

Student Conduct Policy



Policy Number: 04.022	Responsible Office: Student Affairs	Governing Body: College Council	Last Review Date: August 2021
Scope: This policy applies to all Antioch College students.			

I. Introduction

The Antioch College Community has been guided by an Honor Code since the presidency of Horace Mann. Naturally, the Honor Code has evolved since then with our current version of the Honor Code first being articulated in the mid-20th century. Our shared life at Antioch College is guided by respect for the Honor Code, which provides all community members with relationships of trust and mutual respect that shape all aspects of academic and community life. By virtue of being a member of the Antioch Community, each of us agrees to become familiar with and respect the Honor Code and all College policies and guidelines, thus creating and protecting a sense of honor in our lives.

A. Purpose

The Student Conduct Policy at Antioch College is designed to promote a community culture of accountability and respect as articulated in the Honor Code. Restorative justice is a foundational philosophy of the College's conduct processes, promoting an understanding of the underlying causes of an offense, the effects on those who have been harmed, and concern for all parties' needs for healing and reparation. Students are encouraged to work through conflict, and support will be provided for students to do so.

- B. The Antioch College Student Conduct Policy supports the civil liberties of students; Antioch fully respects and encourages your Constitutional rights as expressed through the Civil Liberties Code and works together to provide support for student agency while identifying behaviors that may negatively impact the community as a whole.

II. Definitions

- A. **Students** are anyone who has registered with the College for any form of instruction beginning at the time of registration and continuing through the completion of any relevant coursework or program. This includes students on leave, on a Cooperative Education term, or who are currently suspended for any reason, or students who otherwise still maintain a relationship with Antioch College.
- B. An **incident** is defined as behaviors which result in a possible violation of the Honor Code, Community Standards and Student Policies listed below.
- C. **Confidential Reports** are standard at Antioch College and it means that information gathered during the conduct process can not be divulged to third parties. As cases progress

it is less likely that information will remain confidential especially when considering third parties must be involved for Community Standards Board Hearings.

- D. The **Complainant** is the party who makes the community standards complaint.
- E. The **Respondent** refers to the student alleged to have violated community standards.
- F. **Contact (No-contact orders):** For the purposes of the no contact order, contact can be defined as any communication or being within physical proximity with those specified in the no contact order.
- G. **Communication (No-contact orders):** Communication includes speaking to or about an individual, messages to or about an individual, including any sort of electronic or social media contact to or about an individual. This also includes the use of intermediaries or other third party individuals and may impact class schedules.

III. Authority and Jurisdiction

- A. When our behaviors fall short of the Honor Code, there are processes in place to correct behavior and hold community members accountable. The Student Conduct Policy described herein pertains to situations in which students are accused of possible violations of the Honor Code, including violations of certain Student Policies and the Community Standards outlined below. This policy is intended to provide structure for the resolution of an accused violation of the Honor Code, inform students of their rights as they move through the process, as well as provide clarity on behaviors that would be considered violations of the Honor Code.
- B. Not all disputes are appropriately and effectively handled through the Student Conduct Policy, such as violations of the Sexual Offense Prevention Policy, the Racial Discrimination Prevention Policy, or academic policies. Students accused of violating the Academic Honesty Policy will have their incidents resolved through the protocol described in the Academic Honesty Policy, although violations that include violations of Community Standards or other Student Policies may be resolved through the Student Conduct Policy.
- C. In instances where a faculty or staff member's behaviors could be in violation of the Honor Code or Community Standards outlined below community members are encouraged to contact Human Resources the individual's supervisor or file a complaint through the grievance process. Guidelines for faculty and staff behavior and the processes for resolving accusations regarding faculty or staff conduct may be found in the Antioch College Employee Handbook.
- D. Antioch College strives to create a community of learning that challenges students to think of their role not only within the college community, but also within the local and global communities. In order to accomplish these goals, the Honor Code and Community Standards apply to students regardless of whether a student is on leave, on a study term, on an experiential education term off campus, is an admitted student prior to orientation, or

physically present on campus. As such, Antioch College reserves the ability to seek resolution for incidents that could constitute a violation of the Honor Code or Community Standards regardless of where the incident occurs. This also includes behavior that occurs in electronic format such as on social media. For the purposes of the Student Conduct Policy, Note that students accused of committing criminal acts may face criminal charges through external court systems in addition to resolution through the Student Conduct Policy.

