

Direct Administrative Action Procedures
Applicable to University Programs Abroad

In cases of extreme behavioral problems, including, but not limited to, a violation of any applicable law, the Student Rights and Responsibilities Code, the behavioral guidelines applicable to the specific program or the terms of any disciplinary probation, the University Program Director may recommend to the University Vice President for Student Affairs that Direct Administrative Action be taken. Such action may include immediate suspension or dismissal from any OU program abroad in which the student has been participating. The University's ordinary conduct Procedures must be modified in order to provide a fair, just, reasonable and timely process, because of the additional considerations inherent in disciplinary actions taking place outside the United States of America. In such cases where the University Vice President for Student Affairs approves Direct Administrative Action, the following Procedure shall supplement the University of Oklahoma Student Rights and Responsibilities Code Procedures. Proceedings under this Procedure are in addition to any charges and/or sanctions under the Student Rights and Responsibilities Code that may be processed after a student arrives back on his/her home campus.

1. The University Program Director will notify the student of the Direct Administrative Action in person, where feasible and via email if not feasible, and provide an electronic copy to the University Director of Student Conduct.
 - a. The Notice shall be in written form, stating the specific Policy violations justifying the Action.
 - b. The Notice will also state the time and place for a hearing on the matter, to be conducted via video teleconferencing, or other electronic means, with such hearing scheduled not sooner than twelve hours from the time Notice is provided to the student.
2. The University Director of Student Conduct, or his/her designee, shall serve as the Hearing Officer.
3. The student shall be suspended from any participation in any program of the University until resolution of the hearing.
4. Where the hearing involves allegations of sexual misconduct, the hearing process shall be modified to ensure compliance with applicable law and University policy.

5. During the hearing, the Program Director shall present information supporting the request for Direct Administrative Action.
 - a. The University shall electronically record the hearing.
 - b. Once the Program Director has presented the case supporting the Action, the student may present any relevant evidence in opposition.
 - c. Except in cases of sexual misconduct, both Parties, as well as the Director of Student Conduct may cross-examine any witness. The Director of Student Conduct may pose questions to any witness or Party, and may ask that additional information be provided before making a decision. In cases of sexual misconduct, neither the complainant nor the charged student may directly cross-examine one another. Any questions must be submitted to the Director of Student Conduct for his/her review and questioning where relevant.
 - d. Once the Program Director and charged student have completed presenting their cases, each taking not more than thirty minutes, the Director of Student Conduct shall take the matter under advisement, and render a decision within three hours of the conclusion of the hearing. The Director of Student Conduct may amend these times at his/her discretion.
6. The burden of proof shall be that of a preponderance of the evidence (more likely true than not true).
7. The decision shall be in writing, setting forth findings of facts and conclusions of law, separately stated, with a copy provided to the charged student, the Program Director, as well as the University Vice President for Student Affairs. The University Vice President for Student Affairs, or his/her designee may either adopt the decision, reverse the decision, or order additional procedures.
8. If Direct Administrative Action is ordered, the Program Director will assist the student in making travel arrangements to leave the program, unless otherwise directed or required by law to remain in the country.
 - a. All expenses incurred for the student's expulsion from the program will be the responsibility of the student.
 - b. Any expenses paid for by the University of Oklahoma will be directly reimbursed to the University through the student's bursar's account.
 - c. The Program Director will inform the student's instructors of his/her removal from the program.

- d. The Program Director or his/her designee will escort the student to the airport to ensure departure.
9. The student may appeal the matter to the University Vice President for Student Affairs, who shall review the record prior to hearing the appeal. Any such appeal may only be brought after the student returns to the United States from the Program.
 - a. To appeal, the student shall submit a written Notice of Appeal to the University Vice President for Student Affairs.
 - i. The student must send the Notice within five days of return to the United States from the Program. Failure to timely file an appeal results in a waiver of any further appellate rights and the Hearing Officer's decision is final and binding.
 - ii. The Notice must provide the specific finding(s) of fact and/or conclusion(s) of law alleged to be in error.
 - iii. The Notice must identify and attach all evidence upon which the student bases the claims for relief.
 - b. Within five days of receipt, the Director of Student Conduct shall respond, in writing, to the Notice of Appeal, specifically addressing each alleged error, and provide all supporting documentation.
 - c. The University Vice President for Student Affairs will consider the record of the hearing, and the submissions from the student and the Director of Student Conduct, and rule on the matter within five days of receipt of the last submission.
 - i. The decision of the University Vice President for Student Affairs shall be the final order in the matter.
 - ii. It shall be in writing, and separately state findings of fact and conclusions of law, and specifically address the arguments of the parties.
 - iii. If the University Vice President for Student Affairs sustains the appeal, the Office of Student Conduct shall work with the student and University to craft appropriate relief, recognizing that reinstatement in the program abroad may not be practical.