



# **STANDARDS OF CONDUCT**



# **STUDENT ORGANIZATION POLICIES AND PROCEDURES**

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# **INTRODUCTION AND STANDARDS OF CONDUCT**

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## **INTRODUCTION**

Rutgers, The State University of New Jersey, referred to hereinafter as “the University”, is committed to supporting student organizations which permit and foster students’ ability to freely associate and express themselves. This support is formalized through the University recognition system, which has been put in place to serve the interest of both the University and student organizations. **Student organizations that choose to be recognized by the University, accept the rights and responsibilities outlined in this policy and in their organization’s governing department.** An organization that is registered under an academic department may also be held accountable under this policy. The Standards of Conduct for Registered/Recognized Student Organizations; written to govern New Brunswick, Camden, and Newark campuses, does not replace the policies and sanctions implemented by an organization’s governing department or by any applicable federal, state, or local laws, or other University policies.

## **STANDARDS OF CONDUCT**

All student organizations are expected to act consistently with the values of the University community. Student organizations are collectively responsible for any action committed by their members on behalf of the organization that violates University policy. Disciplinary action against a student organization is separate from action taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who may have violated University policy.

## **CRITERIA**

The following is used to determine whether an allegation is an organizational violation:

1. Generally, a recognized student organization may be held responsible for violations of University Policy when:
  - a. One or more the organization’s officers, acting within the scope of their stated or written duties, commit a violation;
  - b. One or more members commit a violation as part of an activity or assignment voted on by the organization and/or approved by the local, regional, or national leadership;
  - c. The violation is committed at an activity funded, hosted, or facilitated by the organization or by an individual in the name of the organization;
  - d. The violation is committed by members attending a function as a representative of the University, including, but not limited to, competitions, conferences, and conventions;
  - e. Members or officers permit, encourage, aid, or assist, in committing a violation;
  - f. Members or officers fail to report knowledge or information about a violation to appropriate University authorities;
  - g. Members or alumni commit a violation in the name of the organization.

## DEFINITIONS

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**Administrative Conference:** the conduct process for an individual alleged to have violated the Code of Student Conduct.

**Advisor:** this individual is an alumni or faculty/staff advisor of record or a member of the organization's national body.

**Appeals Board (AB):** This board is composed of two students and a staff member who have been trained in the process, policies, and procedures which govern both individuals and organizations.

**Anonymous Witness (AW):** An individual who has provided information regarding an alleged violation but remains unknown to University Officials.

**Athletics (Camden and Newark):** Non-Division 1 Athletics that do not fall under the Recreation Department.

**Campus Advisor (CA):** this individual is a professional who volunteers with the university to assist those accused of violating the code or where appropriate.

**Conduct Officer:** Refers to an individual appointed by the Chief Conduct Officer to carry out the disciplinary process.

**Chief Conduct Officer:** is the person (or people) that enforce the University Code of Student Conduct, oversees the processes for handling misconduct, and may develop procedures for administration of the conduct process.

**Confidential Witness (CW):** An individual who has provided information regarding an alleged violation. This person is known to University Officials but wishes to remain unknown to the respondent.

**Dean of Students (DOS):** The department that oversees the Code of Student Conduct at Rutgers University – Camden

**Evidence:** Factual information presented which directly supports or disputes the complaint party's allegations.

**Hearing Board:** This board is composed of two students and a staff member who have been trained in the conduct process to hear the matters of violations of the Student Code of Conduct and Standards of Conduct for Student Organizations.

**Investigation:** The time when the Conduct Officer(s) assigned to address an alleged violation enters into a fact-finding period to determine if there is enough information to charge an organization with a violation.

**Not Responsible:** (a) The allegations made against the organization were unfounded. (b) When an organization attends a hearing, this is a response the representative can give if the organization believes they did not violate this part of the code.

**Off Campus (NOC):** Any activities that happen off-campus, including, but not limited to dwellings (indoor/outdoor public spaces, hotels, banquet facilities, fraternity/sorority housing, etc.), unaffiliated with Rutgers University but connected to an affiliated student/organization.

**On Campus (OC):** Any activities that happen on-campus, including, but not limited to dwellings affiliated with Rutgers University.