- E. The Office of Student Affairs has the overall responsibility for implementation and administration of the Student Conduct Policy as directed by the Dean of Students.
 - 1. The Dean of Students holds ultimate authority over the Student Conduct Policy including the creation of interim actions, adapting processes, delegation of responsibilities, updating or altering procedures, and determining severity or egregiousness.
 - 2. At the Dean of Students' or their designees' discretion, incidents that occur while students are off campus, such as on a leave or during a term in which they are not registered, may be resolved upon the return of the student to campus.
 - 3. At the discretion of the Dean of Students or their designee, a hold may be placed upon a student's account until an incident is resolved.

IV. Violations

While the Honor Code guides the Student Conduct Policy and is ultimately the paradigm by which students should guide their actions, it can at times be abstract and difficult to apply to specific behaviors. In order to provide clarity and transparency to what may be deemed as violations of the Honor Code, the following list of Community Standards has been developed, along with a list of certain Student Policies. Violations will be handled through this Student Conduct Policy. This list is not intended to be exhaustive, but rather to provide examples of conduct which Antioch College will not condone and would be considered violations of the Honor Code.

A. Community Standards

1. Disruption to the Community

Behaviors that contribute to or constitute a disruption to the community are considered a violation of the Honor Code and Community Standards. These behaviors include, but are not limited to: vandalism, defacing and/or damaging college property, negatively impacting other community members' abilities to live and/or work in the community, which may include social media posts, behaviors that compromise the operation of the college, and keeping animals on campus that are not registered Emotional Support Animals or service animals. Unauthorized solicitation on campus and/or utilizing

college resources for personal business interests are also considered violations of the Honor Code and Community Standards.

2. Safety and Security

Behaviors that compromise either individual safety and security or which could result in harm to the physical property of the college are considered a violation of the Honor Code and Community Standards. These behaviors include, but are not limited to, tampering with fire safety equipment, setting or causing a fire, intentionally disabling or bypassing campus security systems including door locks, accessing areas without authorization such as balconies, roofs, closed buildings, and/or restricted areas, and smoking in areas that are not designated smoking areas.

3. Guests

Students are responsible for their guests' behaviors on campus at all times, whether the guest is a registered visitor or not. If a guest's behaviors violate any Antioch College policy or the Honor Code, the hosting students will be held responsible for the guest's behavior. Guests whose behavior has a significant negative impact may be removed from Antioch College property at the discretion of Public Safety in conjunction with the staff member holding the Duty Phone at that time.

4. Harm

Severe, persistent, or pervasive behaviors that cause mental, physical, or emotional harm to another individual are considered a violation of the Honor Code and Community Standards. These behaviors include, but are not limited to, harassment, physical abuse, fighting, stalking, the targeting of specific social identities, bullying, threats, intimidation, extortion, theft, libel, slander, and other behaviors which may cause harm regardless of the medium. Behaviors that have not caused harm, but pose significant risk of harm or may endanger the safety of others are also prohibited. In situations involving physical altercations, self-defense may be considered as a mitigating factor if there is evidence of immediate physical harm, there was no other way to prevent or remove oneself from the situation, and that the individual claiming self defense immediately removed themselves from the situation if possible. Self defense may not be used as a mitigating factor if it was determined to be retaliatory.

5. Laws

Any behavior found to be in violation of applicable local, state, federal, or international laws is considered a violation of the Honor Code and Community Standards, except for instances where such a violation would otherwise be contrary to the stated policies and the philosophies of Antioch College.

