

# **STUDENT CONDUCT PROCESS**

## **KING UNIVERSITY HONOR CODE**

*On my honor, I pledge to abide by the King University Honor Code: I understand that students of King are to be honest in words and actions, and in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.*

All members of the King University community are expected to uphold the provisions of the Honor Code, Campus and Community Life Policies, Residence Hall Policies, the Relationship Conduct Policy, and the Academic Dishonesty Policy. When a student chooses to act in a manner that violates the Honor Code or University Policies, the Student Conduct Process is in place to handle the infraction. While there is some punitive nature to all disciplinary processes, the primary purpose of disciplinary action within the community life at King University is restorative and redemptive.

## **PURPOSE**

The purpose of the Student Conduct Process at King University is to support the University mission with a discipline process that upholds established standards of honor in a community of learners by holding each other accountable through a restorative and redemptive, rather than punitive, approach to accountability.

## **FUNCTION AND AUTHORITY**

As a private university, King adheres to fair and reasonable procedures regarding student discipline. The function of the Student Conduct Process is to hear and determine outcomes for all reported violations of the Honor Code and University Policies. All questions regarding Campus and Community Life Policies, Residence Hall Policies, Academic Dishonesty, and the Student Conduct Process are to be answered with reference to the Student Handbook. Alleged violations of the Relationship Conduct Policy are addressed through the processes and procedures outlined within that policy.

## **STUDENT CONDUCT PROCEDURES**

All King University students agree to uphold the Honor Code and abide by University Policies. Thus, all students are obligated to follow the appropriate steps for addressing a violation of the Honor Code, Campus and Community Life Policies, Residence Hall Policies, the Relationship Conduct Policy, or Academic Dishonesty Policy.

## **REPORTING OF VIOLATIONS**

Any member of the University community may report violations of the Honor Code or University Policies. A report of a violation shall be prepared in writing (e.g., an incident report) and directed to the Dean of Students. Any report of violations should be submitted as soon as possible after the event takes place, preferably within 48 hours. Violations of the Relationship Conduct Policy shall be reported as outlined in that policy.

## **INVESTIGATION**

Upon receipt of a report of a violation, the Office of the Dean of Students may enlist the University's Office of Safety and Security to assist in an investigation of the reported violation and/or to obtain facts, evidence, witness statements, and other information pertinent to the case.

#### **INTERIM ADMINISTRATIVE ACTIONS**

In certain situations, the University may impose interim administrative actions prior to the conclusion of the student conduct process. The University shall determine the appropriate interim administrative actions based on the totality of the circumstances. Examples of interim administrative actions include, but are not limited to, a no contact order, a disciplinary hold, limited access to campus, and interim disciplinary suspension.

#### **DISPOSITION OF REPORTED VIOLATIONS**

If the Dean of Students determines that, there was a reasonable, good-faith basis for reporting that a violation may have occurred, the case may be handled in one of four ways:

1. Administrative Action
2. Administrative Agreement
3. Administrative Hearing\
4. Honor Council Hearing

The Dean of Students will assign the case to a Student Conduct Administrator. In cases of alleged academic dishonesty, the course instructor may decide to address the instance of academic dishonesty directly, as detailed in the "Addressing Academic Dishonesty" section of the Student Handbook. In Academic Dishonesty cases referred to the Office of the Dean of Students for adjudication pursuant to this Student Conduct Process, the course instructor may serve as the Student Conduct Administrator.

#### **NOTIFICATION OF REPORTED VIOLATIONS**

Except in the case of serious violations that are judged to warrant immediate Administrative Action (see below) or when the respondent has been previously notified of a complaint of Relationship Misconduct, an accused student is generally notified of the alleged violation via a Charge Letter issued by the Student Conduct Administrator assigned to the case. The Charge Letter will include instructions to the student regarding setting up the Preliminary Meeting, which may be conducted face-to-face, or by phone, or videoconference such as Microsoft Teams or Zoom.

