



BIT Orientation Video Role of Student Conduct

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As the student conduct office representative, your role on the BIT is to provide insight into student behavior, expertise on the student code of conduct and serve as a liaison between the conduct office and the BIT. Many cases discussed by the BIT will have an overlap with the student conduct office. Your role is to break down the silos of communication between these two offices by discussing updates on cases with the BIT, coordinating actions with the BIT, and taking recommendations from the team back to the student conduct office. Consider the following questions and answers as you engage in your role on the team.

Membership on the BIT

Can the Student Conduct Officer (SCO) chair or co-chair the BIT?

- Yes. But your role as BIT chair and your role as a student conduct officer are separate. In these roles you must keep separate documentation, remain unbiased in BIT assessment and in conduct proceedings, and keep processes and actions separate between the two entities.

What is the SCO role if I am not the chair?

- If you are not the chair, the SCO is a core member of the team and must have a trained backup. You should be prepared to review the agenda weekly and bring any updates for students that have incident reports or cases on in student conduct. You should also be a consistent referral source to the BIT of students and/or cases that you receive through student conduct, but which also need to be addressed by the team.

Information Sharing and Interventions

Can the SCO share what is happening with student conduct with the BIT?



- Yes. BIT informs student conduct and student conduct informs BIT. Although the processes must remain separate, the goal of the BIT is to reduce silos of information and coordinate communicate between departments.

Can the SCO share information about the hearings or sanctions with the BIT?

- Yes. But, in certain cases, the amount of information shared may be limited (e.g., details of a sexual assault).

Should BIT and SCO have access to each other's databases?

- Yes. These two databases should be able to communicate with each other. As a core member of the BIT, the SCO should have full access to the BIT database. Similarly, at least the chair of the BIT should have access to the conduct database and incident reports.

Can the student conduct process wait for BIT outreach to occur first?

- Yes, and BIT can wait for student conduct as well. The processes can proceed concurrently as well.

Can the SCO serve as the case manager for certain BIT cases?

- Yes, however, the SCO needs to be clear about their role in the meeting and the purpose of the meeting. If it is a BIT meeting and not a conduct meeting, consider choosing a more neutral location than your office in student conduct and be clear with the student up front about why you are meeting. Otherwise, the student may be confused as to the role of the SCO and the BIT meeting may feel like a hearing.