





# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
<b>PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES (CUEA/DVC ADM/DOS/01)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>1 (ONE) (A)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ADMINISTRATION</b>
SIGNATURE	
DATE	<b>23 Feb 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>
<b>NOTE:</b> <ol style="list-style-type: none"> <li>1. Write amendments on the page provided (Clause 0.2)</li> <li>2. Controlled copies of this document will be in the DVC Administration and Dean of Students' office.</li> </ol>	

## 0. CONTENTS AND RECORD OF CHANGES

Revision	00	Date	18 - JAN 2011
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## 0.2 RECORD OF CHANGES

No.	Date (dd-mm-yy)	Details of Changes		Authorization
		Page	Clause/subclause	Title

## 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant function for authorized users.

### 1.0 PURPOSE

To ensure that justice for the parties involved in the case is served and the right decision is made based on the weight of the case.

### 2.0 SCOPE

This procedure shall be used on non academic disciplinary cases involving CUEA students.


### 3.0 REFERENCES

- 3.1 Students Handbook
- 3.2 CUEA Quality Management Manual

### 4.0 TERMS AND DEFINITIONS

- 4.1 Non academic disciplinary case: these are cases that are outside the academic life of the student.
- 4.2 Disciplinary committee of non academic offences: these is a special committee that handles the non academic cases in the University.

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**5.0 PRINCIPAL RESPONSIBILITIES**


The Dean of Students has the overall responsibility of ensuring that that this procedure remains adequate for its intended purpose and it is effectively applied.

**6.0 METHOD**

- 6.1 The complainant shall report the case to the Dean of Students.
- 6.2 The Dean of Students shall ask the student to record a statement.
- 6.3 The Dean of Students shall call the accused and listen to his/her statement.
- 6.4 The Dean of Students shall determine the magnitude of the offence as per the policies laid down in the Students Handbook, and decide whether to present it to the Disciplinary Committee or just counsel the parties.
  - 6.4.1 If there is need, the Dean of Students shall convene the Disciplinary Committee and notify the defendant and complainant on the hearing date and venue.
- 6.5 The Committee shall meet and make a decision on the case.
  - 6.5.1 If the case warrants suspension or expulsion, the Committee through the Dean of Students shall inform the Senate
- 6.6 The Senate shall discuss the decision of the Committee and make a decision.
  - 6.6.1 If the Senate approves the Committee’s decision, the accused shall be suspended or expelled.
  - 6.6.2 If the Senate does not approve the decision, the Dean of Students shall give counseling to the affected party.

**7.0 APPENDICES**

- 7.1 Appendix A: Process Map

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**APPENDIX A: PROCESS MAP FOR NON ACADEMIC DISCIPLINARY OFFENSES**