In cases of Academic Dishonesty where the instructor serves as the Student Conduct Administrator, the notification of violations may be given by email, and the preliminary meeting may be conducted face-to-face, or by phone, or videoconference such as Microsoft Teams or Zoom.

### **PRELIMINARY MEETING**

During the preliminary meeting, the Student Conduct Administrator will discuss with the accused student:

1. The specific policy/policies he or she is alleged to have violated
2. The type of hearing that will be used to handle his or her case
3. The date, time, and location of the hearing

In an Administrative Hearing, the accused student's case is heard by the Student Conduct Administrator or a panel consisting of the Student Conduct Administrator and faculty and/or staff members. In an Honor Council Hearing, the case is heard by a panel of faculty/staff with the Student Conduct Administrator present at the hearing. The outcome of the hearing does not vary according to the type of hearing selected. An accused student may request that either an Administrative Hearing or Honor Council Hearing be used to handle his or her case. However, the Student Conduct Administrator will make the final determination as to the type of hearing that used.

During the preliminary meeting, an accused student may opt to waive their right to a formal hearing, accept responsibility for the reported violation(s), and pursue resolution through Administrative Agreement.

Whether Administrative Hearing or Honor Council, generally the hearing will be held not less than five and not more than fifteen days from the date of the preliminary meeting, although the Student Conduct Administrator has discretion in setting the hearing date based on a variety of factors including the academic calendar, availability of witnesses, etc.

In certain cases, the Student Conduct Administrator may offer to move immediately from the preliminary meeting into an administrative hearing if this is mutually agreeable to both the accused student and the Student Conduct Administrator.

### **ADMINISTRATIVE ACTION**

The University reserves the right to take direct and immediate administrative action—without a preliminary meeting, Administrative Hearing, and/or Honor Council hearing—against students who are in violation of King University's Honor Code or University Policies. Administrative Action is most commonly used in the case of serious violations or behavior that causes a reasonable fear for the safety of the student or others and that warrant immediate sanctions on the part of the University.

Depending on the severity of the violation, a student may not be given warnings, probation, or other more minor sanctions before being suspended, dismissed, or expelled from the University via Administrative Action even though it may be the first time a student has violated the King University Honor Code or Policies.

### **ADMINISTRATIVE AGREEMENT**

An administrative agreement may be used to resolve cases in which the accused student accepts responsibility for a reported violation(s). In such cases, the Student Conduct Administrator may propose appropriate sanction(s) based on the specifics of the case, precedent, and the University's interests.

If the accused student accepts responsibility and agrees to the proposed sanction(s), the student waives his or her right to a hearing and/or appeal, the resolution becomes final, and the outcome is recorded in the student's conduct file. If the accused student accepts responsibility, but is unable to agree to the proposed sanction(s), the case will be forwarded to a hearing to determine appropriate sanction(s).

If the accused student denies responsibility, the case will be forwarded to a hearing to determine responsibility and sanction(s), as appropriate.

#### **ADMINISTRATIVE HEARING**

An administrative hearing occurs when the student meets with the Student Conduct Administrator or a panel consisting of the Student Conduct Administrator and faculty and/or staff members to review and dispose of the reported violations.

#### **HONOR COUNCIL HEARING**

The Honor Council is a deliberative body that may be called upon to hear alleged academic dishonesty violations of the King University Honor Code. This body seeks to serve the interests of the community as a whole by upholding the provisions of the Honor Code and recommending fair and reasonable sanctions for violations. The Honor Council will consist of faculty/staff members, appointed by the Provost.

A minimum of three members, including the Chair, are required to conduct a hearing. In addition, a Student Conduct Administrator must be present when the Honor Council meets to conduct a hearing.

