

STUDENT CONDUCT PROCESS

The following university sanctions may be assigned in response to students found in violation of the Student Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions. Sanctions can be assigned to an individual student, group of students, and/or student organizations.

Reporting

Any member of the Capital University community may file a written Incident Report about a student, group, or student organization for misconduct. A report must be prepared in writing and directed to the Associate Dean of Students/Director of Student Rights and Standards in the Office of the Dean of Students. Incident Reports should be submitted immediately, preferably within 24 hours, though complaints may be possible months or years after a violation, depending on the circumstances. Written complaints will be prepared and filed with the Director of Student Rights and Standards or the person designated by the Vice President of Student Affairs and Dean of Students as the individual responsible for the administration of the Student Conduct System.

Investigation

Upon receipt of a report or other information about an alleged violation of the Student Code of Conduct, preliminary investigations may be conducted by Public Safety Officers and/or by members of the Vice president and Dean of Students' staff to determine the following:

- If the report has merit
- If there is a need for a formal violation notice to be filed
- If the alleged behavior can be appropriately resolved by an informal meeting
- If the information is insufficient to a degree that no formal violation notice will be filed.

Formal Notice of Violation

Students will receive a formal written notification and asked to appear before a hearing body when there is reasonable basis to believe that the student may have committed a violation of the Student Code of Conduct and the community's standards. Formal violations shall be presented to the accused student in writing by the appropriate hearing officer.

Notice of conduct proceedings and related materials will be expediently sent to the student's local address which is listed in the Registration and Records Office. Additionally, notice by e-mail will also be sent, where possible. It is the student's responsibility to provide accurate information to the college and to update this information when appropriate.

Major Violations

Incidents involving serious misconduct that potentially or actually endangers the health and safety of others, that damages property, that interferes with the Campus Hearing Board process, and/or that involves the possession, use, sale, manufacture or distribution of drugs shall be treated as major violations of the Student Code of Conduct. In such cases, the responsible student will typically receive a sanction that includes Disciplinary Probation, Disciplinary Suspension or Disciplinary Dismissal, any of which may be issued following a single occurrence.

Conduct Conference Administrators and Hearing Boards

A time will be set for a hearing, not less than three (3) nor more than fifteen (15) college business days after the student has been notified of the violation of the Student Code of Conduct. Time limits for scheduling of hearings may be changed for reasonable cause at the discretion of the hearing officer. On occasion, as a result of the timing of a report or the university calendar, it may not be possible for the Associate Dean of Students and Director of Student Rights and Standards to convene the appropriate board for a hearing. On such

occasions, the Associate Dean of Students and Director of Student Rights and Standards will determine the appropriate alternative hearing format to be used.

After reviewing an incident report, the Office of Student Rights and Standards assigns the incident/complaint a number and determines how the case will proceed. An incident/complaint will be addressed as follows:

- a. Dismissed
- b. Information provided does not constitute a violation
- c. Insufficient evidence to establish reasonable cause
- d. Assigned for a formal hearing to a Hearing Officer, Peer Hearing Board, or Campus Hearing Board.

The following are the representative hearing bodies on the Capital University campus.

Conduct Conference Administrators are members of the Vice president and Dean of Students' staff responsible for hearing violations of the Student Code of Conduct. These individuals include the following:

1. Vice president and Dean of Students
2. Associate Dean of Students and Director of Student Rights and Standards
3. Director of Residence Life and Housing
4. Assistant Director of Residence Life and Housing
5. Residence Hall Coordinators

Peer Hearing Board is comprised of students who hear cases on a rotating basis, with a minimum of three (3) to five (5) students to hear a case. A member of the panel serves as the Chair for the hearing. Membership on the board is open to all full-time undergraduates through a selection process coordinated by the Office of Student Rights and Standards.

Campus Hearing Board is the highest hearing board on campus. The Board is comprised of students, faculty, and staff who hear cases on a rotating basis, with a minimum of three persons, and must have a minimum of one faculty, one staff and one student to hear a case. A member of the panel serves as the Chair for the hearing. Membership on the board is open to all full-time undergraduates through a selection process coordinated by the Associate Dean of Student Affairs.

