

Student Code: The Anchor of Student Rights and Responsibilities (STU)

Section 1.0 - Statement of Purpose

STATEMENT OF PURPOSE

STU 1.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Grand Valley State University (the University) is committed to the creation of an inclusive community where all students can learn and grow in the process of shaping their lives, their professions, and their societies. A community is created through identifying and acting upon shared values, and the University has identified seven core values that define our community: Excellence, Integrity, Inquiry, Inclusiveness, Community, Sustainability, and Innovation. We nurture this environment by balancing respect for the rights and responsibilities of the individual, and the rights, responsibilities, and interests of the University community. We expect that all members of the University community will act in a manner that demonstrates respect and consideration for those around them.

The student conduct process within the Office of Student Conduct and Conflict Resolution (OSCCR) is one component of the work of creating our shared community. This Student Code: The Anchor of Student Rights and Responsibilities (The Anchor) describes behaviors that are inconsistent with the values of and detrimental to the University community. In sailing, a ship's anchor is used to hold a ship steady. The Anchor is so named because it exists to hold and protect the interests of the University community and to challenge and support community members when their behavior fails to meet these standards. Because the University establishes high standards for membership, its standards of conduct, while falling within the limits of the law, may exceed federal, state, or local requirements.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 2.0 - Authority

AUTHORITY

STU 2.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

The Board of Trustees has delegated authority to establish a "Student Code which contains the rules, regulations, and conduct process of the institution" that "is approved by the President upon recommendation of the appropriate student affairs administrator." This Student Code: The Anchor of Student Rights and Responsibilities (The Anchor) is published under that authority. The University reserves the right to change policies and procedures at any time during a student's enrollment and has the sole discretion to extend time frames as identified in the Anchor as appropriate with notice to all parties.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 3.0 - Jurisdiction

JURISDICTION

STU 3.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

This Statement applies to all individual students, both undergraduate and graduate, and all University-Affiliated Student Organizations (UAO).

3.1 Conduct Addressed in The Anchor

The Anchor and the Policy Prohibiting Title IX Sexual Harassment, Sexual Misconduct, and Discriminatory Harassment SLT 9.1 apply to conduct that occurs on property owned or controlled by the University; at University sponsored activities; at functions, activities, or events hosted by University-Affiliated Organizations, on or off campus. The Anchor also applies to off campus conduct that adversely affects the University community or an individual or keeps an individual from participating in a University program or activity, and/or the pursuit of the University mission.

The Anchor incorporates other specific University policies by reference. These policies include, but are not limited to:

- Policies listed on the University Policies website
- Alcohol and Other Drug Policy
- Housing and Residence Life Community Living Standards
- Information Policies and Procedures
- Traffic and Parking Ordinance
- Undergraduate and Graduate Catalogs

3.2 Definitions

321 Appeal Officer

A University Conduct Pool member eligible to be an Appeal Officer.

322 Business Day

A business day is defined as 8:00 a.m. – 5:00 p.m. Monday through Friday when the University is open for business.

323 Conflict Resolution Facilitator (CRF)

A CRF is a staff member from or appointed by OSCCR assigned to handle a student conduct report and/or conflict resolution process.

324 Evidence/Relevant Information

Evidence/relevant information is anything outside of first-person, personal testimony that will be used, referenced, or shared with the CRF/Hearing Officer by either party at the hearing (examples may include photographs, emails, screenshots, documents, reports, eyewitness accounts, or audio/visual recordings).

325 Hearing Officer

A University Conduct Pool member eligible to administer hearings.

326 Restorative Measures

Restorative measures are outcomes directly connected to the violation, tailored to the needs of those impacted and intended to repair any harm done.

327 Standard of Proof

The standard of proof rests by the University is preponderance of evidence/relevant information, whether it is more likely than not, that a violation occurred.

328 Student

For these policies, the University considers an individual a student when an admission offer has been extended to any program, whether degree or non-degree seeking, for credit or non-credit. The University retains jurisdiction over students who take a leave of absence, withdraw, or graduate for any action that occurred prior to the leave, withdrawal, or graduation. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and, should the former student be found responsible for a violation of these rules, the University may revoke that student's degree.

329 Student Conduct Report

Any documentation that describes an alleged violation of The Anchor. Student conduct reports may include University incident reports, investigative reports, police reports, or verbal, written, or electronic communication.

3210 Support Person

Students/University-Affiliated Organization (UAO) representatives may be accompanied by a support person of their choice. A support person's role is limited to providing advice to the student. The support person is not permitted to ask questions or make oral arguments on behalf of the student/UAO representative. The student must sign a FERPA compliant release of information prior to the administrative conference and/or hearing involving their support person. If the support person is an attorney, the student/UAO representative must provide OSCCR the name of the attorney, in writing, at least one (1) business day prior to the administrative conference and/or hearing.

3.2.11 University-Affiliated Organization (UAO) For the purposes of The Anchor, the term University-Affiliated Organization (UAO) shall mean any group whose membership consists of students currently enrolled at the University that is, 1) registered with the Office of Student Life, aka "Registered Student Organization", 2) affiliated with the University through an academic department or administrative entity that supports, endorses, supervises, or recognizes the organization, unless the Dean of Students (or their designee) otherwise determines the organization is a University function, or 3) seeking recognition or formally recognized by the University. Members of a UAO acting as part of or on behalf of the organization may be held collectively and individually responsible for violations of the Anchor. UAOs may be held responsible for such violations whether members are individually held responsible for violations arising from the same misconduct. UAOs are also held to the additional standards of conduct based on the policies and procedures of the Office of Student Life or the associated academic department or administrative unit.

3211 University-Affiliated Organization (UAO) Representative

A member of the UAO, typically the President or other leader as defined by the constitution of the UAO.

3212 University Conduct Pool

Faculty members and Administrative/Professional staff who have been selected following the processes delineated in Section 7.0 of the Anchor, have participated in the required training and who accept the responsibility of administering the rules and regulations of the University in a fair and impartial manner as a matter of public trust for the University community.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 4.0 - Student/University-Affiliated Organizations Rights and Responsibilities

STUDENT/UNIVERSITY-AFFILIATED ORGANIZATIONS RIGHTS AND RESPONSIBILITIES

STU 4.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

41 Student/University-Affiliated Organization Rights

Students at the University have the same rights and protections under the Constitution of the United States and the State of Michigan as other citizens. These rights include freedom of expression, press, religion, and assembly. The University values freedom of expression, that includes voicing unpopular views and dissent. As members of the University community, students have the right to express their own views, but must also take responsibility for acceding the same rights to others.

Students and UAOs have the right to:

- Be treated fairly and to be free from acts of harassment and discrimination, including sexual misconduct, and from harassment and discrimination based on age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military, or weight.
- A fair system of dispute resolution that provides them with the due process protections to which they are entitled including both conflict resolution and student conduct processes.
- To be educated about the contents of the Anchor.

42 Student/University-Affiliated Organization Responsibilities

Students/UAOs are expected to respect the rights of individual students, faculty, and staff; to act consistently with the values of the University community and its policies; to comply with published University policies; and to obey local, state, and federal law.

All students are responsible for refraining from academic misconduct, meaning all academic work should be done by the student to whom it is assigned without unauthorized aid. Acts of academic misconduct violate the University values of excellence, integrity, and community that are fundamental to a community of scholars.

Each student is responsible for maintaining a current understanding of the contents of the Anchor.

Students/UAOs have the responsibility to:

- Act in a way that does not infringe on others' rights or property.
- Maintain an atmosphere that promotes respect for learning and human dignity.
- Know and comply with the Anchor, other University policies, and applicable laws.
- Students are expected to participate fully and honestly in the University conduct process.
- Facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.
- Recognize that student actions reflect upon the individuals involved as well as upon the entire University community.
- Recognize the University's obligation to provide an environment conducive for learning and academic inquiry.

