

Code of Conduct

Section 1: Purpose

Members of the Mount Mercy University community support the University's mission and embrace the core principles of reflective judgment, strategic communication, the common good, and purposeful living. When members of the University community violate our shared principles, the Code is used to affirm our principles through adjudication. The Student Code of Conduct defines minimum expectations for student behavior at Mount Mercy University and outlines the processes for students to bring a complaint, procedural due process, and appeal procedures.

Section 2: Complaint Procedure

Any person may bring a complaint against a student under these procedures, based on an alleged violation of any Mount Mercy University rule or regulation or based on behavior not specifically covered by rules or regulations, but which is considered detrimental to the Mount Mercy community. All complaints shall be made to the Dean of Students (DOS).

Complaints will be investigated, hearings may be conducted, disciplinary action may be recommended, and appeals heard as provided for by the Code of Student Conduct.

The Code may be reviewed and amended by the Dean of Students and approved by the President.

Section 3: General Standards of Conduct

Any student who commits any of the following acts of misconduct shall be subject to disciplinary action by Mount Mercy. A student's presence at an incident where a violation is occurring and the student's behavior shows he/she did not choose to remove him/herself from the situation may be considered a party to that violation even if he/she does not directly participate in the violation.

- A. Conduct that disrupts the orderly process of Mount Mercy or is immoral, lewd, or indecent according to commonly accepted standards.
- B. Actions that obstruct or deny access to services or facilities of Mount Mercy or intentionally incite and counsel others to deny individuals their right of ingress or egress throughout the campus.
- C. Actions that incite and counsel others to deny to other students and members of the Mount Mercy community their right to attend and/or implement authorized programs and functions of the institution.
- D. Theft, malicious destruction, misappropriation, or misuse of Mount Mercy property, or private property on campus, including possession of stolen property.
- E. Physical or emotional abuse through actions, intimidation, or threats of another person during daily university life or at any Mount Mercy-sponsored or supervised function or event.
- F. Giving false information, altering or misusing Mount Mercy documents and records, and non-responsiveness to Mount Mercy officials.
- G. Violation of federal, state, and local laws as well as University policies concerning the use of alcoholic beverages or drugs.
- H. Leaving or entering a residence hall or Mount Mercy housing or assisting others to do so in any manner except the proper manner.

I. A repeated violation of lesser regulations.

J. Academic dishonesty, including cheating, plagiarism, or academic misconduct. (See Academic Integrity Policy).

K. Misrepresentation of any material fact to any member of the faculty or staff of Mount Mercy or to any office, department, or committee thereof, or willful misrepresentation to anyone within or without the Mount Mercy community of his or her status or academic performance with the institution or of the support, sponsorship or approval of Mount Mercy of the services or activities of any person, group or organization.

L. Demonstrations on the campus or within the interior of any Mount Mercy building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons, and to prevent damage to property.

M. Unauthorized entry into or occupation of any Mount Mercy room, building or area of the campus, including such entry or occupation at any unauthorized time, or an unauthorized or improper use of any Mount Mercy property, equipment or facilities.

N. Setting of fires in any Mount Mercy building or on the campus without the proper authority, or intentional sounding of a false fire alarm or improper use of fire prevention equipment in any Mount Mercy building or on the campus.

O. Disrupting access of other students, faculty or staff members to Mount Mercy computer resources, or obtaining without authorization access to a computer account assigned to another person, or using an account belonging to another Mount Mercy student, faculty or staff member or academic department for other than its intended purpose without permission from the owner, or using an inactive account, or using Mount Mercy computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or documents, creating false or fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully, or assisting another person to do any act proscribed under this paragraph. (See also Computer Systems Acceptable Use Policy).

P. Violation of any other regulation or any other rule or policy that may be promulgated by the President of Mount Mercy or an authorized representative, by any department, residence, office or other facility within the scope of its authority, provided such rules, regulations or policies were published, posted or otherwise adequately publicized or the student had actual knowledge of such rule, regulation or policy. All provisions contained in Mount Mercy residence hall or apartment contracts that pertain to personal conduct shall be deemed rules subject to this regulation with respect to all residence hall students.

Q. Violations of rules and regulations, or conduct, not covered above but considered detrimental to the educational process, missions or goals of Mount Mercy or threatening the health, well-being, or safety of any member of the Mount Mercy community.

