

Disciplinary and Conduct Procedures

Communication With the Student Regarding the Disciplinary Matter

The University's relationship is with the student. The University's conduct and disciplinary process is designed with the purpose that it is an educational process which promotes the student taking on the responsibility of managing his/her own affairs. Having anyone else take on this role for the student detracts from the learning opportunity for the student. University staff will only interact with the student and their parent/guardian to the degree that is appropriate and permissible by the Family Educational Rights and Privacy Act of 1974 (FERPA). University staff will not interact with legal counsel who is representing a student in a campus disciplinary matter.

Conduct Meeting

1. **Incident Report:** Members of the University community and nonaffiliated persons may file a report regarding the behavior of a student. If the reported information constitutes a potential violation of the Student Conduct Code and/or University standards, policies, and procedures, the University will pursue the matter through the University Conduct System, beginning with either an initial review or a conduct meeting.
2. **Initial Review:** The assigned conduct officer/board reviews the report, notifies the student(s) of the report, gathers relevant information, and interviews any witnesses. The conduct officer/board may elect not to interview a witness who does not have first-hand knowledge of the incident, presents information that is deemed to be unnecessary for the deliberation process, or presents information about the involved student's character. After the conduct board/officer has gathered all relevant information, the conduct officer/board conducts a meeting or refers the case to another conduct officer/board.
3. **Conduct Meeting:** The assigned conduct officer/board will notify the student in writing at least three (3) business days and provide notification of the alleged violations, a time, place and location for the conduct meeting. The conduct meeting is closed to the public and only the student and the conduct officer/board may be present. The purpose of the meeting is to provide the student an opportunity to respond to the allegations. The student will be given the opportunity to accept responsibility for the violations or challenge the information presented and provide new information in response thereto. The conduct officer/board shall determine whether sufficient information has been obtained or if there will be the need for follow-up meetings with the student or other witnesses.
4. **Burden and standard of proof:** The student responding to the reported allegation is presumed not to have violated the Student Conduct Code. The standard for determining a violation of the Student Conduct Code is "more likely than not".
5. **Deliberation:** The conduct officer/board shall deliberate in private. Sanctioning for a Student Conduct Code violation is based upon the nature of the determined violation and any previous violations of the Student Conduct Code.
6. **Notice of outcome:** The conduct officer/board shall notify the student of the conduct meeting outcome in writing no later than five (5) business days after the meeting. If the student is found responsible, the conduct officer/board must notify the student of the option to file a request for appeal. (See "Appeal Process" for further explanation.)

Witnesses

A witness is someone who can provide first-hand information about the reported incident. Witnesses are not permitted who do not have first-hand information about the reported incident or who present information that is deemed unnecessary for the deliberation process, or serve only to present information

about the involved student's character.

Persons serving as witnesses shall have the following rights:

1. To be notified in writing at least two (2) business days prior to the meeting of the date, time, location, nature of the proceedings, and his/her role in the meeting process.
2. To be questioned directly only by the conduct officer/board. The conduct officer/board may limit or eliminate questions submitted by the responding student that are deemed unnecessary for the deliberation process.