#### **HEARING GUIDELINES**

Administrative and Honor Council Hearings will be conducted according to the following guidelines:

- The complainant (if applicable) and his or her advisor (if applicable) and accused student and his or her advisor (if applicable) shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). Admission of other persons to the Hearing shall be at the discretion of the Student Conduct Administrator.
- In Hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Hearings concerning each student to be conducted either separately or jointly.
- The complainant and the accused student have the right to be accompanied and assisted by an advisor they choose at their own expense. The advisor must be a member of the University community. The complainant and/or the accused student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Hearing. The advisor may be present to provide "moral support" or to assist with organizing the student's presentation. Persons who are identified as potential witnesses may not be allowed to serve as advisors.
- In the event that the complaint alleges conduct that may constitute a crime or impose civil liability outside of the University community, the advisor may be an attorney. The attorney will be subject to the same restrictions as other advisors (see above), except that the attorney may advise the student not to answer certain questions in order to protect the student's rights or to protect against civil

liability.

- The complainant, accused student, and/or the Student Conduct Administrator may arrange for witnesses to present pertinent information during the Hearing. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant or accused student at least two business days prior to the Hearing. Witnesses will provide information to and answer questions from the Student Conduct Administrator or the members of the panel hearing the case. Questions may be suggested by the complainant and/or the accused student to be answered by each other or by other witnesses. This will be conducted with such questions directed to the chair rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment.
- Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Student Conduct Administrator.
- The Student Conduct Administrator shall have the final decision on all procedural and substantive issues.
- After the portion of the Hearing in which all pertinent information has been received, all parties shall be excused for a time of deliberation, during which time it will be determined whether the accused student is or is not responsible for the violations of which he or she was accused and what sanction(s), if the accused student was found to be responsible, will be imposed.
- The determination of responsibility is made using the “preponderance of the evidence” (more likely than not) standard.
- Following the deliberations, the complainant (if applicable) and accused student will be advised of the outcome of the hearing. Generally, the accused student will be advised of the findings and sanctions (if applicable) of the hearing in writing within 24 hours of the conclusion of the hearing. In certain cases, the accused student may be invited to return to the Hearing and the announcement of the findings and sanctions (if applicable) will be made orally.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil courts, are not used in Hearings.

### **CONFIDENTIALITY OF PROCEEDINGS**

All Hearings normally shall be conducted in private. Breaking the confidentiality of Hearing related proceedings is considered a breach of the King Honor Code and will be addressed through the Student Conduct Process.

Please refer to the “Addressing Academic Dishonesty” subsection in the “Academic Dishonesty” section of this handbook for details regarding incidents of Academic Dishonesty.

### **RECORDING OF PROCEEDINGS**

A written record that includes the date, time, location, findings, and sanctions (if applicable) of all meetings and Hearings will be maintained by the Student Conduct Administrator. Generally, no audio or video recordings of Hearings will be permitted. Hearings to adjudicate alleged violations of the Relationship Conduct Policy will be recorded as outlined in that policy.

## **FAILURE TO APPEAR**

If an accused student fails to respond to a Charge Letter issued by a Student Conduct Administrator, or does not appear for a scheduled meeting or hearing, the information in support of the reported violations may be presented, reviewed, and an outcome determined with the accused student in absentia.

## **ACCOMMODATION FOR WELL-BEING**

The University may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the student conduct process, including hearings, by providing separate facilities, by using a visual screen, and/or by permitting participation in the process by telephone, video conferencing, audio recording, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

## **COURSEWORK**

Coursework performed during the student conduct process shall be considered conditional. Credit for such coursework may be affected, delayed, denied, and/or revoked based on a final finding of misconduct and/or a sanction imposed. In addition, a delay in the granting of a degree or diploma may be imposed and/or a degree that was awarded prior to a final decision under the Student Conduct Process may be revoked.

## **WITHDRAWALS**

Students who have been accused of Academic Dishonesty in a course will not be permitted to drop or withdraw from that course until the Student Conduct Process has concluded (i.e., the student may not withdraw in an attempt to stop the process).

If a student withdraws from the University before the conclusion of the student conduct process, the University may choose to continue the process, make a determination of responsibility, and impose sanctions. Any student who withdraws from the University before the conclusion of the student conduct process will not be granted readmission without the approval of the Dean of Students. The Dean of Students may mandate that the unresolved allegations be investigated and resolved prior to rendering a decision on readmission. A disciplinary hold may remain in place or be implemented after the student withdraws.