- Uphold and maintain academic and professional honesty and integrity and to adhere to the academic requirements determined by individual instructors.
- Serve as a responsive bystander, reporting safety concerns and violations of the Anchor.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

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Section 5.0 - Student/UAO Expectations

STUDENT/UAO EXPECTATIONS

STU 5.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

The following behaviors contradict the values of the University community and are subject to action under the Anchor. UAOs may be

held responsible for an alleged violation when one or more of the criteria below are met:

- one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit a violation,
- one or more of its members commit a violation and the action that constitutes the violation was approved by majority vote of those members of the UAO present and voting,
- one or more members of a committee of the UAO commit a violation while acting in the scope of the committee's assignment,
- a member of the UAO commits a violation while acting with apparent authority of the registered student or sponsored UAO,
- one or more members of the UAO or its officers permit, encourage, aid, or assist any of its members in committing a violation,
- one or more members of the UAO or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action, or
- one or more members of the UAO fail to report to appropriate University or civil authorities promptly their knowledge or any reasonable information about a violation.

51 Academic Misconduct

Academic misconduct is defined as any action or behavior that misrepresents one's contributions to or the results of any scholarly product submitted for credit, evaluation, or dissemination. The following behaviors contradict the values of the University community and are subject to action under the Anchor.

5.1.1 [Cheating](#)

5.1.2 [Collusion](#)

5.1.3 [Dual Submission](#)

5.1.4 [Falsification](#)

5.1.5 [Plagiarism](#)

52 General Conduct

General conduct is defined as acting consistently with the University values and refraining from acting in ways that harm others.

5.2.1 [Abuse of the Conduct Process](#)

5.2.2 [Alcohol](#)

5.2.3 [Animals on Property](#)

5.2.4 [Bullying](#)

5.2.5 [Damage to Property](#)

5.2.6 [Disruptive Conduct](#)

5.2.7 [Drugs](#)

5.2.8 [Endangerment](#)

5.2.9 [Failure to Comply](#)

5.2.10 [Failure to Meet Financial Responsibilities](#)

5.2.11 [Falsification](#)

5.2.12 [Gambling](#)

5.2.13 [Grounds and Facility Use](#)

5.2.14 [Harassment](#)

5.2.15 [Hazing](#)

5.2.16 [Harmful Behavior](#)

5.2.17 [Information Technology](#)

5.2.18 [Possession of Stolen Property](#)

5.2.19 [Public Exposure](#)

5.2.20 [Privacy Violation](#)

5.2.21 [Sexual Misconduct](#)

5.2.22 [Stalking](#)

5.2.23 [Tampering with Equipment](#)

5.2.24 [Unauthorized Entry](#)

5.2.25 [Unauthorized Keys/Access Cards](#)

5.2.26 [Violations of Local, State or Federal Law](#)

5.2.27 [Weapons and Dangerous Materials](#)

5.2.28 [Wheeled Devices](#)

5.2.29 [Uncrewed Aircraft System/Drone Policy](#)

Restorative measures may be enhanced for any misconduct listed in Section 4 of the Anchor that is determined to be motivated by behaviors defined by the Interim Policy Prohibiting Harassment, Discrimination, Retaliation, and Sexual Misconduct SLT 9.1. This violation will be evaluated under current legal standards.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

CHEATING

STU 5.1.1

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Cheating: Attempting to use materials, information, or aids that have not been authorized by the instructor for academic work.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

COLLUSION

STU 5.1.2

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Collusion: Unauthorized collaboration with another person in preparing academic assignments offered for credit, and/or collaboration with another person to commit a violation of any section of the rules on academic misconduct.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

DUAL SUBMISSION

STU 5.1.3

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Dual Submission: Submitting work that has been previously graded, or is being submitted concurrently to more than one course, without authorization from the instructor(s) of the class(es) to which the student wishes to submit.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

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FALSIFICATION AND FABRICATION

STU 5.1.4

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Fabrication: Making up data or results and recording or reporting them.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

PLAGIARISM

STU 5.1.5

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Plagiarism: Appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source without any indication or citation of the original source, including words, sentences, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program, course, or degree requirements.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

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ABUSE OF THE CONDUCT PROCESS

STU 5.2.1

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Interference in, or failure to comply with University processes, including conduct and academic integrity hearings. Such actions include, but are not limited to:

- 5.2.1.1 Attempting to discourage an individual's participation in, or use of, the University's conduct process.
- 5.2.1.2 Engaging in any prohibited conduct while suspended for disciplinary reasons.
- 5.2.1.3 Failing to comply with the restorative measure(s) imposed by the conduct process.
- 5.2.1.4 Intimidation of a member of a University conduct process body prior to, during and/or following a University conduct meeting.
- 5.2.1.5 Influencing, or attempting to influence, another person to commit an abuse of the conduct process.
- 5.2.1.6 Retaliating or taking adverse action against any student who files a student conduct report or grievance, requests a meeting with a University official, or participates in an investigation or hearing.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

ALCOHOL

STU 5.2.2

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Alcohol: Unauthorized or unlawful manufacture, use, possession, or distribution of alcohol. See [SLT 5.1](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

ANIMALS ON PROPERTY

STU 5.2.3

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Animals on Property: Bringing any animal on University owned or controlled property without proper authorization. See [SLT 6.1](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

BULLYING

STU 5.2.4

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Bullying: Engaging in repeated and/or severe behaviors that intimidate or intentionally harm or control another person physically, psychologically, or emotionally. See [SLT 3.3](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

DAMAGE TO PROPERTY

STU 5.2.5

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Damage to Property: Damaging, defacing, destroying, tampering with, or taking without authorization property, including goods, services, or other valuables of the University, a student, employee, or visitor to the University.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

DISRUPTIVE CONDUCT

STU 5.2.6

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Disruptive Conduct: Disrupting or impeding University operations or activities including teaching, research, administration, other authorized University and non-University activities that occur at the University; obstructing access to University facilities, property, or programs; or causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages or destroys property.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

DRUGS

STU 5.2.7

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Drugs: Unauthorized or unlawful manufacture, use, possession, or distribution of illegal or prescription drugs. See [SLT 5.1](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

ENDANGERMENT

STU 5.2.8

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Endangerment: Engaging in, aiding, abetting, inciting, organizing, approving, hosting or otherwise participating in an activity or event that would constitute physical abuse or would endanger the safety, health or well-being of another, multiple individuals, or groups or would cause reasonable apprehension of such harm.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

FAILURE TO IDENTIFY AND/OR COMPLY

STU 5.2.9

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Failure to Comply: Refusing to identify oneself to or comply with a reasonable directive of a University representative during the performance of their duties when on University property or at a University-affiliated event. Students are expected to carry their University issued identification (ID) while on University property or at a University-affiliated event. Students must not allow others to use their ID for any purpose.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

FAILURE TO MEET FINANCIAL RESPONSIBILITIES

STU 5.2.10

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Failure to Meet Financial Responsibilities: Failing to meet financial responsibilities to the University, including, but not limited to, knowingly passing worthless legal tender to the University or to an official of the University acting in an official capacity.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

DISHONESTY

STU 5.2.11

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Dishonesty: Furnishing, possessing, or attempting to furnish or possess false, falsified, forged, or misleading materials, documents, accounts, records, identification, or financial documents to University records or on official University records. Examples include, but are not limited to:

- False Accusation: Knowingly presenting a false accusation of misconduct regarding another student or individual.
- Misrepresentation: Intentionally misrepresenting, or omitting, the truth to a university or safety official including providing false information or statements.
- Forgery: Producing, using, or possessing any falsified university or official document, identification, or form of monetary payment.
- Altered Parking Pass: Producing, using, or possessing any falsified pass used to obtain parking privileges at Grand Valley State University.
- Altered Identification: Producing, using, or possessing any falsified document to gain entry or access, or undue benefits.
- Alteration, or Misuse of any University Document or Record.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

GAMBLING

STU 5.2.12

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Gambling: Playing games of chance in ways prohibited by the laws of the State of Michigan (Gambling may include raffles, lotteries, sports pools, and online betting activities).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

GROUNDS AND FACILITY USE

STU 5.2.13

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Grounds and Facility Use: Unauthorized or improper use of buildings, grounds, and other spaces owned or controlled by the University. See [SLT 10.4](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

HARASSMENT

STU 5.2.14

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to GVSU's education programs or activities. See [SLT 9.1](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

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HAZING

STU 5.2.15

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Hazing: An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to prevent, failing to discourage, and/or failing to report these acts may also be a violation of this policy.

