

TO: Fort Wayne Senate

FROM: Student Affairs Committee
Linda Fox, Chair

SUBJECT: Proposed editorial changes to SD 89-28 (amended 11/18/02)

DATE: February 18, 2003

DISPOSITION: To the Presiding Officer for implementation

Whereas, proposed amendments to the IPFW Code of Student Rights, Responsibilities, and Conduct are submitted to Indiana-Purdue Student Government Association, Fort Wayne Faculty Senate, and IPFW Community Advisory Council for consideration and recommendation before submission to the Purdue Board of Trustees for consideration and adoption; and

Whereas, Community Advisory Council consideration and University attorney consideration of proposed amendments to the IPFW Code of Student Rights, Responsibilities, and Conduct resulted in editorial changes to proposed Code amendments passed by Faculty Senate on 11/18/02; and

Whereas, the Student Affairs Committee unanimously approved these editorial changes;

Be it Resolved, that the Senate approve the SD 89-28 as modified. Said changes are indicated in the attached document, with deletions denoted in ~~strikeout~~ and additions in **boldface**.

IPFW CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

Part III

Student Disciplinary Procedures and Campus Appeals Board

C. Campus Appeals Board

1. **Composition.** The Campus Appeals Board shall consist of nine members selected in the following manner: Four students appointed by the President of Indiana-Purdue Student Government Association subject to confirmation by the Student Senate; three faculty members elected by the Fort Wayne Senate; and two administrative staff members appointed by the Chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From such panels of members and alternates, the chair shall designate a hearing panel consisting of a minimum of five members including at least two students.

2. **Terms of Office.** The term of office for student members and their alternates shall be one year, and for the faculty and administrative members it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make the initial appointments to the Campus Appeals Board within the time specified, or to fill any

vacancy on the panel of alternates within five days after being notified to do so by the Chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the Chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute a Campus Appeals Board.

3. Hearings.

- a. The Campus Appeals Board may hear the following types of appeals from students: appeals of disciplinary findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; appeals of Student Judicial Court rulings; and appeals of faculty/staff decisions claimed to violate established student rights. Students who wish to request a hearing before the Campus Appeals Board shall submit a written request to the dean of students. The dean of students shall contact the chair of the Board who will make arrangements for the hearing by phone or email. **The student and all other parties shall be notified of the arrangements for the hearing.**

Senate Document SD 02-15

- b. In all cases where an appeal is heard the chair shall inform the parties to the appeal, in writing, of the following:

- (1) The violation alleged to have been committed, by citing the relevant section of these regulations;

- (2) The date, time, and place of the alleged violation, and other relevant circumstances **of the complaint**, including a summary of the evidence upon which the charges are based, ~~and the names of those who may be~~

~~presented as witnesses and/or whose statements may be offered as evidence at the hearing;~~

- (3) The date, time, and place of the hearing, which shall not be earlier than ten class days after the date of the notice **except by agreement of parties to the complaint;**
- (4) That the parties must prepare a list of the persons that may be presented as witnesses and/or whose statements may be offered as evidence at the hearing **for distribution to the parties** and submit **that** list to the chairperson by no later than five class days before the hearing, excluding Saturdays, Sundays, and holidays;

Part V

Student Complaint Procedures

Students having complaints concerning actions or decisions which are claimed to violate rights established under Part I of the Code, **Section 504 of the Rehabilitation Act**, the Americans with Disabilities Act, Ethical Guidelines for Computer Users, or HIV/AIDS Guidelines, must first seek to resolve their complaints with the faculty or staff members responsible for the actions or decisions claimed to violate their rights. If the complaint is not resolved informally between the student and the responsible faculty or staff member, the student may pursue the complaint informally with the faculty or staff member's unit head who shall investigate, mediate, and suggest a resolution. Good-faith efforts will ensure the timely handling of such complaints. If the complaint remains unresolved after the unit head's attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level who shall investigate, mediate, and suggest a resolution. Only after all such remedies have been exhausted may the students request a hearing before the Campus Appeals Board. To request a hearing before the Campus Appeals Board the student must file a formal complaint with the dean of students. The formal complaint must describe the action or decision claimed to violate established rights, identify the right(s) claimed to have been violated, and specify the remedy sought. The dean of students shall direct properly received complaints to the chair of the Campus Appeal Board. The Campus Appeals Board shall have the authority and duty to reach findings and to convey recommendations to the Chancellor of IPFW.