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I. STATEMENT OF SHARED RESPONSIBILITY

Students who enter our community make a commitment to actively participate in a caring and socially just atmosphere in which respect for all community members is a priority for maintaining a positive learning environment. Roosevelt University's entire community is a learning environment. Each community member is responsible to one another for behavior that exhibits an awareness and respect for human dignity and individual differences. The responsibility for maintaining a safe climate that promotes and encourages learning belongs to each of us. Students are expected to value our community and to hold themselves and their peers accountable by accepting responsibility for their individual behavior as well as for the common good.

As members of the Roosevelt University community, students assume obligations of academic performance and conduct reasonably imposed by the institution relevant to its objectives and mission. The purpose of the student misconduct process is to assist each student in the development of a responsible lifestyle which is rewarding to the individual student, respectful of the rights of others, and compatible with the legal norms of society. The student misconduct process plays a supportive role in the development of responsible student behavior and responsible decision-making. If the behavior of a student conflicts with established University standards, the student misconduct process seeks to educate the student about the personal and social consequences of their behavior. The actions imposed in the student conduct process may include educational and disciplinary measures which are designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the student misconduct process is educative, the process is not to be considered analogous to court proceedings.

II. GENERAL INFORMATION

A. Authority and Scope

The Student Code of Conduct is recognized as the standard process for handling incidents of student misconduct. The Code is independent from and may be implemented in addition to any other university documentation, policies or processes which may exist and relates to matters of student behavior. This Code governs all students who are registered at Roosevelt University at all campus locations, including

online, and applies to both on-campus and off-campus conduct. In particular, off-campus behaviors that may impact the University or educational environment in any way fall under this Code. A student's withdrawal from the University does not preclude the completion of the misconduct process and resulting disciplinary action. All Student Codes of Conduct are in accordance with [University Policies](#).

B. Student Code of Conduct and Public Law

Students continue to be subject to city, state, and federal laws while at the University and violations of those laws may also constitute violations of this Policy. In such instances, the University may proceed with disciplinary action under this policy whether or not civil or criminal proceedings have been instituted against the student and may impose sanctions for violations of the policy independent of any criminal or civil penalties that may be ordered. Any proceedings initiated through the University's Student Code of Conduct will not be abandoned or withdrawn solely on the grounds that the criminal or civil charges have been dismissed or reduced, nor will the disciplinary proceedings be delayed pending the outcome of the criminal/civil charges. The Student Code of Conduct is subject to changes and updates.

C. Retaliation

Roosevelt University prohibits retaliation. Any inappropriate or unsubstantiated action taken or threatened against another individual because the individual has, in good faith, made an allegation or has participated in any manner with an investigation is prohibited.

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III. STUDENT CODE OF CONDUCT

Misconduct for which students are subjected to discipline includes, but is not limited to the following:

1. [Academic dishonesty](#) such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration and plagiarism(*);
2. Forgery, alteration, or misuse of University identification, records, or documents, or knowingly furnishing false information to the University;
3. Obstruction or disruption of the learning environment, University community, or of other University activities or functions;
4. Physical altercations, intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting physical harm upon any person; taking reckless action that results in physical harm to any person; taking any action that creates a substantial risk of physical harm to any person; or threatening by any means of transmission the use of force to physically harm or injure any person;
5. Sexual misconduct is prohibited. Sexual misconduct encompasses sexual harassment, gender-based harassment, sexual orientation-based harassment, sexual assault, sexual exploitation, domestic violence, stalking, and dating and relationship violence. Any of these allegations follow a separate policy, procedures and sanctions under our [Title IX Process](#)

