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 have your student review the University Code of Conduct located at:

https://www.montclair.edu/policies/student/student-conduct/code-of-conduct/

Every student is held accountable to the Code.

Every student needs to be knowledgeable about and abide by all policies.
General Guidelines

As of today...your student is a RED HAWK!!

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

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

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
Conduct Process v. Legal Process continued

Examples:

- The University holds the standard of proof as 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. Student will receive a Conduct Conference Meeting (CCM) request letter from an administrator via University email to come and discuss the options provided for the student in the conduct process.

3. If a 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, the student loses appeal ground of “additional evidence” if they do not attend.
“What Happens?”

4. The student will choose one of the following for resolution of the issue:

- **University Administrative Hearing (UAH)**—only the student and the administrator; can have University Adviser* present.

- **University Panel Hearing (UPH)**--- student goes before a group consisting of faculty, administrators and students. Student can have either one University Advisor* or one Legal Counsel* with them but only the student can speak during the process. Student can also have event witnesses present (not character witnesses).

*University Advisor and Legal Counsel have extremely limited roles in process; can only advise student to answer/not answer questions posed during the hearing.*
“What Happens?”

5. The student will receive the outcome via University email.

6. The student has the option of one-level of appeal based on the following criteria within three business days of outcome being delivered electronically:

- Procedural error or bias can be proven
- Additional evidence can be provided
- Sanction is unduly severe

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

8. The process concludes. **THERE IS NO APPEAL OF AN APPEAL.**
Review of 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) of drugs.
3. Housing + Drugs = NO HOUSING.
Some more policies

Academic Dishonesty
1. Intentional or not, still a violation.

2. If it is not your student’s words, then cite it (however, if your student has used it before, they need to get permission in advance from their Faculty to reuse it).

3. Best tip--Check with the professor and visit the Center for Writing Excellence for assistance.

Classroom Behavior
1. Be respectful of professors and classmates.

2. Inappropriate language and actions can lead to full removal from class.

3. General rule….be polite to all.
Policies (few more)

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/knives/etc.) and imitation items as well.

Smoking
1. Montclair State is becoming smoke free (fully by 2020).
2. Smoking only allowed in designated areas of campus (locations are marked; not near entrances of buildings).
3. Any type of smoking, including hookah/electronic/vaping, is never permitted inside of a building.
Residence Halls

1. Students are accountable for your room and anything that happens within their room (unauthorized items; fire safety; etc….)

2. Respect other’s wishes when it comes to how loud they are or their music/tv is.

3. Guest Policy. Residents must sign guests in-and-out of the halls, as they are responsible for their guest’s actions at any point the guest is within the hall.

4. Fire Safety---tampering with fire safety devices, including exit signs, in any manner WILL lead to your student’s removal from residential facilities.

5. Occupancy---there are limits of how many individuals can be within any given room/apartment.
Policies (continued)

**Threat or Infliction of Bodily Harm**
1. No fighting allowed.
2. Inform your student to remove themselves from potential risks.
3. Montclair State does not have a “self-defense” policy.

**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. Students will be held accountable for statements made online (Facebook, Twitter, email, texting, etc.).
4. Please note that civil discourse is part of the academic education.
Social Media: Think before you post….

Social media is the permanent record.

IT’S NOT ABOUT HAVING THE “RIGHT” TO SAY IT…

Harvard University Rescinds Admissions Offer to 10 Students due to Social Media Posts (2017)

Curt Schilling Tracks Down Guys Harassing Daughter on Twitter, "There Are Repercussions to Your Actions" (2015)

Penn State Fraternity’s Secret Facebook Photos May Lead to Criminal Charges (2015)

University of Oklahoma Greek’s Racist Chant Leads to Expulsion of 2 Students (2015)

Kansas State University Expels Students for Posting Racist “Blackmask” on Snapchat (2016)

Montclair State University Rescinds Student’s Admission Due to Online Threat (2015)
Title IX/Sexual Assault Response Team (SART)

Title IX Prohibits:

- Sexual harassment (attempted or actual)
- Sexual violence (attempted or actual): rape, sexual assault, sexual contact, sexual coercion, stalking, and intimate/domestic partner violence

The University will take immediate steps to investigate all incidents and to eliminate the hostile environment as sexual violence or intimidation will not be excused or tolerated. The University SART provides services, rights and options to all survivors.

All reports of actual or attempted sexual misconduct should be directed to the University Deputy Title IX Coordinator: Dean Yolanda Alvarez

alvarezyo@mail.montclair.edu
Medical Amnesty Policy (MAP)

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

montclair.edu/dean-of-students/student-conduct/medical-amnesty/
PNG--Persona Non-Grata

- 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 the Conduct Process

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

• University Probation (you REALLY made a mistake....)
Sanctions of the Conduct Process

- **University Suspension:**
  - One-Two semesters
  - Not allowed on campus
  - No Refund
  - WD’s in all classes
  - Transcript Notation

- **University Expulsion:**
  - FOREVER
  - Not allowed on campus
  - No Refund
  - WD’s in all classes
  - 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. *Speaking does not mean “negotiate an outcome”.*

There are no “blanket” waivers. A new waiver would be required for each individual incident.
Online Educational Programs

• 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, encourage them to ask someone (Peer Leader, Resident Assistant, Community Director, Office of the Dean of Student staff, etc…).

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

Your student’s success and experiences will be based on their choices, decisions and actions.
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montclair.edu/dean-of-students/student-conduct/