

CLAYTON STATE UNIVERSITY STUDENT RIGHTS AND RESPONSIBILITIES IN THE CONDUCT PROCESS

Students charged with violating the Clayton State University *Student Code of Conduct* have the following **RIGHTS**:

1. To receive a written copy of the charge(s).
2. To receive a fair and impartial hearing.
3. To know the nature of the information and the names of the witnesses scheduled to appear.
4. To present evidence and/or witnesses in their behalf. (See The Role of The Witness below)
5. To be accompanied at the hearing by an advisor of their choice. (See The Role of the Advisor below)
6. To be present at the hearing. If they fail to attend the hearing, it will be held in their absence.
7. To refuse to answer questions.
8. To ask questions of witnesses.
9. To receive a decision based solely on the information presented.
10. To make a record of the hearing.
11. To be given written notice of the results of the hearing and the sanction imposed.
12. To appeal any decision.

Students charged with violating the Clayton State University *Student Code of Conduct* have the following **RESPONSIBILITIES**:

- Be truthful and honest.
- Attend all schedule meetings and/or hearing or notify appropriate parties of conflicts within 48 hours.
- Fulfill all assigned sanctions by stated deadlines
- Conduct yourself in a civil and respectful manner.

THE ROLE OF AN ADVISOR

Students accused of violating the Student Code of Conduct are allowed to have one advisor with them during a conduct hearing.

The role of an Advisor is passive and limited. The Advisor should assist the Accused with the following:

1. Review and understand the charge(s) and Clayton State University's Disciplinary Procedures.
2. Help Accused student prepare their presentation of the information and develop a fair and logical defense.
3. Think of questions to ask the Conduct Officer and Witness(es) called to provide information at the proceeding.
4. Suggest additional questions to ask Witnesses on the information they provided.
5. Provide moral, ethical, and emotional support to the Accused during the proceeding.

The Advisor cannot actively participate in the hearing, conduct the defense or ask questions of any Witnesses or the Conduct Officer. However, the Advisor can offer comments of clarification to the Accused.

Space will be made available for the Advisor to sit with the Accused at the Hearing.

THE ROLE OF A WITNESS

The role of a witness is not that of an advocate or helper for one side; a witness's obligation is simply to tell the truth. S/he has been asked to be a witness because s/he knows something about the incident or about matters directly related to the incident in question. S/he are asked to share that information at the proceeding.

The parties involved and the Hearing Officer/Panel may ask him/her questions. S/he is asked to give truthful, thoughtful answers. S/he will be given ample opportunity to tell what s/he knows about the case. Upon entering the proceeding s/he will be asked if s/he agrees to be honest and provide truthful information. Then s/he will be asked to share the information s/he knows. When the Hearing Officer/Panel excuses him/her, s/he must remain in the vicinity in case more information is needed. As student judicial records are confidential, s/he are not to discuss the case outside the proceeding.

Character witnesses may only be called to attest to the character of the Accused, not to assail the character of the Complainant, Victim, or other Witnesses brought by the Conduct Officer.