

**Residence Life Educational
Disciplinary Manual**

2007-2008

INTRODUCTION

This manual is intended for use by Housing and Residence Life at Cumberland University. The intention of this manual is not to provide the discipline officer/board with a complete list of sanctions to use for discipline violations. Rather, this manual is meant to be used as a guide in helping to determine appropriate sanctions based on the situation and circumstances surrounding a particular case; the discipline officer/board must consider each case individually when deciding on appropriate sanctions to issue.

The goal in sanctioning is to provide a direct correlation between misconduct and the consequences of the misconduct. The sanctioning process is meant to be educational as opposed to punitive. Education occurs when the sanctioning allows the student to:

- 1. Gain a better understanding of Housing and Residence Life's and Cumberland University's expectations of behavior.*
- 2. Understand how the misconduct "took something away" from the community and how the sanction is a means of making a positive contribution to balance out the effect of that misconduct.*
- 3. Understand the inappropriateness of the behavior and make the decision to make wiser choices and change that behavior in the future.*

The duration of this sanction and any terms and conditions imposed as a part of the sanction must be in direct proportion to the degree of the seriousness attached to the misconduct. Beginning and/or ending dates of the sanction must be specified. Failure on the part of the student to satisfactorily complete the sanction should result in more serious disciplinary action.

Examples of sanctions that are included in this manual are intended to be educational and give the student correlation between the misconduct and the consequences.

This guide was developed and adapted from the following sources:

"A Guide For Effective Sanctioning: From Theory to Practice" (August 2000 Edition), by Rick Olshak (Director of Student Dispute Resolution Services at Illinois State University).

"Respond and Report Manual" from the University of Alabama.

"Housing and Residential Life Judicial Sanctioning Manual" from Middle Tennessee State University

GUIDELINES FOR SANCTIONING

Some guidelines for developing developmental sanctions are:

1. Win-Win

The process of sanctioning is designed so that all parties feel that they have gained something. The community may feel it has gained a more peaceful environment; the committee may feel they have helped a student develop better community skills and have gained a positive contributor to the campus community; and the student may feel that s/he was understood and encouraged to develop more appropriate behavior. When the sanctions are assigned with a win-win attitude, students are more likely to become valuable members of the community.

2. Developmental

The sanctions are directly related to a developmental stage or skills that the student needs to learn or improve upon. For example, if a student has exhibited very aggressive behavior when stressed, used abusive language, slammed doors, and perhaps damaged property, some of the developmental options are:

- a. Restitution for damages or volunteering to help out around the building if finances are a problem.
- b. Planning and attending an assertiveness/communications skills workshop.
- c. Planning and attending a program regarding stress and relaxation.
- d. Talking with a counselor about the effects of stress and ways to relieve it.
- e. Going on rounds with staff to confront others engaged in similar behavior.
- f. Creating a handout for other students on relieving stress.

- Choices

Coinciding with the guidelines of the conduct process, the sanctioning process also offers the students choices. For example, if a student cannot afford to pay for damages, s/he may be offered the opportunity to work off the amount owed. Choices may also take the form of choosing between completing all sanctions or being removed from the residence hall community, or even campus. Offering choices allows a student to decide what will happen to him/her. Ultimately, we want students to make positive choices for themselves and their community.

- Appropriate to circumstances and violation

The sanctions must be in accordance with the seriousness of the violation and the circumstances surrounding the conduct. Doing this will emphasize the goal of education rather than punishing students. The student involved will also perceive the sanctions as fair.

KEY PHRASES TO BE USED WHEN DISCIPLINING

- ... will not be tolerated
- ... will not be condoned
- ... raises serious questions regarding your ability to comply with university policies...
- Due to the severity of your behavior...
- ... has demonstrated poor judgment
- Leniency has been shown...
- ...has failed to heed previous warnings
- These policies must be followed for the benefit of all students
- ... you have demonstrated a lack of respect
- ... will allow you to get a fresh start
- ...is a very serious offense
- Since this appears to be an isolated incident...
- ...blatant disregard for University and residence hall policies, and for the property of others.
- ...causes serious questions as to your ability to adapt to the community living environment
- Your behavior demonstrates serious problems adjusting to University life.
- The number of prior violations indicates that you are not willing to...
- Your present attitude indicates a lack of awareness of the seriousness of the offenses...
- ...type of behavior is highly inappropriate...
- ...continued pattern of rule violations...
- [e.g. community service] will provide you with greater insight and awareness with respect to policies and your behavior and its effect on other individuals
- ...inexcusable...
- ...cooperative attitude...
- As a student leader, you act as a role model for other students.
- You seem to be having difficulty accepting responsibility for your actions
- Despite repeated warnings...

