduct Officer will review the allegations and engage in a conversation with all parties indicated in the referral, including staff, faculty, and student.

In an administrative appointment an assigned Conduct Officer will engage in a conversation with students and help them prepare for the next steps in the conduct process.

These are designed as a non-adversarial discussions of the misconduct.

How much time will the conduct investigation meeting or administrative appointment take?

Students should plan for any appointment or meeting regarding conduct to last up to one hour.

Do I need to bring anything to the conduct investigation meeting or administrative appointment?

Students do not need to bring anything with them to the conduct investigation meeting or administrative appointment; however, if information has been provided to the student, they should be prepared to discuss their case. If a student has not received any information regarding the conduct investigation meeting it will be provided during the call.

What happens after the conduct investigation meeting or administrative appointment?

After a conduct investigation meeting, a letter will be sent to students outlining the discussion. They will have an opportunity to review and respond to the letter to ensure that information discussed during the call was included.

A Conduct Officer will then complete a comprehensive review of all documentation and a number of factors including, the severity of the offense, overall student conduct record, and applicable impact to the community and its members. The Conduct Officer will determine responsibility for any alleged violations and may determine an informal resolution through developmental sanctions, or make a referral to the Student Community Standards Committee for a formal hearing.

What are the possible developmental sanctions?

Depending on the violation, sanctions can include, but are not limited to: educational modules, reflective papers, formal written warnings, coaching sessions, informational meetings, and/or educational projects.

What if I do not respond to requests or participate in the conduct investigation meeting or administrative appointment?

Students are required to complete a conduct investigation meeting and/or an administrative appointment upon request.

If a student is not responsive to requests for a conduct investigation meeting or does not participate in a scheduled meeting, a hold may be placed on that student's account preventing: registration for future courses, access to transcripts, and receiving financial aid disbursements. Students may also be unscheduled from future courses until they are able to address this matter.

If a student is not responsive to requests for an administrative appointment, does not confirm an appointment by the deadline, or does participate in an appointment, a hold will remain on their account until they are able to address the matter.

What if I do not agree with the outcome of a conduct investigation or administrative appointment?

Students have the right to request a formal hearing should they not agree with the outcome of the conduct investigation or administrative appointment. The Student Community Standards Committee may support or change a decision, increase, decrease, or modify a sanction. Students must submit their request for a formal hearing to scs@ashford.edu within seven (7) business days of receiving their outcome letter.