**Document on Student Rights & Welfare**

**2017-2018**

The official Document on Student Rights & Welfare is published in the KU student handbook, The Key. This standalone copy of the policy is made available as a reference. Please consult the official policy in the student handbook as needed.

**Introduction**

The academic community at Kutztown University of Pennsylvania, its faculty, students, and administration, must commonly work to secure that environment in which the acquisition of knowledge and wisdom is best fostered within the context of the University's unique objectives and programs. The University should attempt to provide each student with a maximum freedom for self-development. Similarly, each student is obligated to conduct his/her affairs in a responsible manner without infringement upon the rights of other members of the University community when word and deed do not impair the capacity of the University in its educational role.

Channels for constructive recommendations by students regarding academic instruction, course offerings, student-administration relations, co-curricular activities, and other matters will be established and maintained. Students will also be expected to participate, according to rules set forth in this Document, in the guidance and disciplining of their constituency.

The University as a community will strive to follow the spirit of statutory and judicial changes that affect student rights. It will also, through the Commonwealth of Pennsylvania, provide for the student body those privileges, opportunities, and protections, which enhance learning processes. Students here, as elsewhere, have the right to learn and the responsibility to respect the rights of others.

To facilitate the development of high standards of mutual respect, integrity, and optimal conditions of student development, reasonable guidelines are essential. They are set forth in this Document. These guidelines are established with the understanding that the Commonwealth of Pennsylvania, the Council of Trustees, and the President of the University have the responsibility for the organization and conduct of all the activities of the institution.

**Article 1: Freedom of Association, Expression, and Inquiry**

A. Students should be free to organize and join associations to promote their common interest. Affiliation of a University group with an organization outside the campus does not of itself disqualify a student organization from institutional recognition. In order for an organization to be recognized and approved it must meet criteria that are established by the Student Government Board and the
University. Each approved organization shall be free to choose its own faculty or staff advisor. Institutional recognition should not be withdrawn during the time the student organization is seeking an advisor. The time allotted for this should not exceed one academic semester. All organizations should be open to all students.

B. Students and organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should be free to support causes in an orderly manner that does not disrupt the operations of the University or violate the rights of others. An opinion of a student or student group is not necessarily that of the University. The University encourages the airing of all facets of issues and topics.

C. Organizations should be allowed to invite and to hear any person of their choosing providing the program is in accordance with State and Federal Law. The standard procedure for guest speakers as prescribed by the Association of Campus Events and the University Policy must be followed. The University shall not use its control over facilities as a device of censorship except as prohibited by established University regulations.

D. Students shall have an opportunity to participate in the formulation and application of University policy through the Student Government Association. The authority for the establishing of University policy and for the governance of the University is the responsibility of the President and the Council of Trustees.

**Article 2: The Academic Rights & Responsibilities of Students**

The relationship between Kutztown University students and their instructors should be established on mutual respect and understanding. Both the student and instructor should attempt to resolve differences in informal and direct discussion.

A. The student shall have the right to orderly expression in the classroom without penalty.

B. The student has a right to a course grade based on the instructor's judgment of demonstrated performance in the course. A student's appeal may be based on the belief that the grade was not fairly determined.

C. Students have a right to protection against unprofessional disclosure by an instructor concerning their grades, beliefs, political association, health, or character.

D. Course and program selection is the responsibility of the student. He or she has a right to accurate and clearly stated information:

1. on calendar dates for achieving specific academic standing;
2. on his/her own academic standing in the University; and
3. on graduation requirements for his/her particular curriculum and major.

E. Any student who, after consultation with the faculty members and/or department heads concerned, feels that his/her academic rights (as outlined in this article) have been violated, may file a complaint with the Dean of the respective College, the Dean of Students and, if necessary, to the University Provost.

F. The faculty shall have final authority and responsibility for course content, classroom procedure and grade determination. No power to change any grade given to a student is vested in any student conduct authority established under this document.

Article 3: Student Records

Kutztown University collects and retains information about students for designated periods of time in order to facilitate the students' educational development. The University, recognizing each student's interest in exercising control over disclosure of such information, must at the same time balance that interest against the institution's own need for information relevant to the fulfillment of its educational mission. Accordingly, the Kutztown University policy on the Confidentiality of Student Records (STU-033) outlines all procedures that apply to the collection, maintenance, and release of student records. Copies of the policy are on file and may be obtained through the online Policy Register (http://www.kutztown.edu/about-ku/administration/governance/policy-register/policies.htm).

