

# 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 West Coast University 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. At each campus the **Director of Student Affairs** or his or her designee shall serve as the **Judicial Affairs Chair**.
2. The Judicial Affairs Chair communicates the WCU “Student Conduct Policy and Procedures” to all faculty, associates, and students.
3. The Student Conduct Code and Academic Honor Code apply to all enrolled and enrolling WCU students, regardless of the program of study or location of the alleged offense/incident. The Codes are designed to support and foster a safe, respectful, and ethical learning environment, as well as the WCU community.
4. The Codes are not intended to be exhaustive.
5. Students and guests are expected to always conduct themselves in a manner aligned with the Codes, reflecting the ideals, values, and educational aims of the university, including, but not limited to, upholding the rights, freedom, respect, and safety of others while on and off the WCU campuses.
6. If, in the judgment of the university, a student’s conduct violates one of the Codes, 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

# Student Conduct Policies and Procedures (cont.)

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## I. Student Conduct Code

Each student assumes the responsibility for knowing and abiding by the Student Conduct Code and Academic Honor 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 dictate. The Codes are not intended to be exhaustive. Students enrolling at WCU 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 WCU is on the development of professionals within the healthcare field, one's honesty and integrity is of great importance since people's 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, and gatherings involving WCU that occurs on or off campus. Any event or activity 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, Associate University Director of Student 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, a student's 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 Student Conduct Code or Academic Honor 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. A 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 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.

# Student Conduct Policies and Procedures (cont.)

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## III. Conduct Authority

- A.** The Associate University Director of Student Affairs and designees are responsible for developing Student Conduct Code 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 Associate University Director of Student Affairs, may adjust the conduct process as necessary.

## IV. Jurisdiction

All university community members are responsible for knowing and abiding by the Student Conduct Code. Ignorance of the university's Conduct Code is not a valid excuse for engaging in prohibited conduct. The university jurisdiction covers all events and activities whether on or off campus that are related to WCU or the WCU community. Student organizations, or similarly organized groups, are held to the university's professional standards and Conduct Code. Individuals and student groups may be held responsible for behavior that violates WCU policies and procedures. If a student is charged with a violation of the law outside of a WCU activity or event, they may face disciplinary proceedings. Students, as well as their guests, are expected to conduct themselves in a manner aligned with the Conduct Code, reflecting the ideals, values, and educational aims of the university at all times.

## 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, and 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, and threats (even in jest). Sexual harassment; Including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes 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 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.

# Student Conduct Policies and Procedures (cont.)

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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 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.
  - 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.

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. Determinations on which policy will be made by the Title IX Coordinator.
7. Disorderly and/or disruptive conduct; including but not limited to:
  - A. Obstruction of teaching, university activities or events, individual or group activities on or off campus that violate, disturb the rights and/or safety of others. Accordingly, cell phones and all other electronic devices 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 [WCU Student Handbook](#) for Academic Honor Code 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 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.

# Student Conduct Policies and Procedures (cont.)

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## 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 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 the awarding of a degree, or rescind the degree awarded.

If a student is 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 The Associate 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 a 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.

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- C.** The Associate University Director of Student Affairs receives the incident report and supporting documentation.
- D.** The case is assigned to a neutral dean or supervisor to review and complete the investigation.
- E.** The Associate University Director of Student Affairs will be notified of the results of the investigation; no further action required or proceed to a conduct hearing.
- F.** If it is determined that no action is required, the respondent will receive written communication from the Associate University Director of Student Affairs and the file will be closed.
- G.** If it is determined that no action is required, the complainant will receive written communication from the Associate University Director of Student Affairs and the file will be closed.
- H.** If further action is required, the Judicial Affairs Chair will notify the accused student of the alleged violation and the hearing date, location, and time.
- I.** If further action is required, the Judicial Affairs Chair will notify the complainant of the hearing date, location, and time.
- J.** 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.
- K.** The hearing should occur within thirty (30) days of the receipt of the incident report. Extensions are permitted within reason.
- L.** Respondents shall be notified of the hearing at least ten (10) days in advance of the hearing.
- M.** Complainants shall be notified of the hearing at least ten (10) days in advance of the hearing.
- N.** Respondents may waive their right to advance notification of the hearing.
- O.** Respondents may request to change the date and/or time of the hearing in the event of extraordinary circumstances within five (5) days of the scheduled hearing date and time. Supporting documentation must be submitted at the time of the request to change the date and/or time of the hearing.
- P.** The respondent has reasonable access to the documentation related to the alleged violation.
- Q.** 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.
- R.** Students have the right to request a support person or persons 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.
- S.** 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.