PROCEDURES

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For a summarized, visual overview of the University conduct process, please click [here](#).

HARMFUL BEHAVIOR

STU 5.2.16

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Harmful Behavior: Behaving in a manner verbally or in writing that threatens, intimidates, causes harm, or endangers the health and safety of any person.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

INFORMATION TECHNOLOGY

STU 5.2.17

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Information Technology: Violation of any published University policy, rule, or regulation related to information technology and use thereof.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

THEFT OR POSSESSION OF STOLEN PROPERTY

STU 5.2.18

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Theft or Possession of Stolen Property: Obtaining and/or maintaining possession of and/or using stolen property, or the property of another, without authorization.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

PUBLIC EXPOSURE

STU 5.2.19

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Public Exposure: Publicly exposing one's intimate body parts, public urination or defecation, and public sex acts.

PROCEDURES

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PRIVACY VIOLATION

STU 5.2.20

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Privacy Violation: Engaging in surveillance or recording of any type without the subject's knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material.

PROCEDURES

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SEXUAL MISCONDUCT

STU 5.2.21

Date of Last Update:
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Approved By:
• President

Responsible Office:
Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Sexual Misconduct: Engaging in any conduct that is considered sexual assault, stalking, intimate partner violence (dating/domestic violence), sexual exploitation, sexual harassment, or gender-based harassment, as those terms are defined by [SLT 9.1](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

STALKING

STU 5.2.22

Date of Last Update:
August 26, 2024

Approved By:
• President

Responsible Office:
Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Stalking: Engaging in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. See [SLT 9.1](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

TAMPERING WITH EQUIPMENT

STU 5.2.23

Date of Last Update:
August 26, 2024

Approved By:
• President

Responsible Office:
Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Tampering with Equipment: Tampering with fire or other safety equipment, including improperly engaging a fire alarm or fire detection/control equipment at the University.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

UNAUTHORIZED ENTRY

STU 5.2.24

Date of Last Update:
August 26, 2024

Approved By:
• President

Responsible Office:
Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Unauthorized Entry: Entry to University premises without authorization or misuse of access privileges, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

UNAUTHORIZED KEYS/ACCESS CARDS

STU 5.2.25

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Unauthorized Keys/Access Cards: Possessing, making, or causing to be made any key or access card without authorization or providing a University key or access card to an unauthorized person.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

VIOLATIONS OF LOCAL, STATE OR FEDERAL LAW

STU 5.2.26

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Violations of Local, State or Federal Law: Engaging in conduct that is chargeable under any provision of local, state, or federal law.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

VIOLATION OF ANY UNIVERSITY POLICY

STU 5.2.27

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY

Violation of any University Policy: Violates or assists in the violation of any published University policy, procedure or guideline not listed in The Anchor.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

WEAPONS AND DANGEROUS MATERIALS

STU 5.2.28

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Weapons and Dangerous Materials: Possessing any firearm or weapon anywhere upon property governed by the University. A weapon shall include, but is not limited to: any firearm; any device from which an electrical current, impulse, wave, or beam may be directed that is designed to incapacitate temporarily, injure, or kill; any instrument or other device of any kind that operates based on spring, gas, or air; contains explosive materials; or any instrument or device, such as a knife, that has a sharp blade greater than three (3) inches. See [SLT 6.27](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

WHEELED DEVICES

STU 5.2.29

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Wheeled Devices: Using Skateboards, roller blades, roller skates, bicycles, and similar wheeled devices in University buildings or Living Centers/Apartments on railings, curbs, benches or any such fixtures that may be damaged by such activities.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

UNCREWED AIRCRAFT SYSTEM/DRONE POLICY

STU 5.2.30

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

Uncrewed Aircraft System/Drone Policy: Operating an Uncrewed Aircraft System (UAS), without prior approval by the Vice President for Finance and Administration, or model aircraft over University property. See [SLT 6.20](#).

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 6.0 - Conduct Process and Resolution Procedures

CONDUCT PROCESS AND RESOLUTION PROCEDURES

STU 6.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

The University will use the following procedures to respond to behavior that violates the values of the University and the responsibilities enumerated in the Anchor. Resolution and appeal processes are administrative functions and are not subject to the same rules of civil or criminal proceedings. Because some violations of these standards are also violations of law, students may be accountable to both the legal system and the University's policies. All meetings, conferences, hearing and appeal processes, and other interactions under this policy, may be conducted in person or remotely as appropriate.

61 Academic Misconduct Procedures

OSCCR works collaboratively with all GVSU faculty members to address academic misconduct concerns. Academic misconduct procedures apply to any allegation of academic misconduct that happens in a course, program of study, or research. Violations of the standards of academic integrity that fall outside this definition will follow the General Conduct Procedures defined in Section 6.2.

611 Instructor Responsibility

If an instructor suspects any instance of academic misconduct, the instructor must notify and attempt to meet with the student to discuss the incident. Based on the outcome of that meeting, the instructor may find there was no act of academic misconduct and take no further action. If the instructor finds there was an act of academic misconduct and the instructor would like to impose an academic penalty, the instructor must report the matter to OSCCR with sufficient evidence/relevant information to substantiate their finding, and with a recommendation for the imposed academic penalty listed below:

- Impose additional course requirements.
- Require the student to redo the work in question. Reduce the student's grade on the work or course in question.
- Impose a failing grade for the assignment, quiz, or examination. Impose a failing grade for the entire course.

612 Report of Academic Misconduct to the Office of Student Conduct and Conflict Resolution

Upon receipt of a student conduct report regarding academic misconduct, the Conflict Resolution Facilitator (CRF) will review the documentation, meet with the student, and with the instructor if necessary, to make one of the following determinations.

6121 If the CRF finds that the claim of academic misconduct cannot be substantiated, no action will be taken.

6122 If the CRF finds that the claim of academic misconduct is substantiated and the student accepts responsibility for a violation of the Anchor, the student may waive their right to a hearing and accept restorative measures appropriate to the circumstances. The CRF may decide to take one of the following actions:

- Accept the recommendation from the instructor.
- Adjust the recommendation from the instructor.
- Assess additional restorative measures appropriate to the current act of academic misconduct.
- After a review of the student's conduct record, assess additional restorative measures.

6123 If the CRF finds there is reasonable cause to believe that the student has engaged in an act of academic misconduct and the student does not accept responsibility for the violation, the CRF will work with the student and the instructor to refer the matter to a hearing.

613 Hearing Procedures

The Hearing Officer will follow the procedures defined in Section 6.2.4.2 and will be assigned per the procedures in Section 7.1.

614 Appeal Procedures

The Appeal Officer will follow the procedures defined in Section 6.3 and will be assigned per the procedures in Section 7.2.

615 Final Resolution

No corrective action or restorative measure(s) will be imposed by the instructor or the University until the matter reaches final resolution, via the University conduct process.

62 General Misconduct Procedures

These procedures apply to all actions and behaviors by individual students and/or UAOs that violate the values of the University and fall within the definitions of Student Responsibilities.

621 Initiation of Process and Notice

When a student conduct report of a possible violation of the Anchor is made to OSCCR, a Conflict Resolution Facilitator (CRF) will review the report and make one of the following preliminary decisions:

- There is insufficient information to pursue the student conduct report further or the reported activity is not a violation of the Anchor and the matter is closed and/or referred to alternative dispute resolution.
- There is sufficient information to determine that the reported activity falls within the purview of the Anchor and there may be a violation of the Student Responsibilities. If this determination is made, the CRF will send notice of the student conduct report to the student or UAO representative through University email that will be deemed received immediately upon sending.

