



**STANDARDS OF CONDUCT
PROCESSES AND PROCEDURES
FOR RECOGNIZED
UNDERGRADUATE AND
GRADUATE STUDENT
ORGANIZATIONS**

TABLE OF CONTENTS

Introduction	3
Standards of Conduct	3
Criteria	4
Definitions	5
Campus-Specific Offices	8
Organization Rights	9
Jurisdiction, Authority, and Complaints	11
Submitting a Report	12
Disciplinary Process	14
Investigation Process, Procedures, and Reports	15
- <i>Tier I Cases</i>	15
- <i>Tier II Cases</i>	16
- <i>Tier III Cases</i>	17
Interim Action	20
Informal Resolution Options	21
Types of Violations	22
Sanctions	24
Appeal Process	26
Record Keeping	27

INTRODUCTION

Rutgers, The State University of New Jersey ("the University"), supports recognized undergraduate and graduate student organizations and values students' ability to freely associate, build community, and express themselves.

To receive the rights and benefits of University recognition, student organizations must complete the recognition process established by Rutgers–New Brunswick, Rutgers–Camden, or Rutgers–Newark, as applicable. For graduate student organizations at Rutgers–New Brunswick, recognition is granted either through the Graduate Student Association (GSA) or through the appropriate academic program or school. This process does not apply to [special student organizations](#).

Academic, honorary, fraternal, cultural, affinity, and other co-curricular organizations that choose to become recognized by the University agree to follow these Standards of Conduct, any applicable University policies, and the rules established by their governing department or inter/national organization, when applicable. Organizations recognized through an academic department are also subject to these procedures.

These Standards of Conduct apply to recognized student organizations across Rutgers–New Brunswick, Rutgers–Camden, and Rutgers–Newark. They do not replace other applicable University policies, the requirements of an organization's governing department, or federal, state, or local laws. Organizations may be held accountable under multiple University policies when appropriate.

STANDARDS OF CONDUCT

All recognized student organizations are expected to uphold the values of the Rutgers community. Organizations may be held responsible for actions taken by their members when those actions are carried out on behalf of the organization and violate University policy. An organization's conduct process is separate from any conduct process involving individual students. Depending on the circumstances, both the organization and individual members may be held accountable for the same incident.

CRITERIA

The following factors are generally considered when determining whether an alleged violation is the responsibility of a student organization. Other relevant circumstances may also be considered.

A recognized student organization may be held responsible when:

- a. An officer commits a violation while acting within the scope of their role or official responsibilities;
- b. Members commit a violation during an activity or assignment approved by the organization or its local, regional, or national leadership;
- c. A violation occurs during an event funded, hosted, sponsored, or facilitated by the organization;
- d. Members commit a violation while representing the organization or the University at an event, competition, conference, convention, or similar activity, whether on or off campus;
- e. Members or officers encourage, assist, permit, or participate in conduct that violates University policy;
- f. Members or officers intentionally fail to report known policy violations to the appropriate University officials;
- g. Members or alumni act in the name of the organization while violating University policy

DEFINITIONS

Administrative Conference: the conduct process for an individual alleged to have violated the University Code of Student Conduct.

Advisor: This individual is an alumnus or faculty/staff advisor of record or a member of the organization's national body.

Appeals Board (AB): This board is composed of two students and a staff member who have been trained in the process, policies, and procedures, which govern both individuals and organizations.

Anonymous Witness (AW): An individual who has provided information regarding an alleged violation but remains unknown to University Officials.

Athletics (Camden and Newark): Non-Division 1 Athletics that do not fall under the Recreation Department.

Campus Advisor (CA): This individual is a faculty or staff member who volunteers with the university to assist those accused of violating the code or where appropriate.

Conduct Officer: Refers to an individual appointed by the Chief Conduct Officer to carry out the disciplinary process.

Chief Conduct Officer: is the person (or people) who enforces the University Code of Student Conduct, oversees the processes for handling misconduct, and may develop procedures for administration of the conduct process on each campus.

Confidential Witness (CW): An individual who has provided information regarding an alleged violation. This person is known to University Officials but wishes to remain unknown to the respondent.

Evidence: Factual information presented that directly supports or disputes the complaint party's allegations.

Graduate Student Association (GSA) - The GSA is the graduate student government body at Rutgers NB that recognizes and allocates student activity fee funding to graduate student organizations on the Rutgers NB campus.

GSA-Recognized Graduate Student Organizations (GSOs): All graduate student organizations that are eligible for recognition are recognized through the stipulations set forth in the Rutgers NB GSA constitution.

Hearing Board: This board is composed of two students and a staff member who have been trained in the conduct process to hear the matters of violations of the Student University Code of Conduct and Standards of Conduct for Student Organizations.

Investigation: The time when the Conduct Officer(s) assigned to address an alleged violation enters into a fact-finding period to determine if there is enough information to charge an organization with a violation.

Not Responsible: (a) There is not sufficient information to reach the preponderance of information standard of proof. (b) When an organization attends a hearing, this is a response the representative can give if the organization believes they did not violate this part of the code.

