

Student Conduct Policies and Procedures

Purpose:	The Student Conduct Code is designed to support and foster a safe, respectful, and ethical learning environment, as well as WCU community. The policies and procedures are designed to protect the University and its students.
Relevant To:	All Students and Associates of West Coast University

STATEMENTS OF POLICIES AND PROCEDURES:

- (1) The **Director of Student Affairs** at each campus or his or her designee shall serve as the **Judicial Affairs Chair** for that campus.
- (2) The Judicial Affairs Chair is responsible to communicate the WCU “Student Conduct Policy and Procedures” to all faculty members and staff.
- (3) The Student Conduct Code and Academic Honor Code applies to all enrolling and enrolled WCU students, regardless of program of study or location of alleged offense/incident. The *Codes* are designed to support and foster a safe, respectful and ethical learning environment, as well as WCU community.
- (4) The *Codes* are not intended to be exhaustive.
- (5) Students, as well as guests, are expected to conduct themselves in a manner aligned with the *Codes*, reflecting the ideals, values, and educational aims of the University at all times. Including, but not limited to, upholding the rights and freedom of others, respect for others, and safety for the overall WCU community while on and off campus.
- (6) If, in the judgment of the University, a student’s conduct violates one of the *Codes* or poses a threat or danger to self and/or others, or potentially disrupts the WCU community, the University will follow a course of action deemed appropriate, up to and including dismissal from a course and potentially suspension or dismissal from the University.
- (7) The University reserves the right, as authorized by the law, to protect the safety and uphold the mission of the University community. The policies and procedures are designed to protect the University and its students.
- (8) Disciplinary sanctions will be administered in accordance with the policy and procedures outlined below and where appropriate, will include an educational aspect, designed to assist students with personal and professional growth and development.
- (9) On a case-by-case basis, the Judicial Affairs Chair must carefully monitor the sanction plan/progress for each student who has gone through the judicial process, while maintaining confidentiality as per the policy and procedures outlined below.

Section Headings for this Policy:

- I. Student Conduct Code
- II. Definitions and Terms
- III. Conduct Authority
- IV. Jurisdiction
- V. Non-Academic Misconduct
- VI. Sanctions

- VII. Due Process and Procedures
- VIII. Student Rights and Responsibilities
- IX. Interpretation and Revisions
- X. Resources and Forms

I. Student Conduct Code

Each student assumes the responsibility for knowing and abiding by the Academic Honor Code and Student Conduct Code. The *Codes* were designed to provide clarity, insight and guidance into the expected behaviors and decisions of students, as well as to support and foster a safe, respectful and ethical learning environment. The University reserves the right to modify policies and procedures as needs may dictate. The *Codes* are not intended to be exhaustive. Students enrolling at West Coast University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution of higher learning and suitable to a member of an academic community. The University, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. Furthermore, since a great deal of emphasis within West Coast University is in the development of professionals within the health care field, one's honesty and integrity is of great importance since in the field, peoples' lives are dependent on ethical behavior. If, in the judgment of the administrative officers of the University, a student's conduct does not conform to the above-stated standards, poses a threat or danger to self and/or others, or potentially disrupts the WCU community, the University will follow a course of action deemed appropriate up to and including dismissal from a course and potentially suspension or dismissal from the University.

