

Clayton State University Sanctions

The following are sanctions commonly used by the University in cases of student misconduct. Sanctions at Clayton State University do not appear on the student's academic transcript and are only kept in the Office of Community Standards.

Conduct files, except for those involving suspension or expulsion, are kept for 5 years past the students last date of attendance. Conduct information for cases involving suspension or expulsion are kept indefinitely.

Information within a student's conduct record is protected under FERPA and is only shared if the student has signed a consent form.

1. **Disciplinary Warning**

A Disciplinary Warning is an official written and/or verbal reprimand.

2. **Disciplinary Probation**

Disciplinary Probation is a period of time during which further violations of the rules and regulations of the University may result in suspension or expulsion. Probation may be imposed for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's enrollment at the University. Disciplinary Probation is not the same as Academic Probation and does not affect a student's academic record.

***Example-** Joseph is on disciplinary probation until fall semester of 2018. He must complete his service hours and educational projects during his probationary period. If he fails to do so he may have a "judicial hold" preventing registration placed on his account until he completes these activities and provides verification. He may also face additional "Failure to Comply" charges that may lead to increased sanctions including Suspension.*

3. **Fines**

Conduct fines are used to assist in educational programming and/or restitution of damages. A fine is placed on the student account for smoking in a residence hall room or for damage the student caused. OCS may also facilitate a student reimbursing an accused student Restitution may be used alone although it is frequently recommended in combination with other sanctions.

Fines are common for Smoking violations in the Residence Halls.

4. **Developmental Sanctions**

Community Service Hours –Performance of tasks designed to benefit the University community and help the student learn why her/his behavior was inappropriate.

The student performs service in the University community at a site approved by OCS. The student provides OCS with verification of completion and a reflection paper. Any community service assigned should be related to the original incident. Community Service should not be assigned without a location.

Example- *Tariq is found responsible for vandalizing Laker Hall. He is to perform 60 hours of service work with the Housing Facilities before December 12, 2005. It is recommended that this service expose Tariq to the value of sharing equipment and being accountable to other people.*

Educational Programs – Enrollment and completion of a class or workshop that could help the student understand why her/his behavior was inappropriate.

Note- The student completes a class or workshop directly related to the violation. The class or workshop may involve a cost. Classes and workshops are sometimes canceled or rescheduled so writing these guidelines with flexibility that allows for alternatives helps the student and OCS. It is the student's responsibility to provide OCS with written proof of the sanction's completion.

Example- David is to complete a workshop that addresses the negative consequences of using violence or aggression to settle his differences. The workshop must be completed no later than December 1, 2017. If the class/workshop is not available, David has the option to complete a similar program with a Counseling Center counselor one-on-one.

Presentations/Interviews and Bulletin Boards – Students may be required to present programs or create bulletin boards on topics related to the offense.

Example: You will create a bulletin board in Laker Hall with the following information: Clayton State's alcohol policy; alcohol and its effect on academic success; statistics on alcohol related deaths and crimes on U.S. college campuses; campus and community resources for students dealing with alcoholism or who are children of alcoholics. The bulletin board must be creative, colorful, eye-catching, and informative. You must conduct your own research and supply your own materials. Contact Assistant Director of Housing and Residence Life, for your assigned bulletin board. Ms. will also judge the bulletin board to ensure it meets the above requirements.

Example: *Jason is found responsible for tampering with fire safety equipment in the residence halls. He is required to perform two interviews and write a reflection paper before December 1, 2017. It is recommended that these interviews expose Jason to the potential safety and legal consequences of tampering with fire safety equipment.*

Parental Notification Letter- Per FERPA regulations, a letter may be sent to the parents/legal guardians of students under 21 years of age who have been found in violation of the Clayton State University Drug and Alcohol policy.

Substance Abuse Assessment - Students may be required to submit to an assessment for substance abuse. *Periodic drug testing, not to exceed two random tests per semester for a minimum of three semesters, may be required.*

Counseling Screening - Students may be required to undergo a counseling screening, based on the reported behaviors and/or recommendations of the adjudicating authority or official. **Note:** This sanction is designed to assist the student with addressing issues that may be interfering with his/her normal functioning and behavior that may be inappropriate at CSU. Student can be referred to attend one session, **but cannot be mandated to attend counseling**. The referral is for one meeting (see form on pg). *The hearing panel should indicate any concerns that may need to be addressed during the meeting (i.e. Anger Management, Substance Abuse). Information on the charges will also be included on the referral form to assist the Counseling Staff. There is no fee as services are included in Student Tuition and Fees.*

Writing Assignments - Student may be required to complete a book review, research paper, reflection paper or letter of apology related to offense.

Letters of Apology should only be assigned if the student indicates remorse and apologized or indicates that they would like to.

All writing assignments include the following requirements listed in the sanction, unless otherwise noted by the hearing panel: *Typed essay with 1" margins, double spaced, 12 pt. font .Any sources should be properly cited in MLA Format. Once complete, the paper should be submitted via email to . Essays that do not follow the directions or meet the standards set forth by the Office of Community Standards will be rejected and returned to the student to be re-submitted after verification of a visit to the Writer's Studio or the Center for Academic Success.*

Online Educational Course – Students may be required to complete an online education course for drug or alcohol education. Students may be required to pay for course.

