

Room Entry

Maintenance and Inspection: The College reserves the right to enter student rooms for routine maintenance and inspection. This includes care of heating facilities, replacement of window glass, inventory, etc. When the necessity arises to enter a student's room under these situations, the person entering the room will knock first and ask permission for entry. If the room is vacant, maintenance personnel will enter the room to take care of the necessary repairs. All student rooms are inspected for safety and sanitation during college break periods. Various rooms serve as heat controls for sections within the residence hall. If a problem arises, contact your RA or residence hall coordinator for help. If a violation of policy is observed during a routine inspection, it will be addressed by the appropriate staff.

Search: Occasionally it will be necessary to enter rooms for the purpose of locating stolen goods, meeting emergency situations or enforcing regulations. (Room to room searches for **stolen** student property will **only** be conducted when the property value exceeds \$500 or is a family heirloom.) When the need for a search arises, the following measures will be taken:

1. Room searches by residence hall staff and/or Security are to be cleared with the dean of students or his designee unless unusual circumstances prohibit delay.
2. Two members of the professional staff will be present during any room search.
3. No rooms will be entered without knocking. Pass keys will only be used for entry when admittance is denied or it is necessary to enter the room when the occupant is absent.
4. An incident report including the reason for initiating the room search, a summary of the search and recommendations will be filed immediately with the dean of students.

F. Franklin College Code of Conduct and Campus Judicial System

Student Code of Conduct

The College's educational experience encourages each student to develop a personal value system, with an emphasis on the following values: respect, honesty, responsibility, lifelong pursuit of learning, and faith. These values are defined in the Mission of Franklin College that is contained in the second part of *The Key: A Guide to Campus-Life*. The Code of Conduct and the judicial process are based on these values. The following behavioral expectations are extensions of the Mission and the five values:

- Exhibit personal integrity, practicing honesty in all academic and social aspects of this learning community.
- Exhibit professional conduct and civility in classrooms, organizations and other group environments.
- Hold in positive regard the dignity and value of each member of the Franklin College community, treating each member with respect for her/his personal dignity and personal property.
- Respect the collective rights and property of the community.
- Approach the educational experience both inside and outside of the classroom with an openness to new perspectives: new ideas, new cultures and new experiences.
- Have tolerance for the convictions and opinions of others, even when not in agreement with one's beliefs.
- Abide by the College's Policies as contained in the Franklin College Catalog, *The Key: A Guide to Campus Life*, and other official publications and contracts.

Prohibited Behavior

The following are illustrations of conduct which are considered inappropriate and for which students may be held accountable:

Section 1. Violation of any local, state or federal criminal law while enrolled at the college.

Section 2. Intentional, negligent, and/or reckless behavior that results in, or presents a strong potential for harm to the physical health or safety of any person, including sexual assault.

Section 3. Hazing, or other serious forms of physical or mental harassment, abuse, threats or intimidation, sexual harassment or action which intentionally and unreasonably subjects another person to public ridicule.

Section 4. Misuse of fire safety equipment, including transmittal of a false alarm or tampering with smoke/heat detection devices or with extinguishing equipment or failure to evacuate during a fire alarm.

Section 5. Academic dishonesty, such as cheating and plagiarism.

Section 6. Disorderly conduct, or reckless, lewd, indecent or obscene conduct or expression; or conduct or excessive noise that is disruptive to persons who are engaged in legitimate educational pursuits on the campus.

Section 7. Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other weapons (such as guns, rifles, air guns, pellet guns, BB guns, hunting knives, bows and arrows, paintball guns/grenades and martial arts weaponry).

Section 8. Willful obstruction or disruptions of teaching, research, administrative or disciplinary procedures or of other official college activities, including public functions and other authorized activities, held on college premises.

Section 9. Use, possession, or distribution of illegal or controlled substances, such as marijuana and lysergic acid diethylamide (LSD).

Section 10. Theft (or unauthorized taking) of, or damage (including vandalism) to, property of the college, a campus organization, a member of the college community, college visitor, or possession of stolen or misappropriated property, or unauthorized use of telephone, cable television or other pay services, or attempting any of these.

Section 11. Actual or attempted violation of computer security and/or tampering with computer software or equipment, or any violation of the published campus computing guidelines.

Section 12. Unauthorized entry, occupancy, or use of college facilities or equipment; or unauthorized possession or duplication of keys to college facilities or equipment.