6. Misrepresentation

Any behavior that intentionally misleads or misconstrues the truth to another individual or misrepresents one's relationship with Antioch College is considered a violation of the Honor Code and Community Standards. This includes, but is not limited to: lying to college officials, including RA staff; filing a knowingly false report or misrepresenting Antioch College's or another individual or group's interests, including entering into an agreement as a representative of Antioch College without proper authorization and consent.

7. Cooperation with College Staff

Failure to respond to reasonable requests from staff members, including Resident Assistants, is considered a violation of the Honor Code and Community Standards. This includes, but is not limited to: producing one's student ID upon request, failure to attend a scheduled meeting with Antioch College staff or College administration, failure to abide by the requests, decisions, or consequences rendered through the Student Conduct Policy or failing to abide by other contracts or expectations set forth by Antioch College.

B. Student Policies

1. Alcohol and Drug Policy
2. Civil Liberties Code
3. Firearms and Dangerous Ordnance Policy
4. Residence Occupancy Contact
5. Responsible Use Policy
6. Student Social Media Policy
7. Smoking Policy

V. **Student Rights**

Every student has the following rights as they pertain to the Student Conduct Policy:

A. The right to be notified of alleged violations

Students who are charged with an alleged policy violation under the Honor Code, Community Standards, or Student Policies will receive written notification that details the specific charge(s) of which they are accused of violating as a result of their behavior.

B. The right to have decisions regarding accused policy violations based upon a preponderance of evidence standard

Respondents in any disciplinary proceeding, including the Preliminary Interview, Dean of Student Intervention, Administrative Hearing, or Community Standards Board Hearing, have the right to have decisions regarding whether their behaviors were in violation of the Honor Code, Community Standards, or Student Policies based upon a preponderance of the evidence. Preponderance of evidence is a standard by which a behavior will be determined

to be a violation if the evidence presented demonstrates that it is more likely than not that there was a violation.

C. The right to access case materials

Students who are accused of alleged policy violations have the right to have reasonable access to the case materials, as appropriate and consistent with FERPA, which will be reviewed as part of the disciplinary process. Case materials may include copies of the incident reports, statements from involved parties or witnesses, or other relevant materials. Physical copies of materials provided to the student will be redacted in order to protect the confidentiality of any parties involved.

D. The right to request a Community Standards Board hearing

Students found responsible for alleged policy violations after the Preliminary Interviews have a right to request a Community Standards Board hearing in accordance with the procedures outlined in the Student Conduct Policy. Students who are serving as complainants have the right to request and attend any such Community Standards Board hearing as well. Although all efforts will be made to schedule meetings amenable to student schedules, should a student not attend a hearing or it be determined that a student is intentionally delaying the Student Conduct Policy, a hearing may be held without a student being present.

E. The right to provide evidence in their defense.

Students found responsible with alleged policy violations may provide evidence on their own behalf including, but not limited to, written statements, oral accounts, witnesses or witness statements, and may question any evidence provided in a hearing, including witnesses.

F. The right to identify support persons

Parties to any hearing within the Student Conduct Policy process have the right to support persons who may be a party's friend, or another individual of the party's choice. A support person may not provide legal counsel within the scope of any hearing they are participating in, provide evidence in a hearing, or speak for the student that they are supporting.

G. The right to choose not to respond to accusations in the Student Conduct Policy

Students who are accused of a policy violation may choose not to respond to accusations verbally and/or in writing within the Student Conduct Policy. Exercising this right will not be taken as an indication of responsibility, however, decisions of responsibility will be made based upon other evidence provided. Please note that exercising this right will not constitute a criterion for appeal if the student was able to provide evidence in a hearing and chose not to do so.

