

STUDENT CODE OF CONDUCT AND COMMUNITY EXPECTATIONS

Approved by: Office of Student Affairs

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Related Policies: Alcohol and Drug Policy (<http://catalog.stkate.edu/policies/stu-non-acad/alcohol-drugs/#Sponsored%20Events>) | Complaints and Grievance Processes (<http://catalog.stkate.edu/policies/stu-non-acad/comp-griev/>) | Academic Integrity Policy (<http://catalog.stkate.edu/policies/stu-acad/undg/acad-integrity/>) | Residents Life Community Policies (<http://catalog.stkate.edu/policies/stu-non-acad/residence-life/>) | Title IX (Sexual Misconduct) (<http://catalog.stkate.edu/policies/stu-non-acad/comp-griev/title-ix-sexual-misconduct/>) | St. Catherine University Harassment and Discrimination policy (<https://stkate.app.box.com/s/tsgxqalege6lcl3u0c0imjmgr6akek1/>) |

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I. Preface

As a Catholic women's university founded by the Sisters of St. Joseph of Carondelet, St. Catherine University holds its students to a high standard of ethical and moral conduct. St. Catherine University ("St. Catherine" or "University") has a proud history of providing an environment conducive to learning, living, and working. When the Sisters of St. Joseph of Carondelet were founded, they dedicated their order to the "practice of all the spiritual and corporal works of mercy of which woman is capable, and which will most benefit the dear neighbor."

The University commits itself to maintaining a safe and welcoming environment where each individual's dignity is upheld and differences are celebrated. As a community, we reject and condemn all forms of harassment, discrimination, and disrespect. Consequently, there is a strong emphasis on the values of self-awareness and a distinct consideration for the lives and feelings of others.

To that end, St. Catherine University Values serve as the foundation of the Student Code of Conduct and Community Expectations ("Student Code of Conduct" or "Code"). The purpose of this Student Code of Conduct is to ensure a fair and impartial student conduct process.

St. Catherine University Values:

- **Academic Excellence:** We embrace a culture of learning that drives students, faculty and staff to discover, acquire and apply knowledge. Principles of academic excellence lie at the heart of a St. Catherine University education. Any transgression compromises the worth of a

St. Catherine University degree. A high standard of academic integrity is a testament to academic and professional excellence.

- **Community:** We welcome all without distinction in the spirit of the Sisters of St. Joseph of Carondelet. St. Catherine University students build and enhance their community. The University community celebrates and encourages the free exchange of ideas and opinions. St. Catherine University students show positive regard for each other, for property and for the community.
- **Integrity:** We demonstrate honesty and openness, and build trust with all that we do. St. Catherine University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Social Justice:** We create an environment of equity, fairness and respect, and we work for systemic change so Earth and all people thrive. St. Catherine University students are just and equitable in their treatment of all members of the community and act to discourage and prevent unjust and inequitable behaviors.
- **Reflection:** We contemplate all life experience and examine the mystery of human purpose. St. Catherine University students are given and accept a high level of responsibility to self, to others, and to the community.

The University expects all students and faculty to uphold the highest standards of integrity and personal conduct. Both require more than following specific rules. They lead us to bring ourselves fully to our tasks, recognize and respect others, listen and contribute.

The University is a community that depends on the integrity of its members in respectful association with each other. The specific standards of student behavior listed here reflect established traditions of community, integrity, and social justice recognized at our University.

Our goal in articulating these standards is not simply to achieve adherence to them, but more importantly, to encourage the growth of intellectual and moral maturity, and to foster wholeness and connection in our University community.

The St. Catherine University Student Code of Conduct is partially adopted from The NCHERM Group Model Code Project (2013), and student conduct standards outlined by the Council for the Advancement of Standards (CAS).

II. Scope & Jurisdiction

Students at St. Catherine University are provided a copy of the Student Code of Conduct annually in the form of a link on the University website. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct.

