

## **Overview**

The Office of Student Conduct exists to serve the students of the Missouri State University community. The office is responsible for the implementation of the Code of Student Rights and Responsibilities, adjudicating alleged violations of the Code, safeguarding student rights, and dealing with emergency situations which involve students.

All Missouri State University students possess certain rights and privileges. Each student is due respect of their personal dignity and property, and in turn is responsible for maintaining standards of personal behavior which do not interfere with the rights of others or with the functioning of the University.

The Office of Student Conduct recognizes that every facet of student life is an opportunity for learning and inquiry. The Code of Student Rights and Responsibilities should be viewed as an educational tool designed to assist students in their endeavors to educate themselves and become active, involved, and responsible citizens.

## **Mission**

The mission of Student Conduct is to educate students concerning their rights, privileges, and responsibilities. The Code of Student Rights and Responsibilities, along with other University policies are educational tools designed to assist students in their learning, inquiry, and development as active, involved, and responsible citizens.

We strive to maintain a balance between the exercise of individual rights and fostering a caring and public affairs driven community through education. This is achieved through an equitable and participatory process where the enforcement of University polices and mediation of conflicts promotes students understand and acceptance of the consequence of their behaviors.

## **Staff**

- Gabby Catlin, Director of Student Conduct
- Tony Vienhage, Conduct Investigator (10/2023 – 5/2024)
- Bethany Littlejohn, Graduate Assistant (6/2023 – 9/2023)
- Meredith Kerlin, Student Specialist (8/2023 – 4/2024)
- Kait Wrenn, Practicum Student (1/2024 – 5/2024)

## **Scope**

The Office of Student Conduct works with Residence Life, Housing, and Dining Services, University Safety, and the Springfield Police Substation to uphold the Code of Student Rights and Responsibilities. Hall Directors (7), and Assistant Hall Directors (8) work collaboratively with the Office of Student Conduct to adjudicate all Code violations. The Office of Student Conduct adjudicates cases of discrimination and discriminatory harassment (4.3) after receiving investigative reports from Office of Institutional Equity and Compliance/Title IX staff and in accordance with policy Op.1.02-2 Discrimination Complaint and Investigation Procedures.

The Office of Student Conduct is responsible for maintaining all Student Conduct records for individual students and student organizations. The Office of Student Conduct utilizes Maxient as a record keeping database.

### **Trainings**

Residence Life, Housing, and Dining Services staff, specifically Hall Directors and Assistant Hall Directors, are trained semesterly through the Office of Student Conduct, during summer and winter trainings, and special topic trainings throughout the academic year. Trainings include: the history and philosophy of student conduct, how to hold a conduct meeting, how to navigate and utilize Maxient, and scenario work.

The Office of Student Conduct provided trainings and presentations to Fraternity and Sorority Life leaders including chapter presidents, and governing council leadership teams.

The Office of Student Conduct provided training to the Student Government Association Judicial Board and served as the advisor to this board.

The Office of Student Conduct provided training to Bear POWER staff members about utilizing Maxient as a note and database system for their students.

### **Educational & Outreach Programs**

The Office of Student Conduct staff enjoy providing educational programs, presentations, and outreach to students, student organizations, faculty and staff.

In the 2023 – 2024 academic year, the Office of Student Conduct staff facilitated 36 educational and outreach programs and presentations.

Here is a sample of the programs provided:

- SOAR Parent Presentations (16 total)
- What Would Boomer Do Wednesdays Weekly Social Media Campaign
- Centennial Leaders Presentation
- Multiple Alcohol Awareness Presentations for fraternities
- National Hazing Awareness Week Social Media Campaign
- Resource Sharing Tabling (6 total)

## Statistical Summary

### Case Type (Adjudicated)

All students who have potentially violated a policy will participate in a conduct meeting. Students have the opportunity to present information about their responsibility for the alleged policy violations. The Conduct Officer then determines responsibility based on the evidence and using the preponderance of evidence standard.

If a student disagrees with the finding of responsibility and/or the consequences assigned, they maintain their right to appeal the decision. If the consequence proposed is separation from the university in some capacity (Housing Suspension or Dismissal, University Suspension, Dismissal, or Denial of Privilege to Re-Enroll), the student may request a hearing.

| <b>Hearing Type</b>                          | 2023 - 2024 | 2022 - 2023 |
|--|-------------|-------------|
| Conduct meeting                              | 366         | 420         |
| Fraternity and Sorority Life Conduct Meeting | 12          | 7           |
| Student Organization Conduct Meeting         | 0           | 1           |
| Hearing - Dean of Student Designee           | 1           | 2           |
| Hearing - University Hearing Panel           | 0           | 1           |
| Hearing – Fraternity and Sorority Life       | 0           | 0           |
| <b>TOTALS</b>                                | <b>379</b>  | <b>431</b>  |

\*Note: There are ongoing cases at the time the 2023-2024 data was retrieved.

