

Greek Conduct Process Handbook



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Purpose

In order to sustain strong, working relationships among administrators, faculty, and students, especially within the Greek Conduct Process, the Office of the Vice President for Student Affairs, in collaboration with the Office of Sorority and Fraternity Affairs, the Dean of Students' Office, and student leaders from the Greek community, has created this Handbook summarizing and defining important components of the Greek Conduct Process and highlighting relevant university rules and regulations.

2.

Prevention

“An ounce of prevention is worth a pound of cure.”

The Greek Conduct Process can be cumbersome, if not daunting. The best way to avoid Greek Conduct proceedings is to avoid violating the Greek Conduct Code. To ensure compliance with the code and to create a safe environment for your chapter, you should do all that you can to properly educate your members, to act always and only on your organizations' founding principles, and to take all necessary risk-management precautions. There are many resources available to ensure your chapter runs smoothly and your members adhere to university's rules, regulations, policies and procedures.

Resources Include:

- Council / Other Chapter Leadership
- Student Conduct and Conflict Resolution
- Chapter Alumni
- UPD ([Community Services Division](#))
 - “Alcohol and the Law”
- Office of Sorority and Fraternity Affairs
 - Social / Risk Management Training
 - Consulting by Advisor
 - “Greek Advance” Leadership Retreat
- Sorority/Fraternity Headquarters
 - Consulting
 - Summer Leadership Workshops, etc.

3.

Process

Incident Reported. The incident is reported to Student Conduct and Conflict Resolution ([SCCR](#)). Potential sources of the report may be, but are not limited to: The University Police Department, Gainesville Police Department, Alachua County Sherriff's Office, Dean of Students Office, Office of Sorority and Fraternity Affairs ([OSFA](#)), or other students.

Decision to Investigate. Once incident is reported, the Director of SCCR decides whether to investigate the incident, based on evidence and in consultation with his staff and OSFA.

Investigation. The Director of SCCR investigates the incident.

Incident Review Committee (IRC). The Director of SCCR meets with an OSFA Advisor and the President and Executive Vice President of the appropriate Council. At the IRC, after soliciting the advice and opinions of the other members of the IRC, the Director of SCCR decides whether an organizational charge is warranted.

Charge Letter. If the Director of SCCR decides to proceed with an organization charge he will send a charge letter to the President of the organization. This is the first time SCCR formally notifies the president of the investigation, the IRC and the charge, however conversations with OSFA are likely have begun earlier in the process.

Process (con't)

Informational Meeting. The organization president is required to attend an information meeting with the Director of SCCR. At the informational meeting the President may ask questions about the process and the charges against the organization.

Chapter Decision. The chapter decides whether to accept responsibility or move to a formal hearing. Upon accepting responsibility the chapter will elect to be sanctioned by the Greek Conduct Committee (GCC) or through Administrative Review.

Formal Hearing. The GCC is convened with one faculty member, 3 students from the organization's council, 2 from other councils, and the council EVP as chair. In addition to the Board members the Director of the SCCR and an OSFA staff member will probably also be present. Because of the number of people involved scheduling a hearing is often tedious.

Sanctions. Following the hearing the GCC discusses the organization's culpability. If the organization is found responsible the GCC will determine an appropriate sanction. In deciding upon a sanction the GCC considers precedent, organizational accountability, self sanctioning, the severity of the offense and organizational conduct history. The organization may not be present for the GCC's discussion.

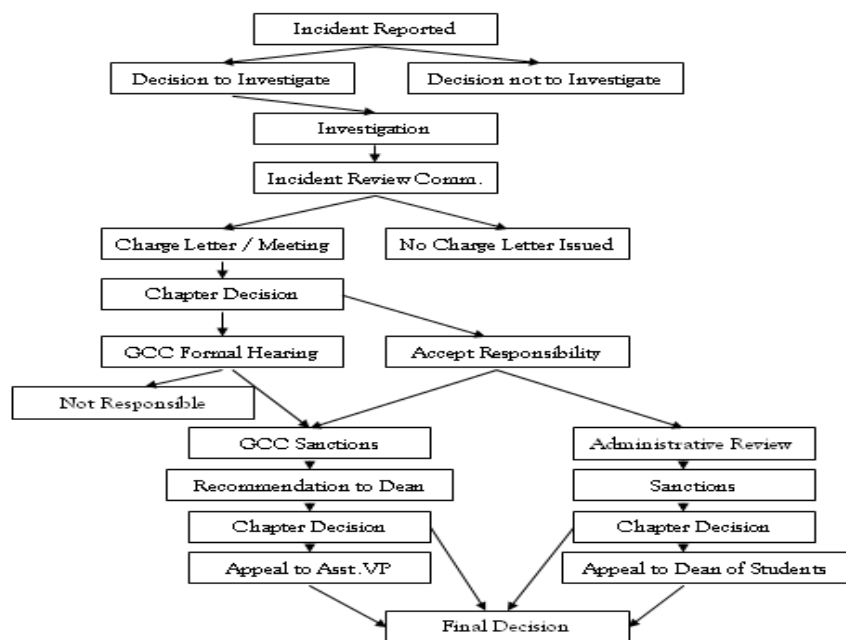
Recommendation to Dean. The GCC's finding and sanctions are recommended to the Dean of Students.