ARTICLE REVIEW

Educational Objectives

- To promote self-awareness of the of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student
- To promote a broader knowledge on a particular topic/issue

Appropriate For

Any policy violations in which the judicial officer/board feels that the student would benefit by reviewing journal articles and writing an analysis of those articles, using the opportunity to make an educational connection to the incident in question.

Not Appropriate For

Serious violations of policy that which violate the physical or emotional well-being of another person, or serious violations of the law (appropriate as a sanction supplement, but not as a stand alone sanction).

Time Permitted

3 weeks maximum

Sanction Description

You are required to write a written review of three journal articles on the topics(s) of (name topic). Copies of the article must be submitted along with your essay. The review must be typed, double-spaced, written in English, using 12-point font, and should be submitted to Housing and Residence Life (LH 226) by 4:00 p.m. on (date). The review must be no less than (#) pages in length. In the review, you should summarize the articles and explore how they relate to the violations in question. Be advised that this review may not be used to justify your actions or evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

Attachments

None

BOOK REVIEW

Educational Objectives

- To promote self-awareness of the of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student
- To promote a broader knowledge on a particular topic/issue

Appropriate For

Any policy violations in which the judicial officer/board feels that the student would benefit by reviewing a book and writing an analysis of those articles, using the opportunity to make an educational connection to the incident in question.

Not Appropriate For

Serious violations of policy that which violate the physical or emotional well-being of another person, or serious violations of the law (appropriate as a sanction supplement, but not as a stand alone sanction).

Time Permitted

Varies based on length of book and length of review

Sanction Description

You are required to write a written review of one book on the topics of (name topic). The review must be typed, double-spaced, written in English, using 12-point font, and should be submitted to Housing and Residence Life (LH 226) by 4:00 p.m. on (date). The review must be no less than (#) pages in length. In the review, you should summarize the articles and explore how they relate to the violations in question. Be advised that this review may not be used to justify your actions or evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

Attachments

None

COMMUNITY SERVICE

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To allow an individual to give back to the community that their behavior detracted from

Appropriate For

Most instances in which some type of active service can be related to the behavior in question. Students receiving this sanction should receive a minimum of 5 hours (minor violation) up to a maximum of 150 hours (exceptionally serious cases).

Not Appropriate For

Appropriate for most situations

Time Permitted

One week per five hours

Sanction Description

You are required to complete (#) hours of community service with (name of agency). All hours should be completed by 4:00 p.m. on (date). The individual that supervises your community service must sign the Community Service Referral Form and return it to Housing and Residence Life (LH 226) by this date as well. In addition, you must submit a reflective essay (minimum 2 pages typed, double-spaced, written in English, using 12-point font). This essay is to be submitted Housing and Residence Life (LH 226) by the deadline date and must address the following questions:

- A. What does it mean to you to be a part of the Cumberland University community?
- B. What responsibilities do you have as a member of this community?
- C. In what ways did your actions in this incident impact the community?
- D. What did you learn from completing this service?

Attachments

Community Service Referral Form

HOUSING PROBATION

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To emphasize civility and civil behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential impacts of inappropriate behavior on the student
- To serve as a serious and/or uncomfortable intervention

Appropriate For

Serious violations of policy and/or law; repeat violators

Not Appropriate For

Minor violations of policy

Time Permitted

Minimum of one semester

Sanction Description

Effective immediately, you are being placed on Housing Probation through (date). Housing Probation is a serious encumbrance upon your good standing with Housing and Residence Life. Any subsequent violations will be evaluated with the context of your probationary status, and may result in more serious forms of sanctioning, such as removal from Housing without a refund.

Attachments

None

EDUCATIONAL POSTER BOARD

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote a broader knowledge on a particular topic/issue

Appropriate For

Minor violations in which the student would benefit from gathering additional information; also appropriate for educating community on behavioral issues.