6. Harassment; verbal or written threats, coercion or any other conduct that by design, intent or recklessness places another individual in reasonable fear of physical harm through words or actions directed at that person, or creates a hostile environment in which others are unable reasonably to conduct or participate in work, education, research, living, or other activities, including but not limited to stalking, cyber-stalking, and racial harassment;
7. Smoking in all forms, including but not limited to cigarettes, e-cigarettes, hookah, cigars, or vaporizers;
8. Theft of or damage to University property or the property of any other person;
9. Unauthorized entry to or use of University facilities;
10. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or of the time, place, and manner of public expression;
11. Violation of computer and network usage policy or [student email policy](#);
12. Violation of rules governing University-owned or controlled [Residence Halls](#);
13. Failure to comply with directions of University officials acting in the performance of their duties;
14. Conduct which adversely affects the student's suitability as a member of the academic community;
15. Drug Violations:
 - a. Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by law; intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state;
 - b. Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued, or use of a prescription drug in any way not prescribed by a medical professional;
 - c. Possession of drug paraphernalia, including but not limited to bongos, glass pipes, hookahs or any makeshift paraphernalia constructed for the purpose of using drugs;
16. Alcohol Violations:
 - a. Underage possession or consumption;
 - b. Public intoxication; appearing at a University activity or on the University campus in a state of intoxication;
 - c. Driving under the influence of alcohol or other substance; operation of a motor vehicle while impaired or with a blood alcohol or breath alcohol level at or above the applicable [legal limit](#);
 - d. Distribution or sale of alcoholic beverage to any person under 21;
 - e. Possession of common source containers, possession or use of kegs, mini kegs, beer balls or other common source containers of alcoholic beverages such as trash cans, tubs or similar containers of alcohol, when such possession or use occurs on campus, in the housing of any University organization or group, or in connection with a University activity;
 - f. Excessive rapid consumption; regardless of the ages of those involved, facilitating, arranging, or participating in any extreme alcohol consumption activity that constitutes, facilitates, or encourages competitive, rapid or excessive consumption of alcohol when such activity occurs on campus, in the housing of any University organization or group, or in connection with a University activity;
 - g. Possession or use of alcohol apparatuses with an intended use of excessive consumption and/or high risk drinking
17. Hazing:

Roosevelt University acts in accordance with the Illinois Hazing Act.

 - a. Any action or situation that recklessly, by design or intent, endangers the mental or physical

health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:

i. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact;

ii. Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student;

iii. Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University regulations;

b. In response to allegations of hazing under this regulation it is not a defense that:

i. The victim gave consent to the conduct;

ii. The conduct was not part of an official organizational event or sanctioned or approved by the organization;

iii. The conduct was not done as a condition of membership in the organization;

18. The storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus; (Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption as defined under Code #3);
19. Biased motivated behavior and/or the use of derogatory language intentionally or unintentionally used to target an individual, group or the university community;
20. University guests or visitors must adhere to all policies and procedures established by the University. Behavior of guests or visitors is the responsibility of the host; allowing a guest or visitor to violate the Student Code of Conduct and/or other University policies is prohibited.
21. Obstruction or interference with the Conduct Process, including failure to schedule or appear at a hearing, violating and/or failure to complete conduct sanctions;
22. The assistance or encouragement of others to commit violations of the Code or failure to report violations.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking conduct action against those students whose behavior off University premises constitutes a violation of this Code.

IV. Residence Life Community Standards

Insert Residence Life Policies

V. Related Policies

University affiliated individuals (students, faculty and staff) must adhere to all policies mandated by the University. All University policies can be found [here](#). Listed below are policies that may also be administered through the Office of Student Conduct and Conflict Resolution.

Campus Access Policy

[FERPA \(Family Educational Right and Privacy Act\)](#)

Access to Roosevelt University's Auditorium and Wabash Building

Political Activity and Student Organizations at Roosevelt University

Hover Board Campus Restrictions

Involuntary Withdrawal Process

Roosevelt University Good Samaritan Protocol

I. Definition

Good Samaritan Protocols promote life-saving actions that enable people to make responsible decisions and remove barriers to seeking medical assistance. Good Samaritan Protocols are not a violation of federal law. The Drug-Free Schools and Communities Act (1988) explicitly states that "a disciplinary sanction may include the completion of an appropriate rehabilitation program."

II. Purpose

Roosevelt University has adopted the following Good Samaritan Protocol to promote responsible behavior and encourage students to hold each other accountable for the safety and wellness of their community. The development of this Protocol was initiated by Roosevelt University students out of concern for their peers and community, and it is about taking preemptive action. Roosevelt University students have the obligation and the responsibility to seek medical assistance for anyone thought to be experiencing a medical emergency including the overconsumption of alcohol and/or other controlled substances. This Protocol enables and empowers students to make a decision to call for help and intervene in a situation of alcohol and/or drug overdose and/or misuse or cases of sexual assault when they would otherwise hesitate.