H. The right to be notified of any findings and/or consequences.

All parties involved in the Student Conduct Policy will be notified in writing within three (3) business days after deliberations concluding the Preliminary Interviews/ Investigation, and within three (3) business days following any other conduct proceeding, including Dean of Students Intervention, Administrative Hearing, or Community Standards Board hearing. Complainants submitting incident reports that did not lead to a Preliminary Investigation will also be notified within three (3) business days.

I. The right to appeal

Parties have the right to appeal the decisions within the Student Conduct Policy based in accordance with the appeals process. See Page 13 for additional information on the Appeals Process.

J. The right to file a police report

Any student who is the victim of any crime has the right to file a police report at any time. At the student's request (via email or in person), Public Safety may assist in filing a criminal report. Yellow Springs Police Department may be reached at the following telephone numbers: Emergency: 911. Non-Emergency: 937-767-7206.

VI. The Process

A. The Incident

1. Antioch College can only hold students accountable for their actions if the College is made aware of a possible violation. Incidents that are not reported compromise the ability of Antioch College to determine potential responsibility of those involved. Students may be held responsible for incidents that constitute a violation of College policies regardless of how the incident is reported.
2. Antioch College recognizes students' agency and places high value in encouraging students to resolve conflicts prior to engaging the conduct system. Students may reach out to the Office of Student Affairs, Residence Life, or others to seek assistance in this regard. However, there is no requirement that a student should attempt to resolve a situation prior to reporting it as an incident, and there are many situations where reporting an incident immediately is the most appropriate response.
3. We recommend that criminal activity be immediately reported to Public Safety, or to the Yellow Springs police department.

B. Incident Report

1. Any community member, or the institution as a whole, may report possible violations of the Honor Code, Community Standards and Student Policies listed below to the Office of Student Affairs. Staff members within Residence Life and Public Safety are charged with reporting any possible violation through their positions. Additionally, violations of the SOPP or RDPP can be reported through those respective processes.

2. The party who reports an incident will be referred to as the “complainant,” while the accused student will be referred to as the “respondent.” Third party reports are accepted.
3. Based upon the content of the report, the Dean of Students or their designee will make a determination as to whether there is evidence that a student’s actions could be in violation of policy and whether to move forward with a Preliminary Investigation.
4. Anonymous reports or second-hand accounts which indicate suspected violations will be investigated. However, without corroboration, it will be difficult to determine that such reports or accounts will result in charges of violations.
5. All notifications regarding the Student Conduct Policy process will be sent to students via their Antioch College email account.
6. Accusations that are deemed retaliatory in nature may not be pursued at the discretion of the Dean of Students or their designee, and the student making such accusations risks being found in violation of the Honor Code.

C. Preliminary Interviews

1. Once a report has been submitted, the Office of Student Affairs will conduct preliminary interviews with the complainant and respondent. These interviews should be conducted separately.
2. The Respondent preliminary interview is a meeting in which students who are accused of violating policy or standards will review the conduct process, their rights within the conduct process, have the opportunity to respond to any information included in the report or investigation, and discuss possible options for resolution.
3. Any statement provided during a preliminary interview may be used to determine whether a student’s behaviors could be in possible violation of the Honor Code, Community Standards, or Student Policies, in addition to being used in any possible future hearing regarding those behaviors to determine responsibility.

D. Investigation

1. Once the preliminary interviews have been conducted, the Office of Student Affairs will investigate the report as directed by the Dean of Students or their designee. This may involve following-up interviews with those who submitted the report, or identifying if others were present to witness the incident.
2. This investigative process is intended to provide for the collection of evidence to either support allegations that a student’s behavior violates the Honor Code or to demonstrate that there is not enough information to move forward within the Student Conduct Policy. Any statement provided or other evidence gathered may be used to determine whether a student’s behaviors could be in possible violation of the Honor Code,

Community Standards, or Student Policies, in addition to being used in any possible future hearing regarding those behaviors to determine responsibility.

