



Office of Student Conduct

**Agreements for Student Conduct Meetings:
Hosted via Zoom**

The following details expectations which are intended to support your remote Formal Disciplinary Meetings/Hearings. Please fully review these expectations prior to your meeting, and contact our office if you have any questions or concerns at: tbrown@cheyney.edu continuing with the Zoom meeting denotes your agreement with the following expectations:

1. I understand that a remote Formal Disciplinary Meeting/Hearing takes the place of an in-person meeting and I will be afforded the same rights as if we were meeting on-campus. These rights include the right to Due Process, the right to have an advisor present, and the opportunity to work towards a mutually agreed upon resolution if possible in the Conduct Formal Disciplinary Meeting/Hearing.
2. I understand that a remote Conduct Formal Disciplinary Meeting/Hearing will include a secure video call (via Zoom) with a representative from the Office of Student Conduct and/or members of the Student Conduct Board.
3. Unless I explicitly agree to waive my rights under the Family Educational Rights and Privacy Act (FERPA), this hearing is protected as part of my educational record under FERPA. I also understand that while Student Conduct will do its part to protect my FERPA rights, Cheyney University cannot be held responsible should I choose a location that is not secure and/or private.
4. I agree to inform the office of Student Conduct if I choose to have an advisor attend this virtual meeting in advance. Such notification will be completed in writing (via email to tbrown@cheyney.edu) at least 48hrs/ 2 business days prior to the scheduled appointment. I also agree to complete the required FERPA waiver form if I choose to have an advisor present.
5. I will be responsible for the following: (a) providing the necessary telecommunications equipment and internet access, (b) arranging a location with sufficient lighting and privacy, and (c) making any individuals in my household/living situation aware that I am participating in a private appointment during the scheduled time to limit disruptions and intrusions into the Conduct Formal Disciplinary Meeting/Hearing.
6. While my Formal Conduct Disciplinary Meeting/Hearing will be conducted through a secure and private Zoom meeting, I understand that there are always some risks with remote meeting services including, but not limited to, the possibility that: the transmission of my information could be disrupted or distorted by technical failures; the transmission of my information could be intercepted by unauthorized persons, and/or electronic storage of my information could be accessed by unauthorized persons.
7. I will work with the Chief Conduct Officer (Ms. Brown) tbrown@cheyney.edu to identify an alternative communication method (most often phone) if the scheduled Zoom meeting fails.
8. I understand that if I fail to engage in my Formal Judicial Disciplinary Meeting/Hearing, I will be considered absent and the Chief Conduct Officer will adjudicate the case *In Absentia*.
9. I acknowledge that Pennsylvania law requires all parties to be notified if a recording is made and agree not to record and/or take pictures during my virtual Judicial Formal disciplinary meeting/hearing.
10. I have the right to access my educational records maintained by the Student Code of Conduct Office in accordance with FERPA privacy laws.

We recognize that a remote Formal Judicial Disciplinary Meeting/Hearing is not our standard operating procedures, and we appreciate your flexibility as we navigate Cheyney University's response to the COVID-19 Pandemic. Should you have any questions we can respond via email at: tbrown@cheyney.edu Thank you.

The Office of Student Code of Conduct is committed to providing reasonable accommodations for disabilities. If you require accommodations in order to fully participate in this process, please notify the Office of Disability Support Services at Edickerson@cheyney.edu immediately or a minimum of five (5) business days prior to your meeting/hearing.