Center for Student Activities, Leadership and Service Student Conduct Process

The Center for Student Activities, Leadership and Service shall adopt this document as its official process and procedure for addressing any alleged violations by a recognized student organization of the following:

1) Club and/or organization constitution
2) Student Activities Board and/or All Square Student Budget Allocation Committee policies and procedures
3) CSALS Policies and Procedures for student organizations and student programs
4) University Student Conduct Policies

NOTE: Individuals may also be subject to the University Student Conduct process, Residence Life Process or Global Student Conduct process.

PROCESS:

1) Reports and complaints shall be filed with an NYU Center for Student Activities, Leadership and Service administrator
   a. Reports shall be addressed by the Office of Community Standards after consultation with CSALS administrators to determine an initial disposition and determine if suspension is warranted

2) CSALS staff with the guidance of the Office of Community Standards shall conduct an investigation. A final investigation report will be forwarded to the Office of Community Standards within (5) days of the investigation conclusion

3) The Office Community Standards will determine one of the following resolutions:

   Resolution(s):
   a. Complaint Dismissal: The matter may be dismissed if the facts alleged in the complaint, even if they are true, do not constitute a violation of CSALS and/or SCC committee policies and procedures; the organization will receive notification from the Office of Community Standards to the organization that the process has been concluded.

   b. Informal Resolution: May be utilized when the facts of the case support that the allegations, while of merit, are minor in nature related to CSALS and/or SSC committee policies and procedures. An administrative decision will be made to determine the appropriate interventions. Interventions may include but are not limited to mediation, educational intervention, required training etc. The organization or individual will be notified of the recommendation in a letter from the Office of Community Standards. Should an informal resolution not be achieved, the case will be moved to Formal Disciplinary Resolution

   c. Formal Disciplinary Resolution: Will be utilized when the alleged violations are serious in nature.

      • Egregious Violations: The allegations in the complaint are serious in nature and allegedly violate of one or more University policies including but not limited to, hazing, misuse of alcohol, reckless endangerment, etc. The organization/individual will be
afforded the opportunity to choose an Administrative Hearing (single administrator) OR a Hearing panel to review the case.

NOTE: Hearing panels will be comprised of one (1) chairperson who may vote in the event of a tie (a University administrator from student affairs), two (2) voting administrators, and two (2) voting students. If the accused student group is an FSL organization, reasonable effort will be made to seat the two voting student panelists from other FSL organizations.

- **For Fraternity and Sorority Life organizations ONLY:** If the alleged violations are of FIPG/4-Pillars/FSL Recognition policy ONLY, the case may be resolved using the Fraternity and Sorority Life Student Conduct process. (Please consult the Fraternity and Sorority Life Student Conduct Process)

- **Other Violations:** The allegations are not of an egregious nature (as defined above), but not otherwise eligible for informal resolution. The student conduct case involving the accused student organization will be heard by a single administrator in the Office of Community Standards.

**FORMAL DISCIPLINARY RESOLUTION PROCEDURES:**

**Notice:**
Organizations will be notified at least three (3) business days in advance of a review of the case. Notification will be sent in writing to the organization’s president on file with CSALS via NYU email. Organization presidents may serve as a representative on behalf of their organization at the review, or they may send another student leader from their organization. Should the organization choose not to send a representative to the review of the case, a decision will be made in absentia by a single administrator in the Office of Community Standards.

**Advisor:**
The organization may be accompanied by an advisor of their choice. The advisor's role is only to provide support and advice for the organization. The advisor may not speak on behalf of the organization.

**Findings:**
1) The Administrator or Panel will render a decision of Responsible or Not Responsible based on a preponderance of the evidence. Notification of findings will be provided to the respondent/responding organization, CSALS administrator(s) and the Office of Community Standards

   a. Those found Responsible of one or more violations will be subject to sanctions. The responding organization will be notified of their sanctions(s) in writing within seven (7) business days of the conclusion of the case review

   b. Those found Not Responsible will be notified in writing within seven (7) business days of the hearing conclusion.

**Sanction(s):**
Sanctions may include but are not limited to:
1) Warning
2) Removal from a leadership position
3) Probation (organizational, individual, activities associated with
4) Suspension (of organization, individual(s), activities associated
5) Revocation of All Square Club Status
6) Expulsion
7) Educational Activities as appropriate
8) Restitution

**Appeal Process:**
1) Those found Responsible for violating CSALS/SCC committee policies and procedures, will be eligible to appeal the decision within three (3) business days of notification. The appeal must be submitted in writing to the Office of Community Standards.

   a. A student organization may appeal based on the following criteria:

      i. There was an egregious departure from the organizational student conduct process as outlined above, to the detriment of the organization;
      ii. The sanctions are thought to be of an excessive nature proportionate to the violation;
      iii. New information directly related to the allegations that were not available at the time of the hearing. Information withheld from the hearing will not be considered new.

   b. A body consisting of the Director of Community Standards or designee, one (1) administrator appointed by the Senior Associate Vice President of Student Affairs and one (1) student member July 2014 appointed by CSALS will review appeals. This body will not offer a rehearing of the case, but will examine written materials used to render the original decision in conjunction with the letter of appeal from the organization. The review body will render a decision to:

      i. Uphold the sanction used by the hearing administrator or panel;
      ii. Determine new sanction(s) based on appeal materials, which may increase or decrease in severity

The Office of Community Standards will communicate the final decision to the responding student organization; this decision will be the final determination. If an appeal is not requested the issued decision and sanctions will stand.