It is the intent of the policy to comply with the Pennsylvania Right-to-Know Act of 1957, which accords each citizen the right to inspect every public record of a state agency, and the federal Family Educational Rights and Privacy Act (FERPA) of 1974, which grants students the right to confidentiality of records as well as the right to review their educational records and challenge the contents of these records.

One aspect of FERPA, which the University especially wishes to make known to students is that basic directory information may be disclosed without prior consent of the student. Kutztown University defines directory information as: local and home address, local and home telephone number, date and place of birth, enrollment status, major field of study, Kutztown University e-mail address, semesters of attendance, degrees awarded or conferred, student activities and athletic team membership, and height and/or weight information related to team membership. Any student may request that such information not be released through the on-line student services system "MyKU" or by submitting a written request to the Office of the Registrar during the registration process each semester. The names, addresses, and other related information of those arrested or charged with campus crimes will be considered public information as maintained by the University police and will be available for public review without the individual's written permission in accordance with the amended Pennsylvania College and University Security Act.

A student who wishes to allege failure by the University to comply with the Family Educational Rights and Privacy Act may file a complaint in writing with the Family Educational Rights and Privacy Act Office,
U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, concerning any alleged violations of this Act.

In the interest of protecting students from the unauthorized use of records and examination of them, the following stipulations are made:

A. Permanent academic records shall be kept in the Registrar's Office where they shall be made available only upon the request to the proper officer by:

1. a federal, state, or local officer who presents a subpoena,
2. any other person with written permission from the student,
3. any parent or guardian if their most recent Federal Tax return lists the student as a dependent, and if the tax return is on file in the Financial Aid Office.

B. No record shall be kept of a student's religious or political affiliations except as required by the Pennsylvania Human Relations Commission and the United States Department of Health, Education, and Welfare.

C. No photograph of a student may be used by the University in determining admission, assigning housing, or in placement negotiations unless requested by the student.

D. No disciplinary action, membership in organizations, or health record shall appear on a student's permanent academic record.

E. Student Teaching Records. Student teaching evaluations and related student files are maintained by the appropriate academic department within the College of Education. A student may inspect or receive a copy of the record by contacting the Department Chairperson.

F. Non-Academic Records. Student Conduct records are kept by the Dean of Students (Student Conduct) Office include indications of disciplinary actions. The records:

1. are held confidential,
2. are available for examination by the student upon request,
3. are to be destroyed two (2) years after a student terminates enrollment at the University; records of suspended students are destroyed six (6) years after enrollment ends; records of dismissed students are held permanently. The end of the last semester attended will begin the time period calculation for determining when a record will be expunged.
4. are not to be used in an academic transcript or in placement records,
5. are not to be disclosed to outside parties except as permitted or required by law, by subpoena or by permission of the student, unless provided for elsewhere in this document.
Article 4: Due Process

A. Introduction

Educational institutions through the regulation of the use of their facilities and the setting of standards of conduct and scholarship of students have an inherent responsibility in carrying out the educational purposes of their charter. The principles of civility, example, and due process will be followed. Proper safeguards will be provided to protect individual or group rights of students from the imposition of unjust penalties.

Any student or student group charged with violating a University regulation shall have the right to be heard by the appropriate hearing authority. All such bodies shall follow the basic procedures of due process indicated in this document.

Cases falling under the Sexual/Gender Based Offenses Policy including incidents of nonconsensual sexual intercourse, nonconsensual sexual assault, sexual exploitation, dating violence, domestic violence and stalking, must take into account the complainant rights specified in that particular policy and by federal law. The student conduct process in such cases will be consistent with procedural due process defined in this Document while ensuring the complaint procedure is fair and equitable to both parties.

B. Rights

1. University students have the same constitutional freedom of speech, peaceful assembly, and right of petition as other citizens enjoy and are subject to the same civil laws and due process as other citizens.

2. Illegal activity by students, whether on or off campus, subjects the individual to prosecution by civil authorities. The principle of Dual Jurisdiction may apply in some disciplinary matters where a student is charged (1) by law enforcement agencies of violating a civil or criminal law, and (2) by University officials for violation of a University regulation on-campus or off-campus when behavior represents a substantial university interest and/or poses a threat to the health, safety, or well-being of the university or its members.

