Rutgers University
Sanction Guide

Rutgers University Office of
Student Conduct

Last update February 2014
Disclaimer

This material is intended for training and use by hearing boards and Student Conduct Officers at Rutgers, the State University of New Jersey.

Information contained in this guide comes from research in the field and a reference page is included. A good deal of the information and many of the sanctions listed in this guide come directly from *The Guide to Effective Sanctioning* created by Rick Olshak, Associate Dean of Students at Illinois State University.

This document is not intended to serve as legal advice. For legal questions, contact Rutgers University General Counsel at 848-932-7697.
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The Office of Student Conduct at Rutgers University has the following as its mission:

*The Office of Student Conduct supports the educational goals of Rutgers University by facilitating processes that: assist students in making better choices in regards to their behavior, provide an outlet for community members to address issues in conflict, and aid in the creation of a safer, more inclusive, learning community.*

Disciplinary sanctions imposed through the student conduct process should serve to educate the student, address conflict, and repair harm to the community. The purpose of this manual is to provide information to staff and community members regarding how sanctions are determined at Rutgers University. Part 1 of the manual provides some background regarding how sanctions should be determined. Part 2 provides information regarding sanctions used at Rutgers University and under what circumstances those sanctions should be implemented. Sample forms used in the disciplinary process are included in this section. Part 3 provides minimum and maximum sanction guidelines for sepa-
rable offenses. These guidelines are based on sanctioning precedent at Rutgers. Appendix A provides sanction guidelines for nonseparable drug and alcohol violations.
1 Background Behind Sanctions

Rutgers University Sanction Formula

- Nature of the Violation(s)
- University Precedent for Similar Violations
- Previous Disciplinary History of the Student
- Mitigating or Aggravating Factors
- Student’s Developmental Needs

= SANCTION IMPOSED ON STUDENT
The Nature of the Violation(s)
Determine specifically what happened in the incident. Once you know what happened you can figure out the degree to which the student violated the Code of Student Conduct and the impact the student’s behavior had on individuals and the overall community. It is also important to consider what could have happened as a result of that student’s behavior. For example, shooting a firework inside a residence hall as a prank is one thing, hitting someone with a firework or setting fire to the building is another possible consequence. We want the student to know what could have happened so they can understand why their behavior was so counterproductive to the community.

University Precedent for Similar Violations
There are typical sanctions for each violation. This precedent has been reviewed by the hearing board, conduct officers, and the Senior Student Affairs and Chief Academic Officers. This is always a starting point for you. While we treat every student differently, it is important to know what the “typical” student is looking at in terms of sanction. Sanction precedent is provided in Part 3 of this document.

Previous Disciplinary History of the Student
Knowing a student’s disciplinary history assists us in understanding if this individual is someone who consistently makes good decisions and is likely involved in the disciplinary process as an
isolated event, or if the person has an established pattern of making poor decisions. In addition, this will assist us in establishing if a student is having difficulty with a particular policy or set of expectations.

**Mitigating or Aggravating Factors**

**Intent of the student:** Was it the intent of the student to violate policy or was the student acting to prevent a violation or defending him/herself?

**Personal circumstances:** Is there something going on in the student’s life that impacted the violation that occurred? For example, did they get into a fight to blow off anger from a recent friend’s death? Could there also be a physical or psychological disorder going on or could the person finally be admitting a substance addiction?

**Attitude displayed during the process:** Did the student place blame, act disrespectfully, or disrupt proceedings? All of those factors could influence what you believe the student needs educationally.

**Demonstration of Understanding:** Does the student understand why his or behavior was inappropriate? Does the student not seem to understand or blames others? If a person understands why actions were wrong there is not as much need for them to reflect on their behavior as someone who just does not understand why their actions were wrong.
Influence of Alcohol and/or Drugs: Does the student seem to have a problem with his or her decision making when alcohol or drugs are involved? This helps us address the concern of whether or not the student has a “substance problem,” one that goes beyond the simple use of a substance. A second question is whether or not the student views the use of a substance as a complicating factor in the event, or if he or she views the substance as an excuse for other acts of misconduct.

Where is the student developmentally? Sometimes a student’s behavior is a result of their lack of development in one particular area. It is important to assess why an incident occurred to determine whether or not a student’s lack of knowledge was an impact of their developmental level. For example, did a student get caught up with the wrong group of people when he arrived and is acting out because of these students? Did the student break his window because he does not know how to control his emotions?

In terms of our sanction model, Rutgers University utilizes Chickering’s Vectors (Chickering, 1969; Chickering and Reisser, 1993).

Other Factors to Consider
- International student status (will suspension or expulsion affect student’s visa?)
- Mental health issues (the sanction may include a requirement for psychological evaluation, if warranted)
- Residential situation (if student’s home is out of state, will removal from housing create undue hardship?)
- Sequential academic programs (if student is suspended during the only semester in which required courses are offered, and courses must be taken in sequence, will s/he have to wait yet another semester after the suspension to return to the University?)

**Stages of Change Model**

For many Rutgers University students, the idea of changing their behavior to conform to University standards is foreign. College students typically have so much going on in their lives that stopping to think about their actions and behaviors probably does not occur. Student conduct programs that focus all of their energy on the goal of changing behavior will often find disappointment. For conduct programs to truly make a difference in college student behavior, we need to rethink our objectives for sanctions.

The Stages of Change Model (Prochaska and DiClementi, 1992) provides information regarding how people go about the process of making change. People for the most part make change gradually, moving from being uninterested, unaware, or unwilling to make a change (Precontemplation) to thinking about making a change (Contemplation), to preparing to change (Preparation), to actually making a change (Action) to putting changes into place in life (Maintenance and Relapse Prevention). Stages are pro-
vided below for greater explanation.

**Precontemplation:** During the Precontemplation stage, people don’t even know they need to incorporate change into their lives. They are unaware of any problems or in denial that a problem exists. For some college students, this might mean drinking in a high risk manner and not being aware of any of the consequences (or being aware of consequences but not feeling as if those consequences affect them personally).

**Contemplation:** During Contemplation, people are beginning to think about their behavior but may still be ambivalent about change. They weigh the pros and cons of change without actually making change. For example, a college student might think about what it would take to complete class work without using cheat sheets or writing a paper without purchasing the paper from an online source.

**Preparation:** During the Preparation stage, people prepare to actually change their behavior. Students might experiment with small changes to see how they go or gather information needed in order to make the change. For example, a college student who wants to get involved but has hesitated in the past to join a group may go to an Involvement Fair and pick up literature from different student organizations, including information about when the group meets.

**Action:** In the action stage, people make changes to their behavior. For college students, it may mean committing to counsel-
ing to address an anger issue or taking the initiative to make amends for past behavior without being forced to make amends.

**Maintenance and Relapse Prevention:** Change does not occur overnight; new behavior needs to be reinforced in order to become habit. A person may revert to past behaviors many times before the change sticks. For example, a student may have addressed how not to get into fights while at school but not addressed what happens once she is home with high school friends on breaks.

If the learning objectives of disciplinary sanctions only address behavioral change, we are not meeting our students where they are with their behavior. We therefore have to assess where the student is in terms of change and find a sanction that will help that student move from one stage to the next. Sanctions should be viewed as interventions, and we should tailor our interventions to address a student’s behavior where they are. If a student is in Precontemplation, moving him or her to a place where he or she is thinking about the appropriateness of his or her behavior is progress. We need to be okay with that and sanction accordingly.
2 Sanctions Utilized at Rutgers University

Inactive Sanctions: Official University Sanctions

The first type of sanction is the inactive sanction. This sanction is also called the written sanction and is required in all cases by the University Code of Student Conduct. Inactive sanctions are the official University response to a conduct case. Inactive sanctions used by Rutgers University include the following:

Warning

*Wording:* “You are being cited with a Warning. A Warning is notice that continuation or repetition of conduct shall be cause for additional disciplinary action.”

*Description:* This is the lowest form of written sanction. It provides notice to the student that a violation occurred but does not have any real consequence for the student.

Reprimand

*Wording:* “You are officially reprimanded. A Reprimand formally indicates to a student that his or her behavior is unacceptable
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and that continuing that behavior shall warrant additional, more serious consequences.”

Description: A Reprimand is utilized in initial violations and/or violations of a relatively minor nature. A Reprimand is used when you want a sanction stronger than just a warning but believe that Disciplinary Probation is too severe.

Disciplinary Probation

Wording: “Effective immediately, you are being placed on Disciplinary Probation through date. Disciplinary Probation is a serious impediment to your good standing at the University. Violations of the terms of Disciplinary Probation, or any other violation of this Code during the period of probation, shall be viewed as both a violation of the Code of Student Conduct and a violation of your probation and shall typically result in suspension.”

Description: As stated, this sanction takes the student out of good disciplinary standing with the University. Disciplinary Probation is to last at least one semester.

Restrictive Probation

Wording: “Effective immediately, you are being placed on Restrictive Probation through date. Restrictive Probation is a notice to a student that his or her actions are of such a serious nature that removal from the University for a period of time is recommended. The University shall refrain from suspending the student as long as the student meets all sanction requirements. Any ad-
ditional incidents in which the student is found in violation of the Code of Student Conduct shall result in immediate removal from the University for a period of time and the possibility of additional sanctions. While a student is serving a Restrictive Probation, he or she may not hold elected office and may not represent the University in any official capacity, including intercollegiate athletics, major extracurricular activities or student exchange programs. At the end of the deferred suspension period, all lost privileges and eligibility shall be restored.”

