



CODE OF STUDENT CONDUCT

INTRODUCTION

Mitchell College (the “College”) is committed to fostering a campus environment that celebrates and develops the power of unique minds. The college is committed to an educational and developmental process that balances the interests of individual students with the welfare of the College community as a whole. In choosing to enroll at the College, students have voluntarily entered an educational and residential community with standards of academic honesty and respect for persons and property. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the College and reflected in its policies, including those contained in the Code of Student Conduct.

The purpose of the Code is to express the College community’s standards of honesty, respect for persons and property, and responsible use of freedom. It describes the types of acts that are not acceptable in the College community, as well as the general process by which they will be addressed. Any student who engages in academic, sexual, or social misconduct may be subject to disciplinary action by the College.

The goal of the College’s student conduct process is not to punish students, but to protect the interests of the community and to encourage students to learn from their mistakes. Sanctions are intended to improve students’ decision-making and encourage behavior consistent with the College community’s expectations.

If a student is in trouble, has a complaint and does not know how to proceed, or has a general question about disciplinary policy, the members of the Student Affairs Team are knowledgeable about the standards of conduct and disciplinary process at Mitchell and can answer questions. Students may also meet with a member of the Residential Life staff or the Dean of Student Experience and Belonging, who all have an extensive familiarity with the student conduct process.

Students should be aware that the student conduct process is different from criminal and civil proceedings. The College’s disciplinary processes do not attempt to duplicate or substitute for civil and criminal legal proceedings. The College has an independent interest in upholding standards of academic and social conduct, and deals with alleged violations of the Code of Student Conduct and other College policies, whether or not law enforcement agencies are involved and/or criminal charges may be pending.

Application

Students at the College are provided a copy of the Code of Student Conduct online, which can be found at <https://community.mitchell.edu/CurrentStudents>. Hard copies are available upon request from Student Affairs or the Director of Residence Life and Student Conduct. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct applies to both individual students and to College-affiliated student organizations. For purposes of this policy, a “student” is defined as someone who has matriculated and has not formally severed recognized student status with the College. Students retain this status throughout their time with the College, including academic terms, scheduled vacations, summer months, periods of leave, or off-campus study.

A. Social Misconduct

Mitchell College students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is individually or as a member of a group involved in unacceptable social behavior on or off campus shall be subject to disciplinary action by the College.

For purposes of handling disciplinary matters, a “student” is defined as someone who has matriculated and has not formally severed recognized student status with the College. Students retain this status throughout their careers at Mitchell, including academic terms, scheduled vacations, summer months, periods of leave, or off-campus study.

Disciplinary charges may not be brought against someone who has formally severed recognized student status with the College or who has graduated from the College except when such an individual may once again be a recognized student. The College reserves the right at any time to ban any noncurrent member of the Mitchell community from being on campus or participating in College-sponsored activities. In situations where it may not be possible to resolve a case prior to a student’s graduation, the Dean of Student Experience and Belonging (or designee) may cause the student’s degree to be withheld until the case is fully resolved.

The College reserves the right to investigate and discipline alleged misconduct even when it occurs off campus. The College will usually apply the Code in instances where the off-campus misconduct:

1. occurs in connection with a College-sponsored event or when students are acting as representatives of the College, or
2. directly affects another member of the Mitchell community, or
3. directly or indirectly affects the reputation of Mitchell College, or

4. suggests a potential danger or threat to others.

General Categories of Social Misconduct

The following categories of social misconduct illustrate the expectations of the College and provide examples of misconduct subject to College discipline. Many of these categories, and the accompanying examples, have a counterpart in the State of Connecticut General Statutes (CGS). The stipulated definitions of state and local criminal codes and the processes of the criminal judicial system are not part of the Mitchell Code of Student Conduct. Addressing a violation of the College's Code of Conduct does not exempt the individual from prosecution by proper authorities under criminal or civil code, and criminal or civil prosecution does not exempt the individual from being held accountable under the College's Code of Conduct.

