

Muhlenberg College Policy
Communication with Students and Parents
While a Disciplinary Matter is Pending

Background: When a student is involved in a disciplinary matter at the College as a complainant, respondent or witness, communication regarding the matter should be directed to the Dean of Students Office, Campus Safety/Police and/or the Director of Equity and Title IX in accordance with the procedures below. Communication by students involved in a disciplinary matter or their parents should not be directed towards members of the Board of Trustees, the President or other administrators at the College who are not directly involved in the disciplinary process.

Procedures:

- For matters involving alleged violations of the College's Social Code, after an investigation is commenced by Campus Safety/Police, all communications with students involved in the matter and their parents should be directed to the Director of Student Conduct (Jane Schubert). The Director of Student Conduct will then be charged with managing all communications, consulting with others at the College as needed and, when appropriate, scheduling meetings/conferences with the student and parents to discuss.
- For matters involving alleged violations of the Sexual and Gender-Based Misconduct Policy, after an investigation is commenced by Campus Safety/Police, another College assigned investigator or an outside investigator, all communications with students involved in the matter and their parents should be directed to the Director of Equity and Title IX (Lin-Chi Wang). The Director of Equity and Title IX will then be charged with managing all communications, consulting with others at the College as needed and, when appropriate, scheduling meetings/conferences with the student and parents to discuss.
- If the investigation results in charges against a student, the Director of Student Conduct will schedule a pre-hearing meeting with the student and parents. Except in extenuating circumstances, all questions and communications regarding the matter will be addressed at the pre-hearing meeting rather than in individual phone calls/emails.
- All communications regarding disciplinary matters should be between the Director of Student Conduct or the Director of Equity and Title IX and the **student or the student with parents**. Except in extenuating circumstances, communication directly with the parents without the student participating (even if the student has given permission to communicate directly with parents) will be avoided.
- In the event that a student has engaged an attorney to represent the student in connection with the matter, all communication with that attorney will be referred to the College's Counsel.
- From time to time, students are involved in situations related to alcohol and/or other drugs or other health-related emergencies that require transport to the hospital or to a local police department. In these situations, parents or emergency contacts will not be contacted by the

College unless the College has actual knowledge of a life-threatening situation involving the student.

- Subject to the requirements of FERPA and other applicable laws, parents/guardians will generally be made aware of student alcohol and/or other drug violations as part of the student conduct sanctioning process unless there is an extenuating circumstance that prevents such notification. In addition, if, after a serious incident with alcohol and/or other drugs, the College believes more immediate intervention is needed to support the health and safety of a student, parents/guardians may be contacted prior to adjudication of the matter.