**OFSA:** The Office of Fraternity and Sorority Affairs. The office that oversees recognized fraternities, sororities and other fraternal organizations at Rutgers University – New Brunswick.

**OSC:** Office of Student Conduct. The department that oversees the Code of Student Conduct at Rutgers University – New Brunswick.

**OCSSD:** Office of Community Standards and Student Development. The department that oversees the Code of Student Conduct at Rutgers University – Newark

**ORSE:** Office of Reservations and Special Events. The department that oversees the event registration for organizations at Rutgers University-Newark.

**Organization Administrative Conference (OAC):** This is a meeting to discuss an organization’s rights in the conduct process and to provide the organization with the factual information being used to charge the organization with a violation. This meeting also provides the organization an opportunity to respond to the charges and bring in evidence.

**Organization Hearing (OH):** This resolution opportunity provides the organization and the complaint party with the ability to present their case to a trained University Hearing Board for case resolution. The board is composed of two affiliated students and a faculty or staff member. The board will determine the outcome of the matter.

**Preponderance of Evidence:** The threshold used to determine if a group is responsible or not for a violation. “Preponderance” means that it is more likely than not that the information presented is factual.

**Presiding Officer (PO):** A trained member of the University Hearing Board who guides the hearing process.

**Recreation Department (RD):** The department that oversees Club Sports.

**Recognized Student Organization:** A student organization officially recognized after the completion of the required registration/recognition process.

**Respondent:** The organization accused of allegedly violating University policy.

**Responsible:** (a) The allegations made against the organization are founded. (b) When an organization attends a hearing, this is a response the representative can give if the organization believes they did violate this part of the code.

**Restorative Justice:** alternative measures put in place to address harm and restore communities. This is outside of the conduct process.

**Senior Student Affairs Officer:** Refers to the officer in the Division of Student Affairs, or their designee(s), who oversee the Office of Student Conduct/Community Standards.

**Student Affairs (SA):** The office that oversees the University’s recognized student organizations.  
\*Organizations under University departments may be held to these standards.

**Student Organization:** any identified group of students who have complied with the formal requirements for University recognition and affiliation and have registered for affiliation with the University or who are advised by a university department or university employee.

**Virtual environment:** An online space utilized to engage members and potential new members of the organization. (i.e., Zoom, WebEx, Discord, GroupMe, social media platforms, etc.)

**Witness:** An individual that was present for an incident and can speak to what occurred.

## **CAMPUS-SPECIFIC OFFICES:**

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### **New Brunswick**

- Office of Fraternity and Sorority Affairs
- Office of Student Conduct
- Office of Student Centers and Activities
- Recreation Department

### **Newark**

- Office of Community Standards and Student Development
- Office of Student Life & Leadership

### **Camden**

- Dean of Students
- Office of Student Involvement

**\* The Office of Student Conduct/Dean of Students/Office of Community Standards and Student Development will be referred to as “The Office” moving forward\***

## ORGANIZATION RIGHTS

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Recognized student organizations have a right to expect that all disciplinary proceedings will be handled fairly. Rutgers University grants recognized student organizations the following rights in the conduct process:

1. Organizations have the right to have their complaint heard by unbiased individuals.
2. Organizations may object to a conduct case manager, hearing officer or hearing board member with cause. The Chief Conduct Officer or their designee will determine the validity of the objection.
3. Organizations have the right to have an advisor present at all disciplinary meetings or hearings. The advisor may not actively participate in any proceedings. It is the responsibility of the organization to ensure attendance of the advisor at any proceeding, as meetings and hearings will not be rescheduled to accommodate advisors.
4. Organizations have the right to written notice of the charges against them and the time and place of any meeting or hearing. Proper notification will be sent through email to the organization president's university email account.
5. Organizations have the right to receive a copy of all information to be presented against them at hearings. This information will be provided to the organization at least five working days prior to a hearing. \*Information that directly exposes the identity of an individual who wishes to remain anonymous will either be redacted, or a description of the information will be provided\*
6. Organizations have the right to hear and respond to all information presented against them. This includes the right to question witnesses at the hearing, if they have not been deemed a Confidential Witness.
7. Organizations have the right to present information and witnesses on their behalf. Character statements and witness statements should be submitted in writing before the hearing. Character statements will not be considered when determining a violation but may be taken into account when determining sanctioning.
8. Organizations have the right to written notification of the results of the hearing no later than five working days after the hearing.
9. Organizations have the right to appeal the outcome of the hearing no later than ten working days after notification of the decision. Holidays and University breaks will be the only exception.