Example: Marijuana 101 & Alcohol 101. Both courses cost \$35 and are online through a third party provider.

5. **Restricted Access**

Restricted presence on campus – Students may be restricted from certain areas of campus or from the entire campus except to attend classes or use the Library.

Example- A student accepts responsibility for starting a fight in the Student Activities Center. He then cannot access the SAC for one semester.

6. **Suspension-** Separation from the University or University housing for a specified period of time or until certain conditions are met. A suspended student is not permitted to be on campus with the consent of the VPSA.

Note: Suspension may be established for a defined period of time (such as one semester or through the end of fall term 2019.) Suspension can also be open-ended and continued until certain conditions are met. The type of condition(s) established will vary and may include conditions such as: until the student has completed other sanctions, or until the student has provided documented evidence to the University that s/he is ready to return and will no longer pose a danger to persons or property.

Housing Suspension: A decision of Housing Suspension terminates the student's status as a residential student for a specific period of time and prohibits the student from entering any university housing facility without specific authorization from the Vice President of Student Affairs or Dean of Students. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Director of Community Standards. Students suspended from housing will not receive a refund of their housing cost. A student suspended from housing may still attend classes, but may not visit the residential facilities.

University Suspension: A decision of University Suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or Dean of Students and student is subject to arrest for trespassing. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Dean of Students.

Examples: Re-Enrollment Conditions

- *You must provide the Office of Student Conduct a Certificate of Completion as proof you attended substance abuse counseling for alcohol use BEFORE being readmitted to the University.*
- *Alcohol Education Program – If, in the future, you are readmitted to Clayton State, you must, before the end of your first semester of readmission, conduct an alcohol and other drug education program with the Alcohol and Other Drug Task Force/Committee*
- *In order to re-enroll in both the University and University Housing, you must undergo a psychological evaluation, at your own expense, by a qualified mental health professional(of your choice), approved by the University to determine your ability to function and live in a University setting without posing a threat to the safety and well-being of others and/or disrupting normal institutional operations. You may contact the University's office of Counseling and Psychological Services for assistance in locating a qualified mental health provider.*
- *You must authorize the qualified health professional to release the results of your evaluation to the University. Pending the outcome and review of this evaluation, a determination will be made on your suitability to be reinstated at the University.*

7. Expulsion- Permanent separation from the University

Note: Expulsion does not provide any option for the student to return to the University. It is a permanent separation. When a student is expelled during a term, his/her tuition is forfeited. This sanction is almost always effective immediately but may be delayed for a short time if the circumstances of the case are appropriate. An expelled student is not permitted to be on campus for any reason; the CSU Police Department will be notified

Housing Expulsion- A decision of housing expulsion permanently terminates the student's status as a residential student. A student expelled from housing may not enter any University housing facility without specific authorization from the Vice President of Student Affairs or the Dean of Students. Students expelled from housing will not receive a refund of their housing cost.

University Expulsion- A decision of expulsion permanently terminates the student's status as an enrolled student at the University. An expelled student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or his/her designee and is considered trespassing without such permission.

***Example-** Andrew is expelled from the University effective immediately for cocaine trafficking. Under no circumstances will he be allowed to enroll as a student, participate in any University sponsored activity, or be present on CSU property.*

Office of Community Standards Sanction Reference Sheet

The following represents a general reference for determining sanctions based on the Conduct Regulation and the level and history of violations. Please remember that each student and situation is unique and that there may be mitigating circumstances that may require sanctions that differ greatly from what is listed here. This is a just a general reference and not rules. Please do not share this document with non-UHP members or others not affiliated with the Office of Community Standards.

I. Academic Conduct Regulations

A. Disruption of the Learning Environment

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, removal from one class session, WF in course, lower final grade by one letter (**please refer to instructor syllabus**), letter of apology to instructor/classmates, research paper or essay
- b. Suspension for 1 one full year
- c. Expulsion

B. Giving or Receiving Unauthorized Assistance

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, lower final grade by one letter, letter of apology to instructor/classmates, research paper or essay
- b. Suspension for 1 one full year
- c. Expulsion

C. Unauthorized Materials or Equipment

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, lower final grade by one letter, letter of apology to instructor/classmates, research paper or essay
- b. Suspension for 1 one full year
- c. Expulsion

D. Furnishing Unauthorized Exam Information or Materials

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, lower final grade by one letter, letter of apology to instructor/classmates, research paper or essay
- b. Suspension for 1 one full year
- c. Expulsion

E. Plagiarism and Misrepresentation of Work

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, re-submit assignment for no credit, lower final grade by one letter, letter of apology to instructor/classmates, research paper or essay, plagiarism workshop
- b. Suspension for 1 one full year
- c. Expulsion

F. Violating Testing Rules and Procedures

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, re-submit assignment for no credit, lower final grade by one letter, letter of apology to instructor/classmates, research paper or essay
- b. Suspension for 1 one full year
- c. Expulsion

