Student Rights in the Judicial Process

The following is a list of students' rights within the judicial process:

1. **Fair and respectful treatment.** Students are members of the Northwest community and should be afforded fair and respectful treatment throughout the judicial process.
2. **Attend or not attend a meeting.** A student summoned to respond to an alleged behavior violation has the right to present his/her case before the appropriate Student Development personnel or judicial council. Should the student forfeit the right to appear at his/her own judicial hearing (either by advance notice or by failing to appear), the right to question the allegation(s) is also forfeited, and a determination (e.g. responsibility for behavior and issued status and/or sanctions) will be made without the student's voice being heard. By not attending a judicial hearing the student also waives the right to appeal the determination for appeal rationale "8a" (below).
3. **Present a Defense. In response to a confrontation regarding an alleged behavior violation the student may present a defense, including the presentation of witness testimony.**
4. **Access to records.** In compliance with federal law, the University allows students access to all reports and documentation that are part of their educational record.
5. **Support.** A student may request one person to attend any of the judiciary councils for personal support. This individual must be a Northwest University faculty or staff member and may not address the council or council members regarding the student behavior in question throughout the duration of the judicial process. It is expected that the employee would consider all conversation, information or materials related to the judicial matter in question as *confidential* between the student and the council members.
6. **Judicial letter of finding.** Each student who has been issued a judicial sanction by the Judicial Council should receive a letter that states the type of incident or behavior which he/she has violated, the judicial status (if indicated), and a list of all sanctions. The letter may be written in the form of a contract to be signed by the student and the Judicial Council chair. Additionally, any appeal decisions will be communicated to the student in writing.
7. **Findings review.** Each student will be invited to review the judicial letter of finding with the Dean of Student Development. This meeting is not mandatory but encouraged. A printed copy will be given to the student at this meeting, as well as sent via email. If the student chooses not to attend the review, they will only be sent the letter via email.
8. **Appeal.** Students should be informed of their right to appeal and to whom they would be appealing during their hearing or in their *judicial letter of finding*. Appeals regarding judicial decisions should be submitted in writing to the Student Development Administrative Assistant. All appeals must be made within three business days of receiving written notification of the decision. Appeals will be accepted for consideration only for one or more of the following situations:
    a. New information is available that was not available during the original hearing and could possibly alter the council's response.
    b. Due process was not followed as described in the published judicial process documentation.
    c. The decisions, sanctions or restrictions were not consistent with the student community handbook or its associated student development or academic policy (e.g. housing manuals, motor vehicle policy, academic catalogue, etc.).