OFFICE OF THE DEAN OF STUDENTS
COMMUNITY/CONDUCT EXPECTATIONS

CAST-Parent’s Orientation Program
2016
On behalf of the Office of the Dean of Students…

WELCOME TO MONTCLAIR STATE UNIVERSITY!!!!
Dean of Students

The mission of the Dean of Students Department within the Division of Student Development and Campus Life is to provide a growth enhancing environment in which all Montclair State University students learn and develop to their fullest potential.

The offices and centers in the Dean of Students Department work together to promote the psychological, physical, intellectual, occupational, spiritual and ethical wellness of all students. Students are served through the appropriate direct interventions and the delivery of services and information that enable them to reach their academic and personal development goals.

We invite you to contact the Dean of Students Office or the departments under the Dean of Students which are listed to your left if you need assistance, information or just want to get involved.

Important Forms/Policies

- Demonstration and Assembling Policy
- Grade Grievance Procedure
- Medical Withdrawal Policy
- Report of Student Concern Form
- Request for Course Withdrawal Exception
- Resource Guide
- Sexual Harassment/Sexual Assault Reporting Procedure
- Crisis Intervention Policy
- Parents & Family Newsletter

Human Dignity and Civility Code

Montclair State University recognizes its responsibility to foster an atmosphere of respect, understanding and good will among individuals and groups, with special sensitivity to those most likely to be subjected to disrespect, abuse and misunderstanding because of age, disability, ethnicity, gender, gender identity or expression, national origin, race, religion, and sexual orientation.
KNOW THE RULES!!!

Please review the University Code of Conduct located at:

http://www.montclair.edu/dean-of-students/student-conduct/code-conduct/

Every student at MSU is held accountable to this Code. We would encourage the parent(s) to review the process with their student so they have a better understanding of the process.
GENERAL GUIDELINES

As of today... your student is a REDHAWK!!!

• **Authority**
  1. Have authority over any student
  2. Have authority over any incident on campus
  3. Policies apply both on-campus and off-campus.

• **Notice**
  1. Notice is sent via University email.
  2. Considered delivered when sent.
  3. Students are expected to check their University emails daily.
GENERAL GUIDELINES

• **Complicity**
  1. If in proximity of violation, can be held responsible for violation.
  2. If aid in violation, can be held responsible for violation.
  3. Students need to remove themselves immediately; do not chance it.

• **Law Enforcement**
  1. MSU has University Police (not security)
  2. University Police and the Office of the Dean of Students enforce policies and laws to ensure the safety of the entire community

In case of an emergency, please call 973-655-5222.
CONDUCT PROCESS V. LEGAL PROCESS

- The Conduct Process is the University’s process
- It is an educational process
- It is not a criminal/legal process
- Examples:
  - The University holds the standard of proof to a status of preponderance of evidence (i.e. more likely than not, 50.1%) as opposed to criminal courts that have beyond reasonable doubt (97+ %).
  - While your student may face criminal charges stemming from an incident, they most likely will face University charges. This is not “double-jeopardy” since it is not two criminal processes.
  - Legal/criminal outcome does not affect outcome of conduct process. If a student is found not guilty in court, it does not equal that they will be found not responsible in the conduct process (or vice-versa).

In addition, the University conduct process does not wait for the outcome of a legal process.
“WHAT HAPPENS?”

1. Incident happens and is reported by faculty, RES staff, Police, etc.…

2. The student will receive a request to meet letter from an administrator via University email to come and discuss the incident and this meeting is referred to as the Conduct Conference Meeting.

3. If student fails to meet, a decision will be made without the student’s input; a plea of not responsible will be entered on behalf of the student. However, student loses appeal ground of “additional evidence” if they do not attend.

4. During the conduct meeting, the administrator will go over the process with the student and discuss the options provided for the student in the conduct process.

5. The student will decide if they want a University Administrative Hearing (UAH) or a University Panel Hearing (UPH).
   - UAH—only the student and the administrator; can have University Adviser* present.
   - UPH---the student goes before a panel consisting of a minimum of one faculty, one administrator and two students. They can have either one University Adviser* or one Legal Counsel* with them but only the student can speak during the process. They can also have witnesses to the event present (not character witnesses).

*University Adviser and Legal Counsels have extremely limited roles in process; can only advise student to answer/not answer questions posed during the hearing.
6. The student will receive the outcome via their University email.

7. The student has the option of one-level of appeal based on the following criteria within 3 business days of outcome being delivered electronically:
   - Procedural Error or bias can be proven
   - Additional evidence can be provided
   - Sanction is unduly severe

8. The student will receive their appeal outcome via University email. Appeal outcome can drop original outcome, modify it or keep it the same. No increase of sanction will occur.

