

## **STUDENT FAQ**

### **Q: What is the purpose of the Code of Community Responsibility?**

**A:** The need for human beings to resolve conflicts is recognized by the college as an opportunity for individual growth, as well as a time to affirm the Code of Community Responsibility (Code). Though it is not designed to be a contentious process, we do recognize that people do not always agree.

Maintaining a balance between the individual and the community is a continual process that requires insight, sensitivity, and diligence on the part of each member of the college. Colby-Sawyer College (CSC) student community members are expected to read, understand, and abide by the college's policies, the student conduct process and procedures, as well as their student rights and responsibilities as outlined throughout the Code. To review the Code, please refer to <http://colby-sawyer.edu/assets/citizenship/code-of-conduct.pdf>.

### **Q: What if I did not know about the policy that I am alleged of violating?**

**A:** Lack of knowledge regarding the Code of Community Responsibility (Code) is not an excuse for violating policies listed in the Code. All students are responsible for knowing and understanding all of the information that is provided in the Code. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after the degree is awarded). Should a student withdrawal or separate from the college prior to a conduct hearing, the case will be considered pending. Students may not continue in any program offered by Colby-Sawyer College until the disciplinary process is concluded.

For a list of **Student Conduct policies** please refer to the [Code of Community Responsibility](#).

### **Q: I have received a letter of notification from the Department of Citizenship Education. What does this mean?**

**A:** This could mean a few different things. It could mean the Department of Citizenship Education has received information that indicates that you may have violated the Code. It could also mean you were listed as a complainant regarding possible violations of the Code. In general your letter will contain the date, time and location of your scheduled hearing, a list of possible violations (if applicable), and you will be provided links to the Colby-Sawyer College student Code which will provide you with an overview of the hearing process, your student rights and responsibilities, and also the terms and policy definitions you will need to review.

**\*\*\*Remember** if you receive a letter that informs you that you have been charged with a policy violation that does not mean you have been found responsible for violating the college policy(s). Your hearing is your opportunity to state whether you are responsible or not responsible for actually violating the policy(s) that may be outlined in your letter of notification.

### **Q: What are student rights?**

**A:** Student rights are the rights each student has regarding Colby-Sawyer College's hearing process.

For more information regarding student rights please refer to **Student Rights section** as outlined in the [Code of Community Responsibility](#).

### **Q: What are the different types of hearings/hearing forums?**

**A:**

1. **One on One Hearing:** A department member from Citizenship Education and/or the vice president of student development and dean of students will designate and train college officials who are authorized to serve as a hearing officer for One on One hearing's. Hearing officers may conduct hearings on any type of alleged violation of the Code and may impose any sanction that could range from written warning, housing contract revocation/visitation revocation, suspension, or dismissal for findings of responsibility as appropriate.

2. **Hearing Boards:** Typically, student conduct hearing boards will bring several people together in an effort to allow for full consideration of an allegation that a student has violated the Code. The hearing participants may include the investigator, respondent(s), complainant(s), witnesses, and the members of the hearing forum, the hearing forum adviser, and a hearing support person for each respondent/complainant. The different forms of hearing boards are Community Council Boards, and Administrative Hearing Boards, and Sexual Misconduct Administrative Hearing Board. All decisions made by hearing boards are determined by majority vote.

- a. **Community Council Hearing Board:** Community Council Boards are comprised of no less than three members from the student community. A student representative will serve as a chair for the hearing. All board members are provided with an initial training period (approximately six (6) hours), followed by weekly hearings to hear and review cases, make findings, and assign sanctions if appropriate. Community Council Board membership is open to any students who have achieved sophomore, junior, or senior standing, and have been enrolled at the college for at least two semesters. Typically, Community Council Hearing Boards will be referred cases of alleged Code violations that could result in sanctioning from a written warning to housing contract revocation/visitation revocation for findings of responsibility.

**Board Adviser:** Community Council Boards will also have a hearing board adviser. The hearing board adviser refers to a college official designated by the vice president of student development and dean of students to advise hearing board members, complainants, and respondents on procedural issues related to the hearing process and policies as outlined in the Code.

