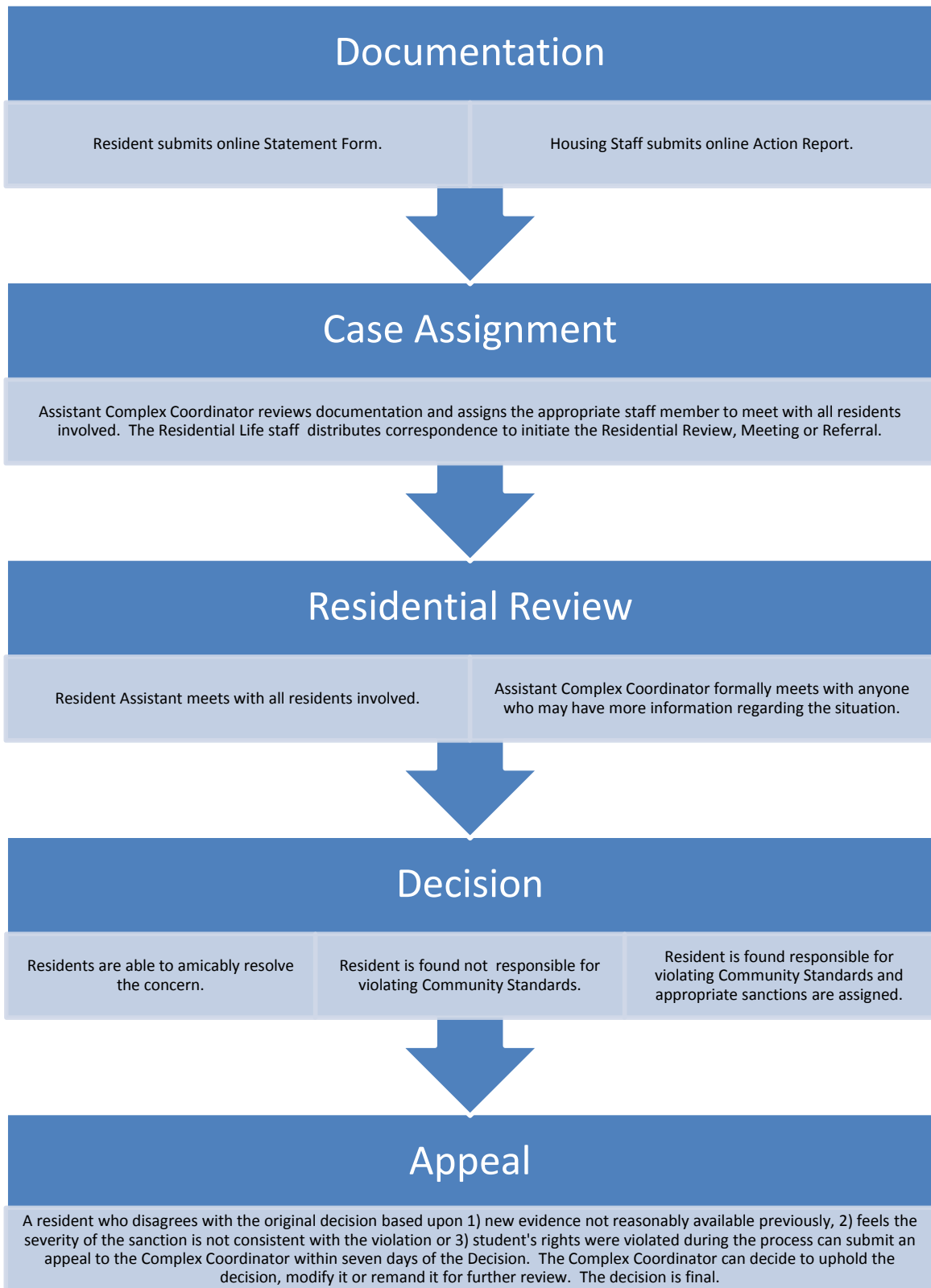


CSUDH Housing & Residential Life

Residential Review Process



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Documentation

Housing residents and staff members are expected to formally submit documentation of any situation that involves potential violations of the Community Standards to minimize disruption to the community. Documentation should include a detailed objective description of everything observed about the situation. Accusations of policy violations are considered alleged, pending completion of the Residential Review Process. However, all documentation remains within a resident's file and temporary action may occur until completion of the Residential Review Process to ensure the health, safety or well-being of the community.