1. The Student Code of Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.
2. The Student Code of Conduct applies to behavior: (1) occurring in any University facility, on any University property, or off-campus; (2) occurring in connection with any University sponsored, recognized, or approved program, visit, or activity; (3) that adversely affects a substantial University interest, including pursuit of its mission or

policies; or (4) that otherwise threatens the health or safety of any member of the University community.

3. A substantial University interest includes but is not limited to:
 - a. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of self or others; and/or
 - b. Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or
 - c. Any situation that is detrimental to the educational mission and/or interests of the University
4. The University retains oversight over a student who chooses to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, and/or obtain official transcripts or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.
5. The Student Code of Conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.
6. The Student Code of Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, conference guests, and participants in continuing education programs by contractual agreements. Visitors to and guests of the University may seek resolution of violations of the Student Code of Conduct committed against them by members of the St. Catherine University community.
7. There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements, and to make determinations regarding alleged violations.
8. St. Catherine University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

III. Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When a violation of the law occurs over which the University has jurisdiction, the University conduct process may move forward independent of those pending charges, regardless of whether they are dismissed, dropped, or otherwise resolved. The University reserves the right to exercise its authority of interim administrative action (see Section V: Interim Administrative Action) upon notification that a student is facing criminal investigation and/or complaint.

IV. Student Code of Conduct

St. Catherine University considers the behavior described in the following subsection as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, enrolled in online, hybrid, or in-person academic programs.

The student conduct process is not intended as a substitute for any legal action available to the student or the University. Should an act violate both University regulations and the law, the student may be subject to dual processes (those of the campus, and those of the law) to determine responsibility. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section VII: Sanctions.

Students alleged to have violated the academic integrity policy (e.g. plagiarism, cheating) should refer to the Academic Integrity Policy for information on the resolution process of academic conduct violations.

St. Catherine University encourages community members to report to University officials all incidents that involve these following actions.

1. Abuse of Technology

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer or illegal downloading and/or distributing of a file, including, but not limited to, copyrighted music, movies, software or other protected works. This includes unauthorized viewing or capture of content delivered by streaming technology.
- c. Unauthorized use of another individual's identification and password not authorized by Information Technology.
- d. Sending excessive email messages, including chain letters, advertisements and solicitations.

2. Acts of Dishonesty

- a. Academic dishonesty, such as cheating or plagiarism. Violations of the academic integrity policy are resolved separate from the Code. See Academic Integrity Policy.
- b. Forgery, alteration, destruction of, or misuse of University documents, records, identification cards, issued keys, or papers.
- c. Knowingly providing false information to the University, including knowingly making false oral or written statements to University officials.
- d. Unauthorized entry into or use of University facilities or equipment, or entering a facility or the property of another person without prior consent or authority.
- e. Purporting to be or misrepresenting oneself as another person, or a representative of an organization or the University, without consent or authority.
- f. Possession of false identification.
- g. Acts of dishonesty not specifically listed here, including acts constituting fraud and/or violations of state or federal law.
- h. Gambling for money or other things of value, except as permitted by law

3. Bystanding

- a. Complicity with or failure of any student to appropriately address known or obvious violations of the Student Code of Conduct.

4. Detrimental Conduct

- a. Conduct, on or off campus, that is detrimental to the good of the University or discredits the University, or which adversely and

seriously affects the student's suitability as a member of the University community.

5. Disruptive Behavior

- a. Conduct on or off campus that is disorderly, lewd or indecent, including fighting, disturbing any lawful assembly or meeting, using abusive language, or engaging in boisterous or noisy conduct.
- b. Breaching the peace, arousing alarm, resentment, or anger in others, or aiding and/or abetting another person to breach the peace, on University premises or at University-sponsored events.
- c. Rioting or causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- d. Disruption of operations of the University, defined as an action or combination of actions by an individual or group that unreasonably interferes with, hinders, obstructs or prevents the regular and essential operation of the University or infringes upon the rights of others to participate freely in its programs and services.
- e. Hosting a gathering that is disruptive to the community. Disruptions may be attributable to the hosts of the gathering whether the disruptions occur off-campus, within the residence halls, or outside of the residence halls.
- f. Inappropriate disposal of hazardous material including, but not limited to, bodily fluids, needles, and flammable materials.