1. Actions against persons
2. Actions against property
3. Dangerous or disorderly conduct
4. Actions against the institution
5. Obstruction of the College's procedures

1. Actions Against Persons

Conduct that involves force, threat of force, or intimidation directed at an individual or group of individuals may constitute an "action against persons."

Examples of actions against persons include but are not limited to the following examples:

1.1. Assault: any unwanted or unlawful threat or attempt to do injury to another. This includes unwanted physical contact, as well as fighting and physical altercations.

1.2. Sexual misconduct: comprises a broad range of unwelcomed behaviors and misconduct of a sexual nature including but not limited to; rape, sexual assault, dating violence, domestic violence, and stalking. Please refer to the College's Sexual Misconduct and Harassment Policy for detailed definitions regarding sexual misconduct violations (e.g., rape, sexual assault, dating violence, domestic violence, and stalking) and the procedures for adjudicating alleged violations.

1.3. Hazing: any action or situation that recklessly or intentionally endangers the mental or physical health of a student such as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued involvement in a group or organization.

Hazing includes, but is not exclusive to, acts that (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment, (2) destroys or

removes public or private property, (3) involves the consumption of alcohol or drugs, or the consumption or other substances to excess, or (4) violates any College policy.

An act may be considered hazing regardless of the person's consent to participate.

1.4. Harassment: acts such as stalking, confrontation, verbal slurs, insults or taunts, physical force or threat that cause disruption to the educational environment, or damage to property. Such acts may be committed in person, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites.

1.5. Intimidation: acts such as of physical force made with the intention of causing fear, intimidation, ridicule, humiliation, disparagement. Such acts may be committed in person, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites.

1.6. Bullying: behaviors where someone repeatedly causes injury or discomfort to another person that is perceived as vulnerable, smaller, weaker or younger. Such acts may be committed in person, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites.

1.7. Disrespect: acts of disrespect to college faculty, staff and or other students. This includes external college staff such as dining services.

2. Actions Against Property

Conduct that results in damage to property of another individual or of the College, or conduct that improperly converts another's property to personal use may constitute an "action against property."

Examples of actions against property include but not limited to the following examples:

2.1. Theft: to steal or knowingly possess stolen property or any item reasonably thought to be lost and not abandoned. May include misappropriation of college funds.

2.2. Property Damage: injury to, destruction of or loss of use of personal or college property due to another's negligence or willful destruction.

2.3. Illegal Entry: Unauthorized access to prohibited or closed areas of the college inclusive of the possession, use, or duplication of College keys or cards, passwords, or other means of access.

3. Alcohol & Other Drugs

In accordance with the Drug-Free Schools 4 and Communities Act, the College's standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees, on the College's property or as part of any of its activities.

Mitchell College observes all laws governing the use of alcoholic beverages within the State of Connecticut and does not tolerate violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Connecticut laws and Mitchell's alcohol policy.

The prohibitions of the Mitchell College Student Conduct Code and Connecticut General Statutes (CGS) include, but are not limited to, the following:

3.1. Drug Violation: acts such as possession, distribution, or the use of illegal drugs and narcotics.

3.2. Drug Paraphernalia: The possession or use of drug paraphernalia included but not limited to: bongos, joints, pipes, vapes, bowls etc...

3.3- Alcohol Sale & Supply: The sale and/or supplying of alcoholic beverages by any person who does not have a license to sell and/or supply such beverages in full force and effect at the time of the sale and/or supply including the sale and/or supplying of alcoholic beverages by any person to a person who has not attained the age of 21 years or is intoxicated.

3.4. Underage Alcohol Violation: the consumption, purchase and/or possession of alcoholic beverages by any person who has not attained the age of 21 years.

3.5. Alcohol Limitation: the consumption, purchase, or possession of alcoholic beverages beyond the allowed limits of (12) cans or beer or seltzers and/or (1) 750 mL bottle of wine and/or no hard liquor is permitted by any person over the age of 21 years.

3.6. Alcohol Paraphernalia: The possession or use of empty alcohol cans, bottles, containers or packaging as decor in your residence hall.