## **AMNESTY**

King University takes the health, safety, security, and welfare of all students seriously. With this in mind, all King Students are expected to report any health, safety, security, or welfare emergency, regardless of type/cause, including those involving the misuse or abuse of alcohol or other drugs, to the proper officials.

## **EXPECTATIONS**

When a student knows or reasonably should have known that another student is in need of emergency medical attention, then he or she is expected to: (1) report the incident and request assistance from University staff members, emergency medical personnel, or other appropriate officials; and (2) demonstrate cooperation and care by remaining with the impaired student and providing reasonable assistance during and after the incident. A student who takes the steps described herein will be referred to as a "Good Samaritan." The student in need of emergency medical attention will be referred to as an "impaired

student.”

#### **AMNESTY FOR GOOD SAMARITANS**

Unless a Good Samaritan has engaged in a repeated or serious violation of University policy (e.g., physical or sexual assault, property destruction, disorderly behavior, theft, second incident of misconduct involving alcohol or drugs), then Good Samaritans will not be subject to formal University disciplinary action for misconduct discovered by the University as a result of the Good Samaritan’s report. While no formal University disciplinary action may be taken, the student who acted as a Good Samaritan may be required to meet with a Student Conduct Administrator to discuss the Good Samaritan’s misconduct and adhere to appropriate remedial and/or educational recommendations.

#### **AMNESTY FOR IMPAIRED STUDENTS**

Unless an impaired student has engaged in a repeated or serious violation of University policy (e.g., physical or sexual assault, property destruction, disorderly behavior, theft, second incident of misconduct involving alcohol or drugs), impaired student will not be subject to formal University disciplinary action for misconduct discovered by the University as a result of the Good Samaritan’s report. While no formal University disciplinary action may be taken, the impaired student may be required to meet with a Student Conduct Administrator, participate in educational activities, and/or establish that he or she has addressed issues that contributed to the misconduct.

#### **COMPLIANCE WITH APPLICABLE LAWS**

While empowered to offer amnesty from University disciplinary action, King University is still obligated to and will follow all applicable local, state, and federal laws pertaining to the reporting of crimes. This includes notifying local law enforcement of underage alcohol consumption.

#### **APPEALS**

Students who are found responsible for a violation of King University policies have the right to appeal the finding of responsibility or the sanction imposed, except in the cases of Administrative Agreement. In cases involving violations of the Relationship Conduct Policy, complainants also have the right to request an appeal of a finding or sanction imposed on the respondent, as outlined in that policy.

Students must follow the information provided below to appeal. Appeals may only be filed in the event of:

- Failure on the part of the University to follow the process and procedures as outlined in the Student Handbook.
- Significant and relevant new evidence or information which was not available prior to or during the formal hearing. This does not include information that was available but that the student failed to share or obtain prior to the hearing.
- Unduly harsh or arbitrary sanctions that are not consistent with the conduct that resulted in the finding/sanction or case precedent.

#### **Please note:**

- An appeal cannot be filed simply because the student is unhappy with the decision or sanction.
- An appeal is not a rehearing. It is a written review of the original outcome of a case.
- **Appellate decisions are the final decisions of the University.** The only exceptions are:

- Relationship Conduct Policy cases, where the appeal process outlined within that policy shall be followed, and
- Alleged Honor Code violations where a final *de novo* review by the President may be requested, as outlined below.

Since appeals are written review and does not consist of an in-person meeting, it is important that the appealing student spend significant time addressing his or her grounds for appeal, and refrain from addressing subject matter not relevant to the case or the decision rendered. The Appellate Officer will review the grounds for appeal, case information, any previous sanctions, and a written finding/sanctioning rationale from the Student Conduct Administrator who originally oversaw the case.