# **JURISDICTION, AUTHORITY, AND COMPLAINTS**

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## **JURISDICTION AND AUTHORITY:**

1. The Office will oversee the process for addressing cases of Student Organization misconduct that involve violations of written University policies.
2. The Office reserves the right to permit an organization's sponsoring University department to address the matter.
3. Once sanctions have been imposed and the appeal deadline has passed, the University department that advises the organization, will oversee the completion of all sanctions in conjunction with the Office of Student Conduct. Both departments will communicate continuously to support the organization in completing their sanctions. A list of sanctions can be found on pages 15-16.
4. Students whose actions in the alleged incident may violate University policy or federal, state, local or municipal laws may also be subject to individual disciplinary action under procedures set forth in the University Code of Student Conduct and/or consequences through the criminal court process.
5. If the allegation against the organization falls under the Sexual Misconduct Policy, the Student Affairs Compliance & Title IX department will manage the matter. If the allegation against the organization are considered to be a bias incident, this matter will be managed by the Bias Incident Response Team.

## **COMPLAINTS:**

Allegations of misconduct against a Student Organization should be made in writing through the corresponding campus' reporting tool. Complaints can be made online using the Rutgers University online reporting form found on the:

**(New Brunswick) Office of Student Conduct website:** <http://studentconduct.rutgers.edu>

**(Newark) Community Standards & Student Development website:**

[https://cm.maxient.com/reportingform.php?RutgersUniv&layout\\_id=](https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=)

**(Camden) Dean of Students website:** <https://deanofstudents.camden.rutgers.edu/student-conduct>

1. A personal interview with the person(s) making the allegation of misconduct will occur as soon as possible to answer any questions about the report and to gather information about possible witnesses. This interview will be conducted by a staff member in The Office and will occur at the willingness of the reporter. This person(s) will be listed in the report as a Confidential Witness, if they wish to remain anonymous. If the reporter chooses to be known, The Office will disclose their name, with the understanding that the accused is not to make contact with the individual(s).
2. If the person(s) making the allegation chooses to remain anonymous to the organization but known to The Office; The Office will gather as much evidence as possible from that person(s). If the information provided reveals the source of the information, all steps will be taken to secure that individuals privacy while providing the organization with as much detail as possible to respond.



3. If the report submitted is completely anonymous, the veracity of evidence provided by the anonymous source(s) will be carefully weighed to assess if the evidence can be verified (police report, text message, photographs, etc.)

At the conclusion of the interview/verification of information, a representative from the corresponding department and The Office will meet to determine the validity of the allegation(s). The purpose of this meeting is to determine if there is enough information to charge the organization, if a formal investigation needs to take place, or if the matter should be handled informally. Once a decision has been made on how to best address the allegation, the organization will be notified in writing of the allegation and the next steps to occur (i.e. issuing an Interim Action notice, charge letter, etc.)

## **INVESTIGATION PROCESS, PROCEDURES, AND REPORTS**

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An organization may be accused of violating the Standards of Conduct for Student Organizations through two methods: information obtained through an Investigation of another disciplinary matter, an individual's Administrative Conference, and/or a report submitted/referred to The Office. The following outlines the procedures for investigating an organization's alleged violation(s) of the Standards of Conduct.

*Level 1 Investigation:* In some cases, The Office becomes aware of possible organizational violations while conducting an Investigation and/or an Administrative Conference for an individual student's disciplinary case. These matters typically involve, but are not limited to alcohol, financial misconduct, physical misconduct, and other health and safety matters. When this occurs, The Office assigns a Conduct Officer to determine organizational involvement in the matter. These investigations may be conducted by any Conduct Officer.