3.7. Substance-Free Housing: possession or consumption of alcoholic beverages by any student living in a residence hall that prohibits alcohol.

3.8. Presence of Alcohol: being in the presence of any alcohol violation.

Violators of these policies may be subject to disciplinary action, including confiscation of materials, the loss of privileges to use College facilities for such events and/or referral to the Director of Student Affairs. The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy. The College will also utilize its mental health resources to help students involved with drugs and alcohol.

4. Dangerous or Disorderly Conduct

Conduct dangerous to self or others, or conduct that creates a disturbance or disrupts the ability of the College to carry on its essential functions may constitute “dangerous or disorderly conduct.”

Examples of dangerous or disorderly conduct include but not limited to the following:

4.1. Possessing a weapon on campus: the possession and/or use of prohibited items such as but not limited to firearms, ammunition, knives, BB or pellet guns, bows, arrows, slingshots, or

any likeness of a weapon. It is the responsibility of students to check with Mitchell College Campus Safety if there is a question of whether an item would be prohibited under this policy.

4.2. Disorderly conduct: conduct which infringes on the freedom and activities of others, or is disruptive to normal operations of the College and/or hinders access to College facilities.

5. Actions Against the Institution

Conduct that involves the unauthorized accessing or alteration of documents and records controlled by the College, including class papers and examinations, or improper use of College electronic and physical resources, may constitute an “action against the institution.”

Examples of actions against the institution include but not limited to the following examples:

5.1. Altering a College ID: Acts of changing an official college ID to falsify your identity, access or information.

5.2. Tampering: Altering or changing college documents or records by hand or electronically to intentionally or which results in the falsification of information.

5.2. Misrepresentation: Acts such as claiming falsely to represent self, the College or a College registered organization.

5.3. Misuse of Technology/Resources: Any user who either accesses information to which they have no right or uses an excessive amount of system resources is acting in an unethical manner. Information and Library Services reserves the right to take whatever actions are necessary to prevent a user from violating the rights of other users. Students who violate these standards for use of information, network, and computers may also be subject to disciplinary action by the Dean of Student Experience & Belonging, Director of Residence Life and Student Conduct, or designee.

6. Obstruction of College Procedures

Conduct that interferes with the regular procedures of the College, investigation of alleged offenses, the process by which they are resolved, or their outcomes, or that violates any College policy may constitute an “obstruction of College procedures.” Application of this section shall not be used to restrict the exercise of free expression of any member of the College community.

Examples of obstruction of College procedures include but not limited to the following examples:

6.1. Failure to Comply: failing to act in accordance with an official directive from a college official such as but not limited to refusing to identify oneself or others, refusing to appear before college administration, campus safety and/or student conduct hearing and/or board.

6.2. Providing False Information: giving misinformation to any College official with intent to deceive during any phase of the student conduct process (including the investigatory stage and providing false reports) or conspiring with others to do so. Use or possession of a forged, altered, or falsified document including fake IDs.

6.3. Witness harassment/coercion: attempting to harass, intimate or badger a witness involved in an open investigation and/or any time during the student conduct process.

6.4. Sanction Non-Compliance: violating the terms of any sanction imposed by appropriate authority (e.g., the Dean of Students, Judicial Board, or hearing officer) in a disciplinary matter.

6.5. Bribery: attempting to bribe or bribing a College official.

6.6. Complicit: assisting another in violating a College policy or attempting to violate a College policy.

6.7. Classroom Disruption: acts that are disruptive to the educational setting of the college such as classrooms, labs and/or any other location where class is being held on and/or off-campus. Online learning is included.

7. Health & Safety Violations

7.1. Indecent Behavior: Urination or defecation in any location not designated for that purpose.

7.2. Garbage Disposal: Improper disposal of personal garbage in any location not designated for that purpose.

7.3. Windows: removal of screens, throwing objects at or from the windows, yelling from, or up to, residence hall windows and Stereo speakers placed in or around any window openings.

