50.2 STUDENT DISCIPLINARY POLICY

APPROVAL AUTHORITY: VICE PRESIDENT FOR UNIVERSITY ENROLLMENT AND ADMINISTRATION

RESPONSIBLE EXECUTIVE: VICE PRESIDENT FOR UNIVERSITY ENROLLMENT AND ADMINISTRATION

RESPONSIBLE OFFICES: OFFICES OF STUDENT LIFE AND RESIDENCE LIFE

REVISION EFFECTIVE DATE: FEBRUARY 10, 2009

Student Discipline
All students are subject to the provisions included in the Student Code of Conduct. When a violation or suspected violation of the code occurs a disciplinary process is initiated. The primary objectives of the disciplinary process are educational and an effort to prevent future violations. In addition, the disciplinary process and the accompanying sanctions are designed to ensure the safety of the Stevens community and to protect the interests of the university.

The focus of a disciplinary process is to determine if a student is responsible or not responsible for violating the Student Code of Conduct. If responsible, sanctions are imposed that reflect the severity of the violation, previous disciplinary action if any, and support student development through educational activities.

Academic dishonesty and impropriety are violations of the Student Code of Conduct. For undergraduates the resolution of complaints is managed by the Honor Board [http://www.stevens.edu/honor/](http://www.stevens.edu/honor/). The process for those enrolled in graduate courses is described in the Graduate Student Handbook found at [http://www.stevens.edu/gradacademics/handbook/grades.html](http://www.stevens.edu/gradacademics/handbook/grades.html).

Disciplinary Procedures
Procedures described below guide the resolution of Student Code of Conduct violations.

Incidents and Complaints
Reports about incidents which may indicate a violation of the Student Code of Conduct are received by the Offices of Student Life and Residence Life. These offices are authorized to manage the resolution of Code of Conduct violations. Both offices follow procedures to determine if a student is responsible for violating one or more provisions of Code of Conduct and, if a student has, to impose appropriate sanctions.

- Violations that occur at on-campus and off-campus residence halls will be resolved by Office of Residence Life using procedures described at [http://www.stevens.edu/housing/Housing_Info/Judicial%20Process%202008.pdf](http://www.stevens.edu/housing/Housing_Info/Judicial%20Process%202008.pdf)
- Violations that occur at all other campus locations, at affiliated facilities, or at university sponsored or sanctioned events will be resolved by the Office of Student Life
- Violations, regardless of location, that could result in university suspension or expulsion will be resolved by the Office of Student Life

Office of Student Life Disciplinary Procedures
After reviewing an incident report, the Dean of Student Life or designee (Administrator), will administer the disciplinary process.

The Administrator begins the process by conducting a fact finding inquiry. The inquiry may include a meeting with the student named in the incident report and with other individuals who may have pertinent information.
• If the student accepts responsibility for Code of Conduct violation(s) the administrator will, within five business days, provide the student with a letter identifying the specific violation(s) and sanctions imposed.

• If the student does not accept responsibility the Administrator will complete the fact finding inquiry within 30 days and determine if a violation has occurred. If the administrator finds the student responsible for violating the Code of Conduct the student will receive a letter identifying the specific Code of Conduct violation(s) and sanction(s) imposed.

• If the administrator finds the student not responsible for violating the Code of Conduct the student will receive a letter with this determination.

Sanctions
One or more of the sanctions listed below may be imposed on a student who is responsible for violating the Student Code of Conduct:

• Community service
• Research paper/project
• Presentation of a workshop
• Educational programs
• Loss of privileges
• Restitution damages/services
• Referral for counseling or wellness education
• Letter of apology or explanation
• Temporary or permanent barring from university premises
• Residence hall/Greek housing suspension or expulsion
• University suspension
• University expulsion

Appeals
A student may appeal a disciplinary decision and/or the resulting sanction(s). Appeals of suspension and expulsion from the university are to be sent to the Vice President for University Enrollment and Administration (Senior Administrator). All other appeals are to be sent to the Assistant Vice President for Student Development (Senior Administrator).

Appeal Procedures
A student appealing a disciplinary decision and/or sanction(s) must submit a letter of appeal in writing to the appropriate Senior Administrator within five days of receiving the disciplinary decision and sanction(s). In the letter the student must state the specific grounds for the appeal.

The grounds for an appeal are:

• Presentation of new information not available or unknown at the time of the disciplinary process
• Proof that the decision was arbitrary and capricious
• Severity of the sanction(s)

The Senior Administrator will review the disciplinary file and the appeal letter and has the option of meeting with the student. Within 30 days of receipt of the appeal the Senior Administrator will render a decision and inform the student in writing. The options available to the Senior Administrator are:

• Affirm the disciplinary decision and the sanction(s)
• Find the student not responsible and dismiss the sanction(s)
• Change the sanction(s)

The decision by the Senior Administrator is final. No further appeals are available to the student. A copy of the Senior Administrator’s letter will be placed in the student’s file.

Interim Suspension
The Dean of Student Life, or a designee, may impose an interim suspension prior to the administration of the disciplinary process.

An interim suspension may be imposed to:
- Ensure the safety of the campus community or to protect the interests of the university
- Ensure the student's own physical or emotional safety;
- When a student poses a threat of disruption or interference with the normal operations of the university.

During the interim suspension, the student will be denied access to some or all of the following:
- Residence halls
- Facilities affiliated with the university including fraternities, sororities, and off campus sponsored residence halls and buildings
- Campus (including classes)
- Information technology resources

The length of the interim suspension is at the discretion of the Dean of Student Life or a designee.

Emergency and High Risk Incidents
University officials can suspend disciplinary procedures when the Emergency Response Plan is activated or when there is an immediate risk to the safety of the Stevens community.

Failure to Comply
If a student fails to comply with disciplinary sanctions additional ones may be imposed.

Releasing Disciplinary Information
A student’s file is confidential and its contents are not available except:
- to comply with federal, state, and local laws
- when legal or regulatory proceedings are instituted by or against the university or any member of the university community