### Appeals

Students have five (5) University Business days to appeal after a conduct meeting or a hearing.

| <b>Academic Year</b> | <b>Number of Appeals: Remanded Back to Hearing Authority</b> | <b>Number of Appeals: Modified Consequences</b> | <b>Number of Appeals: Approved</b> | <b>Number of Appeals: Denied</b> | <b>Total Number of Appeals</b> |
|----------------------|--|---|------------------------------------|----------------------------------|--------------------------------|
| <b>2023 - 2024</b>   | 2  | 0   | 0                                  | 7                                | 9                              |
| <b>2022 - 2023</b>   | 1  | 0   | 0                                  | 12                               | 13                             |

## Statistical Charge Summary – Individual

The following charges stem from incidents documented mainly from on-campus and off-campus.

| Charge   | Charge Dropped | Not Responsible | Responsible | No Finding* | Total |
|--|----------------|-----------------|-------------|-------------|-------|
| Alcohol Policy Violation (4.11) - first paraphernalia  | 0              | 15              | 28          | 0           | 43    |
| Alcohol Policy Violation (4.11) - first violation  | 0              | 31              | 43          | 5           | 79    |
| Alcohol Policy Violation (4.11) - second paraphernalia   | 0              | 0               | 1           | 0           | 1     |
| Alcohol Policy Violation (4.11) - second violation   | 0              | 0               | 3           | 0           | 3     |
| Attempted or actual damage to property (4.4)   | 0              | 3               | 5           | 1           | 9     |
| Attempted or actual theft (4.4)  | 1              | 13              | 11          | 1           | 26    |
| Campus demonstrations (4.14)   | 0              | 0               | 0           | 0           | 0     |
| Discriminatory Harassment (4.3)  | 0              | 0               | 0           | 0           | 0     |
| Disruption or obstruction of University activities (4.2)   | 0              | 1               | 1           | 0           | 2     |
| Facilitating or encouraging a conduct violation (4.23)   | 0              | 5               | 20          | 3           | 28    |
| Failure to Comply (4.6)  | 0              | 7               | 17          | 2           | 26    |
| Hazing (4.5)   | 0              | 0               | 5           | 0           | 5     |
| Improper use of keys or unauthorized access (4.7)  | 0              | 3               | 9           | 1           | 13    |
| Narcotics violation (4.10) - paraphernalia   | 0              | 1               | 5           | 0           | 6     |
| Narcotics violation - marijuana (4.10)   | 0              | 1               | 11          | 1           | 13    |
| Non- Academic Acts of dishonesty - Furnishing false information or possession of false id (4.1a) | 0              | 2               | 5           | 1           | 8     |
| Physical Misconduct (4.19)   | 0              | 1               | 0           | 0           | 1     |
| Sexual harassment and other forms of sexual misconduct (4.20) **                                 | 0              | 0               | 0           | 0           | 0     |
| Unauthorized fireworks, firearms, explosive weapons, and other weapons (4.12)                    | 0              | 2               | 6           | 0           | 8     |
| Violation of University policies, rules, or regulations (4.8) ***                                | 0              | 10              | 34          | 24          | 68    |

|   |          |            |            |            |            |
|---|----------|------------|------------|------------|------------|
| Violation of University policies, rules, or regulations (4.8) - Lamp                                | 0        | 1          | 2          | 0          | 3          |
| Violation of University policies, rules, or regulations (4.8) - Social Event Risk Management Policy | 0        | 0          | 1          | 0          | 1          |
| Violation of University policies, rules, or regulations (4.8) - Tapestry ***                        | 8        | 3          | 27         | 97         | 127        |
| Violation of University policies, rules, or regulations (4.8) - appliances ***                      | 0        | 3          | 24         | 34         | 61         |
| Violation of University policies, rules, or regulations (4.8) - candles                             | 0        | 17         | 61         | 1          | 79         |
| Violation of University policies, rules, or regulations (4.8) - courtesy hours                      | 0        | 0          | 3          | 1          | 4          |
| Violation of University policies, rules, or regulations (4.8) - escort                              | 0        | 2          | 8          | 2          | 12         |
| Violation of University policies, rules, or regulations (4.8) - pets                                | 0        | 1          | 9          | 2          | 12         |
| Violation of University policies, rules, or regulations (4.8) - quiet hours                         | 0        | 5          | 20         | 39         | 64         |
| Violation of University policies, rules, or regulations (4.8) - visitation                          | 0        | 1          | 6          | 2          | 9          |
| Violation of laws/ordinances and/or off campus violations (4.9)                                     | 0        | 0          | 4          | 1          | 5          |
| Violations of Missouri State's Tobacco Use/Smoking Policy (4.22)                                    | 0        | 1          | 3          | 1          | 5          |
| <b>ALL CHARGES</b>  | <b>9</b> | <b>129</b> | <b>372</b> | <b>217</b> | <b>727</b> |