Section 4: Jurisdiction Over Student Conduct

The Code and the processes for its administration and enforcement exist for the protection and advancement of the University community's particular institutional interests. The Code applies to individual students and student groups/organizations and is used to enforce University policies and regulations. Regardless of how it is handled by the court system, a violation of law may also be treated as a violation of University regulations.

Conduct proceedings on campus are designed to deal developmentally with student behavior in the University community that is prohibited or is deemed unacceptable to the University community. When

the behavior is aggravated or presents a continuing danger to the University community, accused students are subject to separation from the University.

Conduct action is not a substitute for judicial mechanisms of the larger community. Criminal prosecution in the court system is designed to be punitive and to provide social consequences for convicted offenders. Student offenders may be charged under either or both systems. University sanctioning power, therefore, applies only to instances of student misconduct that are basic to its appropriate interests, as follows:

1. The opportunity of all members of the University community to attain educational objectives
2. The protection of the health, safety, welfare, and property of all persons in the University community
3. The protection of the University's integrity and its property.

The University's jurisdiction extends to all admitted or enrolled students while they are present on premises owned by the University, on city streets running through or adjacent to the campus, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal recognition by the University or at a host institution or other site for an academic or extracurricular University-related experience. In addition, the Code may also be invoked against students whose off-campus behavior:

- Potentially harms the institutional educational interests of the University. This standard is fulfilled when the behavior creates general and negative public opinion of the University or its students or employees
- Threatens the well-being of its students or employees. This standard is fulfilled when the behavior has already threatened a member or members of the general public and there is reason to believe that such behavior might threaten or endanger students or employees if not addressed in the institutional community.

On occasion, instances of student misconduct may constitute offenses against the larger community. Students are responsible for knowing and observing all federal and state laws, and local ordinances. The fact that a student is or has been prosecuted in criminal court for a violation of law or the dismissal of criminal court charges does not preclude University jurisdiction over the misconduct. Civil or criminal authorities are not precluded from taking action against students for on-campus violations of public laws and ordinances.

Section 5: Sanctions

The following sanctions comprise a range of official action that may be imposed for Good Book and Student Code of Conduct policy violations by individuals or groups. One or more sanctions may be imposed at the discretion of the hearing officer or conduct board in an effort to promote behavioral change. Sanctions attempt to teach alternative behaviors; increase personal and social skills; increase a student's awareness of obligations to others; demonstrate implications of actions; and explain rationale behind regulations. This list does not limit the actions available to a hearing officer or conduct board and is not inclusive of all possible actions that could be taken as a result of a violation of University policy. Students found responsible for violations will receive a minimum of disciplinary warning with expulsion being the maximum sanction.

During the adjudication process, a student's previous behavior will not be considered in the determination of his/her responsibility. However,

if a student is found responsible, his/her previous behavior will be reviewed as part of the sanctioning process.

There are two levels of sanctions for the Student Code of Conduct.

Level One

Level One sanctions are not subject to appeal. Under special circumstances, the Dean of Students & Director of Residence Life may consider an appeal at this level.

Level Two

Level Two sanctions are for violations that limit a student's rights or have the potential of separation from the University. The student will be afforded a formal hearing process and may appeal that decision.

The following sanctions serve as guidelines rather than as a definitive list.

Level One Sanctions

Disciplinary warning – written warning that if there is a repetition of the same action or any other action in violation of the rules or regulations of Mount Mercy, the student can expect additional disciplinary action. A disciplinary warning is intended to promote reflection on the decisions and behavior leading up to a violation and promotes an increased awareness of the University's behavioral expectations.

Disciplinary probation – This action is designed to assist students in developing behavior appropriate to the University community through placing them on a warning status.

1. Residence Hall Probation: A change in student status for violating policies outlined in the Good Book and the Student Code of Conduct and Regulations involving written notice of the probation, its terms and time limit as established by the hearing officer or Conduct Board. Privileges of residents, including visitation, may be revoked for all or part of the time the resident is on probation. The resident is also informed that further violations may result in greater levels of sanctions. This level of probation is intended to provide the student an opportunity to reflect on, and learn from, his/her behavior while increasing awareness of the impact of his/her behavior on themselves and others and of the University's behavioral expectations. The importance of making mature decisions is stressed while a student is on probation.

