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MISSION

The Student Conduct Administration function of the Dean of Students Office administers the Student Behavior components of the Code of Student Rights and Responsibilities, Policy 6-400 of the University of Utah Regulations Library. This includes the reporting, investigation, and adjudication of violations of the Code while respecting students’ due process and the educational mission of the University, summarized below:

Expectations of Behavior
Reasonable regulations are necessary for group interaction and living. Students are expected to uphold the Code of Student Rights and Responsibilities, Regulations Library Policy 6-400, also known as the Student Code (http://www.regulations.utah.edu/academics/6-400.html).

The rights of students and student organizations will be respected in the student conduct administration process. Students are expected to cooperate in the investigation and resolution of student conduct matters. Participants in the student conduct administration process shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Student Code.

It is the University’s intention that students who violate the Student Code learn from their mistakes. The student behavior process is designed to be part of a student’s educational experience. Each conduct case is to be viewed separately and there is no set disciplinary response for each incident. The variables of each case will dictate unique outcomes.

Complaints
Any person directly aggrieved by an alleged violation of the Student Code or any faculty member, student, or staff member may submit an oral or written complaint to the Dean of Students Office (270 Union, 801-581-7066, fax 801-585-5114) within 45 business days of the date of discovery of the alleged violation.

Investigations
All complaints or reports of a possible violation of the Student Code are investigated by a student conduct officer appointed by the Dean of Students. Each individual identified as having information relevant to a conduct matter is provided an opportunity to make a statement of his or her thoughts, concerns, or questions regarding the investigation either through an interview with a conduct officer or the submission of a written statement.

Students against whom a complaint is lodged will also have the opportunity for an interview with the conduct officer and to submit written statements or supporting materials. At the conclusion of the inquiry, the conduct officer shall determine whether there is a reasonable basis for believing that the student is responsible for a violation of the Student Code.
Resolution of a Case
If the conduct officer finds that the student has not violated the Student Code, the complaint is dismissed and the matter is closed. If the conduct officer finds that the student has violated the Student Code, the conduct officer may offer an appropriate resolution/sanctions to be agreed to by the responding student. If the student agrees to the informal resolution and complies with the terms and conditions set out by the conduct officer, the matter will be closed.

If an informal resolution is inappropriate, or the responding student declines to agree to the informal resolution offered, the complaint will be submitted to the Student Behavior Committee. The Committee is made up of two faculty, two staff members, and two current students who are appointed by the president of the university to serve for a multiple-year term. The Student Behavior Committee will hold a hearing that is closed to the public to discuss the matter with the complaining party and the responding student. If a majority of the Committee finds that the student is responsible for violating the Student Code, they will recommend behavioral sanctions. The findings and recommendations of the Committee will be presented to the Vice President for Student Affairs who will issue a decision on the matter.

Sanctions
Sanctions are intended to provide an appropriate response to the student misconduct and a learning opportunity for the parties involved with the conflict. Sanctions may include, but are not limited to, a written reprimand, the imposition of a fine or payment of restitution, community service, probation, suspension or dismissal from the University. Suspensions and dismissals are reflected on a student’s transcript.

Sanctions that require action on the part of the responding student will be assigned a deadline for completion and should be fully understood. Where appropriate, the hearing officer may grant a responding student’s request for minor alterations to the sanctions (i.e. a deadline for completion could be extended due to mitigating circumstances).

Appeals
Within ten business days of the vice president’s decision, any party involved in the complaint may appeal that decision by filing a written notice of appeal with the president. The decision of the president is final. Complaints dismissed by a hearing officer and informal resolutions are not appealable.
HIGHLIGHTS
The entire staff of the Dean of Students Office was new to their roles and this was the first full year of implementation of the judicial affairs management software, “PAVE.” In the Spring of 2008, we discussed tracking academic misconduct issues with this software as well. Further implementation will take place in the next year. In addition, the software will allow us to also track advocacy cases in the future.

STUDENT CONDUCT INCIDENTS SUMMARY
The Dean’s Office handled 48 incidents of Student Code violations in 2007-2008. This included 48 distinct individuals and ranged in violations from minors in possession of alcohol to a sexual assault investigation (carried over to 2008-2009). Male students made up 73% of the cases and the other 27% involved female students. The following table indicates the types of violations (some incidents had multiple violations) and the determination of responsibility for each.

<table>
<thead>
<tr>
<th>A. Standards of Behavior</th>
<th>Responsible</th>
<th>Not Responsible</th>
<th>% of total violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Acts of dishonesty, including but not limited to the following:</td>
<td>6</td>
<td>1</td>
<td>11%</td>
</tr>
<tr>
<td>a. Furnishing false or misleading information to any University official.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Forgery, alteration or misuse of any University document, record, fund or identification.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other University activities.</td>
<td>2</td>
<td>3</td>
<td>8%</td>
</tr>
<tr>
<td>3. Physical or verbal assault, sexual harassment, hazing, threats, intimidation, coercion or any other behavior which threatens or endangers the health or safety of any member of the University community or any other person while on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state or local ordinance.</td>
<td>11</td>
<td>5</td>
<td>26%</td>
</tr>
<tr>
<td>4. Attempted or actual theft, damage or misuse of University property or resources.</td>
<td>5</td>
<td>2</td>
<td>11%</td>
</tr>
<tr>
<td>5. Sale or distribution of information representing the work product of a faculty member to a commercial entity for financial gain without the express written permission of the faculty member responsible for the work.</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6. Unauthorized or improper use of any University property, equipment, facilities, or resources, including unauthorized entry into any University room, building or premises.</td>
<td>0</td>
<td>3</td>
<td>5%</td>
</tr>
<tr>
<td>7. Possession or use on University premises or at University activities of any firearm or other dangerous weapon, incendiary device, explosive or chemical, unless such possession or use has been authorized by the University.</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8. Use, possession or distribution of any narcotic or other controlled substance on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and University</td>
<td>1</td>
<td>0</td>
<td>1%</td>
</tr>
</tbody>
</table>
9. Use, possession or distribution of alcoholic beverages of any type on University premises except as permitted by law and University regulations.

| Regulations | 8 | 10 | 29% |

10. Violation of published University policies, rules or regulations.

| Regulations | 2 | 2 | 6% |

11. Violation of federal, state or local civil or criminal laws on University premises, while participating in University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance.

| Regulations | 2 | 0 | 3% |

| Totals | 37 | 26 | 63 |

59% 41%

It was determined that the students were responsible for 59% of the violations investigated (41% were found not responsible). The majority of violations were related to the possession of alcoholic beverages followed by assault, threats, or intimidation.

**TIME TRACKING**

The Associate Dean of Students tracked time spent each day during the Spring Semester 2008 into 12 categories, shown in the chart below:
Total number of contacts and hours per month are represented in the chart below:

**Associate Dean's Student Contacts and Hours By Month**
**Spring Semester 2008**
Total number of contacts and hours by category are represented in the chart below:

### Associate Dean’s Contacts and Hours By Category
Spring Semester 2008

#### STAFF

The entire staff of student conduct officers and staff support was new this year:

Dean of Students, Annie Christensen (June 2007)
Associate Dean of Students, Lori McDonald (September 2007)
Assistant Dean of Students, Jay Wilgus (December 2007)
Executive Secretary, Katie Wennerstrom (October 2007)