URGE Complaints and Reporting Policy for Susquehanna University

The Susquehanna University URGE Pod identified the following policies, reporting mechanisms, and resources at Susquehanna University for addressing bias, microagressions, discrimination, harassment, and racism.

University policies

* Faculty and staff policies:
  + [Anti-Harassment and Non-Discrimination Policy](https://mysu.susqu.edu/HRPR/Policies/Documents/Faculty%20and%20Staff/Anti-Harassment%20and%20Non-Discrimination%202016.pdf) (applies to faculty, staff, independent contractors, and vendors; effective 1/1/2016): Located on internal MySU website.
  + [Non-discrimination statement](https://www.susqu.edu/about-susquehanna/our-leadership/finance-and-administration/human-resources): Located on external HR website.
  + Nondiscrimination policy (faculty): Faculty Handbook, page 3.
  + Statement on Diversity and Inclusiveness (faculty): Faculty Handbook, page 13.
  + Faculty Handbook, Page 92: “Any employee or student of Susquehanna University who believes that the University or any employee of the University is in violation of the University's policies concerning equal opportunity, affirmative action, Title IX, or harassment because of race, religion, sex, sexual orientation, color, national origin or physical handicap, may file a grievance and may seek a remedy through the procedures outlined in the University's Statement on Human Rights.”
* Student policy:
  + [Anti-Harassment and Non-Discrimination Policy](https://www.susqu.edu/campus-life/student-and-campus-services/student-handbook) (students): Student Handbook, page 39. Text is included in this document starting on page 5.

Mechanisms for reporting complaints

* Faculty and staff:
  + Complaints against a university employee should be directed to Jennifer Bucher, assistant vice president & chief human resources officer, Susquehanna University, Selinsgrove, PA 17870-1164, 570-372-4024.
* Students:
  + Complaints against a student should be reported to the Dean of Students and Campus Life. The report will be addressed through the student conduct system.
  + [Bias Incident Reporting Form](https://cm.maxient.com/reportingform.php?SusquehannaUniv&layout_id=3) (online): Located on internal MySU website. Can report anonymously. Reports appear to go to Dena Salerno, Dean for Student Diversity and Inclusion.
  + A summary of bias incidents reported through the online Bias Reporting Form is reported internally each semester. See the [Spring 2020](https://mysu.susqu.edu/CDSJ/Documents/Bias%20Report%20Spring%202020.pdf) report.
  + Dena Salerno (Dean for Student Diversity and Inclusion) and Michael Dixon (Chief Inclusion and Diversity Officer) can view these reports in real time.

Outcomes or consequences for reported individuals

* Faculty and staff:
  + Formal and informal reporting processes are available.
    - Informal: Employee does not have to speak first with their supervisor or the person against whom the allegation is made. Employee filing a complaint can be accompanied by another university employee (peer supporter). In the presence of the Director of HR, employee (and peer supporter, if applicable) discuss the complaint with the person against whom the allegation is made. Informal resolution process cannot be used in cases of alleged sexual assault or sexual violence.
    - Formal: Written formal complaint to HR. Director of HR will conduct an investigation within 10 days of the written complaint. Director of HR forwards report to the supervising Vice President of the person against whom the allegation is made, or to the Provost if faculty. Formal complaints can be filed up to 180 days following an incident. One written appeal may be submitted by the person against whom the allegation is made.
  + In all cases, the President or supervising Vice President retains the sole power and discretion to take formal disciplinary action against an employee. Disciplinary actions are set forth in Board of Trustees Policy, University Policy, or the Faculty Handbook. Actions can include, but are not limited to, an informal oral reprimand, a written reprimand, or other disciplinary action up to and including termination of employment.
  + Reports are tracked in Human Resources by the Head of HR and any actions taken are located in the employee’s personnel file.
  + Repeated incidents warrant escalation in disciplinary actions up to and including termination.
  + Police and/or Public Safety involvement is based on individual circumstances.
* Students:
  + Bias incidents for students are referred to the University Conduct Board.
  + University Conduct Board: The board shall consist of a group of five trained members (two students, two faculty or staff members, and a Board Chairperson). A quorum shall consist of three members, with at least one student present.
  + The University Conduct Boards are trained and convened by the Dean of Students or designee. The University Conduct Board reviews alleged violations in an effort to determine if violations took place and what appropriate sanctions should be assigned. Students who are subject to suspension or expulsion will be entitled to a hearing before the appropriate University Conduct Board.
    - Ad Hoc Hearing Board: An ad hoc hearing board may be established by the Dean of Students or designee whenever the University Conduct Board is not constituted, is unable to obtain a quorum or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members, including at least one student. In cases where a student is charged with violating the Sexual Misconduct Policy, the ad hoc hearing board shall be composed of three faculty and/or staff.
  + If students accept responsibility for all charges, they may request to see the Dean for sanctioning.
  + See Student Handbook language starting on page 14 of this document for the Conduct Board process.

