Introduction
In order to promote the finest educational experience possible, the University of Delaware has established high standards of conduct for its students and student organizations. Individual students and student organizations are expected to know and comply with the policies in the Code of Conduct. Students who violate, attempt to violate, or aid others in violating its provisions may face sanctions for their actions. This Student Guide explains University standards and procedures.

The University conducts regular reviews and updates to this Student Guide to University Policies. The University may, due to legal or institutional need, make changes to the Student Guide at any time as deemed appropriate by University officials. The Student Guide posted online at www.udel.edu/stuguide is the current and active version.

It may be useful to students to know how several commonly used terms used in the Student Guide are officially defined.

Code of Conduct
The Code of Conduct describes the behavior expected of all students. It is arranged alphabetically by category and establishes standards of behavior for students and student organizations at the University.

Student Conduct System
Alleged violations of the Code of Conduct are handled through the Undergraduate and Graduate Student Conduct Systems. This section describes the University's procedures for addressing violations.

Sanctions
The University administration reserves the absolute discretion to determine appropriate sanctions to be imposed upon a student for any infraction of the Code of Conduct. The Sanctions section describes the range of sanctions that may be applied.
Grievance Procedures and Special Problems
This section describes the process by which students may bring certain grievances to the attention of the University. It also provides students with information about assistance with special problems, such as medical leaves of absence, military service and missing students.
COMMONLY USED TERMS

**Academic exercise**: Any examination, test, quiz, lab report, homework, or other assignment, whether in-class, take-home, or make-up, including any assignment which a faculty member assigns or which a student is required to submit, which may or may not count toward the final class grade.

**Academic work**: Any document, paper, report, or other product (including drafts) that a student submits, or intends to submit, to any University official, including without limitation any response to an academic exercise and any material required to be submitted as part of a sanction.

**Business day**: When computing any time period herein, all days will be counted, unless that day is a Saturday, Sunday, legal holiday or other day on which University offices are closed.

**Class**: Any University course of study, including any course, lab, independent study, externship, internship, practicum, or other educational program offered or administered by, or otherwise involving, the University.

**Faculty member**: Any professor, teacher, instructor, or other class coordinator at the University, whether full or part time, tenured or untenured, including undergraduate or graduate teaching instructors and teaching assistants.

**End of term**: The last day on which final exams are scheduled to take place for a given semester or special session.

**Notice**: Any giving of notice or provision of information by the University hereunder shall be deemed satisfied upon the sending of the notice or information via e-mail to the “udel.edu” e-mail address assigned to the recipient. Whenever notice is required herein, failure of the University to adhere to notice requirements or time periods shall not be cause for dismissal nor grounds for appeal absent a finding that such failure materially prejudiced the charged student. A notice sent by this method will be presumed to be delivered unless returned as undeliverable. A student who claims to have not had a message delivered and delivery is confirmed may be charged with False Information.

**Pre-hearing day**: Any business day on which pre-hearings may be pre-scheduled or conducted on a walk-in basis. Pre-hearing days are traditionally Tuesdays, Wednesdays and Thursdays.

**Student**: A student is any individual who is currently enrolled, has been enrolled during the last fifteen months, or is eligible to enroll in the next fifteen months. The
word student as used throughout this Student Guide to University Policies includes Student Organizations.

**Student organization**: A student group formed for scholastic, professional, social, or extracurricular activities. These may include, but are not limited to: registered student organizations, other department- or college-recognized clubs, residence hall governments, sports teams (including varsity, club and intramural teams), fraternities and sororities, chartered organizations, and honor societies. For all matters relating to the enforcement of this Code of Conduct, a Student Organization shall remain a Student Organization regardless that its status has been rescinded, revoked or suspended by the University.

**University member**: Any person who is a student, faculty member, or any other person employed by the University. A person's status in a particular situation shall be determined by the Office of Student Conduct.

**University official**: University officials are all University employees, administrators, officers, staff, professionals, and any other persons acting on behalf of the University, exclusive of faculty members.
I. CODE OF CONDUCT

This Code of Conduct, which contains policies arranged alphabetically, establishes standards of behavior for students and student organizations at the University.

- Academic Honesty
- Alcohol
- Complicity
- Discriminatory and Other Harassment
- Disruptive Conduct
- Drugs
- Endangering the Safety of Others
- Failure to Comply
- False Information
- Fire Safety
- Guests
- Hazing
- Misuse of Materials, Services or Property
- Residence Hall Regulations
- Responsible Computing and Use of University Computer Resources
- Sexual Misconduct
- Student Organizations
- Theft
- Violations of Law
- Weapons, Dangerous Instruments, and Explosive Chemicals or Devices

Note: A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. Therefore, resolution through both the Student Conduct System and prosecution through the criminal justice system may result. Resolution of a violation of the Code of Conduct will proceed separately from prosecution through the criminal justice system or any other method. A delay in resolution through other methods will not delay resolution through the Student Conduct System. Students should be aware that student
status does not insulate them from awareness of and compliance with other laws.

A. Academic Honesty

1. Statement of Policy

All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

When a student includes their name on a group assignment, that student is verifying the authenticity of the entire work. Therefore, it is important to know how others in the group obtained the material they contributed. If a violation of the Academic Honesty Policy is determined, all members of the group will share responsibility, unless the identity of individuals involved in the dishonesty can be determined. In cases where a student claims no knowledge of or involvement with dishonesty in group work, it will be the responsibility of that student to demonstrate this lack of knowledge and involvement.

Any violation of this standard must be reported to the Office of Student Conduct. The faculty member, in consultation with a representative from the Office of Student Conduct, will decide under which option the incident is best filed and what specific academic penalty should be applied.

2. Academic Violations

a. Plagiarism

Plagiarism is the inclusion of someone else’s words, ideas, images, or data as one’s own. When a student submits academic work that includes another’s words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as one's own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:
i. The quotation or other use of another person’s words, ideas, opinions, thoughts, or theories (even if paraphrased into one’s own words) without acknowledgment of the source; or

ii. The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

b. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

i. The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;

ii. The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;

iii. The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or

iv. The unauthorized submission of an academic work prepared totally or in part by another; or

v. The submission of fabricated or altered documentation in support of completion of any academic work, an excusal from class, postponement or extension of a due date or a change of grade.

c. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:
i. Copying all or any portion of another’s academic work and submitting it, in part or in its entirety, as one’s own;

ii. Allowing another person to copy one’s own academic work - whether intentionally or unintentionally;

iii. The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;

iv. The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;

v. The unauthorized use of electronic instruments, such as computers, cell phones, translators or personal response systems (clickers) to access or share information; or

vi. The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself, including through the use of personal response systems (clickers).

d. Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

i. The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;

ii. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;

iii. Entering any University building, facility, office, or other property, or accessing any computer file or other
University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;

iv. Continuing to work on an academic exercise after the specified allotted time has elapsed;

v. Bribing another person to obtain an academic exercise, including answers to questions of an unadministered academic exercise;

vi. Failing to adhere to standards of professional behavior established by a faculty member, academic program or college in conjunction with an academic course; or

vii. Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, without express permission from the faculty member.

e. Other forms of academic dishonesty not described here but in violation of the Academic Honesty Statement of Policy.

B. Alcohol

1. Statement of Policy

All students must comply with applicable laws and these alcohol regulations.

<table>
<thead>
<tr>
<th>Medical Amnesty/Good Samaritan Protocol</th>
</tr>
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<tbody>
<tr>
<td>Student health and safety are of primary concern at the University of Delaware. As such, in cases of intoxication due to the consumption of alcohol, the University encourages individuals to seek assistance for themselves or others.</td>
</tr>
<tr>
<td>If assistance is sought due to a serious and immediate risk from the consumption of alcohol, the Office of Student Conduct may not pursue conduct sanctions against a student for violations of the Alcohol Policy or policies related to the consumption of alcohol. Additionally, those students who actively assist an intoxicated individual will not receive</td>
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conduct sanctions for violations of the Alcohol Policy or policies related to the consumption of alcohol.

