

### **Alternative Resolution Agreement**

The College recognizes that there is not one universal resolution process that best meets the needs of our Students and the campus community. To adequately address reports of behavior that may be in *Violation of Expectations for Student Conduct* that may result in charges under 03. Personal Abuse an alternative process may be utilized.

Alternative resolution is a voluntary process within the College's *Student Conduct Code* that allows a Respondent in a student conduct matter to accept responsibility for the behavior they engaged in that may have caused Harm to the Reporter. By fully participating in this process the Respondent will not be charged with a violation of College policy. The alternative resolution process is designed to eliminate the conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the Reporter while still maintaining the safety of the overall campus community.

The alternative resolution process will only be used at the request and agreement of both the Reporter and Respondent; and under the direction of the Office of Student Conduct. In order for the alternative resolution process to be appropriate, both parties must have an understanding and agree on the necessary elements of the process. Both the Reporter and Respondent will have to agree to the following terms should they wish to participate in the alternative resolution process:

\_\_\_ Participation in this process is voluntary and either the Reporter or Respondent can choose to end the process at any time prior to signing the agreement;

\_\_\_ Both the Reporter and Respondent must participate in individual intake meetings with appropriate staff to learn more about the resolution process prior to participating;

\_\_\_ The process can only be used once and will not be considered if requested by a repeat Respondent under *the Student Conduct Code* and/or the *Sexual Harassment, Misconduct, & Discrimination Policy*;

\_\_\_ The Reporter and Respondent must agree to all recommendations outlined in the formal agreement or the case reverts back to an investigation;

\_\_\_ Information documented during this process can be subpoenaed if a criminal investigation is initiated;

\_\_\_ Participation in this process does not constitute a finding of "In-Violation" for a *Violation of Expectations for Student Conduct* charge, and is therefore not reflected on the Respondent's disciplinary record;

\_\_\_ If the Respondent is documented and found "In-violation" for any *Violations of Expectations for Student Conduct* this agreement can be used in the sanctioning phase of that process; and

\_\_\_\_\_ The Respondent may be charged with 05. Compliance with Directives for failure to meet all requirements outlined in the agreement and the case may revert back to an investigation.

\_\_\_\_\_ The alternative resolution process is beneficial when both parties participate in good faith. Should the Respondent not complete the agreement, the case may revert back to an investigation, and/or the Respondent may be charged with 05. Compliance with Directives. If the Student is charged with *Violations of Expectations for Student Conduct* under 05. Compliance with Directives, the original conduct staff member who facilitated the agreement may serve as a witness during the conduct process. The Reporter who originated the initial complaint and the Respondent will have access to the outcome and rationale of this proceeding.

Based on the information provided by both parties, the College has determined that this is an appropriate matter for the Alternative Resolution Process. The College has reviewed information related to this incident and the proposed resolution actions submitted by the Reporter and has determined that the components outlined are appropriate and reasonable. Appendix A sets forth the actions that are required to be completed to satisfy the Alternative Resolution agreement.

### **Alternative Resolution Options**

#### **Educational Activity: Language and Bias Workshop**

When was the last time you took a step back and looked at the words that you said? When we examine the power, intent, and impact of our words we can take true ownership of them. As we journey together we look at historical impact of bias and stereotyping and how it details efforts toward inclusion. The Respondent should contact TCNJ's Interim Director of Intercultural Engagement and Inclusion, Marvin Carter, directly ([carterm@tcnj.edu](mailto:carterm@tcnj.edu)) to schedule the sessions. Once the workshop sessions are scheduled, the Respondent should notify the Student Conduct staff via email of the finalized dates. **The sessions of the workshop must be scheduled (and Student Conduct Staff notified) by [insert due date] and completed by [insert due date].** This workshop is free of charge and the Office of Student Conduct and Off-Campus Services will receive information regarding the attendance and participation of the Respondent.

#### **Educational Activity: Alcohol and You Workshop**

Through a three session program, students will have an opportunity to discuss and examine the incident in a non-judgmental setting with the goal of learning strategies to make sure the offending behavior does not occur again. In the first session, students will have the opportunity to process the incident and to examine their relationship with alcohol and other drugs in order to better understand how it may have contributed to their behavior. During the second session, students will have the opportunity to review educational material on alcohol consumption and be asked to assess their relationship with alcohol in light of this information. Students will be asked to identify new, healthier behaviors they would like to try as it relates to their alcohol consumption. During the third session, we will discuss the results of their behavior experiment and develop a plan for a healthier relationship with alcohol that can serve to prevent future incidents from happening. TCNJ's Community Recovery Supervisor, Chris

Freeman ([freemanc@tcnj.edu](mailto:freemanc@tcnj.edu)), who will facilitate the individualized workshop. **The workshop is free of charge and must be scheduled by [insert due date] and completed by [insert due date].** Once the workshop is scheduled, the Respondent should notify the Student Conduct staff of the finalized date.