Section 13. Knowingly furnishing false or misleading information to or withholding information from college officials; forgery; or tampering with college records, documents or identification cards with intent to fraud.

Section 14. Failure to comply with the directions of a college official, including the terms of judicial sanctions, or willfully hindering such an official acting in the performance of his or her duties.

Section 15. Violation of the college's alcohol policy.

Section 16. Violation of the college's published policies, contracts, regulations or rules of conduct, including but not limited to, campus solicitation and fund raising, student organizations, food service, motor vehicles, the general policies of the records office, and the social responsibility policy.

Section 17. Violation of the published residence hall rules, regulations, and contracts.

Campus Judicial System

Franklin College stresses self-discipline, civility, and respect for the rights of others as the fundamentals of student conduct. It is consistent with the institution's educational mission that, when a student or student group has violated these fundamentals, the college may enact disciplinary proceedings. Such proceedings and any resulting disciplinary measures are intended to redirect behavior and reinforce understanding of the college's behavioral expectations, mission and values.

It is important to realize that the Campus Judicial System is an educational process. Students' right to fairness in the disciplinary process is carefully observed, but specific rules of procedure may justifiably differ from those maintained in the civil or criminal courts.

Definitions

The following is a list of terms that are defined to assist the reader in understanding Franklin College's judicial process

Adjudicator: The adjudicator's first duty is to follow up with students who have had a report of possible policy violation submitted involving them. He/she reviews the report and consequent charges with the student involved, as well as the judicial process. If the student admits responsibility, the adjudicator may determine appropriate sanctions.

Advisor: An advisor to an accused student/group may be present at the formal hearing. The advisor must be a member of the Franklin College Community (faculty, staff or student). The advisor may not serve as a witness or represent the respondent in a manner similar to an attorney. The advisor may speak openly and participate in the proceeding only with the permission of the hearing officer/chief justice.

Community Board: A hearing body comprised of faculty, staff and students. The Community Board as well as the hearing process are both described in a subsequent section of this publication. In rare circumstances a timely meeting of the Community Board may be impossible. In such cases, the chief judicial officer may appoint another hearing officer to hear the case and determine appropriate findings and sanctions.

Greek Standards Board: The Greek Standards Board is an official entity of Franklin College, whose purpose is to ensure that college policies and specific regulations of the campus Greek system (including, but not limited to the social responsibility policy) are implemented, enforced, and followed by all member organizations. The Greek Standards Board will have the additional responsibility of mediating disputes that occur between chapters. The Greek Standards Board is comprised of two chief justices (IFC and Panhellenic Council presidents), eight justices (one representative per chapter), eight alternatives (one per chapter), and a Chief Judicial Advisor (appointed by the dean of students).

Hearing Officer: The individual who is responsible for running a hearing, ensuring that the college's judicial process is followed and following up with the student or organization involved regarding decisions made and, if applicable, sanctions imposed as a result of a hearing.

Judicial Process

The following describes the process by which alleged violations of the Code of Conduct would be addressed for an individual student. For violations involving a student organization see the next section.

Incident Occurs: Results in report of the incident to student affairs. Any member of the Franklin College campus community may issue an official complaint in writing, concerning a student (or student group) who is believed to have violated the student conduct code. Allegations of academic misconduct should be directed to the office of the vice president for academic affairs. Those complaints will be handled in accordance with the section titled "Academic Dishonesty and Plagiarism" on page 4 of this publication. All other matters of misconduct should be referred to the chief judicial officer (dean of students or his designee) for appropriate action.

Administrative Review: The incident report and any other documentation are reviewed to determine if there appears to have been a violation of college policy. If so, the incident is referred to an adjudicator to follow-up with student(s) involved. The adjudicator may be a hall coordinator, the director of residence life or the dean of students. The assignment of the adjudicator is based on the severity of the alleged violation and upon the availability of adjudicators.

Pre-Judicial Meeting: An adjudicator meets with a student to review the report, the charges, and the judicial process. Whenever possible, the accused individual(s) should be notified prior to the meeting of the nature of the charges being investigated. Should a student be non-responsive to an investigating official, the student may be charged with "failure to comply." The student may choose to admit responsibility. If so, the adjudicator determines appropriate sanctions. The results of the meeting are sent in writing to the student that includes the student's admission of responsibility, the sanctions imposed and the appeal process.