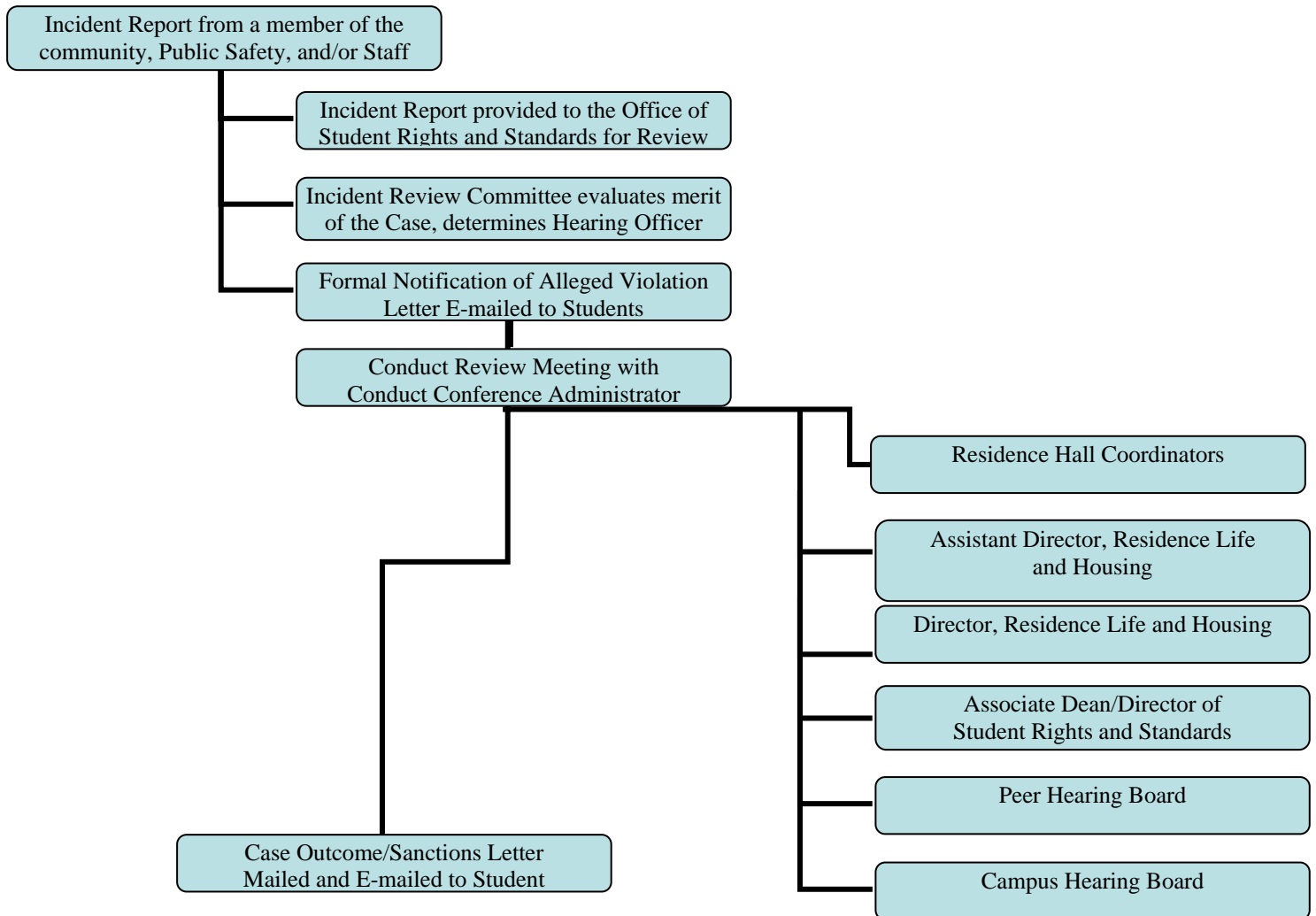
Dean's Hearing Board is a minimum three-person hearing panel comprised of faculty and staff members. The board may or may not have student representation. A member of the panel serves as the presiding officer for that hearing. Faculty and staff are appointed by the Vice president, Provost, and/or academic dean.