The Conduct Officer will gather as many details as possible pertaining to the incident. ***Please note; if the information is gathered from an individual, that individual student has the right to serve as a Confidential Witness in these matters.***

For Level 1 Investigations, the following procedure shall be followed:

- Once the Conduct Officer concludes the Investigation, they will determine whether the preponderance of the evidence supports charging the organization with a violation.
- If the preponderance of the evidence supports charging the organization, a charge letter; which provides a synopsis of the incident, applicable charges, and recommended sanctions may be sent to the organization's president and advisor(s) of record. The report leading to the finding may be attached.
- The organization will be provided with a deadline to hold their Organization Administrative Conference (OAC) with the Conduct Officer and submit information disputing the report and charges.
  - o In cases where the organization is deciding to accept responsibility for the charges presented, the sanctions will be enacted.
  - o In cases where the organization is deciding to accept responsibility for the charges presented but is contesting the sanctions, they are encouraged to attend the meeting with the Conduct Officer with their own proposed sanctions to be taken into consideration.
    - The Conduct Officer will review all information and provide the organization's leadership with an outcome letter.
    - The organization will be provided a deadline to appeal the outcome of the matter, if applicable.
  - o In cases where the organization is unresponsive or deciding not to accept responsibility for the charges presented, a hearing will occur.

*Level 2 Investigation:* Level 2 investigations are initiated when a report alleging serious matters of misconduct such as hazing occur. *These Investigations may be led by more than one Conduct Officer.*

- The organization representative (typically the President) will receive written communication with directives informing the organization of any limitations The Office has placed on the organization during the investigation process. This letter is known as an Interim Action (IA). The limitations will be based on the nature of the complaint. Further details regarding Interim Action can be found on page 12.
- When possible, interviews will occur on the same day as the notification.
- Investigators will determine who is necessary to interview and they will be called individually to a private location to meet. Those individuals will be notified of the time and location of the meeting via their University email. **ONLY Class schedules will be taken into consideration when scheduling meetings.** *Any individual who refuses to cooperate with the investigation process may be charged with "Failure to Comply".*
  - o If the university is functioning virtually, meetings will be held online. The office expects that students will attend the virtual meeting alone and will not record the conversation.
- Once the individual's meeting with the Investigator(s) has concluded they will be dismissed. The individual must leave the designated meeting area.
  - o If the university is functioning virtually, at the conclusion of the meeting the conduct officer will remove the appropriate parties.

For Level 2 Investigations, the following procedures shall be followed:

- Upon the conclusion of the investigation, the organization leadership will be scheduled for an Organization Administrative Conference.
  - o The investigation report will be provided to the organization prior to the OAC so that they have adequate time to prepare.
  - o Organizations may be given the opportunity to make recommendations regarding disciplinary sanctions; so, they should come prepared with those suggestions.
- Organizations are to bring any information and witnesses they wish to dispute the charges to the OAC.
  - o If witnesses cannot physically appear, they may submit a written statement. This statement must be notarized or certified by a member of The Office prior to submission.
- The Conduct Officer will take all information provided at the OAC into consideration and provide the organization's leadership with an outcome letter.
  - o If the outcome of the matter warrants consideration of separation from the University, the organization will be afforded to move to an Organization Hearing (OH).
    - The organization may also determine that a separation is what they need at this time and accept the outcome, if applicable.
  - o If the outcome of the matter determines that the organization will be held responsible but the acts do not warrant removal from the University at this time, the outcome notice will provide a deadline to which the organization may appeal.
    - The organization may also decide to accept the outcome of the matter.

At the conclusion of the investigation, the investigating Conduct Officer(s) will prepare the investigation report. The Conduct Officer(s) will provide a copy of the report to the organization's

corresponding department representative, organization's leadership, and advisor(s). **Please Note: the conclusion of interviews is not an indicator that the investigation process has concluded.** If the findings of the investigation do not meet the evidence standard (preponderance), the matter will be considered closed and the organization will be provided with written notification of the closure, which will also include the removal of any interim restrictions that were placed on the organization. *Please note, The Office reserves the right to re-open a case if new information presents itself.*

## **INTERIM ACTION**

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### **INTERIM DISCIPLINARY ACTION FOR RECOGNIZED STUDENT ORGANIZATIONS:**

In certain circumstances, it may become necessary to impose interim action(s) against an organization while a conduct matter is being addressed. Here are the reasons the university would implement an Interim Action:

1. To ensure the preservation of the University or;
2. If the organization's continued presence poses a threat to the safety and well-being of members of the University community.

