

# MINNESOTA STATE UNIVERSITY

MANKATO



*A Guide to  
Understanding*  
The University's  
Student Conduct  
Process  
2006-2007

STATEMENT OF  
STUDENT  
RESPONSIBILITIES

# Introduction

Minnesota State University, Mankato encourages scholarship and is committed to the acquisition of knowledge. A student's first responsibility is to study. To allow individuals to pursue successfully their educational, professional and personal objectives, the University identifies responsibilities expected of students as members of this learning community. The "Statement of Student Responsibilities" was established by students, faculty and staff to clarify behavioral expectations of students as a condition of membership. The "Statement of Student Responsibilities" promotes a sense of community where maturity, personal accountability and positive regard for the well-being of others frame choices and decision-making.

The student conduct system promotes and enforces the "Statement of Student Responsibilities" following a philosophy of educational discipline. Through involvement in the adjudication process, students have an opportunity to learn new ways of resolving difficulties and relating to others while strengthening their comprehension of rules and regulations necessary to maintain a safe environment conducive to learning and growth.

- Each student is responsible for knowing and adhering to the prescribed community standards. A student found to have violated the "Statement of Student Responsibilities" will receive a maximum disciplinary sanction of expulsion, or any action not less than a warning.
- Being under the influence of alcohol and/or other drugs does not in any way excuse or mitigate responsibility for a student's behavior. The excessive, illegal, unprescribed or otherwise socially irresponsible use of alcohol or other drugs infringes upon one's ability to preserve personal integrity and civility.
- Disciplinary action is cumulative resulting in more serious consequences if the student engages in repeat violations or fails to follow through with sanctions from a previous hearing.
- Any violation of the "Statement of Student Responsibilities" is aggravated in severity when bias motivation is involved.

# Policy Statement

Students are dual members of the University community and society. Good citizenship is expected of all students regardless of location. Students who engage in alleged violations of the "Statement of Student Responsibilities" may also face civil or criminal penalties. This Statement is not intended to replace federal, state or local legal processes. An action involving the student in a legal proceeding does not free the student of responsibility to participate in a University proceeding. The University will decide whether to adjudicate before, after, or simultaneously with a legal proceeding.

## Student Responsibilities

1. **Individuals will fulfill their academic responsibilities in an honest and forthright manner.**

*All students have a responsibility to maintain the academic integrity of the University and each student must at all times keep in mind that his or her behavior reflects not only upon him/herself, but upon other students, upon the faculty and upon the University as a whole. Each and every student is responsible for becoming familiar with and abiding by the University policy on plagiarism and academic honesty as well as the guidelines and policies established by their instructors and programs of study.*

Examples of violations include but are not limited to: plagiarism (such as using one another's phrasing, concepts, or line of reasoning as your own); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating on assignments, laboratory reports or examinations; acquiring or using test materials without faculty knowledge; failure to follow class policy; obtaining academic benefits through inappropriate application of technology; computer fraud or unauthorized access; engaging in academic fraud alone or with others; downloading material off the Internet without proper citation; illicit attempts to influence grading; failing to abide by test-taking procedures; signing the class attendance roster for an absent student.

2. **Individuals will respect and foster the academic endeavors of others.**

*Minnesota State Mankato exists to promote learning, and as such, students must behave in such a way so as to allow the process of learning to take place by group or individual.*

Examples of violations include but are not limited to: harassment of a faculty member; disrupting teaching or learning; excessive noise that disrupts classes, studying or University activities; other activities that seriously disrupt the educational process; intentionally altering, inhibiting or stealing another person's research.

**3. Individuals will respect the integrity of the University's academic and administrative records.**

*Those records are the property of the University and must be treated as such.*

Examples of violations include but are not limited to: acting alone or with others to misrepresent academic status, performance, awards or graduation material; omitting material from or manipulating records; falsifying, altering, stealing or destroying University documents; altering, forging or misusing University academic records; obtaining grades, course access, awards or endorsements dishonestly; computer fraud.