# Student Conduct Policies and Procedures (cont.)

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## 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, explaining 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 the respondent.
- M.** Once closing remarks are heard, the complainant(s) and respondent are excused.
- N.** The committee deliberates, in private 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 that 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 decide 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 and the Associate University Director of Student Affairs will keep a written and electronic 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.

# Student Conduct Policies and Procedures (cont.)

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## 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 ten (10) 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 student's electronic file cabinet.
- 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.** An associate 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 and 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. These Codes include, but are 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's rights and responsibilities as related to the Student Conduct Process.

### Student Respondent Rights

- a.** Students have the right to be notified of the allegations and process.
- b.** Students have the right to review the Student Conduct Code 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.

# Student Conduct Policies and Procedures (cont.)

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

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, 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 time frames.
- ▶ 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 the interpretation of the Student Conduct Code should be referred to the Associate University Director of Student Affairs.
- B.** The Codes will be reviewed and revised as needed by the Provost and the Associate University Director of Student Affairs.
- C.** The Codes are not intended to be exhaustive and should be read broadly.

# Student Conduct Policies and Procedures (cont.)

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The Student Conduct Code 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

### B. Resources

#### a. Reflection paper

- i. The purpose of a reflection paper is to help the student reflect on their behaviors, the result of those behaviors, and what they have learned from the experience. The paper will also help the university identify areas of additional guidance that may be helpful to the student.
- ii. Submit the paper to the Conduct Committee Chair in a Word document
- iii. The paper should be typed, in APA format and include the following:
  1. Name
  2. Type of incident
  3. Date
  4. Reflection on what happened. What occurred that caused the student's actions and the incident? Describe the their decision-making and thought process.
  5. How did it affect the student and/or others? What were the risks?
  6. What did the student learn?
  7. How has the student changed? What will they do differently?
  8. Create a set of goals that will help the student's personal and professional development. How will they achieve those goals?
  9. What could someone have done to help?
  10. What does the student want others (peers) to know that may help them?

### C. Goals and Evidence

The purpose is to establish a set of goals, behaviors, and actions needed to reach those goals, and evidence showing that the student is working towards those goals.

1. Create a list of at least three (3) goals: personal, professional, and academic. Include why the student chose each goal.
2. Meet with the Conduct Committee Chair to review the goals and set timelines for achieving each of them.
3. Create criteria for how the student will know they are achieving them.
4. Collect examples of at least two behaviors that show the student is on track to achieving each goal.
5. Meet with the Conduct Committee Chair to review examples.
6. Write a summary of the experience:
  - a. Include which goals they have met and why they think that.
  - b. If the student does not meet a goal, explain why.
  - c. Which goals and achievements is the student most proud of and why?
  - d. What did the student learn through this process?
  - e. What new goals will the student set?

# Student Conduct Policies and Procedures (cont.)

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## Presentation

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

1. Research the assigned area through the university website, review of the catalog, handbook, or outside research, meetings with appropriate department faculty, or administrators.
  - a. Prepare a presentation or written report on the following applicable questions:
    - i. Where can a student find the information?
    - ii. What is the student's understanding of the Code, policy, or function of the department?  
Why is this Code, policy, or department important?
    - iii. List five (5) topics/functions of this Code, policy, or department.
    - iv. Offer any feedback about this information. Is there any additional information the student would like but could not find?
    - v. Present the information to the Conduct Committee Chair within the timeframe allotted.

## Forms

- a. [Conduct Code Incident Report](#)
- b. [Conduct Code Presentation Sanction Form](#)