

## **Frequently Asked Questions for Students**

**Although this guide is designed to assist individuals through the University Codes of Conduct, all students are required to read and know the Student Code of Conduct ([https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Student%20Affairs/TU-Student-Handbook-2017-2018\(Revised\).pdf](https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/Student%20Affairs/TU-Student-Handbook-2017-2018(Revised).pdf)) for complete details of the process as well as your rights and responsibilities and assurances of fundamental fairness.**

### **WHAT IS THE UNIVERSITY CODES OF CONDUCT?**

Tuskegee University is a private educational institution that has a vested interest in maintaining community standards, educating students about their behavior, and providing a safe and educationally sound environment for all community members. The University Codes of Conduct are the rules and processes put in place by Tuskegee University to achieve these goals.

### **WHAT ARE THE MAJOR DIFFERENCES BETWEEN THE UNIVERSITY CODES OF CONDUCT AND CRIMINAL JUSTICE SYSTEMS?**

The University Codes of Conduct is focused on educating the student with emphasis on student development and accountability, while the goal of the criminal justice system is primarily focused on punishment and rehabilitation. Therefore, the University works with students who have been accused of violating the rules and regulations of Tuskegee University (found primarily in the Student Handbook under the Codes of Conduct) and finding a meaningful resolution of those accusations.

### **WHY DOES TUSKEGEE UNIVERSITY GET INVOLVED WITH MY BEHAVIOR OFF CAMPUS?**

As a Tuskegee University Student, certain rules and regulations apply to your behavior. Tuskegee has stated that, "Jurisdiction of the Tuskegee University Codes of Conduct shall not be limited to conduct that occurs on Tuskegee University premises. It will be applicable to any conduct which affects the Tuskegee University community as a whole, its individual members, or the pursuit of its objectives." In other words, your behavior reflects on your Alma Mater, therefore the University will consider taking internal action when that behavior reflects on Tuskegee in a negative manner.

### **WHY IS THE UNIVERSITY CHARGING ME WITH A POLICY VIOLATION IF I AM GOING THROUGH THE LOCAL/STATE/FEDERAL COURTS? ISN'T THAT DOUBLE JEOPARDY?**

Students may be accountable to both civil authorities and to the University for acts that violate local, state, or federal laws. (Students are encouraged to seek advice of legal counsel when they face criminal charges.) Disciplinary action through University processes concurrent with criminal action does not subject a student to "double jeopardy" as this is a legal term referring to criminal court actions. Tuskegee University is not a state or federal agency and operates under completely different policies, procedures, and standards to ensure compliance with community standards.

### **I HAVE BEEN "WRITTEN UP" BY A TUPD OFFICER; OR I HAVE BEEN CITED BY THE POLICE IN REGARDS TO MY BEHAVIOR, WHO DO I HAVE TO MEET WITH?**

When a report of an alleged violation of the Tuskegee University Code of Conduct is reported to the Office of the Dean of Students and Judicial Affairs the case is assigned to a member of the staff for resolution. You will be notified via our secure electronic system of the accusations and how to schedule a meeting with the Judicial Affairs Officer for your case. You should contact the Judicial Affairs Officer or the Office of the Dean of Students and Judicial Affairs immediately upon receipt of the email to make an appointment. Failure to do so may limit your options in resolving the case

It is equally important that if you were also cited by the Tuskegee University Police or another local police department that you respond to that citation in the time frame indicated on the citation. The criminal process is separate from the University Conduct System and it is important that you meet your obligations in regards to both systems.

I RECEIVED A LETTER INDICATING THAT I HAVE BEEN CHARGED WITH A

contacted by the Office of the Dean of Students and Judicial Affairs via our secure electronic system and asked to set up an appointment with a the Judicial Affairs Officer.

At that initial meeting, a student may, at the discretion of the Judicial Affairs Officer be given an opportunity to resolve the charges by taking responsibility for the charges, if a student does this, sanctions will be assigned by the Judicial Affairs Officer and the matter will be concluded.

