Training Conduct Advisors
UPVA Student
2016-2017
increased civility.

in which the success of its educational endeavors is characterized by a system that promotes student growth through individual responsibility and that is equitable, just, educational, effective and expedient.

The Office of Student Conduct strives to deliver a student disciplinary process philosophy, mission, and vision of the Office of Student Conduct Overview.
Educational

Purpose: Educational

remains part of that community

Sets forth conditions to which students are expected to adhere to

Define what the living learning environment will be like

A civil document by which the University community...

What is the Code of Conduct?
Student Conduct Goals

All information is shared among attorneys. Case managers are educators, not prosecutors or defense attorneys. Respondent is an active participant in the process.

Members of our community create a positive and safe living/learning environment for all.

Student Growth and development through challenge and support.
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 an conference to explain process and discuss incident advisories 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.
Hearing

notation or higher), sent to University Conduct Board or Administrative

contest charges-only for severe cases (conduct probation with transcript

Accept charges & contest sanctions

Accept charges & sanctions-Closed at Conduct Conference

Student Options
familiar face, etc.). Familiar questions about student may miss being a student perspective (asking any questions, etc.) from the Registrar of Student Affairs, rare and are treated like a conference.

Hearings involve the University Conduct Board (Peer) or the Senior Director through this process.

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 80.
sanctions (to the students during the conference:}

OSC recommends the categorization (policy violation) and the off campus.

They value the conversation to discuss if a violation has occurred and allegations presented to the University regarding their behavior.

They place a high value on communicating with students about the OSC enforces the code through a conference with a student.

Code Enforcemment
situation will be reviewed.

If a student is involved in a situation that is an alleged violation of educational programs while enrolled at Penn State (that includes study abroad or any other on- and off-campus), Penn State expects students to follow the Code of Conduct both on and off-campus. You are Penn State students and members of the surrounding community.

Jurisdiction of the University
a student's written consent.

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

Case Manager or Senior Director of the OSC.

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

Confidentiality and FERPA
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.
We are here to support the students, not defend witnesses (if in a hearing) answering of questions by the accused or by personally participate, interfere with, or prohibit the his/her behaviors (do not act as a lawyer) Assume responsibility for defending a student or...
there to support and guide the students as they go through the process. Keep in mind that the process is not intended to be adversarial—You are providing emotional support. Explain the process of the Office of Student Conduct—Act as a resource for student in communicating everything that the student feels the story in any disciplinary meetings. Assist the student in communicating all that is relevant in his/her side of the story. Student Advisors Overview.
SCA Office Procedure

1. Find a private discussion area (you will have access to HUB 320 as well as

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@largergmail.com) about the student's sanctions and whether or not they were accepted.
polices for more information.

Academic诚信—the class is associated with reference that colleges
Academic Integrity—These cases mostly depend on the professor and

other sanctions.

receive a conduct warning at a bare minimum. See guidelines for
Intervention Program which will discuss drugs in general, and will
Drug-related—All of these cases will be assigned MIP 1 & 2 (Marijuana

guidelines for other sanctions.

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

Common Offenses
Members of the local community

for Women Students, Student Legal Services, etc.

Members of the campus community (LGBTQA+ Center)

Residence Life Staff

Local Law Enforcement

University Police

Referral Sources
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
Andrew Uplinger-Member
Brooke Juice-Member
Amber Morris-PR Chair

Larissa Gill-Secretary
Sangeetha Kannan-COORDINATOR
Roni Joyce-Director

Members of UPSCA
22 Questions-MC, true/false, short answer

- Study this presentation but do not memorize all sanctioning guidelines, just refer to reference these during meetings with students of questions, etc. You are allowed to reference these during meetings with students.