Not Appropriate For

N/A

Time Permitted

3 weeks from date of decision

Sanction Description

You are required to develop a poster board on the topic of (note specific topic). This board must be no smaller than 24" X 36" and must include information from appropriate on campus and/or off campus offices. This board must be submitted to the office of Housing and Residence Life (LH 226) by 4:00 P.M. on (date). You are required to schedule an appointment with Housing and Residence Life when you turn in the poster board to discuss what you learned and whether or not the board is approved for display. This appointment must take place within 5 class days from the date you turn the poster board in. During this meeting, we will discuss where the board will be displayed and whom you need to contact to get it displayed. The poster board must remain publicly posted for a period of two weeks. Be advised that this project may not be used to justify your actions or evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling. Your name must be printed clearly on the front of the poster, in letters no smaller than one inch high. You must abide by all university posting regulations.

Attachments

None

ETHICS ASSIGNMENT

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To emphasize civility and civil behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Serious violations in which the student has demonstrated an inability to understand the consequences of his/her actions upon other individuals or the University community as a whole

Not Appropriate For

First time offenders who have demonstrated an understanding of the ramifications of their actions

Time Permitted

2 weeks from date of decision

Sanction Description

You are required to complete the Ethics Assignment (written assignment attached). You must answer all questions on the assignment and submit your written answers to Housing and Residence Life (LH 226) by 4:00 p.m. on (date). Your completed work must be no less than the stated requirements (typed, double-spaced, using 12-point font) and must address all questions on the assignment. Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should be written in English and utilize appropriate language, grammar, and spelling.

Once you have submitted your completed assignment, **you must also immediately schedule an appointment** to meet with Housing and Residence Life to review this assignment. This meeting must occur within five days of submitting your completed assignment.

Attachments

Ethics Assignment

ETHICS ASSIGNMENT

Student's Name _____ Staff Member _____

Paper Deadline _____ Meeting Deadline _____

The purpose of this assignment is to stimulate your thinking about effects of an individual's actions upon others. While this is intended to be a reflective assignment, and your completed work will not be evaluated on its content (other than to make sure you have all of the questions), be advised that your paper cannot serve to justify your own actions or evaluate the actions of others. You should also be sure to utilize appropriate language, grammar and spelling. All answers should be typed, double-spaced, written in English, using 12-point font.

Please answer the following questions; each answer should be of at least the specified length:

1. Where do our ethical principles come from? What factors contribute to an individual's sense of morality? Provide quotes from at least two (2) scholarly sources (i.e. journal articles, books, etc.) to support your answers (include appropriate citations) **(500 words minimum)**
2. A man has been sentenced to prison for 10 years. After one year, he escaped from prison, moved to a new area of the country, and took on the name of Thompson. For eight years he worked hard, and gradually saved enough money to buy his own business. He was fair to his customers, gave his employees top wages, and gave most of his profits to charity. Then one day, Mrs. Jones, an old neighbor, recognized him as the man who had escaped from prison eight years before, and whom the police have been looking for. Should Mrs. Jones report Mr. Thompson to the police and have him sent back to prison? Why or why not? **(250 words minimum)**
3. Read the attached story entitled "It's Ok Son – Everybody Does It." Write a brief description concerning your reaction to the content of the story. Describe any similar experiences you may have had. **(300 words minimum)**
4. Who are your ethical role models? What have you learned from them? How do you feel they would have responded to your situation? **(500 words minimum)**
5. Reflect upon the situation that led to your being assigned to this workshop. Why did you make the choices you did? Were your choices ethical? If faced with a similar situation in the future, would you do anything differently? If so, what? If not, why not? **(500 words minimum)**

Worksheet adapted from following sources (with permission of the authors):

"Olshak, R. (August 2000). "A Guide For Effective Sanctioning: From Theory To Practice." p. 66.