If a student does not accept responsibility for the charges, or is not given an opportunity to do so, the case will be resolved via a disciplinary conference or a disciplinary hearing. A disciplinary conference is an informal process in which a Judicial Affairs Officer reviews the evidence in question, talks with the accused student (and in some cases witnesses), and makes a decision as to both the student's responsibility and if applicable, sanctions that are to be imposed. A disciplinary hearing is a formal process before the University Judicial Hearing Board in which a panel reviews all relevant information and makes a determination regarding responsibility and sanctions

hearing to represent the student. However, in cases where there are pending criminal charges, the accused student may have legal counsel present as an advisor. If the case involves sexual misconduct, either party may have an advisor of their choosing, which could be an attorney. If present, the counsel may not participate in the hearing in any way except in advising the accused student. In these cases, th

hours (five days) of receiving the appeal from the Vice President of Student Affairs and Enrollment Management. The form should be typewritten, with an attached statement of no more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal request is being submitted and it must be accompanied by any relevant supporting documentation. Each case may be appealed only once.

Upon receipt of the *Appeal of Disciplinary Action* form and all supporting documentation, the Judicial

Disciplinary Deferred Suspension. The sanction of disciplinary suspension may be placed in deferred status for a limited period of time. During this period of time, any further violations of the Code of Conduct will result in an immediate suspension.

Additionally it means that the student is not permitted to represent the University in any official way off campus (i.e. athletics, musical performance groups, etc.)

Disciplinary Suspension. Disciplinary suspension is the temporary separation of the student from the Tuskegee University Community.

Expulsion. Expulsion is the permanent removal of a student from the university.

Other sanctions may be imposed in an effort to curb behavior, educate the student, and protect the community. Additional information can be found in Student Handbook; specifically, the Codes of Conduct.

#### **WHAT HAPPENS IF I DON'T COMPLETE MY SANCTIONS?**

Any student who fails to complete his or her sanctions can be charged with additional violations of the Student Codes of Conduct. Additionally, your sanctions can be increased, which may lead to suspension or expulsion.

#### **WHAT IF I AM UNABLE TO COMPLETE MY SANCTIONS BY THE DEADLINE GIVEN?**

The Tuskegee University Community is comprised of reasonable people making reasonable decisions. If there are circumstances that require an extension on your deadline contact the Office of the Dean of Students and Judicial Affairs prior to the date your sanctions are due to explain your situation and request an extension. Extensions will be given on a case by case basis.

#### **IF I AM FOUND RESPONSIBLE FOR A VIOLATION OF THE TUSKEGEE UNIVERSITY STUDENT CODE OF CONDUCT, WILL MY PARENTS BE INFORMED?**

Your disciplinary records are protected by the Family Educational Rights and Privacy Act

**Employers**

Most employers do not require a review of your conduct record, but others especially those involving security clearances may. Again it is in a student's best interest to be honest about conduct violations when asked.

**Can a student's disciplinary record be expunged?**

No, Tuskegee does not expunge or wipe clean student disciplinary records.

**I AM A STUDENT ATHLETE, IS MY COACH GOING TO FIND OUT THAT I VIOLATED THE CODE OF CONDUCT?**

Yes. Your coach has an educational need to know the outcome of your conduct cases.

**IF I AM FOUND RESPONSIBLE, WILL IT AFFECT MY FINANCIAL AID?**

In most cases, financial aid is unaffected unless you are suspended or expelled from the University. You should contact the Office of Financial Aid at (334) 727-8088 or 8201 for more information.

**IF I AM FOUND RESPONSIBLE OF A VIOLATION OF THE STUDENT CODE OF CONDUCT BUT THE POLICE WERE NOT INVOLVED, WILL THE POLICE BE NOTIFIED TO CITE ME FOR VIOLATIONS OF THE LAW?**

Possibly. Because the university has an interest in inappropriate behavior separate from that of the civil authorities, it has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect this interest. When the university has