3. Any student summoned or subpoenaed to any civil or criminal proceeding which requires his/her presence off-campus will have the right to make up his/her work if it can be done within the normal time period for resolving incomplete grades.

C. Ethical Standards of Hearing Authorities.

As a part of the larger community, Kutztown University acknowledges the laws of the land and expects its members to adhere to them. While affording aid to its members in difficulties with the law, the University provides no immunity from the consequences of illegal acts. As an academic community the University has a special interest in the prevention of certain conducts, which are detrimental to its
efforts to facilitate responsible inquiry and educational growth. Conduct regulations are listed in the student handbook, *The Key*.

Hearing authorities, conduct boards and their members exist to serve the university community. To function effectively they are responsible for adhering to certain standards.

1. All matters coming before an appropriate hearing authority are to be treated in a confidential manner. It is the right of every student to have information concerning student conduct matters confined to those directly involved. Members of the various boards or hearing authorities are obliged to refrain from discussing cases with anyone other than fellow members. The confidential nature of hearings pertains not only to the testimony presented but also to discussions held and decisions rendered. In no instance is it proper to divulge information obtained in a hearing.

2. The members of the various boards are appointed to insure that the welfare of the students and the academic community are preserved. The members of boards are charged, specifically, with determining if violations of college regulations have occurred through examination of presented evidence. Implicit in this charge is an acceptance of existing rules, which are established to protect the total community.

3. At no time should a board member be involved in the decision-making process when he/she has a vested interest in the outcome of the case. Any prior knowledge about the case or personal involvement with the complainant, witnesses, or respondent that would give cause for the board member to be biased or prejudiced in the decision-making process is sufficient justification for removing oneself from the deliberations.

4. It is the responsibility of the hearing authority and every board member to possess as many relevant facts as possible to reach a fair and just decision.

5. Hearing authorities and board members should never make accusations or statements regarding their personal beliefs, positions or opinions during the hearing process. Questioning should be conducted to produce information and should not be undertaken to badger an individual. Questioning should take place without prying into unrelated personal matters and without showing hostility.

6. An inherent part of the student conduct procedure is the effort to understand both the students and the situations in which they become involved. Every hearing must be executed in a proper environment and decorum.

7. Decisions are made by the board as a whole. All decisions are reached by simple majority vote and must be upheld by all members of the board.

D. Entry and Search of Residence Areas
1. Kutztown University respects the privacy of all students. Under certain circumstances, the University's obligation to maintain an appropriate educational environment would permit entry and at times search of residence hall areas.

2. The University reserves the right to routinely inspect University-owned housing for fire, health, and sanitation purposes. Such inspections will be carried out through the department of Housing and Dining Services and/or the department of Residence Life. Such inspections must be announced at least 24 hours in advance.

3. Immediate entry by University officials is permissible when violation of University regulation or conduct standard has been observed.

4. Entry by University officials using a Right of Entry form, so authorized by the Dean of Students, when there is reasonable cause to believe that violation of a University regulation exists, is permissible under the following procedures and guidelines:
   a. University officials are authorized to make visual observations only.
   b. Searches of rooms and portable personal effects shall be conducted only through application of a legal warrant as designated by the laws of the Commonwealth of Pennsylvania.
   c. In cases of emergency where there is danger of life and/or property immediate entry without a statement of entry is permissible and regarded as a legitimate admission.
   d. Evidence of a violation of a University regulation observed during a legitimate admission by University officials shall be admissible evidence in University student conduct proceedings.

E. Procedural Due Process

1. Student conduct charges may be requested against a student by a University official for a violation of a University conduct standard or regulation through the submission of an Incident Report to the Dean of Students Office. In addition, members of the University community may file charges when their rights have been violated or they are victims of another student violating a university conduct standard. Such charges shall be filed in the Dean of Students Office and shall contain the following:
   a. a specific reference to the University regulation which was allegedly violated,
   b. a reasonably detailed description of precise acts or omissions, (dates, times, places, victims, and co-actors, if any, shall be specified); and
   c. identification of the person or department bringing charges (aka complainant) and all witnesses who are expected to give testimony, the substance of that testimony, and a description of other types of evidence which may be used.
2. The student respondent will be sent a **notice of charges** from the Dean of Students Office that he/she is being charged with a violation of university regulations and that he/she is to make an appointment for a **preliminary briefing** with their assigned case officer within the time frame indicated in the notice of charges, typically two (2) to ten (10) business days from the date of notice.

