

## Student Organization Conduct Process

All registered student organizations are expected to uphold the Code of Student Conduct, and to follow the policies and procedures specified in this process. Any violations of policies listed in the [Student Organization Handbook](#) and appendices will be addressed appropriately as outlined in said policy, procedure, and in the Code of Student Conduct.

The Code of Student Conduct outlines the standard for reviewing, investigating, and responding to allegations of student organization misconduct. For ease of understanding, when reviewing the Code of Student Conduct, clarification on the terms below is provided.

\*Please note that this is not an exhaustive list; further clarification and definitions may be provided to the student organization as needed or deemed necessary.

### Definitions and Terms

**Individual:** Student organizations should substitute the term "registered student organization" any place the terms "respondent", "student" or "individual" appear in this document and/or in the Code of Student Conduct

**Interim Separation:** "Interim Separation" in the code is the equivalent to a "Cease and Desist" of all organizational activities. In certain circumstances, it may only apply to specific organization events, the recruitment of new members, or other directives as specified in the initial notice received by the organization.

**Student Conduct Board:** Membership of the board is outlined in section IV.E of the Code of Student Conduct. Board panels may include members of other organizations but will exclude members of the organization that has opted for a review of their case by the Student Conduct Board instead of an Administrative Hearing.

\*Please note that a team of hearing officers will be utilized to gather information and present it to the board so that their review of the case can move forward in a timely fashion.

**Administrative Hearing Officer:** Student organizations who opt to utilize the Administrative Resolution process will be heard by an administrative hearing officer. The University may, at its discretion, utilize an external administrator to serve in this capacity. All administrative hearing officers are trained, are knowledgeable in the Code of Student Conduct, and will award all parties involved due process.

**Investigation:** This process will begin once the notice has been completed to the student organization. All investigations will be coordinated by the Dean of Students Office. The University may, at its discretion, utilize an external administrator to serve in this capacity. All

investigators are trained, are knowledgeable in the Code of Student Conduct, and will award all parties involved due process.

**Investigation Report:** At the conclusion of an investigation, the investigator(s) will compile and provide a report to the Dean of Students Office in order to begin the resolution process. The Dean of Students Office will forward the report to the assigned hearing officer for their review and commencement of the pre-hearing process.

### **Investigation and Hearing Process**

When a report is made of a potential violation to the Dean of Students Office (DSO), the DSO will conduct an initial fact-finding investigation to determine the validity of the report and determine whether the violation would be considered a formal or informal violation.

The classification of the violation is determined by the information gathered through the investigation, the impact of the alleged misconduct on the student organization, impact of the alleged misconduct on the student body, and the extent to which university policies or procedures were disregarded.

### **Informal Violations**

Informal violations will be addressed by the Dean of Students Office without a hearing. If the administrator identifies informal violations, they will determine the action plan for the student organization and issue this to the student organization president.

\*Please note that an alleged violation of Hazing does not qualify for an informal process.

### **Examples of Informal Violations**

<b>Policy</b>	<b>Example</b>
Failure to attend required event(s)	Student organization did not attend mandatory Alcohol Training
Failure to register events	Student organization hosted an event on Prince Lawn with no prior authorization; Chalking without permission
Acceptance of ineligible member(s)	Student organization accepted a nonstudent into their organization

\*This table is not all inclusive of all informal violations. Additionally, impacts of some violations may elevate the violation to a formal violation.

### **Formal Violations**

In cases of alleged formal violations, the Dean of Students Office, or designee, will coordinate the investigation. When the investigation has been completed, a pre-hearing conference will be scheduled with the organization. If found in violation at the conclusion of the formal process, the hearing officer or the Student Conduct Board will issue actions to the student organization.

At any point during the reporting, investigation, or hearing process, the Dean of Students may issue an interim separation/cease of operations for the organization, regardless of the level of the violation. The Dean of Students, or designee, will notify all members of the organization of a cease of operations.

### Examples of Formal Violations

<b>Policy</b>	<b>Example</b>
Misuse of organization funds	Student organization used club funds to purchase pizza off campus for an on-campus event; Student organization officers utilized organization funds to purchase personal property; student organization used club funds to purchase unauthorized alcohol
Unauthorized travel	Student organization travelled without authorization or completing paperwork 4 weeks in advance
Violation of the Code of Student Conduct	Student organization served alcohol at an event; student organization hazed new members; Drugs were consumed during a student organization event; alcohol was provided to underage students at a student organization event
Violation of university policy	Student organization violated university alcohol and other drugs policy as it relates to hosting an event
Failure to comply with administrative action	Student organization was issued a cease of operations by the Dean of Students and continued active operations despite the cease of operations