Resources for reporting individuals

* Faculty and staff:
  + Advocates are selected by the employee.
  + Automatic or requested investigation of potential impact on evaluations? Upon request
  + Protection against retaliation or repercussions and accommodations for continuing work are always part of the process and is how we would know if the employee thinks retaliation could come through in their performance evaluation.

Resources to propose policy changes

* Faculty and staff:
  + The University Policy Management Group is a University committee whose function is “to advise leaders with oversight for University and Administrative policies.” (Faculty Handbook, page 39). The committee’s membership includes: “Two members of the Governing Faculty elected at large by the Faculty. One representative from the Faculty Affairs Committee, Provost & Dean of Faculty, Executive VP & Chief Financial Officer, Assistant Provost for Institutional Effectiveness and Strategic Initiatives, Vice President for Student Life or designee, Chief Information Officer or designee, Director of Inclusion & Diversity, VP for Marketing & Communications, Director of Grants & Foundation Relations, and three at large staff members to be appointed by the Vice President of Human Resources.” The committee is chaired by the Vice President of Human Resources.

Page 37 and following, SU Student Handbook:

**ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY**

Policy Summary  
Central to the mission of Susquehanna University is the establishment and maintenance of an environment in which the dignity and worth of all individuals within the institutional community are respected. Therefore, it is the responsibility of each person on campus to respect the personal dignity of others and to demonstrate a basic spirit that precludes harassment and discrimination. While the university is committed to freedom of thought, discourse, and speech, and the attainment of the highest quality of educational and academic pursuits, the university is compelled to establish this policy on behaviors that would interfere with these freedoms.

Definitions/Glossary  
The following definitions are university-wide definitions and will be used as a reference for all cases involving harassment and discrimination including those addressed in the Student Code of Conduct referenced as sexual assault or sexual harassment:

* Protected Characteristics – Includes race, color, religion, national origin, sex, age, disability status, genetic information, veterans’ status, ethnic origin, ancestry, social class, marital and parental status, geography, sexual orientation, gender identity or expression, or any other basis protected by applicable federal, state or local laws.
* Discrimination – Conduct directed at an individual because of his or her Protected Characteristic(s) and that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university, or otherwise adversely affects the individual's employment or education.
* Harassment – Verbal or physical conduct that is directed at an individual because of his  
  or her Protected Characteristic(s), and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.
* Harassment Based on Protected Characteristics - Harassment based on Protected Characteristics is a form of prohibited discrimination. Harassment often takes the form of verbal statements regarding an individual’s Protected Characteristics, such as epithets, derogatory comments or slurs, profanity, gestures, innuendo, jokes, or forms of address. Harassment can also take the form of other adverse conduct motivated by a person’s Protected Characteristics, such as teasing or tricks, physical abuse or bullying.
* Sexual Harassment is any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, including sexual assault and other forms of sexual misconduct, including but not limited to when:
  + Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or evaluation; or
  + Submission to or rejection of such conduct is used as the basis for employment or educational advancement, or evaluation; or
  + Such conduct, of a severe and pervasive manner, has the purpose or effect of interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work/educational environment.
  + Unwelcome behavior is if the individual did not solicit or invite conduct, and particularly if he or she indicates that s/he finds the conduct undesirable or offensive. Acquiescence or failure to complain does not mean that the conduct is welcome.

