



RESIDENT ACCOUNTABILITY MODEL

1. MODEL OVERVIEW.

This model explains the steps we will take to address violations or misconduct in the Residence Halls. This applies to all Residents including Riverton Hall, Maple Hall, and Lakeview Hall.

2. AT-WILL HOUSING.

Although we will try to follow our discipline policy as outlined below, residents of the **Burman University Residence Halls** stay at-will, and can be terminated at any time, for various reasons.

3. PROGRESSIVE STEPS.

Our Student Accountability Model will typically move through the following steps:

1. Verbal warning
2. Formal meeting and written warning
3. Suspension or loss of privileges, if applicable
4. Discipline Committee and/or Removal from Residence Halls

Deans and/or Student Deans will document each step in this process using the Resident Action Form. The Resident Warning Notice will be use only when applicable. All forms will be filed with the Administrative Dean. Assistant Deans will meet with the Administrative Dean before making decisions regarding step 3 and Housing Committee will meet before making decisions regarding step 4.

Residents will always be informed of any action taken, of what stage they are in, the consequences of further violations, and corrective actions the resident can take. Steps may be repeated at the discretion of the Deans.

NOTE: The Residence Hall Handbook and orientation are the first two warnings given for most violations or misconduct.

4. EXPLANATION OF THE STEPS.

The Residence Halls Resident Accountability Model may begin at any step, depending on the severity of the offense. For example, noise complaint will begin at step 1, major disruptions to the other residents may begin at step 2. Fraud or other illegal or dangerous behavior may go directly to step 4.

5. RIGHT TO APPEAL.

Residents who believe they were not treated properly may appeal any decisions with VP of Student Services.



Steps in the Resident Accountability Model

1. Verbal warning.

In this step, the residents will receive verbal warnings. The exact nature of what took place and why it is in violation, or how it falls short of expectations will be explained, along with corrective actions. A Dean or Student Dean will give the warning and fill out the 1st Violation area on the Resident Action Form. This form will be filed with the Administrative Dean. An email will be sent out to the resident summarizing the information discussed. All Deans and the Student Deans it pertains too will be copied in the email.

2. Formal meeting and written warning.

In this step, a Dean or Student Dean will use the Resident Warning Notice as a template to describe the incident, all information pertaining to the situation and any corrective actions recommended. This warning will be presented to the resident during a meeting which will include the person who completed the form and the Administrative Dean. If the Administrative Dean is the one that completed the form then a second person (either Assistant Dean or Student Dean) will be present at the meeting as well. The resident will be asked to read the form and sign that they received it.

The resident is informed that after this point punitive action may take place, up to, and including termination.

The 2nd Violation area of the Resident Action Form will be filled out by the one bringing the violation forward. A copy of the Resident Warning Notice will be attached to the form which will remain in the Administrative Dean's office.

3. Suspension or loss of privileges, if applicable.

If this step is possible, the resident will lose certain privileges such as participation in certain Residence Hall activities or campus activities, suspension from some or all privileges, or other appropriate actions. The suspension or loss of privileges will correlate to the situation whenever possible. If this step is not possible due to safety or reliability reasons or there are no privileges to be taken away, then we will proceed directly to step 4.

The 3rd Violation area of the Resident Action Form will be filled out by the one bringing the violation forward if any action was taken in this area. It will remain filed in the Administrative Dean's office.

4. Discipline Committee and/or Removal from Residence Halls

This is the final step in the discipline process. In this step, the resident is taken to Discipline Committee or removed from Residence Halls for continued violations. The final decision to remove will be approved by the Housing Committee after an investigation to ensure fairness. The 3rd Violation area of the Resident Action Form will be filled out by the Administrative Dean and kept in the Student's file.