

## About the Office

The Office of Student Conduct administers the Code of Student Conduct. Our goal is to promote the educational mission of the University while at the same time safeguarding the values of the University community.

### Philosophy

1. Student Conduct standards are administered as steps toward creating safe and secure living/learning environments.
2. Student Conduct standards are a route to community development.
3. Student Conduct standards are implemented with an educational approach.

### Expectations of Students

- Conduct yourself in a respectful manner at all times.
- Abide by federal, state, and local laws both on and off campus.
- Abide by institution's Code of Student Conduct.
- Contact a faculty member, public safety officer, or staff member regarding policy clarifications.
- Report any violations of University policy, federal, state, and local laws to the Office of Public Safety and the Office of Student Conduct.
- If you are sent correspondence from the Office of Student Conduct, participate in all proceedings to the best of your ability.

*Additional information concerning the student conduct process, the Code of Student Conduct, and other policies can be found online at*  
[www.pointpark.edu/StudentLife/StudentConduct](http://www.pointpark.edu/StudentLife/StudentConduct)

## POINT PARK UNIVERSITY

### Department of Public Safety

Department of Public Safety  
201 Wood Street  
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Campus: 301 Frontier Hall

Phone: (412) 392-3960  
Fax: (412) 392-8159  
Email: [publicsafety@pointpark.edu](mailto:publicsafety@pointpark.edu)

### Office of Student Conduct

Office of Student Conduct  
201 Wood Street  
Pittsburgh, PA 15222  
Campus: 711 Student Center

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## Office of Student Conduct

## POINT PARK UNIVERSITY

## Student Guide

(412) 392-8029

[StudentConduct@pointpark.edu](mailto:StudentConduct@pointpark.edu)

[www.pointpark.edu/StudentLife/StudentConduct](http://www.pointpark.edu/StudentLife/StudentConduct)

Incident Reports: [www.tinyurl.com/bisonir](http://www.tinyurl.com/bisonir)

## Background

College is a time of learning, self development and trying new experiences. Everyone comes to college with certain expectations. No one ever plans on getting in trouble but unfortunately it happens. If you or a friend have been reported to the Office of Student Conduct this guide will help in preparation of the next steps.

### Student Rights:

- To attend class free of disruptions.
- To live in residence halls that are conducive to study & socializing.
- To receive written documentation of any behavioral incidents.
- To be afforded the University's Student Conduct process before being permanently removed from a class or the University.
- To allow access to only the people you want to read your disciplinary record.

## FERPA

Unlike high school, Point Park University does not contact your parents or guardians whenever you potentially violate University policy. Only in extreme cases dealing with medical issues or your endangerment will we contact them. All other situations would require you to sign a FERPA release form. Contact the Office for more information.

## Process Outline

- Student receives charge letter
- Student attends disciplinary conference meeting
- A decision is made whether student is in violation or not in violation of the charges
- Student attends follow-up meeting
- Student completes sanctions

## How Students Can Prepare

It is a common misconception that the Office of Student Conduct operates similar to a court of law. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same rules of due process afforded by the courts. The following is a list of things students can do to prepare for their disciplinary conference.

- Contact your Disciplinary Conference Officer to request an informational meeting prior to your disciplinary conference to view your file, ask any questions, go over the charges, and review the process.
- Decide if there are any appropriate and relevant witnesses that could speak about the incident at the disciplinary conference. (Character witnesses are not permitted.)

### Disciplinary Conferences

Disciplinary conferences will consist of a formal non-adversarial meeting between the charged student and a disciplinary conference officer. This meeting is for the student to present their side of what happened at the incident.

- Students who do not show up will be deemed to have not contested the allegations against them.
- Students will be asked whether they plead In Violation or Not In Violation to the charges against them.
- Students will be asked to describe what happened in the incident.
- DC Officer will speak about incident with student.
- DC Officer will schedule a follow up meeting.

## Follow up Meeting

Students will meet with DC Officer to receive their sanction letter detailing whether they were found In Violation or Not In Violation of the charges. If students are found to be In Violation, a list of sanctions to be completed will be included with the appropriate dates. Failure to complete sanctions may result in additional action.

## Amnesty

In special circumstances the University may not bring charges against a student if they were involved in a more serious incident. The following is a list of those exceptions.

### For Victims

Someone who could be hesitant to report to University officials because they fear that they may be accused of minor policy violations, such as underage drinking, at the time of the incident.

### For Those Who Offer Assistance

Someone who offers assistance to others can be granted amnesty for minor violations when students offer help to others in need.

### For Those Who Report Serious Violations

Students who are engaged in minor violations but who report serious violations by others to the University's attention may be offered amnesty for their minor violations.

### Safe Harbor

Any University student who brings their own use, addiction, or dependency to the attention of University officials, outside the threat of drug tests or conduct sanctions, and seeks assistance, a conduct complaint may not be pursued.

\*Abuse of amnesty requests can result in a decision by the Director of Student Conduct not to extend amnesty.

## Appeals

Students may appeal In Violation decisions, under the following criteria only:

- New relevant information not previously presented in the disciplinary conference
- Procedural error that significantly impacted the sanctions
- Sanctions are not consistent with offense(s)

All appeals must be submitted in writing. Only information included in writing will be considered in the appeal request.

Appeal Link, <http://tinyurl.com/ppuappealform>