

MaxTour 2015

Spotlight Session:
A look at how Lehigh University utilizes Maxient

Welcome and Overview

- Welcome to Lehigh University!
- Maxient Users since 2011
 - Student Conduct
 - Housing Violations
 - Academic Petitions
 - Academic notifications and warnings
 - Title IX / Harassment
 - Sanction Processing
 - Records Checks
 - Student Files
 - Disability Services

Objectives

- Participants will gain an overview of how Lehigh University has and is using Maxient.
- Participants will gain specific knowledge of several areas of maxient use: Conduct/Housing, Academic Petitions and Notifications, and Records Requests.
- Participants will understand the way Lehigh University plans on using Maxient in the future.

Basic Rules for Maxient Use

- DON'T PANIC
- DON'T RUSH
- REACH OUT TO MAXIENT'S STAFF
- ASK OTHER USERS

Timeline for Maxient at Lehigh

- 2011
 - Conduct and Housing
 - Students of Concern
- 2012
 - Academic Petitions and notifications
 - Room Inspections
- 2013
 - Disability Services
 - Records Requests/Reporting
 - RA Progressive Discipline
 - Student "files"
- 2014
 - Study Abroad
 - Lockouts
- 2015 (What's ahead)
 - Absences
 - Gryphon/RA Selection

Conduct / Housing /Student of Concern

- Case Types:
 - Disciplinary Incident
 - Disciplinary Incident - Academic Dishonesty
 - Residential Services (Lease Violations)
 - Residential Services (Damage)
 - Residential Services (Lockouts)
 - Students of Concern
 - FYI
 - FYI - Fire Alarm
- Charges:
 - Conduct Charges/Housing Violations/Student of Concern Issues

Talk About Tags

Athlete
 Drugs Involved
 Fraternity/Sorority Related
 Graduate Student
 Gryphon
 RHA/RHC
 Alcohol - Possession
 Alcohol - Distribution
 Alcohol - Consumption
 Hard Alcohol
 Hard alcohol no pledge
 Serious Offense with Alcohol
 Serious Offense with Drugs
 Serious Offense no pledge

Hospitalization (Drugs or Alcohol)
 Parents Notified
 Hawks Oath Sanction
 Principles of our Equitable
 Community Sanction
 Reportable
 Medical Incident
 Finals Fall 2011
 Severity Scale - 1
 Severity Scale - 2
 Severity Scale - 3
 Severity Scale - 4
 Severity Scale - 5
 Severity Scale - 6

student of concern conduct action
 Severity Mental Health 1 - Extreme
 Severity Mental Health 2 - Severe
 Severity Mental Health 3 - Elevated
 Severity Mental Health 4 - Moderate
 Severity Mental Health 5 - Mild
 Case Type 1 - Academic
 Case Type 2 - Respect for Others
 Case Type 3 - Respect for Property
 Case Type 4 - Respect for Community
 Case Type 5 - Respect for Self
 Case Type 5.1-Respect For Self
 (Alcohol)
 Case Type 5.2-Respect For Self (Drugs)
 Case Type 6-Respect For the Law

Talk About Groups

Group Name	Description	# of Users	Total Cases
Academic Petitions	Users with access to detailed information regarding academic petitions.	21	4993
Academic Support and Section 3's	Users with access to details about Section 3's and other Academic Support	29	357
Disciplinary Cases	People with access to disciplinary cases (academic and non academic)	54	10338
Gryphon Records	People who have access to gryphon employment and progressive discipline records.	18	215
Residential Services Group	People with access to Res Serve cases	26	2820
Sensitive Cases Group	Disciplinary Cases of a highly sensitive nature	18	159
Student Information Group	People with access to PDS and SCF reports	38	909
Students of Concern	Users with Access to details about Students of Concern	27	386

Talk About Notes

- Individual vs. General Notes
- Private Notes

Academic Petitions

- Case Types:
 - Academic Petition
 - Academic Transition
 - Academic Section 3
 - SCF - Student Communications Form
 - PDS - Ongoing Data Sheet
- Charges:
 - Academic - Conduct Suspension, Academic - Leave of Absence, Academic - Non-Return, Academic - Performance Related Action, Academic - Section 3, Academic - Withdrawal, Academic Late Add Course, Academic Late Drop Course, Academic Late Registration, Academic Make Up Exam, Academic Overload

Academic Petitions

- Process
 - Case sent to appropriate person (Depending on IR)
 - If Section 3 letter case created and letter sent to student for action.
 - If Petition, case created and case file created for petition committee (SOS)
 - Student notified of outcome via Maxient after petition heard.

Disciplinary Records Requests

- Incident Report (Custom IR)
 - Lehigh.edu/go/disrecords
 - Required to include ID (scan or picture/form)
- Process
 - IR set to go to administrative assistance (with notification to others)
 - Records Case Created
 - Report created
 - Records sent
 - Notes made in File

Sanction Forms

- All disciplinary cases result in some self-reflection questions based in our co-curricular model "bLUeprint"
 - Created Custom IR's for First Year Questions, Sophomore Questions, and Upperclass Questions.
 - Submitted form sent to administrative assistance and placed in appropriate case. (also copied to staff for reading and review)
- Submission of other written sanctions

Questions and Answers

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