Case Assignment

Any resident who could potentially have information regarding the situation will receive correspondence requesting he/she schedule a 30-minute individual meeting with the appropriate Residential Life staff member by the stated deadline (usually seven days from the date of the correspondence). The correspondence (via toromail) will

- 1) list all potential violations that may have occurred,
- 2) include a link to the Community Standards listed online,
- 3) directions to schedule an appointment online and
- 4) notification of the consequences for failure to schedule or attend the Residential Review meeting

Residential Review

During a Residential Review meeting, a resident will be asked to share a little bit about himself/herself (what brought him/her to CSUDH, what are his/her goals and why he/she chose to live in University Housing). In return, the Residential Life staff member reciprocates the sharing of information. The Residential Life staff member will then inform the resident of the agenda for the meeting:

- 1) Overview of the Residential Review Process,
- 2) Situation listed in the correspondence and
- 3) the next steps

Overview of the Residential Review Process will:

- 1) emphasize the preferred usage of the term "document" instead of "written up,"
- 2) explain the difference between the role of the reporting resident or staff member (objective description) versus the Residential Reviewer (decision making) and
- 3) the difference between on-campus and off-campus systems in how we make decisions (preponderance of evidence), what happens after a decision is made (educational consequences) and how decision can differ (parallel judicial proceedings)

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Discussion of the Situation listed in the correspondence will:

- 1) allow the resident shares his/her side of the story and is offered the opportunity to submit any evidence in support of it.
- 2) the Residential Life staff member will ask clarification/follow up questions and if the resident wishes to add anything else.
- 3) although the meeting is not audibly recorded, the residential staff member will take informal notes to document the resident's side of the story and will verbally summarize it for the resident.

Discussion of the Next Steps will:

- 1) inform the resident that he/she will finish the Residential Review process by meeting with all residents who potentially have information regarding the situation by the deadline.
- 2) the Residential Life staff member will then notify all residents of the decision via written correspondence.

Decisions

Decisions include 1) determining responsibility for violations of the Community Standards and 2) appropriate sanctions if a resident is found responsible. Decisions are usually discussed as a Residential Life staff.

Sanctions take into account severity of the action and repetition of behavior. They balance the best interests of the resident and community. Therefore, they are educational in nature (as opposed to punitive) and require action from both the staff and resident. Since every student's situation is unique and complex, guidelines rather than strict rules are utilized.

Factors influencing a decision include a resident's willingness to accept responsibility for his/her behavior, previous conduct history and the severity of the situation.

Decision Types:

- None
- Warning
- Probation
- Suspension
- Cancellation of License

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Sanction Types:

Written Summary - Policies	You are required to define EACH of the aforementioned policies AND explain how you violated them. Send your Written Summary to Residential Life (reslife@csudh.edu).
Written Summary - Behavioral Contract	You are required to explain the steps you will take to avoid violating EACH of the aforementioned policies in the future. Your written summary should reflect understanding of each of the policies as well as what you plan to do differently. Send your Written Summary to Residential Life (reslife@csudh.edu).
Educating Self - Personal Assessment	You are required to personally assess yourself. Send your Personal Assessment to Residential Life (reslife@csudh.edu).
Educating Self - Reflection Paper	You are required to write a college-level paper reflecting on the incident. Send your Reflection Paper to Residential Life (reslife@csudh.edu).
Educating Self - Research Paper	You are required to write a college-level research paper of X pages regarding X topic. Send your Research Paper to Residential Life (reslife@csudh.edu).
Educating Self - Meeting	You are required to attend the next CSUDH Male Success Alliance General Board meeting 6-8pm Thursday, April 18, 2013 in LSU Ballroom A. Have the person you met with email verification to Residential Life (reslife@csudh.edu).
Educating Others - Advertisement	
Educating Others - Program	You are required to create a program. You will need to schedule a meeting with Chaun Johnson (reslife@csudh.edu) to discuss the details of your program. She must approve the program and at least 10 residents (not involved with the situation) must benefit from it (submit sign in sheet as evidence).
Community Contribution - Apology	
Community Contribution - Housing	
Financial - Restitution	You are required to pay any associated damage charges posted to your account.
Financial - Fines/Charges	
Loss of Privileges - Property	You are not allowed to utilize specific property for a month from the date of this letter.
Loss of Privileges - Guest Restriction	You are not allowed to host guests in your apartment for a month from the date of this letter.
Loss of Privileges - Personnel Contact	
Loss of Privileges - Housing Eligibility	You are required to check out of Housing by the assigned deadline and are not eligible for University Housing until Fall 2014.

