UNDERSTANDING THE CONDUCT PROCESS
PRELIMINARY MEETING

You are being asked to attend a preliminary meeting because you were involved in a potential violation of the Undergraduate Code of Conduct. The purpose of this preliminary meeting is to review the facts of the incident with a University Conduct Officer and determine how to best resolve your conduct case. At this time you have not been formally charged with violating the Code. The information on this sheet will help answer your questions about the University conduct process. Full information about the University conduct process is available online at http://conduct.emory.edu.

The Meeting Format
The preliminary meeting is meant to be an informal, non-adversarial meeting between you and the Conduct Officer. During the meeting you will:

- review information relating to the alleged violation (this may include a residence life incident report and/or a police report)
- discuss the incident with the Conduct Officer and be able to give your perspective on the incident
- Receive information and a recommendation from the conduct officer about how to best resolve your conduct case
- Make a decisions about accepting responsibility or the venue for a formal hearing (if the Conduct Officer determines formal charges are merited)

Accepting Responsibility vs. Formal Hearing
During the preliminary meeting you have the opportunity to make informed choices about how to proceed with your conduct case. If the Conduct Officer determines that formal charges under the Code of Conduct are merited then you must decide if you wish to accept responsibility for the charges or not.

- Accepting responsibility means you do not dispute that the facts you and the Conduct Officer discussed constitute prohibited behavior under the Code. By accepting responsibility you are waiving your right under the Code to a formal hearing.
- Choosing a formal hearing means you dispute some or all of the facts, or that you disagree with the Conduct Officer’s determination that the facts constitute prohibited behavior under the Code.

Sanctions
If you accept responsibility then you and the Conduct Officer will discuss what the most appropriate sanction for your case may be. 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. Sanctions related to serious or repeat offenses, while maintaining this intent, may certainly be perceived as punitive as well.

There is no set sanction for a particular violation. Sanctions are determined on the following criteria:

- circumstances of the incident
- seriousness of the matter
- conduct history of the student

In some instances one of these criteria may outweigh the others in degree of importance. The Conduct Officer assigned to investigate your case will make a recommendation regarding sanctioning to the Director of Student Conduct. The Director may accept or modify this recommendation, and the final decision will be communicated to you from the Office of Student Conduct via email.

Appeals
If you have accepted responsibility for violating the Code of Conduct, you may appeal on the basis that the sanctions imposed were not appropriate.

To initiate an appeal you must submit an email including the specific reasons for your appeal to student_conduct@learnlink.emory.edu within 7 days of receiving the final decision for your case. Your appeal will be forwarded to the University Appeal Board. The Board will review your appeal and make a recommendation to the Senior Vice President and Dean for Campus Life, who may accept, reject or modify the Board’s recommendation. The decision of the Senior Vice President is final.

The Office of Student Conduct
The Office of Student Conduct supports the vision of an ethically engaged, inquiry driven and diverse University community by upholding and promoting high standards of conduct for Emory University undergraduates. Please contact us by email at student_conduct@learnlink.emory.edu or by phone at (404) 727-7190.