3. The complainant and the respondent have the opportunity to recommend which conduct process the respondent should go through but the Dean of Students has the final decision on which path to move forward. The Dean will generally favor the following conduct options depending on the actions conducted:
 - a) If the incident falls under harassment or causes major disruption within the community; they will likely be facing the Community Standards Board
 - b) If the incident only warrants a conversation or attention drawn to the issue, it may be a Dean of Students Intervention
 - c) The Dean of Students' decision for a course of action is in accordance with the approval of the complainant and the respondent.
 - d) If both parties agree to an administrative hearing, it will go to the administrative hearing. If both parties do not agree, the case will go to the Community Standards Board if requested by either the complainant, the respondent, or the College.

E. Potential Findings

1. The standard of evidence used in the Student Conduct Policy is “preponderance of evidence.” The preponderance of evidence standard requires that it be shown to be “more likely than not” that a violation occurred in order to hold someone responsible for the violation. Students are not presumed to be responsible for any alleged violation. Rather, all of the evidence provided contributes to whether an individual will be held responsible or not responsible for an alleged violation. Any statement, regardless of whether it is made as part of an incident in the investigation process or in a hearing is considered evidence that may be reviewed in determining responsibility, as is anything else that relates to the incident or behavior that can be used to establish whether a behavior violated the Honor Code, Community Standards, or Student Policies. Any anonymous or second-hand account will be considered dubious unless it can be verified through other evidence. Preponderance of evidence is based upon the credibility of the evidence, not upon the amount of evidence. For any alleged policy violation, a student may be found responsible or not responsible. The same standard of evidence (preponderance of evidence) also applies to SOPP and Title IX violations.
2. Responsible: A responsible finding is a finding in which the evidence provided demonstrates that it is more likely than not that a student’s behavior violates policy or community standards.
3. Not responsible: A finding of not responsible is a finding in which the evidence provided does not demonstrate that a violation occurred. Note that this does not mean that a behavior is condoned by the college or that policy or community standards were

not violated, but rather that the evidence provided did not meet a preponderance of evidence standard.

F. Adjudication

1. Option 1: Dean of Students Intervention

- a) At the Dean of Students discretion, when both the complainant and respondent agree, an incident may be resolved by the creation of a written agreement between student(s) involved and the Dean of Students.
- b) Incidents that may result in a Dean of Students Intervention should present with extenuating circumstances, or be incidents in which an accusation that a student's behavior violated the Honor Code or Community Standards.
- c) A Dean of Students Intervention should not be utilized in situations in which the complainant wishes to be involved in the resolution of the incident or in situations where an incident supports a clear pattern of behavior on the part of the student(s) involved.
- d) The Dean of Students has the final authority to determine whether an incident may be resolved through a Dean of Students Intervention. Students may choose not to participate in a Dean of Students Intervention. At that point the incident will be referred to an Administrative Hearing or Community Standards Board as decided by the Dean of Students.
- e) A Dean of Students Intervention may result in a written agreement regarding future behavior with the student(s) involved. If a student breaks the agreement, the student will be in violation of the Honor Code, Community Standards, or Student Policies, at the Dean of Students' discretion. Although the Dean of Students is responsible for the creation of any agreement with the student(s), other parties may be included in its creation.
- f) Any modifications to or termination of an existing agreement should be determined by the Dean of Students.

2. Option 2: Administrative Hearing

- a) An administrative hearing is a meeting in which respondents meet with a member of the Student Conduct team to review information included in the report and investigation of an incident, respond to the accused violations, and discuss the context for their actions.:
- b) Once an administrative hearing has been decided, the Dean of Students or their designee will identify a hearing officer to meet with the respondent. This could be, but will not necessarily be, the same staff member who the student met with

in the preliminary hearing depending upon staff availability and the details of the incident.