**4. Individuals will adhere to all policies and regulations of Minnesota State Mankato and the MnSCU system along with federal, state and local laws that govern individual actions and relationships among community members. When students accept admission to Minnesota State Mankato, they accept the responsibilities that go along with membership in the University community. The University complies with federal, state and local laws, and expects students to act in accordance with the law. The University holds students to high standards of conduct and ethical behavior which may exceed legal obligations.**

Examples of violations include but are not limited to: sexual violence; unauthorized or illegal consumption or possession of alcohol; public drunkenness; possession, sale or distribution of illegal material or substances; violation of University or departmental policies, violation of law; defenestration (throwing items out a window); violation of University e-mail or computer usage policy; possession of false identification; engaging in riotous behavior or encouraging others to do so; illegal gambling; inappropriate use of electronic devices, e.g. cell phones.

**5. Individuals will protect and support the personal safety of self and others.**

*Living in community requires that students respect another's personal space. Students have the right to pursue their academic and personal goals free from the threat of injury, threats or unwanted contact. Self-*

*injurious behavior has the potential to adversely disrupt the academic and personal success of both the student involved and other Minnesota State Mankato students. Physical safety is a prerequisite for maintaining an educational environment. Violations of these expectations need to be addressed in order to maintain the boundaries of all students.*

Examples of violations include but are not limited to: sexual violence; indecent exposure; stalking (persistent unwelcome contact or observation); threatening with a weapon or simulated weapon; fighting; physical violence; unsolicited, nonconsensual sexual or physical contact with another person; endangering the health or safety of self or others; reckless actions taken with disregard for the harm that may ensue to self or others; participation in a disturbance which may endanger self or others.

**6. Individuals will demonstrate civility for others in all their interactions.**

*As member of the Minnesota State Mankato community, all students owe to their fellow students, as well as to the faculty, staff and other members of the community, a basic level of respect; and students have a right to be treated with respect as well. Minnesota State University respects and protects the right of students, faculty, staff and visitors to engage in argument, to advance their opinions and beliefs without fear of reprisal or punishment, and to disagree with one another provided that the exercise of those rights takes place within a context of civility and respect for others.*

Examples of violations include but are not limited to: disruptive noise; terroristic threats; sexual harassment; verbal or written intimidation; severe or persistent harassment through verbal, written or graphic expression; hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation); actions that substantially interfere with another person's right to learn and participate.

**7. Individuals will show respect for personal and University property.**

*As a member of the Minnesota State Mankato community, all students will recognize, value and appropriately regard personal and University property.*

Examples of violations include but are not limited to: identity theft; vandalism; theft; actual or threatened damage to property; acting fraudulently to obtain goods,

services or funds from University departments, student organizations or individuals; misuse and/or wrongful use of University facilities, equipment or services; failure to return University equipment; wrongful sale or use of another's property; knowingly possessing or using stolen property; littering; public urination; trespassing; unauthorized possession, distribution or duplication of a University key(s); providing a key or ID to another person without proper authorization; providing another person with unauthorized access to a secured area; intentional harm to computer equipment and programs.

**8. Individuals will contribute to a safe environment within the University community.**

*The University is a community and requires the active participation of all members in keeping the community peaceable and safe. Students are encouraged to respect and be proactive about their own safety and the safety of others.*

Examples of violations include but are not limited to: possession of weapons, incendiary devices or explosives; possession of articles or substances that are used as weapons or simulated weapons; misuse of University keys; willful failure to identify or false identification of oneself or one's guest(s); failure to assume responsibility for the actions of one's guest(s); misuse or damage of fire fighting, safety or other emergency equipment; failure to comply with appropriate requests from University Security or other University staff members; intoxication that disrupts other individuals or the University's activities; self-injurious substance abuse; or interference with law enforcement or University staff performing their duties.

**9. Individuals will comply with the University in enforcing its administrative responsibilities.**

*Successful operation of the University requires adherence to policies and procedures by its members. It is the responsibility of all University students, staff and guests to cooperate at all times with the University in order to maintain a safe environment.*

Examples of violations include but are not limited to: retaliation toward an individual for involvement in a University activity; disruption of activities of the University; harassment of University staff (including student staff); submission of a false or purposely incomplete statement/report; misuse, alteration or transference to another person of the MavCard; failure to appear in response to a proper summons, when requested to do so by a University official; disruption of disciplinary activities; dishonesty as part of a

University hearing; misuse of one's position within the University; failure to comply with sanctions from a disciplinary hearing; failure to comply with restriction from areas on campus; or demanding inordinate amounts of attention from faculty or staff.