7.4. Common Spaces: acts of disrespect, moving or destruction of hallways, bathrooms or lounges.

7.5. Damages: vandalism, extensive and/or malicious damage.

7.6. Uncleanliness: residence hall room(s) that are beyond an acceptable standard of cleanliness such as, but not limited to, excessive trash, strong odors and clutter.

7.7. Door Propping: act of propping entrance, exit and/or fire doors.

8. Fire Safety Violations

8.1. Possession: items such as explosives, flares, firecrackers, candles, incense, candle warmers, hot plates, open coil appliances or exposed heating elements.

8.2. Fire Alarm: intentionally setting off a fire alarm in a false manner.

8.3. Fire Extinguisher: misuse of and/or tampering with and/or moving from designated location.

8.4. Failing to Leave: failure to exit the building after a fire alarm has sounded or other notice of fire has been given, whether or not a drill.

8.5. Smoke Detector: covering, disabling or tampering with smoke detectors.

8.6. Smoking: Mitchell College is a smoke-free campus. Smoking of any kind is expressly prohibited.

8.7- Access: blocking means of egress such as doorways, exits, windows and/or fire escapes.

9. Residence Life Specific Violations

9.1. Restricted Items: possession or use of a restricted item(s) in the residence hall as outlined in the housing contract, standards and guidelines.

9.2. Hall Sports: unauthorized sports in the hallways of the residence halls.

9.3. Lockouts: excessive amount of lockouts (2) per semester.

9.4. Unauthorized Room Changes: changing rooms without approval from residence life.

9.5. Guests: violating the residence life guest policy as stated in the housing contract, standards and guidelines.

9.6. Housing Contract: any direct violation of the housing contract, standards and/or guidelines.

9.7. Noise Violation: any act of excessive noise during designated quiet hours and/or courtesy hours.

9.8. Pet Violation: owning and/or keeping a pet in residence without approval from Residence Life or failing to comply with an approved Emotional Support Animal (ESA) agreement with Accessibility Services.

9.9. Room Parties: social gathering of more than 6 people in a double room, or 10 or more people in a suite or apartment without prior approval from the Office of Residence Life.

10. Clubs & Organization Violations

10. Clubs & Organization Violations- 10.1- Illegal Posting- posting advertisement and/or information that is not approved by the Office of Student Engagement.

10. Clubs & Organization Violations- 10.2- Abuse of Power- using a position of power in a club or organization to coerce and or belittle others.

10. Clubs & Organization Violations- 10.3- Misuse of Funds- using funds inappropriately and/or in an unapproved manner.

10. Clubs & Organization Violations- 10.4- Solicitation- accosting someone and offering one's or someone else's services

11. Parking Violations

11-Parking Violations- 11.1- Illegal Parking- vehicle that is parked in an unauthorized space or non-parking space.

11-Parking Violations- 11.2- Non-registered Vehicle- vehicle that is parked on campus without an approved parking pass from Campus Safety.

11-Parking Violations- 11.3- Blocking Access- vehicle that is parked in an area that is blocking egress and/or traffic.

12. COVID-19 Violations

12-COVID-19 Violations- 12.1- Mask- improper use and/or absence of a mask.

12-COVID-19 Violations- 12.2- Guest- hosting a guest who is not a resident of the college, visiting a hall in which you do not reside and/or unauthorized commuters on campus while restrictions are in place.

12-COVID-19 Violations- 12.3- Large Social Gatherings/ Parties- exceeding the allotted number of guests permitted per room/suite as per social distancing guidelines.

12-COVID-19 Violations- 12.4- Quarantine/ Isolation- non-adherence to guidelines provided for Isolation and Quarantine.

12-COVID-19 Violations- 12.5- Non-compliance- failure to participate in mandatory testing; not reporting off campus travel according to College travel policies in place; not maintaining social distancing; not following posted signage; not logging symptoms in CoVerified App; not adhering to vaccination requirements of the College.