Active assistance requires an individual to contact 911 or a University official (such as University of Delaware Police Department or a Resident Assistant). Once an active call for help has been made, additional examples of active assistance may include an individual monitoring the intoxicated student’s condition until assistance arrives, and cooperating fully during the medical and investigative process. Medical Amnesty will not be granted where there was no active call for medical assistance. Students who are confronted by University staff (University of Delaware Police Department or Resident Assistant, as an example) will be referred to the Office of Student Conduct for conduct charges.

Please note: Medical Amnesty will not be granted to students who do not seek medical assistance. Students who are confronted by university staff (such as an RA or UDPD) will be referred to the Office of Student Conduct for alleged policy violations.

Amnesty will be granted to students who may have violated the Alcohol Policy at the time of an incident when they became a victim of sexual assault, sexual harassment or other forms of sexual misconduct. Therefore, a charge of violating the Alcohol Policy will not be applied to a student who reports being under the influence of alcohol at the time of an incident involving sexual assault, sexual harassment or other form of sexual misconduct. Please see more information in the Sexual Misconduct Policy.

Students are encouraged to read the complete Medical Amnesty/Good Samaritan Protocol.

2. **Prohibited Activities**

The University prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offense includes, but is not limited to:

a. The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the legal age to do so;

b. The possession, use, consumption, manufacture, sale, or distribution of alcohol in any University building, facility, or property except in the confines of a student’s own residence hall room if the student is over the legal age to do so;
c. The possession of beer kegs in any University building, facility, or property;

d. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games; or

e. A violation of any University policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol; or

f. A violation of any applicable law of the State of Delaware or City of Newark, Delaware relating to alcohol (including, but not limited to, possession of an open container of alcohol, public intoxication and underage entry into a liquor store).

3. Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by this Alcohol Policy.

a. Student Organizations

No student organization that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the University shall serve alcohol or permit the possession, use, consumption, manufacture, sale, or distribution of alcohol except as provided here.

i. No alcoholic beverages shall be distributed, served, or sold at a function or event on-campus without the explicit, prior approval of the Director of the University Student Centers (or designee).

ii. Outside functions or events involving the use of alcohol are not permitted on campus.

b. Alcohol in Residence Halls

A resident who is 21 years of age or older may possess or consume alcoholic beverages in their own room. No student under the age of 21 may possess or consume alcohol anywhere, including the student’s room. The possession or consumption of
alcohol by a student 21 years of age or older is subject to the following limitations and conditions:

i. Possession of an open container or consumption of alcoholic beverages in any area other than a resident’s room is prohibited.

ii. A guest may only possess or consume alcohol if the guest is at least 21 years of age and is visiting a resident’s room where at least one of the assigned student residents is also of legal drinking age and is present (i.e., if a double-occupancy room is occupied by two students under the age of 21, those students shall not permit the consumption, possession, or use of alcohol by anyone, including guests, in that room. However, if one of the roommates is at least 21 years of age, that student must be present to allow the possession or consumption of alcohol by guests who are at least 21 years of age).

iii. The student’s (or a guest’s) possession, use, or consumption of alcohol shall not infringe upon the privacy, peace, or enjoyment of other students or guests in the residence hall.

iv. A residence hall student has a duty to know if there is or has been unauthorized use or possession of alcohol in their room. Therefore, the responsibility to establish lack of knowledge shall be on the resident in cases where the resident claims no knowledge of such use.

c. Alcohol at the University Football Stadium

The unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol in the University football stadium and in parking areas surrounding the stadium is prohibited. Beer kegs and any alcohol-related games, activities or apparatus (such as a beer pong table, ice slides, beer funnels, etc.) are prohibited at all times. Individuals are not permitted to possess any open container containing alcohol, or consume any alcohol in stadium parking areas while the football game is in progress or on any day other than those on which a football game takes place.

4. Use of Alcohol Off-Campus
The University accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the University may also pursue student conduct charges for such behavior.

C. Complicity

1. Statement of Policy

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove oneself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

D. Discriminatory and Other Harassment

1. Statement of Policy

The University is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, disability, religion, age, veteran status, any other characteristic protected by law or any other characteristic specific to the person being harassed. This policy is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine the University's mission by threatening the careers, educational experiences, and well-being of those associated with the University. This policy expresses the University’s opposition to discrimination and harassment and assists the University to comply with federal, state, and local legal mandates in relation to such misconduct.

Incidents of harassment based on a person’s sex, sexual orientation or gender identity or expression will be resolved through the University’s Sexual Misconduct Policy.
2. **Prohibited Activities**

Specific violations of this standard include, but are not limited to:

a. Any verbal, written or physical conduct toward another that is based on a person’s race, color, national origin, disability, religion, age, veteran status, other characteristic protected by law or any other characteristic specific to the person being harassed, that:

   i. Unreasonably creates an intimidating, hostile or offensive learning, living or working environment; or

   ii. Unreasonably interferes with an individual’s academic or work performance.

b. Discriminatory harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual’s ability to participate in or benefit from the activities of the University.

c. Behavior of a discriminatory nature that does not necessarily rise to the level of discriminatory harassment may nonetheless be inappropriate in the University community, disruptive in the classroom, or violate other University policies and could warrant remedial actions and/or discipline.

d. The alleged conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position taking into account all of the circumstances involved in a particular matter.

e. It is a violation of University policy to retaliate in any way against students or employees because they have raised allegations of harassment. Any person against whom a complaint is lodged also bears a responsibility to abstain from retaliatory behavior towards the complainant and/or any individuals involved in the investigation or resolution of the complaint.

E. **Disruptive Conduct**

1. **Statement of Policy**
A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the University or any of its students, faculty members, University officials, guests or the surrounding community.

2. **Prohibited Activities**

Specific violations of this standard include, but are not limited to:

a. Committing or threatening to commit any act of physical violence against self or another. This includes, but is not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;

b. Threatening the health, safety, or welfare of another;

c. Interfering with the freedom of movement of another;

d. Invading the privacy of another;

e. Interfering with the right of another to enter, use, or leave any University building, facility, property, service, resource, or activity;

f. Interfering with a faculty member or University official in the performance of their duty;

g. Interfering with the freedoms of speech, religion, or association of another;

h. Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource, or activity or any location with the jurisdictional boundaries of the Student Conduct System;

i. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior;

j. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the University;

k. Exhibiting public nudity or lewd behavior; or

l. Urinating in any area of University buildings, facilities, or property other than restrooms.
F. Drugs

1. Statement of Policy

The illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities.

**Note:** The claim that the use of marijuana was for medicinal purposes will not automatically be sufficient for dismissal of any pending charges nor for a determination that the student is not responsible for violating this policy. All University buildings, including residence halls, are designated as smoke-free for all substances.

2. Definitions

a. The term "drugs" broadly includes, but is not limited to, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

b. The term “Drug Paraphernalia” broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hookahs, grinders, vaporizers, hypodermic needles and syringes.

3. Prohibited Activities

Specific violations of this standard include, but are not limited to:

a. The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;

b. The transfer, delivery or manufacture or intent to transfer, deliver, or manufacture any drug or drug paraphernalia;

c. The possession of a prescription or prescription drug not issued to the student;
d. The misuse, sale, delivery, or transfer of a prescription or prescription drug;

e. Driving while impaired by any drug, whether it be legal or illegal; or

f. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia.

G. **Endangering the Safety of Others**

1. **Statement of Policy**

   A student shall not endanger the lives or safety of oneself or others.

2. **Prohibited Activities**

   Specific violations of this standard include, but are not limited to:

   a. Creating an unsafe condition or environment which could cause harm to the student or others;

   b. Acting in a manner that endangers or reasonably could endanger the health, safety or welfare of the student or anyone else; or

   c. Instigating, participating or otherwise encouraging others to engage in a fight, riot or other disruption.

H. **Failure to Comply**

1. **Statement of Policy**

   It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rule.

