Dean of Students Review Council Procedures

I. INTRODUCTION

A. Purpose. The Dean of Students Review Council is an educational process. The council is designed to protect the mission of the university and provide the reported student with fair process.

B. Administrative Responsibility. The Dean of Students, or their designee, serves as the chair of the Dean of Students Review Council.

II. ORGANIZATION OF THE DEAN OF STUDENTS REVIEW COUNCIL.

A. Composition of the Council. The Dean of Students Review Council consists of five members including the Dean of Students or their designee, who will serve as the chair, three students appointed by the Dean of Students, and a university employee.

B. Secretary. The Chair will designate a secretary to be present at every meeting of the council. They will be responsible for taking brief, summary minutes of the meeting. These minutes will be the official record of the proceedings. No verbatim recording of the meeting will be made.

IV. PROCEDURES

A. Request for a Dean of Students Review Council

1. After receiving notice of separation or expulsion from the university, a student may request a Dean of Students Review Council. The request for the Dean of Students Review will be made by contacting the Director of the Student Honor Office or their designee, within two business days of receiving notice of separation. The Director will review the request with the student and schedule a date and time for the review.

B. Dean of Students Review Council

1. The Dean of Students Review Council is an educational process. Individuals with relevant information may be allowed to participate and will be invited into the council at the appropriate time. Character witnesses may not participate in the council. The student may be accompanied to the meeting by an advisor of their choice. The advisor may be a faculty or staff member, fellow student, parent, or other person so long as the availability of the advisor does not impede the timeliness of the council meeting. The advisor may not be an attorney unless he or she is a parent of the student. The university may not be represented by legal counsel in the meeting. The advisor will not be permitted to address the council. The student will be expected to speak for themselves at all times. The advisor may be asked to leave the council meeting if they become disruptive.

2. If a council member prior to the meeting determines they are unable to render a fair and impartial decision, the member has a duty to disqualify themselves. The Chair may disqualify any member of the council if the reported student shows that a bias exists.

3. A council meeting involving more than one student involved in the same incident, may be conducted either separately or jointly at the direction of the Chair.
4. The reported student may, prior to the meeting, request a change of schedule to allow for more time to prepare. Such requests will be considered by the Chair. If there is compelling reason to postpone the review, the Chair may reschedule the review.

5. The Chair may accommodate concerns for personal safety of any person participating in the review council. Accommodations could include participation by telephone, or other means at the direction of the Chair.

6. The council shall proceed as follows: (a) the administrator from the Student Honor Office will present information to the council and introduce any witnesses. The council may ask questions of the administrator and witnesses. (b) The student may present information to the council and introduce any witnesses. The council may ask questions of the student and witnesses. (c) The reported student, members of the council, and/or administrator may direct questions to any witness at the direction of the Chair. (d) Pertinent records, exhibits and written statements may be accepted as information for consideration by the council.

7. The student is not required to make any statement or answer any questions.

8. The Chair has the responsibility to ensure that appropriate procedures are observed during the review process, including resolving any procedural questions that may arise.

9. If a student does not appear before the Council at the appointed time, the decision of the Student Honor Office will stand.

B. Dean of Students Review Council Decisions

1. The decision of the council is confidential and by majority vote. All discussion by the council is confidential.

2. The council's determination will be made on the basis of whether it is more likely than not that the reported student committed the behavior or believe the sanction is too severe.

3. If the council determines to uphold a decision to separate the student from the university, the Student Honor Office Administrator will implement appropriate stipulations which the student must meet in order to return to the university at a future date.

4. The council may ask the Student Honor Office to reconsider the decision.

5. The Chair will provide a written decision of the council to the student and the administrator following the council.

6. Unless returned to the Student Honor Office, the decision of the Dean of Students Review Council is final.

C. Sexual Assault Victim's Rights

1. The complainant of a sexual assault has specific rights under the "Student Right to Know and Campus Security Act". All rights specified in the Dean of Students Review Council Procedures apply to the complainant as well as to the reported student.

2. The complainant has the right not to have irrelevant past sexual history discussed during the council meeting.
4. The complainant has the right to know the outcome of any disciplinary meeting held in regards to the reported student.

5. The proceedings of the meeting shall be kept confidential.