Holy Family
UNIVERSITY

Student Code of Conduct and Procedures

August 2023

HOLY FAMILY UNIVERSITY

Student Code of Conduct and Procedures

Introduction

Holy Family University seeks to holistically develop its students by creating an environment that promotes intellectual, social, emotional and spiritual growth. The University also values the goals of fostering civility and community, and providing an environment that is inclusive and encourages and promotes diversity among its campus community. Finally, the University seeks to provide a welcoming environment for all members of the University community. To further these objectives, The Student Code of Conduct and Procedures ("Code of Conduct") provides expectations of appropriate behavior ("community standards") and proscribed conduct, as well as procedures to address alleged violations.

As a Catholic university, Holy Family seeks direction and inspiration from the life and teachings of Jesus Christ, affirms the values of the Judeo-Christian tradition, and witnesses to the dignity of each person and the oneness of the human family. The core of Holy Family's Mission are the values of Family, Respect, Integrity, Service and Responsibility, Learning, and Vision, which educate students to assume lifelong responsibilities toward God, society, and self.

The Student Code of Conduct contains expectations of appropriate behavior and compliance with University policies and procedures that members of the University are required to follow. The Student Code of Conduct also serves to promote good decision-making and serves to reinforce the importance of exercising proper and due respect for the rights of others, regardless of race, color, religion, religious-expression, age, sex, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, military/veteran status, or any other characteristic protected by federal, state or local laws.

Holy Family University's motto is Teneor Votis: I am bound by my responsibilities. Students affirm their commitment to the University's motto, Mission and Core Values through adherence to the Code of Conduct

HOLY FAMILY UNIVERSITY

STUDENT CODE OF CONDUCT AND PROCEDURES

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Community Standards of Conduct

In general, all members of the Holy Family University community are expected to uphold the following:

- Demonstrate integrity, truth and honesty in both academic and non-academic pursuits.
- Show respect for self and for others, including respecting one another's basic rights and individual differences.
- Be responsible members of the University community that respect and comply with all University policies and procedures, as well as federal, state and local laws.

Any behavior that violates standards set in the *Student Handbook*, the *University Catalog*, approved organizational Constitutions and by-laws, housing contracts and other University bulletins, as well as behavior that fails to meet the University expectations outlined above may violate the Code of Conduct. Specifically, any student or student organization alleged to have committed any of the following acts is subject to the judicial process outlined in the Code of Conduct.

Jurisdiction

1. By accepting to attend Holy Family University, one is voluntarily affiliated with the University community. All student members are expected to uphold the standards set forth by the University and to comply with the Code of Conduct and are subject to the terms and conditions for alleged violations. This includes all students who have been notified of their admission to the University, as well as students who are matriculated, registered and enrolled in any University academic program or activity at the graduate or undergraduate level.

2. Students who are on a leave of absence and persons who were students when they allegedly violated the Code of Conduct are also subject to the terms and conditions of the Code of Conduct.

3. Students who are not currently enrolled at the University but who have not formally withdrawn from the University are subject to the terms and conditions of the Code of Conduct.

4. The Code of Conduct shall apply to behavior that occurs on University premises, on University social media, and at University-sponsored events both on and off campus.

5. Registered Student Organizations ("RSOs) are also required to comply with the Student Code of Conduct and are subject to the terms and conditions for alleged violations.

6. The Code of Conduct may also apply to off-campus behavior of students where the interests of the University may be involved.

7. Students may be held responsible under the Code of Conduct for the behavior of their guests when their guests are on campus and their guests engage in behavior that allegedly violates the Code of Conduct.

Scope of Authority

1. University judicial proceedings may be instituted for conduct that potentially violates both criminal law and the Code of Conduct despite the absence of a criminal arrest or prosecution.

2. Proceedings in accordance with the judicial process may be carried out prior to, simultaneously with, and/or following criminal proceedings.

3. Determinations made or sanctions imposed in accordance with the judicial process will not be subject to change solely because criminal charges arising out of the same facts were dismissed, reduced, or resolved in the student's favor as a criminal defendant.

4. The University regards the welfare and safety of the community of the utmost importance, and it is the responsibility of the community to report conduct or activity which poses a danger to the community or any of its members.

The University encourages students and other members of the University community to assist when help is needed. This is most important in medical emergencies due to alcohol and/or drug use. In most cases, the help seeker will not be charged with a policy violation under the University Judicial Process, as determined within the discretion of the University. A "help seeker" is defined as a person or persons who actively seek to help in an incident for fear or concern for someone's safety and welfare.