6. Discrimination

- a. Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental ability/disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that unreasonably interferes with or denies the ability to participate in or benefit from the University's educational program or activities. (See St. Catherine University Harassments and Discrimination Policy)

7. Failure to Comply

- a. Failure to comply with the reasonable directives of University officials acting in the performance of their duties, including failure to identify oneself or to present identification to such officials upon request. University officials include, but are not limited to, members of Public Safety, Residence Life, and the Office of Student Affairs.
- b. Failure to comply with or fulfill conditions of sanctions imposed by the University.

8. Fire Safety. Violation of federal, state, local, or campus fire policies including, but not limited to:

- a. Arson; Intentionally or recklessly causing a fire that damages University or personal property, or causes injury and/or death.
- b. Failure to evacuate a University-controlled building during a fire alarm.
- c. Improper use of University fire safety equipment.
- d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment.

9. Harm to Persons

- a. Physical assault, causing physical harm to, or having unwanted physical contact with any person
- b. Threats, written or verbal, that cause a reasonable person to expect injury to the health or safety of any person, or damage to any property.

- c. Intimidation or implied threats or acts toward any person that cause a reasonable fear of harm in another person.
- d. Endangering conduct that jeopardizes the health or safety of any person or one-self
- e. Intentionally or recklessly damaging, destroying, defacing, or tampering with University, public, or personal property of another, including vandalism and littering.
- f. Theft of, damage to or unauthorized use of University property or property of any of its members or visitors, including intellectual property (copyrighted material). This includes, but is not limited to, attempted theft, conspiracy to steal, knowing possession of stolen property, misappropriation of another's property, extortion, blackmail, utilizing services without payment and embezzlement.
- g. Harassment of any person.
- h. Retaliation against a person(s) for reporting or alleging misconduct (including violations of University policy of the Student Code of Conduct) or participating in any related University process or procedure.
- i. Conduct that threatens or endangers the health or safety of any person(s), and disrupts the normal and expected functioning of the University and the participation of students in the programs and services provided by the University. Such conduct could include but is not limited to psychological/emotional abuse (bullying), intimidation, slander, or libel.

10. Sexual Misconduct

- a. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual penetration, sexual exploitation, and/or sexual violence. (See St. Catherine University Title IX Policy).

11. Substance Misuse

- a. Use or possession of alcohol or alcoholic beverages, except as permitted by federal law and University policy. (See St. Catherine University Alcohol and Drug Policy (<http://catalog.stkate.edu/policies/stu-non-acad/alcohol-drugs/>)).
- b. Providing or otherwise making available an alcoholic beverage to any person under 21 years of age.
- c. Consuming alcohol from an open container either on-campus property at a location not approved by the University or on public property in an unlawful manner.
- d. Disorderly and/or irresponsible conduct as a result of consumption of alcohol.
- e. Use or possession of drug paraphernalia, illegal drugs, including marijuana and cannabis products, and other controlled substances except as permitted by federal law and University policy.
- f. Sale, distribution, intent to distribute, and/or manufacture of illegal drugs or controlled substances.
- g. Possession, abuse, misuse, sale, or distribution of prescription or over-the-counter medication, not in accordance with a medical prescription or direction.
- h. Violation of University's tobacco-free campus policies, including use of any smoking or tobacco product on campus property (e.g. cigarettes, cigars, pipes, hookahs, smokeless tobacco, vapes, e-cigarettes, or other smoking products).

12. Unauthorized Recording

- a. Unauthorized use of electronic or other devices to take a picture, make an audio or video record of any person while on University premises without that individual's prior knowledge or without effective consent. This includes, but is not limited to, taking

pictures of another person in a gym, locker room, restroom or any other location where a person might have a reasonable expectation of privacy.