2. University Probation Level I: A change in student status involving written notice of the probation, its terms and time limit as established by the hearing officer or University Conduct Board. The student is notified that further infractions of any University regulation may result in more stringent restrictions being placed on his/her actions. This level of probation is intended to provide the student an opportunity to reflect on and learn from his/her behavior while increasing his/her awareness of the impact of his/her behavior on themselves and others and of the University's behavioral expectations. The importance of making mature decisions is stressed while a student is on probation.

3. University Probation Level II: This is the most serious level of conduct sanction, short of suspension from the University, during which the student is considered not in good standing. The student remains enrolled at the University under circumstances defined by the hearing officer or Conduct Board, and may not represent the University in any official capacity or hold office in any student organizations including, but not limited to, intercollegiate athletic events or teams, recognized student organizations, theater groups or productions, musical organizations or SGA Officer positions. This probation level indicates to the student that further violation(s) of University regulations

will result in more stringent conduct action, including but not limited to suspension or expulsion from the University. This level of probation is intended to promote reflection on the student's behavior and decisions while stressing making mature decisions, engaging in critical thinking and developing more appropriate behaviors as a member of the University community.

Restitution Fines— a student may be assessed the repair/replacement cost for any damage he or she has caused to property. When appropriate, fines may also be assessed.

Restitution Service: As part of the sanctioning process, students can be required to perform service to assist in developing increased awareness of the impact of their decisions and strengthen critical thinking abilities to identify appropriate behavior. These services can include performing assigned duties, sponsoring programs, etc.

Educational sanction – a student may be required to provide a specific service or participate in a specific program, receive specific instructions, or complete a research assignment. The student may be responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.

Behavior Contract: A student and hearing officer may reach a written agreement concerning expectations for future behavior and decisions to assist in preventing inappropriate behaviors from recurring.

Restriction of Privileges: This action consists of an effort to assist students in developing an awareness of the responsibilities that go along with privileges and increase an awareness of appropriate behavior and how decisions impact themselves and others. Under this sanction, students may be restricted from entering certain buildings, attending certain events or using specific programs due to their behavior

Housing students may have their visitation privileges restricted or revoked for a certain time period, or specific guests may not be allowed into Mount Mercy University housing property. Participation in University organizations or holding office in organizations or other privileges can also be included under this sanction as deemed appropriate by the hearing officer or board based on the incident.

No-Contact Directive: This action is implemented at the discretion of a hearing officer directing a student to avoid initiating contact with another member of the University community, it may include limiting access to areas to avoid incidental contact. A No-Contact Directive may be imposed at a student's request without conduct proceedings if it does not involve any accommodation changes. Contact includes direct interactions in person or through technology, as well as the use of third parties to interact. The No-Contact Directive is not limited by location. They are issued open-ended; it would only be considered over if the person who originally requested it asked to have it canceled.

Conduct Referrals: Hearing officers may refer students found responsible for violations to campus resources to assist, educate or monitor them in the development of appropriate behavior, critical thinking skills, mature decision-making skills, etc. These referrals are mandatory, and failure to complete a referral could result in additional conduct action. Referrals may include University-sponsored alcohol and drug education programs, the Counseling Center, etc.

Registration Hold: A hold may be placed on a student's registration if the student has failed to complete a sanction or withdraws prior to official conduct on an allegation. Holds are intended to be temporary

until either the sanction or conduct process is complete. Registration holds may also be used during periods of interim suspension, suspension or expulsion. Holds will not be lifted until the necessary sanctions are completed.

Level Two Sanctions

Suspension of Group Recognition: This action consists of the withdrawal of all or part of the official recognition of a group for a stated period of time and will include conditions for reinstatement of recognition. This sanction is intended to assist groups in developing a stronger sense of the responsibilities that go along with the privileges of University recognition and a commitment to be a positive part of the University community.

Revocation of Group Recognition: This action is permanent cancellation of the official University recognition and privileges of a group found in violation of University regulations.

Housing Reassignment or Removal: This action is an involuntary reassignment to another assignment on-campus or removal from on-campus housing altogether for a designated period of time and may include restricted visitation privileges. This sanction is imposed to protect the welfare of the building, area, or floor community, and students having this sanction imposed should reflect on the behaviors necessary for an individual to be part of a residential community by respecting others, and developing critical thinking skills and mature decision-making skills.

