

## New Jersey City University Judicial Board Policy

### *Philosophy*

The disciplinary process at New Jersey City University is administered by the Office of the Dean of Students and serves an important role in protecting the individual rights of students, as well as the interests of the University. The process provides procedural fairness to students accused of violations of the Code of Conduct, entitling students to due process regardless of the alleged offense. Supporting the educational mission and philosophies of the University, the disciplinary process seeks to educate our students about appropriate behavior and a community that fosters academic success and personal growth.

### *The Tenets of the Judicial Process*

- To regard each student as an individual, who deserves personal attention, consideration, and respect
- To consider the facts fully and carefully in the resolution of all cases
- To speak candidly and honestly to each student
- To hold each student to a high standard of behavior, both to protect the campus community and to promote student moral development
- To contribute to the educational mission of the University by designing policies, conducting programs, and offering instruction that contribute to the intellectual and moral development of the entire student body

### *Purpose*

The New Jersey City University disciplinary system exists to respond to alleged violations of campus policies and regulations by individual students. Although not a formal court of law, the disciplinary process provides the student with the right to know what charges have been brought against them, the right to know who brought the charges, and the right to a fair hearing. This process is designed to hold students accountable for inappropriate behavior and encourages the modification of behavior deemed inappropriate. All students are deemed innocent until it is shown that s/he has violated the Code of Conduct by a preponderance of the evidence. The Office of the Dean of Students ensures for the fair and impartial treatment of all students regardless of race, creed, color, gender, sexual orientation, religion, disability, veteran status or ethnicity. For a complete description of the disciplinary process and the Code of Conduct, consult the Gothic Guide Student Handbook on line at [http://www.njcu.edu/dept/studentaffairs/dean\\_of\\_students.html](http://www.njcu.edu/dept/studentaffairs/dean_of_students.html).

### *Composition*

The Hearing Board shall consist of ten (10) members including;  
Four (4) faculty/staff representatives from the University Senate  
Two (2) staff from the Division of Student Affairs (ex-officio)  
Four (4) students

Board members shall possess the following characteristics

- The ability to work with others
- Sensitivity to and respect for others

- Openness to differences
- A strong sense of impartiality and objectivity
- The ability to maintain strict confidentiality of all judicial information

### ***Selection***

The selection process is conducted in the fall semester and the term of office shall be from September – May. The representatives from the Division of Student Affairs shall serve as the presiding officer and the recording secretary and will not have voting privileges. The Office of the Dean of Students reserves the right to appoint a representative to replace a standing member of the judicial board if that standing member is unavailable to participate in a hearing procedure.

### ***Faculty/Staff***

- Four (4) faculty/staff members shall be chosen by the University Senate and appointed to the Board for a two (2) year term.
- Two (2) staff members shall be chosen from the Division of Student Affairs. They will serve as ex-officio members to the board and will hold the positions of presiding officer and recording secretary.
- Shall be employed at the university for at least one (1) year before being appointed
- A list of alternate board members will be maintained if there is overwhelming interest in serving on the board.

### ***Students***

- One (1) student shall be chosen by Residence Life for a one (1) year term
- One (1) student shall be chosen by the Dean of Graduate Studies for a one (1) year term.
- Two (2) students shall be appointed by the Dean of Students for a one (1) year term.
- Undergraduate students shall be sophomores or above
- Shall be in good social standing with the [University](#)
- Shall possess a 2.5 or better grade point average

### ***Quorum***

Quorum shall consist of 50% + 1 or five (5) members. This number must include at least two (2) students and two (2) faculty/staff members. In addition the presiding officer and the recording secretary must be present.

### ***Training***

Newly selected board members will receive extensive training on the [disciplinary](#) procedures of the University and on improving skills in listening, questioning, and decision-making. Board members will be given the opportunity to practice these skills and to observe a mock hearing prior to serving on a case. In addition to the initial training, sessions are held throughout the year to provide on-going training, develop and improve skills and knowledge, and to share information to enable judicial board members to serve effectively.

### ***Time Commitment***

Board members must attend training session as scheduled. Training sessions will last approximately 2-3 hours. The average time for a hearing is approximately 3 hours.

***Responsibilities of the Judicial Board***

1. To maintain the highest level of confidentiality.
2. To remain objective. If bias or lack of impartiality is discovered or realized, the Presiding Officer should be so advised
3. To take the proceedings and the duties of the Hearing Board seriously.
4. To behave in a professional manner.
5. To uphold time commitments.
6. To disclose any relationship with a hearing participant, no matter how insignificant.
7. To understand the distinction between a University hearing and a court of law.
8. To understand that any decision mad becomes a permanent part of a student's record.