The student has the option of choosing informal adjudication with that adjudicator or to request a formal hearing. Failure to attend to the judicial process (not scheduling appointments for judicial meetings, not showing up for judicial meetings, failure to complete or comply with sanctions) may result in being held accountable for the violation.

Informal Adjudication

The student has chosen to have the adjudicator determine if he/she has violated college policy. The adjudicator will review the report again and hear the student's explanation and then render a decision of responsible or not responsible. If responsible, the adjudicator will then determine appropriate sanctions. A letter will be sent to the student confirming the decision, the sanctions imposed and the appeal process.

Formal Hearing

A formal hearing requires the participation of both the accused and the person who made the report, the calling of witnesses, and the formal procedures of a hearing. The hearing is taped. Procedures for a formal hearing are outlined in The Key. A formal hearing results in the determination of a student's responsibility for an alleged violation of college policy, and if responsible, the imposition of sanctions.

The Community Board, the director of residence life, or the dean of students may conduct the hearing. A student may choose to have the director of residence life or the dean hold a hearing or the community board except when a hearing is to take place when classes are not in session or the board has not been

established or trained at the time of the hearing. The dean of students will hold hearings in the absence of the director of residence life or in such cases as deemed necessary.

A letter will be sent to the student confirming the decision made in the hearing, and, if responsible, the sanctions imposed and the appeal process.

Appeal Process

In cases when responsibility has been determined by an adjudicator or through a formal hearing, the student may appeal the decision or the sanctions. If a student has admitted responsibility s/he may only appeal the sanctions imposed. All appeals must be in writing. Appeals are handled by either the director of residence life, the dean of students or the Community Board, depending upon who handled the original adjudication of the case. See Appeals on page 46.

Judicial Process for Student Organizations

Campus organizations may be held accountable for the actions of their members when there appears to have been organization complicity, endorsement, encouragement or persistent tolerance of individual misconduct. The process is similar to the above process except as noted below.

Student Organizations: In hearings involving student organizations, at the group's discretion and with the hearing board's approval, up to two additional advisors with a total of no more than two student advisors may participate in the hearing. An organization may choose to have a member of the organization's advisory board (i.e., faculty/staff advisor, chapter advisor, house or alumni corporation officer), or a member of the national organization's paid or volunteer staff, serve as an advisor in the hearing.

Greek Organizations: In hearings involving Greek organizations charged with violations of college policy, the Greek Standards Board will be the hearing body.

Additional Aspects of the Judicial Process

1. ***Interim Action*** – The chief judicial officer (dean of students) may issue directives to any parties involved in judicial proceedings during the interim between the investigation of the incident and the formal hearing. Such directives may temporarily restrain persons from interacting with specified others on campus, temporarily withdraw building use privileges or temporarily remove privileges of participation in certain college functions. In extreme cases, when the presence of a student/group on campus constitutes a danger to that student/group or to others or their property, the dean of students may temporarily suspend the student/group from the college and disallow the student's/group's presence on the campus or at off-campus college functions until such time as the case against the student/group is formally heard.
2. ***Notice*** – Written notice of charges will be delivered to the student's/group's best-known local address (usually the campus mailbox). It is the student's responsibility to check his or her mailbox on a regular basis to receive judicial summons and notices in a timely manner. The notice will inform the student/group of the following:
 - a. sections of the conduct code allegedly violated
 - b. the grounds on which the allegations are made
 - c. an offer of informal disposition (an agreement reached without formal proceedings) or notice of time, date, location of a formal hearing. All notices of formal hearings will be mailed no less than 72 hours prior to the hearing.

