

Texas A&M University-Corpus Christi, Office of Judicial Affairs
Standard Operating Procedures (SOP) for Delivering Service(s) to Students at a Distance

Name of Service: Student Judicial Process

Process of Delivery to Students at a Distance: Incident Reports can be filed by an individual completely online at incidentreportform.tamucc.edu. Documentary evidence may be attached. Students who are alleged to have violated the code receive notification via email and all meetings and/or hearings can be conducted via WebEx or phone, at the determination of the department.

Process of Advertising the Service to Students at a Distance: The link for the incident report form can be found on multiple websites, including www.judicialaffairs.tamucc.edu The *Student Code of Conduct* also explains the ability to conduct meetings and hearings at a distance.

Considerations for Ensuring Compliance and Effectiveness: The website and the *Student Code of Conduct* are reviewed every year to ensure compliance with distance policies. Any concerns or issues may be forwarded to the Associate Dean of Students or the Student Conduct Officer. The contact information for those staff persons is also available on the website.

Evaluation and Reporting Guidelines: Tracking is not currently conducted on this service which differentiates between on campus students or students at a distance and adding tracking would not produce useful information for evaluation purposes.

Position and Office Responsible: Student Conduct Officer, Associate Dean of Students' Office

Name of Service: *Student Handbook*, *Student Code of Conduct* and Judicial Reference Documents

Process of Delivery to Students at a Distance: The *Student Handbook*, the *Student Code of Conduct* and all Judicial Reference Documents can be found online at www.judicialaffairs.tamucc.edu.

Process of Advertising the Service to Students at a Distance: Each semester the Associate Dean of Students emails the study body to inform them of the ability to access *The Student Code of Conduct* along with other applicable policies online. Any student who receives communication from the Office of Judicial Affairs is also given the links for the documentation available online.

Considerations for Ensuring Compliance and Effectiveness: The website and the *Student Code of Conduct* are reviewed every year to ensure compliance with distance policies. Any concerns or issues may be forwarded to the Associate Dean of Students or the Student Conduct Officer. The contact information for those staff persons is also available on the website.

Evaluation and Reporting Guidelines: Tracking is not currently conducted on the website which differentiates between on campus students or students at a distance and adding tracking would not produce useful information for evaluation purposes.

Position and Office Responsible: Associate Dean of Students and Student Conduct Officer in the Office of the Associate Dean of Students.

Services Not Available to Students at a Distance

Name of Service Not Available: Student Conduct Board, Student Hearing and Appellate Board

Justification: These boards handle student records and information within the physical confines of the Associate Dean of Students' Office. Transmitting these records electronically could pose a security concern and could possibly result in a compliance violation regarding FERPA. For these reasons, hearing board members must be physically present on campus to review files and hear cases in person.

Position and Office Responsible: Associate Dean of Students and Student Conduct Officer in the Office of the Associate Dean of Students.