2. **Prohibited Activities**

   Specific violations of this standard include, but are not limited to:

   a. Failing to comply with the directive of any University official or faculty member, including any sanction imposed by the Office of Student Conduct;

   b. Failing to comply with the terms of any policy, procedure or agreement, including the University’s Housing and Dining
Agreements, University Student Centers policies, Facilities policies or any other agreement between a student and a University official or department;

c. Failing to comply with any applicable federal, state, or local law; or

d. Failing to advise the University of any off-campus criminal charge(s) or conviction.

I. **False Information**

1. **Statement of Policy**

   A student shall not provide false or misleading information.

2. **Prohibited Activities**

   Specific violations of this standard include, but are not limited to:

   a. Making a false or misleading oral or written statement to any University official or faculty member (including, but not limited to, application for admission, financial aid, residency classification or participation in any special programs sponsored by the University) when the student knew or should have known the statement was false;

   b. Making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behavior;

   c. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;

   d. Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating an emergency phone on campus when no emergency actually exists;

   e. Falsely reporting a crime or violation of this Code of Conduct or any other University policy;

   f. Possessing or displaying any form of false identification or any identification not one’s own;
g. Assuming or attempting to assume the identity of another person; or

h. Forgery.

J. Fire Safety

1. Statement of Policy

A student shall not engage in any behavior that creates a fire hazard nor shall a student inhibit or impede another person who is responding to a fire hazard.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

a. Setting or causing a fire;

b. Tampering with, misusing or damaging fire or safety equipment, such as fire alarms, heat sensors, smoke detectors, fire extinguishers or hoses;

c. Blocking or otherwise preventing the use of a fire exit, including hallways, windows, doors and stairwells;

d. Failing to immediately exit any University facility or building when a fire alarm has been activated, or hindering or impairing the orderly evacuation of any University building or facility; or

e. Disobeying the command of any University official or faculty member in connection with a fire, alarm or other safety or security measure.

K. Guests

1. Statement of Policy

Students are responsible for the behavior of their guests and must ensure that guests comply with University regulations, including the standards in this Code of Conduct. Students in residence halls are responsible for abiding by the Guidelines for Hosting Visitors.
L. **Hazing**

1. **Statement of Policy**

   A student shall not haze another student nor allow oneself to be hazed.

2. **Definition**

   Hazing is any action taken toward, or circumstance directed at, one or more students, which action or circumstance exposes such student(s) to unpleasant, harassing, embarrassing, degrading or hazardous conditions, the endurance of which is intended to be a condition upon which the student(s) may become a member of, or participate with, any group, regardless of whether the group is recognized by the University or has been formally organized. It is intended that the term "group" be interpreted in the broadest sense and could mean, for example, a particular section of a residence hall, a particular program or informal club or gatherings of students.

3. **Prohibited Activities**

   Specific violations of this policy include, but are not limited to:

   a. Requiring the consumption of any food, liquor, drug, or other substance;

   b. Requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion;

   c. Exposing another to weather elements or other physically or emotionally uncomfortable situations;

   d. Forcing fatigue from sleep deprivation, physical activities, or exercise;

   e. Requiring anything that would be illegal under any applicable law, including laws of the State of Delaware or City of Newark, Delaware;

   f. Requiring anything that can be reasonably expected to be morally offensive to another;

   g. Committing or requiring any act that demeans another based on race, gender, ability, sexual orientation, religion, or age;
h. Committing any act of physical brutality against another, including, but not limited to, paddling, striking with fists, open hands or objects, and branding;

i. Kidnapping or transporting another with the intent of stranding the person;

j. Committing verbal abuse;

k. Forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts;

l. Intentionally creating work or labor for another;

m. Denying sufficient time for study or other academic activities; or

n. Committing or requiring another to commit any sexual act or engage in lewd behavior.

4. Students have a duty to avoid being hazed. Therefore, it shall be an offense under this section for a student to permit oneself to be hazed, subject only to the defense that the student could not reasonably have prevented the hazing.

M. Misuse of Materials, Services, or Property

1. Statement of Policy

A student shall not misuse any material, service or property.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

a. Destroying, damaging or misusing any property belonging to another;

b. Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, University-provided key or access card, residence hall key or access card, laboratory equipment,
emergency phone, athletic equipment, or any material issued or owned by the University;

c. Destroying, damaging or defacing any University building, facility or property;

d. Impairing or otherwise hindering another’s use of a University material, service, or property;

e. Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any University document or record without authorization;

f. Littering on or in any University property, facility, or building; or

g. Engaging in conduct that may result in damage or destruction of any University building, facility or property, including, but not limited to, skateboarding or rollerblading on steps, railings, banisters or curbing.

N. Residence Hall Regulations

1. Statement of Policy

A residence hall resident shall comply with all provisions of this Code of Conduct, and should refer to the Residence Hall Regulations, the Housing Agreements, Residence Hall Prohibited Items and Actions, and Residence Hall Appliance Use for additional rules and responsibilities related to on-campus housing that supplement the Code of Conduct. Residence hall residents are responsible for the behavior of their guests and for ensuring that guests comply with all University regulations.

O. Responsible Computing and Use of University Computer Resources

1. Statement of Policy

All students must comply with local, state, and federal laws relating to copyright, security, and electronic media. Students must act responsibly and in accordance with relevant policies and laws, contractual obligations, and the Policy for Responsible Computing.

All students must make certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of their computer and will be held accountable
for network traffic originating at their computer or traced back to their computer's IP number (Internet address).

All students are expected to access and use their UD e-mail and read e-mail in a timely manner. Faculty will send e-mail with important information about classes, and the administration, including the Office of Student Conduct, will send messages with timely, sometimes critical, announcements. These messages are sent to the “udel.edu” e-mail address assigned to each student. If students prefer to use a different e-mail service, they must still check their UD e-mail account or be sure to forward the “udel.edu” messages to the preferred account.

2. **Prohibited Activities**

A student shall not damage, destroy, misuse, or otherwise endanger the University’s computing and information resources. Specific violations of this standard include, but are not limited to:

a. Using any University computer, facility, equipment, software, network, or other resource, including e-mail
   
i. for any activity other than that for which access or use was assigned or authorized;
   
ii. for commercial use;
   
iii. without authorization;
   
iv. to commit or attempt to commit any other violation of this Code of Conduct; or
   
v. to commit or attempt to commit any act prohibited under applicable federal, state, or local laws.

b. Disrupting, hindering, or damaging the service, use, or ability of others to access or use any University computer, facility, equipment, software, network, or other resource, including e-mail; or

c. Damaging, destroying, misusing, or otherwise harming any University computer, facility, equipment, software, network, or other resource, including e-mail.
P. **Sexual Misconduct**

Sexual misconduct includes sexual assault, sexual harassment, domestic violence, dating violence, stalking and sex discrimination. All incidents of sexual misconduct will be resolved through the University's Sexual Misconduct Policy.

**Note:** Contact Susan L. Groff, Director, Institutional Diversity and University Title IX Coordinator, in the Office of Equity and Inclusion for more detailed information.

Q. **Student Organizations**

1. **Statement of Policy**

   Student organizations are expected to adhere to the same standards of conduct applicable to individual students.

2. **Prohibited Activities**

   Specific violations of this standard include, but are not limited to:

   a. Violating, permitting its members or their guests to violate or failing to prevent, where such prevention was possible, the violation of this Code of Conduct, the Sexual Misconduct Policy or any applicable city, state, or federal regulation;

   b. Violating, permitting its members or their guests to violate or failing to prevent, where such prevention was possible, the violation of any contract or other agreement between the student organization and the University; or

   c. Committing any act in violation of any policy, procedure or agreement, including the University’s Housing and Dining Agreements, University Student Centers policies or any other agreement between a student organization and a University official and department, as well as rules promulgated by the appropriate University official and any other rules made applicable to student organizations.

3. **Application of Policy**
a. Each use of the term “student” in this Code of Conduct shall refer to and include student organizations and their members.

b. Any violation of this Code of Conduct by one or more members of a student organization may constitute a violation by the organization itself. When those administering the Student Conduct System conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending member. Conversely, when an organization has been found responsible for a Code of Conduct violation, those administering the Student Conduct may impose sanctions on some or all members of that organization depending upon the degree of general participation in the violation.