- b. Unauthorized photography, video, or audio recording of class sessions or lectures or performances without the faculty member's consent.

13. Weapons

- a. Use, possession or carrying, or distribution of explosives, fireworks, firearms/guns (including air, BB, paintball, facsimile weapons, and pellet guns), ammunition, or other weapons or dangerous materials (including arrows, axes, machetes, nunchucks, throwing stars, or knives) on campus property or at University-sponsored or supervised activities. The use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others. St. Catherine University prohibits the possession and use of all weapons on and in St. Catherine property.

14. Violation of Other University Policies or Laws

- a. Violation of University policies or regulations contained in any official publication or administrative announcement of the University. This includes but is not limited to Student Policies, located in the University academic catalogs, and University Parking Regulations Policies.
- b. Violation of Residence Life Community Policies or the Residence Life Housing & Dining Agreement.
- c. Violation of local, state or federal law, on- or off-campus, when such violation of the law is directly related to the university community.
- d. Violation of the Student Code of Conduct while on probation or violation of the terms or conditions of that probation.

V. Interim Administrative Action

The Dean of Students, or designee, may impose interim administrative action, including suspension, for a reasonable period of time and prior to final resolution of the disciplinary process. Interim administrative action may include suspension, denial of access, removal from on-campus housing, changes to academic schedule or housing assignment, no contact orders, and/or other restrictions.

VI. Overview of Conduct Procedures

This overview outlines St. Catherine University's student conduct procedures. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and may not be exactly the same in every situation; consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University policies.

When the conduct of Students, Groups, or Organizations fails to meet acceptable standards, the Student Conduct System is the forum identified for response. Any College official, Instructor, student, or staff member may file a complaint of misconduct.

Once notice is received from any source, the University may proceed with a preliminary investigation and/or may schedule an initial meeting with the responding student to explain the conduct process to the responding student and gather information.

Preliminary Inquiry

The University conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Student Code of Conduct, (e.g. for reasons such as mistaken identity or allegations of behavior that falls outside the Code);
2. A more comprehensive investigation, when it is clear more information must be gathered;
3. A formal complaint of a violation of the Student Code of Conduct
 - a. Complaints involving incidents occurring in the residence halls or apartments will be reviewed by the Director of Campus Life, who will either resolve the matter or forward to another hearing officer
 - b. Complaints involving incidents occurring outside the residence halls, or complaints involving a substantial violation of the Code, will be reviewed by the Dean of Students or designee, who will either resolve the matter or forward to another hearing officer.
 - c. Complaints involving academic dishonesty are resolved through Academic Affairs. Please refer to the Academic Integrity Policy.

Conduct Meeting Process

Resolution of the conduct process will be conducted in accordance with the following procedures:

1. Reports of alleged violations may be filed with the Dean of Students or designee. The Dean of Students will seek to respond to the alleged violations through referral to an Administrative Conference. The outcome of an Administrative Conference may be appealed according to the procedures outlined below.
2. Complaints are written allegations of violations of the Student Code of Conduct. Any College official, student, or staff member may file a complaint of misconduct.
3. Complaints shall be filed with the Dean of Students Office. After receiving a formal complaint, the Dean of Students, or their designee, will assess the available information and determine whether or not there appears to be reasonable grounds for a conduct Proceeding. As part of this assessment, the Dean may seek additional information by consulting with the Complainant, the Respondent, or others.
4. The Dean of Students may then dismiss the complaint or refer the complaint to an Administrative Conference. A copy of the complaint, notice of proceeding (if any), and the proposed time and place for such proceeding, will then be sent to the Respondent.
5. If the Respondent fails to appear for a proceeding after proper notice has been given, the proceeding shall be conducted in his or her absence. Nonetheless, the Complainant shall be required to present a case in accordance with customary evidentiary standards, as stated below. Cases heard in the absence of the Respondent can be appealed according to procedures outlined in the Appeals section below.
6. If the Complainant fails to appear for a Proceeding after proper notice has been given, the Proceeding shall be conducted in the Complainant's absence. Cases heard in the absence of the Complainant can be appealed according to procedures outlined in the Appeals section below.
7. Each person providing testimony at a Proceeding shall be asked to affirm that his or her testimony is truthful.