Exclusion from Mount Mercy facilities or activities – a student may be prohibited from attending a class, undertaking Mount Mercy employment, entering a building, participating in an extra-curricular activity sponsored by the institution, representing Mount Mercy in an official capacity, or using other services provided the institution. Such exclusion may be for a definite or indefinite period of time.

Interim Suspension – When the Dean of Students & Director of Residence Life has reasonable cause to believe that a student's presence on University premises or at a University-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property, the student may be immediately suspended from all or any portion of University premises, University-related activities or registered student organization activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the university.

Disciplinary Suspension – A student may be involuntarily separated from Mount Mercy for a stated period of time after which readmission is possible. The Dean of Students shall determine when the suspension will become effective and how long it will be in effect. A student with one or more violations may be suspended from Mount Mercy for an indefinite period of time. A student suspended indefinitely may petition the Dean of Students for reinstatement.

Expulsion – for a serious violation of rules or regulations of Mount Mercy, a student may be dismissed from Mount Mercy permanently.

Section 6: Disciplinary Process

A. Conduct Officer's Scope of Responsibility

As a general rule, violations of Mount Mercy policies and behavioral standards will be referred to the conduct officer in the following areas:

- **Residential** – Violations of residential policies or of institutional standards of conduct committed in the residence halls or by residential students will generally be referred to the Residence Hall Area Coordinator of the hall the student resides in or in which the incident occurred or the Dean of Students & Director of Residence Life.
- **Athletic** – Violations of athletic department or team policies or behavioral expectations will be referred to the Dean of Students & Director of Residence Life (Please note: sport regulations governed by NAIA are not university regulated; therefore, the university may not set them aside or change their outcome. Example: red cards in Soccer) Violations of the Student Code of Conduct will be handled by the appropriate Conduct Officer.
- **Academics** – Please refer to the Academic Integrity Policy, page 18.
- **All Other** - Violations of university standards of conduct occurring at campus events or committed by non-residential students will be referred to the Dean of Students & Director of Residence Life or his/her designee.

B. Notification of Conduct Violations

1. Allegations concerning violations of the Code must be brought in writing to the attention of the appropriate Conduct Officer identified in Section A. above within 120 days of discovery of the alleged offense. Violations alleged to have occurred more than 120 days earlier will be considered "stale" and normally will not be subject to conduct action. Exceptions to this policy will be made at the sole discretion of the Dean of Students & Director of Residence Life or designee. Such exceptions may involve allegations that are still under investigation or cases in which the safety of individuals or the University community is deemed by that official to be at risk.

2. Allegations of Code violations will be presented to the accused student(s) by means of a written notice from the appropriate Conduct Officer. This notice will contain the substance of the allegations and request the student to schedule a Student Conduct Conference, as outlined below. The Conduct Officer will contact the student in writing and/or by e-mail to the last known and updated address by the student on file with the University. The University has no further obligation to notify the accused with respect to inaccurate addresses if the student fails to properly notify the University of any change of address.

C. Student Conduct Conference

1. The Student Conduct Conference is an informal hearing to discuss the alleged incident and the student's options.*
2. The accused student is obligated to contact the Conduct Officer within three (5) business days of receipt to schedule a Student Conduct Conference.
3. The Student Conduct Conference provides the student with:

- Opportunity to discuss the allegations and provide information
- Notice of formal charges resulting from allegations
- Notification of the process for resolving formal charges through conduct process

- Opportunity to accept or deny responsibility for formal charges

4. After all information is presented the Conduct Officer will determine if the student is responsible for the alleged violations.
5. The student will be notified via mail of the decision of responsible or not and any/all sanctions assigned as a result of this finding.

*If the student chooses to participate in an Administrative Hearing the above steps are not taken and instead the format below will be followed.

D. Administrative Hearing – The purpose of the hearing will be to determine:

1. Were policies, standards, or behavioral expectations (i.e. team rules in an Athletic hearing), or legal statutes violated?
2. If it is determined that a violation of the above occurred, the hearing(s) will seek to ascertain who is responsible for the violation(s).
3. Students who fail to schedule or attend a hearing by the deadline indicated will waive their right to such a hearing, and a decision may be made without that student(s)' involvement. All decisions made as a result of the hearing(s) will be communicated in writing.