CSUDH Housing & Residential Life

Appeal

A resident who disagrees with the original decision can submit an electronic appeal within seven days of the Decision. The criteria for appealing are limited to:

- 1) the student's rights were violated during the process,
- 2) new evidence is available that was not available at the time of the Residential Review or
- 3) the student feels the sanction is not consistent with the violation

While an appeal is pending, sanctions are suspended until a decision is rendered.

The Complex Coordinator can decide to:

- 1) uphold the decision determining responsibility,
- 2) modify the decision determining responsibility,
- 3) uphold the sanction,
- 4) modify the sanction, or
- 5) remand the case be reviewed again (usually if new information is presented or a procedural error occurred).

The Complex Coordinator's decision is final and cannot be appealed.

Resident Rights

All residents involved in the Residential Review process are afforded the following rights:

- initiate the Residential Review Process
- receive notification of the potential violations he/she is responsible for
- present evidence supporting his/her story
- remain silent or not attend a Residential Review. However, a resident choosing to exercise this right understands that a hearing will still be conducted in his/her absence with a decision being made based upon the presented evidence.
- consult an advisor who can provide advice, moral support and/or assistance. However, advisors are not allowed to speak on behalf of the student or question witnesses during formal proceedings.
- submit a written impact statement
- access information concerning the status and results of a case as it proceeds through the Residential Review Process
- appeal the decision of assigned consequences (not responsibility)

CSUDH Housing & Residential Life

Records

All records pertaining to a student's conduct case are kept electronically in a database. Records usually include:

- 1) Original Documentation
- 2) Summons Letter
- 3) Supporting Evidence
- 4) Decision Letter
- 5) Decision and Sanction Rationale
- 6) Conduct Sanction Assignment
- 7) Appeal Letter
- 8) Appeal Decision Letter

These records are kept separate from academic transcripts and are confidential. In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), access to non-directory information (such as grades and/or disciplinary records) are restricted to

- 1) the student,
- 2) individuals who have expressed written consent of the student to review the records (completion of the FERPA form or proof that the student is a dependent as defined by the Internal Revenue Service) and
- 3) University officials who have a legitimate educational interest in reviewing a student's record (i.e. CSUDH Campus Police, who reports numeric statistics of incidents on campus in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act).

Regardless of the reason, residents are notified of the release of information to a third party.

Generally, the University treats every student as an adult and does not initiate contact with a parent/guardian unless the situation directly threatens the livelihood of the student (medical transport, suicide attempt, loss of Housing privileges, etc). Therefore, students are encouraged to share desired information with their parent/guardian.

Anyone requesting to review these records must submit a written request for review. If the request is accepted, the requestor can review a hard copy of the file in the presence of a staff member and possibly with all names redacted to preserve the confidentiality of everyone involved. Information is shared only on a need-to-know basis. Confidentiality is balanced with a resident's right to understand the potential violations he/she is accused of and to have a safe and non-discriminatory environment.