4. Membership

a. Membership in a student organization may not be restricted on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or other characteristic protected by law, except for any fraternity or sorority whose national organization requires it to be single-gender, and then only when such group demonstrates that it will not discriminate on any other basis.

b. A student may not frustrate the University’s suspension of a student organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the University.

R. Theft

1. Statement of Policy

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

a. The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the University,
another student, a person attending a University sponsored event, or any other person; or

b. The unauthorized taking or use of any University owned or contracted service.

3. Possession of Lost or Misplaced Items

Any lost or misplaced item that is found should immediately be turned in to the proper University office. For instance, items found in the library should be taken to the library’s circulation desk. An item found anywhere else on campus should be taken to Department of Public Safety. Inquiries concerning lost books, articles of clothing, or identification cards should be directed to the Lost and Found section of the Department of Public Safety.

S. Violations of Law

1. Statement of Policy

Violations of local, state, or federal law are subject to University action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g. Probation Before Judgment or no lo contendere) should be aware that the University may also sanction the student.

2. Notification of Criminal Arrest

a. A student is responsible for notifying the University of any off-campus arrest.

b. When the Office of Student Conduct (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) is informed of the arrest of a student, the University will send notice to the student requiring that he or she make an appointment for an interview with the Office of Student Conduct or Office of Graduate and Professional Education. During this interview, the facts involved in the student’s arrest, the student’s obligation to keep the University informed of the progress of the criminal charge(s), and the student’s obligation to advise the University of the final disposition of the criminal charge(s) will be discussed with the student.
3. **Withdrawal When Certain Criminal Charges are Pending**

   a. The University may withdraw any student when certain charges are pending against that student, subject to the procedures set forth in the Student Conduct System section of this Guide.

   b. Specifically, withdrawal may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the University’s mission.

T. **Weapons, Dangerous Instruments, and Explosive Chemicals or Devices**

1. **Statement of Policy**

   The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

2. **Prohibited Activities**

   Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

   a. Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;

   b. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);

   c. Any BB gun, pellet gun, air rifle, paint gun, or any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;

   d. Any sword (whether decorative or not), or other martial arts weapon;

   e. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
f. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

**Note:** Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.

3. **Interpretation**

This policy does not prohibit any instrument or chemical expressly authorized for the pursuit of the academic mission of the University and used in an authorized manner consistent with that academic mission. Questions concerning authorized chemicals and prohibited instruments should be addressed to the Department of Public Safety or Environmental Health and Safety.

This policy does not prohibit the possession or use of a firearm, knife or other object off campus, provided it is in accordance with local, state or federal laws regulating such possession and use.
II. **Student Conduct System**

- **Statement of Policy**
- **Jurisdiction Over Persons and Places**
- **Student Rights**
  - For Charged Students
  - For Victims
- **Undergraduate Student Conduct Process**
  - Initiation of the Process
  - Administrative Hearings
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- **Graduate Student Conduct Process**
  - Initiation of the Process
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- **Procedures for Student Organizations**
- **Retention of Disciplinary Records**
- **Administrative Actions**
- **Emergency Suspension**
- **Withdrawal When Certain Charges are Pending**

A. **Statement of Policy**

The University affords its students the right to pursue their studies and be rewarded according to their own achievements, to seek redress from actions of those who interfere with those rights, to be informed of prohibited acts or behavior, to be accorded due process if charged with a violation of the Code of Conduct or any other University policy, and to be advised of their rights at all stages of a University disciplinary proceeding.

The Undergraduate Student Conduct System was established in 1975 and the Graduate Student Conduct System in 1981. These systems are the means by which violations of the Code of Conduct are adjudicated.

The Undergraduate and Graduate Student Conduct Systems provide students charged with violations with an opportunity to learn of the charge(s), to be presented with information, and to offer a response before an impartial
party. However, there are significant differences between the rights in the Student Conduct System and the rights offered to those accused of crimes by local, state, or federal authorities. Specifically, charged students’ rights in the Student Conduct System do not include the right to be defended by an attorney at an Administrative Hearing; the right to rely on rules of evidence under state or federal law; or the right to know the identity of those giving information to support the charge(s).

The primary goal of the Undergraduate and Graduate Student Conduct Systems is to examine information, verify facts and determine the truth, and the Administrative Hearing Officer, Graduate Hearing Board, appellate board or appellate officer may consider all information presented during the process, including things that might not be permitted in a criminal trial or other legal proceeding. Rules of evidence do not apply, and information that would constitute hearsay in the legal system may be considered, with the credibility of such information to be determined by those considering this information.

Based on the differences between the Student Conduct System and criminal or other systems, outcomes may differ, and an outcome reached through the Student Conduct System will not dictate the outcome in any other system nor shall an outcome through other systems dictate an outcome in the Student Conduct System.

B. Jurisdiction Over Persons and Places

1. Subject to the expanded jurisdictional limits described below, the Student Conduct Systems may act on any alleged violation of the Code of Conduct or any other University policy or regulation, whether committed on campus, a street adjacent to campus, or in the greater community, by:

   a. A full- or part-time matriculated or continuing education student if the alleged violation occurred while the student was enrolled at the University or while the student, although not enrolled, was enrolled at any point during the past fifteen months or is eligible for enrollment within the next fifteen months;

   b. A student organization;

   c. A student who is serving a period of suspension from the University or any of its colleges, divisions, or departments; or

   d. A student enrolled in the English Language Institute or any other program at the University that does not require admission to the
University or traditional class registration. Formal disciplinary procedures established within such programs and specifically tailored for the needs of that student population may be used in concert with or as an alternative to the Student Conduct System as appropriate. An exception to this standard is any incident involving sexual misconduct which must be reported to the appropriate Title IX coordinator.

2. The Student Conduct System shall also have jurisdiction over any student or student organization accused of a violation which occurs:

   a. while a student or student organization is participating in a University-related activity, including events sponsored by a Student Organization, or when the student’s or student organization’s conduct is egregiously offensive to the University’s mission; or

   b. when the student’s or student organization’s continued presence on campus poses a serious threat to persons or property, regardless of where the activity occurred.

3. The Office of Student Conduct has the authority to determine whether a complaint brought before the Student Conduct System should more properly be handled by another University office, department or forum, and in such instance may refer the complaint to that office, department, or forum.

4. The Undergraduate Student Conduct System shall have jurisdiction over all students enrolled in the undergraduate program and programs that do not require admission to the University or traditional class registration and is coordinated by the staff of Office of Student Conduct. The Undergraduate Student Conduct System shall also have jurisdiction over all student organizations. The Graduate Student Conduct System shall have jurisdiction over all students enrolled in the graduate program and is coordinated by the staff of the Office of Graduate and Professional Education.

5. In accordance with the Sexual Misconduct Policy, the Undergraduate Student Conduct System shall have jurisdiction over sanctioning and appeals associated with sexual misconduct cases.

6. The University retains absolute discretion to determine whether any allegation should be processed within the Student Conduct System and may at its discretion vest jurisdiction in either the Undergraduate or Graduate Student Conduct System for any student group or any infraction
not specifically described within this Student Guide to University Policies or any other University policy, procedure or agreement.

**Note:** Violations of local, state, or federal laws away from campus may result in sanctions being imposed by the University. See Violations of Law.

