



Westfield State University

Student Conduct Process

1. Alleged violation(s) occurs, and documentation is submitted.
2. Student Rights and Community Standards reviews documentation. If there is enough information to believe a violation of Rights and Responsibilities may have occurred, a hearing officer is assigned.
3. Hearing officer sends the Notice of University Proceeding letter and student rights document.
4. Student schedules and attends a meeting where the documentation is reviewed. Student may choose one of two options for resolution:

Administrative Agreement

(Student must accept responsibility to engage in this option)

1. Discussion between the hearing officer and student will occur to discuss what sanctions are appropriate to resolve the violation.
2. No appeal available.

Student Conduct Board Hearing

1. Hearing will be scheduled within 30 days. See Student Conduct Procedures for procedural information.
2. Hearing occurs.
3. Decision letter is sent.
4. Appeals to the University Appeals Board.

Office of Student Conduct

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Student Rights

Westfield State University students have the right:

- a. To have access to a statement of the most recent regulations (“Rights and Responsibilities”) published by the University and to receive a copy of those regulations upon request. The University will make reasonable efforts to make its policies known to students, faculty, and staff.
- b. To be presumed not responsible until decided otherwise.
- c. To admit responsibility for any or all of the alleged policy violations.
- d. Participate in a resolution process that is fair, impartial, and provides adequate notice as well as a meaningful opportunity to be heard as outlined in University policies and procedures.
- e. To request a reasonable delay of a hearing due to academic or extenuating circumstances.
- f. To be advised in the writing of all alleged policy violations, as initiated in a notification of a University proceedings letter that may be sent via campus email.
- g. To submit a written account relating to the alleged policy violations.
- h. To request an administrative agreement option to resolve the matter, when appropriate in the Student Conduct Process.
- i. To speak on one’s own behalf, including written and oral statements, physical exhibits, and to have material witnesses speak at a hearing.
- j. To decline to provide information at a hearing.
- k. To be accompanied by an advisor at all phases of a hearing.
- l. To receive a timely notification in writing of the outcome via campus email.
- m. To an appeal of the outcome, as outlined in the appeals process.
- n. To be assured of confidentiality, whenever possible, in accordance with the terms of the federal Family Educational Rights and Privacy Act.
- o. Have disclosures of discrimination, harassment, and sexual violence, including sexual assault, sexual exploitation, stalking, and relationship violence treated seriously by the University.
- p. Seek support services such as housing changes, academic support, or counseling services as applicable.
- q. Notify law enforcement of the incident and seek their involvement if applicable. They also have the option to decline to involve law enforcement.

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