Guide to the
West Virginia University
Campus Student Code
Hearing Process

Office of Student Conduct

The Office of Student Conduct strives to foster a campus community that protects the health, welfare, safety, property, and rights of all members of our community.

Staff members in the Office of Student Conduct (OSC) emphasize the values of West Virginia University:
Service, Curiosity, Respect, Accountability, and Appreciation,
by utilizing an educational approach that assists students to understand and apply the Campus Student Code and Academic Integrity Policy.

A variety of educational opportunities are available which OSC staff may apply after careful review and assessment of each situation and set of circumstances.

Some methods utilized include one-on-one meetings, group sessions, projects and programs, workshops and trainings, as well as other individualized educational projects.

West Virginia University
Office of Student Conduct

660 N High Street
WVU Morgan House
PO Box 6430
Morgantown, WV 26506-6430

304-293-8111
(fax) 304-293-8017

https://studentconduct.wvu.edu/
Phases of a Student Conduct Hearing

There are three phases in a Student Conduct hearing:

I. Opening Statement
II. Fact Finding
III. Sanctioning

You will need to prepare for these three phases of the hearing process.

The single adjudicator will initially read the charges against you. You will need to respond to each charge with either “responsible” or “not responsible”.

A Campus Student Code Administrator will represent the University and will speak first in most hearings.

Phase I—Opening Statement

Explain why you are here which should include your alleged misconduct

Provide brief information about yourself. For example, academic goals; major; how WVU has shaped your life; and, your career plans

An opening statement should last two to three minutes

Phase II—Fact Finding

Case Presentation

Tell what happened from your perspective

Provide a clear and detailed explanation of events in chronological order

Present any information that had an impact on your decision-making process

Be prepared to explain your level of responsibility for all, none, or some of the charges; explain your reasoning and provide proactive steps you are taking to make sure the issue does not occur again

Witnesses

Witnesses should be able to provide information and facts regarding the incident

Your witnesses will wait in a separate room

You determine the order in which to present them

When you question your witnesses:

- Ask them to state what happened or ask specific questions about the event
- Keep their statements focused on the issues at hand

Expert witnesses are not permitted

Closing Remarks

Your closing remarks should state how you intend to change your behavior

Closing remarks should last two to three minutes

Phase III—Sanctioning

Impact Statement and Suggest Sanctions

Explain what you plan to do to change your behavior and how the decision will affect you

Explain how you will avoid future violations of the Campus Student Code or Academic Integrity Policy

You may suggest sanctions

Sanctions are listed in Section 7 of the Campus Student Code

Be creative; just because it’s not listed doesn’t mean it can’t be considered as a sanction

Advisor

You are permitted to have an advisor present. They must be a member of the University community. Advisors may participate in the proceedings consistent with the Hearing Adjudicator’s instructions.

Any attorney appearing on a student’s behalf must be licensed to practice law in the State of West Virginia and can actively participate in the hearing.

Appeals

All appeals must be made in writing within five (5) academic days of the receipt of the outcome letter.

For decisions regarding acts of academic dishonesty, appeals must be made to the University Provost. For other acts, accused students or complainants may appeal to the Dean of Students.