## Definitions

Allegations of discrimination, harassment, and sexual violence as defined in MnSCU Board Policy shall be investigated and resolved pursuant to MnSCU 1B, 1B.1, 1B.3 Equal Education and Employment Opportunity Policies and Procedures.

For purposes of Student Conduct Policy 3.6 and Procedure 3.6.1 the following definitions apply:

**Expulsion.** Permanent denial of the privilege of enrollment.

**Hazing.** An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

**Preponderance of evidence.** A standard of responsibility that it is more likely than not that the code has been violated.

**Student.** The term "student" includes all persons who:

1. Are enrolled in one or more college courses, either credit or non-credit.
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code.
3. Are not officially enrolled for a particular term but who have a continuing relationship with the University.
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
5. Are living in a University residence hall although not enrolled in the institution.

**Summary suspension.** A suspension imposed without a formal hearing to ensure the safety and well-being of the campus community.

**Suspension.** Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

## Jurisdiction

All students, regardless of the location of their residence, are members of the University community. The University will address all violations of the "Statement of Student Responsibilities" that occur on campus. Students, faculty, staff and individuals not associated with the University may submit complaints regarding alleged violations that may have occurred either on campus or off-campus for review and possible action by the University. Not all off campus behavior is subject to adjudication. The University may initiate conduct proceedings for off-campus incidents when:

- (1) Hazing is involved; or
- (2) The violation is committed while participating in a University sanctioned or sponsored activity; or
- (3) The victim of the violation is a member of the University community; or
- (4) The violation constitutes a felony under state or federal law; or
- (5) The violation adversely affects the educational, research or service function of the University.

Where alleged violations of law occur on University property, the University informs law enforcement agencies of these violations. Individuals requesting that details of an alleged incident not be reported to law enforcement agencies should be made aware of the University's responsibility.

## Online Communication

Students are encouraged to become actively engaged in the University community. Social networking websites, e.g. Facebook, MySpace, and Xanga provide additional means for students to connect with one another. Communication on these sites is considered a public forum and can be viewed by anyone. To support personal safety and guard against identify theft, students are cautioned against including class schedules, birthdates, cell phone numbers and addresses on their profiles. While the University does not monitor such sites, suspected violations of law or University policy posted online may be submitted to campus officials and police for investigation and use as evidence in a disciplinary proceeding.

# Due Process in Academic and Disciplinary Proceedings

## Staff and Administrative Decisions

Alleged violations of rules or policies developed by an administrative unit may be reviewed and/or addressed within that unit. An alleged violation also may be referred to the Office of Student Affairs for adjudication with the agreement of the unit representative and the Director of Student Rights and Responsibilities. The Office of the Vice President for Student Affairs may determine the appropriate recourse for addressing alleged student misconduct in consultation with the Department of Residential Life, Office of Affirmative Action, Office of Human Resources, and the College of Graduate Studies and Research.

## Faculty and Academic Department Decisions

Allegations of academic dishonesty, e.g. cheating and plagiarism, are addressed by the instructor. **Academic sanctions such as a failing grade or dismissal from the program, will be determined by the instructor and the academic unit.** The matter may then be referred to the Office of Student Affairs for possible disciplinary action in addition to the academic consequences imposed by the department.

Graduate students are also subject to academic integrity expectations and review procedures established by the College of Graduate Studies and Research.

- \* In cases of all other behavioral violations, jurisdiction for the original hearing shall rest with the Director of Student Rights and Responsibilities, Hearing Officer or University Student Conduct Board. The University Student Conduct Board or Director of Student Rights and Responsibilities has jurisdiction in original hearings and may hear appeals of cases from other units.

**Academic dishonesty addressed by a faculty member or a violation of administrative procedure formally addressed by staff or an administrator entitle students to the following due process considerations:**

1. Oral or written notice of the allegations.
2. An explanation of the evidence supporting the complaint.
3. An opportunity to present their side of the story.

4. A written notice of the decision and any applicable sanction(s).
5. An opportunity to appeal the decision and sanction(s).