E. Process for Administrative and Conduct Hearings

1. Hearings are closed to the public. In addition to the conduct officer only the following normally are allowed to attend:

- Advisor for the accused or the complainant. The advisor shall be a silent observer and may not have an active role in the hearing. The student may choose only one person such as parent, faculty member, attorney, friend, etc.)
- The accused
- Witnesses or persons who have been asked to provide a statement by either the accused or complainant
- Conduct Officer
- Complainant
- Accused

In hearings involving allegations against student groups/organizations, the president or chief officer of the charged group/organization will be expected to participate in the hearing on behalf of the group/organization. The conduct officer may also recommend charges be brought against individual members of the group/organization as a result of information obtained in the course of the hearing.

2. Witnesses or persons asked to provide a statement shall be present only for the portion of the hearing that involves their statement and questions arising from that statement (In keeping with federal law, complainants of violence, whose status is determined by the conduct officer, may be provided the results of the hearing).
3. The conduct officer will preside over the Administrative Hearing. Admission of any additional persons to the hearing shall be at the sole discretion of the conduct officer.
4. Hearings are unlike courts. These conduct processes engage in a full discussion of allegations and circumstances. The University's rules differ from proceedings before criminal or civil authorities as follows:

- The presiding officer has sole discretion to decide what information and witnesses are allowed. Information will be allowed if, in the judgment of the presiding officer, it bears on the facts of the case.

- Information relevant to both the issue of responsibility and appropriate sanctions is normally allowed.
 - Written statements by witnesses or others having knowledge of the allegations may be allowed in the absence of a personal appearance by the author of the statement. If it is later determined that the submitted statement was untrue, conduct action may be taken against the student who wrote the statement. Such statements may be considered by the conduct officer on the basis of their content and relevance.
 - The witness will be heard if the presiding officer deems that it is offered in good faith, bears upon the facts of the case, and is not merely cumulative, i.e. does not simply repeat prior statements.
 - Information that is not from a firsthand source may be considered in the course of a hearing under certain conditions; the legal rules of hearsay evidence do not apply. The presiding officer will rule on whether such information is appropriate and may be admitted in the hearing. In no case should the hearing outcome be decided solely on such information.
 - In some cases, the presiding officer may issue a notice to appear as indicated below. Such internal notices are not issued unless the expected statements would be clearly relevant, and will not be issued with the intent to embarrass or harass a potential witness.
 - All University students are expected to comply with notices to appear. University students who, absent good cause, fail to respond to such notices are in violation of this Code. Third parties not subject to the Code who may be requested to appear in a Conduct Hearing are expected to make every effort to assist the conduct process. The unavailability of such third parties to a hearing procedure will be treated as set forth below.
 - If the presiding officer determines that a fair hearing cannot be held without the involvement of a particular witness, and if after good faith attempts are made, the witness either fails to or refuses to appear, the hearing may be postponed until the witness agrees to appear or provide a written statement; or the charges may be dismissed, at the sole discretion of the presiding officer.
5. The following procedures will be used in conduct hearings:
- The accused and the complainant will be given the opportunity to challenge a hearing panelist or presiding officer on the grounds of conflict with, bias about, or interest in, the case. It is at the conduct officer's discretion to support or refuse the challenge, unless the conduct officer is the subject of the challenge, in which case an official within the Dean of Students staff shall be brought in to hear the challenge and make the final determination. If a challenge is granted and a hearing panelist or presiding officer is disqualified then the hearing may be postponed as necessary in the discretion of the presiding officer/Student Affairs official.
 - The presiding officer will state the charge(s) against the accused.
 - The complainant will present information in support of the charge(s) and may also present written information and witnesses.
 - The conduct officer will be provided access to copies of all written information submitted.
 - The conduct officer may directly question the complainant and witnesses. The accused has the right to question the Complainant and the witnesses who appear. However in cases involving allegations of sexual violence, the complainant may be visually screened or not present during questioning.
 - The accused may respond to the charge(s) and may present information in the form of written information or testimony of the accused or other witnesses.
 - The conduct officer will be provided access to copies of all written information submitted by the accused or the complainant.
 - The conduct officer may then question the witnesses presented by the accused or the complainant and may also question the accused or the complainant. The complainant may then question the witnesses, including the accused.
 - The complainant will be provided the opportunity to make a closing statement.
 - The accused will be provided the opportunity to make a closing statement.
 - The presiding officer will conclude the information gathering portion of the hearing and set a time for deliberations to begin at the earliest possible time.
 - The University may record a formal hearing. The recording shall not include the deliberations.
 - At the conclusion of the hearing, all parties will be excused to allow the conduct officer to begin deliberations.
 - During conduct hearings, deliberations about responsibility of the accused are conducted by the hearing panel/conduct officer in a closed session. Once begun, the deliberations normally will continue until a decision as to responsibility has been reached. Breaks will be granted at the sole discretion of the presiding officer.
6. All issues before conduct officers must be decided according to the preponderance of evidence standard (whether it is "more likely than not"). In finding responsibility of the accused under this standard of proof, the conduct officer must be convinced, based solely upon the information presented in the course of the hearing that the conduct alleged is more likely than not to have occurred.
7. In assigning appropriate sanctions, the conduct officer may consider relevant precedents and the conduct history of the accused. Consideration may also be given to aggravating or mitigating circumstances including but not limited to:
- intent to act in the manner described, regardless of motive;
 - intent to violate the policy or regulation described;
 - prior experience, age, and understanding;
 - prior violations or related behavior;
 - other personal circumstances that might have affected the accused student at the time of the violation; and
 - how the conduct violation affected or potentially affected or still has the potential to affect others.
8. Repeated violations of the Code may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.
9. At the conclusion of the deliberation, the presiding officer will provide written notification of the decision within 48 hours to the conduct officer assigned to the case. Written/electronic notification of the decision and sanctions as well as appeal procedures if applicable will be sent to the appropriate parties to the address(es) most recently made available to the University.
10. A record of the Board's hearing proceedings will be kept and this will be considered confidential except in cases where it is deemed