Description: As a result of being placed on Restrictive Probation, students are ineligible for many leadership positions and employment opportunities on campus. Restrictive Probation is to last at least one semester.

Disciplinary Suspension

Wording: “Effective date, you are suspended from Rutgers University through at least date. Disciplinary Suspension involves a certain period of time in which a student may not participate in any academic or other activities at the University. There are two types of suspension: term and conditional. A term suspension stipulates the period of suspension, after which the student may return to the University community as a student (if the student meets the academic requirements of the program of study). A conditional suspension requires that the student meet certain requirements before he or she can return to the University community. The conditional suspension shall continue until the Director
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of Student Conduct determines that the conditions have been satisfied. Yours is a type suspension.

“While on term or conditional suspension, a student shall not be permitted to earn credits at any other institution for the purpose of transferring those credits and making progress towards a Rutgers degree. Notice of the suspension shall appear on the student’s academic transcript for the term of the suspension.

“Until such time that all appellate processes are exhausted, you are authorized to continue attending classes, unless this privilege has been previously revoked through an interim suspension. Throughout the entire disciplinary process, it is your responsibility to notify this office of any changes in your student status or local address and telephone.

“The Registrar and your academic department will be informed of this decision once it becomes final. At that time, any pre-registration for classes that you may have enrolled in will be canceled, and you will be restricted from registering for any class in the future without the authorization of this office. Any grades reported for posting will be encumbered pending the appeals process. If you are not allowed to complete the current semester, you will receive a withdrawal grade for all current classes retroactive to the date of the original decision of suspension.”

Description: This sanction provides for a temporary removal of the student from the University community. Suspensions are for
no less than one semester and generally no longer than two years. Should the Hearing Board or Conduct Officer desire to do so, readmission may be dependent (conditional) on the completion of externally completed sanctions, such as alcohol treatment or counseling. This sanction indicates that the student’s behavior is serious enough to merit a temporary removal, but also demonstrates our hope that the student will be able to return and serve as a more positive member of our community.

Expulsion

Wording: “Effective immediately, you are expelled from Rutgers University. Expulsion is defined as the permanent termination of your student status and exclusion from University premises, privileges and activities. This action shall be permanently recorded on your academic transcript. Please surrender your student identification card to name.

“Students expelled from the University may apply for clemency after a period of four years. Please see the enclosed sheet for more information on the clemency policy.

“Until such time that all appellate processes are exhausted, you are authorized to continue attending classes, unless this privilege has been previously revoked through an interim suspension. Throughout the entire disciplinary process, it is your responsibility to notify this office of any changes in your student status or local address and telephone.
“The Registrar’s Office will be informed of this decision once it becomes final. At that time, any pre-registration for classes that you may have enrolled in will be canceled, and you will be restricted from registering for any class in the future.”

**Description:** This sanction provides for a permanent removal of the student from the University community. Expulsions are generally effective on the date of the hearing decision. This sanction indicates that the student’s behavior is serious enough to warrant a termination of his/her relationship with the University, based on the board or conduct officer’s belief that the student’s presence on campus is an unjustifiable risk to the rest of the University community or to him– or herself.

**Active Sanctions: Community/Restorative, Assessment, Reflection, and Educational Sanctions**

The second type of sanction utilized at Rutgers University is an “active” sanction, or one in which the student must put forward time and energy to complete a task that is educationally related to the behavior being sanctioned. Active sanctions fall into one of four categories: Community/Restorative, Assessment, Reflection, or Educational (CARE).

**Community/Restorative Sanctions:** Sanctions imposed to assist the student to better understand the impact his or her behavior had on an individual or community and allows the student the opportunity to repair harm to a person or community.
• Letter of Apology
• Restorative Justice Conference
• Restitution
• Educational Service
• Resubmit Academic Assignment
• Recognizing Differences Training
• Violence Awareness Training
• Probationary Review Meetings
• Behavioral Agreement
• Substance Restriction
• Recommended Mediation

**Action/Assessment:** Sanctions that require a student to attend a program or service and then write about what he or she learned.

• HOPE Alcohol Workshop
• Conflict Management Workshop
• Ethics Workshop
• Anger Management Workshop
• Online Academic Integrity Workshop
• Marijuana 101 Assessment
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- Under the Influence Alcohol Assessment
- ADAP Assessment
- ADAP Assessment with Additional Requirements
- Counseling Assessment
- Off-Campus Alcohol Assessment
- Off-Campus Drug Assessment
- Off-Campus Counseling Assessment

Reflection: Sanctions that will require the student to take time to think about his or her behavior to determine whether or not he or she would do things differently if put in a similar situation in the future.

- Personal Journal
- Reflection Paper
- Newspaper Article
- Educational Poster Board
- Program Attendance
- Program Presentation

Educational: Sanctions that will provide the student with an opportunity to learn from what happened to avoid having the incident happen again.
Active Sanctions

- Academic Integrity Review
- Educational Interview
- Article Review
- Book Review
- Research Paper
- Online Copyright Violations Research
- Video Review
- Policy Review Paper (General Regulations)
- Resident Assistant Interview

Other Sanctions

- Contact Restriction
- Recommended Next Sanction
- Removal from University Housing
- Failing Grade on an Academic Assignment
- Failing Grade in a Course (F)
- Disciplinary F Grade (XF) in a Course
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Letter of Apology

Appropriate For: Incidents in which a student has assumed some level of responsibility for her/his actions and has negatively impacted another member of the community

Not Appropriate For: Incidents in which a student refuses to acknowledge any responsibility for violations of regulations

Availability: No restrictions

Time Permitted: One week from date of decision or appeal date (whichever is later)

Supporting materials: None
Sanction Macro: You are required to write a letter of apology to recipient. This letter should be no less than 250 words in length (typed, double spaced) and must be submitted to the Office of Student Conduct (Bishop House, Room 107) by no later than date. Do not deliver your letter directly to recipient. This letter should reflect an understanding of the inappropriateness of your actions and the impact it had on the letter's recipient. Be advised that this letter will be screened by Student Conduct staff prior to being forwarded to the recipient. A copy will also be maintained in your conduct file. Be further advised that this letter may not serve to justify your own actions nor evaluate the actions of others. The letter should utilize appropriate language, grammar, and spelling.
Restorative Justice Conference

**Appropriate For:** Incidents in which a student has assumed some level of responsibility for her/his actions and has negatively impacted another member of the community

**Not Appropriate For:** Incidents in which a student refuses to acknowledge any responsibility for violations of regulations

**Availability:** As scheduled by OSC

**Time Permitted:** One month from date of decision or appeal date (whichever is later)

**Supporting materials:** None

(provided to student with decision letter)
Sanction Macro: You are required to participate in a Restorative Justice (RJ) Conference with names of harmed parties, and other appropriate community members, to repair the harm caused by your actions. This RJ Conference is to be scheduled by no later than the start date specified above; and to take place no later than deadline specified above. You would then need to complete any additional outcomes identified and agreed to by all parties during the RJ Conference. You can coordinate this conference by calling the Office of Student Conduct at 848-932-9414.

Restorative Justice Conference
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Restitution

**Appropriate For:** Incidents in which a student has damaged, destroyed, or stolen property belonging to the institution or to a member of the community

**Not Appropriate For:** Incidents in which the institution or a member of the community has not lost or had damaged some type of property

**Availability:** No restrictions

**Time Permitted:** Two weeks from date of decision or appeal date (whichever is later, unless a payment plan is requested and agreed to)

**Supporting materials:** None

(provided to student with decision letter)
Sanction Macro: You are required to pay restitution in the amount of *dollar amount*. Payment must be in the form of a money order or certified check payable to *name of institution or individual*. Cash and personal checks will not be accepted. The payment must be delivered to the Office of Student Conduct (Bishop House, Room 107) by no later than *date*.
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Educational Service

Appropriate For: Most instances in which some type of active service can be related to the behavior in question

Not Appropriate For: N/A

Availability: As scheduled between student and supervisor

Time Permitted: One week per five hours of required service from date of decision or appeal date (whichever is later)

Supporting materials: (provided to student with decision letter)
- Educational Service Opportunities listing
- Educational Service Log
Sanction Macro: You are required to complete number hours of educational service with an office/agency approved by the Office of Student Conduct (OSC). Attached is a list of potential volunteer opportunities; however, you are not limited to the organizations on this list.

You must submit Part I of the attached Educational Service Log to me no later than date. The form must include the name of the organization where you will perform your service, a description of your duties, and the name and contact information of your supervisor. A member of the Student Conduct staff must approve this form before you begin your service.

Once your proposed service has been approved, you are expected to begin immediately and to complete five hours per week until the sanction has been fulfilled. You have a deadline of date to complete the hours and have Part II of the Educational Service Log (attached) signed and returned to this office (Bishop House, Room 107). Be advised that no consideration will be granted for work schedules or for co-curricular activities, including athletics. You are advised to identify an organization and make immediate contact in order to complete your service on time.
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Sanction Macro: You are also required to submit a reflective essay (minimum 250 words, typed, double-spaced). This essay must be submitted to the OSC by email (conduct@rci.rutgers.edu) no later than **date**.

