

Standing Committee on Student Conduct and Ethics Procedure Regulation

Reviewed and Endorsed by Faculty Senate, March 23, 2016

Reviewed and Endorsed by Standing Committee on Student Conduct and Ethics, March 1, 2016

1. Charge

Within the scope of the Student Code of Conduct, the Standing Committee on Student Conduct and Ethics shall hear claims and make recommendations to the President regarding resolution of claims brought by any member of the University that are deemed to warrant further investigation.

2. Composition of the Standing Committee

The Standing Committee on Student Conduct and Ethics (Standing Committee hereafter) will consist of the following members:

- a. Two faculty members elected by the Faculty Senate
- b. Two staff members appointed by the President in consultation with the Provost
- c. One student elected by the student body through a process determined by the Provost

who will serve for two years.

A chair will be elected by the Standing Committee. The Chair must be either a faculty or staff member.

The Standing Committee will be formed by September 30.

In case a member of the Standing Committee is unable to fulfill his/her responsibilities, the Provost will appoint a replacement to complete the individual's term.

The composition of the Standing Committee does not refer to the initial Standing Committee which is appointed by the Provost and will operate through September 30, 2016, or until a new Standing Committee is formed.

3. Evaluation Phase

When a case is referred to the Standing Committee (see Student Code of Conduct), the following steps should be adhered to:

1. Initial Review:
 - a. The Standing Committee engages in an initial review of the documentation received.
 - i. If, after initial review, the Standing Committee determines that there may be sufficient information or evidence to support an allegation of a violation(s) of the Student Code of Conduct, the student is invited to an opportunity for a prompt hearing. See item 2. Below.
 - ii. If after initial review the Standing Committee determines that there is insufficient information or evidence to support an allegation, charges will not be pursued. The Standing Committee will forward a note to the Provost advising that charges will not be pursued. The Provost will advise the student accordingly.
 - b. The initial review shall take place within 5 business days of the Standing Committee's receipt of the case.
2. Hearing
 - a. The Standing Committee invites (via email or paper correspondence) the student to a hearing advising him/her of the alleged violation.
 - b. To ensure a thorough review of the alleged violation, the Standing Committee may decide to hear from other parties involved in the complaint (faculty, staff or students).

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- c. The student may choose to remain silent during any portion of or the entire hearing, in which case the Standing Committee's recommendation will have the same force and effect as if the student had spoken.
 - d. A simple majority (more than half) of the Standing Committee members must be present in all hearings.
 - e. The hearing(s) should start within 3 business days of the initial review and completed within 7 business days.
 - f. If the Standing Committee has procedural questions during its deliberations, it may request clarification from the Provost.
3. Findings
 - a. The Standing Committee will evaluate information, facts and data as provided by the parties involved in a complaint.
 - b. The Standing Committee will provide its findings and recommendation to the Provost and President.
 - c. Findings are determined by a simple majority of the Standing Committee.

4. Confidentiality

Faculty, Staff and students who agree to serve on the Standing Committee agree to hold information in confidence and will sign a confidentially agreement.

5. Validity

To ensure validity and warrant that all information and data has been captured properly, the Committee should take summary meeting notes which include recommendations made. Summary meeting notes should be signed by at least two members of the Committee and archived in the Institutional Research Office. An electronic signature is considered valid.

6. Overall

Each case is handled individually. While due process is always provided, every procedure may not be used in every case. All deadlines and time requirements may be extended for cause as determined by the Standing Committee and with the agreement of the Provost.

Requests for extensions of deadlines must be made in writing to the Provost and the Provost will notify the parties whether or not the extension is granted, and if an extension is granted, the new deadline.

Related Documents:
Student Code of Conduct