Definitions

1. **Administrative Hearing Officer** is a member of Student Life who is trained to handle and resolve matters brought under the Student Code of Conduct that involve less serious violations.

2. **Advisor** means a non-participatory student, friend, faculty/staff/administrator, a member of the family, or an attorney selected by the student to be present to provide support at a judicial proceeding.

3. **Business Days** means days in which the administrative offices of the University are officially open for business.

4. **Conduct** means any act or omission committed on or off Holy Family University's campuses that violates the Student Code of Conduct.

5. **Investigator** means the person or persons selected by the University who is/are charged with gathering facts about alleged violations of the Student Code of Conduct.

6. **Judicial Hearing Board** is a group of faculty and administrators who serve as Student Conduct officers, and who are trained to hear cases that involve more serious violations of the Student Code of Conduct or University Policy.

7. **Jurisdiction** means the power, right and authority to interpret, apply and implement the terms of the Student Code of Conduct and University policies and procedures.

8. **Moderator** means a properly trained faculty or staff member who is a non-voting member of the Judicial Hearing Board and who presides over the hearing. The Moderator's responsibilities also include handling the administrative functions of a student conduct matter, including communicating with the parties, investigating the allegations, facilitating appropriate paperwork, record keeping and evidence for the Judicial Hearing Board, and making sure that all that procedural guidelines are followed.

9. **Not Responsible** means a determination has been made that a student charged has not committed the conduct alleged based upon the evidentiary standard and is not in violation of the Student Code of Conduct.

10. **Parties** means the reporting party and the student charged, collectively, that are the subject of a student code of conduct matter.

11. **Preponderance of the evidence** means the evidence standard used to resolve a complaint alleging violation of the Student Code of Conduct. Under the preponderance of the evidence standard the student charged will be found responsible for the alleged violation if it is found that it is more likely than not (greater than 50% change) that the allegations/claim is true.

12. **Relevant Evidence** means evidence that tends to prove or disprove the allegations in the complaint.

13. **Reporting Party** is any person or persons who have brought allegations against a student alleging a violation of the Student Code of Conduct.

14. **Responsible** means a determination has been made that the student charged has committed the conduct alleged in violation of the Student Code of Conduct.

15. **Student charged** means any student or student against whom a complaint has been made alleging violation of the Student Code of Conduct.

16. **Student Conduct officer** is a faculty member or administrator who has been trained to hear cases involving alleged violations of the Student Code of Conduct and who can serve on a Judicial Hearing Board

17. **Sanction** means any disciplinary action that can be imposed for violations of the Student Code of Conduct or University Policy

Proscribed Conduct

Set forth below is a listing of misconduct prohibited by the University and its various policies, procedures and regulations. This is not an all-inclusive list. Conduct which may be a violation of the Student Code of Conduct includes, but is not limited to, the following:

1. Violating any federal, state, or local law or any University policy, rule, or regulation.

2. General disruptive, intimidating, or threatening behaviors.

3. Violation of the University's Academic Integrity Policy. Refer to the Student Handbook to access the Academic Integrity Policy.

4. Physically abusing or threatening another person or engaging in any other conduct that threatens or endangers the health or safety of another person.

5. Violation of the University's Sexual Harassment & Nondisrimination Policy. Refer to the Title IX policy.

6. Using, possessing, selling, or distributing fireworks, explosives, airguns, firearms, weapons, or other dangerous items on University property or at University-sponsored functions.

7. Theft, attempted theft or unauthorized possession or use of University property or services or the property or services of others; destroying or damaging private, public, or University property, or possessing stolen property. Property includes, but is not limited to, data and information stored on electronic or computer media or passwords.

8. Violation of the University's Alcohol and Other Drugs Policy. Refer to the Student Handbook to access the University's Alcohol and Other Drugs Policy.

9. Engaging in lewd, obscene, or indecent comments or behavior.

10. Entering and/or using University premises, facilities or property without authorization or during non-business hours; unauthorized use/or possession of files, keys, records, equipment, parking permits, University ID or other property belonging to the University or a member of the University community.

11. Misrepresenting identity or age.

12. Violation of the University's Anti-Hazing Policy.Refer to the Student Handbook to access the University's Anti-Hazing Policy.

13. Failing to comply with sanctions imposed for earlier Code of Conduct violations or interfering with the University judicial process.