Process (con't)

Administrative Review. En Lieu of a formal hearing a chapter may choose to accept responsibility and meet with the Director of SCCR to discuss sanctions. Sanctions may be appealed to the Dean of Students' Office.

Chapter Decision. The chapter decides whether to accept the committee's findings and sanctioning or appeal. The chapter may choose to appeal the finding of responsibility and/or the sanctions. A chapter may also choose to appeal the sanctions from an administrative review.

Appeal. The final appeal is heard by the Assistant [Vice President for Student Affairs](#).



Greek Conduct Committee Training

Greek Conduct cases that reach the “Formal Hearing” stage of the Greek Conduct Process are heard by the Greek Conduct Committee. Each year, the Committee is trained by the Office of SCCR on issues ranging from the Process itself to the nuances of each council. This training is critical for the committee’s efficiency and effectiveness.

Presidents’ Training

The Chapter Presidents receive risk management training from OFSA (at “Greek Advance” and at Social Risk Management Training). Staff from OSFA and SCCR are available to answer questions related to the Greek conduct process.

External Communication

Especially within the Greek Conduct Process, the President and the President alone should be the chapter spokesperson. The President should communicate with the media through prepared statements and should do so with the consultation of knowledgeable advisors and (Inter)National HQ Staff.

Organizational Records

Organization Presidents have the right to review their organization's records at any time. They are also permitted to dispute the accuracy of these records. Records are available at the Dean of Students' Office.

Police Reports

Police reports (for both individuals and organizations) are public record at the police station, but become educational record in the hands of university administrators. As such, university administrators may not distribute police reports, but they may notify parties of their existence. Police reports may be obtained at the police station, upon request.

Alternative Dispute Resolution

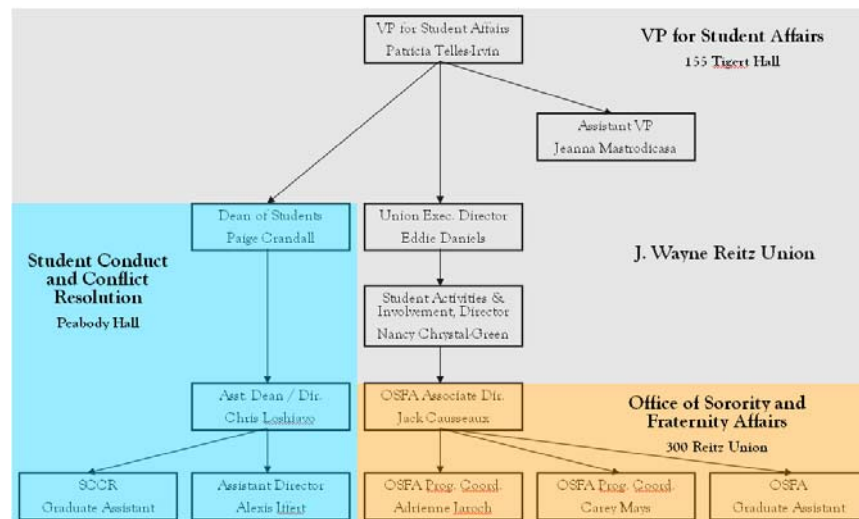
In certain circumstances (usually inter-organizational), when an organization accepts responsibility for its conduct, the Director of Student Conduct and Conflict Resolution may refer groups to Alternative Dispute Resolution. The referral is at the Director's discretion. Alternative Dispute Resolution is an opportunity for organizations to resolve disciplinary matters among themselves (with a mediator).

Key Players

Assistant VP Jeanna Mastrodicasa	Hears Final Appeal from Dean of Students Office	VP for Student Affairs 155 Tigert Hall
Dean of Students Paige Crandall	Makes final decision, after Formal Hearing.	Student Conduct and Conflict Resolution Peabody Hall
Asst. Dean / Dir. Chris Loshiazio	Makes Decision to Investigate, Administers Investigation, Makes Decision of Organisational Culpability, Facilitates Conduct Hearing	
Asst. Dir. Alexis Iffert	Assists Director	
Grad Asst. Jordis Poncy	Assists Director	
OSFA Assc. Dir. Jack Causeaux	Advises Interfraternity Council, All Greeks	Office of Sorority and Fraternity Affairs 300 Reitz Union
OSFA Prog. Coord. Adrienne Jaroch	Advises Panhellenic Council	
OSFA Prog. Coord. Carey Mays	Advises National Pan-Hellenic Council, Multicultural Greek Council	
Grad Asst. OSFA Stephanie Wurling	Advises Order of Omega	

Student Affairs Org. Chart

Who You Need To Know



Addendum: Rules and Regulations:

Greek Conduct Committee

[6C1-4.0435 Student Honor Code and Student Conduct Code: Greek Conduct Committee](#)

The hearing panel is comprised of seven members. It is chaired by the Executive Vice President from the accused chapter's council. It includes at least one faculty or staff member, three members from the accused chapter's council and two other student members from two of the three other councils.