Except in unusual or exceptional circumstances, the written grounds for an appeal must be received by the end of the fifth business day following written notification of the outcome of the Student Conduct Process.

Once an appeal is filed, the appellate officer may uphold or reverse the original finding and may reduce, alter, or dismiss sanctions issued by the Student Conduct Administrator or hearing panel. The appellate officer has the option, after reviewing the appeal request to:

- make a final decision himself or herself;
- request that the original hearing body re-hear the case; or
- ask that a new hearing be scheduled with new panel members

The outcome of the appeal will be communicated to the appealing student in writing and noted in the student's conduct record. There is no definitive timeline for receiving an appeal response. It depends on the complexity of the case and the information mentioned in the appeal, as well as the appellate officer's caseload at that particular time.

**The appellate officer's decision is final.** However, in the case of alleged violations of the Honor Code (lying, cheating, stealing, academic dishonesty), the decision of the appellate officer may be appealed to the President of the University for a final review. The President may then determine, at his or her discretion, whether to review the case. If the President does review the case, such review will be a written review and will be *de novo*, meaning that the President will act as if he or she were considering the question for the first time, affording no deference to any preceding decisions. Upon review, the President may uphold, reverse, or modify the original finding and reduce, increase, or dismiss sanctions previously imposed.

## **SANCTIONS**

Sanctions are disciplinary actions, which may be imposed as the result of an Honor Code or University Policy violation. Sanctions may include one of the following or a combination of multiple sanctions listed below:

### **ADMONITION**

An admonition is a warning indicating violation of the specified policy and cautioning against future violations. This sanction is generally issued in the form of a verbal or informal warning.

### **DISCIPLINARY WARNING**

A disciplinary warning is a formal written reprimand issued after a violation.

**DISCIPLINARY PROBATION**

Disciplinary probation is a status imposed for a specified period of time during which the student is in jeopardy of more severe disciplinary sanctions, up to and including expulsion from the University, upon any other violation or the conditions of the probation. Disciplinary probation may include a restriction of the student's privileges or eligibility for activities.

**DISCIPLINARY SUSPENSION**

Disciplinary suspension is an involuntary separation of the student from the University and all University-related activities for a specific period of time. A suspended student is to leave campus immediately and not return until the specified period has ended. Class absences during a suspension are unexcused.

**DISCRETIONARY ACTIONS**

The University reserves the right for discretionary disciplinary actions not listed among these sanctions if the Student Conduct Administrator deems alternate sanction(s) appropriate for the violation, and consistent with the purpose of the Student Conduct Process.

**DISMISSAL**

Dismissal is the immediate removal of a student from enrollment at King University. Dismissals are not necessarily permanent, and timelines are given for when an individual will be allowed to apply for readmission to King. Students dismissed from King University for conduct reasons who apply for readmission will be reviewed by the Dean of Students. Careful analysis of the student's attitude, desire to return to the University, the perception of the student's probable success, and review of the student's conduct records, will be weighed in making the decision of whether to allow the student to be readmitted.

Residential students dismissed from King must move out of the residence hall and leave campus within a time frame designated by the Student Conduct Administrator, Vice President for Student Affairs and Dean of Students, or another appropriate administrator. Students appealing a dismissal may be allowed to remain in the residence halls if approved by the Student Conduct Administrator.

**DISQUALIFICATION FOR HONORS**

The student will not be eligible to receive academic honors (with distinction, cum laude, magna cum laude, summa cum laude), regardless of his or her cumulative GPA, upon degree conferral.

**EXPULSION**

Expulsion is the permanent separation of a student from King University.

Residential students expelled from the University must move out of the residence hall and leave campus within a time frame designated by the Student Conduct Administrator, Vice President for Student Affairs and Dean of Students or another appropriate administrator.

Students appealing an expulsion may be allowed to remain in the residence halls if approved by the Student Conduct Administrator.

**FINES**

Fines may be assessed for various violations. Fines are based on the severity of the violation and are determined by the Student Conduct Administrator or Honor Council. All fines must be paid by the end of each semester, or diplomas, grades, and transcripts

will be withheld, and registration and room assignments will be dropped for the next semester.

