

## Procedure Name: Student Conduct Procedure

Custodian of Procedure: Vice President for Student Affairs and Enrollment Management

Date of Adoption: July 2000

Date of Next Review: September 2032

### PROCEDURE

The student conduct process promotes and enforces the Student Code of Conduct Policy following a philosophy of educational accountability. Through involvement in the conduct process, students have an opportunity to learn new ways of resolving difficulties and relating to others while strengthening their comprehension of rules and regulations necessary to maintain a safe environment that promotes learning and growth. The following procedures are applicable and specific to matters addressed under the Minnesota State University, Mankato Student Code of Conduct Policy.

#### 1. **Initiation of Complaint**

Any member of the University community may submit a complaint by going to the [University's referral and reporting landing page](#) or appropriate departmental form.

#### 2. **Notification of the Student**

A student alleged to have violated the Student Code of Conduct will be notified in writing of the alleged violation(s), the nature of the evidence, and the possible sanctions if found responsible for a violation of the policy. The official means of University communication with students is their University email account, [MavMAIL](#). Students are responsible for regularly checking their MavMAIL for important University messages.

#### 3. **Informal Conduct Meeting and Decision**

The alleged student will be offered an opportunity to meet with a conduct officer to resolve the alleged violation at an informal meeting. During the meeting, the conduct officer will review the allegations with the student and allow the student to acknowledge responsibility or dispute the allegations. Within a reasonable time period following the meeting, the student will be provided with a written outcome stating whether a violation of the Student Code of Conduct was

established by a preponderance of evidence. The outcome letter will identify applicable sanctions as well as appeal process information. If the alleged student fails to read the letter notifying them of the allegation(s) or fails to appear for the informal conduct meeting, the conduct officer may proceed to review and act upon the allegations. The student will be provided with a written outcome and sanctions, if applicable. A “hold” may also be placed preventing course registration pending resolution of the matter or completion of sanctions.

Alleged violations of Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and/or 1B.3 Sexual Misconduct policies which include alleged violations of the University’s Student Code of Conduct Policy, shall be investigated and resolved under their respective procedures of 1B.1 and 1B.3—not this Procedure.

#### **4. Assignment of Sanctions**

When a student is found responsible for a violation of the Student Code of Conduct, based on a preponderance of evidence, students may be assigned disciplinary sanctions. Sanctions will be proportional to the violation and based on past conduct history. The alleged student shall be notified of the date that sanction(s) go into effect.

A student assigned expulsion or disciplinary suspension of more than nine (9) days may be permitted to remain on campus pending the outcome of a campus level appeal. Under Minnesota State System Board Policy 3.6 Student Conduct, students have a right to a Ch. 14 hearing, which is a contested case hearing under [Minn. Stat. Ch. 14](#) beyond the campus level appeal process. Sanctions and restrictions imposed by the Office of Student Conduct or the Department of Residential Life that are upheld on appeal go into effect regardless of a pending Chapter 14 hearing.

#### **5. Disciplinary Sanctions and Accountability Measures**

When a student is found responsible for a violation of the Student Code of Conduct, based on preponderance of evidence, outcomes can include, but are not limited to, one or more of the following actions:

*Sanctions impacting student status*

- a. University Disciplinary Warning: The issuance of a written warning that indicates the alleged action constitutes inappropriate behavior for a member of the University community.

- b. University Disciplinary Probation: A period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with University community standards. A student on disciplinary probation is considered no longer in good conduct standing with the University. A student may potentially be ineligible to apply for certain leadership roles, hold campus positions, or to participate in other opportunities that require good conduct standing. Progressive disciplinary action will result including suspension or expulsion if repeat violations occur.
- c. University Disciplinary Suspension: Temporary separation from the University; students are ineligible to enroll during the suspension period. Students may be suspended at any point in the academic year with suspension retroactive to the first day of the semester in which the incident occurred. Notation of the suspension is placed on the student's academic transcript.
- d. Deferred suspension: Under certain conditions, a disciplinary suspension may be "deferred." In these situations, students may need to abide by certain conditions. Disciplinary suspension may be deferred until a specific date (i.e. end of semester), or until any other violation occurs.
- e. University Disciplinary Expulsion: Permanent separation from the University. Notation of the expulsion is placed on the student's academic transcript.

*Restricted access and loss of privileges*

- f. Reassignment within the residence communities; termination of a Residential Life contract.
- g. Denial of the privileges of participating in University co-curricular activities.

*Mandatory educational sanctions*

- h. Education: Mandatory educational activities such as online assessment, alcohol education workshops and writing assignments that may include program fees.

*Additional sanctions*

- i. Required compliance: Activities such as carrying out a University mandate as a condition for being admitted, continuing enrollment, or graduating from the University.
- j. A degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards, or for other serious violations committed by a student prior to graduation.

- k. The University may withhold awarding a degree otherwise earned until the completion of the disciplinary process, including the completion of all assigned sanctions.
- l. An offer of admission to the University may be rescinded for misconduct occurring prior to enrollment.