**Disciplinary actions addressed by a hearing officer within the Office of Student Affairs entitle students to the following due process considerations:**

1. Written notice of the allegations and the Responsibility(ies) allegedly violated.
2. An explanation of the evidence supporting the complaint.
3. The opportunity to present a defense and witnesses. All witnesses in a hearing have the right to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. **The advisor may not participate in questioning or presentation of information.**
4. The opportunity for an accused student to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. **The advisor may not participate in questioning or presentation of information.**
5. A written notice of the decision and any applicable sanction(s).
6. An opportunity to appeal the decision and sanction(s).

Student conduct proceedings are not analogous to courtroom proceedings; the technical procedures and rules of evidence applicable to civil and criminal cases shall not apply.

## Summary Suspension

In certain circumstances, a disciplinary administrator may impose a summary suspension prior to the informal or formal proceedings of the student conduct code. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or

acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

## The Student Conduct Process

### Data Privacy Notice

When investigating alleged student misconduct, Minnesota State University, Mankato asks students to provide data and information which may be private under State and Federal Law. The information will be used by the hearing officer and others whose jobs reasonably requires access to the information in order to determine the facts of the case and if any action should be taken. It may also be used in subsequent hearings or proceedings related to this matter.

Students are not legally required to provide any information during an interview or hearing. If the student agrees to provide requested information, it will be used to assist in the investigation. A student's failure to provide the information requested will necessitate that a decision be made without the benefit of hearing the information that the student could provide.

The University expects that any information provided will be truthful. Dishonesty as part of an investigation or hearing is grounds for subsequent disciplinary action and more severe consequences.

The following individuals/entities may have a legal right to access the information provided by students during the investigative process:

1. To school officials who have a legitimate educational interest in the records;
2. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs;
3. In connection with a student's request for or a receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;

4. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974;
5. To organizations conducting certain studies for or on behalf of the University;
6. To accrediting organizations to carry out their functions;
7. To comply with a judicial order or a lawfully issued subpoena;
8. To appropriate parties in a health or safety emergency;
9. To individuals requesting directory information so designated by the University;
10. To the alleged victim of a crime of violence, the University may release the results of any disciplinary proceeding conducted by the University against the alleged perpetrator of that crime;
11. To federal law enforcement if presented with a court order requiring disclosure of educational records that an Assistant U.S. Attorney General or other high-ranking federal law enforcement official has certified to the court by specific and articulable facts that they are likely to contain information relevant to a terrorism investigation or prosecution.

In addition, if any disciplinary action is taken and becomes final, the nature of the final disposition of the disciplinary action, together with the specific reasons for the action and information documenting the basis of the action, excluding information that would identify confidential sources, will be disclosed to University officials with a "need to know" as defined under the Family Educational Rights and Privacy Act.

**Retaliation against an individual for making a complaint or participating in an investigation or hearing is prohibited and subject to disciplinary action.**

#### **A. Initiation of Complaint**

Any member of the University community, or other individual who has been impacted by the alleged behavior of a student, may initiate a complaint by contacting the Director of Student Rights and Responsibilities. Before actions may be taken, the complaint must be submitted in writing. While anyone may submit a complaint, the University will first investigate to determine if the complaint seems warranted. In all cases, the University is the formal complainant.

#### **B. Notification of the Student**

A student accused of violating a Responsibility will be notified in writing of the nature of the evidence, the Responsibility(ies) allegedly violated, and the possible sanctions. The notification will be sent to the local address if on the University record system. If a local address is not available, then notification

will be sent to the student's permanent address and/or e-mail address.

### **C. Informal Hearing**

The accused student will be offered an opportunity to meet with a hearing officer to resolve the violation at an informal hearing. During the meeting the hearing officer will review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the hearing officer shall inform the student in writing of the decision and whether a violation of the "Statement of Student Responsibilities" was established by a preponderance of evidence. The outcome letter will also identify any applicable sanctions as well as options available for an appeal. A student may request a formal hearing if the sanctions include expulsion or suspension. The University has discretion to refer appeals of sanctions less than suspension or expulsion to the University Student Conduct Board for a formal hearing.

