



You were asked to schedule a meeting because you were named in a report that alleged a violation of the expectations laid out in the Undergraduate Code of Conduct. The conduct process is a fact-finding process meant to determine what most likely happened, and how the university should respond. It is important that you are able to share your perspective on what happened before any decisions are made. This meeting is your opportunity to do that, by talking with the university official reviewing the report.

The university conduct process is not a legal process. Except in rare cases, it is a learning process designed to promote student success. Because this is a learning process, rather than a legal one, our procedures are different from what you would expect in a court of law. For example: this is a cooperative, rather than an adversarial process.

Who Is My Conduct Officer?

Your meeting will be with your assigned conduct officer. Conduct officers are university officials who are trained to review alleged violations of the Code. You can expect that your conduct officer will treat you with respect. In return, you are expected to treat your conduct officer with the same respect shown to you.

What Happens During the Meeting?

During the meeting you will review the information the conduct officer has gathered regarding the alleged violation, and give your perspective on the matter. It is the conduct officer's duty to decide, based on all available information, what most likely happened, and if, based on that determination, you violated any of the expectations listed in the Code. If the conduct officer decides you did not violate the Code, then the conduct process ends without any charges, and you will have no disciplinary record. However, if the conduct officer determines there is information to support a charge of violating one or more parts of the Code, then you must decide how to respond.

Accepting or Not Accepting Responsibility

If the conduct officer determines there is information to support one or more charges, then he or she will explain the rationale behind each charge to you. You must then decide how to respond to those charges, either by accepting or not accepting responsibility.

Accepting responsibility means you agree that you violated the sections of the Code the conduct officer has charged you with. This will result in the creation of a disciplinary record. The conduct officer will recommend to the Director of Student Conduct what outcome he or she feels is most appropriate. An outcome could include an alcohol education program, paying for damaged property, apologizing to someone, community service, or other options. Each student is unique, and the conduct officer's recommendations will be based on what he or she determines will be most helpful for you and the University community. The recommendation is The Director then decides the outcome and you are notified by email. Accepting responsibility makes sense when the facts are not in dispute, and when you agree with how the conduct officer is interpreting those facts.

Not accepting responsibility means you disagree that you violated the Code in the way the conduct officer described. You will have a formal hearing with the Conduct Council. The Council's task will be to independently review all of the information and decide if you are responsible for the charge(s). The Director of Student Conduct will schedule the hearing, and you'll receive notice in advance. You'll also be able to work with the Student Conduct Office to prepare for the hearing. Not accepting responsibility makes sense when there are facts in dispute about what happened, or when you disagree with how the conduct officer has interpreted those facts.

You'll make your choice to accept or not accept responsibility in writing.

What Happens After the Meeting?

After the meeting you will receive the outcome (if you were not charged or if you accepted responsibility) by email from the Director of Student Conduct. If you were charged and did not accept responsibility then you will receive information by email regarding the preparations for your formal hearing.

I Have More Questions. Who Can I Talk To?

Start with your conduct officer. If he or she cannot answer your questions, you can call or email the Office of Student Conduct for assistance. Our office is open from 9 a.m. – 5 p.m. Monday through Friday.



You are being asked to attend a hearing with the Peer Review Board because you were named in a report that alleged a violation of the expectations laid out in the Undergraduate Code of Conduct. The conduct process is a fact-finding process meant to determine what most likely happened, and how the university should respond. It is important that you are able to share your perspective on what happened before any decisions are made. This meeting is your opportunity to do that, by talking with the Peer Review Board about the report.

The university conduct process is not a legal process. It is a learning process designed to promote student success. Because this is a learning process, rather than a legal one, our procedures are different from a court of law. For example: this is a cooperative process, not an adversarial one.

What is the Peer Review Board?

The Peer Review Board (PRB) is a group of undergraduate students advised by the Office of Student Conduct. You can expect the Board will treat you with respect. They are your peers, and want to help you succeed. They also care about the university community, and want to ensure Emory is a place where everyone can feel safe and able to pursue their goals. When your actions violate the university expectations and negatively impact other members of the community, the Board will help you understand that impact, think about what you can do to repair any harm you've caused, and find ways to be successful going forward.

The Hearing Format

The Peer Review Board holds informal hearings. A hearing is a non-adversarial conversation between you and the Board. The Board members will introduce themselves and ask you to do the same. Next, you will be asked to describe what happened from your point of view. Board members will then ask questions to make sure they have a solid understanding of your account.

After the Board interviews all of the students involved in a case, it will deliberate and decide if you violated the Code or not.

Outcomes

In some cases, the Board may find that there is not enough information to say you violated any of the university's expectations. The Board uses the preponderance standard to make this decision, meaning "is it more likely than not

that a violation occurred?" However, if the Board determines you violated the Code you will be offered the chance to accept responsibility.

Accepting responsibility means you agree that your behavior violated the Code in the way the Board describes to you. Emory places value in individual accountability, and your record will reflect your decision to accept responsibility vs. being found responsible.

Being found responsible means you do not agree that your behavior violates the Code, but the Board has determined that it is more likely than not that a violation did occur.

Making the choice between accepting responsibility and being found responsible is an individual one. We do not advise students to accept responsibility for something they feel they truly did not do.

Sanctions

If you accept responsibility or are found responsible then the Board will make a sanction recommendation for you. The intent of the sanction is to educate you about why your actions were inappropriate, to encourage better future decision-making, as well as to repair and protect the university community. There is no set sanction for a particular violation.

What Happens After the Meeting?

You'll receive the outcome via secure electronic message. If you were found responsible or accepted responsibility then you'll receive information about the sanction(s) and how you can appeal the outcome.

I Have More Questions. Who Can I Talk To?

Call or email the Office of Student Conduct. Our office is open from 9 a.m. – 5 p.m. Monday through Friday. Our phone number is 404.727.7190, and our email address is conduct@emory.edu.