PART II: DISCIPLINARY PROCESS

Informal Response

The very nature of a residential college creates opportunities and challenges for young adults living in a community, some for the first time. It is not unusual for young adults in this situation to, on occasion, exercise poor judgment, act insensitively or without thinking, or engage in inappropriate behaviors. Consequently, many minor incidents (e.g., excessive noise, roommate conflicts) are handled informally through meetings with Residence Hall Directors. The system of response to allegations of student misconduct is an educational one. Many minor incidents are resolved with the assistance of Resident Assistants (RAs) or Student Affairs staff. Such cases usually do not result in official disciplinary records or sanctions, but may be introduced at a later date if patterns of unacceptable behavior emerge. The College reserves the right to utilize the informal response to address incidents that occur on campus when in the best interest of the involved parties and the overall Mitchell community.

Formal Disciplinary Action

When it is neither possible nor appropriate to resolve a conflict or disciplinary matter informally, the alleged violation is forwarded to the Director of Residence Life and Student Conduct for action. There are three major categories of violations, each with a separate and distinct method of resolution: ***social misconduct, academic honesty and personal integrity, and sexual misconduct.***

1. Reports and Investigations of Alleged Violations

Any member of the Mitchell College community may file a complaint with Campus Safety. As part of the investigation the Director of Student Conduct determines whether the alleged violation is an act of academic honesty and personal integrity, sexual misconduct, or social misconduct.

2. Administrative Resolution

Once an investigation is complete, the investigative report is forwarded for action to one of three judicial authorities:

- Academic Dishonesty: The Student Academic Integrity Board (Associate Dean of Academic Affairs or the Dean of the College).
- Sexual Misconduct: The Mitchell College Judicial Board that is facilitated by the Director of Student Conduct.
- Social Misconduct: A designated member of the Student Affairs or Thames Staff (i.e., Residence Hall Director, Director of Student Conduct, Director of Thames) or the Mitchell College Judicial Board.

The appropriate judicial authority determines whether a violation of college policy has occurred, based on a preponderance of evidence (i.e., whether it is more likely than not that a violation occurred). If a violation is found, sanctions are assigned.

Appeal Procedures

Students found in violation through administrative resolution may appeal the finding of a violation or the sanctions assigned, or both, to the appropriate appeal authority, as described below, within five (5) business days of receipt of the original disciplinary decision:

1. Academic Dishonesty - The Vice President of Academic Affairs/Dean of the College hears appeals rendered by the Student Academic Integrity Board. The respondent may appeal the finding or sanction(s), or both.

2. Sexual Misconduct - Either party has the right to appeal the decision of the Mitchell College Judicial Board. The purpose of an appeal is to review the adjudication process. Appeals are accepted on the basis of one or more of the following:

- procedural errors that may have substantially impacted the final decision;
- relevant new information that was not available at the time of the hearing, and would have substantially affected the Judicial Board's decision;
- sanctions that are substantially inconsistent with past institutional responses.

The right of appeal is contingent upon participation in the investigative and hearing process. An appeal must be made in writing to the Director of Student Conduct within five business days of the date that the party receives written notification of the Judicial Board's decision and imposed sanctions. An appeal will generally follow this process for review:

- A student will submit a written appeal indicating on what grounds they are appealing to the Director of Student Conduct within five (5) business days of the date that the party receives written notification of the Judicial Board's decision and sanctions.
- The Director of Student Conduct will communicate the appeal to the Dean of Student Experience and Belonging and the other student(s) involved in the complaint.
- The appealing student will meet with the Dean of Student Experience & Belonging.
- The Judicial Board facilitator will submit to the Dean of Student Experience & Belonging an informational response to the appeal, detailing the Judicial Board procedures and decision-making process with regards to the issue being appealed. The Dean may meet with the facilitator to discuss.
- The Dean of Student Experience & Belonging may deny the appeal, affirm the Judicial Board's decision, alter the Judicial Board's decision (in respect of determinations and/or sanctions), or return the case to the Judicial Board for further process.
- The Dean of Student Experience & Belonging will then notify both parties in writing as to her/his determination, or her/his decision to return the case to the Judicial Board.

- The Dean of Student Experience & Belonging will act upon a written appeal within a reasonable time, normally five (5) business days after receipt of the appeal. Decisions of the Dean of Student Experience & Belonging are the final institutional response and may not be appealed.