- c) A respondent may request that the Dean of Students assign a new hearing officer if the one assigned presents a conflict of interest. ~~to their case for any reason.~~ If a hearing officer cannot be identified for a respondent, they may be forwarded to a Community Standards Board.
 - d) The hearing officer will make every effort to schedule the administrative hearing at a time amenable for the respondent to meet. However, if the respondent does not come at the agreed time or is deemed to be delaying the process, a hearing will be conducted in their absence.
 - e) The hearing officer will provide the respondent with information regarding their rights and will make a determination of findings regarding whether a student's actions are in violation of Community Standards or not based upon the preponderance of evidence.
 - f) If a respondent's actions are found to be in violation of Community Standards, the hearing officer will determine appropriate sanctions as outlined within established college policies or as appropriate to the circumstances.
 - g) Once a hearing has concluded, respondents will be notified of the outcome of their hearing in writing including findings of responsibility, sanctions, and any relevant timelines for the completion of their sanctions.
3. Option 3: Community Standards Board Hearing
- a) A Community Standards Board Hearing is a formal hearing composed of community members to review an incident to determine whether a respondent's actions constitute a violation of policy or community standards. Community Standards Boards are convened to address egregious behavior which could result in suspension or expulsion. Instances in which a student would have no other option other than a Community Standards Board include, but are not limited to, accusations which include a violation of SOPP or Title IX, instances that involve harm to another individual in which the individual wishes to be involved in the process, or behaviors which constitute a major community disruption.
 - b) After the presentation of evidence, the Community Standards Board will determine whether a respondent's actions constitute a violation of Community Standards based upon a preponderance of evidence standard and if so, what sanctions will be provided. At the Community Standards Board Chair's discretion, this process may take up to two business days. To determine responsibility, a majority of the Community Standards Board members, excluding the chair, must agree that a respondent's actions violate Community Standards. A

student's conduct history may not be used to determine responsibility, but may be used to determine appropriate sanctions.

- c) Once a decision by the Community Standards Board has been reached, all parties will be notified of the findings and sanctions within three (3) business days. Notification will be provided to the respondent(s) and complainant(s) of the findings and sanctions as well as any other relevant pieces of information.

G. Community Standards Board Hearing Procedure

1. Welcome by Chair

2. Notice of Recording

- a) The hearing will be recorded.
- b) If the complainant or respondent wishes to listen to the recording, they need to contact the Dean of Students.

3. Introductions

- a) Name and role (Community Standards Board member, support person, witness).
- b) Identifying the respondent's alleged policy violations
- c) Chair states what is in charge letter and which policies were allegedly violated-reads the policies aloud as they appear in the charge letter.

4. Complainant Statement

- a) If a complainant is present, they can provide a statement.
- b) After their statement, Community Standards Board members may ask questions of the complainant.
- c) The respondent may ask questions of the complainant.
- d) The statement may also include any witnesses who wish to speak on the complainant's behalf.
- e) Witnesses may also be asked questions by the board.

5. Respondent Statement

- a) If a respondent is present, they can provide a statement.
- b) After their statement, Community Standards Board members may ask questions of the respondent.
- c) The complainant may ask questions of the respondent.
- d) The statement may also include any witnesses who wish to speak on the respondent's behalf.

- e) Witnesses may also be asked questions by the board.
- 6. Closing Statement
 - a) The respondent may make a closing statement at this time, if any.
 - b) Deliberation
- 7. Once all testimony is delivered, everyone except the Community Standards Board members will be excused, and thanked for their time so that the Community Standards Board members may deliberate on the findings.
- 8. Community Standards Board members need to determine whether or not a student's actions were in violation of the policies in the charge letter.
- 9. This determination should only be based upon the evidence provided, and should meet a "preponderance of evidence" standard. This means that it is more likely than not (51% likely) that a student's behavior(s) violated a policy.
- 10. Students may not be found responsible for violating policies they were not accused of violating (i.e., additional allegations).
- 11. Once a determination of responsibility has been determined by a majority vote, the Community Standards Board may then make determinations of relevant consequences.
- 12. A student's conduct history may be reviewed at this point to determine relevant consequences.
- 13. If the Community Standards Board needs additional time, the Community Standards Board chair may reconvene the board within 24 hours.
- 14. Once deliberations conclude and relevant consequences are determined, the respondent will be notified, in writing, within 3 business days of the date of the Community Standards Board hearing.

