

## **Office of Student Judicial Programs and the Office of Academic Integrity**

### Mission

The Office of Student Judicial Programs and the Office of Academic Integrity promote individual student development and a campus climate of civility and accountability. These offices provide processes designed to uphold the behavioral and academic standards of the Code of Conduct and Honor Code which encourage education and accountability. We aim to advance responsible community citizenship through promotion of *The Carolinian's Creed*.

### Vision

The Office of Student Judicial Programs (OSJP) and the Office of Academic Integrity (OAI) seek to position themselves as catalysts for the advancement of students' principled decision making and sense of community standards.

### Goals

Goal #1: Provide a fair, student centered, and consistent conduct process to uphold the behavioral and academic standards of the Codes and foster individual student development.

Goal #2: Promoting a campus climate of civility and responsible citizenship through education and outreach to the USC community on the behavioral and academic expectations valued by the University and espoused in *The Carolinian's Creed*.

Goal #3: Afford a structured, positive method for addressing students of concern within the campus community through utilization of the behavioral intervention process.

**Goal #1: Provide a fair, student centered, and consistent conduct process to uphold the behavioral and academic standards of the Codes and foster individual student development.**

Contributes to SDUH Goal 3

**Initiative 1A:** Students alleged to have violated the Code of Conduct will have an individual meeting to promote personal accountability by addressing the consequences of their behavior on themselves and others.

### **1A. Key Performance Indicators (KPI)**

- Alleged student demographic data including classification, gender, campus affiliations;
- Number of individual student meetings with OSJP conduct administrators;
- Number of individual student meetings with Residence Life conduct administrators;
- Number of individual student meetings with Greek Life conduct administrators;
- Number of Carolina Judicial Council hearings;
- Frequency and type of alcohol and drug sanctions;
- Number of student conduct process assessment surveys sent to students and the return rate;
- Student assessment feedback on their perception of fairness of the student conduct process;
- Student assessment feedback on students' understanding of how individual behavior impacts others;
- Student assessment feedback related to impact of process on their future behaviors;
- Number of Carolina Awareness on Alcohol Policies and Safety (CAAPS) assessments sent to students;
- Student assessment feedback on CAAPS course facilitators and content;
- Student assessment feedback on behavioral change after attendance at CAAPS.

**Initiative 1B:** Provide intensive training and regular reviews to improve and maintain the consistency and accuracy of the student conduct process and database information.

### **1B. Key Performance Indicators (KPI)**

- Number of trainings for campus conduct administrators on student conduct process and hearing skills;

- Number of trainings on accurate use of database;
- Number of trainings for Resident Mentors;
- Number of trainings for Faculty/Staff Carolina Judicial Council (CJC) members;
- Number of trainings for student Carolina Judicial Council (CJC) members;
- Number of hearing decisions by campus conduct administrators reviewed for consistency;
- Campus conduct administrators assessment feedback on their perception of their readiness to hear cases;
- Campus conduct administrators assessment feedback on their knowledge of database use;
- CJC members assessment feedback on their perception of their readiness to serve on a Council hearing.

**Initiative 1C:** Foster partnerships with parents to promote their students' development within the student conduct process and support the office's goal of individual responsibility.

#### **1C. Key Performance Indicators (KPI)**

- Revise the Parental Notification Q & A handout and letter to encourage parents to reinforce parental expectations on behavioral standards and personal responsibility;
- Develop a parent's guide section on the OSJP website;
- Number of parental notifications sent for alcohol violations and drug violations.

**Initiative 1D:** Students alleged to have violated the Honor Code will have an individual meeting to promote personal accountability and understanding of academic standards by addressing the consequences of their behavior on themselves and others.

#### **1D. Key Performance Indicators (KPI)**

- Alleged student demographic data including classification, gender, campus affiliations;
- Number of referrals from each individual College/School;
- Number of individual student meetings with OAI conduct administrator;
- Number of College Committee hearings;
- Frequency and type of sanctions given;
- Number of honor code process assessment surveys sent to students and the return rate;
- Student assessment feedback on their perception of fairness of the honor code process;

- Student assessment feedback on their understanding of the importance of academic integrity;
- Student assessment feedback related to impact of process on their future behaviors.