C. **Student Rights**

1. **Rights of Charged Students**

   A charged student is entitled to:

   a. Be informed of the policy (or policies) alleged to have been violated, the sanction(s) to be applied if the student agrees the allegations are accurate and the process for disputing the allegation(s) or recommended sanction(s).

   b. Have an Administrative Hearing within a reasonable period of time after the complaint is filed. Once a hearing is scheduled, it may only be postponed, for cause, by the Office of Student Conduct or the Associate Provost for Graduate and Professional Education.

   c. Receive written notice of the date, time and location of the Administrative Hearing at least 5 business days prior to the hearing.

   d. Prior to the Administrative Hearing, review all documents and materials in the possession of the Office of Student Conduct or the Office of Graduate and Professional Education that relate to the complaint, provided, however, that such materials may be edited to shield the identity of those giving information when officials believe that confidentiality is necessary to avoid risk to those persons. Note: These offices do not always receive all information that may eventually be presented at an Administrative Hearing, therefore conduct files will not, in all cases, contain all information in the possession of the party filing the complaint.

   e. Know the names of all witnesses known by the Office of Student Conduct or Office of Graduate and Professional Education who will participate in the hearing (subject to provisions in this Code regarding protecting witness identity).

   f. Question the selection of the Administrative Hearing Officer on the basis of a conflict of interest or demonstrated bias.
g. Appear in person and present information on one's behalf, call witnesses, and ask questions of those present at the hearing or elect not to appear at the hearing. Absence will be noted without prejudice, but the hearing may be conducted in the charged student’s absence.

h. Refuse to answer any question or make any statement.

i. Be assisted by a University advisor of one's choice from among the members of the University. Names of advisors familiar with the student conduct process are available upon request through the Office of Student Conduct. It is the responsibility of the charged student to obtain a University advisor if so desired and to provide the advisor’s name to the Office of Student Conduct or the Office of Graduate and Professional Education at least 3 business days prior to the Administrative Hearing. A University advisor should be selected promptly. The University advisor may:

   i. Advise the charged student on the presentation of a response to the allegations;

   ii. Accompany the charged student at all student conduct meetings; and

   iii. Advise the charged student in the preparation of any appeal.

j. In limited situations, have legal counsel.

   i. Legal counsel may be present only in the following circumstances:

      a) When the charged student is charged both within the Student Conduct System and with a felony offense in an off-campus criminal court system; and

      b) When the charged student’s Administrative Hearing occurs before the off-campus felony hearing has been conducted.

   ii. Legal counsel may only advise the charged student on whether to answer a question in order to safeguard the
student from self-incrimination. The legal counsel may not question witnesses, object to questions, or otherwise participate in the hearing. The charged student must inform the Office of Student Conduct or the Office of Graduate and Professional Education of the name of the legal counsel at least 3 business days prior to the Administrative Hearing.

iii. If legal counsel accompanies the charged student, the University may, at its discretion, allow its own counsel also to be present.

k. Initiate an appeal.

l. Waive any of the rights contained in this subsection.

2. Rights of Victims

a. The Dean of Students (or designee) will determine who is entitled to the rights of a victim. This may include, but is not limited to, a person who has suffered from the following acts:

i. Arson;
ii. Theft;
iii. Destruction, damage or vandalism of property;
iv. Kidnapping/abduction;
v. Behavior directed towards a person based on perceived or actual race, color, national origin, disability, religion, age, veteran status; or
vi. Violence or physical assault, not based on gender, gender identity or expression or sexual orientation.

b. A victim is entitled to:

i. Be notified of available counseling, mental health, or medical services both on campus and in the community.

ii. Change living arrangements on campus and the right to reasonable academic accommodations.

iii. Be free of any form of retaliation and to report such retaliation for disciplinary action.
iv. A campus restraining order/no contact order against the charged student.

v. Notify law enforcement authorities (also includes the right not to report to law enforcement authorities).

vi. Decide whether or not to file a formal complaint within the Student Conduct System.

vii. Have a University advisor throughout the conduct process. It is the responsibility of the victim to obtain a University advisor if so desired and to provide the advisor's name to the Office of Student Conduct or the Office of Graduate and Professional Education at least 3 business days prior to the hearing. The University advisor will have the same role as a University advisor for a charged student.

viii. Be informed about the status of a case at any point during the investigation process.

ix. Review all documents to be presented at the hearing that are made available to the charged student.

x. Be present at the hearing, only during the time in which he or she provides information about the case and/or a victim impact statement.

xi. Know the names of all witnesses known by the Office of Student Conduct or Office of Graduate and Professional Education who will participate in the hearing (subject to provisions in this Code regarding protecting witness identity), and the right to suggest potential witnesses to be called (the presenting party will ultimately decide which witnesses to present). The Office of Student Conduct or Office of Graduate and Professional Education may not know the names all witnesses in advance of the hearing.

xii. Have past unrelated behavior excluded from the hearing process.

xiii. Question the selection of the Administrative Hearing Officer on the basis of a conflict of interest or demonstrated bias.

xiv. Be separated from the charged student during the hearing.
xv. Be notified of the outcome and sanction(s) affecting the victim as soon as possible.

xvi. Participate in the appeal process, if initiated by a charged student.

xvii. Initiate an appeal alleging a violation of any of the above rights occurred.

xviii. Waive any of the rights contained in this subsection.

D. Procedures for Undergraduate Student Conduct Process

1. Initiation of Undergraduate Student Conduct Process

The student conduct process shall be governed by the following policies and procedures:

a. Any person may initiate a complaint against an undergraduate student by filing a complaint with the Office of Student Conduct. The exception to this standard is any complaint involving sexual misconduct, which will be reported to the Title IX Coordinator in the Office of Equity and Inclusion or a deputy Title IX Coordinator.

b. This complaint may be made in writing or verbally. The person or people submitting the complaint shall be referred to as the complainant. If a complaint is made verbally, the Office of Student Conduct staff member taking the complaint will summarize in writing the information received verbally, then share that summary with the complainant to ensure accuracy. This summary will become a part of the charged student’s file and will be shared with the charged student.

c. Jurisdiction shall be limited to those complaints meeting the parameters outlined in Section II.B. If the complaint reasonably suggests that a violation of the Code of Conduct has occurred, then the Dean of Students (or designee) shall provide notice of the complaint to the student against whom it was filed.

   i. Students seeking to file a complaint of disability discrimination must use the ADA process as outlined in Section IV.A.2.a.
ii. Students seeking to file a complaint of other discrimination or harassment must use the process outlined in Section IV.A.2.c.

d. This notice to the charged student shall include:

i. The specific rule or regulation that the charged student is alleged to have violated, indicating the date and place of the occurrence and the names of the complainant and all potential witnesses known by the Office of Student Conduct, except when the Office of Student Conduct determines that disclosure may present a serious risk to any such witness;

ii. The charged student’s rights, including a description of the procedures to be used at both a pre-hearing and an Administrative Hearing; and

iii. A statement that the charged student must meet for a pre-hearing with a designee of the Office of Student Conduct within 3 pre-hearing days of the date on which the notice was sent. Failure to attend this pre-hearing meeting will not keep the process from proceeding and may result in the charged student being found responsible for violating the policies listed based only on input from the complainant.

e. During the pre-hearing meeting, the charged student will be invited to review and discuss information in the student's disciplinary file (including prior cases, if any) and will be encouraged to ask questions about the complaint and the options available within the Student Conduct System. Proposed sanctions, to be applied if the charged student is responsible for the violation(s), will also be discussed. The student may also provide additional information (such as written documents, photographs, audio/video files, etc.) to be added to his or her disciplinary file, which will then become a permanent part of that file. Pre-hearings may not be recorded.

The charged student will be presented with the following options:

i. To accept responsibility for violating the Code of Conduct and accept the sanction(s) presented in the pre-hearing meeting. A student who accepts responsibility and accepts the proposed sanction(s) waives the right to both an Administrative Hearing and an appeal.
ii. To accept responsibility for violating the Code of Conduct but reject the sanction(s) presented as inappropriate or unreasonable, as outlined below. The charged student will receive notice that they have accepted responsibility for violating the Code of Conduct as well as a complete list of the sanction(s) that were rejected and the process for requesting different sanction(s). A student who accepts responsibility for violating the Code of Conduct but rejects the sanction(s) waives the right to an Administrative Hearing, but retains the right of appeal of the sanction(s) only through a Request for Reconsideration of Sanction(s).

iii. To deny responsibility for violating the Code of Conduct and request an Administrative Hearing. A student who denies responsibility for violating the Code of Conduct retains the right to both an Administrative Hearing and full appeal.

f. A student who chooses not to attend a pre-hearing will be found responsible based only on input only from the complainant. Sanction(s) will be applied without the student’s input. The student will be notified of the outcome, including the sanctions applied. The student will retain the right to appeal this outcome.

