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## ASUN Operating Procedure – 4012

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### Operating Procedure Synopsis

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**Title:** Student Code of Conduct

**Approval Date/Revision Date(s):**

**Review Date(s):** 3/2018, 6/2019, 6/2020, 6/2021

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Director for Student Support and Engagement

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### A. Purpose and Scope

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This operating procedure pertains to when a student violates the ASU-Newport Non-Academic Standards of Student Conduct. The purpose of the Non-Academic Standards of Student Conduct is to ensure a safe campus community for ASU-Newport students, faculty, and staff.

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### B. Definitions

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N/A

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### C. Procedures

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1. Any individual may refer a student to the Dean of Student Development's Office for potential violations of the Non-Academic Standards of Student Conduct.

- Conduct Referrals should be completed (Click for the link to the online form: <https://hermes.asun.edu/eforms/student-conduct-referral-form-v1-2017-copy/58/>) within 5 business days after the student has been identified as the alleged violator, whenever possible.
- Conduct referrals regarding Sexual Assault or Sexual Misconduct should be referred to the Office of Vice Chancellor for Student Affairs (Title IX Coordinator) by completing the online form. <https://hermes.asun.edu/eforms/title-ix-incident-reporting-form/59/>

2. Upon the receipt of a Conduct Referral, the Director for Student Support and Engagement or his/her designee will determine if sufficient information is present to show the alleged violator potentially violated the Non-Academic Standards of Student Conduct. If there is sufficient information to determine the alleged violator potentially violated the Non-Academic Standards of Student Conduct, he/she will be e-mailed those potential violations and an initial meeting will be scheduled.

3. The Director for Student Support and Engagement or his/her designee will determine the initial hearing officer depending upon the severity of the alleged infraction and where it occurred. The initial hearing officer may be one of the following: Dean of Student Development or another designee.

4. The Dean of Student Development, or designee, may offer the alleged violator an Informal Case Resolution. If the alleged violator accepts responsibility for the alleged offense, the Director for Student Support and Engagement,

\*All ASUN students, faculty, staff, and administrators are expected to adhere to operating procedures.

or designee, will assign the sanction. If alleged violator does not accept responsibility for the alleged offense, the case will be referred to the Vice Chancellor for Student Affairs, or designee.

5. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Non-Academic Student Conduct Hearing Committee to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

6. Students who violate the sanctions set forth during the Informal Case Resolution process may result in a Formal Case Resolution meeting with the Vice Chancellor for Student Affairs and the Director for Student Support and Engagement or designee. (The Formal Case Resolution is an administrative hearing where there is little discrepancy in the case, where there is a need to expedite the conduct process, or when the student allegedly violated sanctions set forth during the Informal Case Resolution.) This meeting could result in university probation with the possibility of suspension or expulsion.

7. The Conduct process is part of the student educational process and as such the alleged violator is responsible for all communication during the Conduct Process, with the exception of suspension and expulsion appeals. The alleged violator may have an advisor present at all meetings and hearings through the Conduct Process, but that advisor may not speak for the alleged violator, except in the case of suspension and expulsion appeals.

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#### **D. Related Information**

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ASU-Newport Student Handbook: [https://files.asun.edu/student\\_affairs/2021-2022\\_ASU-Newport\\_Student\\_Handbook.pdf](https://files.asun.edu/student_affairs/2021-2022_ASU-Newport_Student_Handbook.pdf)

Non-Academic Standards of Student Conduct: Conduct Referral Form: <https://hermes.asun.edu/eforms/student-conduct-referral-form-v1-2017-copy/58/>