Administrative Review

[6C1-4.0436 Student Honor Code and Student Conduct Code: Waiver of Right to a Hearing by a Committee or Administrator](#)

If a student organization charged with a violation of the Student Conduct Code accepts responsibility for that violation, the organization's president may choose Administrative Review.

Student Conduct Code Scope and Violations

[6C1-4.041 Student Honor Code and Student Conduct Code: Scope and Violations](#)

Students or Student Organizations shall not violate the Student Conduct Code.

[6C1-4.041 Student Honor Code and Student Conduct Code: Scope and Violations](#)

Violations can occur on university campus; in housing of any University of Florida organization or group; or off campus, at organization functions.

Violations include: (Individual Violations Redacted)

- Causing Physical or Other Harm to any Person
- Sexual Assault and Sexual Misconduct
- Harassment
- Obscene Behavior
- Hazing
- Firearms or Other Weapons Violations
- Fire Safety Violations
- Drug Violations
- Alcohol Beverages Violations
- Conduct Disruptive to the UF Community
- Misuse or Unauthorized Possession or Use of Public or Private Property
- Misuse or Unauthorized Use of University Computer Resources
- Unauthorized Entry to University Facilities
- Furnishing False Information
- Unauthorized Electronic or Digital Recording
- Violation of University Policy
- Violation of Law
- Obstruction of the University Conduct Process
- Failure to Comply with Directive
- Complicity in Violating Student Conduct Code

Interim Suspension Pending Investigation

[6C14.044 Student Honor Code and Student Conduct Code: Interim Suspension Pending Investigation and Hearing](#)

The Dean of Students or designee has the authority to determine if an alleged violation of the Student Conduct Code warrants the interim suspension of a student organization's privileges pending the completion of an investigation and hearing regarding the alleged violation.

Alternative Dispute Resolution

[6C14.046 Student Honor Code and Student Conduct Code: Alternative Dispute Resolution](#)

Alternative dispute resolution provides an opportunity for individuals or organizations affected by violations or alleged violations of the Student Conduct Code to resolve disciplinary matters among themselves (with a mediator) at the discretion of the Director of Student Conduct and Conflict Resolution.

Example Charge Letter

Dear Mr. President:

Your organization was forwarded to this office by a student regarding an incident which occurred on Saturday, October 20, 2007 and throughout the Fall 2007 Semester. According to the report, your organization was allegedly involved in hazing your Fall 2007 pledge class through forced consumption of alcohol, physical activities and servitude among other behaviors. As a result of this incident, the organization is being accused of violating the following section(s) of the Student Conduct Code (Rule 6C14.016, University of Florida Regulations).

According to the University of Florida policies, the following are violations of the Student Code of Conduct:

Student Conduct Code/2(a)/1. - Conduct causing physical injury or endangering another's health or safety, which includes, but is not limited to, acts of physical violence, assault, and relationship or domestic violence., Student Conduct Code/2(e) - HAZING. Any action or situation that endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any student group or organization. , Student Conduct Code/2(i)/4 Distribution or Sale of Alcoholic Beverage - Distribution or sale of an alcoholic beverage by student or student organization to any person who has not passed his or her twenty-first birthday.

Please schedule a meeting to discuss your organization's rights and responsibilities under the Student Code of Conduct. You have 10 business days from the date of this letter to call to schedule a meeting (Monday, April 28, 2008 at 5:00 pm). At this meeting you will be provided with the details of the allegations and options for resolving the accusations. To obtain more information about the Student Conduct Code and the student conduct process, you may visit the Student Conduct and Conflict Resolution website at ww.dso.ufl.edu/sccr and click on UF Student Rights and Responsibilities.

Pursuant to University of Florida Regulations 6C14.050 should you fail to schedule an appointment or attend the scheduled appointment, the reviewing authority may place your organization on interim suspension and/or make a decision based on the written material and if appropriate issue sanctions. To schedule a meeting please contact the Student Conduct and Conflict Resolution at (352) 392-1261 ext. 207.

Thank you for your cooperation.

Sincerely,

Chris Loschiavo, Assistant Dean, Director of Student Conduct and Conflict Resolution