Write your full name on the first page of your paper. This paper must address the following questions:

A. What does it mean to you to be a part of the Rutgers University community?

B. What responsibilities do you have as a member of this community?

C. In what way did your actions in this incident impact the community?

D. What did you learn from completing this service?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and

Notes:

- Service opportunities limited to approved organizations
- Minimum of 5 hours (minor violation) up to a maximum of 150 hours (exceptionally serious cases)
Educational Service Opportunities

Rutgers Student Volunteer Council
http://communityservice.rutgers.edu

Rutgers Health Outreach, Promotion and Education
http://rhope.rutgers.edu/

Dream 42K (a fundraising and awareness project for the Embrace Kids Foundation)
http://www.dream42k.org/

Elijah’s Promise soup kitchen
http://www.elijahspromise.org

Hyacinth AIDS Foundation
http://www.hyacinth.org

Robert Wood Johnson University Hospital
http://www.rwjhealth.org/philanthropy/volunteer.html

American Red Cross of Central New Jersey
http://www.redcross.org/nj/princeton

Ronald McDonald House New Jersey
http://www.rmhc-nj.org/volunteer.html

VolunteerMatch.org
Find volunteer opportunities in the New Brunswick area
http://volunteermatch.org
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**FOR USE BY THE OFFICE OF STUDENT CONDUCT**

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<th>Yes ☐ No ☐</th>
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For the Office of Student Conduct
# Educational Service Log

**Part II**

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I confirm that this record accurately represents the effort expended during the hours indicated.

Student: ___________________________ Date: ________________

_____________________________ Date: ________________
Resubmit Academic Assignment

Appropriate For: Cases of academic dishonesty in which a simple assignment is completed dishonestly, such as a homework assignment or essay

Not Appropriate For: Major cases of intentional acts of academic misconduct, including cheating on an exam, or intentionally submitting false data, research, or plagiarized works

Availability: No restrictions

Time Permitted: 2 weeks per 1000 words of assignment from date of decision or appeal date (whichever is later)

Supporting materials: None
Sanction Macro: You are required to redo the academic assignment that led to this disciplinary referral, name of assignment, for no academic credit. This assignment must be submitted to Conduct Officer by no later than date. Once received, it will be forwarded to faculty for review. If your work is found to be satisfactory, this sanction will be considered completed. If found to be unsatisfactory (not of passable quality), the sanction will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.

Notes: The Conduct Officer must notify the faculty member of the sanction and secure his or her cooperation in reviewing the assignment, or determine a substitute faculty reviewer.
Recognizing Differences Training

**Appropriate For:** Incidents involving acts of intolerance

**Not Appropriate For:** Serious violations of policy which violate the physical integrity of another person or serious violations of the law

**Availability:** As scheduled through OSC

**Time Permitted:** Three weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** Recognizing Differences Assignment Sheet (provided to student with decision letter)
Sanction Macro: You are required to complete Recognizing Differences training (written assignment enclosed). You must answer all questions on the assignment and submit your written answers by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. Your completed work must be no less than 1,750 words in length (typed, double-spaced) and must address all questions on the assignment. Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Once you have submitted your written assignment, you must also immediately schedule an appointment to meet with me to review this assignment. This meeting must occur within ten days of submitting your written assignment.
Recognizing Differences Training

Student

Staff Member

Paper Deadline Meeting Deadline

The purpose of this assignment is to stimulate your thinking about the effects of acts of intolerance upon others. While this is intended to be a reflective assignment, and your completed work will not be evaluated on its content (other than to make sure you have answered all of the questions), be advised that your paper cannot serve to justify your own actions or evaluate the actions of others. You should also be sure to utilize appropriate language, grammar, and spelling.

Please answer the following questions; each answer should be of at least the specified length:

1) How do you define yourself as a person? What characteristics are there which make you unique among those people you associate with? (250 words)

2) Choose one ethnic, religious, racial, gender or sexual orientation group that you are not a member of. Research three different positive contributions made to society by members of these groups in the past one hundred years. Provide quotes from at least three (3) scholarly sources (i.e., journal articles, books, etc.; Wikipedia is not an appropriate source) to support your answers (include appropriate citations). (500 words)

3) If you were being discriminated against because of individual differences that you are not in control of (race, disability, sexual orientation, etc.), what difficulties do you think you might encounter on a day to day basis because of your difference? Where would you seek support in coping with such intolerance? (500 words)

4) Describe an episode in your life outside of Rutgers University in which you were mistreated because you were considered “different.” What impact did it have upon you? (250 words)

5) Reflect upon the situation that led to your being assigned this workshop. Why did you make the choices you did? Were your choices ethical? If faced with a similar situation in the future, would you do anything differently? If so, what? If not, why not? (250 words)
Violence Awareness Training

**Appropriate For:** Incidents involving violence or threats of violence

**Not Appropriate For:** Serious violations of policy which violate the physical integrity of another person or serious violations of the law

**Availability:** As scheduled through OSC

**Time Permitted:** Three weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** Violence Awareness Assignment Sheet

(provided to student with decision letter)
Sanction Macro: You are required to complete Violence Awareness training (written assignment enclosed). You must answer all questions on the assignment and submit your written answers by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. Your completed work must be no less than 2,100 words in length (typed, double-spaced) and must address all questions on the assignment. Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

Once you have submitted your written assignment, you must also immediately schedule an appointment to meet with me to review this assignment. This meeting must occur within ten days of submitting your written assignment.
Violence Awareness Assignment Sheet

Student ____________________________
Staff Member ____________________________
Paper Deadline ________________ Meeting Deadline ________________

The purpose of this assignment is to stimulate your thinking about the effects of acts of violence or threats of such acts upon others. While this is intended to be a reflective assignment, and your completed work will not be evaluated on its content (other than to make sure you have answered all of the questions), be advised that your paper cannot serve to justify your own actions or evaluate the actions of others. You should also be sure to utilize appropriate language grammar, and spelling.

Please answer the following questions; each answer should be of at least the specified length:

1) Describe how you were brought up to deal with conflict. Is there a particular method that you have for dealing with interpersonal conflicts? Describe your conflict resolution style. (250 words)

2) Describe three non-physical methods of conflict resolution. Describe each style, its strengths and weaknesses, and provide examples of when each style might be useful. Cite at least three published sources in your response. (500 words)

3) John and Kara are a newly married couple in their mid-20s living in an apartment. Both have jobs that pay about $25,000 a year. John wants both of them to stay employed so that they can do some traveling and buy new furniture before settling down and buying a house. Then he hopes to start a family while they both continue working. Kara wants to work for a couple of years to save money for a down payment on a house, and hopes to spend the first three years at home after having a baby. What can John and Kara do to resolve this conflict? Can the conflict be resolved so that both John and Kara are satisfied with the outcome? What will happen if threats or violence are used to resolve this conflict? (500 words)

4) Conflict is defined as a struggle between at least two interdependent parties who perceive incompatible goals, scarce resources, and interference from others in achieving their goals (Hoekler & Wilmoth). Analyze the conflict that led to this assignment, breaking your conflict down to meet the different parts of the definition. What do you think are the key factors that escalated this conflict? (250 words)

5) Reflect upon the situation that led to your being assigned this paper. Why did you make the choices you did? Were your choices appropriate? If faced with a similar
5) If you were in a situation in the future, would you do anything differently? If so, what? If not, why not? (250 words)

6) When is violence (or the threat of violence) appropriate for resolving conflict? (100 words)
**Probationary Review Meetings**

**Appropriate For:**
Cases in which Disciplinary Probation is utilized and where the Conduct Officer or Hearing Board believes that the student requires regular staff supervision to educate and deter further acts of misconduct; only to be utilized in serious situations, where suspension or dismissal is likely to be an outcome of further violations.

**Not Appropriate For:**
Cases in which Disciplinary Probation is not imposed

**Availability:**
As scheduled between student and Conduct Officer

**Time Permitted:**
Recommend one full semester minimum; two semester maximum period

**Supporting materials:**
None

(provided to student with decision letter)
Sanction Macro: In addition to Disciplinary Probation, you are also required to attend regular Probationary Review meetings through date. During this period of time, you must meet with Conduct Officer once every two weeks for thirty minutes. The purpose of these meetings is to insure your compliance with University regulations through dialogue about the decisions you face on a regular basis. Your probationary supervisor may assign additional written assignments of no more that 250 words for each meeting, as deemed necessary. You must contact the Office of Student Conduct (OSC) at 848-932-9414 to schedule your entire series of appointments. Be advised that one unexcused absence from a Probationary Review meeting will result in your automatic referral to the University Hearing Board. Be advised that OSC staff reserve the right to determine the validity of an absence. All requests for rescheduling must be made prior to the scheduled meeting.

Notes: The administrator conducting these meetings should attempt to connect with the student on a personal level, understanding the student’s background, interests, and any other information the student is willing to share. The administrator should provide tasks for the student to carry out that are appropriate to the person’s behaviors, interests, and goals.
Behavioral Agreement *

**Appropriate For:** Repeated violations of minor policies which impact the community and where previous attempts to educate have been unsuccessful or met with resistance

**Not Appropriate For:** Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law

**Availability:** No restrictions

**Time Permitted:** One week from date of decision or appeal date (whichever is later)

**Supporting materials:** Behavioral Agreement form (provided to student with decision letter)

* Adapted from Ball State University
Sanction Macro: You are required to review and sign the enclosed behavioral agreement. This agreement must be returned to the Office of Student Conduct (107 Bishop House, 115 College Avenue) by no later than date. This agreement is designed to indicate to you that your behavior has become problematic within our community and will result in more serious levels of sanctioning in the future. Failure to sign and return this agreement will result in additional disciplinary action.
Mandatory Behavioral Agreement

Student’s Name ____________________________________________
RUID ____________________________________________

This Behavioral Agreement is established between the above named student and the
Office of Student Conduct to reinforce conduct expectations of Rutgers University and to
inform the student that his/her conduct has become problematic within the community.