3. A student may waive his/her right to participate in the student conduct process, including a hearing, through a written statement.

4. Failure to appear or schedule a preliminary briefing within the specified time-frame as informed in the notice of charges will result in the scheduling of an administrative review of the violation(s) by the assigned hearing authority. Respondents will be notified of the date and time of the administrative review and their attendance requested. **If the respondent does not appear for this review after being provided notice, a decision of responsibility will be made at this meeting based on the presented evidence.**

5. At the preliminary briefing the respondent:
   a. is informed of the charges against him/her(slef).
   b. is advised of the witnesses who may be presented at a hearing.
   c. is advised of his/her right to an advocate consistent with Article 4.G.
   d. is presented with the range of probable sanctions which may be imposed.
   e. is advised of his/her right to appeal and informed of the procedure.
   f. upon being advised of the above, is required to respond to the charges by choosing one (1) of the following responses:
      1) accept responsibility for the violation(s) and have the case officer or hearing authority determine sanction.
      2) deny responsibility for the violation(s) and request a formal hearing before the appropriate hearing authority.
      3) waive their right to participate in the hearing process as defined in Article 4.E.3 and have their case decided informally.

6. In instances where violations are reported or take place over break periods or at the end of an academic period or where the coordination of a hearing board is not logistically feasible, students will then have a hearing with an assigned administrative hearing authority.

7. Notice of the time and place of the hearing before the appropriate hearing authority will be given to the respondent, complainant, and witnesses at least three (3) business days prior to the hearing.
8. In those cases where advocacy is provided by an attorney, the hearing will be scheduled no earlier than five (5) University business days following the preliminary briefing unless an earlier date is requested by the respondent and approved by the Associate Dean of Students or his/her designee.

9. Unless an Interim Suspension is imposed a student shall continue matriculation until his/her case is heard through university procedure.

F. Interim Suspension

1. A Decree of Interim Suspension may only be issued when, in the judgment of the University President or his/her designee, a student's continuing presence on campus presents a clear and present danger to other persons and/or property. If a hearing is necessary it shall commence within ten (10) business days of issuance unless extenuating circumstances exist to warrant an extension of the interim suspension. The student will have the right to complete any missed academic work if the decree is rescinded or the student is found not-responsible. A student respondent on interim suspension who appeals an adverse outcome shall remain on interim suspension until their appeal is fully heard.

2. A Decree of Interim Suspension from a University facility may only be issued when, in the judgment of the University President or his/her designee, a student's continued presence in a campus facility presents a danger or harmful effects to other persons and/or property. A hearing must commence within ten (10) business days to adjudicate the charges unless extenuating circumstances exist to warrant an extension. If a hearing is necessary it shall commence within ten (10) business days of issuance unless extenuating circumstances exist to warrant an extension of the interim suspension. A student respondent on interim suspension who appeals an adverse outcome shall remain on interim suspension until their appeal is fully heard.

G. Role of Advocates in the Student Conduct Process

1. A student bringing charges (complainant) or student charged (respondent) with violating University regulations has a right to an advocate by:

   a. A member of the University community who may be a student, staff member or faculty member.

   b. A private attorney whose expenses will be borne by the student.

2. Any student who brings charges (complainant) or any student charged with a violation (respondent) under the Sexual/Gender Based Offenses Policy for sexual misconduct and/or gender based offenses may have any advocate of choice to assist them throughout the student conduct process.
3. Any student having an advocate is required to notify the Dean of Students Office or their case officer with the name and contact information of their advocate.

4. All meeting/hearing dates and times as well as information, including the description of charges, names of witnesses, substance of testimony and other types of evidence, which may be used, will be supplied to the student throughout the student conduct process. Advocates will have access to this information through the student.

5. During the preliminary briefing or other student conduct meetings, excluding hearings, the advocate may interact with the case officer or designated university official during the meeting.

6. During formal hearings advocates for either party will have no interactive role with the hearing authority. The student will be granted reasonable opportunities during the hearing to privately advise and confer with his/her advocate.

7. If the advocate is not a student, the student will be considered as host while the advocate is on campus. Any disruptive or disorderly behavior on the part of the advocate may result in charges being filed against the student under the following conduct standards: Abuse of the Student Conduct Process and/or Responsibility for Actions of Guests.

