

A Parent's Guide to Duquesne's Student Disciplinary System

If my child is charged with violating the Student Conduct Code, what happens?

- Student schedules an informational meeting.
- Student chooses one of three options:
 - Responsible Plea Waiver – student accepts responsibility for the violation and agrees to the sanction. Once a waiver is signed, there is no appeal and/or ability to overturn the decision or sanctions.
 - Hearing with RD or Director of Judicial Affairs as the hearing officer.
 - Hearing with the University Judicial Board.

Will I be notified?

- As per the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974, the University can only notify under certain conditions, which include:
 - second alcohol violation
 - first drug violation
 - imminent risk to the student's health, safety, or welfare
- Students must sign a [waiver form](#) allowing University officials to discuss conduct issues with parents/guardians

What is my role in the university judicial process?

- Guide the student through the process
- Be supportive while holding the student accountable
- Help identify and provide necessary interventions, such as alcohol or drug evaluations, anger management, and others, so that your student can be successful
- Allow and expect the student to set appointments, attend meetings, and fulfill sanctions.

How can I help my student?

- It is usually not helpful to the educational development of the student, or resolution of the matter, for you to take over the process from your student.
- You can attend a disciplinary meeting or conference if you do not disrupt the process.
- Students may not be represented by counsel in judicial hearings. You may hire an attorney if criminal charges are also involved.

I know my student could not have done this; I didn't raise him/her that way. Why is my student being charged?

Developmentally, this is a period of exploration, experimentation, and testing for students -- testing the beliefs and values they learned at home. They can sometimes make choices that are inconsistent with these values.

How are sanctions decided?

Sanctions are determined by considering:

- the nature of the violation
- the student's role in the incident
- the effect of the incident on others and on the student
- the student's developmental and educational needs
- the student's prior disciplinary record
- the mitigating and aggravating circumstances

My student was placed on probation? What does that mean?

Probation is a cautionary warning. If a student violates conduct standards while on probation, more severe consequences will result

Can my student appeal a disciplinary decision?

Students can appeal within seven days of the hearing for the following reasons:

- severity of sanction
- process was not followed
- new evidence
- lack of substantial evidence.

Appeals are not allowed on Responsible Plea Waivers.

Following the formal appeal process, a review can be requested of the Executive Vice President for Student Life.

Does the outcome go on my student's record?

- This does not appear on a permanent transcript
- It is kept on file in the Office of Judicial Affairs for five years
- Student must sign a waiver authorizing release

Will a disciplinary record keep my student from getting into law school, graduate school, etc.?

- Does not automatically exclude a student from further study, jobs, etc.
- Usually depends on the type or severity of misconduct in which a student is involved.
- A disciplinary record may lead admissions officers to more closely scrutinize the student's application but they usually look for patterns of behavior.
- A record is only released with the student's authorization

Why is a particular rule or policy in place?

Policies are designed to:

- Support the University's educational mission.
- Create and maintain a safe environment where people can work, study, and live without undue interference
- Build and support the academic and social community
- Teach students responsibility and interdependence, as well as moral and ethical development.

My student was charged criminally. Why go through the Office of Judicial Affairs too?

- The criminal justice system and Duquesne Student Conduct Code are not mutually exclusive.
- Students are being held responsible for upholding the standards of behavior in the Student Conduct Code, as well as public laws.

This incident happened off campus. Why is the university involved?

- The university has an interest in maintaining a safe community and appropriate standards of conduct for its students.
- This includes both on-campus and off-campus behavior which can have an impact on the university community and the university mission.

What resources are available to help my student?

- For a list of various resources, including counseling, victim assistance, legal assistance and psychiatric care, see the [Student Life](#) website.

*This document (8.15.08) references *The Student Conduct Process: A Guide For Parents*, a publication of the Association For Student Judicial Affairs, 2006.*