

Department of Housing & Residence Life

Guide to the Student Conduct Process

This guide has been provided to you because you have been documented for an alleged violation of the University Housing policy and/or the Towson University Code of Student Conduct. **Please read this document carefully, as it will describe our conduct process for policy violations.**

1. A member of Housing & Residence Life will typically send you an email within two (2) business days of receiving an incident report, requesting your presence to discuss the matter further.
2. During the Student Conduct Meeting you will have an opportunity to discuss the facts surrounding the incident, the circumstances involved, the alleged policy violation(s), and if found responsible, the range of possible sanction(s). You will be asked if you agree or disagree with the alleged policy violation(s) and to provide a written statement responding to the allegation(s) against you.
3. Typically within three (3) business days after the last student involved in the case has been heard, a sanction letter will be emailed documenting the details of the meeting and letting you know the final outcome. Appeal information will be included in your letter and can also be found below.
4. Upon receipt of your letter; sent via email; it becomes your responsibility to complete all sanctions in a satisfactory manner by the designated deadline stated. If you are found not responsible, a letter will also be emailed and no further action will be needed.

The following are possible sanctions (though not inclusive) that are assigned for violations of University Housing policy:

- (a) Written Warning Letter – serves as a notice that you have been informed about University policies
- (b) Educational Sanctions – can include activities such as a paper, programming effort, or a bulletin board
- (c) Community Service – requires you to perform a certain number of hours of service to be verified by your RLC/AC
- (d) Residence Life Probation – you are placed on notice that future violations of Housing Policies may result in more significant disciplinary action
- (e) Housing Status- you may be required to move to a different floor or building, not be allowed to return to housing for the following academic or calendar year, or removed from housing
- (f) Student Conduct Referral – your incident will be forwarded to the Office of Student Conduct and Civility Education as a result of a violation of the University Code of Conduct and you will be subject to additional sanction(s) issued by that office.

The process by which students are found responsible is based on **Preponderance of Evidence** which is: evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighted against the evidence in opposition thereto.

All students have a right under specific circumstances to appeal. In order to appeal a decision, one of the following must have occurred: (a) a flaw in the student's right of due process; (b) evident bias in the decision of the individual conducting an informal investigation; (c) inconsistent or overly severe sanction imposed; or (d) insufficient consideration of all aspects of the situation. All appeals must be submitted in by the deadline indicated in the sanction letter. Appeals may be submitted by using the unique link located at the end of the sanction letter, delivered in person to Administration Building Room 236, sent via email to studentconduct@towson.edu or mailed via US Mail to the Office of Student Conduct and Civility Education, 8000 York Rd., Towson, MD 21252.

Please note that if you accepted responsibility or are found responsible for a violation of a policy that falls under the Towson University Code of Student Conduct, the Office of Student Conduct and Civility Education will contact you via email regarding any additional action. The Office of Student Conduct and Civility Education will either require a meeting with you, or assign additional sanctions (as appropriate).

If you have any questions regarding this process, please contact your RLC. You can also contact the Housing & Residence Life Office at (410) 704-2516 or the Office of Student Conduct and Civility Education at (410) 704-2057.

All University and Housing policies can be found at www.towson.edu/studentaffairs/policies