CSUDH Housing & Residential Life

Appendix

Summons Letter

AR1314151

2/7/2014 3:26:29 PM

Resident Name

1100 E. Victoria Street, A1 Room A2
Carson, CA 90746
residentemail@toromail.csudh.edu

Dear Resident Name,

I recently received a report that on 1/31/2014 1:13 AM you were allegedly involved with a situation that violated the following CSUDH Housing Services Policies and Regulations:

_RL: Alcohol
_RL: Alcohol
_RL: Disorderly Conduct
_RL: Failure to Comply
_RL: Guest Conduct
_RL: Party Policy
_RL: Quiet Hours
_RL: University Policies
_RL: Community Responsibility

Please schedule a time to meet with me to discuss this matter by 2/14/2014 3:26:29 PM by going to <http://chaunjohnson.youcanbook.me>

Appointments are available on a first-come, first-serve basis and must be scheduled at least a day in advance. It is your responsibility to find a time to meet with me that does not conflict with class, work or any other commitments (such as practice or games if you are a varsity athlete).

The purpose of this meeting will be to initiate the Residential Review Process. If you have not scheduled an appointment and attended a meeting by the above date, the following consequences may occur:

- An additional violation of non-compliance will be added to your file
- a restriction (hold) will be placed on your records, prohibiting you from any registration transactions until the matter is resolved
- a review meeting and subsequent sanctioning will be conducted in your absence

For more information, please refer to the following web address <http://www.csudh.edu/studentaffairs/housing/documents/2011-2012-uhs-policies-regulations.pdf> on the CSUDH Housing Services website.

I suggest you familiarize yourself with these policies and regulations concerning student conduct prior to our meeting. I look forward to meeting with you to discuss this matter.

Sincerely,

Chaun Johnson M.A.
Assistant Complex Coordinator
University Housing Services
California State University Dominguez Hills
(310) 243-2228
chjohnson@csudh.edu

CSUDH Housing & Residential Life

Decision Letter

AR1314151
3/11/2014 11:42:59 AM
Resident Name
1100 E. Victoria Street, Apt. A1 Room A2
Carson, CA 90746

Dear Resident Name,

After reviewing the facts that were presented for the incident on 1/31/2014 1:13 AM, I find you violated the following CSUDH Housing Services Policies and Regulations:

RL: Alcohol
RL: Alcohol
RL: Disorderly Conduct
RL: Failure to Comply
RL: Guest Conduct
RL: Party Policy
RL: Quiet Hours
RL: University Policies
RL: Community Responsibility

During the Residential Review meeting, we discussed the aforementioned policies and regulations. If you decided to not schedule or show up for your meeting by the deadline, you gave up your opportunity to share your side of the story to help me make a more informed decision.

As a result of the Residential Review Process, I decided the following sanctions apply to you:

RL: Administrative 03) Probation
PROBATION – You are not eligible for removal until 3/5/2015.

RL: Judicial Educator Module 03: Community Living from Me to We
JE: COMMUNITY LIVING - You are required to complete the aforementioned online module at <http://judicialeducator.com>. Please use the username - csudhhousing and password - csudheducation. Once you pass the test with a 7/10 or more, go past the green traffic light screen. Enter your name and send your results to Residential Life reslife@csudh.edu for verification. The last screen should have a check mark on it and you should receive a system-generated confirmation email. You will not get credit for completing the task if you don't finish these last steps and submit your results electronically by 3/18/2014.

Failure to complete the aforementioned sanctions can result in an additional violation for Failure to Comply.

Be advised, any future violations of the terms and conditions of CSUDH Housing Services Policies and Regulations may result in

- additional sanctions
- cancellation of your housing license
- ineligibility for university housing in the future
- your file being sent to the Dean of Students who will determine your ability to remain a student at the University

For more information, please refer to the following web address <http://www.csudh.edu/studentaffairs/housing/documents/2011-2012-uhs-policies-regulations.pdf> on the CSUDH Housing Services website.

Should you decide to contest this action, an online [appeal](#) must be completed no later than 5:00 pm 3/18/2014 11:42:59 AM.

I believe you can be a positive contributor to the community and hope you will choose to not violate our policies again.

Sincerely,

Chau Johnson M.A.
Assistant Complex Coordinator
University Housing Services
California State University Dominguez Hills
(310) 243-2228
chjohnson@csudh.edu