II. Definitions and Terms

- A. "Student" means any person enrolling, enrolled, matriculated to or graduated from WCU. This includes but is not limited to, any person taking a course at WCU, persons who are seeking information about WCU and any person who has an academic relationship with WCU.
- B. "University" means West Coast University and its affiliates (including sites and programs).
- C. "University property" means buildings, facilities, property or lands that are owned, leased, operated controlled or supervised by WCU.
- D. "University event or activity" means any event or activity, including but not limited to meetings, functions, gatherings, involving WCU that occurs on or off campus. Including but not limited to events or activities sponsored, approved, promoted, held or hosted by WCU.
- E. "University Official, Administrator, Student Conduct Committee Chair, Director of Student Affairs, Executive Director, Director of Student and Alumni Affairs, Provost or President" includes their designees or appointees.
- F. "Faculty" means any person designated by the University to teach or carry out classroom activities.
- G. "Guest" means any uninvited or invited person visiting the University and/or a student.
- H. "University Community" means any person or organization affiliated with WCU; including but not limited to a student, student family member, guest, significant other, faculty, associate, trustee, graduate or off campus individual/group who is affiliated with or interacting with WCU.
- I. "Policy" means written rules and regulations of WCU. These policies may be found in various sources; including but not limited to the catalog, handbooks, website, syllabi, and publications.
- J. "*Code*" or "*Codes*" means Academic Honor Code and/or Student Conduct Code.

K. "Respondent" means any person or persons who are found to have allegedly violated a policy or code or who have a formal complaint or accusation against them.

L. "Complainant" means any person who makes a complaint or formal accusation against a student or group. This may include but is not limited to a witness, victim, University official, faculty or administrator or investigating official.

M. "Hearing" means a meeting designed for the Conduct Committee to review and determine if violations to the Code occurred.

N. "Support Person or Persons" means an individual of the respondent or complainant choosing who accompanies the respondent to the hearing. Support person or persons are individuals who are not involved in the incident.

O. "Sanction" means any action or status imposed on a person found to have violated the *Codes*.

P. "Conduct Committee" means the body of individuals appointed or designated to preside over student conduct hearings and determine whether or not the respondent has violated the *Code* and when determined that a violation has occurred, impose sanctions.

Q. "Conduct Committee Member" means a University official designated, authorized or appointed to serve on the Conduct Committee.

R. "Judicial Affairs Chair" means the Campus Director of Student Affairs or their designee who serves as the presiding individual of the Conduct Committee.

III. Conduct Authority

A. The University Director of Student Affairs and designees are responsible for developing Student Code of Conduct policies and procedures.

B. Student Conduct Committee decisions are final, pending the appeals process. Information about the appeals process may be found in under the Appeals heading.

C. In the event of extraordinary circumstances or needs of a particular situation, the Campus Executive Director, working in consultation with the University Director of Student and Alumni Affairs, may adjust the conduct process as necessary.

IV. Jurisdiction

All University community members are responsible for knowing and abiding by the Student Code of Conduct. Ignorance of the University's Conduct Code is not a valid excuse for engaging in prohibited conduct. The University jurisdiction and Codes covers all students (including those applying), events and activities on University grounds, as well as events, activities related to WCU or the WCU community on or off campus. Including, off campus conduct that violates WCU policies and procedures or if a student is charged with a violation of the law completely outside of a WCU activity or event may result in the University engaging in disciplinary proceedings. In addition, student organizations, or similarly organized groups, are held to the University and professional standards and codes of conduct. Individuals, as well as student groups, may be held responsible for the behavior that violates WCU policies and procedures. Students, as well as their guests, are expected to conduct themselves in a manner aligned with the *Codes*, reflecting the ideals, values, and educational aims of the University at all times

. Including, but not limited to, upholding the rights and freedom of others, respect for others, and safety for the overall WCU community. Standards of conduct are expected to be upheld throughout their association with WCU, even if the event may have occurred prior to, during or after classes, Academic terms, holidays and breaks, campus closures and all graduation related activities and events. If violating conduct that occurred while the student was enrolled at WCU is discovered after graduation or after a degree has been awarded, the rescinding of the degree or certificate could be a result.

V. Non-Academic Misconduct

The following list includes examples of Conduct Code violations that are subject to disciplinary action; the list is not intended to be exhaustive.

