

**UPUA Student  
Conduct Advisors  
Training**

2016-2017



# Office of Student Conduct Overview

## Philosophy, Mission, and Vision of the Office of Student Conduct

The Office of Student Conduct strives to deliver a student discipline process that is **equitable, just, education, effective and expeditious**; and to provide a system that promotes student **growth** through individual responsibility and in which the success of its educational endeavors is characterized by increased civility.

# What is the Code of Conduct?

A civil document by which the University community....

Defines what the Living Learning Environment will be like

Sets forth conditions to which students are expected to adhere to  
remain part of that community

Purpose: **Educational**

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# Student Conduct Goals

Student growth and development through challenge and support

Create a positive and safe living/learning environment for all members of our community

Respondent is an active participant in the process

Case managers are **educators**, not prosecutors or defense attorneys

All information is shared

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# The Student Conduct Process (with flowchart)

1. Incident report is submitted, reviewed, and often an appointment is scheduled.
  2. Case manager meets with student in a conference to explain process and discuss incident (**advisors can be present in this step**). This is where the student is given their initial sanctions.
  3. Student accepts responsibility, contests the charges, or accepts the charges but requests a sanction review.
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# Student Options

**Accept charges & sanctions**-Case closed at Conduct Conference

**Accept charges & contest sanctions**-Sanction Review

**Contest charges**-Only for severe cases (conduct probation with transcript notation or higher), sent to University Conduct Board or Administrative Hearing

# Conference or Hearing?

**Conferences** are the initial meeting in the conduct process. This is to assign the first sanctions for the student. All students that are referred to the OSC go through this process.

**Hearings** involve the University Conduct Board (peer) or the Senior Director (administrative). The UCB hears sanctions ranging from suspension to expulsion while the Senior Director hears sanctions up to conduct probation with a transcript notation. They are rare and are treated like a conference from the SCA perspective (asking any questions a student may miss, being a familiar face, etc.).

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# Code Enforcement

OSC enforces the code through a **conference** with a student.

They place a high value on communicating with students about the allegations presented to the University regarding their behavior.

They value the conversation to discuss if a violation has occurred and to address the expectations of students in our community on or off campus.

OSC recommends the categorization (**policy violation**) and the consequences (**sanctions**) to the students during the conference.

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# Jurisdiction of the University

You are Penn State students and members of the surrounding community

Penn State expects students to follow the Code of Conduct both on- and off-campus (**that includes study abroad or any other educational programs while enrolled at Penn State!!**)

If a student is involved in a situation that is an alleged violation of the Code of Conduct and it is reported to the OSC, then the situation **will be** reviewed

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# Confidentiality and FERPA

All notifications or disclosure of information to the respondent, complainant, or other parties, including parents/guardians, will **only** be done through the

Case Manager or Senior Director of the OSC.

FERPA stands for The Family Educational Rights and Privacy Act. It is a Federal law that protects the privacy of student educational records. Minus a few exceptions, institutions may not disclose information about a student without a student's written consent.

Please sign the confidentiality notice and  
return to an executive member of the SCA

# What are Student Conduct Advisors?

Student Conduct Advisors are peer **educators** and may:

Aid the student in the preparation and presentation of their side of the story

Accompany the student to all disciplinary meetings

Aid the student in the preparation of any appeals

Assist the student in drafting reflection letters, impact statements, etc.

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# Student Advisors May NOT

Assume responsibility for defending a student or his/her behaviors (**do not act as a lawyer**)

Personally participate, interfere with, or prohibit the answering of questions by the accused or by witnesses (if in a hearing)

We are here to **support** the students, not **defend** them

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# Student Advisors Overview

Assist the student in communicating all that is relevant in his/her side of the story in any disciplinary meetings

Assist the student in communicating everything that the student feels should be included using the procedures document as a guide

Explain the process of the Office of Student Conduct—Act as a resource

Provide emotional support

Keep in mind that the process is not intended to be adversarial—You are there to support and guide the students as they go through the process

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# SCA Office Procedure

1. Find a private discussion area (you will have access to HUB 320 as well as the UPUA office 314).
2. Fill out the student waiver form, acknowledging that you are not in any way, shape, or form acting as legal representation.
3. On the same page, create an encounter report. Record any information you deem relevant to the situation. Place in the log book after the meeting.
4. Only after accompanying a student to a conference, report to the SCA secretary (**Larissa—largil@gmail.com**) about the student's sanctions and whether or not they were accepted.

# Common Offenses

Alcohol-related—**All** of these cases will be assigned BASICS 1&2 (alcohol programming) and a conduct warning at a bare minimum. See guidelines for other sanctions.

Drug-related—**All** of these cases will be assigned MIP 1&2 (marijuana intervention program) which will discuss drugs in general, and will receive a conduct warning at a bare minimum. See guidelines for other sanctions.

Academic integrity—These cases mostly depend on the professor and academic college the class is associated with. Reference that colleges policies for more information.

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# Referral Sources

University Police

Local law enforcement

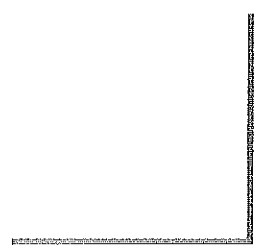
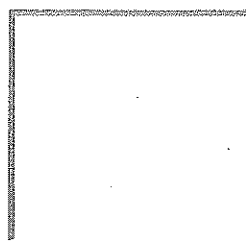
Residence life staff

Members of the campus community (LGBTQA, Center  
for Women Students, Student Legal Services, etc.)