14. Failing to comply with the directions of University personnel (e.g., Residence Life and University Public Safety) who are acting in the performance of their duties.

This includes failing to respond to a request for identification or providing false identification.

15. Making an audio or video recording of any person without that person's consent and/nor prior knowledge.

16. Smoking, vaping, and use of e-cigarettes in unauthorized locations.

17. Willfully interfering with, attempting to interfere with or disrupting the conduct of classes or other university activities.

18. Using fire to endanger, to harm another person or to destroy property, misusing or damaging fire safety equipment, initiating a false report, or failing to evacuate a building during an alarm. Refer to the Student Handbook to access the University's Emergency/Fire Drill Policy for additional information.

19. Violating the University's Electronic Communication Acceptable Use Policy. Refer to the Student Handbook to access the University's Electronic Communication and Acceptable Use Policy.

20. Violating residence life policies such as, quiet hours, guest policy, etc. Click here for the Residence Life Policies and Procedures Manual for additional information.

21. Violation of campus safety regulations including motor vehicle and fire drill regulations.

University Judicial Process

Any member of the Holy Family campus community may file a complaint of alleged violation of the Student Code of Conduct against a University Student or Registered Student Organization. The filing of a complaint initiates the Student Code of Conduct process. The University has set up specific guidelines to follow when alleged violations of the University's Student Code of Conduct have occurred and a complaint has been filed, including Residence Life Policies and Procedures, the University Catalog, as well as procedures and regulations within the Student Handbook. Complaints/Reports can also be filed through the Office of the Dean of Students.

Click **here** to access the incident form to file a Student Code of Conduct Complaint.

A report shall be submitted as soon as possible after the alleged incident occurred, preferably within one week. The timeliness of the complaint shall be determined by the Office of the Dean of Students, Student Conduct Administrator, or Director of Residence Life (for incidents involving resident students), or their designees, based on the facts and circumstances presented.

If it is determined that the allegations, if true, would constitute a violation of the Student Code of Conduct, the Dean of Students, Student Conduct Administrator (or their designee) will determine whether the matter will be moved forward for resolution as either (1) an Administrative Hearing or (2) a Judicial Board Hearing.

Overall Philosophy

The University's core values are emphasized throughout the judicial process. Holy Family University looks upon these meetings and hearings as an opportunity for personal growth and development.

The University Judicial Process is not a criminal or civil proceeding, but rather, is a process to determine whether violations of the Student Code of Conduct or University policy have occurred. Therefore, civil or criminal procedures and formal rules of evidence do not apply.

Students' Rights and Responsibilities

Once a complaint is made alleging violation of the Student Code code Conduct, Students have the right to the following:

1. The right to written notification (via Holy Family email) within three (3) business days (or as soon as practicable) after the complaint has been filed. The written notice should include the following:

    a. A detailed explanation of the conduct that is the basis for the alleged violation of the Code of Conduct;

    b. Identification of the policy(ies) and/or provision(s) of the Code of Conduct that have allegedly been violated;

    c. Notification that the student charged is entitled to a fair and impartial hearing, where they have the opportunity to (1) hear, explain and defend the charges against them, (2) to answer questions and present evidence and witnesses, and (3) to ask reasonable questions of witnesses;

    d. Notification that the student charged has the right to review and inspect the complaint and any documentary or physical evidence at least three (3) business days prior to the scheduled hearing;

    e. Notification that the parties will be given advance written notice of the date, time and location of the hearing;

    f. Identification of the name and contact information of the Administrative Hearing Officer ("Hearing Officer") and/or the Moderator of the Judicial Hearing Board, or their designee, for additional information, questions, or to discuss the charges more fully;

    g. The right to bring a non-participatory advisor, who may be an attorney, to be present at the hearing, (*Note-the advisor's participation will be limited).

2. The student charged may elect to waive their right to attend the Hearing by emailing the Hearing Officer or Moderator that they waive their right to attend. Non-attendance does not mean the student charged will automatically be found responsible for violating the Code of Conduct. However, non-attendance will not preclude the hearing from going forward and reaching a final decision.

    a. By not attending, the student charged waives their right to present evidence at the hearing. Further, by not attending the student charged may be found responsible for the alleged conduct *in absentia* (with the student charged not being present). The student charged is also responsible for completing any sanction received at the hearing even if they do not attend.

