


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR NON ACADEMIC DISCIPLINARY (CUEA/DVC AA/DOS/01)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	FOUR (4) 7.1 – 7.4
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMIC AFFAIRS
SIGNATURE	
DATE	4 December 2018
ISSUE DATE	4 December 2018
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED
NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and the Dean of Students Office	

Revision	02		Date	4 Dec 2018
----------	----	--	------	------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC AA/DOS/01
Title	PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES	Page 2 of 7

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0.	Contents And Record Of Changes	2
1.0	Purpose.....	2
2.0	Scope.....	3
3.0	References.....	3
4.0	Definition Of Terms.....	3
5.0	Principal Responsibilities.....	3
6.0	Method.....	3
7.0	Appendices.....	5
7.1	Context.....	5
7.1.1	External / Internal Factors.....	5
7.1.2	Relevant Interested Parties.....	5
7.2	Risk Analysis And Control.....	6
7.3	Required Organizational Knowledge.....	7
7.4	Process Map.....	7
7.5	Work Instructions.....	Error! Bookmark not defined.

0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/sub clause</i>	<i>Title</i>
1.	04-12-2018	1-9	Review of the entire procedure	Dean of Students


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.

Revision	02		Date	4 Dec 2018
----------	-----------	--	------	-------------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC AA/DOS/01
Title	PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES	Page 3 of 7

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 DEFINITION OF TERMS

- 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: this is a special committee that handles the non academic cases in the University.
- 4.3 Suspension: The student is sent out of the University for a specified period.
- 4.4 Expulsion: The student is discontinued form the University.


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.

Revision	02		Date	4 Dec 2018
----------	----	--	------	------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC AA/DOS/01
Title	PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES	Page 4 of 7

- 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.
- 6.5 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 recommend to 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 and is offered the opportunity to appeal to the University Council.
- 6.6.2 If the Senate does not approve the decision, the Dean of Students shall give counseling to the affected party.

Revision	02		Date	4 Dec 2018
----------	----	--	------	------------

	<h2>Standard Operating Procedure</h2>	DVC ADM/CCD/05
Title	PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES	Page 5 of 7

7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Courts	Litigation/suits
(ii)	Media	Negative publicity/positive publicity
(iii)		
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Students activities/Social media	Negative publicity
(ii)	Catholic Identity	Enhance Catholic morals
(iii)		

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Student involved	Justice
(ii)	CUEASO	Fairness
(iii)	Parents/guardians/sponsor	Fairness
(iv)	Government/State/Judicial System	Justice


Revision	02		Date	4 Dec 2018
----------	----	--	------	------------

	Standard Operating Procedure	DVC ADM/CCD/05
Title	PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES	Page 6 of 7

7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
	Student activism	Suspicion	2	2	4	Medium	Follow due process
	Students' family	Expectations	2	2	4	Medium	Minimize interference and fai

Revision	02		Date	4 Dec 2018
----------	----	--	------	------------

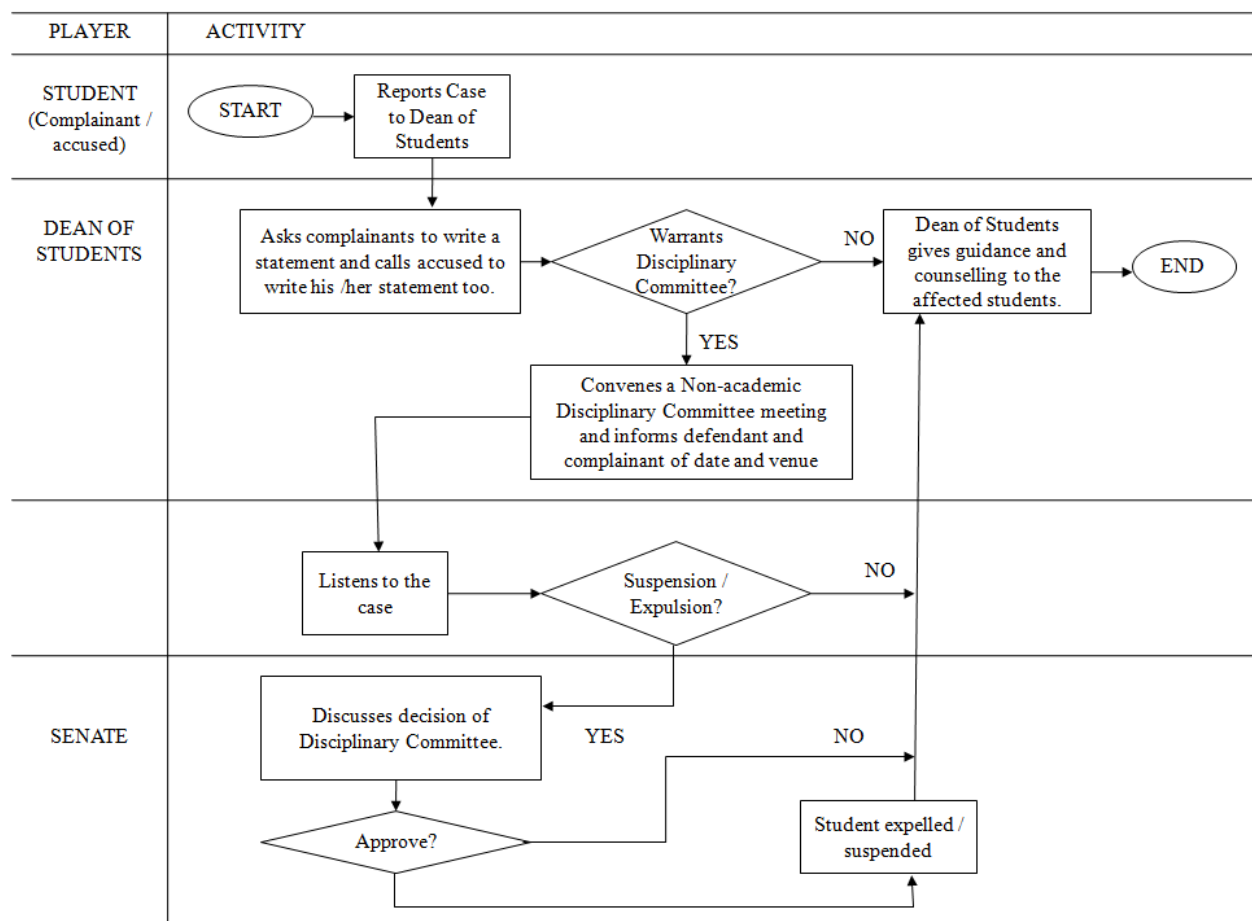
	<h2>Standard Operating Procedure</h2>	DVC ADM/CCD/05
Title	PROCEDURE FOR NON ACADEMIC DISCIPLINARY OFFENSES	Page 7 of 7

7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

Rules and procedures of non-academic disciplinary offenses contained in the students' handbook.

7.4 PROCESS MAP

7.4.1 Process Map for Non Academic Disciplinary Offenses



Revision	02		Date	4 Dec 2018
----------	----	--	------	------------