*Such harassment, and all forms of sexual discrimination, are specifically prohibited not only by this policy, but also by Title IX of the Education Amendments of 1972.*

Intent vs. Impact - It is the impact of the behavior, not the intent of the person who exhibited the behavior that determines whether or not sexual harassment has occurred. According to the law, actual intent is irrelevant. Courts have found a hostile environment exists if the victim believes the environment to be abusive and a reasonable person would find it to be an abusive environment.

* Racial Harassment is any verbal or physical conduct that is directed at an individual because of his or her race, color, national origin or ethnicity, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.
* Gender Identity Harassment is any verbal or physical conduct that is directed at an individual because of his or her gender identity, the degree to which a person identifies as male, female, or some combination, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.
* Sexual Orientation Harassment is any verbal or physical conduct that is directed at an individual because of his or her sexual orientation, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.
* Disability Harassment is any verbal or physical conduct or a pattern of a lack of reasonable accommodation that is directed at an individual because of his or her mental or physical impairment, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.
* Religious Harassment is any verbal or physical conduct that is directed at an individual because of his or her religion and/or religious beliefs pertaining to religion and that is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.

**This Policy Applies to all full-time, part-time and temporary employees**

Persons (faculty, staff or students) wishing to bring a charge against a student should contact the Dean of Students and Campus Life. The responding student(s) will be addressed through the student conduct system via the Code of Student Conduct.

Policy  
Harassment or discrimination in any context is reprehensible, but is of particular concern to an academic community in which students, faculty and staff must rely on bonds of intellectual trust and dependence. Therefore, harassment and discrimination will not be tolerated. Specifically, the university expressly prohibits any form of harassment of or discrimination against its employees in categories protected by law, including harassment or discrimination based on: race, color, religion, national origin, sex, age, disability status, genetic information or veterans’ status. In addition, the university also prohibits any form of harassment of or discrimination against its employees based on ethnic origin, ancestry, social class, marital and parental status, geography, sexual orientation, gender identity or expression, or any other basis protected by applicable federal, state or local laws (collectively, “Protected Characteristics”). Any individual engaging in such discrimination or harassment will be subject to the full range of institutional disciplinary actions, up to and including termination from the university, and may also face civil and/or criminal legal liability.

Harassment/Discrimination Grievance Procedures Description of Process  
Employees wishing to make a complaint should contact, verbally or in writing, the Director of Human Resources, who will explain the process and answer any questions.

Jennifer Bucher  
Director of Human Resources First Floor, Selinsgrove Hall 514 University Avenue Selinsgrove, PA 17870  
570-372—4157  
bucherjennifer@susqu.edu

Informal Complaint Resolution  
The purpose of the informal complaint resolution is to encourage the reporting of complaints concerning harassment or discrimination and to facilitate satisfactory resolution of the complaint without undue anxiety and provocation for the parties involved. An employee making a harassment or discrimination complaint does not have to speak first with their supervisor or the person against whom the allegation has been made. However, they are encouraged to do so with the assistance of his or her peer supporter (who may be a university employee) in the presence of the Director of Human Resources.

If a complainant desires, when filing a complaint, they may be accompanied by another university employee who may advise and assist the complainant throughout the resolution process. The peer supporter must be an individual from within the university community and can include, but is not limited to, a faculty or staff member, or a Human Resources representative.

The complainant (and the peer supporter) will discuss the complaint with the person against whom the allegation has been made in the presence of the Director of Human Resources in order to reach resolution of the complaint. (In the event that the person against whom the allegation has been made should be from the Director of Human Resources, the

complainant will discuss the complaint in the presence of the Vice President for Finance and Administration or the Provost). Although encouraged, there is no obligation on the part of the complainant or the person against whom the allegation has been made to participate in the informal resolution process. If the complaint cannot be resolved informally, or step one is bypassed, the complainant may file a formal complaint. Additionally, informal resolution will not be used in cases alleging any form of sexual assault or other sexual violence.