6211 This notification will include the date of the incident, a link to the Anchor, a list of the sections of the Anchor that are the subject of review and the date, time, and location of the Administrative Conference.

6212 When involving a UAO registered with the Office of Student Life, all notices referred to in these procedures shall be sent to the President of the UAO on record in the Office of Student Life. If the UAO is not a Registered Student Organization, but instead affiliated with the University through an academic department or administrative unit, notice shall be provided to the head of that department or unit who must designate a student to serve as the UAO representative of the UAO through this process.

622 Administrative Conference

The CRF will meet with the student/UAO representative to discuss the student conduct report and to explain the resolution process. The student/UAO representative will have the right to ask questions and make a statement. The student/UAO representative may be accompanied throughout the process by a support person. At the end of this conference a determination will be reached about the type of process that will be used to reach resolution.

Based on the information provided by the student/UAO representative, and after further investigation, if necessary, the CRF may find that the incident was not a violation of the Anchor and requires no further action. If the CRF decides there is sufficient information to believe the student or UAO has violated the Anchor, the matter will be resolved through either a formal or informal process.

623 Informal Process

If the student/UAO representative accepts responsibility for the violation of the Anchor, they are waiving their right to a hearing and accept restorative measure(s) appropriate to the circumstances. The student/UAO representative will be provided with the details of the restorative measures in writing. In addition to the restorative measures listed under Section 8.0, the student/UAO representative may agree to participate in one of the following conflict resolution processes:

- **Circles (conferences)** – discussions guided by a CRF where participants are invited to sit in-circle to discuss a specific topic with guidelines and a talking piece.
- **Conflict coaching** – a one-on-one conversation between a CRF and a student in conflict with another student who is unwilling or unable to engage in a facilitated dialogue.
- **Facilitated dialogue – a conversation between two (2) or more individuals guided by a CRF to resolve a mutual concern.**
- **Social justice mediation** – a process guided by a CRF where students clearly identify their interests, needs, and resolution options.
- **Shuttle negotiation** – the CRF serves as a liaison between parties in conflict.

Once the student enters into an informal agreement, the agreement may not be appealed. Failure to complete the terms of the informal agreement in its entirety may result in additional allegations being brought against the student.

624 Formal Process

If the student does not accept responsibility for a violation of the Anchor, a hearing will be held to resolve the matter. A hearing is an administrative process by which a Hearing Officer evaluates the information presented during the hearing, determines whether the student or UAO violated the Anchor, and, if appropriate, recommends restorative measure(s) to the CRF.

As stated under Student Rights, the University is committed to providing students and UAOs with a fair process of dispute resolution that provides due process protections to which they are entitled; however, a hearing is an administrative process of the University rather than a criminal or civil court proceeding. The University manages every action under the Anchor.

The following procedures provide the details of the rights and responsibilities of all parties.

6241 Rights of Students and University-Affiliated Organizations in the Conduct Process Formal Process

These rights apply to the student or UAO alleged to have violated the Anchor, the person or group who brought the allegation, and the staff or faculty member representing the University at the Hearing:

- To a fair and prompt hearing before an impartial decision-maker. To
- appear in person and speak at a hearing.
- To not attend the hearing. If a student or UAO representative chooses not to attend, the hearing will be held in their absence. The failure of a student to appear will not be taken as an admission of guilt.
- To refuse to answer questions.
- To be accompanied by a support person of the student's or UAO representative's choice.
- To call on witnesses whose testimony is related to the alleged incident, but not to general character. The names of any witnesses to be called on at the hearing must be submitted to the CRF at least one (1) business day prior to the hearing.
- To provide any evidence/relevant information that may support their testimony. Any evidence to be used at the hearing must be submitted in advance to the CRF at least one (1) business day prior to the hearing.
- To request to review any materials submitted by the other party before the hearing.
- To ask questions of the other party and of any witnesses called on at the hearing. The Hearing Officer has the right to determine the method of questioning (direct questioning, submitting of written questions, or any other method that will elicit the necessary information).
- To have a copy of the hearing decision, rationale, and, if any, the assigned restorative measure(s).
- To request an appeal, if appropriate criteria are met, to challenge the decision of the Hearing Officer.

6242 Hearing Procedures

62421 At least three (3) business days before the hearing, the student or UAO representative will be sent a notification that includes the name(s) of the Hearing Officer, in addition to the date, time, and location of the hearing. This notification will be sent through university email and will be deemed received immediately upon sending.

62422 In all conduct proceedings, the burden of proof rests with the University, represented by a CRF assigned by OSCCR, that must demonstrate by a preponderance of the evidence/relevant information that a violation has occurred.

62423 The decision of the Hearing Officer regarding responsibility will be made solely on the evidence/relevant information provided during the hearing. If the student/UAO is found to have violated the Anchor, the decision about the appropriate restorative measures may include the administrative contact history made in connection with the incident, and the cumulative conduct history of the student or UAO found responsible.

62424 A single digital audio recording will be made of the hearing. This record will remain the property of the University and will be kept by OSCCR. No other recording device is allowed. The recording is considered part of the student's or UAO's disciplinary record and will be maintained by OSCCR.

62425 The Hearing Officer and the University's representative may ask questions of any witnesses called on at the hearing.

62426 The Hearing Officer may remove any individual from the hearing who in their judgement is disruptive. The hearing will then proceed without the presence of the individual removed. If the disruption is caused by a student, the Hearing Officer, in consultation with the Director of OSCCR, may determine that a report of a possible violation of the Anchor be submitted.

6243 Decision

The Hearing Officer will issue a written decision to OSCCR within three (3) business days, including a decision regarding the allegation, the rationale for the decision and, if applicable, the recommendation for restorative measures. Within three (3) business days from the date the decision is received by OSCCR, notification of the decision, rationale, and any assigned restorative measures will be sent to the student or UAO representative alleged to have committed a violation and the person or group who first brought the allegation.

63 Appeal Procedures

631 Right to request an appeal

The student or UAO with the alleged violation, the person or group who first brought the allegation or the University, has the right to request an appeal a decision of the Hearing Officer. In cases related to academic misconduct, both the student and the instructor have the right to appeal a decision of the Hearing Officer. Students/UAO representatives may request the appeal heard by an Appeal Officer.

632 Grounds to appeal

The party appealing the decision of a Hearing Officer must submit a written appeal, received in OSCCR within three (3) business days of the date the party was sent the written decision. An appeal received after

that time limit has expired will not be heard unless there is a compelling reason, as determined by the Director of OSCCR (or designee). The appeal must include at least one of the following three (3) grounds for appeal, and the remedy requested from the appeal body.

6321 New Evidence/Relevant Information: A claim that new evidence/relevant information, unavailable during the original investigation or hearing, could substantially affect the original finding or restorative measure(s). A summary of the new evidence/relevant information and its impact must be included in the appeal request.

6322 Procedural Error: A claim of procedural error that significantly affected the hearing's outcome.

6323 Conflict of interest: The CRF or decision-maker(s) had a conflict of interest or bias for or against accuser or accused that affected the outcome of the hearing.

63 Review Process

The Director of OSCCR (or designee) will review the appeal request to determine whether there are grounds for an appeal. If there are grounds for an appeal, an Appeal Officer will review the materials using in the hearing, including the recording made of the hearing. If a finding of responsibility is upheld, the administrative contact history related to the matter, and the cumulative conduct history of the student or UAO alleged to have committed a violation, will also be reviewed. The Appeal Officer does not meet with either party during the appeal process.

64 Scope of Appeal

The consideration of an appeal is limited to determining whether the findings of the Hearing Officer, were so incorrect, or that a procedural error was so significant, that it affected the outcome of the hearing or the imposition of restorative measures and requires that the decision should be changed. An appeal is a limited review of the findings and/or restorative measure of the Hearing Officer as requested by the person(s) making the appeal. An appeal is not used for the purpose of:

- Substituting the judgment of the Appeal Officer for that of the original Hearing Officer,
- Deciding whether they would have reached the same decision, or
- Reexamining the changes against the student or UAO.