## **6. Administrative procedures**

- a. Registration hold: A "hold" prevents future course registration. A hold may be placed on a student's registration for a variety of reasons related to the student conduct process, including incompleteness of sanctions.
- b. Summary suspension: In certain circumstances, a summary suspension may be imposed prior to student conduct proceedings to ensure the safety and well-being of members of the university community. To the greatest extent possible, the alleged student must be given oral or written notice of the intent to impose summary suspension and must be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice must not prevent the implementation of summary suspension. Notice of the summary suspension must be provided in writing to the student. The student must be provided an opportunity for a conduct meeting within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter or participate in any university activities without obtaining prior permission from the conduct administrator.

## **7. Appeal Process**

An appeal opportunity is afforded to students found responsible for an alleged violation of the Student Code of Conduct. A student who has been assessed a sanction of expulsion or suspension (except summary suspension) for more than nine (9) days may:

- a. waive their right to a Formal Conduct Hearing and submit a written appeal by the deadline provided in the outcome letter, or
- b. request a Formal Conduct Hearing prior to the implementation of the sanction(s) as provided in the outcome letter.

A student who has been assessed any other sanction(s) or accountability measure(s), or who would like to appeal the decision of the Formal Conduct Hearing, may submit a written appeal by the deadline provided in the outcome

letter. An appeal is not a rehearing of a case. An appeal meeting may be held if there is sufficient reason to believe that one or more of the grounds articulated in the student's appeal letter may have merit.

- c. The following will be allowed as grounds for appeal:
  - i. New relevant information not reasonably available at the time of the hearing.
  - ii. Evidence of a procedural error in the student disciplinary process that substantially impacted the outcome.
  - iii. Relevant information that the sanction is excessively severe.
- d. Grounds for appeal do not include failure to read conduct letters; the stress, expense and inconvenience of relocation, contract termination or suspension; the cost of educational sanctions; disruption to studies; separation from friends; lack of familiarity with rules; good character; sanctions levied to others in the same case; nor a personal commitment to behaving better in the future. A student who fails to appear for a conduct meeting may not appeal on the grounds of "new relevant information not reasonably available at the time of the meeting."
- e. Appeal letters will be reviewed promptly, and the appeal officer will determine if an appeal meeting will be scheduled. Possible appeal outcomes include:
  - i. Upholding or overturning the decision of the conduct officer.
  - ii. Modifying the sanction(s).
  - iii. Referring the case for a new conduct meeting.
- f. For cases involving suspension of more than nine (9) days or expulsion, if a student's appeal is unsuccessful at the campus level, the student has a right to a contested case hearing under [Minn. Stat. Ch. 14](#).

## **8. Jurisdiction**

The [Office of Student Conduct](#) and [Residential Life](#) will confer on, investigate, and adjudicate all alleged violations of the Student Code of Conduct. On-campus jurisdiction is agreed on by the Office of Student Conduct and Residential Life. Residential Life addresses all violations that occur in the Residential Communities and adjacent property, while the Office of Student Conduct will address all other locations on campus. Off-campus jurisdiction is determined by [Minnesota State Board Policy 3.6 Student Conduct](#) and [Minnesota State University, Mankato Alcohol and Other Drug Policy](#).

- a. Complaints of sexual misconduct, including but not limited to, sexual assault, stalking, dating/intimate partner/relationship violence, non-forcible sex acts, and complaints of discrimination and/or harassment based on membership in a protected class are addressed by the [Office of Equal Opportunity and Title IX](#) (EOTIX).
- b. Interpersonal conflicts between acquaintances or members of a student organization (e.g., Fraternities and Sororities, Recognized Student Organizations, and Sports Clubs) are typically referred to mediation or to applicable student organization review processes as an alternative to discipline. Mediation involves voluntary participation in a structured problem-solving process where a neutral third party assists disputing individuals in resolving their differences. Violation of the mediation agreement permits the case to return to the student conduct process if the dispute constitutes a possible violation of the Student Code of Conduct. Mediation often resolves property/financial disagreements, incivility, and conflicts between members of a student organization.
- c. Complaints about hazing are reviewed by Student Conduct with assistance from EOTIX, Athletics, Student Organizations, and Fraternity and Sorority Life. Investigations into hazing allegations will be conducted by Student Conduct under the purview of the Dean of Students.

#### History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

#### Revisions Made:

2025: Name changed from Statement of Student Responsibilities to Student Conduct Procedure

2025: Changed the structure to align with University Core Values, provide clear expectations, and eliminate redundancy. Name changed to align with Minnesota State System Board Policy. Added Student Conduct procedure.

#### References:

Minnesota State Board Policy 1B.1 – Equal Opportunity and Nondiscrimination in Employment and Education

Minnesota State Board Policy 1B.3 – Sexual Misconduct

Minnesota State Board Policy 3.6 – Student Conduct

Minnesota State University, Mankato Academic Honesty Policy

Minnesota State University, Mankato Alcohol and Other Drug Policy

Minnesota State University, Mankato Campus Demonstrations Policy

Minnesota State University, Mankato Weapons and Firearms Policy

Stop Campus Hazing Act Public Law 118-173

Vice President's Recommendation

President's Approval