To Student:

You are required to review the conditions below and sign this agreement. You must then
return this agreement to the Office of Student Conduct (107 Bishop House) by the
deadline date established in your decision letter. Failure to do so will result in immediate
disciplinary action.

Rutgers University places you on notice that your behavior falls short of community
standards and expectations. Be advised that further violations of the policies indicated
below will result in serious disciplinary consequences.

Policies Covered by This Agreement:

LIST POLICIES

Be advised that should you be found in violation of the above noted regulation(s), the
conduct officer and/or hearing board will review this agreement. Potential consequences
of failing to abide by this agreement include:

LIST CONSEQUENCES

By signing this agreement, the student indicates understanding of the conditions applied
herein.

Student Signature ___________________________ Date ________

Data Received by OSC: ________________________

AGREEMENT TO BE MAINTAINED IN STUDENT’S DISCIPLINARY RECORD AT OSC
Rutgers University Sanction Guide

Substance Restriction

Appropriate For: Cases in which a student has demonstrated consistent disregard for alcohol and/or drug policies

Not Appropriate For: First-time minor violations

Availability: No restrictions

Time Permitted: Substance restrictions should remain in effect for at least one semester. Students under the age of 21 should be restricted at least until the time they turn 21 (regarding alcohol).

Supporting materials: None (provided to student with decision letter)
Sanction Macro: You are restricted from being on any University property or at any University event under the influence of alcohol and/or non-prescription drugs through **date**. This prohibition is to be defined as being on University property or at a University event within six hours of consuming/using any amount of alcohol or non-prescription drug. Be advised that residence hall staff and the Rutgers University Police will be made aware of this restriction.

Notes: Sanction must be communicated to Residence Hall staff and RU Police Department
Recommended Mediation

Appropriate For: Interpersonal disputes

Not Appropriate For: Violations where no interpersonal dispute is present

Availability: As scheduled by OSC

Time Permitted: N/A

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: It is recommended that you attempt to deal with your interpersonal conflict in this instance through mediation. Mediation is a process in which a neutral third party works with disputants to attempt to achieve a lasting and mutually satisfying outcome to the dispute. Although such action on your part is voluntary, be advised that this recommendation will remain a part of your disciplinary record. To initiate the mediation process, you may contact Anne Newman at 848-932-9414.
HOPE Alcohol Workshop

Appropriate For: Low level first-time alcohol violations

Not Appropriate For: Alcohol related offenses where a student has previously completed this sanction

Availability: As scheduled by the Health Outreach Promotion and Education Office

Time Permitted: Four weeks from date of decision or appeal date (whichever is later)

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: You are required to attend the HOPE alcohol workshop, which is offered by the Health Outreach Promotion and Education Office. You can register for a workshop by contacting Brenda Malchuk at the HOPE office at bmalchuk@echo.rutgers.edu. The HOPE program is responsible only for scheduling workshops. If you have questions about the terms of your sanction or your deadline, you must contact the Office of Student Conduct.

If you cannot attend a workshop for which you are registered, you must contact Ms. Malchuk at least 24 hours in advance to cancel your appointment. Arrive on time for your workshop. If you are late, you will not be admitted and will have to register for another session.

If you miss a workshop for which you are registered and do not cancel your appointment, you will be required to complete an online workshop called Under the Influence. You will be responsible for the $35 registration fee for the online program.

You must complete your workshop no later than date.

Once you have completed the program, you are also required to write a paper reflecting what you have gained from this experience.
Rutgers University Sanction Guide
Sanction Macro: This paper must be no less than 250 words in length (typed, double-spaced in paragraph form) and must be submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. This paper should address the following questions/issues:

A. Reflect on the program materials. Write a summary of the information presented. Is this new information to you?

B. How does this information relate to the policies that you have violated in this instance?

C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Conflict Management Workshop *

Appropriate For: Incidents involving interpersonal conflict

Not Appropriate For: Serious violations of policy which violate the physical integrity of another person or serious violations

Availability: As scheduled by OSC

Time Permitted: Four weeks from date of decision or appeal date (whichever is later)

Supporting materials: None
(provided to student with decision letter)

* Introduction to Conflict Management 60-Minute Program developed at Illinois State University
Sanction Macro: You are required to attend the one-hour Conflict Management Workshop offered by Office of Student Conduct. You must register in advance at http://www.tinyurl/ConductWorkshops. Be advised that this is a free workshop. Availability of the program is limited and you are encouraged to register immediately to reserve a space.

Once you have completed the program, you are also required to write a paper reflecting what you have gained from this experience. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted by email to conduct@rci.rutgers.edu by no later than date. This paper should address the following questions/issues:

A. Reflect on the program materials. Write a summary of the information presented. Is this new information to you?

B. How does this information relate to the policies that you have violated in this instance?

C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?
Sanction Macro: Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
**Rutgers University Sanction Guide**

**Ethics Workshop**

**Appropriate For:** Serious violations of academic integrity or violations in which the student has demonstrated an inability to understand the consequences of her/his actions upon other individuals or the University

**Not Appropriate For:** First time offenders who have demonstrated an understanding of the ramifications of their actions

**Availability:** As scheduled by OSC

**Time Permitted:** Six weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** None

(provided to student with decision letter)
Sanction Macro: You are required to complete the Ethics Workshop, offered by the Office of Student Conduct. You must register in advance at http://www.tinyurl/ConductWorkshops. Be advised that this is a free workshop. Availability of the program is limited and you are encouraged to register immediately to reserve a space.

Once you have completed the program, you are also required to write a paper reflecting what you have gained from this experience. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted by mail to conduct@rci.rutgers.edu by no later than date. This paper should address the following questions/issues:

A. Reflect on the program materials. Write a summary of the information presented. Is this new information to you?

B. How does this information relate to the policies that you have violated in this instance?

C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?
Sanction Macro:  Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Anger Management Workshop

Appropriate For: Incidents involving interpersonal conflict

Not Appropriate For: Serious violations of policy which violate the physical integrity of another person or serious violations

Availability: As scheduled by OSC

Time Permitted: Six weeks from date of decision or appeal date (whichever is later)

Supporting materials: None

(provided to student with decision letter)
Sanction Macro: You are required to attend the Anger Management Workshop offered by the Office of Student Conduct. You must register in advance at http://tinyurl.com/ConductWorkshops. Be advised that this is a free workshop. Availability of the program is limited and you are encouraged to reserve a space immediately. The program is 90 minutes in length.

Once you have completed the program, you are also required to write a paper reflecting on what you have gained from this experience. This paper must be no less than 250 words in length (typed, double-spaced in paragraph form) and must be submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. This paper should address the following questions/issues:

A. Reflect on the program materials. Write a summary of the information presented. Is this new information to you?

B. How does this information relate to the policies that you have violated in this instance?

C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?
Sanction Macro: Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Online Academic Integrity Workshop

**Appropriate For:** Incidents involving academic dishonesty in which the student has demonstrated a lack of knowledge of the standards of academic integrity

**Not Appropriate For:** Incidents that involve deliberate misconduct, rather than ignorance

**Availability:** No restrictions

**Time Permitted:** Four weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** None
Sanction Macro: You must complete an online workshop on academic integrity offered by the Office of Student Conduct (OSC). You will be added as a user to a Sakai site called "Academic Integrity Online Workshop." Instructions for completing the workshop are on the main page of the site. You must complete the workshop and submit the necessary documentation to OSC (107 Bishop House, 115 College Avenue, or conduct@rci.rutgers.edu) no later than date.

If you have not received an email confirming that you have been added to the Sakai site within one week of receiving this letter, contact name at email.
Marijuana 101 Assessment

**Appropriate For:** First time marijuana violations (possession or use of a small amount)

**Not Appropriate For:** Repeated offenses or violations for drugs other than marijuana

**Availability:** As scheduled by student online

**Time Permitted:** Four weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** Access instructions
(provided to student with decision letter)
Sanction Macro: You are required to complete Marijuana 101, an online assessment and education program offered by 3rd Millennial Classrooms. Instructions for accessing the program are attached to this letter. You are responsible for the $35 course fee.

Once you have completed the program, you are also required to write a paper reflecting what you have gained from this experience. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. This paper should address the following questions/issues:

A. Reflect on the program materials. Write a summary of the information presented. Is this new information to you?

B. How does this information relate to the policies that you have violated in this instance?

C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?
Sanction Macro: Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
MARIJUANA 101 - Enrollment Instructions
RUTGERS UNIVERSITY

MARIJUANA 101 is an online drug education course. You’ll need access to an Internet connected computer and an email address.

To receive credit you must follow enrollment instructions and enter the correct Control Number.

1. Go to www.3rdmillclassrooms.com
2. Click on Begin Enrollment and choose College on the left side menu.
3. When you are directed to Enter Control Number, enter the code below.

RUTGMJ

The course fee is $35.00 and you can pay online with a debit/credit card. You will receive a password immediately on the screen and by email.

-OR-

Send check or money order with completed mail-in form to the address on the bottom of the form.

You will receive an email 30-days after you finish the course reminding you to complete the required 15-minute Part 2 follow-up. You will not receive your Certificate of Completion until you finish Part 2. It takes less than 2.5 hours to complete the course and you can login and out as needed. Upon completion, you and the notifying administrator at your school will receive a completion notification by email.