Off-Campus (NOC/Not-On-Campus): Any activities that happen off-campus, including, but not limited to dwellings (indoor/outdoor public spaces, hotels, banquet facilities, fraternity/sorority housing, etc.), unaffiliated with Rutgers University but connected to an affiliated student/organization.

On Campus (OC/On-Campus): Any activities that happen on-campus, including, but not limited to dwellings affiliated with Rutgers University.

Office of Community Standards (Camden): The department that oversees the Code of Student Conduct at Rutgers University – Camden

Office of Community Standards and Student Development (CSSD) (Newark): The department that oversees the Code of Student Conduct at Rutgers University – Newark

OFSA: The Office of Fraternity and Sorority Affairs. The office that oversees recognized fraternities, sororities, and other fraternal organizations at Rutgers University – New Brunswick.

OGSL: The Office of Graduate Student Life. The office that advises the Graduate Student Association for Rutgers NB and ensures compliance for GSA and university requirements needed for recognition for graduate student organizations. It is “Affiliated Office” for a GSA-recognized organization

OSC (New Brunswick): The department that oversees the Code of Student Conduct at Rutgers University – New Brunswick. Formerly called the Office of Student Conduct and, as of August 1, 2026, called the Office of Community Standards.

ORSE: Office of Reservations and Special Events. The department that oversees the event registration for organizations at Rutgers University-Newark.

Organization Administrative Conference (OAC): This is a meeting to discuss an organization’s rights in the conduct process and to provide the organization with the factual information being used to charge the organization with a violation. This meeting also provides the organization an opportunity to respond to the charges and bring in evidence.

Organization Hearing (OH): This resolution opportunity provides the organization and the complaint party with the ability to present their case to a trained University Hearing Board for case resolution. The board is composed of two affiliated students and a faculty or staff member. The board will determine the outcome of the matter.

Preponderance of Evidence: The threshold used to determine if a group is responsible or not for a violation. “Preponderance” means that it is more likely than not that the information presented is factual.

Presiding Officer (PO): A trained member of the University Hearing Board who guides the hearing process.

Recreation Department (RD): The department that oversees Club Sports.

Recognized Student Organization: A student organization officially recognized after the completion of the required registration/recognition process through the relevant process established by the student affairs division of Rutgers-New Brunswick, Rutgers-Camden, or Rutgers-Newark.

Respondent: The organization accused of allegedly violating University policy.

Responsible: (a) The allegations made against the organization are found to meet the preponderance of information standard of proof for a violation. (b) When an organization attends a hearing, this is a response the representative can give if the organization believes they did violate this part of the code.

Restorative Justice: alternative measures put in place to address harm and restore communities. This is outside of the conduct process.

Senior Student Affairs Officer: Refers to the officer in the Division of Student Affairs, or their designee(s), who oversee the Office of Student Conduct/Community Standards.

Student Organization: any identified group of students who have complied with the formal requirements for University recognition and affiliation and have registered for affiliation with the University or who are advised by a university department or university employee.

Tier I, II, and III Violations: For a definition of tier I, II, and III violations, see “Types of Cases” below.

University Hearing Board: The University Hearing Board considers evidence and testimony about the incident and makes an informed decision as to whether the accused student violated University policy.

Virtual environment: An online space utilized to engage members and potential new members of the organization. (i.e., Zoom, WebEx, Discord, GroupMe, social media platforms, etc.)

Witness: An individual that was present for an incident and can speak to what occurred.

CAMPUS-SPECIFIC OFFICES:

Student organization oversight varies across institutions, with different campus departments responsible for specific aspects of policy administration and compliance. This section identifies the offices that have jurisdiction over student organization matters on each campus.

New Brunswick

- Office of Fraternity and Sorority Affairs
- Office of Student Conduct
- Student Centers and Activities
- Recreation
- Cultural Centers
- Office of Graduate Student Life for Rutgers New Brunswick

Newark

- Office of Community Standards and Student Development
- Office of Student Life & Leadership

Camden

- Dean of Students Office
- Office of Student Involvement
- Office of Fraternity and Sorority Affairs

*** The Office of Student Conduct/Dean of Students Office/Office of Community Standards and Student Development will be referred to as “The Office” moving forward***

ORGANIZATION RIGHTS

Recognized student organizations have a right to expect that all disciplinary proceedings will be handled fairly. Rutgers University grants recognized student organizations the following rights in the conduct process:

1. Organizations have the right to have their complaint heard by unbiased individuals. Organizations may, with cause, object to a conduct officer, hearing board member, or Presiding Officer. The Chief Conduct Officer or their designee will determine the validity of the objection.
2. Organizations have the right to have an advisor present at all disciplinary meetings or hearings. This could be either a group's advisor of record or someone designated by the national office to help the group through the process. The advisor may not actively participate in any proceedings. The organization is responsible for ensuring the advisor's attendance at any proceeding, as meetings and hearings will not be rescheduled to accommodate advisors.
3. Organizations have the right to written notice of the charges against them and the time and place of any meeting or hearing. Proper notification will be sent via Student Conduct software to the organization president's university email account and will be copied to the Advisor and National Headquarters (if applicable). For Rutgers NB graduate student organizations, the GSA president will be copied.
4. Organizations will receive a copy of all information to be presented against them at disciplinary proceedings. This information will be provided to the organization at least five working days prior to a disciplinary proceeding or administrative conference. *Information that directly exposes the identity of a Confidential Witness who wishes to remain anonymous will be redacted.*
5. Organizations have the right to hear and respond to all information presented against them. This includes the right to question witnesses at the hearing, if they have not been deemed a Confidential Witness. Whether a witness is confidential will be determined by the conduct officer.
6. Organizations have the right to present information and witnesses on their behalf. Character statements and witness statements should be submitted in writing before the hearing. Character statements will not be considered when determining a violation, but may be taken into account when determining sanctioning