8. Written statements may be submitted in lieu of testimony provided in person when individuals to provide such testimony are unable to attend a Proceeding and so demonstrate to the satisfaction of the Dean of Students prior to the Proceeding.
9. Prospective witnesses, other than the Respondent and the Complainant, shall be excluded from the Proceeding by the presiding officer during the testimony of other witnesses.
10. The Respondent is presumed not responsible unless the information presented during the Proceeding demonstrates responsibility for the alleged acts by a preponderance of the evidence. The hearing officer shall consider the validity of the complaint and, if responsibility for the complaint is determined, shall assign sanctions in accordance with these procedures.
11. Both the Respondent and the Complainant shall be notified within a reasonable time of the outcome of the Proceeding. Both parties shall also be informed of the Appeals procedure.
12. In matters reviewed under the Campus Life process, the conduct hearing officer will provide the responding student with written notification of the alleged violation(s) of the Student Code of Conduct. The written notice will identify any standards of conduct which the student has allegedly violated, and a request to meet with the conduct hearing officer within a specific period of time (typically within seven business days of the notice). The conduct meeting is a formal meeting between a conduct hearing officer and a responding student to resolve a reported violation of the Student Code of Conduct. Conduct meetings facilitate an open, educational dialogue between students and the conduct hearing officer. During the meeting, all allegations of misconduct and evidence will be presented to the responding student by a conduct hearing officer. During the meeting, the responding student will have the opportunity to respond to all allegations of misconduct and evidence presented. The responding student will have the opportunity to present information on their own behalf, including written or oral statements, and physical evidence. Once a determination has been made, the conduct hearing officer will notify the responding party in writing, and identify sanctions imposed if the responding student is found responsible, and explain the rationale for those sanctions. The conduct hearing officer will provide written notification to the responding student of the outcome of the conduct hearing. The conduct hearing officer will be responsible for monitoring the satisfactory completion of any sanctions assigned.
13. The conduct meeting will be private. All parties to the conduct meeting, including witnesses and others in attendance, are expected to keep the conduct proceedings confidential.
14. Using the preponderance of evidence as the standard of resolution, the conduct hearing officer will determine whether the responding student violated the Student Code of Conduct. The conduct hearing officer may consult with other appropriate individuals as part of their deliberations. The conduct hearing officer may take into consideration such factors as the preferences of all parties, whether facts are in dispute, and any other relevant circumstances.

Student Rights & Responsibilities

- in the context of an investigation. A support person may be a family member, friend, faculty member, staff member, attorney, or other advisor/supporter. Should a support person not adhere to these expectations or attempt to play a direct and/or active role in any proceedings, the hearing officer or staff member, at their discretion, may excuse the support person.
2. All parties have the right to present information on their own behalf, including written or oral statements, and physical evidence.

VII. Sanctions

The following sanctions comprise the range of official actions that may be imposed for violations of the Student Code of Conduct. One or more sanctions may be imposed. Repeated violations usually justify increasingly severe sanctions.