If the accused student fails to appear for the informal hearing, the hearing officer may proceed to review and act upon the complaint and shall notify the student in writing of the decision and sanctions, if applicable. A "hold" may also be placed on registration pending resolution of the matter. Appeal decisions are final.

### **D. Formal Hearing**

A student who is subject to a sanction of expulsion or suspension (except summary suspension) for more than nine days may accept the outcome of the informal hearing or request a formal hearing. The student will be assigned to either a formal administrative hearing or to a University Student Conduct Board hearing.

Students referred for a formal hearing shall be given adequate written notice of the time, place and date of the hearing. A student's failure to appear shall not prevent the hearing from proceeding as scheduled. Prior to the hearing, the accused student shall be informed in writing of: a) the complaint, b) the evidence to be presented, c) a list of witnesses, and d) the nature of witness information.

At the hearing, the accused student shall be given an opportunity to speak on his/her own behalf, present witnesses and pose questions to be asked of University witnesses, and to have an advisor present, if desired. The accused student shall be notified in writing of the outcome within a reasonable period of time. The notice shall include information regarding the appeal process if the student is found responsible for a violation. In cases involving suspension for 10 days or longer,

students shall be informed of their right to a contested case hearing under Minnesota State Statute 14 following a campus appeal.

### **E. Grounds for Appeal**

An appeal opportunity is afforded to students disciplined for an alleged violation of the "Statement of Student Responsibilities." The student must submit an appeal by the deadline noted in the hearing outcome letter. An appeal is not a rehearing of a case. An appeal must be based on an error in the disciplinary process that *substantially* impacted the outcome. If there is sufficient reason to believe that one or more of the grounds articulated in the student's appeal letter may have merit, an appeal hearing will be scheduled.

#### **The following will be allowed as grounds for appeal:**

1. New evidence not reasonably available at the time of the hearing.
2. Evidence of a procedural error in the student disciplinary process that *substantially* impacted the outcome.
3. Evidence that the sanction is excessively severe.

**Grounds for appeal do not include** the stress, expense and inconvenience of relocation, contract termination or suspension; the cost of educational sanctions, such as e-CHUG or CHOICES; disruption to studies; separation from friends; lack of familiarity with rules; good character; or a personal commitment to behaving better in the future. Sanctions are intended to have significant impact in order to effectively deter students from engaging in future misconduct.

A student who fails to appear for a hearing may appeal but not on the grounds of "new evidence not reasonably available at the time of the hearing."

Appeal letters will be reviewed upon receipt and the appeal officer will determine whether an appeal hearing will be scheduled based on the reasons cited in the letter and the quality of the materials submitted. For cases involving expulsion or suspension of 10 days or longer, an appeal hearing is a student right if an appeal letter identifying permitted grounds is submitted by the deadline noted in the hearing outcome letter.

Possible appeal outcomes include: 1) upholding the previous decision; 2) changing or decreasing the sanction; 3) changing or increasing the sanction; 4) remanding the case for a new hearing.

## **F. Imposition of Sanctions**

The accused student shall be notified of the date that sanctions go into effect. A student facing disciplinary suspension or expulsion may be permitted to remain on campus in certain circumstances pending the outcome of a campus level appeal under specified terms and conditions, e.g. restricted access to certain facilities, limited amount of time on campus, etc. Sanctions under MnSCU 3.6 that are upheld on appeal go into effect as noted in the appeal outcome letter regardless of a pending Chapter 14 hearing. Sanctions under MnSCU 1B.1/1B.3 go into effect as noted in the decisionmaker's outcome letter regardless of a pending Chapter 14 hearing.

## **Mediation/Student Organization Conflicts**

Interpersonal conflicts between acquaintances or members of a student organization are typically referred to mediation or to applicable student organization review processes as an alternative to adjudication. Mediation involves voluntary participation in a structured problem solving process where a neutral third party assists disputing individuals in resolving their differences. Violation of the mediation agreement permits the case to return to the student conduct system if the dispute constitutes a possible violation of the "Statement of Student Responsibilities." Mediation often resolves roommate disputes, property/financial disagreements, relationship issues, reciprocated harassment allegations and conflicts between members of a student organization.