Save your Certificate of Completion for your records.

Contact Information:
3rd Millennium Classrooms
15900 La Cantera Parkway, Suite 20235 San Antonio, TX 78256

phone: 888-810-7990        email: info@3rdmillclassrooms.com
Rutgers University Sanction Guide

Under the Influence Alcohol Assessment

Appropriate For: First time marijuana violations (possession or use of a small amount)

Not Appropriate For: Repeated offenses or violations for drugs other than marijuana

Availability: As scheduled by student online

Time Permitted: Four weeks from date of decision or appeal date (whichever is later)

Supporting materials: Access instructions (provided to student with decision letter)
Sanction Macro: You are required to complete the Under the Influence online alcohol assessment. Instructions for accessing the program are attached to this letter. You are responsible for the $35 course fee.

Once you have completed the online portion of the program, you must then complete a reflection paper (described below). The reflection paper must be submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date.

This paper must be no less than 250 words in length (typed, double-spaced in paragraph form) and must answer/address the following:

1. What percent of your spending money is spent on alcohol? In what ways, if any, does this impact your life? If it does not currently, could it and why?

2. How many standard drinks do you consume in a week? Based on this answer, what did you learn about your consumption pattern as it relates to other college students?

3. What is your tolerance level and level of risk? What does this mean to you?

4. What is your family risk level? What does this mean to you?
Sanction Macro:  

5. What, if anything, is the most important thing you have learned from this assessment?

6. Reflect upon the incident that led to this sanction. In the future, would you make the same decision? If so, why? If not, why not?

Please be advised that this paper may not be used to justify the actions that led to this sanction or to criticize the actions of others. The paper should utilize appropriate language, grammar, and spelling.

When you have completed the assessment, you will receive a certificate. Send your certificate to the Office of Student Conduct at conduct@rci.rutgers.edu.
UNDER THE INFLUENCE - Enrollment Instructions
RUTGERS UNIVERSITY

UNDER THE INFLUENCE is an online alcohol education course. You’ll need access to an internet connected computer and an email address.

To receive credit you must follow enrollment instructions and enter the correct Control Number.

1. Go to www.3rdmillclassrooms.com
2. Click on Begin Enrollment and choose College on the left side menu.
3. When you are directed to Enter Control Number, enter the code below.

RUTG7

The course fee is $35.00 and you can pay online with a debit/credit card. You will receive a password immediately on the screen and by email.

-OR-

Send check or money order with completed mail-in form to the address on the bottom of the form.

You will receive an email 30-days after you finish the course reminding you to complete the required 15-minute Part 2 follow-up. You will not receive your Certificate of Completion until you finish Part 2. It takes less than 2.5 hours to complete the course and you can login and out as needed. Upon completion, you and the notifying administrator at your school will receive a completion notification by email.

Save your Certificate of Completion for your records.

Contact Information:
3rd Millennium Classrooms
15900 La Cantera Parkway, Suite 20235  San Antonio, TX  78256
phone: 888-810-7990     email: info@3rdmillclassrooms.com
Alcohol and Drug Assistance Program (ADAP) Assessment

**Appropriate For:**
- First alcohol violation where transport is involved
- Second alcohol violation (mandatory)
- Drug possession or distribution

**Not Appropriate For:** First infraction unless there are aggravating circumstances

**Availability:** As scheduled between student and ADAP

**Time Permitted:** Six weeks from date of decision or appeal date (whichever is later)

**Supporting materials:**
- ADAP referral form
- ADAP release form
Sanction Macro: You are required to undergo an assessment with the Alcohol and Other Drug Assistance Program (ADAP) at the CAPS Building. This assessment typically requires three meetings. You may schedule your first appointment by calling 848-932-7884 and requesting an appointment with ADAP. If, for any reason, ADAP is not able to schedule your appointments in time to meet your deadline, you must contact me immediately.

You must sign a release of information to allow ADAP to inform the Office of Student Conduct (OSC) of your attendance. The counselor is not authorized to provide any information to OSC about the content of the assessment meetings, other than to confirm your attendance. The OSC will share with ADAP information about the incident that led to this referral.

You must complete this assessment no later than date.
Alcohol and Drug Assistance Program (ADAP) Assessment with Additional Requirements

Appropriate For: Third alcohol violation or where there is a real concern for the health and safety of a student related to alcohol or drug use

Not Appropriate For: First infraction

Availability: As scheduled between student and ADAP

Time Permitted: Six weeks from date of decision or appeal date (whichever is later)

Supporting materials: (provided to student with decision letter)
- ADAP referral form
- ADAP release form
Sanction Macro: You are required to undergo an assessment with the Alcohol and Other Drug Assistance Program (ADAP) at the CAPS Building. This assessment typically consists of three to six meetings. You must then abide whatever treatment recommendations are made by the person conducting your assessment. You may schedule your first appointment by calling 848-932-7884 and requesting an appointment with ADAP. If, for any reason, ADAP is not able to schedule your appointments in time to meet your deadline, you must contact me immediately.

You must sign a release of information to allow ADAP to inform the Office of Student Conduct (OSC) of your attendance. The counselor is not authorized to provide any information to OSC about the content of the assessment meetings, other than to confirm your attendance and provide information on any recommendations made. The OSC will share with ADAP information about the incident that led to this referral.

You must complete this assessment no later than date.
To:
Lisa Laitman
Alcohol and Other Drug Assistance Program for Students (ADAPS)
Hurado Health Center

From:
Office of Student Conduct

RE:
Alcohol/Drug Evaluation

DATE:

__________________________

This student has been referred to your office for an alcohol or drug evaluation. The reasons for this referral include:

☐ Single disciplinary violation involving alcohol/drugs.
☐ Repeated disciplinary violations involving alcohol/drugs.
☐ Emergency medical attention due to misuse of alcohol/drugs.

If this student does not contact your office by ___________ or if this student does not complete the program that you recommend by __________, he/she may face further disciplinary action with the Office of Student Conduct.

If you have any questions or concerns, or if the student does not contact you, please call me at 952-9414. Thank you for your time and assistance.

Name (Print) __________________________ Signature __________________________

Email __________________________ Telephone __________________________

Summary of reason for referral:
Dear Student:

You have been referred to the Alcohol and Other Drug Assistance Program for Students for an assessment.

A very important aspect of meeting with a counselor is your privacy; we take this very seriously. When you meet with our counselor he/she will describe confidentiality in detail. The only information we need to give the person who referred you is whether or not you attended your first appointment. For this reason alone we need you to sign the following. Thank you for your assistance.

The ADAPS Counseling Staff

I, __________________, give my consent to the Alcohol and Other Drug Assistance Program for Students ("ADAPS") to disclose whether or not I have attended my mandated appointments, and other information regarding scheduling of or attendance at my mandated appointments, such as whether I have scheduled my appointments, have cancelled my appointments, or have missed my appointments.

To: Janice Strickland, Coordinator, Office of Student Conduct
   Bishop House – College Avenue Campus

For: Confirmation of Compliance with Mandated Evaluation

I may revoke this consent at any time except to the extent that ADAPS has already made disclosures in reliance on it. This consent will terminate after I have attended my first appointment and ADAPS has notified the person named above that I have attended my first appointment, or if I do not contact ADAPS by date specified.

Signature: __________________ Date: __________

Must contact ADAPS by: __________________

Must complete assessment by: __________________

Please send by fax to 732/932-1233 and also mail this original to the ADAPS office.
Counseling Assessment

**Appropriate For:** Situations in which the conduct officer/board expresses a concern about personal issues that a student is facing which may be impacting her/his behavior

**Not Appropriate For:** First-time minor offenses

**Availability:** As scheduled between student and Counseling, ADAP and Psychiatric Services

**Time Permitted:** Two weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** Counseling release form (provided to student with decision letter)
Sanction Macro: You are required to undergo a counseling assessment at Counseling, ADAP and Psychiatric Services (CAPS). You may make an appointment by calling 848-932-7884 during regular business hours.

Be advised that you are required to sign a release of information (attached) to allow CAPS to inform the Office of Student Conduct (OSC) of your attendance. The counselor is not authorized to provide any information to OSC about the content of the assessment meeting. You must make your appointment by date and complete this assessment no later than date.

Notes: Conduct Officers/boards may not impose specific counseling requirements other than those recommended by CAPS.
Counseling Assessment

Dear Student:

You have been referred to Counseling, ADAP and Psychiatric Services (CAPS) for an assessment.

A very important aspect of meeting with a counselor is your privacy; we take this very seriously. When you meet with our counselor he/she will describe confidentiality in detail. The only information we need to give the person who referred you is whether or not you attended your first appointment. For this reason alone we need you to sign the following. Thank you for your assistance.

The CAPS Counseling Staff

______________________________, give my consent to Counseling, ADAP and Psychiatric Services (CAPS) to disclose whether or not I have attended my mandated appointments, and other information regarding scheduling of or attendance at my mandated appointments, such as whether I have scheduled my appointments, have cancelled my appointments, or have missed my appointments.

To: __________________________

For: Confirmation of Compliance with Mandated Evaluation

I may revoke this consent at any time except to the extent that CAPS has already made disclosures in reliance on it. This consent will terminate after I have attended my first appointment and CAPS has notified the person named above that I have attended my first appointment, or if I do not contact CAPS by date specified.