Hearing Process

1. Hearing Officers may conduct an investigation to determine if the complaint has merit and/or if a complaint can be resolved by mutual consent of both parties involved. Such resolution will be final and there will be no subsequent proceedings.
2. If in the course of an investigation, a student accepts responsibility for the allegations of the complaint, the Hearing Officer will conduct an informal hearing. The hearing will be used to determine the sanctions, only, after the accused student has accepted responsibility for a violation(s).
3. Once the incident/complaint is assigned to a Hearing Officer, the Office of Student Rights and Standards assumes the role of monitor, adviser and record keeper. The Associate Dean also provides the following case oversight:
 - Monitors the progress of the incident/complaint through the system
 - Ensures correct procedures are followed
 - Observes deliberation
 - Advises when needed
 - Maintains a final record of the complaint
4. If an appeal is requested, the Associate Dean of Students and Director of Student Rights and Standards determines if grounds for an appeal exist, and if so assigns the appeal to the appropriate conduct officer and maintains a record of the resolution.

CASE TRAJECTORY

The following visual diagram outlines the student conduct case review process.



Student Rights in the Conduct Process *(Applies to both complainant and the accused student, except where noted)*

1. To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
2. To request in writing to the Director of Student Rights and Standards that separate hearings are conducted, if more than one student has been accused of a Student Code of Conduct violation arising out of a common incident.
3. To hear testimony and/or see all written statements concerning the complaint.
4. To be informed of the names of all witnesses who will provide oral and/or written statements, unless the Director of Student Rights and Standards makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party to fully respond to the testimony/written statement.
5. To refute oral and/or written statements made by witnesses and other parties.
6. To have a fair and prompt hearing, and to have any delays in scheduling explained.
7. To be notified promptly of the resolution of the complaint.
8. To be advised of the appropriate appeal process. Complainants do not have the right to appeal all types of violations.

Student Responsibilities in the Conduct Process

1. The university expects students to assume responsibility for their own actions during the conduct process.
2. Students are expected to appear when requested to do so throughout the entire process, and failure to do so may result in a formal non-compliance violation for failing to comply with the directives of a university official.
3. If the student fails to appear and proper notification has been verified, the hearing will proceed.
4. Sanctions may be imposed upon a student refusing to appear or cooperate.
5. Throughout the conduct process, students have the responsibility to present truthful information.
6. Any student found to have willfully presented false or misleading information will be subject to notice and a hearing on a complaint of abuse of the campus conduct system.
7. Students are expected to complete the sanctions issued at any level in the conduct process. Failure to do so may result in further conduct action.

Student Organization Responsibilities in the Conduct Process

1. Student organizations are expected to adhere to the Student Code of Conduct and all applicable university policies and procedures.
2. Officers of student organizations are responsible for promoting and ensuring compliance with policies.
3. Whenever a student organization is involved in any conduct violation and/or hearing proceeding, its President or his/her designated/elected officer of the organization will represent the group in all conferences and hearing processes.
4. The President and elected officers are responsible for instructing all members to allow the conduct hearing process to take its normal course of action, and to refrain with interfering and/or obstructing the process.
5. In order to maintain the integrity of the process, only the designated/elected officer of the organization representing the group will be permitted to be in the hearing and surrounding location, unless appearing as a witness.

Governing Principles for Hearing Processes

Some information that appears in this section may only be relevant to Peer Hearing Board and Campus Hearing Board processes.

1. Students have the right to fundamental procedural fairness within an impartial conduct administration system.
2. A Hearing Officer or Hearing Board member who is unable to hear a case in an unbiased manner must excuse her/himself from the case.
3. Hearings will be conducted in private.
4. All student members of a Peer Hearing Board and/or Campus Hearing Board must be in good academic standing and must meet the required minimum 2.75 cumulative grade point average.
5. All faculty members must be full-time members of the university faculty.
6. All staff members must be full-time members of the university staff.
7. Admission of any person to a university hearing process will be at the discretion of the hearing officer Chair/hearing board members.
8. Students may only be found in violation if the evidence brought forward during the investigation and/or hearing persuades the majority of the hearing board members that it is more likely than not that the accused student's action is a violation of the Student Code of Conduct.
9. The hearing officers and hearing board members may have access to records of previous hearings to assist with the determination of sanctions. It is the responsibility of the Office of Student Rights and Standards to bring the information to the attention of the hearing officer and/or hearing board members.
10. Where there are suspected patterns of serious offenses, records of previous similar violations of the Student Code of Conduct may be considered during the hearing and sanctioning process. It is the responsibility of the Office of Student Rights and Standards to bring the information to the attention of the hearing officer and/or hearing board members.
11. Hearing Officers and Hearing Board Members are expected to maintain the confidentiality of all details of the hearing proceedings, including deliberations, unless otherwise instructed by Office of Student Rights