## **Disciplinary Outcomes**

When a student is found responsible for a violation of the "Statement of Student Responsibilities," one or more of the following actions may be taken:

1. University disciplinary warning: the issuance of a written warning that indicates the alleged action constitutes inappropriate behavior for a member of the University community.
2. University disciplinary probation: continuance at the University but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is a period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with University standards. Progressive disciplinary action will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.
3. Required compliance: includes such activities as carrying out a University mandate as a condition for being

admitted, continuing enrollment, or graduating from the University; restriction of privileges; reassignment within the residence halls; termination of a residence hall contract; suspension from the residence halls; withholding of a formal academic transcript or degree for a specified time; revocation of a degree; denial of the privileges of representing the University in extracurricular activities; loss of computer access privileges through the University.

4. Education: mandatory educational activities such as workshops and writing assignments.
5. Community service: assigned volunteer hours on-campus or in the community.
6. Restitution: required services, payment or reimbursement of funds to the University or to other persons, groups or organizations for damages incurred as a result of a violation.
7. Confiscation: confiscation of goods used or possessed in violation of University regulations.
8. University disciplinary suspension: separation from the University for a specified period of time. During the suspension period the student cannot qualify for graduation nor progress toward a degree by registering for, taking or completing classes at the University. (Credits earned elsewhere during the suspension period cannot be transferred to Minnesota State Mankato.) Additionally, the student can't participate in a University sponsored activity or be present on campus without prior approval from the Office of Student Affairs. Conditions for re-admission may be specified. Notation of such suspension is made on the student's academic transcript. The notation is removed at the end of the suspension period.
9. Students may be suspended at any point in the academic year with suspension retroactive to the first day of the term in which the incident or adjudication occurs.
10. University disciplinary expulsion: permanent separation from the University. Notation of the expulsion is made on the student's academic transcript.

## University Student Conduct Board

The University Student Conduct Board is designated by the University President to hear complaints impacting the campus community and to act based upon its findings. The Board consists of representatives from the faculty association, student association, and the associations of administrative and service faculty. Its members are nominated by the respective associations. Four panel members, including a student chairperson, constitute a quorum.

## Rehearing of a Violation

If a student is found not responsible for an alleged violation, the University may initiate another hearing if new evidence is subsequently discovered that may have impacted the outcome of adjudication. Such a rehearing may only occur if the new evidence could not have been found or produced, with reasonable diligence, at the original hearing.

## Confidentiality of Student Conduct Records

Records of hearings will be maintained in the unit with the original jurisdiction over the case. The Office of the Vice President for Student Affairs also maintains institutional records of hearings. Under current state and federal data privacy statutes, disciplinary records are private and may be released to non-University agencies or individuals only with the written permission of the student or pursuant to a court order. Upon receipt of written permission from the student, information authorized for disclosure will be released to a third party in accordance with the signed release form.

## Exception to Confidentiality

The University releases the results of disciplinary proceedings to the victim in cases of alleged sexual assault. Information about the disciplinary outcome is disclosed on the condition that the student receiving the information agrees not to allow any other party access to the information without written consent of the subject of the information. Penalties apply to unlawful disclosure to a third party. Other exceptions include disclosure to University officials with a "need to know" as per the Family Educational Rights and Privacy Act (FERPA).

## Notations on Transcript

Only notations of disciplinary suspension and disciplinary expulsion sanctions will be made on the student's academic transcript. The notation will remain for the duration of the sanction period. Any transcript issued during that time will indicate disciplinary suspension or expulsion. At the end of a disciplinary suspension, the notation will be removed from the transcript. Students who are expelled from the University may petition the President to have the notation of expulsion removed from their transcript four years after the expulsion takes effect. The petition must contain grounds for the request.

A student expelled or suspended from the University may contact the Director of Student Rights and Responsibilities to discuss the manner in which the sanction is placed on the transcript and how the transcript is provided to others.

## Additional Information

For additional information regarding this "Statement of Student Responsibilities," including procedures used, contact the Office of the Vice President for Student Affairs, Minnesota State University, Mankato, 228 Wigley Administration Center, Mankato, MN 56001, 507-389-2121, or 507-389-2246 (fax). Information can also be found on the Conduct web site at [www.mnsu.edu/conduct/](http://www.mnsu.edu/conduct/).

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