

Discipline Process/Student Conduct Code

Staying safe while studying off-campus requires students to partner with Calvin by taking responsibility for their personal behavior while studying off-campus. One means by which Calvin tries to assist students in taking responsibility for their behavior is the Student Conduct Code. Please review this handout for information related to the Student Conduct Code and the process for responding to alleged violations of the Calvin Student Conduct Code.

Student Conduct Code

You are encouraged to review the Calvin College student conduct code prior to departure (www.calvin.edu/student-life/forms-policies/student-conduct-code.html). In addition, you are responsible for fulfilling the academic and program expectations of the semester. These responsibilities include: completing your course work, attending all classes, communicating as directed by the program director, following directions around independent travel and complying with other expectations of the programs.

Remember, the conduct code does apply to Calvin students studying abroad, including policies related to alcohol use (moderation versus intoxication) and sexual integrity. We believe that following the conduct code can contribute to staying safe and getting the most out of your off-campus experience. If you have questions about the implications of this for you while off campus, please ask your program director or the OCP office. The important piece to remember is that a violation of the conduct code or failing to uphold academic or program expectations could result in you being sent home at your own expense and the semester could be lost.

Process for Addressing Violations of the Student Conduct Code

While we certainly hope no violations of the Student Conduct Code or failure to uphold academic or program expectations take place, it is important to understand how Calvin will respond to an alleged violation. If an alleged violation of Calvin's Student Conduct Code occurs, the semester program director needs to report the situation to the Director of Off-Campus Programs. Likewise, if students on the semester are concerned with the behavior of a fellow student they should report it to the semester program director, who will report it to the Director of Off-Campus programs. Once an alleged incident is reported the following process will be enacted.

Step One: Fact-finding

The Faculty will be assisted by the Director of Off-Campus Program and other campus resources to seek a full picture of the situation. This process will review a wide variety of factors relevant to the incident, including:

- Nature and scope of the offense.
- Student response to the incident.
- Review of student's prior activities within program.
- Review of extenuating circumstances brought forward by the student
- Impact of incident on members of the group and the integrity of the program.
- Evaluate the safety implications on individuals, the group, and the program.
- Evaluate the risk implications to the individual, group, and program.

Step Two: Decision Making Process

After reviewing all the information gathered a decision (and/or strategy) on how to move forward will need to be made. The goal of this decision making process will be to address the specific situation and come to the best resolution for the individual student, the group, the program, and the college. A range of possible interventions may be used in developing an overall strategy for managing the situation including:

- No response needed: No action will be taken against the student.
- Student warning: Consultation with student to review program consideration and college expectations moving forward.
- Written contract: Contract would be between the student and the program director outlining behavior expectations and consequences moving forward.
- Referral: Program director may refer student to appropriate resources at your off-campus site or back in Grand Rapids.
- Parental Contact: Program director may contact the student's parents to inform and to request support.
- Formal report: The incident could be reported to Student Life for possible adjudication/response upon student's return.
- Voluntary withdrawal from the program. Calvin may assist students who wish to return home with completing academic expectations (where appropriate).
- Student dismissed from the program: Calvin decides to send student home and where appropriate seek out additional support moving forward.

Step Three: Appeal process

- As the fact-finding process takes place, students are encouraged to share concerns and questions regarding the process by contacting either the Director of Off-Campus Program or the Dean of Students for Judicial Affairs.
- The decisions reached by the Director of Off-Campus Programs (in consultation with various resources on campus) are final and not subject to appeal.