LETTER OF APOLOGY

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To emphasize civility and civil behavior
- To promote understanding of how the behavior impacted or could have impacted others

Appropriate For

Incidents in which a student has assumed some level of responsibility for his/her actions and has negatively impacted another member of the community

Not Appropriate For

Incidents in which a student refuses to acknowledge any responsibility for violations of regulations

Time Permitted

One week from date of decision

Sanction Description

You are required to write a letter of apology to (name). This letter should be no less than 250 handwritten words in length and must be submitted to the Housing and Residence Life (LH 226) by 4:00 p.m. on (date). This letter should reflect an understanding of the inappropriateness of your actions and the impact your actions had on the letter's recipient. Be advised that this letter will be screened by Judicial Affairs staff prior to being forwarded to the recipient. A copy will also be maintained in your confidential judicial file. Be further advised that this letter may not serve to justify your actions or evaluate the actions of others. This letter should be written in English, and utilize appropriate language, grammar, and spelling.

Attachments

None

PERSONAL JOURNAL

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To emphasize civility and civil behavior
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Students who are in need of critical self-examination of their lifestyle and decision-making style; (typically for repeat offenders)

Not Appropriate For

First time minor violations

Time Permitted

3 weeks from date of decision

Sanction Description

You are required to maintain a written journal each day for a two-week period. In this journal you are expected to address the following questions each day:

- A. What were the most important decisions you had to make regarding your own behavior and/or lifestyle today?
- B. How did you make these decisions?
- C. What were your decisions?
- D. Were your decisions the “best” decisions you could make, reflecting on lessons from family, school, and society?
- E. What did you learn about yourself today?

Each daily entry is to be no less than 300 words in length and must be typed, double-spaced, written in English, using 12-point font. At the conclusion of the two-week period, you are to submit your journal to the Housing and Residence Life (LH 226). Your completed journal is due by 4:00 p.m. on (date). Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Attachments

None

PROGRAM PRESENTATION

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student
- To promote a broader knowledge on a particular topic/issue

Appropriate For

Any policy violations in which the judicial officer/board feels that the student would benefit by reviewing a video and writing an analysis of those articles, using the opportunity to make an educational connection to the incident in question

Not Appropriate For

Serious violations of policy which violate the physical or emotional well-being of another person, or serious violations of the law (appropriate as a sanction supplement but not as a stand alone sanction)

Time Permitted

3 weeks from date of decision

Sanction Description

You are required to present an educational program on (name topic). This program must be at least 30 minutes in length and be presented in advance to appropriate University officials. Program supervisors must be approved in advance with Housing and Residence Life. You are to gather data independently on the topic (minimum of three published sources) and develop a program outline, as well as program publicity, both of which are to be reviewed and approved by your supervisor. You must have at least 10 people in attendance for the full length of your program.

Once you have presented the program and gained written proof of your completion, you are also required to write a paper reflecting on what you have gained from this experience. This paper must be typed, double-spaced, written in English, and using 12-point font. The paper must be submitted to the Office of Housing and Residence Life (LH 226) by 4:00 p.m. on (date). The paper should address the following questions/issues:

1. Reflect on the information you gathered to develop this program. Write a summary of the information presented. Is this new information to you?
2. How does this information relate to the policies that you have violated in this instance?
3. Describe the strategies you can employ to more appropriately handle the situation if faced with a like or similar in the future.
4. What is the most important thing you have learned from this experience?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Attachments

None

POLICY REVIEW

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Any policy violation in which the judicial officer/board feels that the student would benefit by reviewing a specific policy for the purpose of gaining a better understanding of the policy's rationale

Not Appropriate For

Serious violations of policy that violate the physical or emotional well-being of another person, or serious violation of the law (appropriate as a sanction supplement, but not as a stand alone sanction).

Time Permitted

2 weeks from date of decision

Sanction Description

You are required to write a written review of the (name) policy as outlined in the Rights and Responsibilities Handbook. The review must be typed, double-spaced, written in English, using 12-point font, and submitted to the Office of Housing and Residence Life (LH 226) by 4:00 p.m. on (date). The review must be no less than 3 pages in length. In the review, you should summarize the policy and explore how it relates to the violations in question. State the rationale behind the policy, and elaborate on the consequences for members of the CU community if the policy did not exist. Be advised that this review may not be used to justify your actions or to evaluate the actions of others, nor may this paper promote a philosophy that is in direct conflict with the law or University Regulations. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

Attachments

Refer to the Rights and Responsibilities Handbook

RECOGNIZING DIFFERENCES ASSIGNMENT

Student's Name _____ Staff Member _____

Paper Deadline _____ Meeting Deadline _____

The purpose of this assignment is to stimulate your thinking about effects of acts of intolerance upon others. While this is intended to be a reflective assignment, and your completed work will not be evaluated on its content (other than to make sure you have all of the questions), be advised that your paper cannot serve to justify your own actions or evaluate the actions of others. You should also be sure to utilize appropriate language, grammar and spelling. All answers should be typed, double-spaced, written in English, using 12-point font.