7. A factual witness can testify about facts or observations directly related to the incident in question. A character witness provides information about the accused student's background and character.
8. Organizations have the right to written notification of the results of the hearing within ten working days after the hearing, unless extenuating or mitigating circumstances necessitate additional time for review and deliberation. In such cases, the organization shall be informed of the delay and the anticipated date of notification.
9. Organizations have the right to appeal the outcome of the hearing no later than ten working days after notification of the decision. Holidays and University breaks will be the only exception.

JURISDICTION, AUTHORITY, AND COMPLAINTS

JURISDICTION AND AUTHORITY:

1. The Dean of Students (or the appropriate campus office) is responsible for administering the student organization conduct process. The Office works with Conduct Officers, affiliated University departments, and students to review alleged policy violations and resolve cases.
2. This policy generally applies to conduct that occurs:
 - a. On Rutgers property;
 - b. At University-sponsored events;
 - c. At organization-sponsored events, whether on or off campus; and
 - d. In certain off-campus situations that affect the University's interests.
3. The University may also address off-campus conduct when it affects a University interest, such as when it:
 - a. Presents a potential threat to the health or safety of individuals;
 - b. Significantly interferes with the rights, property, or well-being of others;
 - c. Disrupts the educational mission or interests of the University; or
 - d. Occurs while individuals are acting on behalf of the University.
4. This policy also applies to conduct that occurs online, including through email, social media, messaging platforms, blogs, websites, and other electronic communications. The University does not routinely monitor online activity. However, publicly available information, or information brought to the attention of University officials, may be considered during a conduct review if it relates to an alleged policy violation.
5. Student organizations may be held responsible for the conduct of their guests, regardless of whether those guests are Rutgers students. Guests and visitors who believe they have been affected by an organization's conduct may report concerns through the University's conduct process.
6. There is no deadline for reporting an alleged violation. However, delays in reporting may make it more difficult for the University to gather evidence, locate witnesses, and determine what occurred.
7. This policy applies year-round, including during academic semesters, breaks, holidays, and University closures.
8. Individual students whose actions may violate University policy or federal, state, or local law may also be subject to the University Code of Student Conduct and, where applicable, criminal or civil legal processes.
9. The University uses the preponderance of the evidence standard when determining responsibility. This means the available information shows it is more likely than not that a policy violation occurred.
10. Some reports are addressed through other University processes:

- a. Allegations involving the University's Title IX Policy & Grievance Procedures are managed by the Title IX Coordinator.
 - b. Reports involving alleged bias incidents are managed by the Bias Incident Response Team.
- 11. The Office oversees cases involving alleged violations of written University policies by recognized student organizations.
- 12. In appropriate circumstances, the Office may permit an organization's sponsoring University department to address the matter.
- 13. After sanctions are finalized and the appeal period has ended, the organization's advising department will oversee completion of the assigned sanctions in partnership with the Office. Both offices will work with the organization to support successful completion of all required sanctions. A description of available sanctions can be found in the Sanctions section of this document.

SUBMITTING A REPORT:

Allegations of misconduct against a Student Organization should be made in writing through the corresponding campus' reporting tool.

New Brunswick: Office of Student Conduct website: <http://studentconduct.rutgers.edu>

Newark: Community Standards & Student Development website:
<https://studentaffairs.newark.rutgers.edu/communitystandards>

Camden: Community Standards website:
<https://camden.rutgers.edu/deanofstudents/community-standards>

When a report comes in:

1. The Office will review the complaint with the designated representative of the affiliated office. Staff members will determine which department will manage the complaint. If the case is being addressed by the affiliated office (Tier I), the Office will turn over all information and their involvement in the case is concluded.
2. If the Office will be addressing the case (Tier II or Tier III), a staff member will conduct an in-person or virtual interview with the person(s) making the allegation of misconduct within five business days to ask any questions about the report and to gather information about possible witnesses.
 - a. An undergraduate/graduate student who reveals their name in the report but would prefer to stay anonymous to the accused, but not to the university department, will be known as a Confidential Witness. If the information provided reveals the source of the information, all steps will be taken to secure that individual's privacy while providing the organization with as much detail as possible to respond.
 - b. If the reporter chooses to be known, the Office may disclose their name during the investigation, with the understanding that the accused is not to contact the individual(s). If members of the accused organization contact the reporting

individual(s), this may be considered a violation of the Abuse of the disciplinary system and individuals may face disciplinary action.

