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## FAQ

*How will a student know they are to meet with Judicial Affairs?*

A notice is sent to the student's CUNYfirst preferred email address. The student may also be notified by mail or a phone call.

*Can the complainant remain anonymous?*

There is an option on the Student Behavior Form to indicate your wish to remain anonymous. However, in some cases, anonymity cannot be guaranteed.

*Will the college notify a student's parents or guardian if a complaint has been made?*

No. The Family Educational Rights and Privacy Act (FERPA) protects students' disciplinary records. However, if a student has submitted a FERPA Release Form to the Enrollment Services Center, the office may share the student's disciplinary record with whoever was named on the FERPA Release Form.

*Where can I find the policies to which I must adhere?*

All of the policies, rules, and regulations can be found on the Judicial Affairs website at [brooklyn.cuny.edu/judicialaffairs](http://brooklyn.cuny.edu/judicialaffairs).

*What if a student has a complaint about a faculty or staff member?*

Judicial Affairs only investigates complaints about students. However, the office can provide guidance and referral to the appropriate office.

## IMPORTANT CONTACTS

### **The Office of Judicial Affairs**

2113 Boylan Hall  
718.951.5000 ext. 5352  
[discipline@brooklyn.cuny.edu](mailto:discipline@brooklyn.cuny.edu)

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### **Public Safety**

0202 Ingersoll Hall  
718.951.5000 ext. 5444 or 5511  
[security@brooklyn.cuny.edu](mailto:security@brooklyn.cuny.edu)

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### **Title IX Coordinator**

3118 Boylan Hall  
718.951.5000 ext. 6468 or 4128

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### **Personal Counseling**

0203 James Hall  
718.951.5000 ext. 5363  
[BCPersonalCounseling@gmail.com](mailto:BCPersonalCounseling@gmail.com)

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### **Division of Student Affairs**

2113 Boylan Hall  
718.951.5000 ext. 5352  
[studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu)

**Brooklyn  
College**

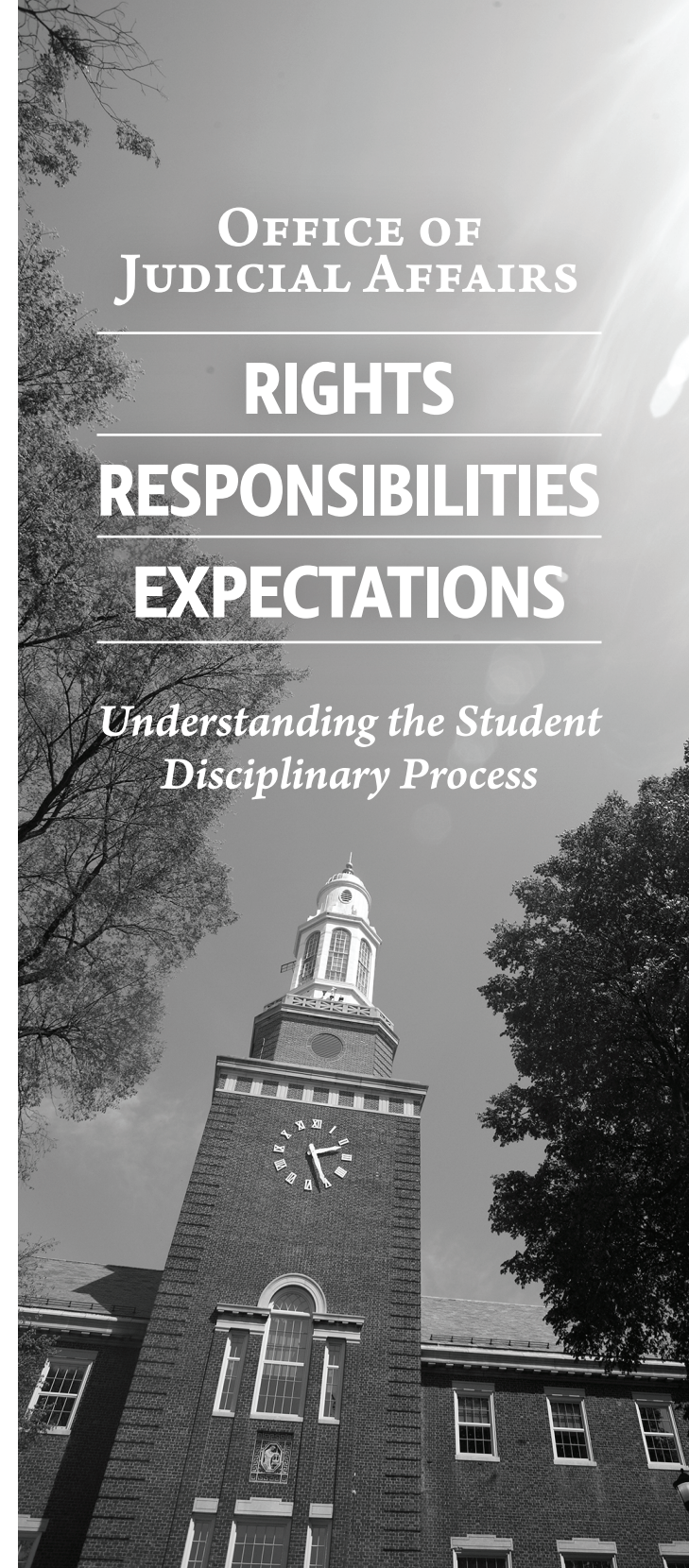
OFFICE OF  
JUDICIAL AFFAIRS

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# RIGHTS RESPONSIBILITIES EXPECTATIONS

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*Understanding the Student  
Disciplinary Process*



**The Office of Judicial Affairs** is responsible for investigating and addressing complaints and concerns about student behavior.