Social Misconduct – The Director of Student Conduct hears appeals of decisions rendered by Student Affairs Staff and the Dean of Student Experience & Belonging hears appeals of decisions rendered by the Director of Student Affairs or the Mitchell College Judicial Board. The respondent may appeal the finding or sanction(s), or both. Appeals are accepted on the basis of one or more of the following:

- procedural errors that may have substantially impacted the final decision;
- relevant new information that was not available at the time of the hearing, and would have substantially affected the Judicial Board’s decision;
- sanctions that are substantially inconsistent with past institutional responses.

The right of appeal is contingent upon participation in the investigative and hearing process. An appeal must be made in writing to the Director of Student Conduct within five (5) business days of the date that the party receives written notification of the decision and imposed sanctions.

Judicial Process

The Mitchell College Judicial Board has written guidelines of hearing procedures, available from the Director of Student Conduct. All parties are given a copy of the guidelines prior to a hearing. For information about the sexual misconduct complaint process and hearing procedures, see the Sexual Misconduct Prevention and Response.

Pre-Hearing Conference

When a student is referred to the Director of Student Conduct due to a possible violation of the Mitchell College Code of Conduct a pre-hearing conference will be offered. At the pre-hearing conference, the Director of Student Conduct will review:

- The Student Conduct process,
- Statements and reports,
- The student’s rights and responsibilities, and
- Options to resolve the matter.

The student may choose to reach an agreement or admit the violation(s) and accept the sanction(s). If the student chooses to admit to the violation(s) and sanction the pre-hearing conference will serve as the formal judicial hearing (with the exception of physical altercations

and physical safety violations) and no appeal will be permitted. If the student chooses to contest the allegation(s) a formal hearing will be scheduled.

The pre-hearing conference will be an open meeting and the student will be able to bring up to two (2) members of their support network including their academic advisor to attend the pre-hearing conference. The Director of Student Conduct will serve as the facilitator of the pre-hearing conference and the student's Academic Advisor will be present as their advocate. Support network is not allowed to speak during the pre-conference hearing.

Situations involving physical altercations or physical safety violations may result in the immediate removal of involved individuals from campus until a judicial board hearing can be convened.

Coordination of the Formal Hearing

The Director of Student Conduct (or his/her delegate) coordinates all hearings and will:

- Prepare a formal charge on behalf of the College and provide written notification to the respondent of the charge.
- Inform all parties of the time and location of the hearing. A formal hearing can take three forms: 1) lower level violations will be heard by respective residence hall directors, and in situations involving commuters by the Director of Student Conduct or designee (2) mid-level violations will be heard by the Director of Student Conduct, judicial board or designee. (3) All high level violations will be heard by the judicial board.

The Director of Student Conduct (or his/her designee) will

- Notify the respondent if the case cannot be heard within a reasonable time period. The respondent must attend the hearing.
- Answer any questions and resolve issues regarding the judicial process.
- Confirm the participation of hearing board members, including determining if any hearing board member has a conflict of interest or cannot otherwise attend the hearing. In such cases, alternates will be notified.
- Attend to all organizational matters pertaining to the hearing, including providing copies of all written statements for participants and hearing board members.
- Present the charge on behalf of the College.
- Provide written notification to the respondent of the outcome of the hearing and of rights to appeal.
- Oversee compliance with any sanctions.
- Maintain student disciplinary records.

Purpose of the Formal Hearing

To determine, based upon a preponderance of evidence, whether a violation of College policy occurred; and if so, to assign sanctions. Preponderance of the evidence means it is more likely than not that a violation occurred. All procedural questions are subject to the final decision of the Hearing Officer(s). In hearings involving more than one accused student, the Director of Student Conduct will determine whether hearings are scheduled jointly or separately.

Rights and Responsibilities of the Respondent (Accused Student)

- To respond to allegations and offer testimony on the incident in question.
- To call witnesses who can offer material testimony.
- To present evidence relevant to the case.
- To question witnesses and challenge evidence.