Please answer the following questions; each answer should be of at least the specified length:

1. How do you define yourself as a person? What characteristics are there those makes you unique among those people you associate with? **(250 words minimum)**
2. Choose one group (ethnic, religious, racial, gender, etc.) that you are not a member of. Research three different positive contributions made to society by members of these groups in the past 100 years. Provide quotes from at least three (3) scholarly sources (i.e., journal articles, books, etc.) to support your answers (include appropriate citations). **(500 words minimum)**
3. If you were being discriminated against because of individual difference that you were not in control of (race, disability, gender, etc.), what difficulties do you think you might encounter on a day-to-day basis because of your difference? Where would you seek support in coping with such intolerance? **(500 words minimum)**
4. Describe an episode in your life outside of Cumberland University in which you were mistreated because you were considered "different." What impact did it have on you? **(250 words minimum)**
5. Reflect upon the situation that led to your being assigned to this workshop. Why did you make the choices that you did? Were your choices ethical? If faced with a similar situation in the future, would you do anything differently? If so, what? If not, why? **(500 words minimum)**

Worksheet adapted from following sources (with permission of the authors):

"Olshak, R. (August 2000). "A Guide For Effective Sanctioning: From Theory To Practice." p. 70.

REFLECTION PAPER

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Any minor violations of University Regulations

Not Appropriate For

Serious violations (appropriate as a sanction supplement, but not as a stand alone sanction)

Time Permitted

1 week from date of decision

Sanction Description

You are required to write a paper reflecting on your actions in this incident. This paper must be no less than 3 pages in length and must be typed, double-spaced, written in English, using 12-point font. The paper must be submitted to Housing and Residence Life (LH 226) by 4:00 p.m. on (date). The paper should address the following questions/issues:

- A. Describe the actions that led to your doing this paper. How did you decide on the actions you took in this incident? Why did you feel these actions were appropriate?
- B. Describe what these actions say about you to others (peers, staff, parents, etc.)
- C. How was your behavior inconsistent with the University's expectations?
- D. Describe how your behavior in this incident makes you feel about yourself.
- E. Describe strategies you can employ to more appropriately handle the situation if faced with a like or similar situation in the future.
- F. What have you learned from this experience?

Be further advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Attachments

None

REMOVAL OF PRIVILEGES

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To emphasize civility and civil behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Situations in which an individual or an organization has abused their right to a certain privilege

Not Appropriate For

N/A

Time Permitted

Minimum of one semester

Sanction Description

Effective (beginning date), the following privilege(s) has/have been removed from you:
List privilege(s)

Failure to abide by this sanction may lead to more serious disciplinary action.

Attachments

None

RESEARCH PAPER

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student
- To promote a broader knowledge on a particular topic/issue

Appropriate For

Incidents in which a student has demonstrated a lack of informed knowledge in a given area (examples include multiculturalism, substance abuse, harassment, healthy relationships, etc.)

Not Appropriate For

First time minor violations

Time Permitted

3 weeks from date of decision

Sanction Description

You are required to write a research paper on (cite specific topic). This paper must be no less than(#) pages and must be typed, double-spaced, written in English, using 12-point font. The paper must be submitted to Housing and Residence Life (LH 226) by 4:00 p.m. on (date). Be advised that you must cite no fewer than three published sources. If utilizing journal articles or information from the Internet, you must submit copies of the articles with your paper. All sources must be appropriately cited. Be further advised that this paper may not be used to justify your actions or evaluate the actions of others. The paper should utilize appropriate language and spelling.

Attachments

None

VERBAL WARNING

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Any minor violations of University Regulations

Not Appropriate For

Serious violations (appropriate as a sanction supplement, but not as a stand alone sanction)

Time Permitted

N/A

Sanction Description

You are official issued a verbal warning. This warning serves as a notice that continuation or repetition of (name of conduct violated) may be cause for future disciplinary action.