### **THE TYPES OF INTERIM ACTIONS ARE AS FOLLOWS:**

1. ***Suspension of the New Member Program:*** All meetings and activities of the New Member program must cease. Organization officers and all members are restricted from communicating with the New Members.
2. ***Suspension of Organization Activity:*** the organization is prohibited from participating in any University activity and promoting University programs without express permission from the Senior Student Affairs Officer or their designee.

*\*\* Please Note: Any violation of these directives will lead to further/harsher sanctioning. This is inclusive of violations from the organization's leadership outside of the University community (i.e. local and national offices). \*\**

### **INTERIM ACTION PROCEDURES AND APPEAL PROCESS:**

1. The Chief Conduct Officer sends a letter to the organization's president. The letter details the type of interim action imposed and the process for appeal.
2. An organization may petition to Senior Student Affairs Officer or their designee within two business days of receipt of the official interim action letter to appeal the imposition of the interim action. The Senior Student Affairs Officer or their designee will meet with an official representative of the organization and will examine information provided by The

Office in order to make a decision. If the university is functioning virtually, the meeting will take place online. The SSAO must determine if there is a potential threat or danger to community members by the activity or organization.

- a. If the Senior Student Affairs Officer or their designee determines that there is no potential threat or danger to community members by the activity or organization, the interim action is lifted. Conduct charges will still need to be addressed by the organization.
- b. If the Senior Student Affairs Officer or their designee determines that there is a real or potential risk to the health, safety, or property of Rutgers University community members, the interim action is upheld. The Office is then asked to proceed with the conduct process.

## **RESOLUTION OPTIONS**

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Each campus has a variety of resolution options outside of the formal conduct process. The decision to permit a student organization to resolve a conduct matter utilizing other methods will be at the discretion of the Conduct Officer assigned to the case.

Other Resolution Options may include, but are not limited to:

- Restorative Justice
- Returning the matter to the organization's governing department to adjudicate as appropriate.

## **TYPES OF VIOLATIONS (INCLUSIVE BUT NOT LIMITED TO)**

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Violation of the following provisions contradicts the values of the University community and is subject to corrective action under the Standards of Conduct:

- a. **Abuse/Endangerment/Hazing:** Hazing is strictly prohibited. All Recognized Student Organizations are to adhere to the University policy on hazing.
- b. **Non-compliance with Department Travel Policies:** Failing to adhere, knowingly or unknowingly, to Departmental Travel Policies, including but not limited to violating limits on distance and/or time of travel, as well as unapproved travel.
- c. **Non-compliance with the Law:** Failing to adhere to all federal, state, and local laws.
- d. **Non-compliance with Other University Policies:** Failing to adhere, knowingly or unknowingly, to University Policies, including those set forth by the organization's governing department (i.e. University Department, Student Government, and/or other published policies.)
- e. **Non-compliance with the Standards of Conduct:** Filing a false complaint, using this policy to harass, intimidate, or disrupt a student organization, or failing to cooperate or participate in the accountability process. *DISCLAIMER: Violations in this section will*

*result in harsh penalties for false use of university time and resources as well as harm to peer organizations and community members.*

