

*\*\*\*Note: These documents, pieces of evidence, and the hypothetical scenario(s) are used for the specific purpose of University Conduct Board training. These materials included herein are not part of an actual Student Conduct Incident Referral and/or a student conduct record.\*\*\**



## Lunch and Learn Training: An Overview of the Student Conduct Process Student Conduct and Community Standards

### Training Note

This training was created for University Conduct Board members at East Stroudsburg University in Pennsylvania. Training materials are provided on the Student Conduct and Community Standards website to adhere to the Title IX Federal Regulations of 2020. Questions about training materials can be directed to SCCS.

### Activity for this Lunch and Learn Training

This Lunch and Learn will review the Student Conduct process from the initial incident report through hearing and appeal. Participants in the hearing will receive an overview of the student conduct process, as included in the Student Code of Conduct. Participants will be guided through the various stages of addressing an incident referral and work together to make determinations in addressing this hypothetical incident.

Some of the steps/stages reviewed may include:

- Review of Incident Referral
  - Follow Up with Reporting Party(s)
  - Additional Review/Request for Information
- Processing Referral through Student Code of Conduct
  - Assign Alleged Violation(s) of Community Standards
  - Conduct Conference(s)
  - Administrative or Formal Hearing(s)
  - *If appropriate:* Conflict Resolution Sessions
- Resolution of Conduct Process
  - Outcome(s)
  - Opportunity for Appeal (if resolved through Hearing)
- Review and Reflect on Process

## Referral #1 Submitted through Guardian

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<b>IR #:</b>	123
<b>Reported by:</b>	Rachel Rivera (Resident Advisor)
<b>Reported Date and Time:</b>	January 20, 2023 at 12:45pm
<b>Incident Type:</b>	Student Conduct Incident Referral
<b>Date &amp; Time Info:</b>	January 18, 2023 at 1:36am
<b>Location Info:</b>	On-Campus
<b>Building:</b>	Laurel Hall
<b>Building Room Number:</b>	427
<b>ESU Police Contacted:</b>	Yes
<b>EMS Contacted/On Scene:</b>	No
<b>Involved Parties:</b>	<ul style="list-style-type: none"> <li>▪ Jamie Jones (Referred Student)</li> <li>▪ Wesley Warrior (Referred Student)</li> <li>▪ Rachel Rivera (Resident Advisor)</li> <li>▪ Paul Parker (University Police Officer)</li> </ul>
<b>Incident Details:</b>	<p>On January 18, 2023 at approximately 1:36am Resident Advisor (RA) Rachel Rivera was woken up to screaming. RA Rivera immediately jumped out of bed and tried to identify the source of the screams, RA Rivera heard the screaming continue every few seconds while walking down the 4<sup>th</sup> floor hallway in Laurel Hall. RA Rivera could not immediately identify a source. RA Rivera decided to call University Police for assistance while continuing to walk through the halls. They said someone would be over soon.</p> <p>RA Rivera continued walking through the 4<sup>th</sup> floor hallway and heard another loud scream, which sounded high-pitched, and heard a loud thud. RA Rivera got close to room 427 and identified this as the source for the loud noise. RA Rivera knocked on the door to address the situation. Jamie Jones, a resident in room #427, opened the door after two knocks. RA Rivera noticed that Jamie had a large red mark on the side of their face. RA Rivera asked what was going on and if everything was okay. Jamie looked sad and kept looking at Wesley.</p>

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<p><b>Incident Details (Continued):</b></p>	<p>Jamie said everything was fine and there was just a roommate disagreement over a TV show that was on. RA Rivera asked for all the roommates to come out and provide their ID cards. RA Rivera explained that University Police had been called too. RA Rivera obtained ID cards from Jamie Jones and Wesley Warrior, both residents in Laurel Hall Room #427.</p> <p>University Police Officer Paul Parker arrived while RA Rivera was getting information. Officer Parker asked both residents questions about the incident. They admitted to pushing each other around a little. RA Rivera observed a broken poster frame in the corner of the room. RA Rivera also saw what looked like a hole in the wall near the window.</p> <p>Officer Parker asked if they wanted to write statements and press charges for the physical altercation. Neither resident wanted to press charges. Officer Parker told them to cool off and not fight again. RA Rivera offered both residents the option to go to a friend's room or an open room for the night. Wesley said they had a friends room to go to and left. RA Rivera left the room.</p> <p>A few minutes later, Jamie knocked on RA Rivera's room door and asked to talk. Jamie talked with RA Rivera and explained that they got in a fight because of some rumors posted online. Wesley was worried that Jamie was talking about private stuff online. Wesley saw something on TikTok and started yelling at Jamie. Jamie did not know what the rumors were about and tried to tell Wesley that nothing had happened and that nothing private was shared. Jamie tried to talk to Wesley, but Wesley continued to yell and then threw the poster. Jamie said that Wesley would not listen to what they were saying and got real quiet for a minute. Then Wesley punched the wall next to the window and yelled at Jamie "This is all your fault I can't live like this anymore" and charged towards Jamie. Jamie tried to defend from Wesley's punches and did accidentally hit Wesley back. Jamie expressed concern about what will happen but does not know how to stay in the room safely after this incident. RA Rivera explained that this would all be documented and provided resources for Jamie. Jamie stated that they don't want Wesley to "get in trouble" but they are concerned.</p>
<p><b>Files Attached:</b></p>	<p>N/A</p>

## Referral #2 Submitted through Guardian

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<b>IR #:</b>	123
<b>Reported by:</b>	Paul Parker (University Police Officer)
<b>Reported Date and Time:</b>	January 25, 2023 at 4:50pm
<b>Incident Type:</b>	Student Conduct Incident Referral
<b>Date &amp; Time Info:</b>	January 18, 2023 at 1:45am
<b>Location Info:</b>	On-Campus
<b>Building:</b>	Laurel Hall
<b>Building Room Number:</b>	427
<b>ESU Police Contacted:</b>	Yes
<b>EMS Contacted/On Scene:</b>	No
<b>Involved Parties:</b>	<ul style="list-style-type: none"> <li>▪ Jamie Jones (Referred Student)</li> <li>▪ Wesley Warrior (Referred Student)</li> <li>▪ Rachel Rivera (Resident Advisor)</li> <li>▪ Paul Parker (University Police Officer)</li> </ul>
<b>Incident Details:</b>	At approximately 0140 hours Resident Advisor Rachel Rivera called University Police about an issue in Laurel Hall 4 <sup>th</sup> floor. This Officer responded at 0145 hours to assist. RA Rivera located the disturbance at room #427. It was a roommate disruption that became physical. Both parties denied interest in pressing charges. Both parties were advised to separate and not engage in physical contact.
<b>Files Attached:</b>	N/A