Signature: _____________________ Date: __________

Must complete assessment by: __________

Please send by fax to 732/932-0033 and also mail this original to the CAPS office.
Off-Campus Alcohol Assessment

**Appropriate For:** Cases in which a student has demonstrated consistent difficulties with regard to the use of alcohol and has not responded positively to previous sanctioning; this sanction can also serve as an excellent condition of readmission when combined with a suspension.

**Not Appropriate For:** Any other situations/violations

**Availability:** As scheduled between student and off-campus alcohol treatment program

**Time Permitted:** Allow three weeks from date of decision or appeal date (whichever is later) for identification and approval of an appropriate program

**Supporting materials:**
- List of treatment programs
- Waiver of confidentiality

(provided to student with decision letter)
**Sanction Macro:**

You are required to complete an outpatient alcohol treatment program at an appropriate off-campus facility. A list of treatment facilities is attached to this letter. You have until **date** to identify and enroll in a properly certified/registered treatment program, and must agree to allow the program to provide regular attendance reports to the Office of Student Conduct. A mandatory confidentiality waiver form is attached.

Be advised that Rutgers University bears no obligation for identification of a program, nor for treatment fees. You are required to abide by all recommendations made by certified alcohol treatment professionals as a result of this treatment program.

**Notes:**

Should be combined with substance restriction
Off-Campus Drug Assessment

Appropriate For: Cases in which a student has demonstrated consistent difficulties with regard to the use of drugs and has not responded positively to previous sanctioning; this sanction can also serve as an excellent condition of readmission when combined with a suspension.

Not Appropriate For: Any other situations/violations

Availability: As scheduled between student and off-campus drug treatment program

Time Permitted: Allow three weeks from date of decision or appeal date (whichever is later) for identification and approval of an appropriate program

Supporting materials: (provided to student with decision letter)
- List of treatment programs
- Waiver of confidentiality
Sanction Macro: You are required to complete an outpatient drug treatment program at an appropriate off-campus facility. A list of treatment facilities is attached to this letter. You have until date to identify and enroll in a properly certified/registered treatment program, and must agree to allow the program to provide regular attendance reports to the Office of Student Conduct. A mandatory confidentiality waiver form is attached.

Be advised that Rutgers University bears no obligation for identification of a program, nor for treatment fees. You are required to abide by all recommendations made by certified drug treatment professionals as a result of this treatment program.

Notes: Should be combined with substance restriction
Rutgers University Sanction Guide

Off-Campus Counseling Assessment

Appropriate For: Serious cases where the Conduct Officer/board believes that the student has demonstrated a clear pattern of behavioral concerns

Not Appropriate For: All other cases

Availability: As scheduled between student and off-campus counseling program

Time Permitted: Allow three weeks from date of decision or appeal date (whichever is later) for identification and approval of an appropriate program

Supporting materials: (provided to student with decision letter)
- List of counseling programs
- Waiver of confidentiality
Sanction Macro: You are required to complete an off-campus counseling assessment. A list of counseling programs is attached to this letter. It is your responsibility to make sure that OSC receives a written report stating your completion of this assessment. You have until date to finish the assessment process, and submit the written report to the Office of Student Conduct (107 Bishop House, 115 College Avenue). A mandatory confidentiality waiver form is enclosed.

Be advised that Rutgers University bears no obligation for treatment fees. You are required to abide by all recommendations made by certified professionals as a result of this program.
Confidentiality Waiver Form

I, _______________________, hereby waive my right to confidentiality and authorize __________________ (facility) to disclose, make accessible, and furnish to officials of Rutgers, The State University of New Jersey, all records related to my treatment at ____________________ (facility).

Name or Facility: ______________________
Address: ____________________________
Phone: ______________________________

These records will be used for the purpose of monitoring compliance with a mandated treatment program.

This release shall be effective until __________ unless revoked in writing by me.

Student’s Name _____________________ Student ID Number ____________________
Address: ____________________________
Phone: ______________________________

Signature __________________________ Date __________________

Attendance at an Alcoholics Anonymous Meeting

**Appropriate For:**
Cases in which a student has demonstrated consistent difficulties with regard to the use of alcohol and has not responded positively to previous sanctioning

**Not Appropriate For:**
All other cases

**Availability:**
As scheduled by AA program

**Time Permitted:**
Allow four weeks from date of decision or appeal date (whichever is later)

**Supporting materials:**
(provided to student with decision letter)
Sanction Macro: You are required to attend a local meeting of Alcoholics Anonymous. A list of meetings is available at http://rhscaps.rutgers.edu/services/alcohol-and-other-drug-assistance-program-adap/local-aa-meetings. Once you have attended a meeting, you must then write a reflective essay on the experience. This essay must be no less than 500 words in length (typed, double-spaced in paragraph form) and must be submitted to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than <<AAMEET_DUE>>. In your essay, you are expected to address the following questions:

A. What day and time did the meeting occur on?
B. How many people were in attendance?
C. Provide a summary of the AA Twelve Step Recovery Program
D. What impressions did you have of this meeting?
E. What did you learn about alcoholism?
F. What causes alcoholism?

Keep in mind that matters discussed in AA meetings are confidential, and you should not reveal information about other participants in your essay. Be advised that this essay may not be used to justify your actions or to evaluate the actions of others. You are expected to use appropriate language, grammar, and spelling.
**Personal Journal** *

**Appropriate For:** Students who are in need of critical self-examination their lifestyle and decision making style; typically for repeat offenders

**Not Appropriate For:** First time minor violations

**Availability:** No restriction

**Time Permitted:** Three weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** None

* Adapted from Indiana University and Ball State University
Sanction Macro: You are required to maintain a written journal each day for a two-week period. In this journal, you are expected to address the following questions each day:

A. What were the most important decisions you had to make regarding your own behavior and/or lifestyle today?

B. How did you make these decisions?

C. What were your decisions?

D. Were your decisions the “best” decisions you could make, reflecting on lessons from family, school, and society?

E. What did you learn about yourself today?

Each daily entry is to be no less than 300 words in length (typed, double-spaced). At the conclusion of the two week period, you are to submit your journal by email to conduct@rci.rutgers.edu. Your completed journal is due by no later than date. Be advised that this journal may not serve to justify your own actions in this incident or evaluate the actions of others. The journal should utilize appropriate language, grammar, and spelling.
Reflection Paper

Appropriate For: Any minor violations of University regulations

Not Appropriate For: Serious violations (appropriate as a sanction supplement, but not as a stand-alone sanction)

Availability: No restrictions

Time Permitted: One week from date of decision or appeal date (whichever is later)

Supporting materials: None (provided to student with decision letter)
Sanction Macro: You are required to write a paper reflecting on your actions in this incident. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted by email to conduct@rci.rutgers.edu by no later than date. This paper should address the following questions/issues:

A. Reflect on the policies you were found in violation of: why do they exist? What purpose do they serve?

B. How was your behavior inconsistent with the University’s expectations?

C. If placed in the same situation again, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Newspaper Article

**Appropriate For:** Incidents in which a student has assumed some level of responsibility for her/his actions and has negatively impacted another member of the community

**Not Appropriate For:** Incidents in which a student refuses to acknowledge any responsibility for violations of reg-

**Availability:** No restrictions

**Time Permitted:** One week from date of decision or appeal date (whichever is later)

**Supporting materials** Cover memo to be submitted with letter
Sanction Macro: You are required to write a reflective letter to be submitted to *The Daily Targum* for publication. This letter should be between 200 and 250 words in length (typed, double-spaced) and must be submitted by email to the Office of Student Conduct (OSC) at conduct@rci.rutgers.edu by no later than *date*. This letter should reflect an understanding of the inappropriateness of your actions and the impact it had on yourself and the University community. Be advised that this letter will be screened by OSC staff prior to being forwarded to *The Daily Targum* and will be submitted without your name. Be further advised that this letter may not serve to justify your own actions nor evaluate the actions of others. The letter should utilize appropriate language, grammar, and spelling.
MEMORANDUM

To: Editor, The Daily Targum

From: NAME, TITLE, Office of Student Conduct

Date: DATE

Re: Required Sanction Article

Please find enclosed a copy of an article required by the Office of Student Conduct as a part of a sanction for student misconduct. We ask that The Daily Targum consider publishing the letter as a letter to the editor at your earliest convenience. This is a part of our office’s efforts to educate members of the University on the importance of community standards, respect, and responsibility.

As per University policy, the name of the student is being withheld to provide confidentiality. Please contact me at 848-932-9414 if you have any questions about this letter.
Educational Poster Board

**Appropriate For:** Minor violations in which the student would benefit from gathering additional information; also appropriate for educating community on behavioral issues

**Not Appropriate For:** Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law

**Availability:** No restrictions

**Time Permitted:** Three weeks from date of decision or appeal date (whichever is later)

**Supporting materials:** None
Sanction Macro: You are required to develop a poster board on the topic of *topic*. This board must be no smaller than 24" x 36" and must include information from appropriate on-campus and/or off-campus offices. This board must be submitted to the Office of Student Conduct (107 Bishop House, 115 College Avenue) by no later than *date*. You are then required to return to the office within one to three days to see if your board has been approved for posting. If so, you will be required to give the board to *name*, Residence Life Coordinator in *residence hall* for immediate posting. The poster board must remain publicly posted for a period of two weeks. Be advised that this project may not be used to justify your actions or to evaluate the actions of others. It also may not be used to promote a philosophy that is in opposition to University regulations. You are expected to use appropriate citations, language, grammar, and spelling. Your name must be printed clearly on the front of the poster, in letters no smaller than one inch high. You must abide by all residence hall posting regulations.