3. If the reporter is unwilling to meet with a staff member, the case proceeds with whatever information is provided in the report.
4. The Office will also collect any additional information pertaining to the case, including but not limited to social media posts, text message printouts, photos, sign in sheets, etc.
5. In some cases, the Office becomes aware of possible organizational violations while investigating or conducting an individual student's disciplinary case. In this scenario, the Conduct Officer will gather as many details as possible pertaining to the incident and complete a report regarding the organization.
6. At the conclusion of the initial collection of information, a representative from the affiliated office and the Office will meet to determine the validity of the allegation(s) and discuss recommendations of possible sanctions. This meeting should be scheduled within 3 business days of the information collection's conclusion. This meeting determines if there is enough information to do one of the following: 1) pursue the matter with the organization, or 2) close the case. When there is a difference of opinion on how to resolve the case, the Director of Student Conduct is the final arbiter of how the case will be resolved.
7. If an allegation is being pursued, a meeting will take place to discuss the next steps to occur (Interim Action notice, charge letter, etc.). Notification to the organization should be made within 2 business days of this decision. This information is copied to the Affiliated Office representative and a national organization representative, if one exists.
8. Regardless of how the case is resolved, the Office will document their actions, copy it to president/ organization advisors and upload the documents into Maxient within five working days of the decision.
9. If the report submitted is completely anonymous, the veracity of evidence provided by the anonymous source(s) will be carefully weighed to assess if the evidence can be verified (police report, text message, photographs, etc.)

DISCIPLINARY PROCESS

An organization may be accused of violating the Standards of Conduct for Student Organizations through two methods: information obtained through an Investigation of another disciplinary matter, an individual's Administrative Conference, and/or a report submitted/referred to the Office. The following outlines the procedures for investigating an organization's alleged violation(s) of the Standards of Conduct.

TYPES OF CASES

Tier I Cases

Tier I cases involve lower-level violations of University policy that generally do not affect an organization's recognition status or present significant health or safety concerns. These cases are typically resolved collaboratively by the Affiliated Office and the Office.

Examples include, but are not limited to:

- Failure to follow departmental travel policies
- Financial misconduct
- Guest responsibility
- Fraternization
- Inappropriate use of University space
- Violations of the organization's constitution or governing documents

Tier II Cases

Tier II cases involve alleged policy violations that require review through an Organizational Administrative Conference (OAC) but generally do not require a formal investigation before charges are considered.

Examples include, but are not limited to:

- Violations of federal, state, or local law
- Violations of the Standards of Conduct
- Disruptive or disorderly conduct
- Alcohol-related violations
- Failure to comply with University officials or civil authorities
- Health and safety violations
- Theft or damage to property

Tier III Cases

Tier III cases involve allegations of serious violations of University policy that require a formal investigation before a determination is made.

Examples include, but are not limited to:

- Hazing
- Abuse or endangerment
- Other serious misconduct that may result in suspension or withdrawal of organizational recognition

INVESTIGATION PROCESS, PROCEDURES, AND REPORTS

ADDRESSING TIER I CASES

Tier I cases involve lower-level organizational concerns that are resolved collaboratively between the organization, the Affiliated Office, and the Office. The process is intended to provide the organization with an opportunity to respond to the reported concerns, determine whether a policy violation occurred, and identify appropriate educational or corrective outcomes when necessary.

Step 1: Initial Meeting

In consultation with the Office, the Affiliated Office will contact the organization's President via phone or electronic communication within five to seven (5–7) business days of receiving the case to schedule an initial meeting.

During the initial meeting, the Affiliated Office representative will:

- Review all available information with the organization's President.
- Provide the President an opportunity to respond to the information and ask questions.
- Meet with the reporting party (if applicable) and gather information from relevant witnesses.

Step 2: Case Review

The Affiliated Office representative will review all information collected during the resolution process.

The outcome meeting will occur no later than ten (10) business days after the initial meeting, barring any mitigating factors. If additional time is needed, the Affiliated Office representative will communicate an updated timeline to the organization's President.

Step 3: Outcome

Following the review of all information:

If no violation is found:

- The case will be closed.

If a violation is found:

- The Affiliated Office representative will notify the organization's President.
- Appropriate sanctions will be discussed with the President in consultation with a staff member from the Office.
- The organization will be provided information regarding its opportunity to appeal.

Step 4: Documentation

All communication between the Affiliated Office and the organization will include the Assistant Director of Student Conduct, Student Organizations, so that documentation can be uploaded to the University's student conduct software for recordkeeping, follow-up, or appeal purposes.

Following the outcome meeting, the Affiliated Office representative and/or Student Conduct Officer will provide the organization with a written outcome letter, copying the organization's advisor, the affiliated office representative, and the organization's inter/national office (if applicable).

The outcome letter will include:

- The findings of fact.
- Any assigned sanctions.
- Information regarding the appeal process.

ADDRESSING TIER II CASES

Tier II cases involve allegations that require a formal Organizational Administrative Conference (OAC) before determining whether charges should be issued. The process provides the organization an opportunity to respond to the allegations and present relevant information before a determination is made.

Step 1: Initial Meeting / Organizational Administrative Conference

The Conduct Officer will schedule an Organizational Conference with the organization's President and Advisor. When applicable, representatives from the organization's inter/national governing body may be present for the meeting.