III. Protocol

- A. Students either receiving medical assistance in an alcohol or other controlled substance medical-related emergency, reporting a sexual assault, or students calling for help on behalf of another student will not be subject to formal discipline through the conduct process if the student takes all of the following actions and these criteria all apply:

1. *Call* – Call 911 or Campus Security.
2. *Stay* – Stay with individual needing assistance.

3. *Cooperate* – Cooperate fully with first responders, Residence Life staff, and University Officials both at the scene and in any follow-up procedures.
AND
 4. No other major Code of Student Conduct violations (including but not limited to: obstruction or disruption to the community, distribution of controlled substances, hazing, sexual assault or violence of any kind) were committed by the student during the time of incident; (see E. for further information)
 5. The student has not received protection under this Protocol more than twice in one academic year. (This does not apply to students who are reporting acts of sexual assault or other violations of Title IX.)
- B. The Protocol does not preclude or prevent action by police or other legal authorities.
 - C. Any student involved in the incident may be referred to the Office of Student Conduct and Conflict Resolution to discuss their participation in an appropriate educational program such as counseling or rehabilitation programs. Participation in such a program will not be noted in a student's conduct file; however, instances where the Protocol is applied will be documented. When a student is involved in more than two alcohol/and or controlled substance medical-related emergency within an academic year, the instance will be considered as a second offense and the student will not be eligible for protection. (This does not apply to students who are reporting acts of sexual assault or other violations of Title IX.)
 - D. Failure to comply with these non-punitive sanctions can result in the implementation of punitive sanctions as outlined in the Roosevelt University Code of Student Conduct.
 - E. Immunity from punitive sanctions does not apply to any other offenses or violations. Following the Protocol will always be viewed favorably in any follow-up to an incident. Students will not be punitively sanctioned for violating the Code of Student Conduct if their offenses are possession of alcohol, other drugs, paraphernalia, or being under the influence of alcohol and/or other drugs.

VI. Process for the Resolution of the Violation of the Student Code of Conduct

A. Initiation of a Misconduct Report

Any person may file a misconduct report against a student for an alleged violation of the Code. Any student who is alleged to have violated the Student Code of Conduct, will be referred to as the "respondent(s)". Any party who reports that a student has violated the Code of Conduct, will be referred to as the "complainant(s)." For incidents that do not happen in the Residence Halls, incidents may be reported in one of two ways: submitting a Misconduct Report Form <http://www.roosevelt.edu/StudentSuccess/Conduct/IncidentReport.aspx> or by filling out an Incident Report Form with Campus Security. It is encouraged to submit a report as soon as possible following an incident. In the case of incidents or reports within the Residence Halls, Residence Life staff members are responsible for taking the report and

submitting it to be reviewed by the Office of Student Conduct and Conflict Resolution (OSCCR) for conduct action.

B. Review by the Office of Student Conduct and Conflict Resolution

OSCCR shall review any report and assign a case manager. OSCCR will decide on a method of resolution that best fits the alleged violation(s).

1. Conflict Management: Conflict Coaching, Mediation, Restorative Practices (informal)
2. Acceptance of Responsibility Resolution Process
3. Administrative Hearing Misconduct Resolution Process
4. Student Conduct Board (SCB or Board) Hearing Misconduct Resolution Process

In any method of resolution, the reporting person, student cited for a violation, or witnesses may be requested to meet with the assigned case manager for an initial conference or formal misconduct hearing. For any method of resolution, students will be notified of meetings through an official delivery method of the University, which will usually be the RU student email account. Failure to claim notification will not negate the student's obligations under this procedure. It is the student's responsibility to contact the case manager who sent them an email to set up an appointment with that case manager. The appointment needs to be set within three (3) business days after the notice has been sent, barring any scheduling difficulties with the case manager. Upon their discretion, the case manager may allow for more time if they are unavailable to meet within the three (3) business day period. It is the student's responsibility to communicate immediately if the designated time will not work due to a legitimate reason. If the student fails to notify the case manager of any conflicts and/or fails to attend either the initial conference or formal misconduct hearing the case manager or Student Conduct Board may proceed with the misconduct resolution process described below, and based upon the review of the report, a decision may be made in absentia.