1. Violations of Federal, State or local law on or off campus.
2. Violations or attempted violations of WCU codes, policies, rules and regulations.
3. Violations or attempted violations of Clinical Affiliates policies, rules and regulations.
4. Abusive Behavior; including but not limited to
 - A. Verbal Abuse. Including but not limited to hostile or aggressive manner, profanity, derogatory or inflammatory language, defamation, coercion.
5. Behavior that poses a threat or danger to self and/or others, or potentially disrupts the WCU community. Including but not limited to hazing, bullying, hate violence, intimidation, harassment, violence, assault in any form, threats (even in jest). Sexual Harassment¹; Including unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic advancement.
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such an individual.
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
 - D. Sexual Exploitation. When a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
6. Sexual and Interpersonal Violence; including but not limited to
 - A. Non-consensual Sexual Contact. Kissing or touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity
 - B. Non-consensual Sexual Intercourse. Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - C. Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - D. Statutory Rape. Sexual intercourse with a person who is under the statutory age of consent.

¹ Cases that meet the Title IX definition or criteria for sexual harassment, including allegations of sexual and interpersonal violence, will be addressed using the Title IX Policy. All other cases of sexual misconduct will be managed under this policy. Determinations on which policy will be utilized will be made by the Title IX Coordinator.

- E. Domestic Violence. A felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or who has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - F. Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - G. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, a "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- 7. Disorderly and/or disruptive conduct; including but not limited to
 - A. Obstruction of teaching, University activities and events on or off campus, individual or group activities (on or off campus) that violate/disturb others rights and/or safety, activities, and events on University property. Accordingly, cell phones and pagers must be turned off during class and are prohibited during clinical rotations or practicum experiences.
 - 8. Dishonesty of any kind; including but not limited to
 - A. Academic (see the Academic Honor Code for more information)
 - B. Falsifying information
 - C. Forgery
 - D. Alteration or misuse of documents records or ID's
 - E. Fraud
 - 9. Failure to comply with directions or requests from University officials.
 - 10. Failure to comply with conduct and/or disciplinary procedures and processes.
 - 11. Property damage/vandalism or attempted property damage/vandalism.
 - 12. Theft or attempted theft.
 - 13. Endangerment of self or others.
 - 14. Unauthorized entry into University property.
 - 15. Misuse of University property.
 - 16. Retaliation; defined as the taking of an adverse action against a person *because of* his or her opposition to unlawful discrimination or participation in a complaint, investigation, or lawsuit about discrimination.

VI. Sanctions

Sanctions are handled on a case by case basis. The sanction imposed is based on the nature of the violation, disciplinary history, circumstances surrounding the violation, precedent, impact of possible sanction, and

motivation. When appropriate, disciplinary sanctions will include an educational aspect, designed to assist students with personal and professional growth and development. Sanctions are imposed in order to promote campus integrity and safety. If a student fails to comply, further disciplinary action may occur; including but not limited to suspension or dismissal from the University. Under certain circumstances, sanctions may be postponed and/or suspended. Furthermore, the University may place a hold on the student's file, withhold or postpone awarding of a degree or rescind the degree awarded.

If you are found to have violated the Code, one or more of the following sanctions may be imposed. The list of sanctions is not intended to be exhaustive. In addition, a copy of the disciplinary actions will be placed in a student disciplinary file.

1. Warning (verbal or written)
2. Restitution
3. Loss or restriction of privileges
4. Forfeiture of Financial Assistance
5. Probation
6. Suspension
7. Dismissal
8. Educational Activity; the list is not intended to be exhaustive
 - A. Reflection paper
 - B. Class
 - C. Establish your goals and evidence showing achievement towards goals
 - D. Community Service
 - E. Research Paper
 - F. Presentation

In the event of extraordinary circumstances or needs of a particular situation, the Campus Executive Director, working in consultation with the University Director of Student Affairs, may adjust the conduct process and/or impose immediate or temporary sanctions as necessary. An extraordinary circumstance may be constituted as, but not limited to dangerous or disruptive to self or others or charged with a serious violation of the law.

VII. Due Process and Procedures

A. Students who are alleged to have violated the Code may be referred to the Conduct Committee.

B. Referrals to the Conduct Committee may be submitted by any person(s) or group. Referrals should be submitted in a timely manner and whenever possible, using the Incident Report Form. Referrals for violations of conduct under V.5 or V.6. may also be reported to the Title IX Coordinator.