Before the meeting, the Conduct Officer will provide the available information for the case to the organization's President for the organization to conduct its own fact-gathering to present at the Organizational Administrative Conference.

During the Organizational Administrative Conference, the Conduct Officer will:

- Discuss the nature of the allegations.
- Review the organization's rights and responsibilities.
- Review the charges for the allegations.
- Provide the President an opportunity to share information and insight regarding the incident.
- Explain the available resolution options.
- Outline the resolution process including a range of sanctions for the case.

The University is obligated to investigate and adjudicate matters in a timely manner and cannot accommodate unreasonable delays. However, the Conduct Officer may grant a reasonable extension to allow the organization to conduct its own fact-gathering when appropriate.

Step 2: Review of Information/Determination

During or following the Organizational Administrative Conference, the Conduct Officer will review the information pertinent to the case.

If the information does not support filing charges:

- The matter will conclude.
- A No-Charge Letter will be issued to the organization, advisor, and inter/national headquarters (if applicable). The affiliated Office's representative will be notified of the outcome.

If the information supports filing charges:

- The Conduct Officer will identify the alleged violations.
- Possible sanctions will be discussed.
- If the organization accepts responsibility, the President may also provide recommendations regarding appropriate sanctions.

The President will receive an Organizational Administrative Conference Outcome Letter that includes:

- The alleged charges.
- The rationale for the determination.
- The potential sanctions.

The organization will have five (5) business days to consult with its membership and respond by either accepting or not accepting responsibility for some or all of the charges.

Step 4: Organization Response**Option 1: Organization Accepts Responsibility**

If the organization accepts responsibility for the charges and agrees to the proposed sanctions:

- Sanctions and completion deadlines will be established.
- The case will be closed.

If the organization accepts responsibility but contests the proposed sanctions:

- The organization may appeal the sanctions to the Senior Student Affairs Officer's designee.
- The appeal should include the organization's recommended sanctions, supporting rationale, and explanation of how the sanctions will be completed.

Option 2: Organization Does Not Accept Responsibility

If the organization does not accept responsibility for some or all of the charges:

- If the sanctions involve suspension/removal/withdrawal of recognition, an Organizational Hearing will be scheduled.
- If the sanctions do not involve suspension/removal/withdrawal of recognition, the organization may appeal the findings or sanctions as outlined in the Appeals section.
 - The appeal should address the applicable appeal factors.

Option 3: No Response

If the organization does not respond within the required timeframe:

- The Conduct Officer will adjudicate the case using the information available.
- The organization may request an Organizational Hearing or appeal the determination in accordance with the University's procedures.

ADDRESSING TIER III CASES

Tier III cases involve allegations of serious violations of University policy that may result in significant organizational sanctions. Before charges are issued, the University may conduct a formal investigation to gather additional information.

Step 1: Preliminary Review

The Conduct Officer, in consultation with the appropriate affiliated office, will review the complaint to determine whether additional investigation is necessary.

If a formal investigation is initiated, the organization's designated representative (typically the President) will receive written notice informing the organization of the investigation. If the Office determines that the investigation may begin prior to the organization being notified, relevant information will be communicated so that the organization can prepare accordingly. When appropriate, the University may also issue an Interim Action letter outlining any temporary restrictions placed on the organization while the investigation is pending. Interim Actions are based on the nature of the allegations and the potential impact on the health, safety, or well-being of the campus community.

Step 2: Investigation

The investigation is a fact-finding process designed to gather relevant information before determining whether to file charges.

During the investigation:

- Investigators will typically conduct interviews with individuals who may have relevant information. Additional investigators may be assigned when necessary.
- Investigations are generally completed within ten to fifteen (10-15) business days. If additional time is needed, the organization will receive an updated timeline. Interviews may be conducted in person or virtually.
- Students are expected to participate honestly and cooperate with the investigation. Individuals who refuse to participate or fail to comply with reasonable requests during the investigation may be referred for Failure to Comply under the University Code of Student Conduct.
- Interviews are to be of a fact-finding nature.

Step 3: Investigation Findings

At the conclusion of the investigation, an Investigation Report will be prepared and reviewed by a Conduct Officer. The Conduct Officer will determine whether there is sufficient information, using the preponderance of the evidence standard, to charge the organization with violations of University policy. The Conduct Officer(s) will provide a copy of the report to the organization's corresponding department representative, the organization's leadership, and advisor(s). **Please Note: the conclusion of interviews is not an indicator that the investigation process has concluded.**

If the evidence does not support charges:

- The investigation will be closed.
- The organization will receive written notification that no charges will be filed.
- Any Interim Actions will be lifted unless otherwise indicated.

- **The University reserves the right to reopen the matter if new information becomes available.**

If the evidence supports charges:

- The Conduct Officer will schedule an Organizational Administrative Conference (OAC) with the organization's designated representatives and advisor(s). The affiliated office and, when applicable, the organization's inter/national governing body may also be notified.