2. Procedures for Administrative Hearings

a. The complainant, all co-charged students who request an Administrative Hearing, the Administrative Hearing Officer, the University advisor (if any) and an Office of Student Conduct designee (if any), shall be present for the entirety of the hearing.

b. Witnesses

i. A witness (including any victim, with a University advisor, if any) may only be present during the time the witness presents information.

ii. Only direct witnesses (those having factual information pertinent to the pending case) will be permitted. Character witnesses will not be permitted.

iii. The Administrative Hearing Officer has the right to recall any witness at any time during the hearing.

c. Hearings shall be closed to all other parties.
d. All parties are expected to act in a professional and civil manner. If the Administrative Hearing Officer determines the complainant causes a disruption, the complainant will be removed, the hearing will end and all charge(s) will be dropped. If the Administrative Hearing Officer determines the charged student causes a disruption, the charged student (and a University advisor, if any) will be removed and the hearing will continue in the student's absence. If any witness causes a disruption, the witness will be removed and the hearing will continue in their absence.

e. The complainant must attend the hearing unless an appropriate designee has been approved by the Office of Student Conduct. In certain situations, the complainant may be accompanied by an advisor or co-complainant.

f. The complainant shall present information regarding the allegation(s) against the charged student(s) and may present witnesses to support the complaint. The Administrative Hearing Officer may question the complainant and any of the complainant's witnesses who are present for the hearing. The charged student(s), with the assistance of a University advisor (if any), will then have the opportunity to question the complainant and any of the complainant’s witnesses who are present for the hearing.

g. The charged student(s) then may, with the assistance of a University advisor (if any) present a response to the allegation(s). This response may include additional information (such as written documents, photographs, audio/video files, etc.) to be added to the student’s disciplinary file, which will then become a permanent part of that file. Any such information must be factually related to the case. Information pertaining to character or authorities outside the University may not be presented. The Administrative Hearing Officer may question the charged student(s) and any witnesses for the charged student(s) who are present for the hearing. The complainant will then have the opportunity to question the charged student(s) and witnesses for the charged student(s) who are present for the hearing.

h. The complainant and the charged student(s) may, in that order, present concluding remarks. The Administrative Hearing Officer will then close the hearing.

i. The Administrative Hearing Officer may exclude any information that is irrelevant or redundant to the allegations.
j. Proof that the violation occurred must be established by a preponderance of the information, meaning it is more likely than not the allegations are true.

k. If the Administrative Hearing Officer finds the charged student(s) has violated any or all of the policies alleged to have been violated, information shared during the hearing as well as information concerning the charged student’s past disciplinary record (including Student Conduct System actions, housing policy violations, civil or criminal court convictions, and any other information deemed relevant by the Administrative Hearing Officer) may be considered in determining the appropriate sanction(s). The Administrative Hearing Officer may also consult with the Dean of Students (or designee) in order to ensure appropriateness and reasonableness of the sanctions. The Administrative Hearing Officer may apply different sanctions (either less or more stringent) than the proposed sanctions discussed in the pre-hearing.

l. An audio recording will be made of all Administrative Hearings, for review and appeal purposes. No other electronic devices (including, but not limited to, cellphones, computers and additional recorders) may be used during the hearing, unless expressly permitted by the Administrative Hearing Officer. To protect student confidentiality and the integrity of its process, the University does not provide copies of these audio recordings. However, to aid in the preparation of an appeal, an appealing student may listen to the audio recording and may be accompanied by a University advisor. No copies or recordings of any kind may be made by the student or advisor.

m. The Administrative Hearing Officer shall send a written decision to the Office of Student Conduct after the conclusion of the hearing. The decision notice shall contain:

   i. A summary of the charge(s) and the incident from which these charge(s) originated;

   ii. The Administrative Hearing Officer’s findings and rationale;

   iii. The sanction(s) imposed by the Administrative Hearing Officer (if any); and

   iv. A statement describing the charged student’s right to appeal and the procedures for doing so.
n. The Office of Student Conduct will notify the charged student(s) and the complainant via e-mail of the outcome, rationale, sanction(s) applied (if any), and the right of appeal. The Office of Student Conduct will notify the victim of any outcome or sanction that affects the victim.

o. The charged student may appeal the Administrative Hearing Officer’s decision within 5 business days of the date on which the decision was sent.

p. A copy of the Administrative Hearing Officer’s decision will be maintained by the Office of Student Conduct in accordance with the retention policy, as defined in Section II.G.

3. Procedures for Appeals

a. Request for Reconsideration of Sanction(s)

i. The charged student must submit a Request for Reconsideration of Sanction(s) to the Office of Student Conduct within 5 business days of accepting responsibility for violating the Code of Conduct and receiving a list of the proposed sanction(s). Should the charged student fail to submit this request within 5 business days, the proposed sanction(s) will be applied, no appeal will be considered and the case will be closed.

ii. The Request for Reconsideration of Sanction(s)

a) Must explain why the proposed sanction(s) are inappropriate or unreasonable. The request may include what sanction(s) the charged student feels are appropriate;

b) Shall be prepared by the charged student with the assistance of a University advisor;

c) Must be computer printed and is limited to three double-spaced pages with one-inch margins and a 12-point font; and

d) Shall not include information disputing the charge(s) nor shall it include character information or citations to authorities outside the University.
iii. At the discretion of the chair on the Appellate Board, all pages beyond the three-page limit may be disregarded or the entire Request may be rejected if it contains character information or citations to authorities outside the University or appears not to have been completed by the student.

iv. Upon receipt of the Request for Reconsideration of Sanction(s), the Dean of Students (or designee) will send a copy of the request to the complainant and any other party deemed appropriate by the University, including the victim (if applicable). These parties may submit a response, limited to three double-spaced pages with one-inch margins and a 12-point font, to the Office of Student Conduct within 5 business days of the date on which the Request was sent. At the discretion of the chair of the Appellate Board, all pages beyond the three-page limit may be disregarded.

v. The written request, responses from all appropriate parties and the charged student’s entire disciplinary file will be reviewed in a closed meeting by an Appellate Board panel.

vi. The Appellate Board, by majority vote, may decide to

   a) Deny the Request for Reconsideration of Sanction(s) and apply the sanction(s) described in the pre-hearing; or

   b) Reduce or otherwise limit the sanction(s) described in the pre-hearing. A reduction in penalty or duration may be accompanied by the imposition of educational assignment(s) or exercise(s) or a fee.

vii. The Appellate Board’s decision is final and will be implemented immediately by the Office of Student Conduct. The charged student will receive notice of the decision. The victim (if any) will receive notice of the decision and any sanction which affects them. The decision will forwarded to the complainant and any other appropriate party who responded to the initial Request. Copies of this notice will be entered into the student’s disciplinary record.

viii. A copy of the Appellate Board’s decision will be maintained by the Office of Student Conduct in accordance with the retention policy, as defined in Section II.G.
b. Appeal of Decision of Responsibility

i. The charged student may submit an appeal to the Office of Student Conduct in writing within 5 business days of the date on which the decision was sent.

ii. The appeal request must allege that

   a) The decision is contrary to information presented at the hearing or contrary to new information not known at the time of the hearing;

   b) Procedures were not followed during the process; or

   c) One or more of the sanctions imposed are inappropriate or unreasonable.

iii. The appeal request

   a) Must clearly cite one or more of the reasons above. The failure of the University to adhere to notice requirements or time periods shall not be cause for dismissal nor grounds for appeal unless such failure materially prejudiced the charged student;

   b) Shall be prepared by the student with the assistance of a University advisor;

   c) Must be computer printed and is limited to three double-spaced pages with one-inch margins and a 12-point font; and

   d) Shall not include character information or citations to authorities outside the University.

iv. At the discretion of the chair of the Appellate Board all pages beyond the three-page limit may be disregarded or the entire appeal may be rejected if it contains character information or citations to authorities outside the University or appears not to have been prepared by the student.

v. Upon receipt of the appeal request, the Dean of Students (or designee) will send a copy of the request to the complainant,
the Administrative Hearing Officer and any other party deemed appropriate by the University, including the victim. These parties may submit a response, limited to three double-spaced pages with one-inch margins and a 12-point font, to the Office of Student Conduct within 5 business days of the date on which the appeal was sent. At the discretion of the chair of the Appellate Board, all pages beyond the three-page limit may be disregarded.