Students are expected to uphold standards of behavior that include:

- **Acting responsibly and respectfully**
- **Holding yourself accountable**
- **Engaging in civil dialogue and respectful interaction**

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## Student Disciplinary Process

If Judicial Affairs receives a complaint about a student's behavior, the office will interview all the parties involved. Any available evidence will also be reviewed. There are three possible outcomes after the investigation is completed:

- **Charges are dismissed if the allegation is unfounded.**
- **The matter is referred to mediation.**
- **Formal charges are issued and a hearing is scheduled with the Faculty-Student Disciplinary Committee.**

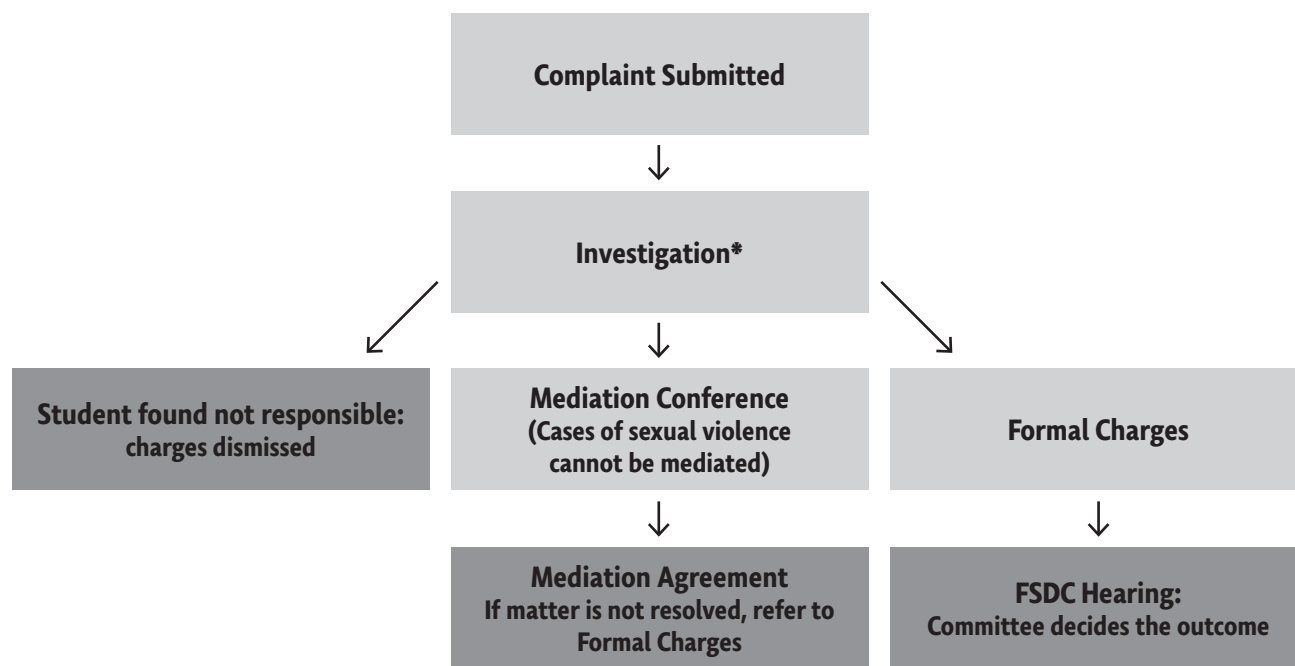
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## Behavioral Intervention at BC (BEST)

Reports made to Judicial Affairs may also be referred to the Behavioral Education and Support Team (BEST). The purpose of BEST is to provide assistance to students who may be facing non-academic difficulties using a caring and preventative approach. BEST also provides support and assistance to any students, faculty, or staff involved.

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## Article XV-CUNY Bylaws Process



\* Alleged sexual misconduct violations will be investigated by the college's Title IX coordinator.

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## Sanctions

Students found in violation of college rules and regulations are subject to disciplinary action, which may result in various sanctions. Sanctions are not meant to be solely punitive, but to educate the student and reinforce the college's behavioral expectations. Possible sanctions may include:

- **Admonition**
- **Written or verbal warning**
- **Community service on or off campus**
- **Reflection papers**
- **Attendance at a training session or workshop**
- **Disciplinary probation**
- **Restitution**
- **Suspension**
- **Expulsion**

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## How to Make a Report

To file a complaint, complete a Student Behavior Form, available in 2113 Boylan Hall and on the office's website at [brooklyn.cuny.edu/judicialaffairs](http://brooklyn.cuny.edu/judicialaffairs).

If a student is aggressive, hostile, or threatening, call Public Safety immediately for assistance. A Student Behavior Form should also be submitted to Judicial Affairs as soon as possible.