Step 4: Organizational Administrative Conference (OAC)

During the Organizational Administrative Conference, the Conduct Officer will:

- Review the Investigation Report with the organization (with personally identifiable information appropriately redacted)
- Explain the alleged policy violations
- Discuss the range of possible sanctions
- Provide the organization an opportunity to respond to the investigation findings.

Following the OAC, the Conduct Officer will issue a written Outcome Letter within ten (10) business days.

Step 5: Outcome

If no charges are issued, the organization will receive written notice that the matter has been closed.

If charges are issued:

The Outcome Letter will identify the alleged violations and proposed sanctions. The organization will have five (5) business days to respond.

Option 1: Organization Accepts Responsibility

If the organization accepts responsibility for all alleged violations and agrees to the proposed sanctions:

- A Resolution Agreement will be executed
- Sanctions and completion deadlines will be finalized
- The case will be closed.

If the organization accepts responsibility but contests the proposed sanctions:

- Cases involving sanctions less than suspension/removal/withdrawal of recognition may be appealed to the Senior Student Affairs Officer's designee. The appeal should include the organization's recommended sanctions and supporting rationale.
- If the proposed sanction includes organizational suspension/removal/withdrawal of recognition, the case will proceed to an Organizational Hearing.

Option 2: Organization Does Not Accept Responsibility

- The case will proceed to an Organizational Hearing if the organization:
 - denies responsibility for some or all alleged violations and the sanctions involve suspension/removal/withdrawal.
 - fails to respond within the required timeframe.
- The case will proceed to an Organizational Appeal to the Senior Student Affairs Officer's designee if the organization:
 - denies responsibility for some or all alleged violations and the sanctions do not involve suspension/removal/withdrawal.

INTERIM ACTION

In some situations, the University may temporarily restrict an organization's activities while a conduct matter is being reviewed. Interim Actions are **not a finding of responsibility**. They are intended to protect the health, safety, and well-being of the University community while the conduct process is ongoing.

The University may impose an Interim Action when temporary restrictions are necessary to:

- Protect the health or safety of the University community;
- Prevent additional harm while a matter is under review; or
- Preserve the integrity of the conduct process.

TYPES OF INTERIM ACTIONS

1. ***Suspension of the New Member Program:*** All meetings and activities of the New Member Program must cease. Organization officers and all members are restricted from communicating with the New Members.
2. ***Suspension of Organization Activity:*** The organization is prohibited from participating in any University activity and promoting University programs without express permission from the Senior Student Affairs Officer or their designee.
3. Additional interim measures may be assessed based on the nature of the conduct. This could include suspension of the ability to host social events while the conduct matter is being addressed.

*** Please Note: Any violation of these directives will lead to further sanctioning. This is inclusive of violations from the organization's leadership outside of the University community (i.e. local and national offices). ***

INTERIM ACTION PROCEDURES

1. The Chief Conduct Officer sends a letter to the organization's president. The letter details the complaint/circumstances that have led to the type of interim action imposed and the process for appeal.
2. An organization may petition the Senior Student Affairs Officer or their designee within two (2) business days of receipt of the official interim action letter to appeal the imposition of the interim action. The appeal should be submitted through email correspondence to the Senior Student Affairs Officer or their designee. The Senior Student Affairs Officer or their designee will meet with an official representative of the organization and will examine information provided by the Office in order to make a decision. This meeting may take place virtually.
3. The Senior Student Affairs Officer must determine if there is a potential threat to the health or well-being or danger to community members by the continued activity of the organization. A decision letter on the matter is sent to the student organization within two (2) business days of the meeting with the Senior Student Affairs Officer. This gives the Senior Student Affairs Officer time to review all the information to decide.
 - a. If the Senior Student Affairs Officer or their designee determines that there is no potential threat or danger to community members by the activity or organization, the interim action is lifted. Conduct charges will still need to be addressed.
 - b. If the Senior Student Affairs Officer or their designee determines that there is a real or potential risk to the health, safety, or property of Rutgers University community members, the interim action is upheld. The Office is then asked to proceed with the conduct process.

INFORMAL RESOLUTION OPTIONS

Each campus has a variety of resolution options. The decision to permit a student organization to resolve a conduct matter utilizing other methods will be at the discretion of the Conduct Officer assigned to the case.

Other Resolution Options may include, but are not limited to:

- Restorative Practices (RP): Restorative Justice is a set of principles and practices inspired by indigenous traditions used to build community, address harm, and aid in healing. Staff members on each campus are trained to provide restorative conferences and restorative circles. Students will be provided information regarding who to contact on each campus and a deadline with which to resolve the issue informally using Restorative Practices.
- Returning the matter to the organization's governing department to adjudicate as appropriate. The organization will be given a deadline to complete the process, and the Office will work with the Affiliated Office to ensure the incident is handled appropriately.

TYPES OF VIOLATIONS (INCLUSIVE BUT NOT LIMITED TO)

Violation of the following provisions contradicts the values of the University community and is subject to corrective action under the Standards of Conduct:

- a. **Abuse/Endangerment:** Inflicting bodily harm upon any person. Using or threatening to use force against a person. Creating an environment where individuals are physically or psychologically harmed.
- b. **Hazing**
 - i. Engaging in any act that impacts the mental, emotional, or physical health or safety of a student for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.
 - ii. Engaging in any activity that is inconsistent with regulations or policies of Rutgers University or laws in the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Rutgers University students.