65 Appeal Officer Decision Options

After review of the materials, the Appeal Officer may:

- Dismiss the appeal and uphold the original decision.
- Grant the appeal and remand the case back to the original Hearing Officer for reconsideration citing the findings of the Appeal Officer.
- Grant the appeal and require a new hearing with a different Hearing Officer.
- Grant the appeal and modify the restorative measures required.

66 Appeal Decision

The Appeal Officer will issue a written decision to OSCCR within three (3) business days, including a decision based on the grounds for the appeal, the rationale for the decision, and, if applicable, the new recommendation for restorative measures. Within three(3) business days from the date the Appeal Officer decision is received by OSCCR, notification of the decision, rationale, and any changes to the restorative measures will be sent to the student or UAO representative found responsible and the person or group who first brought the allegation. The notification will be sent through University email and will be deemed received immediately upon sending.

The decision of the Appeal Officer is final and binding.

67 Appeal of University-Affiliated Organization Suspension or Removal

The Dean of Students (or their designee) reserves the right to review the status of any UAO suspension that has already been at least halfway completed if the request is not made by a student or community member involved in the incident that led to suspension. In cases of permanent removal, this status can be reviewed five (5) years after the sanction was enacted. After review of the materials, the Dean of Students may:

- Dismiss the appeal and uphold the original decision.
- Grant the appeal and modify the restorative measures required.

Section 7.0 - General Provisions

FACULTY RESPONSIBILITIES

SG 3.01

Date of Last Update:

December 12, 2023

Approved By:

- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY

[A. Teaching and Professional Responsibility](#)

[B. Teaching and Professional Workload](#)

[C. Definition of Effective Teaching and Documentation of Effective Teaching](#)

[D. Definition of Excellent Teaching](#)

[E. Scholarly/Creative Activity](#)

[F. Service](#)

[G. Area of Significant Focus](#)

[H. Mentorin g Program s Fo r Ne w Faculty y](#)

POLICY STATEMENT

The role of a faculty member involves an interlocking set of responsibilities to students, to colleagues in both the institution and the wider profession, to the institution itself and its surrounding community, to the advancement of knowledge and understanding in the faculty member's field, and to the ideals of free inquiry and expression. Normally, these are articulated as the areas of teaching (Regular Faculty) or professional effectiveness (Library Regular Faculty), scholarship and creative activity, and service, as outlined in the Board of Trustees' Policies [BOT 4.2.9](#).

Each unit shall establish expectations, in writing for all its faculty, in the areas of teaching (for Regular Faculty) or professional effectiveness (for Library Regular Faculty), scholarship and creative activity, and service based on disciplinary standards and best practices and unit, college and university goals and work. Teaching (for Regular Faculty) or professional effectiveness for (Library Regular Faculty), scholarship/creative activity, and service are included in each faculty member's workload. For both Regular Faculty and Library Regular Faculty, these unit expectations will be approved by the process described in Board of Trustees' Policies BOT 4.2.9.

A Teaching and Professional Responsibility

Regular Faculty

The primary responsibility of faculty is effective teaching [as described in the Board of Trustees' Policies [BOT 4.2.9](#)]. Effective teaching must be documented by: a) self-evaluation, b) peer evaluation, and c) student evaluations. Evidence of effective teaching is a significant factor in contract renewal, tenure, promotion, and salary increment decisions. Units should periodically review and clarify course expectations of students. Appropriate course expectations, pedagogies, and assessment vary, depending on the discipline, course level and class size.

A regular faculty member whose appointment is at least half-time but less than full-time shall be considered "part-time" when referred to in the *Faculty Handbook*. Part-time regular faculty are expected to complete the same kind of work as full-time regular faculty, but in proportion with their appointment. Relevant items such as workload and significant focus expectations, sabbatical eligibility, promotion eligibility, and performance evaluation procedures shall be stated in writing from the Dean. [See also Board of Trustees' Policies BOT 4.2.4](#).

Library Regular Faculty

The primary responsibility of Library Regular Faculty is professional effectiveness [as described in the Board of Trustees' Policies [BOT 4.2.9](#)]. Evidence of professional effectiveness is a significant factor in contract renewal, tenure, promotion, and salary increment decisions. Evaluation of professional effectiveness will be on the basis of the judgment of colleagues and/or those who are instructed or served.

B Teaching and Professional Workload

Regular Faculty: Workload

Normally, within a full-time load, the expectation for teaching shall be 18 credits per academic year. Evidence of effective teaching is significant in decisions on tenure, promotion, and salary increments. Each unit, with the approval of its dean, shall determine the number of courses that are required when any or all of the courses are other than three credits. Each unit, with the approval of its dean, shall also determine equivalencies of studios, labs, rehearsals, team-teaching, distance education, supervision of theses or student research, clinical or internship supervision, independent study or reading courses,

teaching extraordinarily large classes, and other such formal teaching activities. Normally, no more than three different course preparations will be required of any faculty member in any semester.

Library Regular Faculty: Workload

The expectations for Library Regular Faculty are particular to each position, detailed in position description documents approved by the dean. Normally, within a full-time load, professional work assignments combine with scholarly/creative activities and service in 12-month appointments to equal full-time appointment.

C Definition of Effective Teaching and [Documentation of Effective Teaching](#)

Effective teaching at GVSU consists of creating and maintaining an environment that promotes learning. *This language is consistent with [Board of Trustees Policies BOT 4.2.9](#).*

Effective teachers:

- 1. Demonstrate disciplinary expertise appropriate to the level and purposes of the course.** Effective teachers must possess disciplinary expertise. The content chosen should fit with course learning goals, have importance in the discipline, be based on scholarship, and reflect current practices and information in the discipline.
- 2. Teach skills that will prepare students to deal with complexity, diversity, and change.**
Effective teachers help students become independent thinkers open to diverse perspectives while being able to ask questions, critically evaluate information and claims, generate solutions to problems, and effectively communicate with others.
- 3. Teach content in a coherent, organized manner to aid student learning.**
Effective teachers help students frame their course experience by organizing content and activities to create a purposeful learning structure. When a course is taught using an intentional and definable approach, students are able to learn and retain material, synthesize ideas, and improve academic achievement.
- 4. Cultivate a learning environment where all students are treated equitably, have equal access to learning, and are valued and supported in their learning.**
Effective teachers are responsive to social justice issues in teaching and learning. There are many ways to help all students learn, including learning students' names, structuring meaningful peer learning opportunities, choosing examples from a broad range of cultural domains to illustrate course concepts, identifying effective study strategies for exams, effectively managing course discourse, providing grading rubrics that outline clear criteria for success on writing assignments, identifying learning objectives for class activities, explaining how students should communicate with you, being available to students, and making clear how student work will be assessed in every dimension of the course, including participation.
- 5. Establish and communicate challenging learning goals and high expectations.**
Instructor expectations have a direct effect on upon student achievement. Effective teachers believe in students' abilities, expect students to perform at their full potential, and help them achieve course learning goals.
- 6. Assess student performance in an appropriate and sufficient manner.**
Effective teachers assess student performance in the areas of both knowledge and skills. They use assessment measures appropriate to the course level, size, discipline, and learning goals.
- 7. Competently use teaching pedagogies to help improve student performance by actively engaging students in their learning.**
Research finds strong relationships between student engagement and student achievement. Effective teachers use evidence-based techniques that will actively involve students in the learning experience.
- 8. Refine courses using feedback and reflection.**
Effective teachers regularly think about how they teach, learn from their experiences, and work to improve their instruction. They develop their skills to better serve students.

D Definition of Excellent Teaching

For promotion to full professor, a faculty member must consistently demonstrate at least effective teaching on annual reviews. In addition, the faculty member must have engaged in several meritorious activities and accomplishments that extended beyond normal teaching duties and performance during the previous six (6) years. A college or unit can be more specific about how much or what type of activity it requires. See also [BOT 4.2.10.5](#) and SG 3.01.E.5.III.

