DEFINITIONS

- **Administrative Hearing:** The respondent may choose an Administrative Hearing in which the assigned hearing administrator will consider information and evidence to determine if the respondent is responsible or not for the alleged charges. Responsibility is based on the preponderance of evidence. Sanctions, if any, will be issued for those found responsible if there is a preponderance of evidence that a violation did occur.

- **Alleged Violation:** An event, behavior, or incident, that you may have been a part of that does not comply by the University Student Code of Conduct, Residence Life Living Guide, McComas Village Living Guide, and/or any other UT policies.

- **Community Standards:** Expectations for acceptable and unacceptable behavior in residential facilities; also called “policies” or “rules.”

- **Complainant:** Any person who submits a charge alleging that a student violated the Student Code of Conduct. When an individual has been a victim of another student’s misconduct, the victim will have the same rights under the Student Code of Conduct as provided to the complainant, even if another member of the university community submitted the charge itself.

- **Disciplinary Action:** An application of a sanction based on having been found responsible for a violation.

- **Documented:** A record in writing of what occurred in an incident.

- **Educational and Progressive Sanctioning:** A tiered level process used for developing a student's knowledge about community responsibilities.

- **Fact-Finding Meeting:** This is a meeting between the Respondent (student) and the hearing officer, to discussing the facts pertaining to the incident report, and the alleged violations.

- **Hearing Officer:** A UT professional staff member (administrator) assigned to hearing your case. This person will make the determination if a violation of the Student Code of Conduct, Residence Life Living Guide, McComas Village Living Guide, and/or any other UT policies has occurred, and if so, what sanctions are appropriate.

- **Housing Contract:** A legally binding agreement between you (“you” or “Resident”) and The University of Toledo (“University”). Once you have submitted and signed your housing application and it is accepted by the University, your Housing Contract is valid for the entire academic year (fall and spring semesters) and can only be canceled in accordance with these terms and conditions of the Housing Contract.

- **Incident:** An event, behavior, or interaction documented by a staff member.

- **Incident Reports:** A document submitted, often by a staff member, that summarizes the interaction and/or incident between students and/or staff members.

- **Policy Violation:** Violation of the policies and procedures outlined in the Residence Hall Living Guide, McComas Village Living Guide and/or the Student Code of Conduct.

- **Preponderance of Evidence:** The standard in which the hearing officer and Student Conduct Hearing Board are expected to use to decide if a violation has “more likely than not” occurred.

- **Respondent:** The student or student organization(s) alleged to have violated the Student Code of Conduct.

- **Sanction:** Any number of educational outcomes for a student who has been found responsible for one or more violations of the Student Code of Conduct, the Residence Life Living Guide, or the McComas Village Living Guide. A violation may result in more than one sanction being issued by the hearing officer. Hearing officers have a predetermined set of sanctions for standard violations.

- **Student Conduct Hearing Board:** This board is composed of UT faculty, staff, and students. These individuals make finding and sanction recommendations (if any) to the Student Conduct Officer.

- **Student Conduct Officer:** A UT staff member you are meeting with to discuss the incident. This staff is also responsible for the office of student conduct.

- **Student Conduct Process:** The conduct process has been developed to provide an educational and progressive due process for each respondent and complainant. Student conduct is not punitive; however, sanctions can include monetary fines and/or fees up to the temporary (suspension) or permanent (removal) from the University.

Questions or concerns about the student conduct process?

While your assigned hearing officer should be able to answer any questions you have about the student conduct process, you may also contact the Office of Student Conduct (419-530-5476) or studentconduct@utoledo.edu with any other questions.