WCU – Center for Graduate Studies:

Name: Gerry Van Booven, Director Student Affairs

Email: gvanbooven@westcoastuniversity.edu

WCU-Dallas:

Name: Amy Stewart, Director Student Affairs

Email: astewart@westcoastuniversity.edu

WCU- Los Angeles:

Name: Mike Billar, Director Student Affairs

Email: mbillar@westcoastuniversity.edu

WCU-Miami:

Name: Adiola Naranjo, Director Student Affairs

Email: anaranjo@westcoastuniversity.edu

WCU- Ontario:

Name: Michele Cortez, Director Student Affairs

Email: mdcortez@westcoastuniversity.edu

WCU- Orange County:

Name: David Lee, Director Student Affairs

Email: daLee@westcoastuniversity.edu

WCU – Distance Education:

Name: Nathan Nimrick, Director Student Affairs

Email: nNimrick@westcoastuniversity.edu

C. The Incident Report is submitted to the Judicial Affairs Chair. The Chair will then create a disciplinary file.

D. The incident is reviewed by the Judicial Affairs Chair and/or Conduct Committee.

E. If it is determined that no action is required, the file will be closed.

F. If further action is required, the Judicial Affairs Chair will notify the accused student of the alleged violation and hearing date and time.

G. Notification will be sent via email. It is the student's responsibility to regularly check their email and to ensure that the University has the correct and most current contact information.

H. The hearing should occur within 30 days of the receipt of the incident report. Extensions are permitted within reason.

I. Respondents shall be notified of the hearing at least ten (10) days in advance of the hearing.

J. Complainants shall be notified of the hearing at least ten (10) days in advance of the hearing.

K. Respondents may waive their right to advance notification of the hearing.

L. Respondents may request to change the date and/or time of the hearing in the event of extraordinary circumstances. Supporting documentation must be submitted at the time of the request to change the date and/or time of the hearing.

M. The respondent has reasonable access to the documentation related to the alleged violation.

N. The respondent may submit a written response to the allegations. All submissions must be received at least one business (1) day prior to the hearing.

O. Students have the right to request a support person to be present. Support persons are at the expense of the student. Support persons are not permitted to speak to the Conduct Committee or at the hearing. Support person or persons are individuals who are not involved in the incident.

P. Attorney's are not permitted at the hearings nor are they permitted as a support person except for cases involving any of the conduct under V.6 when it is adjudicated under the Title IX policy.

P. Q. Informal Resolution Process

For cases involving any of the conduct under V.6 either party may request to proceed under a voluntary informal resolution process that does not involve a full investigation. The Title IX Coordinator will determine, based on the totality of the circumstances, whether an informal resolution process is appropriate given the facts and participants. Both parties must agree in writing to the informal resolution process to proceed.

Hearings Process

A. The hearings are conducted in private

- B. The presiding officer, usually the Judicial Affairs Chair, oversees the hearing.
- C. If the respondent fails to appear, the committee will continue with the hearing, review the information available and render a decision.
- D. The Chair starts the meeting by introducing themselves, the conduct committee members and providing an explanation of how the hearing will proceed.
- E. The Chair reads the alleged violations.
- F. The respondent denies or admits responsibility for the violations. If the respondent admits responsibility, the committee may dismiss the respondent, deliberate and render a decision).
- G. If the respondent denies the charges, the committee will review the information and ask questions of the respondent.
- H. The respondent, and any complainant, or witnesses will affirm that they are being honest and forthcoming.
- I. The respondent will also have an opportunity to respond to the alleged violations.
- J. Complainants will also provide information related to the alleged violations.
- K. During the hearing, if it is discovered that new charges are necessary, the respondent will be notified and given additional time to prepare a response. Respondents may waive their right for additional time to prepare.
- L. Closing statements are made by both the complainants and respondent.
- M. Once closing remarks are heard, the complainant(s) and respondent are excused.
- N. The committee deliberates, behind closed doors and either requires further investigation or renders a decision. The standard of proof used to determine whether or not a violation of this policy has occurred is the *preponderance of evidence*, which means it is more likely than not the misconduct occurred.
- O. If the respondent is found NOT to have violated the Code, the file is closed and the respondent and the complainant, where applicable, are notified.
- P. If the respondent is found to have violated the Code, the committee will begin discussions and make a determination regarding appropriate sanctions. Past history may be taken into consideration.
- R. The Judicial Affairs Chair will notify the respondent, and where applicable, the complainant in writing of the findings and the sanctions imposed as permitted under FERPA .
- S. In the notification, the student will also be notified of their right to appeal and appeal process.
- T. The Judicial Affairs Chair will keep a written record of the hearing. The record will include the following:
- a. Statement of alleged violation
 - b. A summary of the information reviewed [including statements and documents from the Respondent and Complainant(s)]
 - c. A decision statement
 - d. The sanctions imposed

