



PARENTS GUIDE TO THE STUDENT CONDUCT PROCESS

The Center for Student Rights and Responsibilities (CSRR) is responsible for the student conduct process at the University of North Texas and we take our responsibilities seriously. We are here to ensure a fair and unbiased process for all students. We recognize that college years are a time when students are developing their own identity, adjusting to new freedom, and making choices that may affect the rest of their lives. We are committed to enhancing students' competencies as productive citizens and promoting life-long learning and community standards. We encourage you to support and reinforce this mission by challenging your student to be a responsible member of our community.

Q. My student received a letter stating they are facing university disciplinary action. How can I find out what is happening?

A good place to start is with a conversation with your student. The Center for Student Rights and Responsibilities (CSRR) policy is to communicate directly with students on all disciplinary matters. There may be times such as out of concern for a student's whereabouts or if we believe a student may be in crisis that we may contact parents directly.

Q. Can I access my student's disciplinary file?

The Family Educational Rights and Privacy Act of 1974 (FERPA), protects personally identifiable information in student education records (such as the student's name, address, financial records, disciplinary and grades) from disclosure without the student's signed, written consent unless such consent is not required by law. Students are not required to authorize disclosure of information from their education records. Parents can access student's records through a student release.

Q. My student has told me he/she is involved in the conduct process. What can I do?

As a member of the UNT community each student is expected to manage his/her own disciplinary matters with the university. Parents can provide important moral support and assist their student in understanding the process and the expectations of the university. If the student wishes for parents to sit in on the disciplinary conference, we welcome your participation as an advisor to your student.

Q. Can I attend my student's scheduled hearing?

Hearings are designed to assist students in understanding how their behavior has been unhealthy, disruptive, or simply short of university's expectations. Taking responsibility for behavior and resulting

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consequences is an important part of the learning process. If the student wishes a parent to be present as an advisor during the disciplinary conference CSRR welcomes it, but it is not mandatory.

Q. Should I hire or consult with an attorney?

Decisions about whether or not to consult legal counsel are personal ones. However, please understand that attorney's are prohibited from participating in the student conduct process, even in the case where criminal charges are pending. An attorney may simply advise the student but may not represent the student in a student conduct conference. The student is responsible for representing themselves although they can have an advisor present whether it is a parent, attorney or someone else of their choosing.

Q. My student is also in trouble with the courts. Can the campus proceeding be delayed until the conclusion of the criminal process?

CSRR is obliged to move forward with all disciplinary matters as soon as it has collected the necessary information. Timely response to misconduct is necessary for optimum student learning and for the safety and well-being of our community. The university is not required to defer to the timeline of the criminal courts. Please remember, the university is not attempting to determine if the student committed a crime, but whether or not the Code of Student Conduct has been violated. We recognize that cases involving criminal and/or civil charges can be exceptionally difficult for students. However, the university is committed to a timely process that considers the welfare of the community as a whole, not just individuals. CSRR staff understands that a student may not be able to discuss any alleged criminal issues with us at the time of the disciplinary conference. It is important for the student to schedule a conference with CSRR when they receive a notice rather than ignore it. We will talk to the student about all the options that they need to know about in regards to the alleged violations and possible actions CSRR may need to take.

Q. My student was arrested a year before he enrolled. Why does UNT have to know about behavior concerning their arrest if he wasn't a student yet?

UNT requires that as part of the admissions process to the institution all applicants need to complete an "arrest clearance" question on their admissions application. If a potential student has been convicted of a crime other than a minor traffic violation, CSRR will contact the potential student in regards to the arrest/conviction to get some background information regarding the individual situation, and make a decision of a potential student with a criminal conviction will be admitted to the institution. CSRR is responsible for considering the alleged misconduct and the individual's potential to benefit from university attendance as well as the welfare and safety of the university community.

Q. My student was sent a notice in regards to behavior that happened while he was not enrolled in the summer months. Why does UNT have to deal with this issue if he was not a "student" at the time?

Each student is responsible for his or her conduct from the time of application for admission to the university through the awarding of a degree. Each student is responsible for their conduct occurring

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before classes begin and after classes end, as well as during the academic year and during periods between periods of enrollment. The Code continues to apply to student conduct even if a student withdraws from the university during the disciplinary process. In addition, applicants and students who wish to enroll are also responsible for their conduct prior to the admissions process or re-enrollment.

Q. How can the university hold my student accountable for an incident that occurred off campus?

The university reserves the right to assert jurisdiction for incidents that occur off campus when such behavior could adversely affect the university community and/or pursuit of the university's educational mission. We expect our students to contribute positively to our community.

Q. I am concerned about sending my son/daughter way to school. Is UNT a safe community?

UNT is a community of more than 40,000 people and it faces the same issues any community of comparable size. Through teamwork of the university and campus community, UNT consistently strives to be among the safest large college campuses in Texas. The Center for Student Rights and Responsibilities maintains close and collaborative relationship with the UNT Police Department and the Denton community. The university coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and notifies the UNT Community every fall where individuals can obtain information on the crime statistics. You can view the UNT Crime Statistics at <http://avpsd.unt.edu/clery.html>

Q. I have more questions. How can I contact CSRR?

The office is located in the University Union Suite 324 and is open Monday through Friday at 8am-5pm throughout the year (except for holidays and university breaks). You can call our office at 940-565-2039; visit our website at www.unt.edu/csrr or email us at csrr@unt.edu.

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