Top 10 Ways to Assist Students with the Code of Conduct

1. **Read the Code.** Become familiar with the 31 code violations. Use the information to assist in educating students about the conduct standards they will be expected to abide by.

2. **Learn the Process of the Code.** Participate in the Conduct Board training available each semester.

3. **Sit on a Hearing Panel.** See firsthand what goes on during a formal hearing. See what it is like to have to make a decision and weigh the rights of the individual and those of the college community.

4. **Volunteer to be a Student Conduct Advisor.** Assist a student in preparing for a hearing, educate the student on their rights, what to expect, what information to bring, how to bring witnesses, what is the appeal process, and how to prepare opening and closing statements.

5. If you have access to a group of students, have the Office of Student Rights and Responsibilities conduct a “Do You Know the Code?” session.

6. **Participate in the session Behavioral Intervention Training.** Learn about behaviors of concern and how and when to intervene.

7. **Refer students to the Life Skills Sessions.** If you know a student is experiencing problems or making poor decisions, be proactive and have them participate in a session that may help them see choices in a different frame of reference.

8. **Educate the students that the Office of Student Rights and Responsibilities is there to assist students** who may be having difficulty with their fellow students, faculty, and/or staff. Let them know there is a process in place to assist them and not to take matters into their own hands.

9. **Educate students about the Academic Honor Code.** Help students understand there is a higher level of academic responsibility, and that college is different than high school. Students are a partner in their education and have to come to the table prepared to learn.

10. **Help students understand personal responsibility.** When students violate the Code or the law, assist them in understanding they are responsible for their choices, and with those choices come consequences.