

Student Conduct Incident Response Form

Case: _____

Step 1: PRELIMINARY BRIEFING OVERVIEW

- I am aware that I have been charged with a violation of the Kutztown University Student Code of Conduct.
- I am aware of the specific conduct standard(s) that I allegedly violated.
- I am aware of my right to a hearing.
- I am aware of my right to an advocate.
- I am aware of my right to appeal within five days of being informed of the outcome of my case.
- I was provided the opportunity to review a copy of incident report regarding this matter.
- I am aware of the range of sanctions that may be applied by my case officer (see reverse page for definitions):

Student Signature & Date

Step 2a: RESPONSE

I am **responsible** for the Student Code of Conduct charge(s) against me and hereby waive my right to participate in a student conduct hearing. I further acknowledge that this decision has been made knowingly, intelligently and freely. No University official has promised me favorable treatment in exchange for my response and I understand the consequences of taking responsibility for this violation(s).

I am **not responsible** for the Student Code of Conduct charges against me and understand my case will be heard by an appropriate hearing authority.

Student Signature & Date

Case Officer Signature & Date

Step 2b: SANCTION – Complete if choosing “responsible” under 2a

I **hereby accept** the sanction(s) imposed by my case officer and understand I may not appeal the following sanction(s):

I **do not accept** the sanction(s) imposed by my case officer and understand I may appeal this sanction(s) within five (5) days of receiving a written notice of outcome.

Student Signature & Date

Student Local Address & Cell Phone

Step 3: RESOLUTION PROCESS

For respondents who indicate they are **not responsible** for an allegation of misconduct, resolution options will be reviewed by their case officer or a student conduct official. Respondents will have the option of having a **formal hearing** with a University Conduct Board or elect to participate in an **informal resolution process**. If a resolution process is not selected at the respondent’s preliminary briefing, a separate hearing resolution meeting will be scheduled. If a respondent does not attend this meeting, a hearing or an administrative review of their case will be scheduled and the student will be notified of the date and time of the review. If the student fails to attend this review their case will be determined without the benefit of the student’s full participation.

Sanctions
Document on Student Rights & Welfare, Article IV.I
www.kutztown.edu/thekey

- a. **Disciplinary Reprimand:** A formal letter issued when a student's conduct is deemed to be unsatisfactory to the degree that the University makes a record of the incident and warns the student against repetition of similar behavior.
- b. **Review Period:** A period of time not to exceed one academic year and imposed with the expectation that the student will engage in a relationship with a counselor or staff member and may include a service related to the infraction committed.
- c. **Educational Activities:** The required participation in a specified activity, service project, community service, educational program, event, assignment or other educational and/or restorative assignment.
- d. **Social Restriction:** Suspension of attendance or restrictions to co-curricular events or programs; change of residence hall assignment; and/or no contact restrictions with specific individuals for a defined period of time. The action may also restrict access or visitation privileges to campus facilities.
- e. **Restitution:** Payment for replacement or repair for damages to property. Restitution may be applied only once if civil or criminal action is also being applied. In these cases, legal judgments shall take precedence. Restitution imposed by a campus hearing authority will be held in abeyance until civil and criminal charges can be finalized.
- f. **Disciplinary Probation:** A status which declares a student to not be in good standing with the University and to be subject to loss of certain participation privileges for specified period of time not to exceed one (1) year. A student is denied the privilege to represent the University in any organized capacity including intercollegiate varsity, non-varsity or club events or to hold office in any student organization. Such probation indicates to the student that future violations of University regulations will most likely result in suspension or dismissal from the University.
- g. **Residence Hall Suspension:** A student may be excluded from campus housing for a specified period of time if held responsible through the student conduct process for a major violation of the Student Code of Conduct, for repeated infractions or a serious breach of residence hall regulations.
- h. **Deferred Suspension:** The student is informed that although the violation of university regulations may warrant a suspension decision (residence hall or university suspension), a suspension is being deferred and the student is required to adhere to specific requirements and conditions imposed by the designated hearing authority. Failure to abide by the imposed conditions may result in the rescission of the deferment. The student is also advised that any subsequent violations may result in the immediate suspension or dismissal from the university and/or residence halls.
- i. **Suspension:** A hearing authority may recommend to the Dean of Students the exclusion of student from the University for a specific period of time **not to exceed four (4) years**. During the period of suspension, the student: is ineligible to enroll or participate in any academic courses or university programs and activities; must adhere to all other terms and conditions of their official sanctions; and must not be involved in further student conduct violations during their period of suspension. In addition, the University may restrict or place limitations on a suspended student's access to campus facilities during this period of time as specified as part of their official sanction. Unless a student officially withdraws from the university, the student's relationship with the university is maintained therefore any alleged disciplinary infraction that occurs while a student is serving a suspension will be adjudicated in accordance with university policy. Violating conditions of suspension subjects the student to additional sanctions including, but not limited to, an extension of suspension and/or dismissal from the university.
- j. **Dismissal:** A hearing authority may recommend to the Dean of Students the **permanent** separation of the student from the University. Under this status, the relationship between the student and the University is terminated and the individual is no longer considered a student. A dismissed student may also be restricted or limited from campus facilities during this period time as specified as part of their official sanction. A dismissed student may petition the University, through the Dean of Students, to request consideration for eligibility to return to the university, after a minimum four (4) years of separation. The individual must show just cause to be considered and must apply and qualify for re-admission to the University.