\* No finding =

- a non-student who has violated one of our policies OR
- There are ongoing cases at the time the 2023-2024 data was retrieved where no determination of responsibility has been determined yet.

\*\* Due to the 2020 Title IX Regulations, at the time of this report, the Office of Student Conduct does not investigate or adjudicate cases of sexual harassment or other forms of sexual misconduct (4.20).

\*\*\* These policy violations are considered low-level policy violations. For a first-time violation of these policies, students receive an informal warning letter, but the case does not get adjudicated. Thus, there is a large number of “No Finding” results for these cases as there is no official finding of responsibility or not. The record is maintained in Maxient, so if the student is in violation of one of these policies a second time, the case will be adjudicated with a finding of responsibility or not.

**Note:**

All information pulled from Maxient is reported from August 1 through July 31. All information pulled for Clery is reported from January 1 to December 31.

**Alcohol Summary**

The numbers below reflect the number of individuals who were found responsible for an alcohol violation.

| <b>Type</b>   | 2023-2024 | 2022-2023 |
|---|-----------|-----------|
| <b>1<sup>st</sup> Alcohol</b> (including paraphernalia) | 71        | 96        |
| <b>2<sup>nd</sup> Alcohol</b> (including paraphernalia) | 4         | 5         |
| <b>3<sup>rd</sup> Alcohol</b> (including paraphernalia) | 0         | 0         |
| <b>4<sup>th</sup> Alcohol</b> (including paraphernalia) | 0         | 0         |

**Drug Summary**

The numbers below reflect the number of individuals who were found responsible for a drug violation.

| <b>Type</b>   | 2023-2024 | 2022-2023 |
|---|-----------|-----------|
| <b>1<sup>st</sup> Marijuana</b> (including paraphernalia) | 16        | 3         |
| <b>2<sup>nd</sup> Marijuana</b> (including paraphernalia) | 0         | 1         |
| <b>Narcotic</b> (non-marijuana)                           | 0         | 0         |

## Statistical Consequences Summary - Individual

The following table reflects the frequencies of consequences over the 2023-2024 academic year.

| Consequence                               | Total |
|---|-------|
| Alcohol Fine                              | 45    |
| Apology Letter                            | 6     |
| BASICS                                    | 3     |
| CASICS                                    | 1     |
| Alcohol/Drug Online Module                | 54    |
| Community Service                         | 3     |
| Denial of Privilege to Re-enroll          | 0     |
| Dismissal                                 | 0     |
| Drug Fine                                 | 11    |
| Fire Safety Module                        | 74    |
| Impact Paper                              | 93    |
| Level One Probation                       | 9     |
| Level Two Probation                       | 2     |
| Loss of Privileges                        | 0     |
| Paper                                     | 9     |
| Online Module Reflection Paper            | 55    |
| Parental Notification                     | 3     |
| Removal of Item(s)                        | 1     |
| Residence Hall Expulsion                  | 0     |
| Residence Hall Probation                  | 7     |
| Residence Hall Suspension                 | 1     |
| Restitution                               | 4     |
| Sign/Flyer/Bulletin Board                 | 0     |
| Suspension                                | 0     |
| Warning                                   | 166   |
| Additional<br>Consequences/Stipulations** | 38    |

\*\* Additional Consequences/ Stipulations include but are not limited to individual meetings with the Director of Student Conduct, Hall Director, or university offices, assist with hanging of new decorations, maintain cleanliness in certain areas, complete roommate agreements, and suspension stipulations.

**Reflection Papers**

One of the consequences assigned to students in the conduct process is writing a reflection paper. All first-time alcohol and marijuana policy violations include the consequence of both an impact on self & community reflection paper, and an online alcohol and drug module reflection paper. Additionally, there are times when a student will be asked to write a reflection paper on topics including: how they would have handled the situation differently, how to address violations in the future, why certain items are not allowed in the residence halls, mindful decision making, and values assessment.