- b. **Administrative Hearing Board:** Administrative Hearing Board is comprised of no less than three members of the college community, two professional faculty/staff members of the college community and a minimum of one student. A professional staff/faculty member will serve as a chair for the hearing. All board members are provided with an initial training period (approximately six (6) hours), followed by hearings to hear and review cases, make findings, and assign sanctions as appropriate. Typically, Administrative Hearing Boards will be referred cases of alleged Code violations that could result in sanctioning from written warning, housing contract revocation/visitation revocation, suspension or dismissal for findings of responsibility.

**Board Adviser:** Administrative Hearing Boards will also have a hearing board adviser. The hearing board adviser refers to a college official designated by the vice president of student development and dean of students to advise hearing board members, complainants, and respondents on procedural issues related to the hearing process and policies as outlined in the Code.

- c. **Sexual Misconduct Administrative Hearing Board:** For questions or interest in Sexual Misconduct Administrative Hearing Boards, please refer to [sexual misconduct policies and procedures](#). Sexual Misconduct Administrative Hearing Board is comprised of three professional faculty/staff members of the college community. A professional faculty/staff member will serve as a chair for the hearing. All board members are provided with an initial training period (approximately six (6) hours) to include an observation of a hearing, followed by meetings/hearings as needed hear cases, make findings, and assign appropriate sanctions. Sexual Misconduct Administrative Hearing board members are also provided training specific to Title IX. Typically, Sexual Misconduct Administrative Hearing Boards will be referred cases of alleged Sexual Misconduct conduct violations that could result in sanctioning from warning, housing contract revocation/visitation revocation, suspension or dismissal for findings of responsibility.

**Board Adviser:** Sexual Misconduct Administrative Hearing Boards will also have a hearing board adviser. The hearing board adviser refers to a college official designated by the vice president of student development and dean of students to advise hearing board members, complainants, and respondents on procedural issues related to the hearing process and policies as outlined in the Code and sexual misconduct policy and procedures.

**Q: What type of hearing forum will I receive?**

**A:** The type of hearing forum which a hearing is referred to depends on the severity of the alleged violation(s) and circumstances surrounding the alleged violation(s).

For more information regarding hearing forums please refer to **Hearing Forum section** as outlined in the [Code of Community Responsibility](#).

**Q: Should I state that I am responsible or not responsible at my hearing?**

**A:** As a student who may receive a letter of notification you may choose to state that they are either responsible or not responsible to the alleged policy violation(s). You should know better than anyone which is the appropriate plea, responsible or not responsible.

**Helpful Guidance:** If you are unsure in your own mind whether or not you should state you are responsible or not responsible you should:

1. Begin by looking up the specific policy you may have violated (listed in your letter of notification);
2. Read the policy(s);
3. Ask yourself, *“Did my behavior, actions, or choices on the date and time of the incident violate the specific policy in question?”*
  - a. If the answer is *“yes, my behavior, actions, or choices on the date and time of the incident did violate the specific policy in question”*, then a plea of *“responsible”* is an appropriate plea.
  - b. If the answer is *“no, my behavior, actions, or choices on the date and time of the incident did NOT violate the specific policy in question”* or *“I am really not sure if my behavior, actions, or choices on the date and time of the incident”*, then a plea of *“not responsible”* is an appropriate plea.

**Q: What kind of sanction am I going to receive if I am found responsible?**

**A:** Students who are found to be responsible for violating Colby-Sawyer College policy and/or procedure will be assigned appropriate sanctions based on the nature of the violation, the severity of the violation, the students conduct history, and/or other criteria as determined by the hearing officer or hearing board. Sanctions are typically based on precedent set by other similar cases. However, since no two cases or students are exactly the same, sanctions may vary for seemingly similar incidents. Hearing officers and hearing board members have been trained to determine appropriate sanctions and do not frivolously assign sanctions. They take their jobs very seriously and seek to find education-based solutions to deter future problem behaviors and/or reconcile inappropriate behavior.

For a list of possible sanctions please refer to the **Sanction section** that is outlined [Code of Community Responsibility](#).

**Q: What if I want to submit an appeal?**

**A:** A respondent who has participated in the conduct hearing process may file an appeal that demonstrates appropriate basis for an appeal that is based on the student conduct hearing process (to include hearings with a hearing officer or hearing board). It is within a student's right to submit appeal.

\*\*\*In cases involving harming behaviors, endangering behaviors, and/or policy violations outlined in the sexual misconduct policy, *both* the Respondent(s) and Complainant(s) may file an appeal in accordance with this policy and process.