vi. The written appeal, responses received from all appropriate parties and all documentation contained within the student’s disciplinary file will be reviewed in a closed meeting by an Appellate Board panel.

vii. The Appellate Board, by majority vote, may decide to:

   a) Deny the appeal;

   b) Reduce or otherwise limit the sanction(s) applied as a result of the Administrative Hearing. A reduction in penalty or duration may be accompanied by the imposition of educational assignment(s) or exercise(s) or a fee;

   c) Delay a final review of the appeal to receive additional information regarding specific issues raised in the appeal. Responses may be solicited from the charged student, the complainant, the Administrative Hearing Officer, and any relevant witnesses;

   d) Direct the Office of Student Conduct to provide a new hearing conducted by the Appellate Board, if it is determined the decision is contrary to information presented in the hearing or contrary to new information not available at the time of the hearing; or

   e) Allow the student to have his or her case handled beginning at any specific stage of the Student Conduct process, if it is determined procedures were not followed.

viii. The Appellate Board’s decision, except any decision reached as the result of a re-hearing initiated due to procedural error, is final and will be implemented immediately by the Office of
Student Conduct. The student, complainant and Administrative Hearing Officer will receive notice of the decision. The victim (if any) will receive notice of the decision and any sanction which affects the victim. A copy of this notice will be entered into the student’s disciplinary file and will be maintained by the Office of Student Conduct in accordance with the retention policy, as defined in Section II.G.

ix. A decision reached as a result of a re-hearing initiated as a result of a due process violation will be subject to all appeal options as described in Section II.D.3.b.ii.

c. Appeal Initiated by Victim

i. A victim (as defined in Section II.C.2) may submit an appeal to the Office of Student Conduct in writing within 5 business days of the date on which the decision was sent.

ii. The appeal request

   a) May only allege that a violation of victim’s rights (as defined in Section II.C.2.b) occurred;

   b) Shall be prepared by the student with the assistance of a University advisor only;

   c) Must be computer-printed and shall be limited to three double-spaced pages with one-inch margins and a 12-point font; and

   d) Shall not include character information or citations to authorities outside the University.

iii. At the discretion of the chair of the Appellate Board, all pages beyond the three-page limit may be disregarded or the entire appeal may be rejected if it contains citations to authorities outside the University or appears not to have been prepared by the student.

iv. Upon receipt of the appeal request, the Dean of Students (or designee) will send a copy of the request to the complainant, the charged student, the Administrative Hearing Officer, and any other party deemed appropriate
by the University. These parties may submit a response, limited to three double-spaced pages with one-inch margins and a 12-point font, to the Office of Student Conduct within 5 business days of the date on which the appeal was sent. At the discretion of the chair of the Appellate Board, all pages beyond the three-page limit may be disregarded.

v. The Appellate Board, by majority vote, may decide to:

   a) Deny the appeal;

   b) Delay a final review of the appeal to receive additional information regarding specific issues raised in the appeal. Responses may be solicited from the charged student, the victim, the complainant, the Administrative Hearing Officer, and any relevant witnesses; or

   c) Grant the appeal and direct the Office of Student Conduct to provide a new hearing conducted by a new Administrative Hearing Officer.

vi. The outcome of a new hearing may result in:

   a) The same decision regarding responsibility and sanctions as made by the original Administrative Hearing Officer;

   b) The same decision regarding responsibility but a different decision regarding sanctions as made by the original Administrative Hearing Officer; or

   c) A different decision regarding responsibility and a different decision regarding sanctions as made by the original Administrative Hearing Officer.

vii. The decision of the re-hearing will be subject to all appeal options as described in Section D.3.b.ii.

viii. A copy of the Administrative Hearing Officer’s decision will be maintained by the Office of Student Conduct in accordance with the retention policy, as defined in Section II.G.
d. Reduction in Length of Suspension

   i. No earlier than 10 business days before completing a suspension of at least two regular semesters (meaning Fall or Spring semester, not including Special Sessions) a student may submit a request for a reduction in the remaining period of suspension.

   ii. The appeal

       a) May only address why a reduction in length is warranted;

       b) Shall be prepared by the student with the assistance of a University advisor;

       c) Must be computer printed and is limited to three double-spaced pages with one-inch margins and a 12-point font; and

       d) Shall not include character information or citations to authorities outside the University.

   iii. At the discretion of the chair of the Appellate Board all pages beyond the three-page limit may be disregarded or the entire appeal may be rejected if it contains character information or citations to authorities outside the University or appears not to have been prepared by the student.

   iv. If granted, the Appellate Board may reduce the length of the suspension to however long deemed appropriate.

   v. If an appeal is denied, or a reduction of the original length remains longer than two regular semesters, the student may submit a new appeal no earlier than 10 business days before completing two more regular semesters of the suspension.

4. Operations of the Appellate Board

   a. Jurisdiction
The Appellate Board has sole appellate jurisdiction over decisions and sanction(s) of an Administrative Hearing Officer and any designee of the Dean of Students.

b. Appellate Board Pool

The Appellate Board pool shall be composed of undergraduate students, staff members and faculty members. Members of this pool will be eligible to serve on a panel after receiving appropriate training provided by the Office of Student Conduct.

c. Appellate Board Panel

A panel consists of four members, as follows:

i. Three voting members - one undergraduate student, one staff member and one faculty member; and

ii. One non-voting chair, who must have served as an Administrative Hearing officer for at least one year or a voting member for at least three years.

d. Selection of Appellate Board Members

i. Nomination

a) Any member of the University community may self-nominate oneself for membership. For undergraduate students, this is accomplished by completing an application. For staff members and faculty, this is accomplished by contacting the Dean of Students (or designee) to express interest.

b) The Dean of Students (or designee) may also contact the Student Government Association, the Resident Student Association and appropriate departments or individuals (for students), the Office of the Vice President for Student Life (for staff members) and the Faculty Senate (for faculty) to solicit interested parties.

ii. Selection

a) Students
After completing an application, students will be screened to ensure they meet the following requirements:

1) Minimum GPA of 2.2; and

2) No current disciplinary sanctions

b) Those students who meet these requirements will participate in an interview process. The Dean of Students (or designee) will select members based on this process.

c) Staff members and faculty

   i. After expressing their interest, faculty and staff may be asked to meet with the Dean of Students (or designee) to discuss the interest and describe time commitment and responsibilities.

   ii. The Dean of Students (or designee) will then decide if selecting the staff or faculty is appropriate.

d) The decision of the Dean of Students (or designee) to select or decline any applicant shall be final and binding.

e. Term of Office

   i. Students may remain in the pool until they graduate from the University, provided they maintain a minimum GPA of 2.2 and do not violate any University policies. If a student does not maintain the minimum GPA, membership will be suspended temporarily until the student’s GPA meets or exceeds that minimum. At that point, the student will be immediately eligible to serve. If a student is found responsible for violating any University policies and receives a disciplinary sanction other than a Disciplinary Warning, membership will be terminated. Once these sanctions are no longer current, the student may request, in writing, to be re-instated in the pool. If granted, the student would be eligible to serve at the start of the next semester or special session.

   ii. Staff members and faculty members shall remain in the pool until they request to be removed, or are asked to end their service by the Dean of Students (or designee).
f. Responsibilities

Each member shall have the following responsibilities:

i. To make attendance to all training sessions and Board meetings a priority. Frequent absences are grounds for removal;

ii. To maintain objectivity and impartiality. A member must disqualify oneself from a hearing when the member feels objectivity cannot be maintained;

iii. To maintain confidentiality. The nature and status of any student conduct situation may be discussed only with other members and those directly responsible for the administration of the Student Conduct System; and

iv. To notify the Dean of Students (or designee) if any person attempts to influence a case or decision before the member.

g. Removal of Appellate Board Members

i. Any member may be removed for cause. A person may request a member’s removal through the Office of Student Conduct. The written request must include specific facts supporting the removal.

ii. If the Dean of Students (or designee) determines that the allegation is supported by information, the member shall be informed. A meeting will be held to hear the request for removal and the accused member’s response.

iii. If it is determined that the member has violated any of the responsibilities above, the Dean of Students (or designee) shall make the final determination concerning removal or any other appropriate action.