VII. Sanctions

A. Warning

A warning is a notice by Antioch College that a student's behaviors in a given incident are not in line with the College's mission or values, and that further incidents could result in more significant consequences. Antioch College encourages reflection on behaviors that resulted in a warning to help students learn and grow.

B. Intervention and/or assessment

Educational interventions are provided for the student during the resolution of an incident to allow for structured reflection, opportunities to learn more or engage the campus in different ways, and/or allow for a student to reconnect with the campus community after an incident as part of the resolution of an incident.

C. Restrictions

Restrictions are specific requirements placed upon students for a defined period of time following the resolution of an incident and may consist of the student being unable to enter specific buildings, removal from housing, accessing specific resources, or other criteria to provide for the safety of the campus community while still allowing the student to continue to pursue their education.

D. Fines

Monetary fines will be assessed to a student's account in the resolution of an incident to provide restitution to the College for any damage or harm done. Please note that Antioch College cannot and will not provide consequences to a student to provide restitution to another student for any reason, unless it is a mutually agreed upon resolution reached during any conduct process.

E. No contact order

A no contact order will be immediately issued when a physical altercation or a violation of the SOPP takes place. A no contact order can also be issued for other violations or conflicts such as; bullying, harassment, violations of the RDPP or other bias-related incidents. A no contact order is a specific restriction placed upon students for an undefined time period, and can be extended at the discretion of a Community Standards Board, the Dean of Students, or their designee. While the order stands, they are to not have any contact with other students specified in the no contact order. The parties involved in the no contact order are responsible for communicating any violation of the no contact order. Any decisions regarding when a no contact order should be lifted are at the determination of the Dean of Students or their designee, and only after the students involved have petitioned, in writing, to have the no contact order lifted. A No Contact Order can be issued as soon as the incident is investigated and has been determined accurate through the Preliminary Investigation. If witnessed by the Dean of Students, Public Safety, or any Student Affairs staff member, a no contact order may be issued immediately.

F. Conduct Probation

Conduct Probation is an official sanction from Antioch College restricting activity or behavior. Probation will be assigned for a prescribed time period. Further violations will result in increased consequences, including suspension or expulsion.

G. Suspension

Suspension is a complete separation for a defined period from all College classes, activities, events, and services and may include a trespass notice to prevent the student from being on campus owned property or buildings. This defined period may last for a specific period of time and/or until specific conditions are met.

H. Expulsion

Expulsion is the permanent termination of the student's relationship with the College. This includes being barred from classes, activities, and/or events and may also consist of a trespass notice to prevent access to campus or buildings. Expulsion precludes any future enrollment at Antioch College.

I. Interim actions

Interim actions are temporary measures that are put in place at the discretion of the Dean of Students or their designee until an incident can be resolved and may include suspension, no contact orders, restrictions, or other administrative actions.

VIII. Appeals Process

Any desire to appeal decisions determined in a Community Standards Board or administrative hearing needs to be communicated to the Dean of Students or their designee within five (5) business days of the delivery of decisions and sanctions and needs to include a rationale for why the decision is being appealed. The Dean of Students or their designee will ensure that the appeal is delivered to the Provost or their designee.