If a complainant so desires, they may waive the informal resolution process and proceed directly to a formal investigation. The Office of Human Resources is designated as the office of referral for information and advice, unless the complaint is against a member of that office. In that case, the complainant should contact the Vice President for Finance and Administration or the Provost.

Personal legal counsel for either party may not be present during either informal or formal complaint resolution.

Formal Complaint Resolution  
If the complaint cannot be resolved informally, or the informal process is bypassed, the complainant may file a formal written complaint. Formal complaints will be investigated and resolved in accordance with the procedures outlined below.

Complaints against a university employee - Complaints against a university employee are filed with the Director of Human Resources, which is responsible for initiating the formal resolution process. The Director of Human Resources or designee will conduct an investigation meeting or meetings.

In the event that the person against whom the allegation has been made is a Vice-President, the Office of the President will make a final determination. Should the person against whom the allegation has been made be from the Human Resources Office, the Vice President for Finance and Administration will investigate and make a final determination.

Individual investigation meetings will be conducted by the Director of Human Resources with both the complainant, the person against whom the allegation has been made, (with their respective peer supporter if they so desire), and any witnesses who could corroborate or clarify the facts in question.

Investigation meeting(s) will commence within ten working days of receipt of written complaint.

The Director of Human Resources will then forward her or his report to the supervising vice-president of the person against whom the allegation has been made, or in the case of faculty, to the provost for review and resolution along with the evidence gathered during the investigation meeting(s). Any formal action to be taken against a party as a result of the factual findings in the submitted report will be taken in accordance with the applicable policy.

Protection of Both Parties  
Notice. When the formal investigation process has begun with the filing of a written complaint, copies of the complaint will be forwarded to the person against whom the allegation has been made. If the allegations are not substantiated, the person against whom the allegation has been made will be notified.

Abuse of Reporting. False and malicious accusations of harassment or discrimination will not be tolerated and those individuals making them will be subject to university sanctions.

Retaliatory Actions. Retaliation by the person against whom the allegation has been made or any other individual against the complainant as a result of filing a harassment or discrimination complaint, or against any individual participating in the investigation of such a complaint, will not be tolerated and the individual will also be subject to university sanctions. Reasonable action will be taken to assure the complainant and those involved with an investigation on his or her behalf will suffer no retaliation from the person against whom the allegation has been made or others within the university.

Suspension from Employment. In certain circumstances to protect the complainant or to prevent harm to others, the vice- president, or in a case involving a faculty member, the provost may at any time during the complaint process suspend the person against whom the allegation has been made from his or her primary duties and responsibilities until the matter is resolved.

Failure to cooperate with investigation. If the person against whom the allegation has been made elects not to cooperate with the investigation, the Director of Human Resources will complete the report based on the information in his or her possession.

Confidentiality and Completed Report. During the complaint process, the university will make every effort to ensure confidentiality. Please note that confidentiality cannot be guaranteed. Both individuals will be fully informed of the steps taken during the course of the complaint procedures by the administrator who conducts the investigation. In addition, both parties will be informed within ten working days of the completed report, whether the report has been forwarded to the appropriate vice president and the president. A record of the complaint will be located in a file separate from the general personnel file of the complainant and the accused.

Unfounded Report. If the matter is determined as unfounded after the conclusion of an investigation by the Director of Human Resources, then the Office of the President or the individual's supervising vice-president will communicate findings to the complainant and the matter will be deemed closed.

Notification to Complainant and Respondent. Within ten (10) working days of the conclusion of the investigatory process and a decision by the president or appropriate vice president, the complainant and respondent will be notified whether the allegation was judged to be founded or not founded. If founded, specific disciplinary actions will not be discussed to maintain confidentiality.

Sanctions  
In all instances, the president or supervising vice president retains the sole power and discretion to take formal disciplinary action against an employee. Individuals who are found to have violated this policy will be subject to disciplinary actions as set forth by Board of Trustees Policy, University Policy or Faculty Handbook. Such action could include, but is not limited to, an informal oral reprimand, a written reprimand or other disciplinary action up to and including termination of employment.