#### **Educational Activity: Alcohol Education Workshop**

The Respondent will be required to participate in a workshop focused on alcohol education and understanding the impact of consumption levels on a persons' decision-making ability. The Respondent will schedule a meeting with TCNJ's Assistant Director for Alcohol and Drug Education Program (ADEP), Joe Hadge ([hadgej@tcnj.edu](mailto:hadgej@tcnj.edu)), who will facilitate the individualized workshop. **The workshop is free of charge and must be scheduled by [insert due date] and completed by [insert due date].** Once the workshop is scheduled, the Respondent should notify the Student Conduct Staff of the finalized date.

#### **Educational Activity: Mentored Action Plan**

You are to work with an assigned advisor to develop a mentored action plan. The purpose of this plan is to explore your personal goals and to explore opportunities for continued success at TCNJ and beyond upon graduation. Prior to meeting with your assigned advisor, please complete the Life Values Inventory (<https://www.lifevaluesinventory.org/>). You will meet with your advisor at a minimum four (4) times to discuss your plan. At the end of the initial meetings, your assigned advisor may require additional meetings to complete your plan. **The sessions of the workshop must be scheduled (and Student Conduct Staff notified) by [insert due date] and completed by [insert due date].** This workshop is free of charge and the Office of Student Conduct and Off-Campus Services will receive information regarding the attendance and participation of the Respondent.

#### **Educational Activity: Summative Meeting with Student Conduct Staff**

After completion of all educational activities, the Respondent will be required to schedule a follow-up meeting with the Student Conduct Staff. During this meeting, the Student Conduct Staff will facilitate a conversation to have the Respondent consider how their behavior may have impacted the Reporter, Respondent, and the community as a whole, and potential consequences that could have ensued if he was charged and found in violation of the *Student Conduct Code*. Additionally, the educational activities the Respondent participated in will be discussed, including the Respondent's reactions to the completed activities, the overall learning that took place as a result, and the possible impact it has had on the Respondent's understanding of the current situation, as well as future behaviors. The Student Conduct Staff will also gain feedback about the overall effectiveness of the process. **This meeting must be scheduled by [insert due date] and completed by [insert due date].** A summary of the information discussed during this meeting will be shared with the Reporter.

#### **MHS Workshop: Anxiety Management\***

Four session workshop with Mental Health Services on learning to manage your anxiety. The Respondent will schedule a meeting with TCNJ's Assistant Director for Alcohol and Drug Education Program (ADEP), Joe Hadge ([hadgej@tcnj.edu](mailto:hadgej@tcnj.edu)), who will facilitate the individualized workshop. **The**

**workshop is free of charge and must be scheduled by [insert due date] and completed by [insert due date].** Once the workshop is scheduled, the Respondent should notify the Student Conduct Staff of the finalized date.

**MHS Group: Assertiveness and Healthy Boundaries (Respondent will need to complete a Release of Information for confirmation of attendance)\***

Do you find that you tend to meet the needs of others while ignoring your own? Does fear of hurting other peoples' feelings prevent you from expressing your own boundaries? This group is for students who wish to learn how to refrain from minimizing their own needs and communicate more honestly and effectively with others. For many students, this group is also a place to discuss their own issues with trust, intimacy, anger, and assertiveness. **Please fill out the Request for Group Services form (RFGS) which is explained [here](#).** Please email the MHS program assistant at MHS@tcnj.edu to set up an appointment with the group facilitator(s) before the start date of the group. During this meeting, you will have a chance to discuss your interest in the group, ask questions, and decide if your interests and the group "match." **The group is free of charge and must be scheduled by [insert due date] and completed by [insert due date].** Once the workshop is scheduled, the Respondent should notify the Student Conduct Staff of the finalized date.