Attachments

None

VIDEO REVIEW

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student
- To promote a broader knowledge on a particular topic/issue

Appropriate For

Any policy violations in which the judicial officer/board feels that the student would benefit by reviewing a video and writing an analysis of those articles, using the opportunity to make an educational connection to the incident in question

Not Appropriate For

Serious violations of policy that which violate the physical or emotional well-being of another person, or serious violations of the law (appropriate as a sanction supplement, but not as a stand alone sanction).

Time Permitted

2 weeks per 1,000 words of the assignment

Sanction Description

You are required to write a written review of a video on the topic of (name topic). The review must be typed, double-spaced, written in English, using 12-point font, and should be submitted to the Housing and Residence Life (LH 226) by 4:00 p.m. on (date). The review must be no less than (#) pages in length. In the review, you should summarize the articles and explore how they relate to the violations in question. Be advised that this review may not be used to justify your actions or evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

Attachments

None

WRITTEN REPRIMAND

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Appropriate For

Any minor violations of University Regulations

Not Appropriate For

Serious violations (appropriate as a sanction supplement but not as a stand alone sanction)

Time Permitted

N/A

Sanction Description

You are officially issued a written reprimand. This reprimand serves as a notice that continuation or repetition of (name conduct violated) will lead to more serious disciplinary action.

Attachments

None

COMMUNITY SERVICE

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To allow an individual to give back to the community that their behavior detracted from

Sanction Description

You are required to complete ____ hours of community service with _____. All hours should be completed by 4:00 p.m. on _____. The individual that supervises your community service must sign the Community Service Referral Form and return it to the Office of Housing and Residence Life (LH 226) by this date as well. In addition, you must submit a reflective essay (minimum 2 pages typed, double-spaced, written in English, using 12-point font). This essay is to be submitted to the Office of Housing and Residence Life (LH 226) by the deadline date and must address the following questions:

- E. What does it mean to you to be a part of the Cumberland University community?
- F. What responsibilities do you have as a member of this community?
- G. In what ways did your actions in this incident impact the community?
- H. What did you learn from completing this service?

Attachments

Community Service Referral Form

Print Name

Student Signature

Date

In signing this, I agree that I have read and understand the sanction and that I agree to complete the assignment by the date stated on this form. Furthermore, I understand that if I do not complete the requirements by the date listed that I am eligible for further discipline including housing probation and possibly a hearing before the discipline board.

POLICY REVIEW

Educational Objectives

- To promote self-awareness of the inappropriateness of the behavior
- To reinforce CU expectations regarding appropriate behavior
- To promote understanding of how the behavior impacted or could have impacted others
- To promote understanding of community and/or societal standards
- To promote self-awareness of potential physical or psychological impacts of behavior
- To promote self-awareness of potential impacts of inappropriate behavior on the student

Sanction Description

You are required to write a written review of the _____ policy as outlined in the Rights and Responsibilities Handbook. The review must be typed, double-spaced, written in English, using 12-point font, and submitted to the Office of Housing and Residence Life (LH 226) by 4:00 p.m. on _____. The review must be no less than 3 pages in length. In the review, you should summarize the policy and explore how it relates to the violations in question. State the rationale behind the policy and do additional research on the history and any current information about the topic in question. Elaborate on the consequences for members of the CU community if the policy did not exist. Be advised that this review may not be used to justify your actions or to evaluate the actions of others, nor may this paper promote a philosophy that is in direct conflict with the law or University Regulations. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

Attachments

Applicable excerpts from the Rights and Responsibilities of Cumberland University Residents Handbook.

Print Name

Student Signature

Date

In signing this, I agree that I have read and understand the sanction and that I agree to complete the assignment by the date stated on this form. Furthermore, I understand that if I do not complete the requirements by the dated listed that I am eligible for further discipline including housing probation and possibly a hearing before the discipline board.

Residence Life Educational Disciplinary Manual

WEAPONS

Firearms and other weapons including, but not limited to, bows, BB or pellet guns, blowguns, martial arts weapons, paintball guns, etc., are strictly prohibited in all university residence halls and on the Cumberland University Campus in general. Possession of such items will result in disciplinary action including confiscation, fines, and may result in removal from campus housing.