[A list of NON-EXHAUSTIVE examples can be found on the Office of the Provost website.](#)

E Scholarly/Creative Activity

All Faculty

- Within their areas(s) of expertise, all full-time ranked faculty members [\[as described in the Board of Trustees' Policies BOT 4.2.9\]](#), including Library Regular Faculty [\[as described in the Board of Trustees' Policies BOT 4.2.9\]](#) are responsible for effective scholarly or creative activity. The university expects all faculty members to be active scholars or artists who contribute to the development and application of knowledge and create a dynamic environment for learning. The university expects a faculty member to establish a record of scholarly or creative endeavor that is meaningful within the scholar's discipline.
- Grand Valley State University accepts and employs the typology of scholarly activity that was first conceptualized by Boyer (1990). As such, scholarship may originate in any one of the four ways described below. These four forms of scholarship and creative activity shall be recognized by all units as equally valid forms of scholarship in decisions on tenure, and salary increments.

I Scholarship of Discovery

In discovery, the scholar develops new knowledge or products to answer a question that is theoretically based and then communicates the results. Viewed by the academic community as traditional research, the scholarship of discovery is the pursuit of truth and knowledge for its own sake within a specialized academic area. The scholarship of discovery contributes to the stock of human knowledge and the intellectual environment of the university.

II Scholarship of Integration

The scholarship of integration combines knowledge across disciplines and communicates the results. Integration extends research and expands meaning by making connections across disciplines, bringing the focus of inquiry to bear on the broader context and deeper relationships that link and synthesize specialized knowledge into more inclusive patterns.

III Scholarship of Application

The scholarship of application serves the interests of the larger community by applying existing knowledge to societal and professional problems directly tied to one's area of expertise (sharing one's expertise). Theory and practice vitally interact, and one renews the other. The scholarship of application differs from the focus on research and synthesis is crucial to the first two forms of scholarship. Here the scholar uses knowledge to solve specific problems.

IV Scholarship of Teaching

The scholarship of teaching focuses on the study and improvement of teaching and learning. It involves systematically investigating teaching and assessment practice and/or students' learning to develop, transform, and extend teaching activities and other aspects of pedagogy for other professionals to build upon.

- The goal of scholarly activity is a creative, intellectual contribution to knowledge that is validated by peers and shared with others; in addition to this result, Grand Valley State University also recognizes additional forms of scholarship. All scholarly/creative work must be appropriately documented so that colleagues are able to evaluate its quality and significance.

Grand Valley State University uses the following three categories to describe scholarship/creative activities:

I. Advancement of Knowledge/Creative Expression:

- Scholarly and creative work in this form advances knowledge or creative expression in the field through two characteristics: (1) the product is in a publicly accessible format and is disseminated outside of GVSU, (2) the product utilizes a process to judge the quality and value of the contribution to the discipline; this is generally through the use of peer review, but some disciplines may use other appropriate processes.

II. Scholarly Engagement

Scholarly engagement demonstrates an active scholarly/creative activity agenda through the use of existing disciplinary knowledge to produce a product that is disseminated to peers, users, or decision makers. These products typically utilize less stringent public/private validation or judgment of work. Some of them will later become Advancement of Knowledge/Creative Expression (e.g., conference presentation that is later published as a peer-reviewed article). In addition, documented scholarly/creative work-in-progress fits into this category.

III. Professional Development

Scholarly and creative work of the professional development type are those scholarly and creative activities undertaken by educators to improve their disciplinary knowledge, competence, or skills.

- Examples of scholarly/creative work in each category include, but are not limited to the following [examples of faculty responsibilities in the area of scholarly/creative activity](#). Colleges and units can add items as long as they adhere to the category definitions. Teaching and services activities should not be listed as examples of scholarly/creative activities. A faculty member who feels a specific scholarly undertaking should be part of a different category can appeal to the Dean of the college/library. If a unit's faculty believe that a specific scholarly activity should be permanently part of a different category they can seek approval from the University Personnel Review Committee.

5. Standards for Tenure, Promotion, and Annual Review

Grand Valley State University recognizes disciplinary differences; there are, however, minimum university-wide standards for major personnel decisions. A unit is free to establish more stringent standards.

I. Contract Renewal

To receive contract renewal, a candidate must have articulated a coherent scholarly/creative activity agenda and demonstrated progress towards tenure.

II. Tenure and Promotion to Associate Professor/Associate Librarian

To achieve tenure or promotion, a candidate must have two contributions from the Advancement of Knowledge/Creative Expression category OR one contribution from the Advancement of Knowledge/Creative Expression category and three contributions from the Scholarly Engagement category.

III. Promotion to Full Professor/Senior Librarian

To be promoted to full professor/senior librarian, a candidate must meet specific unit standards. Unit standards will address work done in the six (6) years prior to the submission of the portfolio on the first day of classes of the fall semester, and the standards must be more rigorous than those required for tenure and promotion to associate professor/associate librarian. See also [BOT 4.2.10.5](#) and [BOT 4.2.8.4](#).

IV. Annual Reviews

Ongoing scholarly/creative activity includes professional development and scholarly engagement; these constitute the minimum foundation of scholarly endeavor and are expected components of everyone's annual workload. Each unit will specify what form of scholarship/creative activity it expects on a yearly, ongoing basis.

F. Service

All Faculty

Shared university governance, contributions to GVSU communities, and the development of disciplines and professions all depend on meaningful service from faculty members. In addition to teaching and scholarly/creative activities within a normal full-time load, all Regular Faculty [as described in the Board of Trustees' Policies [BOT 4.2.9](#)], including Library Regular Faculty [as described in the Board of Trustees' Policies [BOT 4.2.9](#)], are expected to engage in service as specified by the unit standards.

Faculty members are expected to undertake increasingly responsible service work over the course of their university careers. It is also expected that untenured faculty members will concentrate on developing competence in teaching or professional effectiveness and scholarship and that the amount of expected service will be adjusted accordingly. Normally, service is not a compensated activity; exceptions to this must be approved by the Dean of the College.

Evidence of service is significant in decisions on tenure, promotion, and salary increments. Each unit and the library must establish its own standards and criteria for evaluation [as described in the Board of Trustees' Policies [BOT 4.2.9.1.C](#) and [BOT 4.2.9.2.C](#)]. These standards must discuss both the type and amount of service work expected for various faculty ranks. Both quantity and quality of service work must be part of the evaluation. Normal departmental activities (e.g., attendance at department or college meetings, reviewing sabbatical proposals, commenting on personnel files, etc.) are a basic expectation of all faculty members. These activities are not sufficient to be considered satisfactory performance in the area of service.

A faculty member is not expected or required to perform institutional service work during a sabbatical. They can, of their own volition, engage in service during the sabbatical period, but such service is discouraged and will not be compensated.

1. [Service to the Institution \(Unit, College, University\)](#)

GVSU depends on its faculty members for the time, energy, and the leadership that will enable the university to accomplish its mission. It is only through the service activities of faculty that GVSU is able to sustain strong shared governance. In addition to committee work, service to both current and prospective students and to alumni are also valued service activities.

2. [Service to the Discipline and Profession](#)

As representatives of a particular discipline and members of a scholarly community, GVSU faculty members are responsible for advancing their professions and enhancing the quality of scholarly and professional organizations.

3. [Service to the Community](#)

Service to the community involves faculty members acting as representatives of the university while using their expertise to contribute to the public's knowledge and welfare. Community service can sometimes be integrated with scholarship if a community engagement project results in a scholarly outcome.

[Examples of activities in each service category.](#)

G. Area of Significant Focus

Regular Faculty

A significant focus is concentrated activity that will, at its conclusion, produce a meaningful, documented outcome in teaching, scholarship, and/or service. It is undertaken in addition to expectations in those three areas. A significant focus can be a one-semester undertaking, or it can take multiple semesters to complete. Each semester, the significant focus shall require approximately the same amount of time as teaching a 3-credit hour or standard course. It shall not have been counted as part of the expected teaching load or have been compensated externally or additionally; exceptions to the compensation exclusion must be approved by the dean of the college. Faculty members should confirm that their choice of significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

In their annual Faculty Workload Plan ([see Shared Governance SG 3.02](#)), every regular faculty member shall propose a significant focus. The significant focus will be reviewed and approved by the unit head and dean. In the annual Faculty Workload Report, every faculty member shall describe the progress that was made in the proposed area of significant focus.