9. The process has concluded. There is “no appeal of an appeal.”
QUICK REVIEW OF SOME POLICIES

**Alcohol-**
1. Not allowed in halls; only allowed in Village with all residents of age and all guests of legal drinking age present, regardless of who is consuming.
2. If present, can be held to policy violation regardless of consuming (*Complicity statement*).
3. No drinking games allowed (i.e. beer/water/etc… pong)

**Drugs-**
1. Use/possession is not allowed, period; even “medical marijuana” and imitation products.
2. “0-tolerance” for selling/distribution (including intent of)
3. Housing + Drugs = NO HOUSING.

**Academic Dishonesty-**
1. Intentional or not, still a violation.
2. If it is not the student’s, then cite it (however, if your student used it before, he or she need to get permission in advance from the respective Faculty to reuse it)
3. Best tip--Check with professor and visit the Center for Writing Excellence for assistance.
POLICIES (CONTINUED)

Theft
1. Secure student’s items (lock car doors, room doors, etc.)
2. If your student take something that is not theirs, it is theft (clothes, money, parking boots, laptops, etc.)
3. If it looks too good, it usually is (student can be held accountable for possession of stolen goods…i.e. parking decals, laptops, etc.)

Hazing and Weapons
1. Both come with minimum sanction of Suspension from the University.
2. Individuals and the organization can be held accountable for hazing.
3. Weapons include real (guns/knifes/etc.) and imitation items as well.

Classroom Behavior
1. Be respectful of professors and classmates.
2. Inappropriate language and actions will led to full removal from class.
3. General rule….be polite to all.
POLICIES (CONTINUED)

Threat or Infliction of Bodily Harm
1. No fighting allowed.
2. Remind students to remove themselves from potential risks
3. MSU does not have a “self-defense” policy.

Residence Halls
1. Students are accountable for their rooms and anything that happens within the room (unauthorized items; fire safety; etc…)
2. Respect other’s wishes when it comes to noise (lower music, voices, etc…)
3. Understand the guest policy. Must sign guests in-and-out of the halls, as student is responsible for guest’s actions.

Harassment
1. No tolerance for bias incidents or sexual harassment.
2. If student is being harassed or bullied, tell someone.
3. Incidents can be one-x-one, phone, texting, online, etc.. You will be held accountable for statements you make online (Facebook, Twitter, email, texting, etc..). Think about what you are saying before you write it down…once it is online, it is there. Remember…posts made on social media sites (including private groups) are not private; they are public.
TITLE IX/SART

• Title IX Prohibits:
  • Sexual harassment (attempted or actual)
  • Sexual violence (attempted or actual): rape, sexual assault, sexual contact, and sexual coercion

• The University will take immediate steps to investigate all incidents and to eliminate the hostile environment

  At MSU sexual violence or intimidation will not be excused or tolerated

All reports of actual or attempted sexual misconduct should be directed to the MSU Deputy Title IX Coordinator: Dr. Shannon Gary

garysh@mail.montclair.edu
MEDICAL AMNESTY POLICY (MAP)

Students who seek emergency medical attention for themselves or for whom medical assistance was sought related to consumption of alcohol/drugs will not be held accountable for violations of the Montclair State University Code of Conduct associated with that consumption (specifically: Section II, Letter B and/or Letter I.), provided they comply with the following conditions:

http://www.montclair.edu/dean-of-students/student-conduct/medical-amnesty/
SANCTIONS OF CONDUCT PROCESS...

• **University Warning** (made a mistake)

• **University Probation** (REALLY made a mistake....)

• **University Suspension**: One-Two semesters; WD’s in all classes; **no refunds**; not allowed on campus; Transcript Notation

• **University Expulsion**: Forever; WD’s in all classes; no refunds; not allowed on campus; Transcript Notation
FERPA

The *Family Educational Rights and Privacy Act of 1974*, commonly referred to as FERPA, is a federal law that is designed to protect the privacy of and limit access to the educational records of students. In short, all educational records are strictly the student’s business unless the student gives a third party the right to this information in writing.

The University holds that without a waiver signed by student, an administrator is not able to speak on any incident involving the student with another party.

There are no “blanket” waivers. A new waiver would be required for each individual incident.
ALCOHOL-WISE & THINK ABOUT IT

• University is dedicated to assist students in understanding risks associated with alcohol/drug usage/sexual assault

• Incoming students will have to take online courses in **August** (has brief follow-up 30 days later). Full completion is required.

• Will receive information via University email

• No charge to student.

• If fail to complete, will result in conduct action.
Our goal is to allow students a safe environment conducive to their learning experience. If your student has questions regarding a policy or process, have them ask someone (Resident Assistant, Community Director, Office of the Dean of Student staff, etc.…).

If your student is unsure if they can have/do something, again….. ASK SOMEONE. Remember, as both adults and students, it is your student’s responsibility to know the policies so that he or she may have a fulfilling experience at Montclair State University.

Finally, always remember, this is Montclair State University. Your student’s success and experiences will be based on his or her choices, decisions and actions.