If found to be unsatisfactory (not of passable quality), or if your poster is found to contain material that is not appropriately cited, it will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.
Program Attendance

**Appropriate For:**
Any policy violations in which the conduct officer/board feels that the student would benefit from attending an educational program designed to expose the student to new and/or clarifying information on a specific topic.

**Not Appropriate For:**
Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law.

**Availability:**
According to program availability.

**Time Permitted:**
Two weeks from date of decision or appeal date (whichever is later) per required program.

**Supporting materials:**
Proof of Attendance form (provided to student with decision letter)
Sanction Macro: You are required to attend an educational program on topic. This program must be at least thirty minutes in length and be presented by an appropriate expert in the topic area. Programs must be approved in advance with Student Conduct staff. Students who act in a disruptive manner during the program will not receive credit for attendance. Successful attendance is contingent on your arriving on time, attending the entire program, and participating as desired by the presenter.

Once you have attended the program and gained written proof of your attendance (see enclosed Proof of Attendance form), you are also required to write a paper reflecting on what you have gained from this experience. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted to the Office of Student Conduct (with your attendance form) by no later than date. Include Part II of the Proof of Attendance form with your paper. This paper should address the following questions/issues:

A. Reflect on the program you attended. Write a summary of the information presented. Is this new information to you?

B. How does this information relate to the policies that you have violated in this instance?
Sanction Macro: C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Rutgers University Sanction Guide

Proof of Program Attendance Form
Part I

(To be provided to the presenter before the start of the program)

ATTENTION PROGRAM PRESENTER:

_________________________ (student name) has been required to
attend an educational program on the topic of

_________________________.

Please be advised that the student has until ___________ to complete this
sanction, plus submit a reflective essay to the Office of Student Conduct. Please
sign Part II of this form when presented by the student at the conclusion of the
program. Students who act in a disruptive manner during the program are not to
receive credit for attendance, and should be immediately reported to the Office
of Student Conduct. Successful attendance is contingent on the student arriving on
time, attending the entire program, and participating as desired by the presenter.
If you have questions about this requirement, please contact
_________________________ at 732-932-9414.
To Be Completed By Program Presenter

_________________________ (student name) has successfully attended a program on ____________________ (topic). This program was presented on _________ (date) at _________ (time) in __________________________ (location).

Presenter Signature ___________________________ Date

Presenter Name ________________________________

Address

_________________________

_________________________

Telephone

_________________________

E-Mail Address

_________________________

TO THE STUDENT
Return BOTH PARTS of this form and your reflection paper to the Office of Student Conduct (107 Bishop House) no later than __________ (date).
Program Presentation

Appropriate For:
Any policy violations in which the Conduct Officer/board feels that the student would benefit from gathering and presenting educational information to other members of the community

Not Appropriate For:
Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law

Availability:
Scheduled between student and supervising staff

Time Permitted:
Three weeks from date of decision or appeal date (whichever is later) per required program

Supporting materials:
Proof of Program Presentation form (provided to student with decision letter)
Sanction Macro: You are required to present an educational program on topic. This program must be at least thirty minutes in length and be presented in conjunction with appropriate University officials. Program supervisors must be approved in advance with Office of Student Conduct staff.

You are to gather data independently on the topic, using a minimum of three published resources (Wikipedia is not acceptable as a source). You will then develop a program outline, as well as program publicity, both of which are to be reviewed and approved by your supervisor. You must have at least ten people in attendance for the full length of your program.

Once you have presented the program and gained written proof of your completion (see enclosed Proof of Presentation form), you are also required to write a paper reflecting on what you have gained from this experience. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted to the Office of Student Conduct by email (conduct@rci.rutgers.edu) by no later than date. This paper should address the following questions/issues:

A. Reflect on the information you gathered to develop this program. Write a summary of the information presented. Is this new information to you?
Sanction Macro:

B. How does this information relate to the policies that you have violated in this instance?

C. If placed in the same situation that led to incident, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling. Be further advised that none of the information presented in the program may be used to promote a philosophy that is in opposition to University regulations.
Proof of Program Presentation Form
Part I

(To be provided to the supervisor prior to the development of the program)

ATTENTION PROGRAM SUPERVISOR:

______________________________ (student name) has been required to
develop and present an educational program on the topic of
______________________________.

Please be advised that the student has until ___________ to complete this
sanction, plus submit a reflective essay to the Office of Student Conduct. Please
sign Part II of this form when presented by the student at the conclusion of the
program. The student must cite three published resources (Wikipedia is not
acceptable as a source) during the program and may not present information that
promotes a philosophy that is contrary to University regulations. At least ten
students must attend the entirety of this program.

If you have questions about this requirement, please contact
______________________________ at 732-932-8414.
To Be Completed By Program Supervisor

__________________________ (student name) has successfully presented a program on __________________________ (topic). This program was presented on ____________ (date) at ____________ (time) in __________________________ (location). ____________ (number) of people were in attendance.

Supervisor Signature ____________________________ Date ____________

Supervisor Name ____________________________

Address ____________________________

Telephone ____________________________

E-Mail Address ____________________________

TO THE STUDENT

Return BOTH PARTS of this form and your reflection paper to the Office of Student Conduct (107 Bishop House) no later than ____________ (date).
Academic Integrity Review

Appropriate For: Minor violations involving academic integrity, where the student demonstrates a lack of knowledge regarding appropriate citation procedures, guidelines, etc.

Not Appropriate For: Major cases of intentional acts of academic misconduct, including cheating on an exam, or intentionally submitting false data, research, or plagiarized works

Availability: No restrictions

Time Permitted: Three weeks from date of decision or appeal date (whichever is later)

Supporting materials: None (provided to student with decision letter)
Sanction macro: You are required to meet with a staff member at the Rutgers Learning Center to review academic integrity and appropriate citation procedures. Once completed, you must write an essay reflecting what you have learned from this experience. This essay must be no less than 250 words (typed, double-spaced) and submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. In your essay, you are expected to address the following questions:

A. What new information did you gather in completing this sanction?

B. How would this information have helped you in completing the assignment that led to this sanction?

C. Why does the University place a strong emphasis on academic integrity?

D. What potential consequences exist for students who plagiarize? What about professionals who do so?
Sanction Macro: Be advised that this essay may not be used to justify your actions or to evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

Notes: Refer student to appropriate Learning Center
Rutgers University Sanction Guide

Educational Interview

Appropriate For: Incidents in which a student would benefit from gathering more factual information on a topic and by interacting with others to gather the information

Not Appropriate For: First time minor violations in which student assumes responsibility for her/his actions

Availability: As scheduled between student and interview subject

Time Permitted: Three weeks from date of decision or appeal date (whichever is later)

Supporting materials: None (provided to student with decision letter)
Sanction Macro: You are required to interview name or her/his designee on the topic of topic. Once your interview is completed, you must then write a reflective essay on the experience. This essay must be no less than 500 words (typed, double-spaced) and submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. You are encouraged to call immediately to schedule an appointment for the interview. In your essay, you are expected to address the following questions:

A. What did you discuss in the interview?

B. What information were you previously unaware of?

C. In what way did the information that you gathered relate to the incident in question? Would this information have impacted your decisions?

Be advised that this essay may not be used to justify your actions or to evaluate the actions of others. You are expected to use appropriate language, grammar, and spelling.
Article Review

**Appropriate For:** Any policy violations in which the Conduct Officer/board feels that the student would benefit by reviewing journal articles and writing an analysis of those articles, using the opportunity to make an educational connection to the incident in question

**Not Appropriate For:** Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law

**Availability:** No restrictions

**Time Permitted:** Two weeks from date of decision or appeal date (whichever is later) per 1000 words of assignment

**Supporting materials:** None
Sanction Macro: You are required to write a review of three journal articles on the topic of *topic*. Copies of the articles must be submitted along with your essay. The review must be typed, double spaced, and submitted to the Office of Student Conduct (107 Bishop House, 115 College Avenue) by no later than *date*.

The review must be no less than *number* words in length. In the review, you should summarize the articles and explore how they relate to the violations in question. Be advised that this review may not be used to justify your actions or to evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

If found to be unsatisfactory (not of passable quality), or if your review is found to contain material that is not properly cited, the review will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.
Book Review

Appropriate For: Any policy violations in which the Conduct Officer/board feels that the student would benefit by reviewing a book and writing an analysis, using the opportunity to make an educational connection to the incident in question.

Not Appropriate For: Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law.

Availability: No restrictions

Time Permitted: Two weeks from date of decision or appeal date (whichever is later) per 1000 words of assignment

Supporting materials: None (provided to student with decision letter)
Sanction Macro: You are required to write a review of one book on the topic of *topic*. The review must be typed, double spaced, and submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than *date*. The review must be no less than *number* words in length.

In the review, you should summarize the book and explore how it relates to the violations in question. Be advised that this review may not be used to justify your actions or to evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

If found to be unsatisfactory (not of passable quality), or if your review is found to contain material that is not appropriately cited, the sanction will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.
Research Paper

Appropriate For: Incidents in which a student has demonstrated a lack of informed knowledge in a given area (examples include multiculturalism, substance use, harassment, healthy relationships, etc.).

