*Student Conduct Process*

* ​How does the disciplinary process work for a student being investigated by the Office of Student Conduct?

When a complaint is first registered against a student, the Office of Student Conduct, or OSC, will send the student a Notice Letter stating a case has been opened against a student.

At this point, the student, or respondent, has the option of choosing an advisor for the disciplinary process; the respondent is also expected to contact OSC by a deadline listed in the notice letter.

​The Office of Student Conduct will proceed to meet with the respondent and his advisor and the complainant to gather more information. The Office of Student attempts to complete its investigation within 60 days in the absence of extreme circumstances.

If the Office of Student Conduct finds clear and convincing evidence that a violation has occurred, the student will be found responsible for the violation and OSC will recommend a sanction for the student. If evidence that meets this standard is not found, then the student will not be found responsible, a letter stating that no further action will occur will be sent to the student, and the student will have no disciplinary record moving forward.

​If a student is found responsible for a violation and a sanction is proposed, then the student has three options. The student has the option of accepting the sanction via signing an agreement, offering a counterproposal, or entering a disciplinary hearing to appeal the decision.

* ​How do hearings work? Or said another way: What can I expect at a hearing? How are University Honor Council members involved?

Disciplinary hearings typically occur on the University of Pennsylvania campus. At the hearing, a panel of five will determine both if the respondent was responsible for a violation and an appropriate sanction if needed. A panel consists of five members: two students from the University Honor Council and three University of Pennsylvania faculty members in the case of academic integrity hearings, and three students and two faculty in the case of student conduct hearings. All panel members are trained to serve on the panel, and are held to the highest level of confidentiality.

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Disciplinary hearings are administered by the DHO, or Disciplinary Hearing Officer. At the panel, the complainant, respondent, key witnesses, and the Office of Student have chances to present their viewpoints and perspectives.

The hearing is structured such that responsibility is determined first; if a student is found responsible, the panel is then given past data on similar violations before determining a sanction.

​If a student feels there has been a procedural discrepancy in a hearing, they have the opportunity to appeal the decision of the hearing to the appellate officer.

* What are the penalties for integrity violations? What are the severities of each?

There are two main categories of official sanctions for academic integrity or student conduct violations: reportable sanctions that appear on a student’s academic record, and nonreportable sanctions that do not appear on a student’s academic record.

Non-reportable sanctions include, in order of increasing severity, letters of warning and letters of reprimand.

Reportable sanctions include, in order of increasing severity, probation, suspension not imposed, suspension imposed, withdrawal, and expulsion. Reportable sanctions appear on a student’s academic record, which is released only with a student’s permission; they do not appear on a student’s transcript unless a disciplinary hearing specifically decides a notation will appear on the transcript.

In addition, non-disciplinary requirements such as writing a letter of apology, writing a reflective essay, attending counseling, meeting with injured parties, or performing community service may be imposed. In the case of academic integrity violations, community service may not be imposed. Data on sanctions and cases in general can be accessed at:

http://www.upenn.edu/almanac/volumes/v62/n02/report-office-student-conduct.html.