1. Warning. A notice to students that their conduct has been questionable and that future breaches of conduct will be treated more severely. Additional educational sanctions may be assigned.
2. Probation. A trial period during which students must behave in a manner acceptable to the University. The status of probation is assigned for a specific period of time. A conduct hearing officer may establish terms of probation which restrict the student's participation in co-curricular activities. Violation of the terms of probation or further incidents of misconduct may result in suspension from the University. The terms of probation may include requirements including but not limited to the following:
3. Completion of mandatory assessments, including but not limited to psychological or chemical dependency evaluation.
4. Suspension. An action that excludes students for a specific period of time from course registration or class attendance and residence on the campus. Use of University facilities is also revoked by this action unless otherwise agreed upon. Upon termination of the period of suspension, students shall be considered for readmission according to academic admission standards then in effect. If a student is readmitted, further incidents of misconduct may result in permanent expulsion.
5. Expulsion. The permanent restriction by the University from course registration, class attendance, and residence on the campus. Use of University facilities is also revoked by this action unless otherwise agreed to.
6. Educational Sanctions. Educational sanctions may include, but are not limited to, requirements to attend, present, and/or participate in a program related to the violation; to learn about a topic and/or aid others in learning related to the violation; to write/provide a reflection on a topic related to the violation.
7. Confiscation of Prohibited Property. Items whose presence is a violation of the Student Code of Conduct or other applicable policies will be confiscated and become the property of the University. Prohibited items may be returned to the owner at the discretion of Student Affairs, Residence Life and/or the Department of Public Safety.
8. Loss of Privilege. The withdrawal of a privilege or use of a service for a specific period of time. Loss of privilege may include but are not limited to on-campus residency, parking privileges, or participation in study abroad programs, student clubs organizations, or intercollegiate or intramural sports.
9. Restitution. Requires students to pay for damages to University property or the property of University community members, its guests, or others harmed by a student's actions. Also requires

restitution for misappropriated or stolen University funds. Such reimbursements may be required of any student who alone, or as a member of a group, organizes or knowingly participates in the events causing the damage or loss.

10. **Other Sanctions.** Additional or alternate sanctions may be created and designed as deemed appropriate to the violation.
11. **Post-enrollment Sanctions.** Sanctions may be imposed upon a responding student who is found in violation of the Student Code of Conduct while they were a student, but who has graduated and/or withdrawn from the University before imposition of the sanction.
A student in this position is subject to revocation of any degree awarded, temporary or permanent withholding of degree conferment, diploma or transcript for any degree, or having a sanction imposed as a condition of re-enrollment at St. Catherine University.

VIII.

Procedure for Appeal of Decisions

1. Appeals of decisions made by a conduct hearing officer may be submitted by any party to the hearing, but must be submitted within three business days following notice of the outcome decision.
2. An appeal may be submitted for the following reasons only, and can be denied if the stated reason(s) for the appeal do not meet these criteria:
 - a. The outcome decision was made contrary to existing University policy.
 - b. Information used to reach an outcome decision was incomplete and/or inaccurate. New information, not available to or known by the original conduct hearing officer, becomes available and is sufficient to alter the decision.
 - c. Circumstances beyond the control of the student kept the student from responding to the allegations in a timely manner.
 - d. There is evidence of a substantial error in conduct procedures. The original conduct meeting was not conducted within the outlined procedures to allow the responding student a reasonable opportunity to present their response to allegations of student misconduct or the decision was not based upon a preponderance of evidence standard.
 - e. Sanction(s) imposed are substantially disproportionate to the severity of the violation.
 - f. A sanction of suspension or expulsion was imposed.
3. The appeal must be presented in writing and must identify the basis for the appeal.
4. Students have the right to appeal the decision and/or sanctions of their conduct meeting to one appeal officer. The decision of the appeal officer is considered final.

IX.

Student Records

1. Records of actions taken by conduct hearing officers or hearing appeal authorities regarding all student Student Code of Conduct violations will be kept on file in the Office of Student Affairs.
2. Student conduct records are considered part of a student's educational record and are normally maintained for at least one year after graduation. Disciplinary files for students who withdraw from the University or are suspended or expelled for disciplinary reasons will be maintained for an indefinite length of time.
3. The University reserves the right to notify parents of students, and/or a student's emergency contact, when student conduct action results in suspension, expulsion, loss of housing privileges, or

when the conduct involves alcohol or other drug violations. Student conduct records may be disclosed by the University in appropriate circumstances such as in lawsuits or administrative proceedings in which they are relevant, or pursuant to subpoena or court order.