Advocate

The respondent has the right to have their Academic Advisor in attendance at a formal hearing as an advocate to offer support and limited assistance in the formal hearing. The respondent is responsible for presenting his/her own case. Advocates may consult with and assist the respondent in doing so, but are not permitted to speak for or present the case on behalf of the student he/she is there to support. In cases where the complainant is another student, the complainant has the right to advisors, as described above.

In cases of sexual misconduct, students may have an advocate from the Sexual Assault Crisis Center of Eastern Connecticut (SACCEC) to offer support.

In cases not involving sexual misconduct, students are only permitted to have their Academic Advisor serve as their advocate. All hearings are private and confidential. Admission of any person to the hearing shall be at the discretion of the Director of Student Affairs.

Judicial Board

The Mitchell College judicial board will be comprised of selected faculty and staff that will receive extensive training to ensure they understand the Code of Conduct and the judicial process. This will allow for consistent and fair decisions for the judicial board hearings. The student will be notified of the members selected to serve on their judicial board to ensure there is no conflict of interest with any member of the judicial board.

Judicial Board Decisions

Once all testimony has been heard, the hearing is closed to all participants. The judicial board then deliberates to determine whether a violation has occurred, and, if so, to determine sanctions. The Director of Student Conduct (or his/her designee) presides. The determination

shall be made on the basis of a preponderance of evidence. Judicial Board decisions are reached by a majority vote. When possible, decisions are communicated to the respondent at the conclusion of the deliberations. Written notification is provided as soon as possible.

Findings and Sanctions

The hearing officer or judicial board determines whether the respondent has violated a College policy. If there is a finding of a violation, sanctions are determined. The goal of judicial sanctions is based on a Restorative Justice approach. Sanctions are meant to assign accountability and, ideally, to provide an opportunity for learning from mistakes and give students avenues to make better choices when confronted with a similar situation. In most cases first offenses of a minor nature will receive lesser sanctions than more serious violations and/or repeated offenses. The hearing officer or judicial board may modify or combine any of the options listed below, or determine its own sanctions. Disciplinary sanctions may be imposed upon groups and organizations as well as individuals. More than one sanction may be imposed at one time.

Disciplinary Sanctions

- **Warning:** Written notification that the student's behavior is unacceptable and that continuation or repetition of such conduct may result in more severe disciplinary action.
- **Disciplinary Probation:** A written reprimand including a statement that any further violation of College policy may result in suspension or expulsion.
- **Interim Suspension:** Immediate separation from the College for a period defined by the Dean of Student Experience & Belonging, Director of Student Conduct of designee. An interim suspension will be implemented in cases where a student's behavior poses a significant risk to the health and safety of themselves or others. During an interim suspension students are not permitted to be on any Mitchell College property or attend any event sponsored or sanctioned by the College. Additionally, students will not be able to attend classes or other College events. Any presence on College property during your interim suspension will be considered trespassing and will be referred to the New London Police Department. An interim suspension is automatically implemented in cases involving physical altercations.
- **Suspension:** Termination of a student's enrollment at the College for a specified period of time. This also includes restricting access to campus or College events during the suspension.
- **Expulsion:** Permanent termination of enrollment, including no further access to campus or any College events without written approval from the Dean of Student Experience and Belonging or Director of Student conduct.

Additional Sanctions

- **Judicial Educator Session:** Students are assigned to an online session to complete that will educate them on a particular topic as determined by the hearing officer of judicial board.

