

Global Projects Program Policies and Procedures

Judicial Record Review

Background and Rationale:

As part of the application process for participation in the global projects program (IQP, MQP, Exchange, or HUA Experience including all ISRPs), students sign a release to permit disclosure of their disciplinary record to IGSD. In keeping with the best practices in the field of education abroad, the review of student conduct records serves as an essential part of sound risk management procedures. The review identifies past behaviors which, if repeated at a project site, might put a student at risk, impact other program participants, impact the future of the program, or negatively affect WPI's reputation. Since each program site presents unique opportunities and challenges as well as different levels of on-site supervision, some behaviors may place a student at greater risk at one site when compared to another site. Therefore, each student's judicial record is weighed against all of these factors on a case by case basis to determine how it may impact their application, acceptance, or continued participation in a project experience.

Depending on the nature and extent of a student's disciplinary record, the judicial review serves many purposes:

- To determine whether a student will be permitted to continue in the application process for an off-campus program;
- To assist in the decision making about the program site to which a student may be accepted;
- To make modifications to a student's ability to participate in a global program by establishing specific behavioral guidelines and restrictions for a student while they are at a project site; and
- In extreme cases, to rescind participation for a student who had been accepted for a project experience based on the severity of a judicial incident that took place after acceptance.

Process:

When the IGSD requests information from the Dean of Students Office regarding student applicants' judicial records, this information will be provided. If the student has no record, they will continue on in the process (provided that they are in good academic standing as well). If a student has a judicial record, this information will be reported back to IGSD using the standard reporting template. Each student with a judicial record will be placed into one of three categories based on the nature and extent of the record:

Category One: This category includes low level incidents, single low level offenses, and minor residence halls offenses.

Category Two: This category includes repeated violations of the Code of Conduct or residence hall policies, as well as more serious policy violations.

Category Three: This category includes very serious violations of WPI's Code of Conduct and/or policies, for example, that may have resulted in a student being suspended from WPI for disciplinary reasons or that indicate a troubling pattern of behavior.

For Category One violations, this information will be reviewed and noted by IGSD personnel and project center directors.

For Category Two violations, a review committee comprised of a professional staff member from the IGSD, a professional staff member from the Dean of Students Office, and the Project Center Director or ISRP Advisor (or

their designee) will meet with the student. The committee will review the specifics of the student's record, give the student an opportunity to address their record and assess the potential impact and ramifications it may have on the student's participation in a particular project site. This group will make a decision about whether the student will continue on in the selection process (or be permitted to continue to participate in the program if they have already been selected). This group will also determine if a behavioral contract needs to be developed for the student. The decision of the review committee will be communicated to the student by the IGSD and will include the rationale for the decision.

For Category Three violations, a joint recommendation will be made by the Dean of Students and the Director of Global Operations (based upon the existing judicial record of the student and its implications for off-campus residential academic work) to the Dean of the IGSD. The Dean of the IGSD will render the final decision and the student will be informed by the IGSD of that decision.

Appeal Process:

Once the decision has been communicated to the student, the student may appeal a decision of ineligibility to the Dean of Undergraduate Studies. All appeals must be submitted in writing to the Dean of Undergraduate Studies within five (5) days following communication of the initial decision. The appeal must be specific and contain a full description of the basis for the appeal, including, but not limited to:

- a description of the student's disciplinary record and the behavioral concerns raised by this history;
- how the student has changed his/her behavior since these incident(s) took place and what he/she has learned;
- why the student believes that the decision of ineligibility should be changed; and
- how the student will specifically address the potential risks and behavioral concerns that arise from their disciplinary history should he/she be permitted to continue in the process.

Grounds for appeal are limited to:

- failure on the part of WPI to follow the process outlined in the "Policy on Student Judicial Record Review and Global Projects Program", or;
- inappropriate severity of the decision to not permit the student to continue in the application process and/or participate in the project experience based on the student's judicial record.