3. If a student misses a Board hearing due to an emergency, it is the student's responsibility to contact the Hearing Officer/Moderator no more than 24 hours after a scheduled hearing.

4. The Moderator will review the class schedules of all parties and will schedule a mutually convenient date and time for the hearing.

5. A student assigned to a Judicial Hearing Board will be given written notice of the names of the Student Conduct Administrators that comprise the Hearing Board within 1 week prior to the Hearing. The parties can object to the participation of any of the Student Conduct Administrators by notifying the Moderator via email within 72 hours prior the hearing with a written explanation of the basis for their objection. The Moderator shall review the objection and make a final decision.

    a. If the Moderator accepts the objection, another student conduct administrator shall be selected as a replacement to serve on the Board Hearing.

6. Postponements or changes of scheduled hearings will only be considered in case of an emergency. The Administrative Officer/Moderator has discretion on whether to grant or deny a request for postponement.

7. Reasonably sufficient time between notice of the complaint and date of the hearing will be provided to allow the student charged to prepare for the hearing. The University will make every effort to ensure this timeframe shall not extend beyond ten business days.

8. Students shall be provided with written notice of the decision, which will include a detailed explanation of the facts and circumstances relied upon in reaching the decision.

9. Students shall have the opportunity to appeal the decision of the hearing, as appropriate, and an explanation of the procedure for appealing the decision will be provided when the decision is communicated.

Administrative Hearings

An Administrative Hearing may occur when it has been determined that an alleged violation of the Code of Conduct is minor and does not require a Judicial Hearing Board proceeding. The University reserves the right to utilize the Administrative Hearing process when deemed necessary.

An Administrative Hearing Officer ("Hearing Officer") is a trained member of the University , and will be assigned to meet with students regarding incidents of University Policy or Student Code of Conduct Violations.

Once a complaint is received, the student charged will receive written notice of the nature of the charges against the student and specific provisions of the Code of Conduct that they are alleged to have been violated.

The Hearing Officer will conduct any necessary investigation regarding the charges they are alleged to have violated.

The Hearing Officer will contact the student charged to schedule a meeting at a mutually convenient time to informally discuss the complaint.

If the student charged agrees that they engaged in the conduct alleged, the Hearing Officer will determine what sanctions, if any, are warranted.

If the student charged denies engaging in the conduct alleged and they are found responsible, they may file an appeal.

If the student charged disagrees with the sanction imposed by the Hearing Officer, they may file an appeal.

Registered Student Organizations

A matter involving general operations of a Registered Student Organization ("RSO"), or an RSO Advisor or Executive Board members (students serving in a leadership capacity) will be referred to the Director of Campus Life for resolution. Annual RSO reviews that involve the Code of Conduct will be referred to the Director for Campus Life for administrative oversight.

Judicial Board Hearings

Preliminary Investigation/Information Gathering

The University has the discretion to determine the extent of any investigation or information gathering that is necessary prior to commencement of a hearing.

Information gathering and/or investigation may be conducted by authorized administrative authorities, including but not limited to Student Life staff, Public Safety, University officials, and/or the assigned Moderator. Information or investigation shall

not be conducted by Student Conduct Administrators selected to serve on a Judicial Hearing Board in a particular case.

Investigation shall be completed within a reasonable time frame so that the hearing will not be unreasonably delayed.

Both parties shall be notified of the results of any investigation, including witnesses and documentary or physical evidence at least three (3) days prior to the hearing.

Participants in the Judicial Hearing Board Process

Student Conduct Officers

The Judicial Hearing Board (JHB) is a group of faculty and administrators who serve as Student Conduct Officers. The JHB consists of three (3) Student Conduct Officers, one of whom will serve as the Chairperson. Student Conduct Officers are trained to hear cases that involve more serious violations of the Code of Conduct. Board members shall disqualify themselves from serving on a Judicial Hearing Board if they believe in good faith that they cannot be objective in the matter.

Students will be provided with the names of the Student Conduct Officers that will serve on the JHB at the Board hearing at least one (1) week before a hearing. Students may object to any Student Conduct Officer serving for cause in writing at least 3 business days before a hearing. The moderator shall rule on all objections to student conduct officers serving and replace any who the moderator determines should be disqualified.

Moderator

The Moderator is a non-voting member. The Moderator shall advise the Judicial Hearing Board on appropriate matters, such as the type of information that may help in determining if the Code of Conduct was violated and prior sanctions relating to similar conduct. The Moderator shall facilitate the appropriate paperwork and record-keeping, as well as reserve the appropriate space for the hearing. The Moderator will be present at the Board Hearing to make sure that the procedural guidelines are followed.

