



CEHD POLICY & PROCEDURES

Responding to Student Conduct Code Violations

The College of Education and Human Development (CEHD) works to effectively prevent or respond to [Student Conduct Code](#) violations. CEHD partners with the [Office of Community Standards](#) (OCS) in responding to students, assigning sanctions for student misconduct, and providing opportunities for students to receive coaching on, or informally or formally appealing the charge of misconduct or imposed sanctions. This document provides an overview of the process and links to policies, procedures, and resources for faculty, staff, and students.

Student Conduct Code & Procedures for Handling Violations

The University of Minnesota Board of Regent's [Student Conduct Code](#) provides definitions of disciplinary offenses and lays out student expectations for scholastic honesty and appropriate behavior while on campus or in adjacent areas to campus. Both scholastic and non-scholastic student conduct violations are addressed under the document "[Student Conduct Code Procedure: Twin Cities](#)." This document outlines CEHD and University policies and practices around student conduct.

Responding to Academic Dishonesty

The college strongly endorses the University expectation that steps be taken to help [prevent scholastic dishonesty](#), but that when instances of scholastic dishonesty do occur, faculty are obligated to report the incident to the Office for Community Standards (OCS). Reporting is important even when informal resolution is an option or when the infraction seems minor or is a first occurrence. More detailed information on how to respond to scholastic dishonesty can be found [here](#) and below are abbreviated guidelines:

- The [report](#) should be submitted as soon as possible after discovering the violation and [imposing an academic sanction](#).
 - Faculty should meet with the student to discuss the incident and inform the student of the sanction to be imposed, then immediately file the report with OCS.
 - If the student denies the charges after receiving the report, they can [request a hearing](#) to appeal the charges and the sanction.
- Reporting each incident and immediately after the incident occurs is important for the following reasons:
 - It allows students to be put in touch with resources to develop a better understanding of the conduct code and to be informed about their rights to due process.
 - It provides students the opportunity to participate in the [Academic Integrity Matters](#) (AIM) program that helps students understand the impact of academic dishonesty.
 - Successful participation in the program changes the student record from "disciplinary" sanction to "nondisciplinary".
 - Reduces likelihood of future academic conduct code violations.
 - Having each specific incident of scholastic dishonesty reported allows for a cumulative record of violations across the University, which allows for more appropriate sanctions if there are repeated violations.



Responding to Disruptive Behavior in the Classroom

Disruptive student behavior can be any behavior that interrupts teaching and learning in the classroom. The [Office of Community Standards](#) provides a list of steps for faculty to take when [responding to disruptive behavior](#) and they are also outlined below:

- Meet with the student to discuss their behavior. Explain to them why you believe their behavior is disruptive
- Give the student an opportunity to discuss concerns that may be contributing to their behavior
- Clearly state that behavior that disrupts the class cannot continue. If, in the meeting, they appear unwilling to modify their behavior, let them know that Disruption of the Academic Environment is part of the [Student Conduct Code](#) and continued disruptions may be referred to OCS.
- Staff in the Office of Community Standards are also available for consult on ways to address disruptive behaviors (612-624-6073).
- If the disruptive behavior continues after the student has explicitly been asked to stop, contact the Office of Community Standards to discuss [disciplinary actions](#).

Once the situation has been reported to the Office of Community Standards, a report will be sent to the Director of Student Services (Amy Kampsen-undergrad students) or Director of Graduate Studies (Schee Moua-graduate students) that describes the incident and disciplinary action taken. Students can work through the Office of Community Standards to dispute a claim of misconduct. In these instances the Office of Community Standards will consult with the student and faculty member to resolve the dispute. In the case of graduate students, the Office of Community Standards may also work with the Graduate School to resolve a disputed report.