

Things to know about your Conduct Meeting

Residents who participate in the Residential Life Conduct process may be unsure of what to expect when they meet with a conduct officer. Here are a few things to know before starting your meeting:

- Your meeting with the conduct officer is **your chance to share your experience in an incident**. The only information the conduct officer has at the start of the meeting is what a staff member has shared in an incident report.
- Your conduct officer will typically start by asking you a few questions **to get to know you better** before talking about the incident that brought you into the office.
- All students named in an incident report may be asked to meet with a conduct officer. At the end of your meeting, based on the information collected, **your conduct officer may come to the conclusion that you have not violated the housing agreement**. On average 15% of students who go through the process are found not responsible for a violation of the housing agreement.
- Many cases may require two meetings to resolve; **the first meeting will focus on collecting information**. If there was a violation of the housing agreement, a second meeting will go over what outcomes may result from a violation.
- About 99% of the time, a conduct officer and resident agree about whether a violation of the housing agreement occurred. If you do not believe you violated a policy, **you may choose to participate in a formal hearing** where a panel of your peers or another administrator decides if a violation occurred and if so, what sanctions are appropriate for the violation(s).
- **This process is educational in nature** and is not a part of the legal system. Sanctions are educational and have specific learning outcomes for each exercise. If you are not sure about an offered sanction, ask.

Common Terms heard during the Conduct Process

- **Community Standards:** expectations for acceptable and unacceptable behavior in residential facilities; also called “policies” or “rules”, found in Appendix A of the Housing Agreement all residents sign.
- **Conduct Officer:** the staff member (most often a Resident Director) you are meeting with to discuss the incident.
- **Housing Agreement:** the document signed by all residents that includes, among other information, the community standards for all residents living in University housing
- **Incident:** the event, behavior, or interaction that was documented by a staff member.
- **Incident Report:** a document, submitted most often by a staff member, that summarizes the interaction between that staff member and a student involved in an incident.
- **“Preponderance of evidence”:** the standard which conduct officers are expected to use to decide if a violation occurred. Conduct officers must believe that it is “more likely than not” a violation happened.
- **Sanction:** any number of outcomes that may be offered if a student is in violation of the housing agreement. Examples include but are not limited to: probation, reflection essay, educational workshops, and/or restitution. A violation may result in more than one sanction.

Questions or concerns about the conduct process?

While your conduct officer should be able to answer any questions you have about the process you may also contact the Residential Life Administration Office (206-543-7725) or judicial@uw.edu with any other questions about the conduct process.