

Student Non-Academic Misconduct — How Does the Process Work? Frequently Asked Questions

The following questions address the non-academic student misconduct process.

What is the process for an investigation into student misconduct?

When a complaint is received, it is assessed for potential violations of the University of Wisconsin System Administrative Code, Chapter 17 — [UWS Ch. 17](#). This code is a System-wide policy created and regulated by the state legislature. The purpose of our university is to provide a well-rounded education, and confronting misconduct in this way is done with the intent to provide an educational opportunity for change, growth, and development. The policy is in place to make our standards clear to students, and there are consequences when expectations are not met or violated.

In the event of a conduct complaint, a letter containing the charges is sent to the student and they are instructed to meet with the investigating officer. The investigating officer speaks with the student and can speak with any witness or collect additional documentation relevant to assessing if a violation of the charges occurred.

The investigating officer makes a determination if they have clear and convincing evidence that a violation of the policies occurred. A student has the right to request a hearing after this initial finding, and after the outcome of a hearing, they have the right to appeal.

What is a conduct meeting?

A conduct meeting or conference is held for the purpose of reviewing the incident report and hearing the student's side of what happened. During the conference the student's behavior and the basis for the allegations is discussed and the facts and responsibility is determined.

What happens after a conduct meeting?

Based upon the information presented during a conduct meeting, a determination is made with regard to responsibility for the alleged violation(s). If a student is found not responsible, the matter is considered resolved and no further action is taken. The student will be notified of the finding by letter.

You can see a [diagram of our process here](#).

What rights do students have in the conduct process?

Students are guaranteed specific rights within the conduct process, including:

- To be notified promptly of the charges of the incident;
- To have a fair and prompt hearing;
- To be notified promptly of the results of the hearing;
- To be advised of the appeal process.

How long does an investigation into student misconduct usually take?

Cases that are handled informally are often resolved within a few days. When a formal hearing is required, the process takes longer. All parties have the right to present information or have witnesses to present information they believe to be important to the investigation. It can take several days to several weeks to arrange an administrative, examiner or committee hearing.

What kinds of outcomes are possible in misconduct investigations?

According to UW System Administrative code **17.10** disciplinary sanctions for non-academic misconduct may include:

- A written reprimand,
- Denial of specified university privileges,
- Payment of restitution,
- Educational or service sanctions, including community service,
- Disciplinary probation,
- Imposition of reasonable terms and conditions on continued student status,
- Removal from a course in progress,
- Enrollment restrictions on a course or program,
- Suspension,
- Expulsion.

What information can be shared publicly and what cannot?

Student conduct records are protected by the Family Educational Rights and Privacy Act (FERPA), a federal regulation which gives students and families access to student education records. Most student conduct records will not be shared outside of the university unless students provide a release of information. Exceptions are made in health and safety emergencies and as allowed for drug and alcohol violations. University officials may have access to records on a need-to-know basis.

The University may disclose **Directory Information** without a student's prior written consent. This includes:

- Student name
- Home Address
- Home Telephone
- Campus Email address
- Class level
- Dates of attendance
- Major field of study
- Degrees
- Honors and awards received
- Participation in officially recognized activities and sports
- Height of members of athletic teams
- The most recent educational agency or institution attended.

Information that is **not considered releasable** under FERPA as directory information includes:

- Student ID numbers
- Any portion of a Social Security number
- Marital status
- Any previous name
- Parent's name and address
- High school academic information
- Transcribed information from another university or college

- Courses completed
- Grades, credits earned or GPA
- Grades of current courses in progress
- Attendance records
- Academic status (i.e. Probation status)
- Academic Advisor's name
- **Student misconduct investigations or sanctions**
- Racial identity
- Foreign student or visa status
- Military status
- Student photos.