- f. **Disruptive or Disorderly Conduct:** Conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the community at large, virtual environment(s) included.
- g. **Distribution/Possession of Alcohol and Other Drugs:** Organizations may not supply alcohol to individuals outside of the guidelines of the social policy. This is inclusive of guests. Any variation of drugs, inclusive of edibles, shall be considered a violation of the Standards of Conduct and University Policy.
- h. **Failure to Comply with University or Civil Authority:** Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
- i. **Financial Misconduct:** The use of or accounting of student organization funds in violation of university financial and accounting procedures. Violations include but are not limited to:
  - a. Breaching contractual obligations.
  - b. Using chapter funds and/or members gathering funds for an activity which violates the Standards of Conduct.
  - c. Using student organization funds for purposes not authorized by the student organization and/or not in accordance with these Standards of Conduct and University Policy.
  - d. Failing to provide accounting of all contributions and reporting said contribution to the proper University unit. (i.e. Membership Dues, Fundraising, etc.)
  - e. Failing to follow Rutgers University governing board's policies on allocations and student fee usage.
  - f. Monies must be maintained in an account at the Rutgers University Student Activities Business Office.
  - g. Misuse of Student Fees. This is inclusive of failing to follow Rutgers University governing board's policies on allocation and student fee usage.
- j. **Fraternization:** Engaging in events, virtual or in-person, with an organization(s) during their period of suspension/removal from campus, as well as any organization not recognized by the university.
- k. **Guest Responsibility:** Recognized Student Organizations are responsible for the actions of their guests (i.e. fans, performers, non-RU attendees, alum).
- l. **Health and Safety:** Fostering, promoting, or participating in activities that unreasonably threaten the safety or well-being of their members, other people, or animals. This includes the health and safety measures outlined by the university, CDC and/or government officials.
- m. **Inappropriate Use of Space:** Not using University – controlled spaces in accordance with the standards of the particular space.
- n. **Inappropriate Use of Space:** Not utilizing Off Campus space, University controlled or not, in accordance with the standards of the particular space.
- o. **Theft or Damage to Property:** The unauthorized taking, destruction, misappropriation or possession of any real, personal, or intellectual property owned or maintained by the University or any person both on and off campus.
- p. **Violation of the Student Organization's Constitution and/or governing documents:** the disregard for, knowingly or unknowingly, the written documentation which governs the organization. These documents can be local, regional, or national.

*\*These violations also apply to Athletics at Rutgers (NWK) & Rutgers (CAM)\**

## **SANCTIONS, EDUCATION, AND RESTORATIVE MEASURES**

When an organization violates University policies, sanctions are put in place to inform the organization that the behavior(s) exhibited are unacceptable and are not aligned with the values of the University. Where possible (and necessary), sanctions put in place can be a combination of punitive, educational, and/or restorative.

**Mediation:** Used only for limited circumstances in very minor level cases. This conversation will be documented and places the organization on notice, that any future violations related to the conversation shall result in further disciplinary action.

**Conduct Reprimand:** A formal notice that the Standards of Conduct have been violated and a warning that future violations will be dealt with more severely.

**Plan of Action:** A plan, which outlines various actions the organization must take in order to enhance itself and be a benefit to the University community.

**Fines:** Payment of a monetary fine.

**Restitution:** Required compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.

**Class/Workshop Attendance:** Attendance and completion of a class or workshop that will assist the student organization to avoid future non-compliance with the Standards of Conduct. Workshop attendance may be virtual depending upon the university's operating status.

**Service:** Performance of a task, or tasks, designed to benefit the community and that also assists the student organization to avoid future non-compliance with the Standards of Conduct.

**Inability to access University Funds:** Rendering an organization's University account inactive so as to prevent access to funds or services being granted or disbursed. This includes both generated revenue and student fees allocated to the organization. This sanction is typically imposed when there are concerns regarding the appropriate use of funds by the organization.

**Restricted Activities:** Restricting the student organization's ability to access University controlled benefits and resources. Example: temporary loss of access to University funds, University space, etc.

**Probation:** Probation is a notice to a recognized student organization that their actions are of such a serious nature that they may jeopardize their status as a recognized organization. The University shall refrain from suspending the student organization at this time, as long as the student organization meets all requirements of their probation. Any additional incidents in which the student organization is found in violation of the Standards of Conduct may result in suspension with the possibility of additional sanctions.

There are two types of Probation:



1. **Conduct Probation without Conditions:** A period of time, typically no less than one semester, which is intended to foster reflection, responsibility, and improved decision making. During this period, the organization is not prohibited from functioning fully but they are put on notice that any further violations of the Standards of Conduct will result in harsher sanctions. This formal written notice indicates that the organization is not in good standing with the University and its actions will be monitored during the specified period.
2. **Conduct Probation with Conditions:** A Probation with Conditions stipulates the period of probation that includes specific restrictions or requirements to be met during the probationary period. The organization will receive a formal written notice stating they are not in good standing with the University and have lost certain privileges for a period of no less than one semester. During this period, any further violations of the Standards of Conduct will result in Suspension. When the term is complete and all conditions have been met, the student organization will regain good standing with the University.