After the initial conference and subsequent formal misconduct hearing, the case manager or Student Conduct Board will decide whether a violation of the Student Code of Conduct has occurred. If it is found that the Student Code of Conduct has been violated, an appropriate sanction may be applied by the case manager or Student Conduct Board.

OSCCR may at any time temporarily suspend, ban or deny re-admission to a student, pending final resolution, when they believe that the presence of the student on campus could seriously disrupt the University; constitute a danger to the health, safety or welfare of the University, its members or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community.

C. Procedures for resolution through Conflict Management: Conflict Coaching, Mediation, or Restorative Practices

The purpose of Conflict Management techniques is to address disagreements, arguments, or discord between students and faculty or staff, in a way that uses facilitated dialogue. Self-

reflection will be encouraged in all sessions. Any student called to attend a Conflict Management session will be expected to participate fully and cooperate with the case managers requests. If a student does not attend the session or does not participate or cooperate, the student may be subject to the formal misconduct process.

D. Acceptance of Responsibility Resolution Process

The Acceptance of Responsibility Resolution Process is only administered for low level violations of the Student Code of Conduct, specifically guest, noise, identification, and health and safety cleanliness violations. When OSCCR receives an incident report alleging one of the above mentioned policy violations, the student(s) involved will be sent an Acceptance of Responsibility Allegation Notification. Students may choose to forego a formal hearing by accepting responsibility for the alleged violation. To accept responsibility, the student must reply back to the case manager via e-mail with the following statement, "I accept responsibility for the alleged violation(s)." If the student fails to reply back to the notification within five (5) business days, the case will automatically be sent through the Administrative Hearing Misconduct Resolution Process. If the student instead wishes to have an Administrative Hearing, they can respond to the notification by saying that they do not accept responsibility and an Initial Conference will be scheduled by the Case Manager. If the student chooses to accept responsibility for the cited violation(s), a written warning will be issued as a sanction. Any student who chooses to accept responsibility for the cited violations under this process waives their right to appeal, and acknowledges the finality of the outcome and sanction.

E. Procedures for resolution through the Administrative Hearing Misconduct Resolution Process

1a. Initial Conference

The purpose of the initial conference is to inform the student of their rights under the Student Code of Conduct, to explain the student misconduct process, and to allow the cited student the opportunity to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. During the initial conference, any student who has been alleged to have violated the Code of Conduct will have the right to request a Student Conduct Board hearing be held in place of an administrative hearing. If this option for resolution is selected, the case manager will forward the case back to OSCCR for further processing. The respondents will be shown a copy of the incident report during the meeting(s). The student may not keep a copy of this incident report.

Any student called to an initial conference may bring an advisor for support, however, the case manager must be notified at least 2 business days in advance. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the conduct proceedings for failure to abide by these guidelines. Students called to an initial

conference may be the complainant, the respondent, or witnesses to the incident. The case manager may call witnesses at her/his discretion in order to support fact finding in the resolution of the misconduct process.

1b. Waiver of 3 day notice for Formal Misconduct Hearing

Students have the right to at least three (3) business days' notice after their initial conference before their formal misconduct hearing can begin. A respondent can waive the right to their three (3) business days' notice by signing a waiver at the conclusion of their initial conference. By signing this waiver, the respondent is consenting to immediately begin their formal misconduct hearing and is therefore waiving their right to the additional three (3) business days' notice.

2. Formal Misconduct Hearing

Following the period of fact finding, the respondent will receive a secondary notification in writing (unless a waiver was signed) to attend a separate formal misconduct hearing with the case manager assigned to the case no less than three (3) business days after the initial conference. The purpose of the formal misconduct hearing is to hear the side of the story as provided by the respondent for a violation of the code of conduct, and for the student to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. The student may not keep a copy of this incident report.

Any student called to a formal misconduct hearing may bring an advisor for support, however, the case manager must be notified at least 2 business days in advance. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines.

3. Resolution

After facilitation of the formal misconduct hearing the case manager shall have the authority to act on the University's behalf in determining whether a violation has taken place and imposing sanctions if necessary. The case manager shall state the decision in writing to the respondent whether or not the student is found to have violated the Student Code of Conduct. The case manager will make a determination that will be made in accordance with the preponderance of the evidence standard.