The Moderator has sole discretion on any requests to postpone a hearing date made by any parties to the proceeding.

Advisors

A student may select an advisor to advise them at any judicial proceeding. An advisor can be another student, a friend, a faculty/staff/administrator, a member of the family, or an attorney. Generally, an advisor is present to provide support for a student. Should an advisor not adhere to their standards in that role, the Hearing Board Chairperson will request that the advisor comply with the limitations and provide a warning. If noncompliance persists, the advisor will be required to remove themselves from the hearing. An advisor cannot actively participate in the judicial proceeding.

Evidence

Any party can choose to bring witnesses that can provide information that is relevant to the Board Hearing, provided that the names of the witnesses were submitted in writing to the Moderator within three (3) business days prior to the hearing. The Moderator shall make sure that all parties have advance notice of any witnesses that will testify at the hearing. .

Any party can choose to present documentary evidence (such as photographs, diagrams, etc.), provided that the evidence is made available for review by all parties at least three (3) business days prior to the hearing. The party seeking to present documentary evidence shall provide the Moderator with their evidence. The Moderator shall notify the parties and make any arrangements for the parties to review the evidence at least three (3) business days prior to the hearing.

Judicial Board Hearing Procedures

1. The reporting party followed by the student charged will be given an opportunity to present a statement at the beginning of the Board Hearing regarding the facts and circumstances concerning the Code of Conduct hearing.

2. The reporting party will then present their evidence, including calling witnesses and presenting any additional evidence. The Judicial Hearing Board and the student charged will have the opportunity to ask reasonable questions of the reporting party's witnesses.
3. The student charged will then present their evidence, including calling witnesses on their behalf and presenting any additional evidence. The Judicial Hearing Board and the reporting party will have the opportunity to ask reasonable questions of the witnesses offered by the student charged.

4. The Moderator has sole discretion on any procedural matters during the hearing, including refusal to allow certain questions to be asked because they are not relevant or are inappropriate.

5. After all parties have participated, the student charged and the reporting party will have an opportunity to make final statements

Determination of Responsibility

After the hearing is completed, all parties will be dismissed, and the Judicial Hearing Board will deliberate in closed session to determine whether the student charged is responsible or not responsible for violating the Student Code of Conduct.

The Judicial Hearing Board determines as to each student, and to each violation alleged, whether the student charged is responsible for violating the Student Code of Conduct. This determination shall be based upon the facts of the conduct alleged, as well as whether it is more likely than not that the student is responsible for the alleged violation(s).

The Standard of proof that the Judicial Hearing Board will use in deciding the matter is preponderance of the evidence.

Decisions made by the Judicial Hearing Board are final pending the appeal process outlined below. Both the student charged and the reporting party will be notified in writing of the decision and the basis for decision within 2 business days of the conclusion of the hearing.

The reporting party does not have the right to appeal.

Sanctions for University Policy/Code of Conduct Violations

If a student is found responsible for violating the Student Code of Conduct, a sanction (or sanctions) shall be imposed. The following may be considered in determining sanctions: motivation, honesty, maturity, cooperation, present attitude, past record, the severity of violation, severity of the damage caused, injury, harm, disruption or the potential for such willingness to make amends, and compliance with previous sanctions. A student's cumulative judicial file, including record of past code of conduct violations, will also be considered in sanctioning.

The University encourages opportunities for administrative hearing officers or Board Proceedings to find sanctions that may be tailored to a student's situation or needs. As a result, the following list is not comprehensive and only contains recommended sanctions:

- Warning: Written or verbal notice given that is kept on file
- Program Attendance or Facilitation: Expectation to attend or facilitate an educational program(s)
- Writing Assignment: Requirement to complete a relevant research and/or reflection paper
- Requirement to complete and or participate in work assignments, community service, University services or programs, or other related discretionary assignments
- Loss of Privileges: Denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role)
- Restitution: Requirement to make payment to the University, other persons, groups, or organizations for damage where the charges involve theft and/or destruction of property.
- Administrative Relocation in University Housing: Requirement to be placed in an assigned or relocated space in University Housing

- Disciplinary Probation: A period of fixed duration, during which the status of a student at the University may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating University policy during the probationary period.