## Pre-Hearing Conference

1. A hearing officer within the Dean of Students Office, or designee, will conduct the conference.
2. The hearing officer will inform the respondent organization of these facts:
  - a. The alleged violation(s) of policy.
  - b. The disciplinary hearing options.
  - c. Possible action plans involved.
3. At the pre-hearing conference, a hearing officer will provide the respondent organization:
  - a. A written notice of the alleged violation(s) of policy and an outline of rights. If additional alleged violations are evident, further written notice must be forwarded to the student organization. A notice may be mailed, hand delivered, or electronically mailed.
  - b. A review of all available information, documents, exhibits, and a list of witnesses.
  - c. The choice not to appear at the hearing. In that case, the hearing will be conducted in the student organization's absence.
  - d. The student organization is permitted to be represented by up to three individuals. The individuals in attendance can include current members, alumni and/or advisors. Advisors can include legal representation.
4. At the conclusion of the pre-hearing conference, one of the following will occur:
  - a. The hearing officer and the student organization agree to move into an administrative resolution.
  - b. The hearing officer may delay completion of a review until further investigation is completed.
  - c. The conduct case is referred by either the hearing officer or the respondent organization to a hearing with the Student Conduct Board.

## Action Planning

The purpose of an action plan for a student organization is to call attention to behavior or decisions that need to change, hold students accountable for the impact of their decisions, and provide education to students that will further develop their personal and peer accountability.

Action plans for **informal violations** should be educational, often including a warning and the ability to correct their decisions without changing the organizational status.

Action plans for **formal violations** should include education and accountability, often in the form of altering the operating status of the organization. Per South Carolina state law, Fraternities and Sororities who receive an action plan as a result of alcohol, drugs, sexual assault, physical assault, or hazing will be include in the university's [Tucker Hipps Transparency Report](#).

The following are examples of what a student organization may find in their action plan. Please know this is not an exhaustive list.

1. Warning- A documented notice that a violation has occurred, and further misconduct could result in further disciplinary action.
2. Community Service- Provide some type of community service to the university or surrounding community. This service should be relevant to the nature of the violation, should have some educational value and should not be unduly burdensome to other staff or students. Further, this service must be conducted with an organization or entity to which the organization is not already affiliated. For example, a sorority may not volunteer with the philanthropy to which there are nationally affiliated.
3. Disciplinary Probation- A specified period of review and observation during which a student organization is under official warning due to its misconduct. Subsequent violations of University regulations or policies could result in more severe sanctions, including suspension or revocation. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to specific limitations upon its activity or University privileges.
4. Restitution- An order to make restitution is issued when an organization/organization has engaged in misuse or misallocation of funds; or, conduct injurious to the property of another (individual, group, or the university) for which monetary damages may be determined.
5. Educational program – The organization may be required to host or attend an educational program determined by the hearing officer as it relates to a specific violation.
6. Restriction of Privileges – Restrictions placed upon a student organization which limits University privileges for a specified period. These limitations may include, but are not limited to, the following:
  - a. Denial to represent the university in any capacity.
  - b. Denial to maintain assigned space on university property.
  - c. Denial to receive or retain university funds.
  - d. Denial to participate in intramural sports.
  - e. Denial to sponsor, co-sponsor, and/or participate in any social event or other activity.
  - f. Denial to sponsor a speaker or guest on campus.
  - g. Denial of membership recruitment, or intake activities.
  - h. Denial of the use of university vehicles.
  - i. Denial of the use of university facilities.
  - j. Denial of advertising on campus for organizational activities.
  - k. Denial of soliciting and/or selling any items on campus.

7. Organization Suspension- Denial of privileges of a registered organization for a designated period of time. Any organization whose registration is suspended must:
  - a. Cease all organizational activities with the exception of those approved by the designated administrator or the Dean of Students Office.
  - b. bVacate any appointed or elected office with that organization's governing body for the duration of the organization's period of suspension.
8. Revocation of Organizational Registration- Permanently excludes the organization from the University without any recourse to reapply for Registration.

### **Student Organization Appeals**

1. The University President, or designee, shall serve as the appellate authority for review of decisions made by the Student Conduct Board or Administrative Hearing Officer.
2. The appellate authority will generally limit its review of the original hearing record to the following two issues; Please note that the appellate authority may request additional information or an in-person meeting to review the appeal.
  - a. Whether University disciplinary procedures were followed that provided notice of the alleged violation(s) and an opportunity to respond; and/or
  - b. Whether new information exists that is sufficient to alter the original decision and why such information was not available or not presented at the original hearing.
3. The organization must submit the appeal in writing and should be specific about which element of the action plan is being appealed.
4. The appeal must be submitted within five (5) calendar days of the decision.
5. All appeals of cases heard through the formal process will be submitted to the Dean of Students Office and routed to the appellate authority.
6. In any appeal review, the appellate authority may uphold the decision, modify the decision, or require a new hearing. The decision of the appellate authority is final.