3. ***Failure to Appear*** – If a student/group fails to appear at either an informal adjudication or a formal hearing due to negligence or intentional disregard, the hearing will proceed on the basis of available evidence. When present at the informal or formal hearing, the student/group may request a postponement if justification is provided. The presiding officer at the hearing will determine the legitimacy of that justification and will rule on the postponement. Failure to appear does not constitute grounds for an appeal if a student is found responsible for a violation.
4. ***Rules of Procedure*** – The specific written rules of procedure for a particular type of hearing are available in the student affairs office. All formal hearings allow an accused student/group to cross-examine witnesses, examine written testimony provided by persons not in attendance, examine any other evidence brought into the hearing and to present information, witnesses, or other evidence in defense.
5. ***Findings and Recommendations*** – When hearings are convened by a board or if the hearing officer is recommending suspension or expulsion, written findings and recommendations will be delivered to the chief judicial officer (dean of students) within 48 hours of a hearing’s adjournment. The finding should indicate that the student/group was found —responsible|| or —not responsible|| for a violation of the student code of conduct. If —responsible,|| a specific recommendation regarding disciplinary sanctions will accompany the finding. The chief judicial officer will review the findings and determine the exact sanctions to be implemented, after consideration of any precedents established by similar previous cases. The final outcome will be delivered to the student within 48 hours of the time the recommendations are received by the dean of students. If a hearing officer is assigning sanctions at a lesser level than suspension or expulsion the student will be issued a written summary of the charges and findings within two business days of the hearing.
6. ***Campus Discipline and the Law*** – Though violations which occur on campus are normally dealt with through the college judicial process, the president of the college (or his authorized designee) may file charges, on behalf of the college, against the student/group in civil or criminal court. Students should understand that they may also simultaneously face charges in the campus judicial system and in the civil/criminal courts for an unlawful act. College disciplinary proceedings will not necessarily be abated or subject to challenge, however, should civil/criminal charges be dismissed.
7. ***Off-Campus Conduct*** – The Student Code of Conduct has as its main focus misconduct that takes place on the college campus, but Franklin College students are also responsible to the college for certain actions committed off-campus. The college may take judicial action against a student for such an off-campus offense when: it is required by law to do so; the nature of the offense is such, that in the judgment of the dean of students or his designee, the student’s actions violated college policy and merit intervention to assist in the student’s well being, academically or developmentally; the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the college; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the college community, or is intimidating or threatening to another individual within the college community;

or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the college community. The action of the college with respect to any such off-campus conduct shall be taken independently of any off-campus authority. The prospect of criminal charges does not preclude the possibility of a college judicial hearing. The college reserves this right even if criminal charges involving the same incident are pending, reduced or dropped.

8. ***Pending Charges*** – In the event a student is involved in a violation of the student conduct code and leaves the institution prior to the resolution of the investigation and hearing process, the student will not be permitted to register for or attend classes until the case has been resolved.
9. ***Off-Campus Behavior*** – Students may be held accountable for off-campus behavior when civil or criminal charges are pending.
10. ***Study-abroad*** – When a Franklin College student is engaged in study-abroad or in connection with an approved cooperative arrangement at another institution within the United States, disciplinary provisions of the host institution shall apply, and the discipline imposed by such means will be honored by Franklin College.

Sanctions

Based on the circumstances of the violation, an appropriate combination of sanctions may be imposed in response to one incident. A judicial adjudicator, hearing officer or board may impose the following sanctions. It should be noted that an official reprimand is used in response to initial and/or minor violations of policy while probation, change in residence, suspension and expulsion are used in response to repeated or serious violations of policy. (*See Sanction Guidelines, page 176*)

A student's/group's failure to adhere to the conditions of imposed sanctions will constitute grounds for imposition of more strenuous discipline. In some cases, the college may choose to place a hold on a student's registration or transcripts, impose residency restrictions on the student, or, for an organization, place restrictions on the organization's recognition until conditions of the sanctions have been satisfied.

Sanctions for Individuals

- 1a. Official Reprimand*** – An official letter of warning.
- 1b. Restitution*** – A requirement that the student/group provide reimbursement for damage to or misappropriation of property, or for personal injuries inflicted by the student/group.
- 1c. Behavioral Contract*** – Details behavioral requirements with which the student/group must comply within a specified time frame; may involve a probationary period, restitution, a work detail, counseling, participation in specified assessment and/or treatment programs, formal apologies, adoption of changes in organization by-laws or other specific tasks.
- 1d. Loss of Privileges*** – The student/group may have to forfeit particular campus privileges, either permanently or for a specified period of time; for example, participation in college events or intramural athletics, use of study lounge, use of college facilities for organization purposes or the right to hold office in recognized organizations.

1e. Fines – A student/group may be fined for any single or combination of infractions related to a single incident. Violations that carry monetary fines are outlined in other sections of *The Key*. Fines typically fall into a range of \$25–\$50, but may be modified at the discretion of the chief judicial officer. A fine should only be imposed as a supplement to and in combination with other sanctions. Whenever possible and appropriate, fines are not to be used as a substitute for other sanctions or as the only sanction for an infraction.