Not Appropriate For: First-time minor violations

Availability: No restrictions

Time Permitted: Three weeks from date of decision or appeal date (whichever is later) per 1000 words in length

Supporting materials: None (provided to student with decision letter)
Sanction Macro: You are required to write a research paper on topic. This paper must be no less than number words in length (typed, double-spaced) and must be submitted to the Office of Student Conduct (107 Bishop House, 115 College Avenue) by no later than date. Be advised that you must cite no fewer than three published sources (Wikipedia is not acceptable as a source). If utilizing journal articles or information from the Internet, you must submit copies of the articles with your paper. All sources must be appropriately cited using MLA format. A guide to MLA format is available at the Purdue Online Writing Lab: http://owl.english.purdue.edu/owl/resource/747/01/.

Be further advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.

If found to be unsatisfactory (not of passable quality), or if your paper is found to contain material that is not appropriately cited, the paper will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.
**Online Copyright Violations Research**

<table>
<thead>
<tr>
<th><strong>Appropriate For:</strong></th>
<th>Incidents in which a student has demonstrated a lack of informed knowledge on sharing online copyrighted files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Appropriate For:</strong></td>
<td>Other types of violations</td>
</tr>
<tr>
<td><strong>Availability:</strong></td>
<td>No restrictions</td>
</tr>
<tr>
<td><strong>Time Permitted:</strong></td>
<td>Three weeks from date of decision or appeal date (whichever is later)</td>
</tr>
<tr>
<td><strong>Supporting materials:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

*(provided to student with decision letter)*
Sanction Macro: You are required to write a research paper on the problems with sharing copyrighted files. This paper must be 250-500 words in length (typed, double-spaced) and must be submitted by email to conduct@rci.rutgers.edu by no later than date. Be advised that you must cite no fewer than three sources (Wikipedia is not acceptable as a source). For music file sharing we recommend http://www.riaa.com or http://www.musicunited.org. All sources must be appropriately cited. Be further advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Video Review

Appropriate For: Any policy violations in which the Conduct Officer/board feels that the student would benefit by reviewing a video on a specific topic and writing an analysis of the video, using the opportunity to make an educational connection to the incident in question

Not Appropriate For: Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law

Availability: No restriction

Time Permitted: Two weeks from date of decision or appeal date (whichever is later) per 1000 words of assignment

Supporting materials: Video recommendation; some possibilities are:

- Shattered Glass
- Haze: The Movie
Sanction Macro:

You are required to write a review of a video on the topic of **topic**. The review must be typed, double-spaced, and submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than **date**. The review must be no less than **number** words in length. In the review, you should summarize the video and explore how it relates to the violations in question. Be advised that this review may not be used to justify your actions or to evaluate the actions of others. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

If found to be unsatisfactory (not of passable quality), or if your review is found to contain material that is not appropriately cited, it will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.
Policy Review (General Regulations)

Appropriate For: Any case in which the Conduct Officer/board feels that the student would benefit by reviewing a specific policy for the purpose of gaining a better understanding of the policy’s rationale

Not Appropriate For: Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law

Availability: No restrictions

Time Permitted: Two weeks from date of decision or appeal date (whichever is later)

Supporting materials: Refer to Code of Student Conduct or University Policy Library (provided to student with decision letter)
Sanction Macro: You are required to write a review of the title policy as outlined in the University Student Code of Conduct or University Policy Library. The review must be typed, double-spaced, and submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. The review must be no less than 500 words in length.

In the review, you should summarize the policy and explore how it relates to the violations in question. State the rationale behind the policy, and elaborate on the consequences for members of the Rutgers community if the policy did not exist. Be advised that this review may not be used to justify your actions or to evaluate the actions of others, nor may this paper promote a philosophy which is in direct conflict with the law or with University regulations. You are expected to include appropriate citations and to use appropriate language, grammar, and spelling.

If found to be unsatisfactory (not of passable quality), or if your review is found to contain material that is not appropriately cited, it will be rejected and you will be required to appear before the University Hearing Board for failing to comply with this sanction.
Resident Assistant Interview

Appropriate For: Incidents in which students demonstrate disregard for residence hall staff acting in the performance of their duties

Not Appropriate For: Non-residence hall cases

Availability: As scheduled between student and Resident Assistant (in consultation with Residence Life Coordinator)

Time Permitted: Three weeks from date of decision or appeal date (whichever is later)

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: You are required to conduct an interview with a Resident Assistant. You are required to contact name, the Residence Life Coordinator in residence hall at phone number to arrange to complete this sanction. Once completed, you must then write a paper reflecting on your actions in this incident. This paper must be no less than 250 words in length (typed, double-spaced) and must be submitted by email to the Office of Student Conduct (conduct@rci.rutgers.edu) by no later than date. This paper should address the following questions/issues:

A. Reflect on the policies you were found in violation of: why do they exist? What purpose do they serve?

B. How was your behavior inconsistent with the University's expectations?

C. If placed in the same situation again, how would your actions be similar or different?

D. Why would your actions be similar or different?

E. What is the most important thing you have learned from this experience?

Be advised that this paper may not serve to justify your own actions or evaluate the actions of others. The paper should utilize appropriate language, grammar, and spelling.
Contact Restriction

**Appropriate For:** Cases in which a student has created a reasonable fear of contact in the mind of another party

**Not Appropriate For:** Interpersonal conflicts in which both parties have established a desire to continue their relationship

**Availability:** No restrictions

**Time Permitted:** Contact Restrictions should remain in effect for at least one full semester, and should normally last indefinitely, unless both parties state a desire (to OSC) to reestablish the relationship

**Supporting materials:** None
Sanction Macro: You are restricted from having any contact with other party indefinitely. This includes contact initiated through any means (telephone, correspondence, personal visits, e-mail, other electronic communication, etc.) as well as contact initiated by any third parties on your behalf or at your request. This restriction applies both on and off campus. You are prohibited from speaking with this person at any time and you must make accommodation in your academic and social pursuits to avoid being in the same room or within fifty feet of this person. Failure to abide by this restriction will result in immediate and serious disciplinary action. Contact with you initiated by the other party must be immediately reported to the Office of Student Conduct (848-932-9414).

Notes: Notify affected party of restriction; encourage reciprocity
Recommended Next Sanction

**Appropriate For:** Repeated infractions where student is demonstrating an inability and/or unwillingness to follow community standards. MUST BE in addition to other active sanction(s)

**Not Appropriate For:** First time minor offenses

**Availability:** No restrictions

**Time Permitted:** N/A

**Supporting materials:** (provided to student with decision letter) None
Sanction Macro: It is strongly recommended that any further violations of University regulations, no matter how minor, result in a future sanction of sanction. This recommendation will be maintained as a part of your disciplinary record. This recommendation is to remain in effect for a period of number semester(s).

Notes: Provide a rationale for the decision of the Conduct Officer/board
Removal from University Housing

Appropriate For: 
- Serious violations of policy which violate the physical or emotional well being of another person, or serious violations of the law
- Repeated violations of Residence Life policies

Not Appropriate For: Minor first-time offenses

Availability: No restrictions

Time Permitted: Immediately upon date of decision or appeal date (whichever is later)

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: Effective date, you are permanently ineligible to reside in University housing. Contact the Residence Life Community Standards Office at (848) 445-1362 to make arrangements to collect your property and return your keys and/or key cards.
Rutgers University Sanction Guide

Failing Grade on an Academic Assignment

Appropriate For: Minor, first-time violations of academic integrity

Not Appropriate For: Major or repeated violations of academic integrity

Availability: No restrictions

Time Permitted: No restrictions

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: You will receive a zero grade for the assignment in question.
Failing Grade in a Course (F)

Appropriate For: Major violations of academic integrity

Not Appropriate For: Minor, first-time violations of academic integrity

Availability: No restrictions

Time Permitted: No restrictions

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: You will receive a failing grade in the course *course name, course number.*
Disciplinary F Grade in a Course (XF)

Appropriate For: Major and/or repeated violations of academic integrity

Not Appropriate For: Minor, first-time violations of academic integrity

Availability: No restrictions

Time Permitted: No restrictions

Supporting materials: None
(provided to student with decision letter)
Sanction Macro: You will receive a failing grade for course name, course number. This failing grade will appear as an XF (disciplinary F) on your transcript.

As per the Academic Integrity Policy, you may appeal to have the "X" removed from the grade:

"Requests for removal of the X from an XF grade must be submitted in writing to the appropriate Campus Appeals Committee and will be considered by a panel of two student members and one faculty member of the Appeals Committee. Such requests will not be considered until at least 18 months from the time of the violation that resulted in the XF. In order for the request to be granted, the student, at a minimum, must have an exemplary record with respect to academic integrity since the original violation, must have completed a Rutgers academic integrity workshop or seminar, and must satisfactorily answer a required series of essay questions on why the X should be removed. The appeals panel shall make the final decision concerning the request. If the request is denied, the student must wait another year to submit another request".
Sanctioning Form

Inactive Sanction (official University sanction):

Reason chosen:

Community/Restorative: Does the student need a sanction that will allow the person to better understand the impact his or her behavior had on an individual or community or does the student need the opportunity to repair harm to a person or community?

Sanction chosen and why:

Action/Assessment: Does the student need a sanction that requires the student to attend a program or service?

Sanction chosen and why:

Reflection: Does the student need a sanction that will allow the student to take time to think about his or her behavior to determine whether or not he or she would do things differently if put in a similar situation in the future?

Sanction chosen and why:

Educational: Does the student need a sanction that will provide the student with an opportunity to learn from what happened to avoid having the incident happen again?

Sanction chosen and why:
3 Minimum and Maximum Sanction Guidelines
Appendix: Sanction Guidelines for Low-Level Alcohol and Drug Violations
References


