

## **Guidelines and Expectations for Remote Student Conduct Meetings**

Please review the expectations listed below for remote student conduct meetings (student conduct conference and/or student conduct hearing). The Dean of Students Office recognized that this is a remote meeting and not standard operating procedure and appreciates flexibility as we navigate the University's response to COVID-19. During this time, students always have the right to request a remote student conduct meeting.

1. A remote student conduct meeting takes the place of an in-person meeting, as outlined in the student handbook.
2. A remote student conduct meeting includes secure videoconferencing, emails, and/or telephone conversations.
3. Unless a student explicitly provides agreement otherwise, this remote meeting is protected as part of a student's education record under the Family Educational Rights and Privacy Act (FERPA). The University will take steps to protect a student's FERPA rights, but Salve Regina University cannot be held responsible should a student choose a location for their remote meeting that is not secure and/or private.
4. Student conduct meetings will be conducted through secure and private videoconferencing, but a student must understand that there are always some risks with remote meetings including, but not limited to, the possibility that: the transmission of information could be disrupted or distorted by technical failures; the transmission of information could be intercepted by unauthorized persons, and/or the electronic storage of information could be accessed by unauthorized persons.
5. Students are responsible for the following:
  - a. Providing a computer and/or necessary telecommunications equipment and internet access for the student conduct meeting.
  - b. Arranging a location with enough lighting and privacy that is free from distractions or intrusions.
6. Students will work with hearing officers to identify alternative communication methods (most often phone) if the videoconferencing too fails.
7. Student who do not engage in a remote student conduct meeting via videoconference and/or phone conversation will be considered absent from the student conduct meeting, and the hearing officer has the right to decide based on known information in the student's absence.
8. Students may not record the remote student conduct meeting. Recording a person without their knowledge violates university policy.
9. Students should dress as if they are attending an in-person face to face student conduct meeting.
10. The role of advisor during a student conduct meeting remains the same and must be a member of the Salve Regina Community (see student handbook). Exceptions to this can be found in the Sexual Harassment and Anti-Discrimination Policy.