1f. Compulsory Service – The student/group is required to perform a specified number of hours of work, without pay, for the college or a designated community organization. The nature of the work assigned should be determined on the basis of its redeeming value to the student and, whenever possible, should be related to the nature of the infraction. While the suggested maximum number of hours for any single infraction is 20, that number may be increased at the discretion of the chief judicial officer.

1g. Disciplinary Probation – A specified period of time during which the student's/ group's behavior will be closely monitored. In addition, during the period of probation, a student/group may lose certain privileges in campus organizations, etc. A violation of the code of conduct during a probationary period will be considered a very serious offense which will likely result in a student's suspension, and therefore parents of dependent students will be notified when a student is placed on probation.

1h. Change of Residence or Cancellation of Housing – The student/group may be assigned to different residence hall accommodations or may be removed from campus residency; a “no trespass” directive may also be issued, such that the student/group may not again return to the area of residency. Cancellation of a student's housing may have a substantial impact on a student's educational experience, therefore parents will be notified when a student's contract is canceled.

1i. Suspension – A student may be suspended from continuing his or her attendance at the college for a specified period of time and will forfeit tuition and fees paid to the college. The student must reapply for admission following expiration of the period of suspension if the student wishes to return to the college. Similarly, a campus organization may be required to forfeit campus “recognition” and all connection with the college for a specified period of time. Parents will be notified when a student is suspended.

1j. Expulsion – Permanent removal of the student/group from the college. The college will not refund tuition or fees paid by the student/group. Parents will be notified when a student is expelled.

Sanctions for Student Organizations

Additional sanctions that are applicable to student organizations and may be used in conjunction with sanctions outlined above.

2a. Administrative Directive – The organization may be directed to follow a particular corrective course of action (for example, financial restitution for damages).

2b. Residential Restrictions – The organization may be advised that no parties/social functions are to take place at the organization's property; the organization may be advised that students under the age of 21 are no longer permitted to reside in the organization's facilities; specific controls may be placed on the operation of the house; etc.

2c. Suspension of Recognition – The organization may forfeit all connection with the college for a specified period of time. For internationally-affiliated organizations, the international organization will normally suspend the chapter's charter until recognition is restored.

2d. Withdrawal of Recognition – Recognition may be permanently withdrawn. In this case the international organization would likely close the local chapter. It is conceivable that after some minimum period of time (four years is typical), the international organization could petition the college for permission to re-colonize on campus.

2e. Concurrent Discipline – When a campus group is affiliated with a larger (state, regional, national or international) organization such as fraternities and sororities, the college and the organization executive staff may agree upon a course of action in which both the college and the organization concurrently enact disciplinary measures against the local group.

Sanction Guidelines

Authority for establishing sanctions rests with the dean of students and his designees. In setting sanctions, consideration will be given to the seriousness of the violation, attitude of the student during the course of the alleged incident and the judicial process, and any other prior offenses by the student. The following guidelines are not to be interpreted as limiting the discretion of the hearing officer or board setting sanctions in judicial cases, but is provided for informational purposes.

- Cases handled through informal adjudication by a hall coordinator would likely merit sanctions ranging from 1a. Official Reprimand through 1f. Compulsory Service.
- Cases handled through informal adjudication with the director of residence life merit at least 1g. Disciplinary Probation and/or 1h. Change of Residence or Cancellation of Housing and would likely involve other sanctions ranging from 1a. Restitution through 1f. Community Service.
- In cases handled by the dean of students, the Community Board or Greek Standards, sanctions may involve the full range of options outlined in The Key.
- Suspension: The sanction of suspension is likely, but not limited to, the following circumstances:
 - The violation of any aspect of the Code of Conduct while on disciplinary probation
 - Committing any of the following violations (requires only one offense):
 - Physical violence against another member of the College Community (Section 2)
 - Setting a fire on campus (Section 2)
 - Sexual misconduct such as rape, sexual assault, sexual abuse (Section 2)
 - Psychological or physical harassment of a fellow student (Section 3)
 - Tampering with fire prevention equipment (Section 4)
 - Use, sale or intent to sell illegal substances (Section 9)

Appeals

The results of a judicial hearing may be appealed by submitting an appeal in writing. The appeal should state the grounds on which it is based as well as a rationale for the appeal. Such a request must be delivered in writing to the student affairs office within three business days of the student's/group's having received notice of findings and disciplinary sanctions.