All appeals must demonstrate one or more of the following criteria and the student must explain in detail each basis of appeal:

- a. New information that was not available and/or known at the time of the hearing, which would likely have had a significant effect on the outcome of the hearing. This new information will be considered only if it is clear that the evidence could not have been known by the student(s) appealing at the time of the original hearing;
- b. Procedural error, in that the hearing was not conducted in accordance with the procedures prescribed by the Colby-Sawyer College Code and the procedural error must have impaired a student's right to a fair hearing; and/or
- c. The severity of the sanction is not appropriate for the violation(s) committed, and the past student conduct history of the student (if applicable).

Information that **is not considered sufficient criteria for an appeal or a reasonable claim of an appeal**, by way of illustration, but not limitation, includes:

- a. Disagreement with the finding and/or sanction of a hearing body;
- b. Failure to appear at an appropriately scheduled hearing; and/or
- c. Failure to comply with a sanction.

For more specific information about the appeal process and steps to submit an appeal please refer to **Appeal section** as outlined in the [Code of Community Responsibility](#).

**Q: Will my parents be notified if I am found responsible for violating the Code of Community Responsibility?**

**A:** The college considers student conduct records to be part of a student's educational record, and as such the college complies with all applicable legislation, including but not limited to the Family Educational Rights and Privacy Act (FERPA). Further, the college primary relationship is with its students, and not with their parents or guardians.

However, the college recognizes that parents or guardians maintain an interest in their students' behavior while at college, and can play a positive role in preventing further misconduct. Therefore, the college may notify the parents or guardians of any dependent student under the age of twenty-one who is placed on probation, or is suspended or dismissed from the college. The college also reserves the right to notify the parents or guardians of any dependent student under the age of twenty-one who has been found responsible for violating any drug or alcohol policies. Notification may be deferred at the discretion of the vice president of student development and dean of students or his/her and/or a department member from the Department of Citizenship Education.

This notification is intended as a means to encourage communication between students and their parents or guardians to provide the greatest level of support for the student. Regardless of whether notification has occurred, the college's priority and obligation is to correspond and otherwise conduct business directly with students, and not through parents, guardians, or any other third party.

**Q: Why are similar violations handled differently?**

**A:** Students who are found responsible for violating the Code will be assigned an appropriate sanction based on the nature of their violation, the severity of the violation, and the conduct history of the student. Sanctions are typically based on standard sanctions set forth as well as the precedent set by other similar cases. This being said since no two cases are exactly the same and sanctions may vary for seemingly similar incidents.

**Q: How long are student conduct records maintained?**

**A:** The Department of Citizenship Education retains disciplinary records in accordance with the following.

1. If a student is found not responsible for a violation of the Code, the record pertaining to the disciplinary proceeding will be shredded when the student withdraws or graduates from Colby-Sawyer College.  
\*Any findings of not responsible are only kept for the purpose of appropriate record maintenance only.  
\*\*Any findings of not responsible are not and will not be considered by any hearing officer or hearing board for any subsequent hearings that may occur.
2. Records of minor disciplinary action (e.g., warning letter, fines \$50 and under) are kept on file until the student withdraws or graduates.
3. Records of general disciplinary action (e.g., behavioral agreement, disciplinary probation, housing contract probation, and removal from housing) are kept on file for seven years.
4. Records of major disciplinary action (i.e., suspension, dismissal) are maintained permanently in the Department of Citizenship Education.

For more specific information regarding records maintenance please refer to the **Student Conduct Maintenance and Review** as outline in the [Code of Community Responsibility](#).

**Q: Will conduct sanctions appear on my educational transcript?**

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**A:** Yes, as of August 15, 2016 any student conduct cases that result in a sanction of “suspension” will be noted on the student’s official transcript for as long as the “suspension” is in effect. Any cases that results in a sanction of “dismissal” will be noted on the student’s official transcript which is held with the college’s Registrar’s Office.

For more specific information regarding records maintenance please refer to the **Student Conduct Maintenance and Review** as outline in the [Code of Community Responsibility](#).

**\*\*If you have reviewed the Code and you find that you have additional questions about the contents of this document, please contact the Department of Citizenship Education at [citizenship@colby-sawyer.edu](mailto:citizenship@colby-sawyer.edu). If you would like to speak to someone from the Department of Citizenship Education concerning the student conduct policies and/or process please send an e-mail with available dates and times you have available and someone from this office will contact you with a meeting date/time and location.**

**Thank you!**