



BUFFALO STATE
The State University of New York

**Student Conduct and Community
Standards Office**
CAMB 311
1300 Elmwood Avenue
Buffalo, NY 14222-1095
Tel: (716) 878-4618
Fax: (716) 878-3006
studentconduct.buffalostate.edu

Frequently Asked Questions

What is the Conduct Board?

The Conduct Board is the body empowered to hear and decide cases of alleged violations of College policy. This Board consists of members of the College community (faculty, staff, and students). The Board listens to statements, questions the involved parties and any witnesses, and then determines if a policy has been violated. They determine who is responsible, and if necessary, assigns sanctions.

How long is my appointment?

Members of the Conduct Board are selected by the Student Conduct and Community Standards Office (SCCS Office) and appointed for two-year terms faculty and staff are eligible for re-occurring appointments. Appointments may be ended at any time by the Assistant Dean of Conduct and Community Standards.

What is the time commitment?

The Conduct Board is a volunteer commitment. The SCCS Office maintains a pool of Board members, so you are not expected to attend every hearing. Hearing dates will be scheduled prior to the start of each semester, you will be contacted via email to confirm your availability on the respective dates and they will be placed on your calendar. If the pre-scheduled dates are not needed, they will be released from your schedule in advance.

You can attend as your schedule allows. The Conduct Board generally meets during Bengal Pause on Tuesday's and Thursday's. Hearings typically last one-two hours, though they can exceed this time frame. Board members are expected to remain for the duration of the hearing. Board members who fail to sit on at least two (2) hearings during their two-year appointment will not be renewed.

Board members are expected to attend at least three (3) training sessions each year. Training sessions are held periodically throughout the year and focus on a variety of topics. All training materials are also placed on the Conduct Board Blackboard group. If you are unable to attend a particular training you should review the on-line materials. Training dates and times will be made available in advance.

How do I prepare for a hearing?

Once you indicate that you are willing to serve on a hearing, the SCCS Office will have a packet of materials available detailing the specific details of the case. This provides you the opportunity to review the case file, prepare questions, and review the alleged policy violation (s). This information is strictly confidential, and must be returned to the SCCS Office when the hearing concludes.

Contact the SCCS Office staff if you have any questions regarding the case/violation. Please feel free to consult your training materials before, during, and after the hearing if needed.