Grounds for appealing a judicial decision are:

- Breach of procedure in the manner in which published judicial procedures are administered. A breach of procedure would include those outlined in section 8 of the campus judicial system, the published guidelines governing the Community Board and Greek Standards Board, the hearing procedures (script), and statements of student/organizational rights in a hearing. In order for an appeal to be granted on the basis of breach of fairness, it must be determined that the breach substantively impacted the outcome of the hearing.
- Severity of disciplinary measures exceed the nature of the offense.
- A student who has admitted to the violation(s) may appeal only the sanctions imposed, since the formal hearing process was not implemented.

Appeals for hearings administered by a residence hall coordinator should be addressed to the director of residence life. Appeals for hearings administered by the director of residence life should be submitted to the dean of students. In cases that were heard by the Community Board, appeals should be addressed to the dean of students. If the case was heard by the dean of students, appeals would be heard by the Community Board. Cases heard by the Greek Standards Board are appealed to the dean of students. If the student/group was found to be “responsible” and wishes to register an appeal, the accused will be permitted to review the hearing record upon request. Hearing records can be reviewed in the student affairs office during normal business hours.

The appropriate person will review the case relative to the grounds on which the appeal was submitted to determine if there are grounds for an appeal. If there are none, the authority will notify the appellant of that decision and that the judicial decision(s) previously made remain.

If it is determined that there are grounds, the review authority will review all the materials provided, consider the key points of the case, and ascertain if any further information is required to make a decision such as a review of additional records, meeting with the appellant or witnesses. The review authority is not required to meet with anyone to render a decision and does not conduct a hearing.

The review authority has three options: sustain the previous decision(s), overturn the previous decision(s), or adjust the sanction(s) imposed. However, in cases where the appellant has admitted responsibility for a violation, that admission of responsibility cannot be changed by the review authority. The review authority will convey any decisions made to the appellant in writing within three business days of the receipt of the appeal or within three business days after meeting with the appellant.

Franklin College Community Board-General Information

1. ***Purposes and Authority.*** When the board hears a case, it will determine whether or not a violation of the code of conduct has occurred and will then offer a recommendation to the chief judicial officer (dean of students) concerning appropriate disciplinary action.
2. ***Composition.*** The Community Board is comprised of faculty, staff and students. The chairperson of the College Committee on Student Life will select faculty and staff participants in the board process. Students are appointed to serve on the board by Student Congress. Student justices must be enrolled full-time at the college, and they must be in good academic and social standing.
3. ***Presiding Officer.*** The chairperson of the student life committee or his or her designated alternate shall serve as presiding officer at a Community Board hearing.

4. **Hearing Panels.** Each time there is a need for a formal hearing, the presiding officer will assemble a hearing panel of a minimum of four justices, drawing at least two faculty and/or staff justices, and two student justices from among those appointed to serve on the Community Board.
5. **Hearing Procedures.** Each hearing shall be conducted according to the following outline:
 - a. Call to order and introductions
 - b. Statement of purpose for hearing and verification of receipt of notice
 - c. Disposition of any procedural questions
 - d. Opening statements (college, then accused)
 - e. Presentation of college's evidence (accused may question college's witnesses or examine other evidence)
 - f. Presentation of evidence by the accused (college representative may question witnesses or examine other evidence presented by accused)
 - g. Rebuttal (college or the accused may offer witnesses or evidence in rebuttal to the other's presentation)
 - h. Closing statements (college, then the accused)
 - i. Executive session (justices will privately deliberate)
 - j. Delivery of findings and recommendations to student affairs (within 48 hours of hearing's close, unless unusual circumstances prevail)
 - k. Within 48 hours of receipt of findings and recommendations, the dean of students will deliver a final, written outcome to the student(s).
6. **Hearing Records.** Each hearing panel will appoint a recorder whose responsibility will be to preserve a record of the proceedings. This is usually accomplished by electronic audio recording.

Campus Discipline and the Law

Though violations which occur on campus are normally dealt with through the college judicial process, the president of the college (or his authorized designee) may file charges, on behalf of the college, against the student/group in civil or criminal court. Students should understand, as well, that they may simultaneously face charges in the campus judicial system and in the civil/criminal courts for an unlawful act. College disciplinary proceedings will not necessarily be abated or subject to challenge, however should civil/criminal charges be dismissed.