

Reporting a Violation of Residential Life Policies

In order to preserve the health and well-being of the residential communities, reporting violations is the responsibility of the residents. Residential Life staff and students are expected to report probable violations, within a reasonable timeframe, to the appropriate individual(s).

- If a student or staff member believes a violation has occurred, they should document the concern and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Resident Director or Assistant Director of Residential Life in the living community. The accusing person will then notify the Resident Director or Assistant Director of Residential Life in the living community of the meeting and the charge.
- Documentation of the incident in question should be made by all parties. Details should include key information related to those involved, the nature of the incident with details on where, when and what. This information may be reported on an incident report form available through the residential life staff or in the Student Development and Success Office or by email to the Resident Director, Assistant Director of Residential Life, or Director of Residential Life. Additional documents or evidence should be given directly to the Resident Director, Assistant Director of Residential Life or Director of Residential Life.
- The Resident Director, Assistant Director of Residential Life or Director of Residential Life in the living community will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence, by measure of preponderance of evidence, to meet with the accused student and determine whether a student is or is not responsible for the charges presented.

Hearing Process

First Offense

A student who is involved in a first offense residential life violation will meet with the respective Resident Director, Assistant Director of Residential Life, or Director of Residential Life to discuss the alleged violations. If by measure of preponderance of evidence it is determined that a student is in violation of a residential life policy, the Resident Director, Assistant Director of Residential Life or Director of Residential Life will determine sanctions. Sanctions by staff utilize the sanctioning guidelines and options provided in the Civitas Council sanctioning process.

Repeat Offense

When a student is involved in a second or subsequent offense of a residential life policy, the case may be handled by the Resident Director, Assistant Director of Residential Life, or Director of Residential Life. If a student continues to be disruptive to the living community and in violation of the Residential Life Policies, the case may be sent to Civitas Council and will be handled according to the due process outlined in the Student Code of Conduct.

Appeals Process

Appeals for a case handled within the residential life process will be heard by the Dean of Students. Students must appeal in writing within five days of notification of the sanction.