necessary by the Board that prepared statements be released to protect the welfare of persons or Mount Mercy University.

Section 8: Appeals

A. Right to Appeal

1. Students may request an appeal to the Dean of Students & Director of Residence Life on the following grounds:

- If there is new information not considered in the original hearing.
- If the sanction(s) applied do not reasonably fit the violation.
- If a procedural error occurred during the process
- Whether the rights affirmed by the hearing process have been denied
- Whether the decision was based on substantive information.

2. Students have 48 hours from the time they receive notification of a sanction to file an appeal.

3. Appeals will be heard by Associate Dean of Students and Director of Student Engagement or his/her designee. In order to file an appeal, the student must submit the appeal in writing.

4. If the Associate Dean of Students and Director of Student Engagement served as the original conduct officer, or as the assigned conduct officer, or if the Associate Dean of Students and Director of Student Engagement was removed from the process; appeals will be heard by the Dean of Students and Director of Residence Life.

5. If multiple individuals were found in violation and/or sanctioned and wish to appeal, each individual must submit a separate appeal letter.

6. Every effort will be made to conclude the appeals process in a timely fashion.

7. A student's status and/or participation in sport or other University activities may be altered until a final decision is made. This is true in cases in which a student's continued presence constitutes an immediate threat or potential injury to himself/herself or others and/or could disrupt the orderly functioning of Mount Mercy University as determined by Dean of Students & Director of Residence Life or appropriate hearing authority.

B. When the Associate Dean of Students & Director of Student Engagement receives an appeal, he/she will determine the format of the appeal either an Appeal Board or a Summary Decision. These are final decisions without further appeal.

C. Summary Decision – The Associate Dean of Students & Director of Student Engagement will review the written appeal and any related documentation from the original hearing. The Associate Dean of Students & Director of Student Engagement will make a final judgment and communicate that in writing to the student.

D. Disciplinary Appeal Board

1. The Appeal Board of the Student Development Committee will serve as the Disciplinary Appeal Board. Members must comply with all requirements set forth in this document.
2. A conduct officer will be assigned to the Disciplinary Appeal Board to serve as a resource for the chair.
3. A Disciplinary Appeal Board reviews the materials of the original case for any validation of the student's reason for appeal. The process is not a rehearing of the case. The Disciplinary Appeal Board's decision is final.
4. At the conclusion of the deliberation, the Presiding Officer will provide written notification of the decision within 48 hours to the Conduct Officer assigned to the case. Written/electronic notification

of the decision and sanctions as well as appeal procedures if applicable will be sent to the appropriate parties to the address(es) most recently made available to the University.

E. Suspension or Expulsion – In the event that an Appeal Summary Decision or Disciplinary Appeal Board upholds a sanction of suspension or expulsion, the student has the right to make a final appeal to the Vice President of Enrollment and Student Services within 48 hours of receiving the sanction.