Right of Appeal by Employees  
A three-member President's Appeal Board will be appointed as needed by the Office of the President. The appeal board will be comprised of a faculty member, an administrator and an hourly staff member. The complainant and the person against whom the allegation has been made will be entitled to one written appeal of any decision rendered. Appeals must be based only on new evidence (not available during the investigation) or procedural error. In preparation of the appeal, both the accused and the complainant will have normal access to their file. Such appeal will be heard by the President's Appeal Board, which will forward its recommendation to the president. Appeals will be filed no later than ten days after the receipt of a report. All faculty appeals will be done in accordance with the Faculty Handbook.  
In addition to these complaint procedures, individuals may pursue other civil and legal options such as the Pennsylvania Human Relations Commission, Equal Employment Opportunity Commission or the Office of Civil Rights.

These Susquehanna University harassment/discrimination procedures set forth are not intended to interfere with any legal rights under the statutes of the Commonwealth of Pennsylvania or the United States of America.

Time Frame  
In order to give the complainant time to finish a particular job assignment, an evaluation period or any other similar reason, the complainant may file a formal complaint of harassment or discrimination up to one hundred and eighty days following the alleged incident of harassment or discrimination.

Formal complaints filed within this period will be investigated even though the complainant has terminated her or his association with the university. *Original Policy: 4/23/2010; Most recently revised 1/1/2016*

Page 11 and following, SU Student Handbook:

Hearing Board Procedures

The following procedural guidelines shall be applicable in hearings conducted by the University Conduct Board:

* The Dean of Students or designee shall give respondents and complainants (if applicable) notice of the hearing date and the specific charges against the respondent a minimum of five business days in advance for a university conduct board. Notice shall be sent through the student’s Susquehanna University e-mail address. Respondents and complainants shall be accorded reasonable access to the case file, which will be retained in the Office of Student Life. Respondents, complainants, and the board members/chairs shall have reasonable access to the case file, redacted as appropriate, prior to the university conduct board hearing.
* The Dean of Students or designee may require the appearance of relevant witnesses. Such requirements will be sent through the individuals’ Susquehanna University e-mail address. University students and employees are expected to comply with such requirements, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal university activities, as determined by the Vice President or designee.
* Professional staff will perform in the capacity of a conduct board chairperson. The conduct board chairperson shall conduct the hearing, may participate in board deliberations and participates as a full member of the board.
* Respondents who fail to appear after proper notice will be deemed to have pled “not responsible” to the charge(s) pending against them. A hearing may be conducted in their absence.
* There may be occasions where respondents withdraw from the university prior to the resolution of disciplinary proceedings. The university reserves the right to proceed with referrals and proceedings as outlined in the Code of Student Conduct, notwithstanding such withdrawals. Moreover, no respondents who have withdrawn from the university while disciplinary proceedings were pending against them may be readmitted to the university without a resolution of all disciplinary matters that were pending at the time of the respondents’ withdrawal, including, where appropriate, a hearing.
* In board proceedings where the respondent “Accepts Responsibility” for violating prohibited conduct or other campus policies, respondents take responsibility for violating the entirety of the policy as outlined in the hearing notification provided by the Dean of Students or designee. The board members allow for closing statements and any clarifying questions the board members have before moving to deliberations about sanction recommendations. The Dean of Students will issue the final sanction letter to the respondent’s SU email account or, when appropriate, in person.
* Hearings will be closed to the public including family members of the complainant or the respondent.
* The conduct board chairperson shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, complainant, witness, or advisor of choice, who disrupts a hearing may be excluded by the conduct board chairperson and the hearing will continue as scheduled.
* Hearings shall be recorded by the university only. Recordings will be made available to respondents and, if applicable, complainants upon written request to the Dean of Students, but may not be copied or stored outside of the Office of Student Life. When requested, hearing recordings can be transcribed.
* Any party may challenge a hearing board member or conduct board chairperson on the ground of personal bias or conflict of interest. The Dean’s office notifies complainants and respondents of their board members and conduct board chairperson prior to the hearing. Students should notify the Dean’s office of any personal bias or conflicts of interest in writing, including the grounds for disqualification, within 48 hours of receiving the board member notification.
* Complainants, respondents, and witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of violating this Code by intentionally providing false information to the university.
* Witnesses, unlike the complainant and the respondent, may be excluded from the hearing except during opening remarks by the Chair and when they are giving their statements. All parties, including the respondent, complainant, witnesses and advisor of choice shall be excluded during board deliberations, which shall not be recorded or transcribed.
* Statements deemed unduly repetitious or irrelevant by the conduct board chairperson will be excluded.
* Complainants and respondents (not their advisor of choice) will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.
* Board members may ask questions of the parties and all witnesses. Board members will ask questions that will help them gain useful information, a deeper understanding of the case and to help clarify vague issues.
* Disciplinary record of the respondent will only be supplied to the board during deliberations following the respondent accepting responsibility or after a determination of “responsible” is decided upon by the board.
* Any determination of responsibility will be supported by brief written findings that will be placed in the case file and made available to the respondent, if requested, after the final decision is rendered by the Dean of Students.
* Both the findings and the sanctions determined by the University Conduct Board shall be regarded as recommendations to the Dean of Students. The Dean will provide the respondents their official sanction through their Susquehanna e-mail address or, when deemed appropriate by the Dean, in person.

