



SELECT TERMINOLOGY
OFFICE OF STUDENT JUDICIAL AFFAIRS

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Office of Student Judicial Affairs

- The office which responds to allegations that students have violated University policies. This office interprets and enforces the policies and procedures found in the *Student Disciplinary Policies and Procedures*.

Student Disciplinary Policies & Procedures

- The document containing information about students' rights & responsibilities. Specifically, this document outlines prohibited behaviors (found in Section V. *Code of Student Conduct*, pp. 3-5). The document also outlines the procedures to be followed for resolving allegations that a student has violated one or more policies contained in the Code of Student Conduct. The full text of the document is online at <http://www.odu.edu/ao/bov/manual/pdfs/1530.pdf>.

Students' Rights

- Procedural protections afforded to students accused of policy violations. Examples include the right to examine evidence, to question witnesses, and to remain silent. See "[Rights of Accused Students](#)."

Students' Responsibilities

- Behavioral expectations of students inside and outside the classroom, outlined in the *Code of Student Conduct*. Examples of prohibited acts include plagiarism, cheating, disrupting University operations or activities (including classes), engaging in unlawful conduct, etc.

FERPA

- An acronym for Family Educational Rights and Privacy Act. FERPA refers to legislation that grants students access to their education records and protects the confidentiality of these records. FERPA prevents institutions from disclosing information contained in students' education records without their prior consent (with some exceptions, including but not limited to the following):
 1. the release of information to University officials with a "legitimate educational interest";
 2. the release of information to parents of a student who is under the age of 21 at the time of the disclosure when student has violated the University's drug or alcohol rules.

For more information about FERPA, see visit the [ODU FERPA Information](#) or the [U.S. Dept. of Ed. FERPA Page](#).

Notice of Charge(s)

- A written notice sent to an accused student's official ODU email account. The notice provides a student with knowledge that the Office of Student Judicial Affairs has received information alleging a violation of University policy. The notice contains:
 1. The specific policy or policies which are alleged to have been violated by the student; and
 2. The date, time and place that a pre-hearing or hearing will occur to resolve the allegations appearing in the notice

Pre-Hearing Conference

- A Pre-Hearing Conference is a meeting with a representative of the Office of Student Judicial Affairs and an accused student. At the pre hearing conference, a student will be given an opportunity to discuss and review all evidence as well as ask questions about the charges and options available for resolution. During the pre hearing conference the student will be presented with the following options:
 1. To plead in violation to the charge(s), waive all rights to a formal hearing and appeal, and accept a sanction or sanctions imposed by the hearing officer; or
 2. To request a formal hearing with the right to appeal.

Students who fail to attend the pre-hearing conference will be considered in violation of the charges and an appropriate sanction will be imposed. In such cases, the decision is final and not subject to further review or appeal.

Hearing

- The meeting held between the accused student and a Hearing Officer during which the student responds to the charge(s) and the Hearing Officer gathers all information necessary to determine if a student has or has not violated the policy or policies in question. If the Hearing Officer finds the student “in violation” of the policy or policies alleged in the Notice, the Hearing Officer will assign appropriate sanctions.

Hearing Officer

- A trained University representative responsible for conducting formal hearings on behalf of the Office of Student Judicial Affairs.

Sanction

- A consequence assigned to a student determined to be in violation of one or more University policies. Sanctions are designed to be educational in nature, and can include a period of probation, restitution (repayment), workshops, educational activities, suspension or permanent dismissal.

Hold

- A freeze or block on a student’s privileges, such as registering for classes, obtaining transcripts, or graduation. Holds are normally applied when students have a pending case with Student Judicial Affairs or have failed to complete their judicial sanctions by the assigned deadlines. To resolve a hold, contact Student Judicial Affairs at osja@odu.edu

Appeal

- An opportunity for the student to request a formal review of a Hearing Officer’s decision. Students may appeal a Hearing Officer’s decision on limited grounds outlined in the *Student Disciplinary Policies and Procedures* (see pgs. 14-18). The appeal is conducted by a group of students and faculty who comprise the Student Conduct Committee.

Honor Pledge

- A statement to be included on all written work submitted for grading. By including this statement, students affirm their commitment to the honor system and pledge that the work being submitted for grading is in compliance with the University’s academic honesty policies. The honor pledge can be found online at: http://orgs.odu.edu/hc/pages/Honor_Pledge.shtml.

Plagiarism

- According to the *Student Disciplinary Policies and Procedures*, plagiarism involves “Intentionally or knowingly representing the words or ideas of another as one’s own without properly acknowledging their source. Examples of plagiarism include, but are not limited to, the following: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group. For more information about how to avoid plagiarism and other forms of academic dishonesty, please review our “[Resources for Students: Academic Dishonesty](#).”

Have questions about other terms that do not appear on this list? Contact the Office of Student Judicial Affairs at osja@odu.edu for more information.