Every reflection paper is read by a member of the Office of Student Conduct staff. The impact on self & community paper submissions and the online alcohol and drug module reflection paper submissions are scored based on the learning outcomes associated with each paper. Students are provided guided questions to assist them in writing both the impact on self & community and online alcohol and drug module reflection papers.

Papers will be returned to the student for corrections if the length does not meet the criteria provided in their outcome letter.

**2023 – 2024 Impact on Self & Community Reflection Paper**

(Accepted: 35 Rejected: 8 Total: 43)

| <b><u>Learning Outcomes</u></b>  | <b><u>Denial</u></b> | <b><u>Resistance</u></b> | <b><u>Progressing</u></b> | <b><u>Invested</u></b> |
|--|----------------------|--------------------------|---------------------------|------------------------|
| Students who have engaged in the conduct process will be able to explain how their behavior has impacted others.   | 2                    | 5                        | 15                        | 21                     |
| Students who have accepted responsibility for violations will be able to articulate expectations of future behavior.   | 2                    | 3                        | 14                        | 24                     |
| Students who have engaged in the conduct process will explain how / if their behavior does / does not align with their values.   | 2                    | 4                        | 26                        | 11                     |
| Students who have accepted responsibility for violations will understand both the educational value of the conduct process, and the kinds of behaviors that violate the standards for student conduct. | 2                    | 3                        | 18                        | 20                     |



**2023 – 2024 Online Alcohol Module Reflection Paper**

(Accepted: 17 Rejected: 7 Total: 24)

| <b><u>Learning Outcomes</u></b>  | <b><u>Denial</u></b> | <b><u>Resistance</u></b> | <b><u>Progressing</u></b> | <b><u>Invested</u></b> |
|--|----------------------|--------------------------|---------------------------|------------------------|
| Students who have engaged in the conduct process will be able to articulate the impact of various drinking facts | 2                    | 2                        | 8                         | 12                     |
| Students will be able to identify risk factors associated with drinking alcohol                                  | 2                    | 3                        | 11                        | 8                      |
| Students will be able to articulate various methods to avoid problematic drinking behavior                       | 2                    | 5                        | 8                         | 10                     |
| Students will be able to identify skills and resources available to them for problematic drinking behavior       | 2                    | 6                        | 11                        | 5                      |

**Statistical Charge Summary – Student Organization**

The following charges stem from incidents involving registered Student Organizations, including fraternities and sororities, over the 2023-2024 academic year.

| <b>Charge</b>  | <b>Charge Dropped</b> | <b>Not Responsible</b> | <b>Responsible</b> | <b>No Finding*</b> | <b>Total</b> |
|--|-----------------------|------------------------|--------------------|--------------------|--------------|
| Alcohol policy violation (4.11)  | 0                     | 0                      | 2                  | 0                  | 2            |
| Facilitating or encouraging a conduct violation (4.23)   | 0                     | 0                      | 2                  | 0                  | 2            |
| Hazing (4.5)   | 0                     | 0                      | 1                  | 0                  | 1            |
| Violation of University Policies, rules, or regulations (4.8)                                      | 0                     | 0                      | 2                  | 0                  | 2            |
| Violation of University policies, rules or regulations (4.8) – Social Event Risk Management Policy | 0                     | 0                      | 8                  | 0                  | 8            |
| <b>ALL CHARGES</b>   | 0                     | 0                      | 15                 | 0                  | 15           |

## **Statistical Consequences Summary – Student Organization**

The following table reflects the frequencies of consequences for registered Student Organizations, including fraternities and sororities, over the 2023–2024 academic year.

| <b>Consequence</b>                     | <b>Total</b> |
|--|--------------|
| Dismissal                              | 0            |
| Educational Program                    | 3            |
| Level One Probation                    | 5            |
| Level Two Probation                    | 0            |
| Loss of Privileges                     | 0            |
| Suspension of University Recognition   | 0            |
| Warning                                | 2            |
| Additional Consequences/Stipulations** | 16           |

\*\* Additional Consequences/ Stipulations include but are not limited to educational presentations, restriction on events, attending training, developing transition documents, and roundtable discussions with Inter/National Headquarters Staff and/or Organization advisors.

### **Note:**

The database system the Office of Student Conduct utilizes operates on the calendar year August 1 through July 31.