APPEAL PROCESS

Appeal Grounds

A decision made by a university conduct board may be appealed to the Vice President for Student Life or designee. Decisions for a Conduct Conference may be appealed to the Dean of Students & Campus Life or designee. The implementation of sanctions will be deferred during the pendency of the review, unless the sanction of suspension or expulsion is imposed. In cases of suspension or expulsion, the student is immediately removed from campus pending the completion of the appeal process. Appeals may be based only on the following grounds:

* material procedural error that likely would have significantly impacted the outcome of the hearing;
* new relevant evidence to present that was previously unavailable and likely would have significantly impacted the outcome of a hearing; or
* sanctions imposed were substantially disproportionate to the findings.

Procedures:

* Within five business days from the date the conduct decision is issued, the respondent shall submit a written statement to the Vice President or Dean of Students requesting review of the decision or sanction and detailing the grounds for appeal.
* The Vice President or Dean of Students may request additional information from the conduct board/officer or others, if deemed necessary in reviewing the appeal request and making a determination.
* The Vice President or Dean of Students will typically decide the appeal within ten business days. o If the Vice President or Dean of Students determines there was procedural error that likely would have significantly impacted the outcome of the hearing, the Vice President or Dean of Students will order a new hearing before a new Conduct Board/Officer.
* If the Vice President or Dean of Students determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the hearing, the Vice President or Dean of Students will ask the original Conduct Board/Officer to consider the information and render a determination after considering the new information.
* If the Vice President or Dean of Students determines the sanction substantially disproportionate to the findings, the Vice President or Dean of Students may revise the sanction or order a new hearing before a new Conduct Board/Officer solely for the purpose of sanctioning.
* The Vice President or Dean of Students will provide written notification (which may include by email) of the result of the appeal to the Respondent. The complainant, if any, will be notified to the extent consistent with law. All appeal decisions are final.

Sanctions

There are six primary conduct sanctions (Disciplinary Warning, Disciplinary Reprimand, Disciplinary Probation, Disciplinary Suspension, Disciplinary Deferred Suspension, and Expulsion) that are accumulative and kept in the student’s conduct file while a student and seven years post departure with the exception of expulsion which is reflected on the student’s record permanently. Sanctions imposed in accordance with this Code of Student Conduct are applied to individual students, group of students, student teams, or student organizations for one to two semesters. Failure to complete sanctions by their assigned due date and/or according to instruction may result in additional conduct proceedings; fines and/or the Dean of Students placing a Hold on the student’s University record which affects their ability to register for classes with the Registrar. The Dean of Students will lift the Hold once sanctions are completed as originally instructed. Violations of the Code of Student Conduct may result in appropriate sanctions from the university, unless specific and significant mitigating factors are present. Attempts to commit acts prohibited by this code may be sanctioned to the same extent as completed violations.

