

What does it mean to be “written up” or “documented”?

When a student is “written up” or “documented” their name is included within a written statement called an Incident Report. The Incident Report simply details the situation by recording those present and what was witnessed by the staff member. Being “written up” or “documented” does not imply that you are “in trouble.” The Office of Student Conduct reviews each Incident Report and a determination will be made on who is required to go through the hearing process. A hearing will be held to determine whether a policy violation occurred.

What happens after the Incident Report is written?

A professional staff member will review the Incident Report upon it being sent to the Office of Student Conduct. If there is the potential that a policy was violated during the incident, an email will be sent to the students. The email will state which policies the student was documented for and when and where the conduct hearing will take place.

Who will be present at the hearing?

The hearing will take place with either a hearing officer (usually a Resident Director or an Associate Dean of Students) or an Accountability Board.

The hearing shall be open only to those individuals having a direct, personal interest in the proceedings, at the discretion of the Associate Dean of Students or designee. Hearings are not open to lawyers engaged by the accused.

The student alleged to have violated the Behavior Standards, Policies, and Procedures may be assisted by an advocate approved by the College. The student alleged to have violated the Behavior Standards, Policies, and Procedures is responsible for speaking on his/her own behalf. Therefore, advocates are not permitted to speak or to participate directly in any hearing.

What sort of discipline records are maintained on my case?

Records on all conduct proceedings involving students are maintained by the College for five years from the date of incident. After this date, the record is destroyed. Your Student Conduct record is not part of your academic transcript, unless you are dismissed from the College.

Who has access to my conduct record?

A student's conduct file is kept for internal record-keeping purposes and to provide some insight into a student's past behavior if additional problems arise. Past decisions that resulted in a finding of responsibility will be considered in subsequent hearings when sanctions are determined. These records are released to no one other than College officials who have a legitimate need to know and others as permitted by law. No one can access your conduct records without your written permission unless subpoenaed. Please remember when you sign a release (for internships, government jobs, law school, and medical school), you are giving the Office of Student Conduct permission to release information regarding your disciplinary history at Endicott. In certain cases, at the discretion of the Vice president of Student Affairs, the accuser or victims may be notified of the outcome of the hearing.

Under certain conditions, F.E.R.P.A. allows for parents/guardians access to a student's disciplinary record. The parent must prove to the College that the student is a financial dependent, and in these cases, parents/guardians may gain access to the student's disciplinary file.

Will my parents find out if I am documented?

The Associate Dean of Students or a designee reserves the right to notify a student's parent or guardian in various situations it deems appropriate. The parent or guardian would be notified by telephone in emergency situations and in either writing or by telephone in disciplinary matters to the full extent permitted by law. Letters sent home are for informational purposes, with the belief that parents, students, and College administrators are all part of the educational and developmental process. A student may be asked to notify a parent or guardian about policy violation(s) as well as sanctions imposed with a request that a parent or guardian contact the hearing officer to discuss the situation.

It is recommended that students inform their parents of all incidents that result in a hearing.

Can I study abroad with a conduct record?

It depends. According to the policies of the International Studies Program "The minimum criteria for eligibility for study abroad are a minimum CGPA of 2.5 (some programs require a higher CGPA), good academic standing with the College, an approved Student Conduct report, and two references from Endicott College professors."

Will I have to go through the Student Conduct System for something that happens off campus?

It is the expectation of the College that all students, whether or not they are on campus or whether or not classes are in session, will behave in a mature and responsible manner. Endicott College may hear complaints regarding alleged violations of College regulations or policies whenever the conduct in question:

- Occurs on the campus, in any College facility, or off -campus and is brought to the attention of the College
- Occurs while the student who is charged was attending or participating in any College related activity such as an athletic contest, social event, academic field trip or internship, or activity sponsored by a recognized student organization
- Occurs (regardless of the location) on or off campus, and calls into question the student's suitability as a member of the College community.