

Residential Policy Review (RPR) Meeting Outline

Last Updated: 04/03/2018

- I. **Welcome and Introductions**
- II. **Purpose of Meeting**
 - A. Informational nature – for student to learn about the process and to gather any information the student wishes to share
 - B. No decisions need to be made at this time – Student is encouraged to take time to reflect on information shared before deciding how they wish to proceed
 - C. Student is in the driver's seat
- III. **Office Function**
 - A. UGA is a community of learners and this is an educational process
 - B. OSC's focus is on student conduct, Housing acts as an extension of OSC for this process
 - C. Separate from the legal process – not designed to be adversarial, preponderance of evidence standard, not tied to legal system timelines or decisions
 - D. Reports come from all over – housing incident report, police report, complaint via email by faculty/staff/student
 - E. Student's voice is an important part of the information gathering process
 - F. However, a student does have the right to decline to make statements
- IV. **General Overview of OSC/Housing Process**
 - A. When students are alleged to have violated the code of conduct or Housing Community Guide a complaint is filed
 - B. If alleged conduct would constitute a violation of the UGA Code of Conduct or the Housing Community Guide, then we invite the student to come in for this type of meeting
- V. **Incident in Question**
 - A. Share the information that was received with the student
 - B. Provide student with opportunity to review the report(s) received
 - C. Remind the student that they are under no obligation to comment
 - D. This time is designed to provide the student with the opportunity to share what happened from their perspective
- VI. **Next Steps**
 - A. If the report and student's information do not provide enough information to move forward to resolution, find the case "No Action" (see No Action Protocol)

- B. If there is sufficient information to move forward to resolution, or there is still question as to whether a violation occurred, share the housing conduct process chart with the student
 - 1. Propose recommended sanctions for an informal resolution
 - 2. Remind student that the formal hearing via the Community Standards Board is appropriate if they do not agree to taking responsibility and/or if they do not agree with sanctions
 - 3. Inform student that the board has full discretion to administer sanctions as they see appropriate and will have no knowledge of the sanctions recommended by the Hearing Officer

VII. **Conduct Record & Future implications**

- A. Housing conduct records are kept only by the University of Georgia, specifically in Housing.
- B. Only Conduct Records are held per the Board of Regent's Record Retention Policy
- C. The conduct record, not housing record, is protected educational record
- D. Violations of the Code of Conduct only are noted on a student's conduct record
- E. Explain potential implications for graduate school or job applications
 - 1. Institutions generally take 1 of 4 paths:
 - a) They don't inquire
 - b) Have you ever been in violation?
 - c) Have you ever been suspended/probation?
 - d) Dean certification requests - show example (On the Conduct website under the student's tab)

VIII. **Open for Remaining Questions/Comments/Concerns**

IX. **Schedule Follow-up Meeting if Necessary**

- A. A follow-up meeting is not necessary if the student would like to immediately proceed with an RPR (see *RPR Protocol*)
- B. A follow-up meeting may be necessary based on the Hearing Officer's discretion if the student would like to proceed with a formal hearing via Community Standards Board
 - 1. Before dismissing the student, let them know that they will receive a new Notice to Appear through their UGA email from the staff member from SDSC to discuss the Community Standard Board
- C. A follow-up meeting is necessary if either the student or the Hearing Officer would like more time to determine how to proceed (Hearing Officer deciding between no action and RPR, Hearing Officer determining sanction recommendations for RPR)
 - 1. Attempt to schedule the follow-up meeting within one week if possible