#### **HOUSING REASSIGNMENT/REVOICATION**

A student may be assigned to a different residence hall or residence hall room. A student's privilege of living in a residence hall may be terminated, and the student may be prohibited from residing in University housing for a definite or indefinite period of time.

#### **INTERIM DISCIPLINARY SUSPENSION**

In certain circumstances, the Dean of Students may impose a University or residence hall interim disciplinary suspension on a student or students prior to investigation or disposition of a reported violation. In the absence of the Dean of Students, the Director of Safety and Security may impose an interim disciplinary suspension. Interim disciplinary suspensions function in the same way as a disciplinary suspension; however, they do not replace the Student Conduct Process. Interim suspensions may be imposed:

- To ensure the safety of members of the University community.
- For the prevention of possible property damage.
- To ensure a student or students' own safety.
- If it is believed that the student or students may disrupt or interfere with the normal operations of the University.

#### **LIMITED ACCESS TO CAMPUS**

Students may have their access to the campus limited to attending class sessions and will not be allowed in social spaces or to participate in King University- sponsored events, whether on or off campus. In certain instances, access to campus may be entirely prohibited.

#### **MANDATED COUNSELING**

Mandated counseling requires a student to seek a mental health assessment with a licensed counselor and provide subsequent verification that the assessment was completed.

#### **NO CONTACT ORDER**

A No Contact Order prohibits a student from having any contact with another person. A No Contact Order prohibits all contact between two or more people including, but not limited to, face-to-face conversations, phone calls (land line and cell phone), text messages, emails, letters or notes, posts to electronic message boards or social media (e.g., Twitter or Facebook), and attempts to relay messages through third parties. In certain cases, the Director of Safety and Security may issue a temporary No Contact Order when an alleged violation is reported.

#### **NOTIFICATION OF PARENTS**

Students are encouraged at all levels of the disciplinary process to share the information with their parents. The University may notify the parent or legal guardian of a student who has violated any laws or University policy governing the use or possession of alcohol or controlled substance, or has been suspended, dismissed, or expelled from the University if the student is under the age of 21 at the time of disclosure. Furthermore, in cases involving serious injury and in situations deemed by the University to be an emergency, the University may notify the parent or legal guardian of a student.

**PROBATED DISMISSAL**

Probated dismissal is a form of disciplinary probation that stipulates that if a student is found responsible for any subsequent violation, he or she will be immediately dismissed from the University.

**RANDOM DRUG TESTING**

The student will be required to submit to random drug testing, as directed by the Office of the Dean of Students. Any failed, missed, late, or dilute test will constitute a failed test.

**RESTITUTION (FINANCIAL OR DISCRETIONARY)**

Restitution may include, but is not limited to: replacement of damaged or stolen property; work assignments, essays, letters of apology; or other related assignments as reconciliation for a violation. Damage requiring replacement or repair costs for University property may be charged to a student's bill in the King University Business Office.

**REVOCAION OF ADMISSION AND/OR DEGREE**

Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University policies or standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**SUBSTANCE ABUSE EDUCATION**

Required participation in an approved educational program designed to educate students on the laws and health-related dangers of the use and/or abuse of controlled substances, including alcohol and drugs.

**SUPERVISED WORK/SERVICE**

A student may be assigned unpaid work or service that is both beneficial to the University community and/or likely to assist the student in understanding the effects of the student's conduct.

Failure to complete assigned work/service by the mandated deadline may result in additional hours being assigned; commutation of uncompleted hours into a fine at the rate of \$50/hour of Community Restitution not completed; or additional sanctions being imposed.

**TRANSCRIPT NOTATION**

King University reserves the right to note violations and/or imposed sanctions on a student's transcript. This includes, but is not limited to, failure of a course because of academic dishonesty, dismissal, and expulsion.

