

# Definitions of Key Terms Used in Student Conduct Procedures

## I. Definitions

- A. **Administrative Hearing:** A procedure whereby a Student Conduct Administrator investigates and determines whether a Respondent is responsible or not responsible for one or more alleged Code Offenses and imposes Sanctions, if appropriate.
- B. **Business Day:** Any weekday on which the University is in operation and that is not designated as a holiday on the University's official calendar.
- C. **Campus:** All property owned, leased, managed or rented by the University or a subsidiary of the University.
- D. **Complainant:** A University Community Member who initiates a Complaint alleging behavior that may constitute a Code Offense. Representatives of the University (e.g., Dean of Students, Residential Life, Washington University Police Department) may serve as a Complainant based on one or more reports received from faculty, staff, Students or third parties.
- E. **Complaint:** A written submission reporting behavior of a Student or Student Group alleged to be in violation of the Code to the Office of Student Conduct and Community Standards or other University office designated to accept Complaints under the Code. A Complaint can be filed by any University Community Member. In cases administered by the Gender Equity and Title IX Compliance Office, third parties may file a Complaint if the alleged behavior and accused Student Respondent are within the scope and jurisdiction of both the Code and the Gender Equity and Title IX grievance procedures.

- F. **Decision-Maker:** An individual or a panel designated by the University to review a Complaint and determine whether it is more likely than not that a Respondent has engaged in behavior that constitutes a Code Offense. Decision-Makers may include, but are not limited to, Student Conduct Administrators, the Student Conduct Board, the University Sexual Harassment Investigation Board and the Academic Integrity Board.
- G. **Educational Conversation about Behavior (ECaB):** A required meeting which is intended to address reported information that does not support initiating a Student Conduct Code proceeding but does require an educational discussion about the content of the Code and the behavior expectations of the University community.
- H. **Hold:** An administrative action that prevents a Student from registering for classes, dropping or adding courses, withdrawing, changing grade options after registration and obtaining an official transcript.
- I. **Information Gathering Meeting:** A meeting between a Student or Witness and a Student Conduct Administrator in order to investigate a reported incident or allegation.
- J. **Notice of Complaint:** Written notice to a Student that includes a brief description of the reported behavior alleged to be in violation of the Code, a statement of the Code Offenses that are at issue and information regarding the procedures to be followed.
- K. **Panel Hearing:** A procedure presided over by a Chair at which the relevant panel considers a Complaint alleging a violation of the Code, determines if a Respondent is responsible or not responsible for an alleged Code Offense and, if applicable, imposes Sanctions.
- L. **Parties:** Respondent and Complainant

- M. Pre-Hearing: A meeting held in advance of a Student Conduct Board (SCB) Panel Hearing presided over by the SCB Chair and generally attended by the Respondent, the Complainant and their respective Support Persons; and a representative from the Office of Student Conduct and Community Standards and from the Office of General Counsel. During the Pre-Hearing, the Respondent and Complainant are given opportunities to discuss their proposed list of Witnesses and documents, and to introduce any evidence supporting their positions. Any matters that may require resolution by the SCB Chair prior to the SCB Panel Hearing are discussed as well.
- N. Pre-Hearing Support Meeting: A meeting between the Respondent and a Student Conduct Administrator after a Notice of Complaint has been sent. The meeting includes a discussion of the details of a received report as well as review of the Offenses, Hearing processes and potential outcomes. This meeting is not a Student Conduct Code proceeding but is intended to be informative to the Respondent about the next course of action in the Hearing processes.
- O. Preponderance of Evidence: The “more likely than not” standard used by a Decision-Maker when evaluating the evidence and determining whether a Respondent is or is not in violation of the Code. A Respondent will be found to have violated the Code if the evidence demonstrates that it is more likely than not that the Respondent committed the Offense.
- P. Respondent: A Student, or a Student Group, alleged to have violated the Code.
- Q. Sanction: A measure, or measures, imposed against a Respondent who has been found by a Decision-Maker to have violated the Code.

- R. Student: Any person who is registered in one or more courses for academic credit in an undergraduate or graduate-level degree-seeking program offered by a School of Washington University in St. Louis or who is otherwise engaged in activities pursuant to the degree program requirements. If also registered as Students, teaching/research assistants and assistants in instruction are classified as Students for purposes of the Code.
- S. Student Conduct Administrator: A person or a University office of the University whose responsibilities include the administration of procedures under the Student Conduct Code. Student Conduct Administrators may include, but are not limited to, staff in University offices such as the Office of Student Conduct and Community Standards, the Department of Campus Life, the Gender Equity and Title IX Compliance Office, the Office of Residential Life, Academic Integrity in the Office of the Provost, School of Medicine's Office of Medical Student Affairs, some Schools and their Deans and graduate School administrators for academic integrity cases. Please also see paragraph I.D.2 for the scope of the Code.
- T. Student Conduct Board (SCB): An appointed body that hears and decides on Complaints referred to it by the Office of Student Conduct and Community Standards or a Student Conduct Administrator in another University office or department.
- U. Student Conduct Board (SCB) Chair: The member of the SCB who presides over all SCB Pre-Hearings and Hearings conducted before the SCB and issues written decision letters. The SCB Chair also serves as the appellate officer and rules on appeals of decisions made by the Office of Student Conduct and Community Standards and by other University bodies, as necessary.

- V. Student Group: Any organization of two or more Students that (1) is recognized by the University, Campus Life, Student Union, Congress of the South 40, Department of Athletics, Interfraternity Council, Women's Panhellenic Association, Graduate-Professional Student Council or any of the University's Schools or that (2) utilizes or seeks to utilize Campus space.
- W. Support Person: Any one person chosen by a Respondent, Complainant or Witness to accompany them at any meeting or interview throughout the student conduct procedure. A Support Person serves at the Student's own expense, if any, and may include, for example, a friend, faculty member, advisor or parent. The Support Person's role is to provide support, advice or assistance to the person requesting their presence. The Support Person is not permitted to actively participate in any part of the procedure and may not serve as a fact Witness or a party in the proceedings. Therefore, if the individual personally witnessed the events at issue or has other first-hand information relevant to the factual circumstances, they may not serve as a Support Person.
- X. University Community Member: Any Washington University in St. Louis faculty member, Student or employee.
- Y. Witness: A person who may have knowledge about or other information related to a Complaint alleging a violation of the Student Conduct Code.