H. Formal Hearing Process

Any student accused of violating a University regulation shall have the right to due process and to have his/her case considered.

1. No board may convene with less than a majority of its members present.

2. All hearings shall be conducted as closed proceedings to the general public and university community.

3. In the event that the respondent, without just cause or prior arrangement, does not attend the scheduled hearing or, if he/she withdraws from the university before the scheduled hearing, the case should, nevertheless, be heard.

4. The complainant’s case is presented first. The burden of proof in all cases is on the individual or entity bringing the charges.

5. The complainant and respondent shall have the right to call witnesses, question all witnesses and inspect written statements which relate to the charges.

In some situations including incidents falling under the Sexual/Gender Based Offenses Policy, direct questioning of complainant and respondent by either party will not be permitted. In such cases access to witnesses will be directed and channeled through the assigned hearing authority in lieu of direct questioning.
6. All hearing authorities, boards and hearing officers are empowered to issue student conduct orders to implement their decisions regarding the request of information, the appearance of witnesses, the implementation of the sanctions which they impose, and other matters necessary to their functioning. All members of the University community should comply with student conduct orders.

7. Failure to appear as a student witness is a violation of the Student Code of Conduct.

8. Neither respondents nor witnesses shall be compelled to testify against themselves. Deliberate falsification of testimony shall be considered cause for disciplinary action.

9. Disorderly conduct by participants may result in disciplinary action.

10. The standard of evidence used in all student conduct proceedings is preponderance, therefore, a decision of responsibility will be based upon presented evidence sufficient to make a reasonable person believe that it was more likely than not a student is in violation of university policy.

11. Formal rules of process, procedure and/or technical rules of evidence such as are applied in criminal or civil court do not apply and are not used in student conduct hearings.

12. The designated hearing authority shall have the power to rule on the admissibility of evidence.

13. An outcome notice will be made in writing within five (5) working days by the chair of the appropriate hearing authority to the appropriate student(s). A copy will be sent to the appropriate University official(s) with a record of the hearing. In all cases formal hearings shall be recorded. A student record holder may request a copy of the transcript of the hearing consistent with the Policy on Confidentiality of Student Records (STU-033).

14. In the event the respondent is found responsible for a violation, the hearing authority will then consider a sanction following the hearing. Student conduct history, impact statements and/or testimony from individuals may be included in the consideration.

15. Kutztown University may withhold transcripts, grades, diploma or other official records pending the disposition of cases if deemed reasonably necessary by the Dean of Students Office.

I. Sanctions

1. The appropriate hearing officer or hearing authority, upon determining an individual has, in fact, been found to be responsible for violating a University standard, shall impose one or more of the following sanctions:

   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 at co-curricular events for a specified period of time. The action may 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 years. During the period of suspension the person is not permitted to be on campus or attend
non-public University activities or programs. A suspended student seeking to return must apply for re-admission to the University.

j. **Dismissal:** A hearing authority may recommend to the Dean of Students the permanent separation of the student from the University. A person under this status is not permitted to be on campus or attend any non-public-University activities or program. A dismissed student may petition the University through the Dean of Students after a minimum four years of separation. The individual must show just cause to be considered.

2. **Application and Maintenance**

   a. All sanctions imposed upon a student will be kept on file in the Dean of Students Office as an indication of one's conduct and to determine future sanctions, if necessary. These files may not be examined by hearing authorities before responsibility has been determined in an active proceeding.

   b. Penalties may include any combination of the above.

3. **Jurisdiction for the Issuance of Sanctions**

   a. All hearing authorities may impose all sanctions, including recommendation for suspension or dismissal from the University.

J. **Appeals**

1. **Filing an Appeal**

   a. All students and groups, after having their case heard and decided by the appropriate board or university official, may appeal the decision to the Student-Faculty Review Board. Within five (5) University calendar days, after being officially informed in writing of the decision, a written appeal from the complainant or the respondent must be submitted to the chairperson of the Student-Faculty Review Board via the Dean of Students Office.

   b. The submitted appeal must contain specific citation that shows the reason for the appeal consistent with 4.J.3.

   c. Substantial credible evidence citing the specific error claimed in the initial hearing must be presented.