(*) Academic dishonesty charges follow a separate process under the Consequences of Academic Dishonesty

F. Procedures for Resolution through the Student Conduct Board Hearing Misconduct Resolution Process

1. Assignment of a Case to the Student Conduct Board

A case may be assigned to the Student Conduct Board in two (2) ways:

- OSCCR assigns the case directly to the Student Conduct Board because of the nature of the allegation(s)
- A respondent, who was assigned to have their case heard through the Administrative Hearing process, chooses to have their case sent to the Student Conduct Board during their initial conference

2. Initial Conference

The purpose of the initial conference is to inform the respondent of their rights under the Student Code of Conduct, to explain the Student Conduct Board hearing misconduct process, share the members of the Student Conduct Board who will serve on the panel, and to allow them the opportunity to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. This meeting will be held with the student's assigned case manager. A copy of the incident report will be shown in a hard copy version during the meeting(s). The student may not keep a copy of this incident report.

Any student called to an initial conference may bring an advisor for support, however, the case manager must be notified at least 2 business days in advance. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines. Students called to an initial conference may be the reporting person, the student cited, or witnesses to the incident. The case manager may call witnesses at her/his discretion in order to support fact finding in the resolution of the misconduct process.

Students who participate in the Student Conduct Board Misconduct Process will not have the option of waiving their right to the three (3) business days' notice between the initial conference and formal Conduct Board Hearing.

3. Student Conduct Board Hearing Procedures

A. Hearing Guidelines

Conduct Board hearings are non-adversarial, fact finding proceedings. It is the responsibility of the hearing Board to ask all relevant questions, to determine the relevance of all materials, to make decisions based on the materials, and to impose sanctions where appropriate.

B. Composition of a Student Conduct Board Hearing

The Student Conduct Board Hearing Panel will be made up of either three (3) or five (5) members. If a respondent is concerned about the ability of a Board member to act impartially, they can request that the OSCCR Case Manager review the fitness of the particular Panel member to hear their case during the Initial Conference. The role of the Case Manager in the SCB Hearing is to ensure that the Panel follows the process set forth in this document, clarify any questions about the policies and procedures, and to provide consultation on available sanctions. The Case Manager will not have a vote in determining if the respondent has violated the Code of Conduct.

C. Notice of Hearings

The respondent, complainant, and witnesses shall be given notice in writing and/or electronic form no less than three (3) business days prior to the date and time of the conduct hearing. All RU faculty, staff, and student notifications will be sent to their RU e-mail address.

D. Privacy of Hearings

All Conduct Board hearings will be closed to protect the privacy of the respondent(s). Only those individuals who have been invited to participate in the hearing (Panel members, case manager, respondent, complainant, advisors, and witnesses) are allowed to be present during the proceedings. Witnesses will be allowed to be present only when they are providing their statements to the board. Admission of any other person to the hearing will be at the discretion of the Case Manager.

E. Advisors

The respondent, complainant, and witnesses may be accompanied by an advisor in a student conduct board hearing. However, the Case Manager, must be notified at least 2 business days in advance of the meeting, and the advisor may not participate in the meeting in any way. An advisor will only be allowed to confer with their advisee. No advisor may speak at any time in place of the student. The Case Manager reserves the right to exclude an advisor from the hearing proceedings for failure to abide by these guidelines.

F. Witnesses

The respondent or complainant may arrange for witnesses to present pertinent information to the Panel. Unless called by OSCCR, it will be the responsibility of the respondent or complainant to arrange for the attendance of their respective witnesses at the hearing. Witnesses shall provide information about the incident and answer questions from the Panel. Witnesses will be excluded from the hearing until called and will only be present for their testimony, unless circumstances require a modification as fundamental fairness requires.

G. Hearing Format

Hearings will follow the sequence below. Modifications to this order may be made at the discretion of the Case Manager to accommodate special circumstances. The hearing is not conducted as a court proceeding, therefore the State and Federal rules of evidence do not apply.

1. Reading of Cited Violations

The Case Manager will convene the hearing by reading the alleged violation(s) and requesting that all persons present state their identity for the record.