X.

Definitions

1. **Co-curricular Activities** are those activities that take place outside the classroom that complement a student's academic experience at St. Catherine University. These include but are not limited to involvement in student clubs and organizations, internships, volunteer opportunities, athletics and intramurals, and leadership roles.
2. **Complainant or Reporting Party** is the individual, entity, or organization harmed by or reporting alleged violations of the Student Code of Conduct.
3. **Conduct Meeting** is an informal, non-adversarial meeting between the responding party and a University administrator designated by the Director of Campus Life or designee. The University offers the opportunity to participate in this meeting to all students alleged to have violated this Student Code of Conduct.
4. **Conduct Hearing** is the opportunity, before a hearing officer, for the presentation by both the Complainant and the Respondent of information relevant to the charges being adjudicated; for questions by the Complainant, the Respondent, or the hearing officer; for the presentation of witnesses; and for the further presentation and review of other relevant information.
5. **Denial of Access or Trespass** means prohibiting a student from coming onto designated University property.
6. **Hearing Officer** is a person identified by the Dean of Students to make decisions regarding responsibility for alleged violations of the Student Code of Conduct. A hearing officer may refer to any of the following:
 - a. Assistant Dean of Students in Student Affairs
 - b. Director of Campus Life or Associate or Assistant Director of Campus Life
 - c. Area Directors or Residence Coordinators in Campus Life
 - d. Other designees
7. **Interim Administrative Action** is action that is imposed by the University pending a final decision about a violation of this Student Code of Conduct.
8. **No Contact Order or Barring Contact** is a formal action that may be taken to limit communication between a responding party and another individual(s).
9. **Notification Letter** means the communication in letter form provided to the responding party notifying of alleged violation(s) of the Student Code of Conduct. This letter will include a summary of behavior alleged to violate the Code.
10. **On-Campus Housing** includes all residential buildings located on St. Catherine University property
11. **Outcome (Decision) Letter** means the communication in letter form provided to the responding party upon the conclusion of the disciplinary process. This letter will include the decision of responsibility for any alleged violation(s) made by the appropriate hearing body, any sanctions imposed, if appropriate, and information regarding the right and deadline to appeal.
12. **Policy** means the written regulations of the University as found in, but not limited to, the Student Code of Conduct; policies for on-campus

housing, the undergraduate and graduate academic catalog, and policies found in the St. Catherine University handbook.

13. **Possession** means control, custody, or ownership of a substance or item when that item is located on a student's person, within their property or controlled space (e.g. residence hall room and/or vehicle) or within their body.
14. **Preponderance of Evidence** is the standard of proof used in student conduct proceedings. This means that the evidence demonstrates that it is more likely than not that the conduct occurred and constitutes a violation of the Student Code of Conduct.
15. **Reasonable Person** is a hypothetical person who exercises average care, skill, and judgment in conduct, conclusion, or expectation in relation to a particular circumstance or fact.
16. **Responding Party** is any student, student group, or student organization accused of violating the Student Code of Conduct.
17. **Student** includes all persons who are admitted to the University to pursue undergraduate, graduate, professional, certificate, non-degree, or continuing studies.
18. **Support Person** the responding party is entitled to be accompanied by a support person in meetings related to the investigative and disciplinary process. A support person is someone who provides support, guidance, and/or advice to the responding party. A support person cannot speak on behalf of the individual, directly participate in the proceedings, or submit any written requests (including appeals) on behalf of the individual. The support person may not be an individual directly involved in a conduct case, including, but not limited to, serving as a witness, an additional respondent, or a staff member documenting the incident. A support person may be a family member, friend, faculty member, staff member, attorney, or other advisor/supporter. Should a support person not adhere to these expectations or attempt to play a direct and/or active role in any proceedings, the hearing officer or staff member, at their discretion, may excuse the support person.
19. **University Official** includes any person employed by the University who performs assigned administrative or professional responsibilities.