

STUDENT CODE OF CONDUCT FREQUENTLY ASKED QUESTIONS

Students violating the Code of Conduct may be required to participate in a conference. Below are frequently asked questions about the process:

Q: WHO IS THE CODE OF CONDUCT COMMITTEE?

A: The committee includes college deans and university department leaders.

Q: WHAT IS THE PURPOSE OF THE CODE OF CONDUCT COMMITTEE?

A: The committee's purpose is to review alleged violations of the Student Code of Conduct and Academic Standards to determine if a violation has occurred and, if so, determine whether a university-level sanction should occur.

Q: WHO REPORTS CODE OF CONDUCT VIOLATIONS TO THE UNIVERSITY?

A: Violations are commonly reported by students, faculty and staff. Adherence to GCU's Code of Conduct policies upholds the academic integrity of the university and adds value to your degree.

Q: IF I RECEIVE AN OFFICIAL NOTIFICATION FROM THE OFFICE OF ACADEMIC COMPLIANCE, WHAT SHOULD I DO NEXT?

A: Per the University Policy Handbook, you have seven days to respond to the official notification letter. Review the FAQ's for information on your conference.

Q: WHEN CAN I SPEAK TO THE CODE OF CONDUCT COMMITTEE?

A: If you have received an official notification, you have three opportunities to be present in the committee conference:

- In-Person Conference: You provide a written summary and any relevant documentation prior to the conference. You meet with the Code of Conduct committee at a specific time and date. Please note that you are responsible for any travel expenses incurred.
- Telephone Conference: You provide a written summary and any relevant documentation prior to the conference. You are contacted via telephone at a specific time on the conference date and connected with the Code of Conduct committee to discuss the provided written documentation.
- Written Statement: You provides a written summary and any relevant documentation, which is reviewed by the committee on your conference date.

Q: HOW CAN I WAIVE MY PARTICIPATION?

A: You may choose not to respond to the official notification, which will waive your participation.

Q: HOW LONG IS MY COMMITTEE CONFERENCE?

A: To be respectful of the time of all parties involved, student conferences are 10 minutes long, whether you are participating via telephone or in person.

Q: WHAT INFORMATION DO I PROVIDE BEFORE OR DURING MY CONFERENCE?

A: By participating in the conference, you may present any documentation or information that may provide insight and/or your perspective to the issue. Please note that if you would like documentation to be reviewed at the conference, it is required to be received in our office 48 hours before your scheduled conference time.

Q: WILL I BE NOTIFIED OF THE CONFERENCE DATE AND TIME?

A: Yes, you are notified of the conference date and time. Please note that punctuality is important and time is deducted if you are tardy (e.g. if you are five minutes late, the 10-minute conference is deducted by the five minutes, and you now get only five minutes to discuss the issue with the committee).

Q: WHAT TYPE OF FORUM IS THE COMMITTEE CONFERENCE?

A: The conference allows you to provide your perspective on the alleged policy violation. The Code of Conduct committee's purpose is to review information discovered during the investigation, ask the student questions if needed and make a decision.

Q: CAN I BRING ANOTHER PERSON WITH ME TO THE COMMITTEE CONFERENCE?

A: Third parties, including legal representation, are not permitted to attend the conference with you.

Q: IS THE COMMITTEE CONFERENCE A LEGAL PROCEEDING?

A: No, the committee conference is a formal academic process and is based solely on university policy.

Q: WHEN WILL I BE NOTIFIED OF THE COMMITTEE'S DECISION?

A: You are notified of the committee's decision after the director of academic compliance, or designee, reviews and approves it.

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Q: WHAT UNIVERSITY PENALTIES CAN THE COMMITTEE APPLY?

A: University penalties that can be issued by the committee include, but are not limited to:

- Official disciplinary warning
- Academic suspension – separation from GCU for a 15-week period
- Academic expulsion – separation from GCU for a two-year period
- Failure of course grades – conversion of an applied grade to an “F”
- Failure of assignment grades – conversion of points earned on individual assignments to an “F”
- Course removal – removal from enrolled section of course; you may or may not be placed in a different section
- Revocation of degree – removing academic credit so that a degree is no longer conferred

Q: WHAT SHOULD I DO IF MY TEACHER TOLD ME THAT THEY WERE REPORTING ME TO THE UNIVERSITY?

A: Continue current classes as normal. All reported incidents are investigated by the Office of Academic Compliance, in conjunction with the college where the infraction occurred. Once the incident has been thoroughly investigated, the issue will be addressed with you, via USPS mail, GCU email and/or personal email.

Q: WHAT SHOULD I DO IF I HAVE AN ACADEMIC COMPLIANCE HOLD?

A: You were reported to the university for an alleged academic dishonesty or student conduct violation. After the university completes the investigation, you will be notified of the decision.

Q: WHAT SHOULD I DO IF I RECEIVED A LETTER FROM THE OFFICE OF ACADEMIC COMPLIANCE OR CODE OF CONDUCT COMMITTEE?

A: You may receive one of several types of reports; see the type of report or warning letter you have received for more information.

UNSUBSTANTIATED INCIDENT REPORT: You were reported to the university for allegedly violating the Student Code of Conduct and Academic Standards. During the investigation, it was found there was insufficient evidence a policy violation occurred.

NON-DISCIPLINARY LETTER OF WARNING: A reported violation of the Student Code of Conduct and Academic Standards was found to be valid. No university-level penalty will be applied for this specific issue. However, please utilize the many available resources to avoid issues in the future, as additional violations will result in application of university-level penalties.

OFFICIAL NOTIFICATION: A reported violation of the Student Code of Conduct and Academic Standards was validated by the college in which the infraction occurred. The issue will be reviewed by the Code of Conduct committee, and you will be notified of your right to participate in the conference. You are required to respond to your official notification letter no later than seven days after the date of the letter; if you wish to participate. If you do not respond within this allotted timeframe, you waive your right to participate in the committee conference.

OFFICIAL DISCIPLINARY WARNING LETTER: As a result of the Code of Conduct committee conference, a disciplinary warning was applied to your GCU record. This may be issued in conjunction with additional penalties.

ACADEMIC SUSPENSION LETTER: An academic suspension was applied to your GCU record per the directive of the Code of Conduct committee. The decision was reviewed and approved by the director of academic compliance, or designee. You are suspended for a period of 15 academic weeks. After observing the academic suspension period, you must apply for reinstatement. However, reinstatement into the university is not guaranteed. This may be issued in conjunction with additional penalties.

ACADEMIC EXPULSION LETTER: The Code of Conduct committee recommended that you are academically expelled. The director of academic compliance, or designee, reviewed and approved the decision. Academic expulsion is a two-year period where you are administratively withdrawn from GCU. Upon conclusion of your academic expulsion, you may apply for reinstatement. The university does not guarantee reinstatement in your program. The academic expulsion may be issued in conjunction with additional penalties.

Q: WHO SHOULD I CONTACT IF I HAVE QUESTIONS?

A: Academic status, grades, instructors or enrollment
Contact your academic team
602-639-7500

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THE CODE OF CONDUCT PROCESS

Contact the Office of Academic Compliance
602-639-7800
academicstandards@gcu.edu

GCU LEARNING LOUNGE

Contact the GCU Learning Lounge
602-639-8901
learninglounge@gcu.edu

TECHNICAL ISSUES

[Contact Technical Support](#)
602-639-7200
techsupport@gcu.edu