Behavior falling into these categories shall be considered hazing regardless of whether a person is a willing participant.

- c. **Non-compliance with Department Travel Policies:** Failing to adhere, knowingly or unknowingly, to Departmental Travel Policies, including but not limited to violating limits on distance and/or time of travel, as well as unapproved travel.
- d. **Non-compliance with the Law:** Failing to adhere to all federal, state, and local laws.
- e. **Non-compliance with Other University Policies:** Failing to adhere, knowingly or unknowingly, to University Policies, including those set forth by the organization's governing department (i.e. University Department, Student Government, and/or other published policies.)
- f. **Non-compliance with the Standards of Conduct:** Filing a false complaint, using this policy to harass, intimidate, or disrupt a student organization, or failing to cooperate or participate in the accountability process. *DISCLAIMER: Violations in this section will result in harsh penalties for false use of university time and resources as well as harm to peer organizations and community members.*
- g. **Disruptive Behavior:** Conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the community at large, virtual environment(s) included.
- h. **Disorderly Conduct:** Engaging in conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.
- i. **Distribution/Possession of Alcohol and Other Drugs:** Organizations may not supply alcohol to individuals outside of the guidelines of the social policy. This is inclusive of

guests. Any variation of drugs, inclusive of edibles, shall be considered a violation of the Standards of Conduct and University Policy.

- j. **Failure to Comply with University or Civil Authority:** Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
- k. **Financial Misconduct:** The use of or accounting of student organization funds in violation of university financial and accounting procedures. Violations include but are not limited to:
 - i. Breaching contractual obligations.
 - ii. Using organization/chapter funds and/or members gathering funds for an activity which violates the Standards of Conduct.
 - iii. Using student organization funds for purposes not authorized by the student organization and/or not in accordance with these Standards of Conduct and University Policy.
 - iv. Failing to provide accounting of all contributions and reporting said contribution to the proper University unit. (i.e., Membership Dues, Fundraising, etc.)
 - v. Failing to follow Rutgers University governing board's policies on allocations and student fee usage.
 - vi. Monies must be maintained in an account at the Rutgers University Student Activities Business Office.
 - vii. Misuse of Student Fees. This is inclusive of failing to follow Rutgers University governing board's policies on allocation and student fee usage.
- l. **Fraternization:** Engaging in events, virtual or in-person, with an organization(s) during their period of suspension/removal from campus, as well as any organization not recognized by the university.
- m. **Guest Responsibility:** Recognized Student Organizations are responsible for the actions of their guests (i.e. fans, performers, non-RU attendees, alum).
- n. **Health and Safety:** Fostering, promoting, or participating in activities that unreasonably threaten the safety or well-being of their members, other people, or animals. This includes the health and safety measures outlined by the university, CDC, and/or government officials.
- o. **Inappropriate Use of Space:** Not using University-controlled spaces in accordance with the standards of the particular space.
- p. **Inappropriate Use of Space:** Not utilizing Off Campus space, University-controlled or not, in accordance with the standards of the particular space.
- q. **Theft or Damage to Property:** The unauthorized taking, destruction, misappropriation or possession of any real, personal, or intellectual property owned or maintained by the University or any person both on and off campus.
- r. **Violation of the Student Organization's Constitution and/or governing documents:** the disregard for, knowingly or unknowingly, the written documentation which governs the organization. These documents can be local, regional, or national.

These violations also apply to Athletics at Rutgers (NWK) & Rutgers (CMD)

SANCTIONS

When an organization violates University policies, sanctions are put in place to inform the organization that the behavior(s) exhibited are unacceptable and are not aligned with the values of the University. Where possible (and necessary), sanctions put in place can be a combination of punitive, educational, and/or restorative.

Mediation: Used only for limited circumstances in very minor level cases. This conversation will be documented and places the organization on notice that any future violations related to the conversation shall result in further disciplinary action.

Conduct Reprimand: A formal notice that the Standards of Conduct have been violated and a warning that future violations will be dealt with more severely.

Plan of Action: A plan, which outlines various actions the organization must take in order to enhance itself and be a benefit to the University community.

Restitution: Required compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.

Class/Workshop Attendance: Attendance and completion of a class or workshop that will assist the student organization to avoid future non-compliance with the Standards of Conduct. Workshop attendance may be virtual depending upon the university's operating status.

Inability to access University Funds: Rendering an organization's University account inactive so as to prevent access to funds or services being granted or disbursed. This includes both generated revenue and student fees allocated to the organization. This sanction is typically imposed when there are concerns regarding the appropriate use of funds by the organization.

Restricted Activities: Restricting the student organization's ability to access University-controlled benefits and resources. Example: temporary loss of access to University funds, University space, etc.

Probation: Probation is a notice to a recognized student organization that its actions are so serious that they may jeopardize its status. Any additional incidents in which the student organization is found in violation of the Standards of Conduct may result in suspension with the possibility of additional sanctions. Probation stipulates the period of probation that includes specific restrictions or requirements to be met during the probationary period. The organization will receive a formal written notice stating they are not in good standing with the University and have lost certain privileges for at least one semester. During this period, any further violations of the Standards of Conduct may result in Suspension. When the term is complete and all conditions have been met, the student organization will regain good standing with the University.