G. Falsification & Fabrication

- a. Disciplinary probation for 2 semesters, zero on assignment, F in course, re-submit assignment for no credit, lower final grade by one letter, letter of apology to instructor/classmates, research paper or essay
- b. Suspension for 1 one full year
- c. Expulsion

II. General Conduct Regulations

A. Damage to Property/Vandalism

- a. Disciplinary Probation, Restitution, letter of apology, educational programs, 5 hours of community service, essay or research paper
- b. Disciplinary Probation, Restitution, letter of apology, educational programs, 10 hours of community service, essay or research paper
- c. Suspension, Restitution, letter of apology

B. Deception

- a. Formal Warning, probation, educational program, 5 hours of community service related to violation, research paper, essay
- b. Probation, 10 hours community service, research paper or essay suspension

C. Disorderly Assembly

- a. Warning, Probation, Letter of apology, research paper or essay, 5-10 hours community service, restitution
- b. Probation, Suspension, Letter of apology, research paper or essay, 10-20 hours community service, restitution
- c. Suspension/Expulsion

D. Disorderly Conduct

- a. Disciplinary Probation for one year, essay , letter of apology, restitution, 5-10 hours community services, Anger Management, Mental health assessment/counseling referral
- b. Indefinite Disciplinary probation, restitution, letter of apology, mental health/psychiatric evaluation, 10-20 hours' community service
- c. Suspension (mental health evaluation before returning), 10 hours of community service, essay,

E. Gambling

- a. Warning, probation, 5 hours' community service, essay
- b. Probation, 5-10 hours' community service, counseling referral
- c. Suspension

F. Theft

- a. formal warning, probation, restitution, educational program, 5 hours of community series, essay or research paper
- b. Suspension, resolution, 10 hour of community service, essay or research paper.

G. Unauthorized Entry or Use of University Facilities/Equipment

- a. Warning, probation, 5-10 hours' community service, essay or research paper, restricted access/denial of privileges.
- b. Probation, 5-10 hours' community service, counseling referral, restricted access/denial of privileges.
- c. Suspension

H. Misuse of Computer Equipment

- a. Denial loss of compute privileges, probation, educational program, bulletin board, 5 hours' community service.
- b. Suspension, restitution, essay or research paper, 10 hours of community service.

I. Tobacco

- a. Warning, essay, restitution, fine

J. Misuse of Alcohol and Other Drugs

Alcohol – Underage/Public Intoxication

- a. Warning, Probation, Alcohol Education class (student pays), Parental Notification, 5-10 hours of community service, essay or research paper.
- b. Disciplinary probation for one year, mental health/counseling referral, Substance Abuse Counseling, 10 hours' community service, essay or research paper.
- c. Suspension for one full semester (plus any remaining), Must have mental health/substance abuse assessment and meet with OCS before returning.

Drugs- Possession/Paraphernalia

- a. Disciplinary Probation, Counseling/Mental Health referral, Drug Education Class (at student expense),
- b. Suspension from Residence Hall or University for at least one full semester must meet with OCS and/or housing before being readmitted
- c. Expulsion

Drugs- Manufacture, Selling or Possession of large amounts

- a. Suspension for at least one year, must reapply fully to the University (so student answers Felony notification question) , Mental Health/Substance Abuse counseling before returning, research paper or essay.
- a. Suspension from Residence Hall or University for at least one full semester must meet with OCS and/or housing before being readmitted
- b. Expulsion

Driving under the influence

- a. Probation, Alcohol Education class (student pays), Parental Notification, 5-10 hours of community service, essay or research paper, loss of parking privileges
- b. Disciplinary probation for one year, mental health/counseling referral, Substance Abuse Counseling, 10 hours' community service, essay or research paper, loss of parking privileges
- c. Suspension for one full semester (plus any remaining), Must have mental health/substance abuse assessment and meet with OCS before returning.

K. Weapons, Firearms, and Explosives

- a. Disciplinary probation, educational program, essay, 5-20 hours of community service
- b. Suspension, 10-20 hours of community service, essay or research paper, removal from housing
- c. Expulsion

L. Fire Safety/Emergency

- a. Warning, probation Fine, Letter of apology, educational program, bulletin board, warning, probation, denial of privileges, 5-10 hours of community service
- b. Probation, Suspension for one full semester, Fine, Letter of apology, 10-20 hours of community service, essay or research paper, bulletin board, counseling referral
- c. Expulsion

M. Harassment and Stalking

- a. Probation, educational program, 5 hours of community service, essay or research paper, mental health referral/assessment, no contact order, room re-assignment
- b. Suspension with mental health assessment before remittance, essay or research paper, no contact order
- c. Expulsion

N. Failure to Comply

- a. Warning, probation, letter of apology, research paper or essay, 5-10 hours community service
- b. Probation, letter of apology, research paper or essay, 10-20+hours community service, suspension
- c. Suspension

O. Sexual Misconduct- Title IX Process

P. Hazing

- a. suspension one to f years, meet with OCS prior to return, 20+ hours community service, probation, research paper or essay
- b. Expulsion

Q. Littering

- a. Warning, Probation, 5-10 hours of community service, research paper or essay