



Missouri State[™]

U N I V E R S I T Y

Student Organizational Conduct Process

Introduction

- This outline serves as a courtesy to the partnerships developed between the Office of Student Conduct, the Office of Student Engagement, and any applicable organization's headquarters.
- This outline serves as a guide for all student organizations that are registered or in the process of registering at Missouri State University.
- The Office of Student Engagement staff will serve in an advising/ liaison capacity to the Office of Student Conduct in all matters pertaining to organizational conduct.
- The governing documents which should be referenced include, but are not limited to: the *Code of Student Rights and Responsibilities*, *Student Organization Handbook*, *Risk Management Policy*, and *Travel Policy*.

Incident Reported

- An incident report is received by the Office of Student Conduct regarding an alleged violation/s committed by a student organization.
- The Office of Student Conduct staff shares information with the Director of Student Engagement or designee and discusses next steps in the communication/ investigation process.

Initial Communication

- The Office of Student Conduct staff will send a notice of investigation to the organization's president and will copy the Director of Student Engagement or designee.
- The Director of Student Engagement or designee communicates with the organization's headquarters and/or faculty/staff advisor to share information known and establish communication with the Office of Student Conduct staff. The Director of Student Engagement or designee will copy an Office of Student Conduct staff member on correspondence.
 - Email will include notice of investigation.
 - Email will include contact information for Office of Student Conduct staff.
 - Email will include information pertaining to the *Code of Student Rights and Responsibilities*.
- The Office of Student Conduct staff will respond and request verbal communication with organization's headquarters and/or faculty/staff advisor to review initial gathered



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information and determine what the role of the organization's headquarters and/or faculty/staff advisor will be in the investigation.

- In the event that interim measures are necessary, the organization's president and organization's headquarters and/or faculty/staff advisor will be notified prior to an investigation taking place.

Investigation

- The Office of Student Conduct staff will begin their initial investigation by interviewing any known parties
 - Any interviewees are allowed an advisor or support person to be a part of the interview including organization's headquarters staff member(s), if applicable.
 - The choice to have an advisor is at the discretion of the individual participating, however, the Office of Student Conduct reserves the right to request a different advisor based on any conflict of interest.
 - Any person considered to be a potential witness to the investigation will not be able to serve in the role of an advisor (including, but not limited to the organization's president)
- The Office of Student Conduct staff will determine whether or not charges will be brought forth.
- The Office of Student Conduct staff and the organization's headquarters and/or faculty/staff advisor will consult with each other once the investigation has concluded.
 - The Office of Student Conduct staff and organization's headquarters and/or faculty/staff advisor will also discuss potential consequences.
- The organization's headquarters and/or faculty/staff advisor may request a redacted copy of the investigation report through the Custodian of Records located in the Internal Audit department.
- Conversely, the Office of Student Conduct may request copies, documents, and other materials pertaining to any investigation conducted by any organization's headquarters and/or faculty/staff advisor.

Formal Charges

- The Director of Student Engagement or designee will be notified in writing (via email) of a charge letter outlining the alleged violation/s
 - The Director of Student Engagement or designee will forward the charge letter to the organization's headquarters and/or faculty/staff advisor.
- The organization's president will be given a date to schedule their meeting with the Office of Student Conduct staff
 - The organization's president is allowed an advisor or support person to be a part of the interview, including the organization's headquarters and/or faculty/staff advisor.
 - The decision to have an advisor is at the discretion of the individual participating however, the Office of Student Conduct reserves the right to request a different advisor based on a conflict of interest.
 - The organization's president may review the investigative report at the time of the conduct meeting.
 - The organization's president may request a redacted copy of the investigative report through the Office of Student Conduct.

Resolution

- The organization's president will have the opportunity to respond to the alleged violation/s.
- The organization's president can accept responsibility for the alleged violation and proposed consequences, as outlined by the Office of Student Conduct staff. The organization's president may also bring proposed consequences on behalf of their organization.
 - The Office of Student Conduct staff member sends outcome letter to the organization's president and the Director of Student Engagement or designee.
 - The Director of Student Engagement or designee will send the outcome letter to the organization's headquarters and/or faculty/staff advisor.
- Under the code, any consequences levied against a student organization are final and will now allow a hearing to be requested as a resolution. As a result, if student organizations have consequences under the code, they will have appeal rights that end with the Dean of Students.

Travel Violations

- In the event that a student organization does not follow the correct protocol for travel the following consequences will apply:
 - First violation: A warning, issued by the Office of Student Conduct, will be sent to the organization's president and copied to the Director of Student Engagement or designee.
 - Second violation: Educational session with staff.
 - Third violation: Restriction of travel