What if I am found in-violation of a code? What could happen? Will a notation be placed on my transcript?

A student who is found in violation or admits that they violated a code would receive a sanction based on the severity of the behavior. Sanctions are meant to be educational in nature and range from warnings to probation to suspension or dismissal from the University. Often, the sanction will include community service, an educational program, and/or a reflection essay.

Any decision can be appealed in writing to this office within 5 days of receipt of your conduct letter.

Only suspensions and dismissals are noted on the transcript.Suspensions remain on the transcript for 6 years from the date of last attendance. Dismissals will always remain on the transcript.

I would like to refer someone. What should I do?

All referrals require a description of incident that explains your particular perspective as the referring party. It should include all pertinent information about the incident. The description of incident can be brought to the Office of Conflict Resolution & Civic Responsibility, Campus Center 361 where you will meet with a staff member who will guide you through the process. Based on your description, the staff member will evaluate whether conduct codes have been violated and assist you in noting specific codes.

I have been placed on Disciplinary Probation through my graduation. Is there any way to have this probation reduced in length?

Yes you can. A student who has been on Disciplinary Probation for a period of at least three months without further incident may apply to end their probation.

The application process is designed to allow the student to demonstrate that they have become a positive member of the campus community.

Applications are available in the Campus Center 361 and are reviewed by an appeals board.

I am having a problem getting along with my roommate. What should I do?

The first thing you should do is talk to your roommate about the problem in a calm manner. State what you see the problem to be in neutral terms and ask for your roommate’s input. Communication is key in resolving conflicts!

If you are still having problems, go to see your Resident Assistant or Resident Director who can help to mediate a solution that includes both of you. If you still feel that a problem exists and would like to have a formal mediation, we can help!

How can I get involved?

We recruit student’s to serve as Student Conduct Board Members and University Community Accountability Board facilitators each year. For more information, visit our web page or stop by the Campus Center 361 to talk to us!
What services do you provide?

The office administers the Student Code of Conduct which is called *Community Rights and Responsibilities* and ensures that students understand their responsibility to uphold the principles set forth in the code. The entire code is located online at [http://www.albany.edu/studentconduct/](http://www.albany.edu/studentconduct/). You can easily read or search the code or print sections or the entire content of the code.

If you are referred to our office because of breaches of the code, we will meet with you to resolve the situation so that you can understand the process involved and work to repair the breach. We also consult with students, parents, faculty and staff on a variety of issues pertaining to our process and how we may assist in resolving conflict. Our staff is available to provide trainings, workshops, and programs tailored to the needs of the audience.

What does it mean to be “referred”?

A student may be referred to our office by another student or a member of the staff or faculty if it is believed that student may have violated a Code.

Most referrals may be resolved by the Residential Life professional staff. More serious violations or conflicts would be handled by our office.

If I am referred, how will my case be resolved?

Depending upon the situation, your case may be resolved by an Administrative Resolution. You would meet with a staff member to discuss and resolve your case.

Your unique situation may require a Student Conduct Hearing. Hearings give the referring or complainant and referred or respondent an opportunity to give their perspectives and support them with evidence such as witness testimony. Cases are heard by trained student boards and professional staff and faculty hearing officers.

The University Community Accountability Board offers an opportunity for a student to participate in a restorative justice process led by trained student, faculty and staff facilitators.

Will my parents be notified?

Consistent with federal law, the University may contact parents or guardians of students under the age of 21 years for incidents involving drugs and alcohol or if a student is considered to be a danger to self or others. Parents may also be contacted in emergency situations.

Students who wish to allow our staff to speak with their parents or any other person regarding their referral must fill out a release form in the main office – Campus Center 361

Are parents or attorneys permitted to attend hearings?

Students may choose an advisor of their choice. The advisor may be a family member, a fellow student, a faculty or staff member, or an attorney. Advisors are *not* permitted to speak in a hearing. A student must represent him or herself at the hearing, but may confer privately with his or her advisor.

I need a lawyer. Can you help?

The Student Association retains a lawyer who is available for consultation to all students. You must obtain proof of enrollment from the Registrar before you can make an appointment. Take your proof of enrollment to the Student Association Office in Campus Center 116 to make an appointment.

My court case was thrown out. Why am I still being referred?

Criminal proceedings are entirely separate from the Student Conduct system. Cases are resolved with the University independent of the results of any criminal charges.

I was involved in an incident off campus, so why am I being referred?

The University promotes a sense of community not only on campus, but within the larger community as well. The University expects that students will exercise good judgment and good citizenship both on and off campus grounds. Therefore serious incidents occurring off-campus may still be adjudicated through the conduct system.