**MHS Group: Chill Out: from Anxiety to Resilience (Respondent will need to complete a Release of Information for confirmation of attendance)\***

Does ANXIETY keep you from doing your best, trying new things, or from meeting new people? This group can help you learn to reduce your anxiety by:

- connecting with other TCNJ Students who struggle with anxiety and learning you are not alone
- learning how to use your thinking process to decrease anxiety
- practicing mindfulness and gratitude to decrease stress and increase resilience
- learning many other tips and tools to build self-confidence and restore your self-esteem

**Please fill out the Request for Group Services form (RFGS) which is explained [here](#).** Please email the MHS program assistant at MHS@tcnj.edu to set up an appointment with the group facilitator(s) before the start date of the group. During this meeting, you will have a chance to discuss your interest in the group, ask questions, and decide if your interests and the group "match." **The group is free of charge and must be scheduled by [insert due date] and completed by [insert due date].** Once the workshop is scheduled, the Respondent should notify the Student Conduct Staff of the finalized date.

**MHS Group: Moderate Your Mood**

In this group you will have opportunities to learn about stress management and coping skills to increase your tolerance for distressing feelings and to improve your ability to cope with strong feelings. You can expect to identify and improve your interpersonal skill set and gain ways to appreciate your emotional world as a *guidepost* rather than a *barrier*. The format of this group involves DBT-informed education and training combined with discussion. Between meetings you will have the chance to practice skills and report back to the group on your challenges and successes. **Please fill out the Request for Group Services form (RFGS) which is explained [here](#).** Please email the MHS program assistant at MHS@tcnj.edu to set up an appointment with the group facilitator(s) before the start date of the group. During this meeting, you will have a chance to discuss your interest in

the group, ask questions, and decide if your interests and the group “match.” **The group is free of charge and must be scheduled by [insert due date] and completed by [insert due date].** Once the workshop is scheduled, the Respondent should notify the Student Conduct Staff of the finalized date.

#### **Restorative Conference/Circle**

A Restorative process is a philosophical approach to dispute resolution that embraces the reparation of [Harm](#), healing of trauma, reconciliation of interpersonal conflict, and reintegration of people who have been marginalized through participatory learning and improved decision making skills. Rather than focusing on what policies have been violated, restorative processes instead identify who has been [Harmed](#) and what actions are necessary moving forward to repair the [Harm](#). This process requires a pre-conference meeting with each respondent and reporter before it is determined to be appropriate. This process is free of charge **and must be scheduled by [insert due date] and completed by [insert due date].** The Office of Student Conduct and Off-Campus Services will coordinate scheduling.

#### **Summative Meeting**

Individual meetings with Student Conduct Staff and the reporter and/or respondent to discuss the process, outcomes, and solicit feedback. This meeting happens at the conclusion of all other requirements outlined in the plan **and must be scheduled by [insert due date] and completed by [insert due date].** The Office of Student Conduct and Off-Campus Services will coordinate scheduling.

#### **Other Activity:**

*\*MHS offerings are subject to change and may not be available during the AR process.*

**REPORTER -**

By signing below, I indicate that I approve of the Office of Student Conduct and Off-Campus Services moving forward with this contract as is and understand the requirements that must be completed on behalf of the Respondent in this case for the Alternative Resolution Process (as part of the *Student Conduct Codey*) to be satisfied. By participating in this process, I understand and acknowledge that I am waiving my right to utilize a formal investigation to resolve this matter once both parties (myself & Respondent) have signed this contract. Lastly, I understand and acknowledge that if the Respondent fails to complete the activities set forth above, they may be charged with *Failure to Comply with a Directive of a College Official* under the *Student Conduct Code*. I further understand and acknowledge that any sanction listed under the *Student Conduct Code* may be imposed upon the Respondent if they are found responsible for *Failure to Comply with a Directive of a College Official*.

\_\_\_\_\_  
Reporter's Printed Name

\_\_\_\_\_  
Reporter's Signature

\_\_\_\_\_  
Student Conduct Staff Printed Name

\_\_\_\_\_  
Student Conduct Staff Signature

\_\_\_\_\_  
Date

**RESPONDENT -**

By signing below, I indicate that I understand the requirements that must be completed for this Alternative Resolution Process (as part of the *Student Conduct Code*) to be satisfied, and I also agree to complete the activities set forth above. I understand and acknowledge that if I fail to complete the activities set forth above, I may be charged with *Failure to Comply with a Directive of a College Official* under the *Student Conduct Code*. I further understand and acknowledge that any sanction listed under the *Student Conduct Code* may be imposed if I am found responsible for *Failure to Comply with a Directive of a College Official*, and that the findings of that case will be shared with the Reporting student.

\_\_\_\_\_  
Respondent's Printed Name

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Student Conduct Staff Printed Name

\_\_\_\_\_  
Student Conduct Staff Signature

\_\_\_\_\_  
Date