A significant focus differs from reassigned time. See [Shared Governance SG 3.03](#) for an explanation of reassigned time.

Library Regular Faculty

Library Regular Faculty may optionally negotiate a temporary adjustment to their normally assigned expectations established by the unit in the areas of professional effectiveness, scholarship/creative activity and service in a given year to take on a proposed area of significant focus. This significant focus will be reviewed and approved by the dean. Faculty members anticipating review for personnel action, and especially action for tenure and promotion will want to ensure that their significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

H. Mentoring Programs for New Faculty

Grand Valley State University recognizes the value of mentoring for all faculty members and especially for new faculty. The University provides new faculty with a collaborative first-year University-Wide Mentoring Program that is designed to support them as they begin to adjust to faculty responsibilities and engage as teachers, scholars, and citizens of the university and greater community. Colleges and/or units provide additional discipline-specific and unit/college-specific mentoring.

University Mentoring Program

University and unit/college mentoring programs accomplish different outcomes. University-wide mentoring is conducted in communities of new faculty members with a faculty facilitator. It introduces the faculty member to university policies and culture, and it gives faculty a chance to candidly discuss concerns with and ask questions of colleagues outside their departments.

All new, non-tenured, regular faculty members are strongly encouraged to begin immediate participation in the University Mentoring Program for a minimum of one year regardless of appointment date. This assignment should be part of the faculty member's Faculty Workload Plan under professional development. New untenured, regular faculty members who have experience at another university can join the University Mentoring Program's 2-6th year group. A faculty member who chooses not to participate in the University Mentoring Program should advise the unit head in writing of this decision. See [the Faculty Teaching and Learning Center website](#) for a full explanation of university-wide mentoring communities.

College/Unit Mentoring Programs

All college and/or units offer a mentoring program to new untenured, regular faculty members. (See the [Office of the Provost website](#) for guidelines and examples.) College/unit mentoring matches a new faculty member with a department mentor(s); it provides information about college, unit, and discipline-specific practices, expectations, and criteria in teaching, scholarship, and service. Each new untenured, regular faculty member is strongly encouraged to participate in the unit/college program. New, untenured regular faculty members who choose not to participate should advise their unit head of their decision in writing.

TABLES

Documentation of Effective Teaching

Category	Possible Sources of Evidence
Disciplinary Expertise (1)	Course dossier (assignments, tests, lab manuals, syllabus); Classroom observation

Student Skills (2)	Course dossier (syllabus, lab notebook, assignments); Self-evaluation; Student work
Organization (3)	Course dossier (syllabus); Student impressions and comments; Classroom observation; Self-evaluation
Create Learning Environment (4)	Self-evaluation; Student impressions and comments; Course dossier (syllabus statements, materials, assignments)
Challenge and High Expectations (5)	Class grading distributions; Course dossier (assignments and tests); Classroom observation; Student comments
Assessment of Student Work (6)	Course dossier (graded student work; rubrics; tests and assignments); Student Impressions
Teaching pedagogies (7)	Classroom observation; Course dossier; Student comments; Self-evaluation
Refine Courses (8)	Self-evaluation; Course dossier

GENERAL PROVISIONS

STU 7.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

71 Hearing Officers

Hearing Officers are faculty and staff selected from the University Conduct Pool, who have participated in annual OSCCR training sessions about the Anchor, and who accept the responsibility of administering the rules and regulations of the University in a fair and impartial manner as a matter of public trust for the University community. In cases of academic misconduct, the Hearing Officer should be a faculty representative whenever possible.

711 Selection Process for Administrative/Professional Staff

All Administrative/Professional staff are eligible for appointment to the University Conduct Pool. The Dean of Students (or designee) will make at least twelve (12) appointments to the University Conduct Pool no later than the first day of classes of each fall semester and may make additional appointments to fill vacancies as needed to assure the availability of twelve (12) members in the University Conduct Pool perpetually.

712 Selection Process for Faculty Members

Faculty Members are elected by rules developed within each academic college: four (4) representatives from the College of Liberal Arts and Sciences, one (1) from each of the remaining colleges, and one (1) from University Libraries. In addition to the representatives from academic colleges and University Libraries, the Provost (or designee) will appoint not fewer than four (4) members to the University Conduct Pool from the faculty at large. If appointments are not made by the first day of the fall semester, the Provost (or designee) is authorized to fill appointments from the faculty at large to assure all faculty positions are always filled.

713 Hearing Officer Eligibility

To be eligible to serve as a Hearing Officer, faculty and Administrative/Professional staff of the University Conduct Pool must: Complete an annual training organized by OSCCR regarding the Anchor; commit to administer the policies and procedures of the University in a fair and impartial manner; agree to disqualify themselves if they are a witness for the hearing; have a personal interest in the outcome or if there is any other reason they cannot serve or deliver a fair decision. Anyone that has served in the University Conduct Pool is eligible to remain after their term ends if authorized by the Director of OSCCR to do so.

72 Appeal Officers

Appeals are heard by an Appeal Officer. Appeal Officers are selected like Hearing Officers from the University Conduct Pool. A person may not serve as an Appeal Officer if they were a witness at the hearing being appealed, have a personal interest in the outcome of the hearing, or if there is other sufficient reason to believe that they could not serve in a fair and impartial manner.

73 Parallel Proceedings

Alleged violations of federal and state laws may be investigated and addressed under the Anchor parallel to any other investigations or proceedings. When an offense occurs and the University has jurisdiction, the University conduct process will usually go forward despite any criminal complaint that may arise from the same incident.

74 Administrative Holds

An administrative hold will be placed on a student's academic record prohibiting registration transactions, as well as the release of their academic record and/or transcripts, if they do not follow a request from OSCCR to meet, attend conduct meetings or a hearing, or fail to complete assessed restorative measure(s). The Dean of Students (or their designee) may also place an administrative hold in non-conduct matters that require the student to meet or take some reasonable action. The hold will be lifted upon completion of the required action or at the discretion of the Dean of Students or the Director of OSCCR.

75 Record Retention

When a student has been found responsible for a violation of the Anchor, a disciplinary record, including the hearing recording if applicable (separate from the student's academic record and not included on the student's transcript), will be maintained by OSCCR and released only under appropriate University procedures and pursuant to Family Educational Rights and Privacy Act (FERPA) requirements.

Individual disciplinary records that contain cases that have suspension longer than one academic year or expulsion as a final outcome shall be kept permanently on file. All other individual files shall be kept for seven years after any restorative outcome(s) expire unless they are expunged (as described below).

Students may request to have their disciplinary record expunged under the conditions listed below. Expungement shall be at the sole discretion of the Dean of Students (or their designee) in consultation with the Director of OSCCR and shall require the entire record to be expunged or none of it to be expunged (i.e., no partial expungements shall be allowed). Conditions include:

Application for expungement shall occur only upon completion of all degree requirements and attainment of a degree.

Expungement may occur only for students who have restorative outcomes other than suspension longer than one academic year or expulsion and whose violations were determined to have not threatened or endangered the health or safety of any person.

Expungement decisions shall be made based on obvious long-term improvement in behavior, or lack thereof, (e.g., no violations of the student code for two or more consecutive semesters prior to graduation), and/or evidence, or lack thereof, of cooperation in earlier student conduct matters, and/or any other reasonable factor.

76 Review and Revision

The Anchor will be reviewed annually, and updated as needed, by the Director of OSCCR. A comprehensive review of policy and practice led by the Director of OSCCR should be conducted every three (3) years..

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 8.0 - Restorative Measures

RESTORATIVE MEASURES

STU 8.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

When a student or UAO representative admits responsibility or is found responsible for violating the Anchor, restorative measures may be imposed. Prior corrective or disciplinary action for a previous offense may be taken into account for determining the appropriate restorative measure. Restorative measures may be conditional or final, and may include one or more of the following:

81 Formal Warning

An official, written notice of violation.