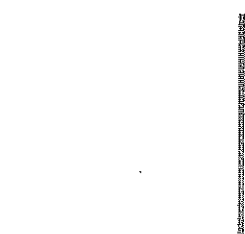
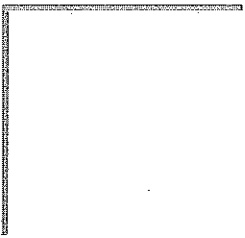
Members of the local community

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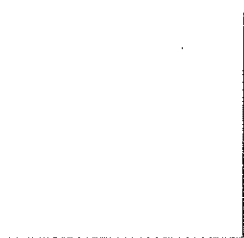
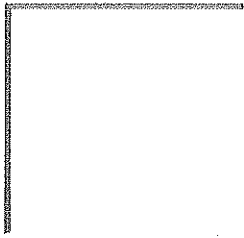
# List of Possible Questions During Conference



# Student Conference Summary Form



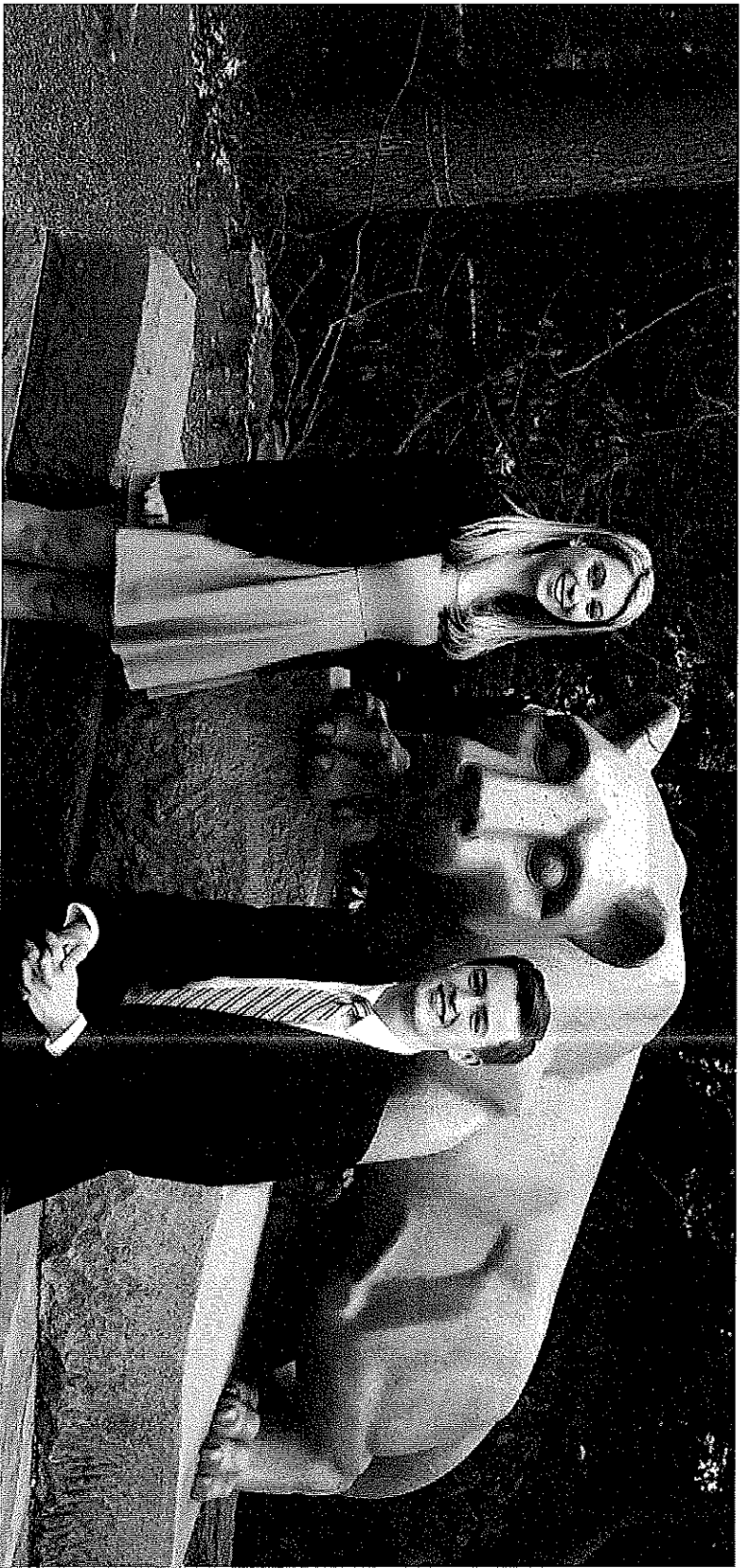
# Sanctioning Guidelines



# We are a part of UPUA

- For students, by students
- Outside of the OSC so students feel more comfortable
- Holds OSC accountable, on the student's side





President-Terry Ford, Vice President-Katie Jordan

# Members of UPIUA SCA

- Roni Joyce-Director
- Amber Morris-PR Chair
- Sangeetha Kannan-Coordinator
- Brooke Juice-Member
- Larissa Gil-Secretary
- Andrew Uhring-Member

# Final

- Due by TBD Date
  - Study this presentation but *do not memorize all sanctioning guidelines, list of questions, etc.* You are allowed to reference these during meetings with students
  - 22 questions-MC, true/false, short answer
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