and Standards, University Legal Counsel, Vice president and Dean of Students, and/or the President of Capital University.

12. Witnesses and evidence that are not disclosed in advance of the hearing may be excluded at the discretion of the hearing officer and/or Chair/hearing board members.
13. In hearings involving more than one accused student, the hearing officer or Chair of the Hearing Board may permit the hearings concerning each student to be conducted separately.
14. All Peer Hearing Board and Campus Hearing Board proceedings will be recorded using a digital recording device.
15. At each hearing, the hearing board members will determine the Chair to preside over the hearing proceedings.
16. The complainant and accused student each have the right to have one adviser present at the hearing proceedings. The complainant and accused student must inform the Office of Student Rights and Standards of the name of each respective adviser at least one (1) business day prior to the scheduled hearing.
17. The adviser must be a current full-time student, faculty, or staff member of the Capital University traditional undergraduate campus. The adviser cannot be an attorney or law student.
18. The complainant and accused are responsible for presenting their own arguments. The adviser is not permitted to speak or participate directly in any hearing before a Peer Hearing Board and Campus Hearing Board.
19. The adviser may exchange notes with the advisee during the hearing board process. Should the adviser go beyond the permitted role, they may be removed from the hearing process at the discretion of the Chair/hearing board members. The hearing process will proceed and the complainant and/or accused student will forfeit the right to have an adviser present in the hearing process.
20. The complainant and accused are permitted to present no more than 3-5 material witnesses, all of whom may be questioned by the hearing board members and parties represented in the case.
 1. It is the responsibility of the complainant and the accused to contact their own witnesses to request their attendance at the hearing, and to notify the Office of Student Rights and Standards of all witnesses at least one (1) business day prior to the scheduled hearing.
 2. The Office of Student Rights and Standards and/or Chair of the hearing board may limit the number of witnesses permitted to participate in the hearing process if
 - a. It is clear they will offer no new, relevant, or otherwise essential information
 - b. The information is perceived to be redundant/repetitive
21. The Office of Student Rights and Standards may also contact witnesses to appear at a hearing. The hearing may proceed even if all witnesses are not present.

Special Provisions: Sexual Misconduct and Discrimination Complaints

For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room.

1. The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such evidence is determined to be highly relevant by the Chairperson. All such evidence sought to be admitted into the hearing process will be presumed irrelevant.
2. The alleged victim in any complaint alleging sexual misconduct will be notified in writing of the outcome and any sanction and will be kept apprised of the status of any appeal requests or granting of an appeal.
3. If the party charged in a complaint who has been properly served with a copy of the complaint fails to attend the hearing, the hearing board may, in its discretion, reschedule the case within a 5-7 day period or other reasonable time, or may proceed to consider the alleged offenses, investigate the charges and arrive at a resolution or hearing outcome.
4. A resolution or hearing outcome reached by a hearing board may be appealed by the accused student(s) or the complainant(s) to the Vice president and Dean of Students or his/her designee.