82 Educational Program/Meeting/Workshop

A requirement to attend, present and/or participate in a program, meeting, or workshop related to the violation. It may also be a requirement to sponsor or assist with planning or presenting a program for others at the University.

83 Restitution

Compensation for damage or loss incurred by the University or another person.

84 Community Service

Requirement for a student to perform assigned task(s) through a designated office or department. The hours required must be documented and verified by a CRF.

85 Disciplinary Probation

An official notice that should further violations occur during a definite/indefinite period the student may face suspension or expulsion. Disciplinary probation may also be grounds to deny certain benefits or privileges reserved for students in good conduct standing (i.e., certain student leadership roles, study abroad opportunities, or the right to formally represent GVSU). Regular probationary meetings may also be imposed.

86 Academic Penalty

Loss of course credit or reduction in grade points, withholding of grades, transcript, and/or degree (for academic offenses).

87 Loss of Privileges

Denial of specified privileges for a definite/indefinite period. Examples may include, for example, operating an automobile on University property; participating in and/or holding an office in a University organization; representing the University in any official capacity; access to a designated University facility or area; participating in a University function.

88 University Housing Probation

An official notice that, should further violations occur during a specified probationary period, the student may immediately be removed from University housing facility. Regular probationary meetings may also be imposed.

89 University Housing Reassignment

Reassignment to another University housing unit or facility.

90 University Housing Suspension

Revocation of a student's privilege to live in and/or visit any University housing facility is revoked for a definite/indefinite period. This restorative measure may be enforced with a trespass action if deemed necessary.

91 Evaluation/Assessment Referral

Requirement to complete an independent evaluation/assessment supporting the student's eligibility to remain/return as a student, with which the Director of OSCCR (or designee) concurs.

92 Denial of Honor or Benefit

Denial of a University honor, scholarship, or degree or revocation of an honor, scholarship or degree previously awarded, in an appropriate situation.

93 Suspension

Suspension from the University for a specified minimum period, after which the student may be eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. For the duration of the suspension, the student shall forfeit all rights of their student status and may also forfeit their privileges of access to property owned or controlled by the University or engaging in University sponsored activities or programs. This restorative measure may be enforced with a trespass action if deemed necessary.

94 Dismissal

Permanent expulsion from the University. The student is banned from property owned or controlled by the University and is prohibited from University sponsored activities or programs. This restorative measure may be enforced with a trespass action if deemed necessary.

95 Trespass

An order prohibiting a student from entering upon any property owned or controlled by the University or engaging in University sponsored activities or programs.

96 Other Measures

Additional or alternate restorative measures may be created and designed as the University deems appropriate.

97 UAO Specific Measures

For violations involving UAOs the following restorative measures may, for example, also be imposed in addition to one or more of the restorative measures listed above: deactivation, de-recognition, and/or loss of all privileges (including loss of status as a Registered Student Organization, if applicable), for a specified period.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 9.0 - Interim Measures

INTERIM MEASURES

STU 9.0

Date of Last Update:

August 26, 2024

Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

91 Criteria for Interim Measures

If the Dean of Students (or designee), determines that a student/UAO poses a continuing and significant threat to persons or property and/or is an immediate or ongoing threat of disrupting the academic and/or administrative operations of the University, the Dean of Students (or their designee) may take such immediate interim measures appropriate to the circumstances.

92 Interim Measures

Interim measures may include, but are not limited to:

921 Relocation

Relocating the student to another University owned or operated housing facility or removing the student from any University owned or operated housing facility.

922 Restricted Access

Restricting the student's access to specific locations on University property, such as a dining hall, recreation facility, or library.

923 Schedule Adjustment

Adjusting the student's course schedule.

924 Participation Prohibition

Prohibiting participation in University programs, activities, and services.

925 Suspension

Temporarily suspending the student from the University, including all classes.

All interim actions must have a predetermined interim action end date unless changed through the formal conduct resolution process. In the case of suspension from the University, the end date shall be no longer than ten (10) business days, unless the Dean of Students (or designee), in limited circumstances, determines an extension is appropriate.

93 Interim Process

Upon the decision of the Dean of Students (or designee), that a student meets the criteria herein, OSCCR will follow the following expedited procedure.

931 Notice

The student/UAO will be sent notice of the interim action immediately upon the Dean of Students' (or designee's) decision. This notice will be sent through University email and will be deemed received effective upon sending. This notice will also include the date, time, and location of the meeting with a University CRF and an explanation of the basis for the decision. This meeting must be scheduled within five (5) business days of the interim action.

932 Meeting with Conflict Resolution Facilitator

During this meeting, the student/UAO will be presented with the information on which the decision was based and will be allowed to present their understanding of the circumstances. Neither the student/UAO nor the CRF will call or question witnesses. The student/UAO may be accompanied by one (1) support person and must sign a release of information to be present for the meeting.

933 Resolution

The CRF will determine whether there is a basis for cancellation or continuation of the interim action. If the CRF concludes it is appropriate to continue the interim action beyond the initial schedule, the student/UAO may accept the decision or choose to as defined in Section 6.0 Conduct Process and Resolution Procedures.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 10.0 - Amnesty for Alcohol or Drug Violations

AMNESTY FOR ALCOHOL OR DRUG VIOLATIONS

STU 10.0

Date of Last Update:

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Approved By:

- President

Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

To foster a culture of health, wellness, and concern for others, the University provides amnesty for students who report alcohol or drug violations to the University and request amnesty.

101 Criteria for Amnesty

At the discretion of the Director of OSCCR (or designee), amnesty may be extended on a case-by-case basis for situations including but not limited to:

- Possession of alcohol or drugs by a minor
- Unauthorized possession or use of alcohol or drugs on campus
- Consumption of alcohol by a minor
- Use of drugs
- Intoxication as the result of using alcohol

102 Amnesty

To encourage students/UAOs who may be hesitant to report to University officials because they fear that they themselves may be accused of alcohol or drug violations, at the time of the incident, the University pursues a policy of amnesty. Restorative and educational options will be explored, but no conduct proceedings or disciplinary record will result.

103 For Those Who Help

To encourage students/UAOs to offer help and assistance to others, the University pursues a policy of amnesty for alcohol or drug violations when students/UAOs offer help to others in need. Restorative and educational options will be explored, but no conduct proceedings or disciplinary record will result.

104 Safe Harbor

The University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any student brings their own use, addiction, or dependency to the attention of University staff or faculty outside the threat of drug tests or actions under the Anchor, and seeks assistance, the University conduct process will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and University conduct processes may be initiated.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).

Section 11.0 - Classroom Removal Policy

CLASSROOM REMOVAL POLICY

STU 11.0

Date of Last Update:

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Responsible Office:

Office of Student Conduct and Conflict Resolution

POLICY STATEMENT

111 Initiating Classroom Removal

In the event an instructor believes a student is engaging in disruptive conduct during a class, the faculty member may ask the student to leave the class immediately. If the student refuses to leave, the faculty member should call the Department of Public Safety promptly to request assistance. The faculty member should notify OSSCR immediately upon the conclusion of the class session.

112 Procedures

Upon notification by the instructor, a CRF will work with the instructor to assess the level of severity of the conduct. After consultation with the CRF, the faculty member may choose to meet with the student to convey expectations regarding future classroom conduct. If the faculty member chooses this option, the meeting with the student should be conducted before the next session of the class. This meeting with the student may be done together with the CRF.

If the faculty member believes the disruptive conduct warrants removing the student from the class for the balance of the semester, the faculty member will submit a written summary of the circumstances to OSCCR to initiate the expedited conduct procedures outlined in Article 9 Interim Measures of the Anchor on Student Rights and Responsibilities.

PROCEDURES

[Section 6.0 - Conduct Process and Resolution Procedures](#) outlines the procedures related to this policy.

For a summarized, visual overview of the University conduct process, please click [here](#).