**VISITATION SUSPENSION/INTERIM VISITATION SUSPENSION**

A student's privilege of visiting a member of the opposite sex or having a visitor of the opposite sex in the residence halls is suspended for a specified period of time. An interim visitation suspension may be imposed immediately following a reported violation and remain in place until the Student Conduct Process is concluded. A student on visitation suspension may not be in any residence hall with a member of the opposite sex except for in public lobbies.

**WITHDRAWAL OF PRIVILEGES**

Withdrawal of privileges may include, but is not limited to, a permanent or temporary revocation of the student's privilege of having or parking a car on campus, participating in or attending King University programs or activities (e.g., athletic competitions, intramurals, SLACK events, etc.), having access to campus computing resources (e.g., email, Internet, printing, etc.), or any other privilege that is deemed

appropriate by the Honor Council or Student Conduct Administrator.

#### **WITHHOLDING A DEGREE**

King University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Process, including the completion of all sanctions imposed, if any.

#### **ACADEMIC SANCTIONS**

Sanctions for violations of Academic Dishonesty generally include the following, however any other sanction permitted under the Student Conduct Process may be imposed if deemed appropriate by the Student Conduct Administrator or hearing panel adjudicating the case.

##### **Assignment Failure**

A zero will be recorded and used in the overall course grade calculation for the assignment or examination involved in the violation.

##### **Course Failure**

A grade of F will be recorded for the course and the student will be removed from the class.

##### **Course Grade Reduction**

The final grade in the course will be reduced by one or more letter grades, or by a specified percentage.

##### **Educational Initiative**

The student will be required to complete a project or written assignment; complete an educational program, workshop, or activity; or seek assistance from the Academic Center for Excellence.

##### **Redo Assignment**

The assignment or examination involved in the violation must be redone as directed by the instructor.

#### **STUDENT CONDUCT RECORDS**

Students who have been found responsible for a violation of King University Policies or the Honor Code will have a student conduct record generated and maintained by the Office of the Dean of Students. Student conduct records are private and are protected by FERPA, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g(.))

##### **Maintenance of Student Conduct Records**

All student conduct records involving the imposition of sanctions, other than dismissal, expulsion, or revocation or withholding of a degree, may be destroyed five years after the student graduates or otherwise separates from the University.

For allegations unresolved because of the withdrawal of a student, conduct records may be kept indefinitely and the student will be required to complete the Student Conduct Process as a condition of readmission.

##### **Release of Student Conduct Records**

When a student or former student provides written consent for the University to disclose their student conduct record to a person or entity outside the University, (examples include an application for employment, graduate school, transfer to another University), the University

will disclose information related to conduct that resulted in the following sanctions: Disciplinary Probation, Disciplinary Suspension, Probated Dismissal, Dismissal, or Expulsion. The University may also release information related to alleged violations that were unresolved due to the withdrawal of the student. Unless a student or former student otherwise directs the University in writing, or an exception recognized under FERPA applies, King University does not disclose to persons or entities outside the University student conduct matters that did not result in such outcomes. Conduct outcomes other than Disciplinary Probation, Disciplinary Suspension, Probated Dismissal, Dismissal, or Expulsion are generally not applicable or appropriate for distribution beyond the University community; however, students are encouraged to be forthright if an employer, professional licensure request, etc. asks questions about the student's conduct at King University. Unless otherwise prohibited by FERPA, upon written request, King University will disclose to an alleged victim of any crime of violence, as that term is defined in 18 U.S.C. § 16, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted against the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This disclosure will shall include only the name of the student, the violation committed, and any sanction imposed by the institution on that student and may include the name of any other student, such as a victim or witness, only with the written consent of that other student. This provision applies to any disciplinary proceeding conducted by the University on or after August 14, 2009.

The University may disclose records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. University officials have a legitimate educational interest to review a record if it is necessary in order to fulfill their professional responsibilities. Upon request, the University may disclose education records, without prior written consent, to officials of another school in which a student seeks or intends to enroll.

For more information, please see the Records and Rights of Access section in the Campus and Community Life Policies.