2. **Appeal Process**
a. The chairperson of the Student-Faculty Review Board, Dean of Students and a student member of the Student-Faculty Review Board will review to determine the merits of the stated basis for appeal.

b. If the stated reasons are insufficient to warrant further review, the appeal will not be accepted.

c. If the appeal is accepted for further review, the entire Student-Faculty Review Board, the complainant and respondent will be summoned to appear.

d. At that time the cited basis for the appeal will only be reviewed, and further testimony may be heard only on that stated basis from the respondent and/or complainant.

e. The board will then reach a decision and inform the appellant of that decision.

3. Reasons for Appeal

a. When evidence is presented to clearly show the previous student conduct process was not conducted in such a manner as to provide the student with procedural due process as outlined in this document.

b. When new evidence would have significant bearing on reversal of the decision and/or reduction or increase of the severity of the sanction.

c. When there is a strong indication that the evidence presented at the original hearing was not sufficiently substantial to justify the decision reached.

d. When the imposed sanction is grossly disproportionate to the offense committed and/or overall student conduct record of the student.

4. Decisions of Appeal

After hearing and reviewing all evidence presented in the appeal, the reviewing authority shall decide to do one of the following and inform the appellant, in writing, within five (5) University calendar days:

a. Uphold the previous decision.

b. If the appellant is the respondent, overrule the previous decision and modify the outcome or dismiss the case.

c. If the appellant is the complainant, overrule the previous decision and send the case back to the board or hearing officer of original jurisdiction for rehearing/sanctioning on stated basis only.
d. If the appellant is the respondent, overrule the previous decision and send the case back to the board or hearing officer of original jurisdiction for rehearing/sanctioning on stated basis only.

e. Rehear the case.

5. All decisions of the Student-Faculty Review Board are final. The original appellant may seek a review, in writing, by the University President or his/her designee, within two (2) University calendar days of receipt of official notification. This request for review must contain relevant specific evidence consistent with 4.J.3.

Article 5: Student Conduct System

A. Process Advisors

1. Student conduct Process Advisors shall be appointed by the Dean of Students and/or Vice President for Enrollment Management and Student Affairs to assist with the implementation and coordination of student conduct hearings.

2. Process Advisors:
   a. preside over University Conduct Board hearings and serve as advisors to the board.
   b. serve as the hearing authority for cases falling under the Sexual/Gender Based Offenses Policy; one to three representatives will preside over hearings in such cases.
   c. conduct formal administrative hearings as needed.
   d. participate in on-going training and professional development regarding student conduct policies, procedures, current issues and best practices.

B. University Conduct Board

1. Composition: The University Conduct Board will consist of 18 – 20 members of the University community. Cases brought before the board will be heard by a three-member University Conduct Board panel (UCB) with a process advisor presiding.

   a. Five students shall be selected by Dean of Students Office. All selectees must be in good academic and disciplinary standing and not currently under any student conduct sanction.
   b. Five faculty members shall be selected from the willingness-to-serve process as conducted by the Committee on Committees. Faculty shall serve three-year staggered terms.
c. Five Professional/Administrative staff shall be selected from willingness-to-serve ballots as conducted by the Committee on Committees. Professional/ Administrative staff shall serve three-year staggered terms.

d. Three to Five Process Advisors.

2. Procedure

   a. All members of the University Conduct Board will participate in content and procedural training relating to the workings of the student conduct system.

   b. When a case is referred to the University Conduct Board, it will be assigned to a Process Advisor.

   c. One representative from each constituency listed in 5.B.1.a.b.c. will be assigned to a case. In the event of a lack of available representatives, more than one representative from the other constituencies may serve at a hearing.

   d. The University Conduct Board is responsible for finding fact, determining responsibility and recommending sanctions, if appropriate, in the case assigned.

   e. The Process Advisor will preside over the hearing and will not participate in the decision of responsibility but will facilitate the deliberative process and be responsible for making the final determination regarding sanctions, as applicable, in consultation with the University Conduct Board.

3. Jurisdiction

   a. Violation of the University’s Student Code of Conduct with exception of the Sexual/Gender Based Offenses Policy.

   b. Violations of the constitution of a student organization which is approved by the Student Government Association.

   c. Violations of the Student Government Association constitution.

   d. Conflicts among groups subordinate to the Student Government Association.

   e. Violations of regulations or procedures established by the Student Government Association.