2. Opening Remarks

The complainant and the respondent may each make opening remarks for the purpose of providing the Panel with a short summary of information regarding the complaint and the materials to be presented. The statement of both parties will not exceed 10 minutes. If a case has no complainant, this right is reserved for the respondent. If there is both a respondent and complainant, the complainant will provide their opening remarks first. *(This order will be followed in all subsequent sections of this policy, except for cases where no complainant is present)*

3. Presentation of Information

The complainant will first present any information they believe to be relevant (i.e. witnesses, witness statements, documents, photos, written reports, objects related to the incident) followed by the respondent. The Case Manager, at their discretion, may deem any piece of information irrelevant to the proceedings and may bar its consideration by the Panel.

4. Questioning

After each participant has presented their information, the Panel will be given the opportunity to ask any relevant questions they may have. When the Panel has completed their questions, the complainant and respondent may then pose pre-approved questions, through the Case Manager. Any questions that the respondent or complainant have for the other party must be submitted no later than one (1) business day prior to the hearing. These questions must be submitted in a word document to osccr@roosevelt.edu. If questions are not submitted within the time outlined, that party will not be allowed to ask questions of the other party. Any questions posed by the Panel or by participants should be relevant to the conduct proceedings. The Case Manager will determine if the question is relevant and should be answered.

5. Final Remarks

The complainant and respondent will each be given an opportunity to make final remarks. The final remarks should be a short summary of the materials and statements presented, and should not exceed five (5) minutes.

6. Closed Conference

After all information is presented in a SCB Hearing, the Panel shall determine whether the accused student is found “responsible” or “not responsible” for each alleged violation. The Board will deliberate the policy violations and sanctions in private, with consultation from the Case Manager. The determination shall be made by majority vote of the Panel. The Panel’s determination shall be made in accordance with the preponderance of the evidence standard. If the Panel makes a “responsible” determination, they will move on to the sanctioning phase of the deliberation process. The Panel will be given the respondents previous conduct history and will consider any sanctions imposed on the student in the past, in determining what sanctions should be applied. A majority vote is required to issue a sanction. Each member of the Panel will have one vote. The deliberations of the Panel will not be recorded.

The case manager reserves the right to modify the decision of the Panel in the interest of fundamental fairness if a finding or sanction is grossly disproportionate to the weight of the evidence or violation cited.

7. Notification of Decision

The Case Manager will notify the accused student, in writing, within two (2) business days after the deliberation. Notification will be sent to the students RU email address.

H. Record of Hearings

OSCCR will maintain a record of the hearing which may be in the form of a written summary of the proceedings or an audio recording. Only OSCCR may audio record the hearing. Any party involved is welcome to take notes during the hearing process, but audio or video recordings by the parties are not allowed. Deliberations shall not be recorded. Conduct case records are only shared in accordance with FERPA and other University records policies.

I. Failure to Attend a Student Conduct Board Hearing

It is the responsibility of the respondent to attend the scheduled hearing. If the student fails to notify the Case Manager of any conflicts and/or fails to attend the hearing, the Student Conduct Board may proceed with the misconduct resolution

process in their absence. Based upon the review of the report, a decision may be made in absentia.

VII. Sanctions for the Violation of the Student Code of Conduct

Sanctions

When a student is found responsible for violating the Student Code of Conduct, they can be assigned a sanction. Sanctions are dependent on which policy or policies were violated, to what degree they were violated, and the student's prior conduct history. Sanctions can also be tailored to fit the needs of a specific student or group of students. Students will be allotted a specific amount of time to complete their sanctions. If a student has a viable excuse as to why they could not finish their sanction in time, an extension may be issued. Failure to complete sanctions can lead to more disciplinary actions. Examples of possible sanctions include:

1. Formal written warning
2. Referral to university office
3. Educational Sanctioning
4. Financial Restitution
5. Restorative Justice Sanctioning
6. Loss of privileges
7. Housing Reassignment
8. Probation of housing contract
9. Termination of housing contract
10. University Disciplinary Probation
11. Suspension from the University, a program or activity for a specific period of time
12. Denial or admission or readmission to the University or a University program or activity
13. Expulsion from the University , a program or activity on a permanent basis

Please note that more than one sanction can be assigned to a student that has been found Responsible for violating the Student Code of Conduct. In addition to the discipline listed above, violations of the Student Code of Conduct may result in criminal charges or civil complaints being filed. A violation of academic integrity may result in academic penalties or sanctions in addition to University Sanctions.