**Suspension:** There are two types of suspension; organizations may be subject to one or both.

1. **Conditional Suspension:** A conditional suspension stipulates the period of suspension when the organization loses specific privileges associated with being a recognized organization and may be restricted in their operations. Conditional Suspension requires that the student organization complete assigned sanctions and meet certain requirements before they can fully return to good standing with the University. The purpose of the Conditional Suspension is to give the student organization the opportunity to partner with the University to correct behavior that led to the suspension, and to realign the organization's objectives with the university. The conditional suspension shall continue until the term is complete and all conditions have been met.
  - a. **Organization Suspension Packet:** During the Conditional Suspension period the organization will work closely with their governing department to complete a reflection and development assessment to ready them for reintegration into the campus community.
2. **Term Suspension:** A term suspension stipulates the period of suspension when the organization loses all privileges associated with being a recognized organization and may not operate in any fashion. The organization does not need to re-apply for recognition. When the term is complete and all conditions have been met, the student organization's recognition will be reinstated, and they may return to the University community.

**Removal:** There are two types of removals; organizations may be subject to one or both.

1. **Removal:** Temporary separation of a student organization from the University for a designated period of time. These organizations will be permitted to re-apply for university recognition at a time designated by the Chief Conduct Officer.
2. **Permanent Removal:** Permanent separation of a student organization from the University. Organizations that are permanently removed are not eligible to apply for

recognition. Any change to this must be approved by the Senior Student Affairs Officer or their designee.

## **RECORDING KEEPING AND APPEAL PROCESS**

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### **RECORD KEEPING:**

The Office will maintain records regarding all actions taken under the Standards of Conduct for Recognized Student Organizations for a period of seven years, after which they will be destroyed to protect the identities of all parties involved.

The records will include, but not limited to:

- Copy of the Complaint
- Copy of Response
- Copy of Resolution agreement (if applicable)
- Copy of Resolution agreement response (if applicable)
- Copy of Student Conduct Board recommendation (if applicable)
- Copy of Official University Decision (if applicable)
- Administrative Hearing results (if applicable)
- Copy of all Appeals material (if applicable)
- Copy of Investigation Report (if applicable)
- Copy of all other relevant procedural documents

### **APPEAL PROCESS:**

An accused organization has the right to appeal all disciplinary findings and/or sanctions. Organizations who choose to appeal the outcome of their case must submit their letter of appeal to the Senior Student Affairs Officer. The Senior Student Affairs Officer or their designee will review and respond to the appeal. The organization will have 10 working days to submit their appeal from the date on the notice.