Provisions for Appeals

1. Students have the right to appeal the case outcome based on the following:
 - a. New evidence, unavailable during the original hearing, that could determine a different outcome
 - b. Hearing procedures deviated from the written procedures in the Student Handbook which is perceived to have impacted the fairness of the hearing process
 - c. Sanction(s) are perceived to be grossly disproportionate to alleged offense
 - d. The findings are not aligned with the evidence
 - e. Bias on the part of a hearing board member that deprived the process of impartiality.
2. The appeal must be made in writing using the Office of Student Rights and Standards Appeal form.
3. The Office of Student Rights and Standards must receive the appeal within three (3) business days of the receipt of the written hearing board case outcome.
4. If an appeal is not filed with the Office of Student Rights and Standards within three business days of the date the parties received the initial case outcome/resolution, the right to appeal is waived and the original hearing outcome/resolution becomes final.
5. An appeal will be reviewed by the Vice president and Dean of Students. The Vice president and Dean of Students will notify the appellant within 5-7 business days of the outcome of the appeal. The Vice president and Dean of Students will take one of the following actions:
 - a. Uphold the decision of the hearing board
 - b. Grant the appeal with special provisions or with the removal of all sanctions
 - c. Assign a new hearing board to hear the facts of the case
6. The appeal outcome/resolution by the Vice president and Dean of Students will be shared with all parties in the case, with the expectation for compliance with the case outcome/resolution.

Appeals to the President of Capital University

A student or student organization may request that the President of Capital University review a suspension, dismissal or expulsion decision based on the following criteria:

- a. The student has appealed to the Vice president and Dean of Students
- b. The appeal is being submitted to the Office of the President within 3 business days of the receipt of the written case outcome from the Vice president and Dean of Students or the Vice president for Academic Affairs
- c. The President will notify the appellant of the case outcome/resolution at his discretion.
- d. The appeal outcome/resolution by the President will be shared with the Vice president and Dean of Students and all parties in the case, with the expectation for compliance with the case outcome/resolution.

Non-Academic Grievances

Capital University has established policies for students to pursue non-academic grievances against faculty members, administrators or hourly staff persons. A non-academic grievance is the formal expression by a student that s/he has been harmed by the malicious, arbitrary, capricious or discriminatory action (including a violation of the university's nondiscrimination policy, human dignity policy or sexual harassment policy) by a member of the faculty, an administrator or a staff member. Students who wish to file a non-academic grievance should contact the vice president of Student Affairs and dean of students in the Campus Center or via phone at 236-6611 for information.

LEVELS OF VIOLATIONS and POSSIBLE SANCTIONS

Level I Violations

The following are examples of the most common Level I violations and possible outcomes for offenses:

- Improper Disposal of Trash

- Guest and Visitor Policy
- Pet Policy
- Quiet, Courtesy Hours and Noise
- Room Inspection Policy
- Overnight Guests/Guest Room Policy
- Posting Policy

Possible Sanctions for Level I violations, include but are not limited to:

- Letter of Warning
- Disciplinary Counseling
- Education Project
- Monetary Fine

Level II Violations

The following are examples of the most common Level II violations and possible outcomes for offenses:

- Use/Abuse of Student ID
- Security Violations
- Smoking
- Solicitation and Sales on Campus
- Technology Misuse or Abuse
- Second “Level I” Violation within a 12-month period
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level II violations, include but are not limited to:

- Disciplinary Counseling
- Education Project
- Special Assignment
- Monetary Fine
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Conduct Probation

Level III Violations

The following are examples of the most common Level III violations and possible outcomes for offenses:

- Alcohol/Underage Drinking Policy
- Electronic Copyright Infringement Policy
- Disorderly Conduct
- Disorderly Intoxication
- Fire Safety - Minor (candles, halogen lamps/bulbs, coil appliances, incenses)
- Failure to Appear before a Student Conduct Officer or Hearing Board
- Furnishing False Identification and/or Information
- Gambling Policy
- Hazing
- Illegal Entry/Trespassing
- Intimidation
- Keys - Duplication and Unauthorized Possession
- Second “Level II” Violation within a 12-month period

- Sexual Misconduct
- Theft, Attempted Theft, Possession of Stolen Property (under \$150.00)
- Third “Level I” Violation within a 12-month period
- Violation committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level III violations, include but are not limited to:

- Education Project
- Monetary Fine
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

Level IV Violations

The following are examples of the most common Level IV violations and possible outcomes for offenses:

- Assault
- Concealed Weapons
- Drugs-Possession, Use, Sale and Drug Paraphernalia
- Failure to comply with a student conduct administrative or hearing board decision
- Failure to comply with College official/law enforcement
- Firearms/Firecrackers
- Fire Safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth “Level I” Violation within a 12-month period
- Harassment
- Malicious Destruction of Property
- Second “Level III” Violation within a 12-month period
- Sexual Assault and Sexual Violence
- Theft, Attempted Theft, Possession of Stolen Property (\$150.00 or more)
- Third “Level II” Violation within a 12-month period
- Violations committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level IV violations, include but are not limited to:

- Monetary Fine
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Loss of Privileges
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension
- Dismissal

Level V Violations

The following are examples of the most common Level V violations and possible outcomes for offenses:

- Two level IV violations within one-year
- Any offense or series of offenses that poses a threat to the health, safety, and well being of a student, to the College, or to the community
- A violation or conviction of local, state, and/or federal law can also be considered a Level V violation

Possible Sanctions for Level IV violations, include but are not limited to:

- Suspension
- Dismissal

GENERAL UNIVERSITY SANCTIONS

The following university sanctions may be assigned in response to students found in violation of the Student Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions. Sanctions can be assigned to an individual student, group of students, and/or student organizations.

1. Alcohol Sanctioning Guidelines

First Offense	Alcohol Education, Substance Abuse Assessment, Counseling, Possible Probationary Period, Educational Project, Parental Notification
Second Offense	Completion of an <i>Underage Drinking Program</i> , Probation for no less than two (2) Semesters, and Parental Notification
Third Offense	Removal from the Residence Halls, \$150 Fine, Parental Notification, Deferred Suspension
Fourth Offense	Further violations may result in suspension or dismissal

2. Counseling

If, in the opinion of the hearing officer or Campus Hearing Board, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a member of the Counseling Staff or another professional off campus. The Campus Hearing Board can mandate that students participate in required counseling for a specified period of time or as outlined by the Mount Carmel Behavioral Healthcare Services Counseling and Assistance Program for Students (CAPS) staff.

3. Deferred Suspension

This sanction is a suspension that is delayed pending a specified behavioral performance. A definite period of observation and review occurs during the deferred suspension period. If a student is again found responsible for violating the Student Code of Conduct, the suspension will take place immediately without appeal for any subsequent violation.

4. Dismissal

Dismissal requires that the student completely sever any and all connection with Capital University within 24 hours of notification of the disciplinary action from the Campus Hearing Board. *When a student is dismissed, he/she is not to return to the campus, programs, facilities and activities of the university without written permission from the Vice President/Dean of Students, the Director of Student Rights and Standards.*

5. Drug Sanctioning Guidelines

First Offense	Marijuana 101, Substance Abuse Assessment, \$150 Fine, Probationary Period, Educational Project, Parental Notification, Possible Deferred Suspension, Suspension, or Dismissal
Second Offense	Substance Abuse Treatment Program, \$300 Fine, Possible suspension from residence halls, Possible Deferred Suspension, Suspension, or Dismissal
Third Offense	Further violations may result in permanent suspension from residence halls, and/or suspension or dismissal from the university

6. Educational Project

The student is required to conduct research or a project in an area relevant to the offense.

7. Fine/Administrative Fees

Amount	Reason
\$35	Fee to cover costs associated with educational workshops, including Alcohol Edu, Marijuana 101, etc.
\$50	Failure to attend a meeting/conduct conference
\$50 per sanction	Failure to complete sanction by the required date
\$50	Fine for failure to attend or cancel within 24 hours a scheduled appointment or assessment with the Counseling and Assistance Program
\$100	Fee for Maryhaven <i>Underage Drinking Program</i>
\$150	Fine for third alcohol violation (<i>there are usually no specific fines for 1st and 2nd violations</i>)
\$150	Fine for first marijuana violation
\$300	Fine for second marijuana violation

8. Housing Dismissal

Students who are permanently dismissed from housing will be required to vacate their residence halls within 24 hours of notification of the disciplinary action from the Campus Hearing Board. In the event of suspension, students will be charged the full housing fee for the entire semester. The student may not reapply for residency.

9. Housing Probation

Any similar or more serious violation of the Code of Student Conduct while on probation status will result in the mandatory imposition of a suspension or dismissal from Capital University Housing, the length being a minimum of the balance of the semester or one full semester. In the event of suspension, students will be charged the full housing fee for the entire semester.

