



ASUN Operating Procedure – 4012

Operating Procedure Synopsis

Title: Student Code of Conduct
Approval Date:
Revised: n/a
Responsible Officer: Vice Chancellor for Student Affairs
Responsible Operating Procedure Manager: Dean of Students
Responsible Department: Student Affairs

A. Purpose

The purpose of the Student Code of Conduct is to ensure a campus community for ASU-Newport students, faculty, and staff.

B. Definitions

NA

C. Scope

This operating procedure pertains to when a student violates the ASUN Student Code of Conduct.

D. Statement of Authority

NA

E. Procedures

In the event that a student violates the Student Code of Conduct, an ASUN employee informs the Student Affairs, Dean of Students Office, of existence of concern or incident; employee contacts Dean of Student services at (870) 512-7890 or the Vice Chancellor of Student Affairs.

ASUN employee reports details regarding incident/concern to appropriate school personnel, including chronicle of events, establish student identifying information and names of involved parties, if appropriate

Dean of Students responds to incident/concern; communicates with student to arrange a meeting to address violation of Student Code of Conduct; the communication to student occurs via telephone with email for confirmation.

Student and Dean of Students holds a meeting; Dean of Students makes determination regarding student status and resolution.

If student disagrees with the resolution made by the Dean of Students, he/she refers to the section detailing requesting an appeal or hearing with the Vice Chancellor of Student Affairs.

Process is completed via formal written communication to student summarizing the resolution, informing student of current status, and informing ASUN employee via email of resolution and student status, if necessary.

F. Responsible Officer

Vice Chancellor for Student Affairs

G. Related Information

ASUN Student Handbook -

https://issuu.com/asunewport/docs/student_handbook_2016?e=16827771/33986705

ASUN Incident Report - https://portal.asun.edu/ICS/Campus_Police/Incident_Report_Form.inz