### **APPEALING AN OUTCOME:**

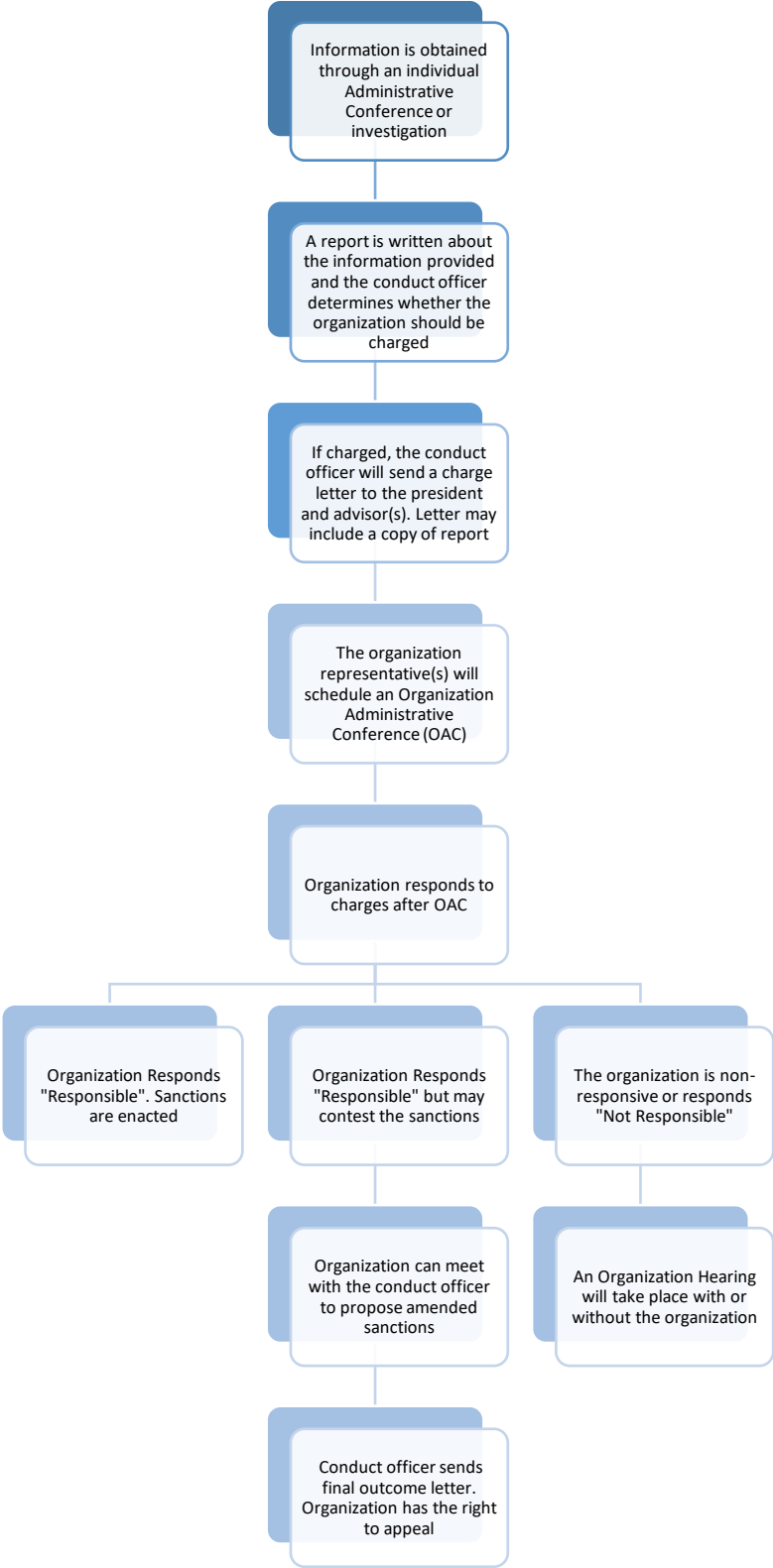
- **Unsupported Conclusion:** The decision made by the Conduct Officer or University Hearing Board is not supported by the facts of the case.
  - o Please explain why there was not enough evidence sufficient to establish that a violation of the Standards of Conduct for Student Organizations occurred under the *more likely than not* standard.
- **Procedural Error:** The Organizational disciplinary process was conducted unfairly and not in conformity with prescribed procedures. The error committed must have substantially impacted the fairness of the disciplinary process.

- A procedural error occurred that significantly impacted the outcome of the disciplinary process. A mere allegation of unfairness will not be sufficient to meet this ground for appeal. Please explain how the procedural error significantly impacted the outcome of the disciplinary process.
- **New Information:** There is new information available that was not available at the time of the original Investigation, Organizational Conference or Organizational Hearing and that it is sufficient to alter the original decision. Withholding or not disclosing information during the original proceeding will not be considered new information, particularly if a person did not participate in the original disciplinary process.
  - Please explain the circumstances as to when the new information was discovered and how this new information may impact the decision of this case.
- **Disproportionate Sanction:** The sanction imposed was not appropriate for the offense committed.
  - Please explain any inconsistency with university procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

***The policy you have just reviewed is an addition to the Code of Student Conduct. This policy can be updated as deemed necessary by University Officials.***

# LEVEL 1 INVESTIGATION CHART

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# LEVEL 2 INVESTIGATION CHART

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