- A. Appeals can be submitted by either the respondent or any complainants.
- B. Within five (5) business days upon the appeal being submitted, the Provost or their Designee will notify the appellant acknowledgement that the appeal has been received. The appeal is not able to be considered actionable if not designated as following the below guidelines. If appeals are actionable, the Provost will send a response outlining the appeals process moving forward.
- C. A submitted appeal will only be considered actionable if it contains:
 - 1. New evidence that was unavailable at the time of the original hearing.
 - 2. Demonstrated errors within the process that could have impacted the findings or sanctions.
 - 3. Is full and complete upon submission including the basis for the appeal and rationale for why the appeal should be considered
 - 4. Concerns regarding the severity of sanctions
- D. Submission of an appeal suspends the imposition of consequences with the exception of any interim action that was put into place prior to a hearing such as the no contact order.
- E. At the discretion of the Dean of Students or designee, they may meet with students, hearing officers, or reconvene the Community Standards Board to review the appeal for investigative purposes.
- F. Corrective actions that may be taken include:
 - 1. Determination that the original Community Standards Board or hearing officer reconvene or reschedule to consider the new evidence or information. At the discretion

of the Dean of Students or their designee, students may or may not be included in this meeting.

2. Determination that the incident be resolved in a new process starting at the preliminary interview. Any decisions of finding or consequence from the original hearing will be overturned.
 3. Determination to directly alter any decisions or sanctions.
 4. Determination that the information obtained through the appeals process would not impact the original findings in the resolution process.
- G. Any decisions regarding the appeals process will be communicated to the respondent and complainants within 3 business days.
- H. Decisions rendered in the appeals process are final and there are no other appeals or avenues for further consideration of the issue.

IX. Records

- A. All records regarding accused violations of the Honor Code, Community Standards, or Student Policies will be kept within a student's file.
- B. These records may include the incident report, notifications sent to the student, and/or any agreement created from a Dean of Students' Intervention.
- C. Records regarding accused incident reports may be used to determine appropriate consequences but not to determine whether an accused student's behavior was in violation of policy.
- D. These files will be maintained for up to seven (7) years after a student leaves Antioch College and redacted files will be available upon request by the student to the Dean of Students or their designee. Any other entity seeking access to these files will need to have a waiver from the student allowing access unless otherwise instructed for release by law.
- E. All student conduct proceedings are confidential, and therefore, hearings are closed to anyone not directly involved in the case. Any account of the results of a conduct proceeding must respect the privacy rights of those involved, and must comply with the restrictions imposed by the Family Educational Rights and Privacy Act of 1974 (FERPA) with regard to information relating to individual students. Unless otherwise compelled by an applicable exception to FERPA, the College will not release specific information about conduct hearings involving charges against students.
- F. Students seeking recordings of Community Standard Board hearings will not be given electronic copies. Depending upon the request, a student may be provided with a transcript, allowed to listen to the recording in a private space, or provided with a physical copy of the recording at the discretion of the Dean of Students or their designee.

X. Managing the Community Standards Board process

- A. The experience of being notified of a possible violation of the Honor Code, Community Standards, or a Student Policy, can be an overwhelming experience, especially if it involves a Community Standards Board hearing. In order to help manage the process, please keep the following in mind:
- B. Remain calm when notified of a Community Standards Board hearing.
- C. Review the Letter of Charges from the Community Standards Board Chair to know what you have been charged with.
- D. Review the Letter of Charges to learn details of the Community Standards Board hearing process.
- E. Find a Support Person and Hearing Advisor to support you through the process.
- F. Gather and secure physical evidence that will support your case if available.
- G. Identify witnesses that support your case and ask if they will speak on your behalf at the Community Standards Board hearing.
- H. Arrive at the Community Standards Board hearing on time and be ready to begin at the assigned time.
- I. Listen to the instructions given by the chairperson and ask for clarification if needed.
- J. Be prepared to ask questions of the Community Standards Board members, complainant, respondent, or any witnesses.
- K. Be prepared to be asked questions by the Community Standards Board members, complainant, or respondent.
- L. Take notes during the hearing to help you ask questions when it is your turn to present questions or comments.
- M. Be respectful to all parties in the hearing.
- N. To learn more about the Community Standards Board process, see the Community Standards Board document in the Student Handbook.