

Concordia University
Office of Student Conduct
Frequently Asked Questions (FAQ's) about the Conduct Process

How does the conduct process work?

The first step in the conduct process is to read over the "Notice to Appear" letter you received via your CUW email. Follow the steps outlined in the letter, such as making an appointment with your Conduct Officer and reviewing the appropriate conduct code policies. Show up to the scheduled appointment for the Informal Administrative Resolution meeting. During this meeting, you can make your case and/or accept responsibility for the violation. The Conduct Officer will render a finding of For Information Only (similar to "charges dismissed"), Not Responsible, or Responsible. If your case goes beyond this initial meeting, refer to the questions below.

What happens if I'm found Responsible for a violation but I didn't do it?

If you do not accept the finding of Responsible for the violation, you will be referred to a Formal Hearing (either Formal Panel Hearing or Formal Administrative Hearing). The Panel or Administrator determines whether you are Responsible or Not Responsible.

What happens if I'm found Responsible for a violation, and I accept the finding, but do not accept the sanctions (i.e., consequences)?

If you accept the finding of Responsible, but not the sanctions, then you will be referred to a Sanctions Only Hearing. The Panel determines whether the sanctions are affirmed or recommend modifications. The Panel will not be allowed to alter the finding of Responsible.

How do I file an appeal following a Formal Hearing?

Under certain conditions following a Formal Hearing, you may file an appeal in writing. Fill out the appeal form, also posted on the portal, and submit it to your conduct administrator within 3 business days of the outcome of the Formal Hearing. You will be required to meet with the Vice President of Student Life to discuss and finalize your appeal application. The appeals guidelines, grounds, and procedures are listed on pages 55-58 of the Code of Student Conduct. If your appeal application is accepted, the University Student Conduct Appeals Panel will review your case and render a decision.

How do I find out who the Panels members are?

The pool of panel members is listed on the portal. If you believe a panel member may be biased against you, you can file a challenge in writing no less than 48 hours prior to the Hearing date.

What is the role of an "advisor?"

You may have the assistance of an advisor/advocate at the hearing. Advisors are members of the campus community or parents to the students. The advisor may not make a presentation or represent you during the hearing. You are expected to ask and respond to questions on your own behalf, without representation by your advisor. The advisor may consult with you quietly or in writing, or outside the hearing during breaks, but may not speak on your behalf to the Conduct Officer, Panel or Chair.

How do I pay the fine associated with the violation?

The fine will be posted automatically on your student account after the 10th of the next month upon receiving notification of the fine. For example, if your hearing is held on September 15, and you accept the finding of Responsible and the sanctions, the fine will be posted on October 10. You can pay the fine through the Cashier's Office just as you would your tuition and other fees.

What happens to me while on probation?

While on probation, you are on official notice that more serious sanctions could apply if you are found Responsible for any other violations. The point value of a violation doubles while on probation.

What happens after I am documented (i.e., "written up") by a Resident Assistant, Resident Director, or Campus Safety?

The report is submitted to the Office of Student Conduct. Typically, the report is turned into a case and you receive official notification via your CUW email to appear for an Informal Administrative Resolution meeting. Occasionally, the reports are filed away and no further action is required on your part. If you are documented, please monitor your CUW email account for information regarding the incident. A notice to appear is generally sent within a week of the report date.

How does the point system work?

Points affect your housing priority number. Your timeslot for housing selection is calculated through the priority number. So, the more points against you, the lower your priority number is. At 19 points, your priority number goes to 0. At 24, you are eligible for removal from the residence halls.

Why are my parents notified of certain violations but not others?

Federal law protects a student's record from being shared with third parties (e.g., parents) with a few exceptions: alcohol, drugs, and medical incidences. CUW reserves the right to contact parents or legal guardians after the second alcohol violation, first drug violation, and any incident in which we are concerned with your medical welfare. If you want to release other information from your record, you may fill out the FERPA waiver form and submit to the appropriate CUW administrative office. The FERPA waiver form is posted on the portal.

Who can I talk to for more information?

The best person to contact is the Conduct Officer assigned to your case, whose name is listed on the "Notice to Appear" letter you received via email. You may always contact Mr. Steve Taylor, the Vice President of Student Life, directly for more information. steve.taylor@cuw.edu or 262-243-4332.