

MEDIATION

Purpose

The Office of Community Standards provides students an avenue to address and resolve interpersonal conflicts which may include, but are not limited to, conflicts between members of a student organization, roommates, students with a class or study group, faculty/staff and student, and friends.

Mediation is a non-adversarial form of Alternative Dispute Resolution (ADR). It is a voluntary, informal problem-solving process in which an impartial person-the Mediator-acts as a facilitator to help parties settle their dispute. The people in conflict solve their own problems with the assistance of the Mediator

Mediation is available to students who have a desire to handle their conflicts outside the student conduct process, when appropriate, at the discretion of the Conduct Officer

Process Overview

Mediation services offered by the Office of Student Conduct start with a general inquiry by one party. The Conduct/Intake Officer will determine if mediation is appropriate. If so, the Intake Officer will contact the parties involved.

All parties must agree to the mediation process before mediation can take place. If all parties agree to mediation, a Mediator is assigned to set up a meeting time and location.

If an agreement is reached, then the Mediator helps to create a contract by which all parties can abide.

If an agreement is not reached, and if there is a conduct violation in question, the matter is referred to our student conduct process. However, if there is no conduct violation in question, then all parties are encourage to seek other reasonable and appropriate remedies to resolve their conflict.



Student Peer Mediation Program

The Office of Community Standards has established a peer mediation program for students interested in helping their peers

A Peer Mediator is a student who has been trained in the skills and techniques of mediation and the mediation process. The mediator facilitates those in conflict to bring about a resolution. The Peer Mediator is a neutral third party who does not judge or determine right or wrong. It is not the responsibility of the mediator to determine the outcome of the dispute. The Peer Mediator assists both parties in expressing their feelings and developing solutions in order to reach a mutual agreement.”

Peer Mediator training is offered during the year through the Office of Community Standards. Peer Mediators receive a Certificate of Completion upon successful completing the training and are required to complete additional training as necessary.

If you are interested in serving the Clayton State University community as Peer Mediator, please contact the Office of Community Standards.

Contact Us

All members of the Clayton State campus community may express interest in serving as a peer mediator or report alleged conduct violations of the Student Code of Conduct to:

Office of Community Standards
James M. Baker University Center
Suite 250
(678) 466-5444

For More Information:
clayton.edu/community-standards

Clayton State University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). For questions or more detailed information regarding this policy please contact the Clayton State University Office of Human Resources at (678) 466-4230. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Disability Resource Center at (678) 466-5445.



OFFICE OF COMMUNITY STANDARDS Student Conduct and Mediation

DREAMS . MADE REAL .



Overview of the Student Conduct Process

- 1. Incident report is received by the Office of Community Standards**
- 2. Accused student meets with the Conduct Officer to:**
 - a. Review alleged charges.
 - b. Review Student Rights and Responsibilities in the conduct process.
 - c. Read the incident report
 - d. Choose whether to accept or deny responsibility.
- 3. If the accused student accepts responsibility, then a sanction is imposed.**
 - a. Student is able to choose the sanctioning authority.
- 4. If the accused student denies responsibility, then a hearing is held.**
 - a. Student is able to choose the hearing authority.
- 5. Hearing authority reviews written and oral information.**
 - a. If student found "Not In Violation" of alleged charge(s), case is closed.
 - b. If student found "In Violation" of alleged charge(s), sanctions are imposed.

Request a copy of the **Student Code of Conduct** from the Office of Community Standards or view online at clayton.edu/community-standards



University Hearing and Sanctioning Authorities

The following authorities adjudicate cases and/or administer sanctions:

University Hearing Panel is a faculty/staff/student committee designated by the Director of the Office of Student Conduct. Students participate in an application and selection process.

University Hearing Officer is a faculty or administrative staff member designated by the Director of the Office of Student Conduct.

Conduct Officer is a staff member in the Office of Community Standards and may administer sanctions to students who claim responsibility for their behavior.

Frequently Asked Questions

What happens if I violate the Student Code of Conduct or Housing policies?

You will receive an email informing you of an appointment with a conduct officer. In that meeting, you will be informed of any charge(s) and given an opportunity to accept or respond to the alleged charge(s).

What if I don't show for my meeting with the conduct officer or schedule hearing?

Ignoring the situation will not make it go away. If you do not arrive for your scheduled meeting, the conduct officer may add a charge of "Failure to Comply" to the list charges and the case will be adjudicated with or without your participation.

What if I was not aware of a rule and didn't know I was breaking it?

A lack of knowledge or understanding of a policy is not an excuse for misconduct. Every student is responsible for knowing the policies and regulations of the University. It is important for you to read your Student Resource Handbook.

What if the incident happened off-campus?

The University has jurisdiction for behavior off-campus if and when it becomes aware of such behavior.

What if I need help during the process?

Students accused of violating the Student Code of Conduct are allowed to have one advisor with them during a conduct hearing. The Advisor cannot actively participate in the hearing, however, the Advisor can offer comments of clarification to the accused.

Will my parents be notified of this incident?

A parent may be notified of violations of University policy in accordance with the Family Educational Rights and Privacy Act (FERPA). Generally, this means that parents may be notified of violations involving alcohol (after the second or third offense) and drugs (will be notified whenever this policy is violated), but there may be additional circumstances as well.

OFFICE OF COMMUNITY STANDARDS

Mission

The Office of Community Standards supports the academic mission by promoting a safe and respectful University environment through set behavioral standards which are outlined in the Student Code of Conduct.

The Office of Community Standards educates students on their rights and responsibilities in the University community. Through our conduct processes and procedures, we hold students accountable for improper behavior by ensuring due process for alleged student violators so they receive fair, appropriate, and educational disciplinary sanctions for conduct violations.