There are two types of Probation:

1. **Term without Conditions:** A period of time, typically no less than one semester, which is intended to foster reflection, responsibility, and improved decision-making. During this period, the organization is not prohibited from functioning fully, but they are put on notice that any further violations of the Standards of Conduct will result in Suspension or Withdrawal of Recognition. This formal written notice indicates that the organization is not in good standing with the University and its actions will be monitored during the specified period.
2. **Term with Conditions:** A Probation with Conditions stipulates the period of probation that includes specific restrictions or requirements to be met during the probationary period. The organization will receive a formal written notice stating they are not in good standing with the University and have lost certain privileges for a period of no less than one semester. During this period, any further violations of the Standards of Conduct will result in Suspension or Withdrawal of Recognition. When the term is complete and all conditions have been met, the student organization will regain good standing with the University.

Conditional Suspension: A conditional suspension stipulates the period of suspension when the organization loses specific privileges associated with being a recognized organization and may be restricted in its operations. Conditional Suspension requires that the student organization complete assigned sanctions and meet certain requirements before they can fully return to good standing with the University. The purpose of the Conditional Suspension is to give the student organization the opportunity to partner with the University to correct behavior that led to the suspension, and to realign the organization's objectives with the University. The conditional suspension shall continue until the term is complete and all conditions have been met.

1. **Organization Suspension Packet:** During the Conditional Suspension period, the organization will work closely with their governing department to complete a reflection and development assessment to ready them for reintegration into the campus community.

Removal: There are two types of removals; organizations may be subject to one or both.

1. **Removal:** Temporary separation of a student organization from the University for a designated period of time. These organizations will be permitted to re-apply for university recognition at a time designated by the Chief Conduct Officer.
2. **Permanent Removal:** Permanent separation of a student organization from the University. Organizations that are permanently removed are not eligible to apply for recognition. Any change to this must be approved by the Senior Student Affairs Officer or their designee.

Withdrawal of Recognition: Long-term separation of a student organization from the University. Organizations must follow all reorganization procedures put in place by their respected affiliated office before they are eligible to return.

APPEAL PROCESS

An accused organization has the right to appeal all disciplinary findings and/or sanctions. Organizations who choose to appeal the outcome of their case must submit their letter of appeal to the Senior Student Affairs Officer. The Senior Student Affairs Officer or their designee will review and respond to the appeal. The organization will have 10 working days to submit their appeal from the date on the notice.

APPEALING AN OUTCOME:

Appeals may be made based on one or more of the following factors:

Unsupported Conclusion: The decision made by the Conduct Officer or University Hearing Board is not supported by the facts of the case.

- Please explain why there was not enough evidence sufficient to establish that a violation of the Standards of Conduct for Student Organizations occurred under the *more likely than not* standard.

Procedural Error: The Organizational disciplinary process was conducted unfairly and not in conformity with prescribed procedures. The error committed must have substantially impacted the fairness of the disciplinary process.

- A procedural error occurred that significantly impacted the outcome of the disciplinary process. A mere allegation of unfairness will not be sufficient to meet this ground for appeal. Please explain how the procedural error significantly impacted the outcome of the disciplinary process.

New Information: There is new information available that was not available at the time of the original Investigation, Organizational Conference, or Organizational Hearing and that the new information is sufficient to alter the original decision. Withholding or not disclosing information during the original proceeding will not be considered new information, particularly if a person did not participate in the original disciplinary process.

- Please explain the circumstances as to when the new information was discovered and how this new information may impact the decision of this case.

Disproportionate Sanction: The sanction imposed was not appropriate for the offense committed.

- Please explain any inconsistency with university procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

RECORD KEEPING

RECORD KEEPING:

The Office will maintain records regarding all actions taken under the Standards of Conduct for Recognized Student Organizations for a period of ten years, after which they will be destroyed to protect the identities of all parties involved.

The records will include, but not limited to:

- Copy of the Complaint
- Copy of Resolution agreement (in cases of RP if applicable)
- Copy of Resolution agreement response (in cases of RP if applicable)
- Audio file/copy/transcript of the Hearing (if applicable)
- Copy of Student Conduct Board recommendation (if applicable)
- Copy of Official University Decision (if applicable)
- Administrative Hearing results (if applicable)
- Copy of all Appeals material (if applicable)
- Copy of Investigation Report (if applicable including all investigation notes, status of those who declined to be interviewed or never showed, individual witness interviews, etc.)
- Copy of Letter of Completion (sent to org president, advisor, department once all sanctions are satisfactorily completed)
- A listing or report of any individual student officers/members who may have been referred to the Office for potential Code violations given their involvement in the organization. Individual files/outcomes would be retained at the Office with respect to privacy laws and any distinction in record-keeping.
- Correspondence from the national office/headquarters/etc.
- Copy of all other relevant procedural documents

The policy you have just reviewed is an addition to the University Code of Student Conduct. This policy can be updated as deemed necessary by University Officials.