B. Student-Faculty Review Board

1. Composition

   a. Four students shall be appointed by the Student Government Board. No students serving on the University Conduct Board shall be eligible for the Student-Faculty Review Board.
Board unless the student resigns from the former position. A member must be in good academic and disciplinary standing and not currently under any student conduct sanction.

b. Students shall serve two-year terms and shall maintain their appointment regardless of their role on the Student Government Board.

c. Five faculty members shall serve three-year staggered terms with appointments made by the University Senate.

d. Members shall take office in the fall semester of the year of their selection.

e. Vacancies shall be filled by the appointing body within one month after they occur.

2. Jurisdiction

a. Violations of the Academic Honesty Policy (ACA-027).

b. Cases which arise related to student communication media.

c. Official requests made by the Student Government Board or an administrative officer through the Dean of Students for an interpretation and an official opinion on any of the following: the Student Government Association constitution, the by-laws of the Student Government Board, and of this Document.

d. Appeals from an official student conduct decision of the University Conduct Board or hearing authority within the student conduct system.

C. Removal of a Member of a Conduct Board

1. University Conduct Board

a. Upon petition of an absolute majority of the members of the University Conduct Board, charges may be brought against any member of that board, if he/she does not voluntarily resign.

b. The board shall hear the charges against the member and may remove the member if it feels the charges warrant that action.

c. Standard procedural due process shall be followed in all such cases. Appeals may be directed to the next higher judiciary.

2. Student-Faculty Review Board

a. Upon petition of an absolute majority of the members of the Student-Faculty Review Board, charges may be brought against any member of that board, if he/she does not voluntarily resign. The petition shall be directed to the chair of that board.
b. The appointing body shall hear the charges against the member and may remove the member if it feels the charges warrant that action.

c. Appeals may be directed to the President of the University or his/her designee.

**Article 6: Communication Media**

A. Student Communication Media are a valuable aid in the dissemination of information as well as establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world-at-large.

B. It shall be the responsibility of the Student Communication Media Advisory Board to provide assistance to all campus communication organizations and to encourage the freedom of expression, integrity and aesthetic values in campus communications.

C. As safeguards for the editorial freedom and responsibility of student communications the following provisions are necessary:

1. The student communication media shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student communications media to maintain their integrity and free expression in the academic community.

2. Editors and managers of student communication media shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes, violations of the canons of responsible journalism as cited in 6.3a., shall editors and managers be subject to removal, and then by orderly and prescribed procedures. Such procedures shall involve the presentation of charges by the Student Communications Media Advisory Board to the Student-Faculty Review Board.

3. All student communication media shall explicitly state that opinions expressed are not necessarily those of the University or student body.
Article 7: Definitions of Terms

A. **Respondent** - the student(s) accused of violating a University regulation.

B. **Complainant** - the person(s) referring charges of a violation of a University regulation.

C. **Civil and criminal law** - shall include all laws, regulations and ordinances made by the United States Government, the Commonwealth of Pennsylvania and its political subdivisions.

D. **University official** - employee of the University under the authority of the President. Such personnel may include administrators, as well as faculty, when performing administrative functions.

E. **University regulation** - an official rule established by an appropriate University authority governing the conduct or behavior of a member of the University community.

F. **Members of the University community** - shall include University officials, faculty, non-instructional staff, and all full-time and part-time graduate and undergraduate students.

G. **University housing** - all living facilities owned, leased and/or operated by Kutztown University and/or the Commonwealth of Pennsylvania.

H. **Good academic standing** as prescribed in KU Policy ACA-042: Academic Warning, Probation, and Dismissal.

I. **Quorum** - the established minimum number of members required to conduct business.

J. **Absolute majority** - a majority of the entire voting membership.

K. **Simple majority** - a majority of those voting members present, provided there is a quorum.

L. **University communications organization** - Any approved organization, which is engaged in University communications.

Article 8: Authority

A. Specific regulations concerning student conduct on or off campus and their administration shall be the responsibility of the Council of Trustees and the President of the University through the Division of Enrollment Management and Student Affairs and such members of the faculty and student body as appropriate.

B. The Dean of Students or his/her appointed designee is that person designated by the university President or his/her designee to be responsible for the administration of the Student Code of Conduct and for directing periodic reviews and updates to this document & the Student Code of Conduct.
C. The Dean of Students or his/her designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearing processes that are consistent with the provisions of the *Student Code of Conduct*.

D. Students are recognized as contributing members of the university community. All are recognized as having specific rights and responsibilities which are set forth in this document, the *Student Code of Conduct* and the Kutztown University student handbook, *The Key*.