10. Housing Relocation

If a student is living in a residence hall he or she may be required to move to another floor or into another residence hall.

11. Housing Suspension

Students who are suspended from university housing will be required to move out of housing within 24 hours of notification of the disciplinary action for the length of time specified by the Campus Hearing Board. Any student who receives a suspension from University Housing will lose eligibility to live in apartment style housing or group and/or organization housing privileges.

12. No Contact Order

A *No Contact Order* may be imposed in instances where it is determined that a student poses a potential threat to another person. This means no contact in person, via phone, cell phone, text message, instant message, communication via friends or other third parties, etc. In the event that the individual meets by

chance/other reasons with the student in question, they are instructed to refrain from making any contact. A violation of the *No Contact Order* could result in either a Housing or University Suspension.

13. Official Warning

The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions.

14. Parents/Guardian Notification- Parents and guardians may be notified of violations of university policies pertaining to alcohol and drugs, potentially life-threatening emergencies, incidents involving hospitals or police agencies, and in violations of the any federal, state or local laws.

15. Persona Non-Grata

The Vice president and Dean for Student Affairs has the authority to immediately ban students from the campus or on specified areas of the campus indefinitely or for a specified period of time.

16. Probation

Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that his/her behavior conforms to university standards of conduct. When imposed, the student and/or student organization may be subject to the following:

- Possible ineligibility to represent Capital University in any official capacity
- Possible ineligibility to hold office in any student organization or group
- Possible ineligibility to affiliate with a fraternity or sorority organization
- Possible ineligibility for varsity athletic competition or club sports

Student conduct violations are cumulative. Therefore, all subsequent violations of the Student Code of Conduct will be subject to suspension or dismissal.

17. Restitution

The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.

18. Revocation and/or Limitation of Privileges

The student is denied or restricted from certain activities or privileges for a specified period of time, such as student clubs/organizations, intercollegiate activities/athletics, and possible loss eligibility for participation in the Housing Lottery Process, etc.

19. Revocation of Admission

Admission to Capital University may be revoked for fraud, misrepresentation, or other violation of Capital University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

20. Suspension

Students will be removed from the university within 24 hours of notification of the disciplinary action from the Campus Hearing Board. The student will be required to apply for readmission at the end of the specified period of suspension. *While a student is suspended, s/he is not to return to the campus, programs, facilities and activities of the university without written permission from the Vice president/Dean of Students and/or the Director of Student Rights and Standards.* In the event of

suspension, students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the University Bulletin. All other fees and charges are forfeited. If a student is suspended from the university, a letter will be sent to his/her parent(s) or legal guardians with notification of the suspension. Alcohol and/or drug violations will be specified in this letter.

21. Suspension of Recognition

Refers to termination of university recognition as a registered student organization for a specific or indefinite period of time.

Other Discretionary Sanctions. The Vice president shall have the right to impose other discretionary sanctions, which may include probation, suspension, dismissal, other lesser sanctions as deemed appropriate, or notification of parents or legal guardians of the students if the administrative sanction is Disciplinary Suspension or Disciplinary Probation, unless the student is on record as an independent student.

Maintenance and Release of Student Disciplinary Records

All student records pertaining to violations of the Student Code of Conduct, except those that resulted in the student receiving a sanction of Disciplinary Suspension or Disciplinary Dismissal from the university shall be destroyed seven years after graduation or withdrawal from the university. It is the policy of Capital University not to release any information related to a student's involvement in the student conduct process without the express written consent of the student, unless the misconduct resulted in Disciplinary Suspension or Disciplinary Dismissal.

Campus Notification

As soon as feasible after an incident which represents a serious breach of community standards, a brief description of the incident will be posted at designated locations around campus. In addition, statistics are compiled by the Office of Public Safety and published annually in compliance with the Clery Act.

Interpretation and Revision

Any question of interpretation of the Student Code of Conduct or other university policy shall be referred to the Vice President for Student Affairs or his or her designee for a final determination. The Student Code of Conduct shall be reviewed every three years under the direction of the Vice President for Student Affairs or his or her designee.