

University of Texas at San Antonio  
Student Judicial Affairs  
Frequently Asked Questions



**Q: What is the Student Code Of Conduct (SCC) and where can I find It?**

**A:** The SCC provides the standards of conduct expected of individual students enrolled at the University. It also outlines the administrative due process and disciplinary penalties that may be imposed when there are violations of the SCC. You can find the SCC in the UTSA Information Bulletin and on the Student Judicial Affairs and Student Affairs web sites.

**Q: If I've heard that Student Judicial Affairs (SJA) has been sent information about me, can I call to find out what's going on?**

**A:** While SJA will happily answer any general process questions by telephone, privacy concerns dictate little or no discussion of individual cases. Sometimes students are called in simply as part of an ongoing investigation. Students are encouraged to call (210) 458-4720 to set up an appointment to discuss individual cases.

**Q: Why do I have to go to SJA if I receive a notice to report and what happens if I don't report?**

**A:** As a student, you must comply with the direction of any university official. The Student Code of Conduct, Sec. 401(B), states that refusal of a student to accept delivery of the notice or failure to maintain a current address with the registrar shall not be good cause for the failure to respond to a summons. If a student fails to appear without good cause, SJA may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies.

**Q: What is a Preliminary Meeting?**

**A:** A preliminary meeting is the opportunity for you and SJA to discuss the alleged violations. At this meeting the student is given a copy of the complaint and a copy of the SCC. The student is also given the opportunity to ask questions, and provide his/her view on the alleged offense. In the preliminary meeting if the student does not dispute the facts alleged, he/she can accept responsibility by signing a Waiver of a Disciplinary Hearing. When the facts are disputed, a formal hearing can be chosen.

**Q: Do I have to come alone?**

**A:** No. You may bring any support person you would like to the preliminary meeting.

**Q: What is a Hearing?**

**A:** A Hearing is the formal decision making option a student may choose if a student disputes the facts alleged in the preliminary meeting, or the student refuses to execute a written waiver of a hearing. A fair and impartial Hearing Officer will listen to evidence presented by both SJA and the student to make a decision about the alleged violation(s).

**Q: What should I do if I'm accused of scholastic dishonesty?**

**A:** Students are encouraged to review the SCC Sec. 203 and 303. Meet with the professor alleging scholastic dishonesty. You may be able to resolve the situation with your professor before it is referred to our office.

**Q: Can SJA help me with a grade concern?**

**A:** SJA does not review or pursue academic performance issues. All students are encouraged to talk directly with their course instructor about grade concerns. The UTSA Information Bulletin contains the procedures for grade grievances.

**Q: If I'm suspended from school, is my financial aid affected?**

**A:** Yes it could. You should always check with the Office of Student Financial Aid whenever there is a change in your student status

**Q: What is a referral?**

**A:** A referral is the first step in the judicial affairs process. The referral provides us with written information that a student has allegedly violated the SCC.

**Q: If I'm a faculty or staff member can I refer a student to SJA?**

**A:** Yes. After completing the referral you will need to review it with your direct supervisor for signature before sending it to our office.

**Q: How can I refer a student to SJA?**

**A:** By completing the appropriate referral form. You can find a Judicial Referral Form (Behavioral Cases Only) and the Faculty Disposition of a Scholastic Dishonesty Case form on our Forms web page.

**Q: Is your office available for consultations?**

**A:** Yes. SJA often serves as a consultant on many types of issues regarding student conduct. Our office is always available to answer questions and provide guidance on any issue involving student behavior. You can contact our office at 210-458-4720.

**Q: Can I contact SJA before I proceed with a charge of Scholastic Dishonesty against a student?**

**A:** Yes. Our office is available to assist you in any way. We encourage consultations ahead of time to ensure the student is provided with administrative due process.