**Goal #2: Promoting a campus climate of civility and responsible citizenship through education and outreach to the USC community on the behavioral and academic expectations valued by the University and espoused in *The Carolinian's Creed*.**

Contributes to SDUH Goal 3

**Initiative 2A:** Engage in outreach to faculty, staff, and students on behavioral and academic expectations at the University.

### **2A. Key Performance Indicators (KPI)**

- Number of presentations for new faculty;
- Number of presentations for teaching assistants;
- Number of presentations for faculty on classroom management;
- Number of presentations for faculty on student conduct issues;
- Number of presentations for faculty on awareness and utilization of Honor Code process;
- Number of presentations for students on common behavioral pitfalls;
- Number of presentations for students on academic integrity issues;
- Number of presentations for students on personal ethics and *The Carolinian's Creed*;
- Number of individual consultations with faculty and staff.

**Initiative 2B:** Maintain and enhance partnerships with campus offices and constituencies to assist with the promotion of the Honor Code.

### **2B. Key Performance Indicators (KPI)**

- Outreach to students regarding academic integrity through University 101;
- Regular and open communication with college deans to process honor code cases and provide updates on overall case information and encourage use of the process by faculty;
- Meet twice yearly with the Academic Integrity Advisory Committee to review the Honor Code process and functions of the office;
- Outreach to faculty and instructors through presentations or workshops hosted by the Center for Teaching Excellence.

**Initiative 2C:** In conjunction with the Carolina Judicial Council, coordinate and implement Carolinian Creed programming.

**2C. Key Performance Indicators (KPI)**

- Number of student organizations hosting events for Creed Day and Creed Week;
- Number of programs on Creed Day;
- Number of programs during Creed Week;
- Marketing and advertising methods for Creed Day and Creed Week;
- Develop and implement an assessment tool for the CJC Creed Day program and CJC Creed Week program to assess impact on the participants.

**Initiative 2D:** Recruit and train student and faculty/staff Carolina Judicial Council members to reflect the values of the Creed and uphold the integrity of the conduct and honor code principles and processes to the Carolina Community.

**2D. Key Performance Indicators (KPI)**

- Number of faculty and staff recruited based on students' nominations and Deans' nominations for candidates who demonstrate values of the Creed to serve on CJC;
- Number and diversity of students recruited to serve on CJC;
- Type of training provided to CJC members outlining their role in upholding and promoting the Carolinian Creed, and maintaining the integrity of the conduct processes as a hearing body;
- Number and type of community service, outreach, and other activities CJC members engaged in to demonstrate leadership and model the values of the Creed.

**Initiative 2E:** Coordinate a campus wide review process of the student Code of Conduct.

**2E. Key Performance Indicators (KPI)**

- Who was involved in the process;
- Which sections of the Code were designated for revision;
- How are suggestions being used.

**Initiative 2F:** Provide reports and information on required or federally mandated student disciplinary information to requesting agencies, institutions, and campus partners in compliance with applicable privacy laws.

**2F. Key Performance Indicators (KPI)**

- Number of disciplinary reference checks processed;
- Clery Act statistics provided to Division of Law Enforcement and Safety;
- Provide consultation and education on Family Educational Rights and Privacy Act (FERPA).

**Goal #3: Afford a structured, positive method for addressing students of concern within the campus community through utilization of the behavioral intervention process.**

Contributes to SDUH Goal 3

**Initiative 3A:** Coordinate a multidisciplinary Behavioral Intervention Team (BIT) to evaluate and manage referrals and to connect critical students with resources that can support their wellness and development.

### **3A. Key Performance Indicators (KPI)**

- Number of students referred to BIT;
- Number of weekly full team meetings to evaluate and track referrals;
- Number of cases by type (erratic behavior, suicide ideations or attempts, and involuntary transportation to the hospital for alcohol or drug abuse);
- Number of student referrals that were resolved through soft interventions;
- Number of students assessed by CHDC that completed the 4-session assessment;
- Number of students that attended group counseling;
- Number of students that have successfully completed the alcohol BIT counseling process and have had an additional alcohol/drug violation;
- Number of parental notifications.

**Initiative 3B:** Provide education and distribute materials to the university community to increase the utilization of the behavioral intervention process.

### **3B. Key Performance Indicators (KPI)**

- Revise and distribute “Dealing with Distressing Student Behavior” file folders to key constituents and faculty;
- Produce and distribute “Carolina Cares” cards to strategic campus locations and constituents;
- Number and type of presentations conducted to faculty and staff members on the BIT process.