Primary Sanctions

Students found responsible for violating the code of student conduct will receive one of the following sanctions.

1. Disciplinary Warning: Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

2. Disciplinary Reprimand: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, including disciplinary probation.

3. Disciplinary Probation: A trial period during which a student must behave in a manner acceptable to the University. This period can include exclusion from participation in privileged or co-curricular institutional activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code of Student Conduct during the period of probation, may result in additional sanctions including suspension or expulsion from the university. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university officials. Disciplinary probation status may also affect qualifications for some awards, prizes or financial aid, particularly those stipulating conduct acceptable to the university. Disciplinary Probation can affect a student’s ability to apply for or participate in GO Programs.

4. Disciplinary Suspension: Temporary separation from university premises, and other privileges or activities, as set forth in the suspension notice. Students who are suspended are not permitted to participate in any University activities, academic or non-academic, during the suspension timeframe. They may not take part in any official exercise, including commencement. Suspended students are not allowed on Susquehanna University’s premises during their suspension unless prior approval has been granted by the Dean of Students. Any request for the privilege of visiting Susquehanna during the suspension must be received in writing at least seven business days prior to the requested date by the Dean of Students. Is should be understood that the submission of a request does not guarantee approval. The Dean may require the student requesting the privilege meet prior to the date. Decisions regarding the request will be communicated to the student and appropriate university staff.

5. Disciplinary Deferred Suspension: A deferred suspension is a designated period of time during which a student, while continuing to be enrolled, is given an opportunity to demonstrate the ability to abide by the Standards of Conduct. A student may be placed on deferred suspension for serious misconduct or in the case of repeated misconduct. If the student is found responsible for any additional violation(s) of the Student Handbook while the student is on deferred suspension, then the sanction of suspension will be the minimum sanction that will be imposed in a University conduct process on the subsequent misconduct. Students who are placed on deferred suspension are also generally secondary sanctions.

6. Expulsion: Permanent termination of student status and exclusion from university premises, privileges and activities including, but not limited to: receipt of Susquehanna University degree, registration, class attendance, residence in university-owned housing and use of university facilities. A student who has been expelled is not eligible for readmission. Students expelled from Susquehanna University are not allowed on Susquehanna University’s premises and will receive a No Trespass Order from Public Safety. Expulsion will be kept on file in the Student Life Office, will remain in the student’s conduct record permanently, and will be reflected on transcripts.

Secondary Sanctions

In addition to a primary sanction, students may also receive one or more of the following sanctions.

1. Restriction or Revocation of Privileges: The recommendation to withdraw a privilege, use of a service, participation in a program, event or activity for a specific period of time. The loss of privilege may prohibit participation in off-campus study (GO Program). Restrictions include, but are not limited to, University housing, registering or taking part in organizational or university social activities, participating in intramurals, collegiate athletics or University sponsored performances or ceremonies, holding leadership or membership roles in student groups and organizations, the use of a particular university facility, guest privileges or parking privileges.

2. Restitution: Repayment to the university or to an affected party for damages resulting from a violation of this code. Restitution can occur at any level.

3. Parental Notification: A letter or phone call notifying a parent or guardian of a dependent student (at the time notification is made) that he or she has committed a violation of law or university policy pertaining to drugs or alcohol or any violation that may result in suspension or expulsion from the University. (See Parental Notification Policy under Academic Life Policies)

4. Educational Sanctions: Additional sanctions may be imposed instead of or in addition to those specified in sections (a) through (i) of this part. Service, research projects or educational programs or activities, including but not limited to, an educational seminar, a treatment program for alcohol or drug abuse or psychological assessments may also be assigned.

5. Fines: Fines or administrative fees may be imposed separately or in addition to any other sanction(s). The conduct officer or conduct board shall determine the amount of the fine. A fine requires a student or student organization to pay a sum of money. The fines listed below may be assessed at the discretion of the Dean of Students or their designee and are subject to change.