Information about supportive measures will be maintained as confidential to the extent that maintaining such confidentiality would not impair the ability to provide them.

Appeals

- A. Only students who attended the hearing or submitted a response may appeal the decision/sanction.
- B. Students who did not attend the hearing or did not submit a response are not able to appeal the decision/sanction.
- C. Appeals must be submitted in writing to the Director of Student Affairs or their designee within thirty (30) days of the date of notification of the decision. In the absence of a Director of Student Affairs, the appeal is submitted to the Campus Executive Director.
- D. The appeal must state why the student is filing an appeal.
- E. All supporting documentation must be submitted with the appeal.
- F. If dissatisfied with the response or solution follow the next steps in the Complaint/Grievance Procedure outlined in the University catalog.

Disciplinary File

- A. A copy of the disciplinary file will be kept in the office of the Judicial Chair.
- B. The file will be under the respondent's name.

Conduct Committee

- A. The Director of Student Affairs or their designee will serve as the Conduct Committee Chair, aka Judicial Affairs Chair.
- B. The committee will have a minimum of three (3) faculty members and a maximum of four (4) faculty members.
- C. A student member may be selected.
- D. If a committee member referred the respondent, is a witness to the incident, or has a conflict of interest the member will be excused from the committee and a temporary replacement will be appointed.

VIII. Students Rights and Responsibilities

Students, as well as guests, are expected to conduct themselves in a manner aligned with the *Codes*, reflecting the ideals, values, and educational aims of the University at all times. Including, but not limited to, upholding the rights and freedom of others, respect for others, and safety for the overall WCU community. The student is responsible for knowing the *Codes* and policies of WCU.

The following lists include information about the student rights and responsibilities as related to the Student Conduct Process.

U. Student Respondent Rights

- a. Students have the right to be notified of the allegations and process.

- b. Students have the right to review the Codes and Student Conduct processes.
- c. Students have the right to waive any of these rights. Waivers must be submitted in writing.
- d. At the time of the hearing, students have the right to have reasonable access to related materials pertaining to said allegations.
- e. Students have the right to respond, in writing, to said allegations. All submissions must be received at least one business (1) day prior to the hearing.
- f. Students have the right to remain silent.
- g. Students have the right to provide materials and witnesses pertaining to said allegations.
- h. Students have the right to request a support person to be present. Support persons are at the expense of the student. Support persons are not permitted to speak to the Conduct Committee or at the hearing. Support person or persons are individuals who are not involved in the incident. Attorneys are not permitted at the hearings nor are they permitted as a support person except for cases involving any of the conduct under V.6 when it is adjudicated under the Title IX policy.
- i. Students have the right to be notified of the appeals process.

Extraordinary circumstances that necessitate an adjustment of the process may also include an adjustment of the student's rights.

V. Student Responsibilities (this list is not considered to be exhaustive) a. Students must conduct themselves during the process in a manner aligned with the *Codes*.

