OFFICE OF THE DEAN OF STUDENTS
COMMUNITY/CONDUCT
EXPECTATIONS
On behalf of the Office of the Dean of Students…

WELCOME TO MONTCLAIR STATE UNIVERSITY!!!!
The Office of the Dean of Students is here to help all students...if you need help...let us know...

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 and for being knowledgeable about all policies.
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. Remove yourself immediately; do not chance it.

- **Standard of Evidence/Legal**
  1. Preponderance of evidence---i.e. more likely than not
  2. Not affected by criminal system/outcomes
  3. MSU has University Police (not security).
• **Notice**
  1. Notice is sent via University email.
  2. Considered delivered when sent.
  3. Students are expected to check their University emails daily.

**As of today... you are a REDHAWK!!!**

• **Authority**
  1. Policies apply both on-campus and off-campus.
“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 yours then cite it (however, if you have used it before, you need to get permission in advance from your Faculty to reuse it)
3. Best tip--Check with your professor and visit the Center for Writing Excellence for assistance.
POLICIES (CONTINUED)

Theft
1. Secure your items (lock your car doors, room doors, etc.)
2. If you take something that is not yours, it is theft (clothes, money, parking boots, laptops, etc.)
3. If it looks too good, it usually is (you 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 your professors and classmates.
2. Inappropriate language and actions will led to your full removal from class.
3. General rule...be polite to all.
Threat or Infliction of Bodily Harm
1. No fighting allowed.
2. Remove yourself from potential risks
3. MSU does not have a “self-defense” policy.

Residence Halls
1. You are accountable for your rooms and anything that happens within your room (unauthorized items; fire safety; etc…)
2. Respect other’s wishes when it comes to how loud you are/music is.
3. Understand the guest policy. You must sign guests in-and-out of the halls, as you are responsible for your 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.
SOCIAL MEDIA: THINK BEFORE YOU POST....

It is not about having the “right” to say it...

“Social media is the new permanent record.”

What does “Google” say about you? Ask Mike Pressler (former Duke Lacrosse coach)

Curt Schilling Tracks Down Guys Harassing Daughter on Twitter; "There Are Repercussions to Your Actions"

Penn State Fraternity’s Secret Facebook Photos May Lead to Criminal Charges

University of Oklahoma Greek's Racist Chant Leads to Expulsion of 2 Students
WHAT IS TITLE IX?

• A federal statute that prohibits sex discrimination in educational institutions receiving federal financial assistance

• Title IX was further explained in the Dear Colleague Letter (DCL) in April 2011:
  • Guidelines on our obligations for compliance
  • Clarified/Expanded what was covered under sexual discrimination
  • Detailed methods to prevent and resolve sexual discrimination cases
MSU is Required to...

• Take immediate steps to address any accusation of sexual harassment and/or assault

• Implement measures to prevent the occurrence of sexual harassment and/or assault

• Provide a fair process to all students involved

• Keep all involved students notified of outcomes

• Protect the complainant (accuser)
WHAT BEHAVIORS ARE CONSIDERED SEXUAL MISCONDUCT?

1. Sexual Harassment
2. Sexual Violence
3. Stalking
CONSENT...

• Is voluntary, sober, wanted, informed, mutual, honest, and verbal agreement

• Is an active agreement: Consent cannot be coerced

• Must be asked for every step of the way; if a partner wants to move to the next level of sexual intimacy they need to ask

• Is never implied and cannot be assumed, just because individuals are in a relationship does not mean one partner has permission to have sex with the other partner

• Is not inferred because a person did not say “no”; absence of “no” does not mean “yes”

https://www.uhs.uga.edu/consent/
RESOURCES

Campus Resources

• Sexual Assault Response Team (SART) – (973) 655-3459
• University Police – (973) 655-5222
• CAPS – (973) 655-5211
• Dean of Students – (973) 655-4118

Tip Lines

• MSU PD – Confidential Tip Line (973) 655-8477
• Rave E-Tips – 67283 from any cell phone
Campus Title IX Contacts

Ms. Barbara Milton
Title IX Coordinator
Director of Equal Opportunity,
Affirmative Action, and Diversity
College Hall 361D
miltonb@mail.montclair.edu
973-655-4349

Dr. Shannon Gary
Deputy Title IX Coordinator
Associate Dean of Students
Student Center, Room 400
garysh@mail.montclair.edu
973-655-4118
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/
Students who are removed from residential facilities are not allowed to visit/reside in housing during specified time period.

Students who are suspended from University not allowed to be on campus during this period.

Students who are expelled from University never allowed to be on campus.

Non-students who are involved in ANY policy violation receive PNG status (including your friends).

Individuals who violate policy are subject to arrest for defiant trespass and additional sanctioning.
SANCTIONS OF CONDUCT PROCESS...

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

• **University Probation** (you 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.
Let's look at graduation numbers compared to students who have been suspended/expelled…

<table>
<thead>
<tr>
<th>Year</th>
<th>Suspensions</th>
<th>Expulsions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013?</td>
<td>19</td>
<td>4</td>
</tr>
<tr>
<td>2013-2014?</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>2015-2016?</td>
<td>14</td>
<td>10</td>
</tr>
</tbody>
</table>

Which number will you be???

"Choice, not chance, determines your destiny" - Aristotle
Our goal is to allow students a safe environment conducive to their learning experience. If you have questions regarding a policy or process, ask someone (Resident Assistant, Community Director, Office of the Dean of Student staff, etc.…). If you are unsure if you can have/do something, again….. ASK SOMEONE. Remember, as both adults and students, it is your responsibility to know the policies so that you have a fulfilling experience during your years at Montclair State University.

Finally, always remember, this is Montclair State University. Your success and experiences will be based on your choices, decisions and actions.
Jerry S. Collins, M.S. Ed.
Director of Student Conduct
Office of the Dean of Students
Student Center, Suite 400

collinsje@mail.montclair.edu

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