- Removal from University Residence: Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student will be barred from entering all residences within the University residential community during the time of removal from campus housing.

- Suspension: Separation from the University for a specified period of time. The student shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period towards a University degree. In case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of an RSO, this may include the removal of recognition. Reinstatements shall require the approval of the Vice President for Student Life, or other Senior-level Administrator, as designated.

- Expulsion: Permanent separation from the University and University facilities.

- Revocation of Admission and/or Degree: Admission to or a degree awarded from the university may be revoked at any time for fraud, misrepresentation, or another violation of the Student Code of Conduct in obtaining the degree, or for other serious violations committed prior to graduation or admission.

- Withholding Degree: University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Judicial Process, including the completion of all sanctions imposed, if any.

Failure to abide by or complete any sanction shall be considered an additional violation of the Student Code of Conduct. Incomplete sanctions may result in a hold placed on the student's account, preventing registration

Notification of Hearing Outcome

The parties shall be notified in writing via their Holy Family University email, of the outcome of a hearing within three (3) business days after a hearing. The University may only disclose the results of a hearing which is permitted by applicable law. Proper University authorities shall be notified of any sanction. Parents of students under 21 may be informed of the Code of Conduct violations with respect to the use of possession of alcohol or controlled substances.

Application of Interim Suspension or Conditional Attendance

Routine infractions of the Student Code of Conduct will be addressed through the appropriate University judicial system processes. In certain circumstances, the University may, through its Dean of Students, or designee, impose a suspension prior to a review of misconduct within the University's judicial system. An interim suspension (immediate separation from the University) may be imposed for the following reasons:

1. To ensure the safety and well-being of members of the University community or preservation of University property;

2. To ensure the student's own physical or emotional safety and well-being; and/or

3. If the student poses a definite threat of disruption of or interference with the normal operations of the University.

As an option, a student may be given guidelines for conditional attendance (e.g., housing/ class relocation) by the Dean of Students or designee. During this time a student may be denied access to the residence halls and/or to the campus, including classes, and/or other University activities or privileges for which the student might otherwise be eligible. There is no appeal for this status, but the University shall make every effort to conduct the judicial process without undue delay. The student shall remain on Interim Suspension/Conditional Attendance until the hearing and/or an appeal determines their status. In addition, at any time after filing a complaint, the Dean of Students or designee may place a registration hold on the record of any student pending the outcome of proceedings or enforcement of sanctions. A registration hold may also prevent registration of classes, the release of transcripts, and the award of a degree.

University Withdrawal Prior to Judicial Hearing Process

If a student voluntarily withdraws from the University while involved in the judicial process, a registration hold shall be placed on the student's account. The student will not be permitted to re-enroll until (1) after the Judicial Process has been concluded and (2) The student has completed the sanction, if any, that was imposed in their absence.

Appeals Process

Students who wish to appeal are granted the opportunity through the appeals process. All appeal requests shall be directed in writing to the Dean of Students, or their designee, within five (5) business days of written notification of the action taken by the Administrative Hearing Officer or the Judicial Hearing Board. The appeal should be delivered to the Dean of students via email. In the appeal letter, a student must clearly demonstrate that one or more of the following has occurred to be considered for an appeal

1. Material failure to follow procedures of the Judicial Process that has affected the outcome.

2. New information sufficient to alter a decision that was not reasonably available at the time of the original hearing.

3. Sanction(s) was/were not consistent for the violation(s) of a University Policy.

Appeals submitted for other reasons or past the allotted time will not be considered. The Dean of Students, along with Appellate Board Members, will determine if the appeal meets one of the required criteria for consideration of an appeal. The Appellate Board will review all available information pertaining directly to the appeal, and shall make a decision within five (5) business days. The Appellate Board will consist of three (3) trained members, to include the Dean of Students, or their designee, and two (2) Appellate Board Members.

The Appellate Board may replace the sanction with another which may be more severe, less severe, or otherwise different, may remand the case for consideration, and/or may direct the case for a new hearing. The Appellate Board may find no merit to the appeal, and the decision of the original hearing will stand. While an appeal is pending, sanctions are not in effect unless an interim suspension/conditional attendance has been imposed on the student.

Records Retention

Under FERPA, all records regarding Student Code of Conduct Hearings are kept for a period not exceeding seven (7) years.

Holy Family University reserves the right to change, without notice, any statement in this publication concerning, but not limited to rules, codes of conduct, processes and procedures, policies, tuition, and fees