Student Organization Accountability Process

When the College of Charleston receives information regarding alleged violations of the Code of Conduct, one of two processes may be employed: the Partnership Process or the Honor Board Process. Each process is outlined below, and, each begins with the same first two steps. Steps 3 and onward are unique to either the Partnership Process or Honor Board Process. A timeline for each process is included.

- The opportunity to participate in the Partnership Process may be revoked based on egregiousness of offense/allegation.

- If organization is subject to additional process, that process may begin only after the Office of the Dean of Students has concluded its process.

- Barring exigent circumstances (e.g., conclusion of semester, academic breaks, prolonged investigations, etc.), Office of the Dean of Students will make earnest attempts to maintain the integrity of the specified timelines for each step of a process. Should Office of the Dean of Students anticipate a potential derivation from specified timelines, the organization will be notified.

Process Initiated

1. An incident report is received by CofC Office of the Dean of Students, Fraternity and Sorority Life, Public Safety, informant, self-report, or other source.

2. Notification letter of allegation(s) and invitation to meet with Office of the Dean of Students & functional area staff member is sent within 3 days of receipt of information. In cases involving dangerous misconduct and/or death/injury, Office of the Dean of Students may issue a cease and desist of all organizational activities; local/regional/national advisor(s) receive same notification, if applicable. Notification letter may outline the potential violation(s) of CofC policy and/or the CofC Code of Conduct.
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**Partnership Process**

1. Organization officers and advisor on file meet with Office of the Dean of Students and Functional Area Staff Member within 3 days of receipt of notification letter. Group discusses internal investigation process/strategy. Written report of internal findings due to Office of the Dean of Students and Functional Area Staff Member within 5 days of meeting. Report should be detailed and specific, including names of individuals to be held accountable. A sample report will be provided to the organization as a suggestion on how to format the final submission.

   If the organization does not accept responsibility, obstructs the process, provides false/inaccurate information, omits information, or misses a deadline or meeting, the process automatically moves to Step 3 of the Honor Board Process.

2. Organization officers and advisor meet with Office of the Dean of Students, Functional Area Staff Member, and Functional Area student rep (where applicable) to discuss information discovered through internal investigation through written report. *Organization accepts responsibility* and prepares an initial draft of Organizational Enhancement Plan where appropriate; organization may be subject to additional sanctions by Office of the Dean of Students and/or Functional Area Staff Member process.

   If information points to an individual or group of individuals and is not adequate to support organizational charges, the organization is found *Not Responsible* and Office of the Dean of Students proceeds with individual charges. Names of individuals must be provided to proceed with this.

   Case materials (e.g., incident report, meeting notes, internal investigative report, etc.) are kept on file in Office of the Dean of Students for record keeping purposes to track the organization’s behavior should there be another incident of a similar nature. Student organizations do not retain the same FERPA protections as individual students. Therefore, case materials may be disclosed if a Freedom of Information Act (FOIA) request, subpoena, or other legal process requires the College to produce the case materials. All information identifying individual students is redacted if such a request is received and before release of case materials. Organization will be notified if such a request is submitted and prior to the release of any case materials.

3. Enhancement plan further developed by organization officers with assistance from advisor, Office of the Dean of Students, Functional Area Staff Member, and Functional Area student rep (where applicable). Organization officers must confirm acceptance of plan by all members within 5 days. Signed final draft of Organizational Enhancement Plan is sent to Office of the Dean of Students and Functional Area Staff Member for final review. Final outcome may include a status which is mutually agreed upon in the Organizational Enhancement Plan.

   If the organization does not accept responsibility and/or accountability outcome, process moves to Step 3 of the Honor Board Process.

4. Within 5 days, Office of the Dean of Students formalizes institutional accountability outcome (sanctions) with organizational leadership/rep in a signed final Organizational Enhancement Plan.

5. If the organization misses any deadlines or violates the Organizational Enhancement Plan, or is charged with any further violations (including failure to comply), the organization will participate in the Honor Board process and may incur additional charges.
Honor Board Process

1. Office of the Dean of Students assembles investigation team to conduct member interviews for all members. The timeline for the investigation will be determined by the interviewers and shared with the organization. Additionally, a Cease and Desist Order may be issued based on the egregiousness of the allegation or possible continued threat to the health and safety of others.
   a. Organization may waive this step after reviewing materials offered by Office of the Dean of Students.
   b. Waiver must be submitted in writing via email to Office of the Dean of Students.

2. (a) Investigation provides information ("reasonable basis") that supports charges being brought against the organization (Proceed to step 3)
   (b) Investigation provides information that does not support charge(s) being brought against the organization. Honor Board Process Ends.

3. Office of the Dean of Students meets with organization to deliver letter/packet to organization of alleged violation(s); offer for a Pre-hearing meeting will be made, but is not required.

4. Organization returns response form within 3 business days. Honor Board Chair schedules hearing and sends hearing notice. If organization does request a pre-hearing meeting, Honor Board chair schedules the meeting to be held at least 3 business days prior to the hearing to review the hearing process, script, confirm case materials, and any witnesses. This meeting does not serve to replace the actual hearing and no resolution will be provided during this meeting.

5. Organization appears before Honor Board to determine responsibility and/or sanctions

6. Resolution through Honor Board Process
   a. Organization found In Violation by Honor Board (proceed to Step 7)

7. Outcome letter sent by Honor Board chair to organization detailing findings and sanctions within 2 business days of conclusion of hearing.

8. Organization has the right to appeal to the Executive Vice-President for Student Affairs within 5 days of outcome (See Appeal section of the Student Handbook).