- b. During the process, all statements must be honest and complete.
- c. Students are responsible for attending all meetings, hearings, and conferences in a timely manner.
- d. Students are responsible for preparing and submitting their responses; including but not limited to the responses of their witnesses.
- e. Students must comply with all sanctions within the manner and timeframe imposed.

Student Complainant Rights

- The right to be given a written notification of rights and options, including information about the importance of preserving evidence.
- The right to report or not report the alleged incident to the Institution, law enforcement or both, including information about the survivor's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order;
- The right to speak to and receive assistance from on and off campus resources and other organizations that provide support and services to victims and survivors;
- The right to written notification and assistance from the Institution regarding local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/visa assistance;
- The right to written notification about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The institution must make

such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

- The right to protective measures implemented by the institution including, but not limited to, no contact orders, class schedule modification, and security escorts.
- The Institution will protect the confidentiality of victims and other necessary parties including supportive measures and in Clery Act reporting.
- Contact information for all of the people and organizations listed herein.
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the Institution's policies, transparent to the complainant and respondent, and provides timely and equal access to the accuser, the accused and appropriate officials any information that will be used during the disciplinary hearing.
- The right not to be retaliated against for filing a formal complaint and/or for participating in an informal or formal resolution process.

IX. Interpretation and Revisions

A. Questions related to interpretation of the Student Code of Conduct should be referred to the University Director of Student and Alumni Affairs.

B. The *Codes* will be reviewed and revised as needed by the Provost and Director of Student Affairs.

C. The *Codes* are not intended to be exhaustive and should be read broadly.

The University Student Code of Conduct was developed and follows aspects of the National Association of College and University Attorneys in Student Disciplinary Issues: A Legal Compendium and Student Handbook Policies and A *Model Student Disciplinary Code*, developed by Stoner and Lowery 2004.

X. Resources and Forms

A. FAQs (see attached)

B. Resources a. Reflection paper: i. The purpose of a reflection paper is to help you reflect on your behaviors, the result of those behaviors and what you learned from the experience. The paper will also help the University identify areas of additional guidance that may be helpful to you.

ii. Submit the paper in a word document to the Conduct Committee Chair

iii. The paper should be typed, APA format and include the following

1. Name

2. Type of Incident

3. Date

4. Reflection of what happened. What occurred that caused your actions and the incident? Describe your decision making and thought process.

5. How did it affect you and/or others? What were the risks?

6. What did you learn?

7. How have you changed? What will you do differently?

8. Create a set of goals that will help your personal and professional development. How will you achieve those goals?

9. What could someone have done to help?

10. What do you want others (peers) to know that may help them?

b. Goals and Evidence i. The purpose is to establish a set of goals, the behaviors/actions needed to reach those goals, evidence showing that you are working towards those goals. 1. Create a list of at least three (3) goals (personal, professional and academic). Include why you chose this goal.

2. Meet with the Conduct Committee Chair to review goals and set timelines for achieving them.

3. Create criteria for how you will know you are achieving them.

4. Collect examples of at least two behaviors that show you are on track to achieving each goal.

5. Meet with Conduct Committee Chair to review examples.

6. Write a summary of the experience a. Include which goals you met and why you think you met them

b. If you did not meet a goal, explain why.

c. Which goals and achievements are you most proud of and why?

d. What did you learn through this process?

e. What new goals will you set?

c. Presentation

i. The purpose of this exercise is to help you become familiar with the Codes, policies or department assigned.

1. Research the assigned area (this can be done through the website, review of the catalog and/or handbook, outside research or meetings with appropriate department faculty or administrators).

a. Prepare a presentation or written report on the following applicable questions:

- i. Where can someone find the information?
- ii. What is your understanding of the policy, Code, or function of the department?
Why is this policy, Code or department important?
- iii. List five (5) topics/functions of this policy, Code or department.
- iv. Offer any feedback about this information. Is there any additional information you would like but could not find?

v. Present the information to the Conduct Committee Chair within the timeframe allotted.

C. The following forms are attached

a. Incident report

b. Presentation c. Discipline Release Form