- **Restitution/Fine:** Reimbursement for damage to or misappropriation of property. At the discretion of Student Affairs staff, this may take the form of work, community service, or other compensation such as service to the College community.
- **Chemical Health Assessment:** Performed by a qualified chemical dependency counselor for the purpose of determining possible patterns of abuse. The student is encouraged to follow the treatment recommendation(s) provided by the counselor.
- **Counseling Services:** Performed by a qualified counselor or therapist. The student is encouraged to follow the treatment recommendation(s) provided by the counselor or therapist.
- **Revocation of Privileges:** Exclusion from extracurricular activities or college activities for a specified amount of time as determined by the hearing office or judicial board. The time frame is contingent upon successful completion of any other sanctions.
- **Housing Removal:** Your housing privileges have been revoked. You are no longer allowed to live on campus. You must vacate your current housing assignment within a predetermined timeframe as determined by the hearing officer of judicial board.
- **Interim Classroom Suspension:** You are not allowed to go to class until certain guidelines have been met. This is generally utilized in cases where the student has failed to meet classroom civility expectations or has been overtly disruptive in class.
- **Mediation:** Students are asked to meet with another individual to work through concerns or issues raised.
- **Letter of Apology:** A written letter to an individual who was harmed by the actions of the student.
- **Reflective Paper:** A paper focusing on the impact of the behaviors on the community and on individual student.
- **Contributed Service Hours:** Hours to be completed on-campus or in the community. These hours are generally directly related to the violation and community impacted by the students' behaviors.
- **Other:** Student Affairs Staff or Judicial Board may choose to administer a sanction not mentioned above, in line with the restorative justice student conduct philosophy at Mitchell College.

Club and Organizations Sanctions

- **Club Probation:** If an organization fails to meet the requirements of official recognition, the organization can be placed on probation. Any additional violations could result in the loss of recognition status at the college.

- **Accounts Frozen:** Any funding allocated to the group will be inaccessible until the club has met the standards as determined by the Director of Student Engagement and/or Student Government Association Executive Board.
- **Loss of Approval/Recognition Status:** The loss of all rights and privileges of a recognized club and organization including space of funding allocations, ability to host events and post fliers on campus.

Disciplinary Records

Records of disciplinary action are maintained in the confidential student conduct database maintained by Student Affairs. Disciplinary records are part of the student's education record and are therefore subject to privacy protections under the College's Student Records Policy, as required by the Family Educational Rights and Privacy Act (FERPA).

Disciplinary actions may be taken by members of the Student Affairs staff or one of the judicial boards (Academic Standing Committee, Mitchell College Judicial Board). These written citations include a description of the specific violation of College policy and the resulting sanctions, which range from warnings to expulsion.

Records of disciplinary status up to and including disciplinary probation are maintained in the confidential student conduct database until graduation or until two years after withdrawal from the College. These records are not noted on the student's transcript.

Records of disciplinary suspensions are maintained for five years after the student's separation from the College. Suspensions are coded "withdrew" on the academic transcript.

Records of expulsion are maintained at the college for ten years after the student's separation from the College and recorded permanently on the student's academic transcript as "disciplinary dismissal."

Students have access to their own disciplinary records. The Director of Student Conduct and staff have access on a "need-to-know" basis. Otherwise, records may be released to third parties only with written consent of the student (in sexual misconduct cases, the complainant is also informed of the decision).

Parental Notification

Though parental notification is permitted under law in most cases, the College prefers to communicate directly with students as adults. Customarily, the College does not notify parents concerning policy violations that do not involve drugs or alcohol or suspension/expulsion from the College. However, should a student receive a sanction that suggests that any future violation may lead to suspension, the Director of Student Conduct has discretion to determine whether the student or a college official should notify parents about the student's status or

other serious concerns. In the case of a medical transport, the college reserves the right to notify the student's listed emergency contact.

Mitchell College takes great pride in providing a social and educational atmosphere for its students. Students are held responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to disciplinary action by the College. The College reserves the right to withdraw from any student the privilege of attending Mitchell College for any lawful reason that the College deems appropriate.

The following considerations constitute the foundation of the College's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

- The College's standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the College has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The College is committed to fundamental fairness in its student conduct procedures.
- By the action of matriculation and registration at Mitchell College, students voluntarily enter an educational and residential community with standards of academic honesty and respect for persons and property. In choosing to enroll in the College, students become responsible in their conduct to those standards as stated in the Student Code of Conduct.

The College may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the College. The College reserves the right to deal with misconduct, whether or not law enforcement agencies are involved and/or criminal charges may be pending.