VIII. Appeal Process

If a student is found responsible for a violating a code of conduct in the student misconduct process, they have the right to appeal based on the following criteria:

1. New evidence can be submitted that was not available at the original Formal Misconduct Hearing and would substantially change the outcome
2. The sanction(s) are thought to be disproportionate to the violation(s)
3. The conduct process as described was not followed

The student has seven (7) calendar days from the delivery of the decision and sanction to file an [Appeal Form](#). The appeal should include a detailed description of why the appeal should be allowed based upon one or more of the criteria above. The original finding and any assigned sanction will stand during the appeal process.

All appeals will be sent to OSCCR for review. OSCCR will assign an appeal officer to oversee the appeal process. This appeal officer may deny the request for an appeal if at least one of the criteria above is not met; if this is the case it will be communicated in writing. If an appeal is granted, the appeal officer will communicate this in writing. The appeal officer may use her/his discretion to resolve the appeal based solely upon the written documents from the Formal Misconduct Hearing and Appeal Form, or whether she/he would like to meet with only the student found in violation, only the reporting person, both parties of the incident, or witnesses. Upon completion of the appeal review, the appeal officer may make any of the following decisions:

1. Uphold the original decision and sanction(s)
2. Overturn the original decision; remove or reduce any sanction(s)
3. Assign additional sanctions up to and including dismissal from the University

The appeal process is not available to students found in violation of the Student Code of Conduct if they failed to participate in the initial conference, Administrative Formal Misconduct Hearing, or Student Conduct Board Hearing.

Student Grievance Process

What is a Student Grievance?

The student grievance process exists to protect students from unfair acts being committed against them by University faculty, staff, or other student(s). A student may file a grievance if they believe their rights as a student have not been fully recognized and/or respected. The Office of Student Conduct & Conflict Resolution (OSCCR) staff will provide a combination of coaching, assistance, mediation, and advocacy in helping the student address their concerns.

NOTE: The office does not address grade appeals. All grade appeals should be submitted through the academic college according to that college's policy/procedure.

Student Grievance Process

1. The student is to first meet with the responsible staff in the office where the matter arose, or with the student with whom they have a conflict, in hopes of gaining a resolution.
2. If after the meeting the student is dissatisfied with the outcome, the following steps are to be followed:
3. A grievance is to be submitted in writing, to the Office of Student Conduct & Conflict Resolution, by completing the Student Grievance Report form provided at the bottom of the page. The form can be submitted online, in person at AUD 356, or via email to OSCCR@roosevelt.edu.
4. When a student submits a grievance, the person must provide their name, contact information, and attach any related documents. Related documents can be emailed to OSCCR@roosevelt.edu.

5. After a grievance is submitted, the student will meet with an OSCCR staff member to review the matter and discuss and coach the student on moving forward in resolving their concerns.
6. The OSCCR staff member will forward the grievance to the office or individual of concern and begin conversations with them to gather more information and determine the best avenue for resolving the student grievance. This information will be reported back to the student.
7. Additional follow-up meetings with offices and/or individuals involved may take place until the matter is resolved. OSCCR will coordinate those meetings.

NOTE: OSCCR does not retain the authority to mandate formal corrective action from university offices or university staff. In the grievance process, OSCCR facilitates the creation of open avenues for the student to fully address their concerns and receive the resolution they desire if that desired resolution is feasible and warranted based on the determined facts. OSCCR is committed to advocating for the student when, in the student's pursuit for resolution to the concerns, there is lack of cooperation from university staff or others involved; or when it is clear to the OSCCR staff that a student's rights have been overlooked or violated.

It is the expectation of OSCCR that the student be actively involved in attempting to resolve their concerns. This means that the student must fully exercise their conflict resolution skills and remain in the forefront in addressing their concerns. If a student chooses to withdraw their grievance, they must complete the Formal Withdrawal of a Student Grievance form located in the OSCCR. This releases the OSCCR staff from any further assistance to the student and facilitation of resolution. All completed forms and documents submitted in conjunction with grievances are kept on file in the Office of Student Conduct & Conflict Resolution. This Student Grievance Policy and Procedure was implemented in accordance with directives from the U.S. Department of Education and the Office of Civil Rights. Federal law requires that under Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act, that such policies be established. All student grievance records will be maintained by OSCCR for 7 years following a student's separation from the University.