E. Procedures for Graduate Student Conduct Process

The Graduate Student Conduct System is administered by the Associate Vice Provost for Graduate and Professional Education as authorized by the Vice Provost for Graduate and Professional Education.

1. Initiation of the Graduate Student Conduct Process
a. Any person may initiate a complaint against a graduate student by filing a complaint with the Associate Vice Provost for Graduate and Professional Education. The person or people submitting the complaint shall be referred to as the complainant. The exception to this standard is any complaint involving sexual misconduct, which will be reported to the Title IX Coordinator in the Office of Equity and Inclusion or a deputy Title IX Coordinator.

b. If a complaint is made verbally, the Associate Vice Provost for Graduate and Professional Education (or designee), will summarize in writing the information received verbally, then share that summary with the complainant to ensure accuracy. If the complaint reasonably suggests that a violation of the Code of Conduct has occurred, then the Associate Vice Provost for Graduate and Professional Education shall provide written notice of the complaint to the student against whom it was filed.

   i. Students seeking to file a complaint of disability discrimination must use the ADA process as outlined in Section IV.A.2.a.

   ii. Students seeking to file a complaint of other discrimination or harassment must use the process outlined in Section IV.A.2.c.

c. The notice to the charged student shall include:

   i. The specific rule or regulation that the student is alleged to have violated, describing the time, date, and place of the occurrence, the name of the complainant, and the names of all known potential witnesses, assuming the potential witnesses agree to be identified and participate;

   ii. The charged student’s rights, including a description of the procedures to be used at the either an Administrative Action Hearing or a Graduate Board Hearing and the possible sanction(s) that may be rendered; and

   iii. A statement that the charged student must meet with the Associate Vice Provost for Graduate and Professional Education within 5 business days of the date on which the notice was sent. Failure to attend this meeting may result in
a finding of responsible based only on input from the complainant.

d. During the initial meeting(s), the charged student will be:

   i. Invited to review and discuss information contained in the student's disciplinary file;

   ii. Encouraged to ask questions concerning the complaint;

   iii. Informed of the student's rights within the Student Conduct System, including the options for resolving the charge(s); and

   iv. Presented with the following options:

      a) To accept responsibility and request an Administrative Action Hearing for the purpose of determining and applying the appropriate sanctions; or

      b) To deny the charge(s) and request a hearing by the Graduate Hearing Board.

e. If a charged student fails to attend the initial meeting within the specified period of time, the facts will be reviewed by the Associate Vice Provost for Graduate and Professional Education and a decision rendered and sanctions applied in the student’s absence.

2. Procedures for Administrative Action Hearings

   a. The Administrative Action Hearing is in lieu of the student’s right to a Graduate Board Hearing, and the charged student must sign a statement waiving the right to a Graduate Board Hearing.

   b. The Associate Vice Provost for Graduate and Professional Education (or designee) may consult with the complainant to clarify facts related to the matter. If, in consulting with the complainant, information significantly different from that given by the charged student is obtained, this information will be shared with the charged student before sanctions are applied.
c. A charged student may appeal the sanctions applied as a result of an Administrative Action Hearing based on the following procedures:

i. The charged student may submit a written request for appeal to the Vice Provost for Graduate and Professional Education within 5 business days of the date on which the written decision was sent. Should the charged student fail to submit this request within 5 business days, the sanction(s) will be applied, no appeal will be considered and the case will be closed.

ii. The appeal request must allege that the sanction(s) imposed is inappropriate or unreasonable. The request may include what sanction(s) the charged student feels are appropriate.

iii. The written request must be computer printed and shall be limited to five double-spaced pages with one-inch margins and a 12-point font. The written request may be accompanied by documentation supporting the grounds for appeal.

iv. Upon receipt of the request for appeal, the Vice Provost for Graduate and Professional Education will send a copy of the appeal request to the complainant, and any other relevant party, including any victim. These parties may submit a response in writing to the Vice Provost for Graduate and Professional Education within 5 business days of the date on which the appeal was sent.

v. The Vice Provost for Graduate and Professional Education will review the written request, and may review any other documents presented as part of the appeal, and will determine whether there are sufficient grounds to adjust the sanctions.

vi. If the appeal is granted, the Vice Provost for Graduate and Professional Studies will impose adjusted sanctions and notify the student and all other parties deemed appropriate of the sanctions and the case will be closed. A victim will be informed of the outcome and any sanction that affects them.

vii. If the appeal is denied, the sanctions recommended in the Administrative Action Hearing will become effective.
immediately. The charged student and all other parties deemed appropriate will be notified of the denial and the case will be closed. A victim will be informed of the outcome and any sanction that affects them.

d. The outcome of the Administrative Action Hearing will be maintained by the Office of Graduate and Professional Studies in accordance with the retention policy, as defined in Section II.G.

3. Procedures for Graduate Board Hearings

The chairperson of the Graduate Hearing Board will conduct the hearing according to the following procedures:

a. Graduate Board Hearings shall be open to the complainant, the charged student, the advisor (if any), all members of the Graduate Hearing Board and the Associate Vice Provost for Graduate and Professional Education (or designee) for the entirety of the hearing.

b. Witnesses (including victims, and University advisor, if any) shall be present only during the time they are sharing information regarding the incident or making a victim’s impact statement.

c. Hearings shall be closed to all other parties.

d. The complainant must attend the hearing unless an appropriate designee has been approved by the Associate Vice Provost for Graduate and Professional Education prior to the hearing. Note: A complainant’s failure to attend a hearing without prior approval may result in a dismissal of the charge(s). A second postponement of a hearing, even with cause, will result in a dismissal of the charge(s) unless there are serious extenuating circumstances.

e. The complainant shall present the case against the charged student and may present witnesses to support the complaint. Members of the Graduate Hearing Board shall have the opportunity to question the complainant the complainant’s witnesses who are present for the hearing. The charged student shall then have the opportunity to question the complainant and the complainant’s witnesses who are present for the hearing. The charged student then may present a response to the complaint. Members of the Graduate Hearing Board shall have opportunity to question the charged student and the charged student’s witnesses who are present for the hearing. The
complainant shall then question the charged student and the charged student's witnesses who are present for the hearing. The Graduate Hearing Board has the right to question or recall witnesses at any time during the hearing. The complainant and the charged student may, in that order, present concluding remarks.

f. Proof that the violation occurred must be established by a preponderance of the information, meaning it is more likely than not the allegations are true.

g. The Graduate Hearing Board may exclude any information that is irrelevant to the hearing or has no bearing on the complaint or the hearing. The charged student may introduce information regarding his or her character.

h. After all information has been presented and both the complainant and the charged student have been given an opportunity for a final statement, the chairperson of the Graduate Hearing Board will close the hearing.

i. If the Graduate Hearing Board finds the charged student has violated all or any part of the policies alleged to have been violated, information concerning the charged student’s past disciplinary record, including Student Conduct System actions, housing policy violations, civil or criminal court convictions, and any other information deemed relevant by the members of the Graduate Hearing Board may be considered in determining the appropriate sanction.

j. The Associate Vice Provost for Graduate and Professional Education or his or her designee will make an audio recording of all hearings. To protect student confidentiality and the integrity of its process, the University does not provide copies of these audio recordings. However, to aid in the preparation of his or her appeal, an appealing student may listen to the audio recording in the presence of the Associate Vice Provost for Graduate and Professional Education or designee and may be accompanied by his or her University advisor. No other electronic devices (including, but not limited to, cellphones, computers and additional recorders) may be used during the hearing, unless expressly permitted by the Associate Provost for Graduate and Professional Education.

k. The Graduate Hearing Board shall submit a written report to the Associate Vice Provost for Graduate and Professional Education
within 5 business days of the conclusion of the hearing. The written report shall contain:

i. A summary of the complaint and the charge(s);

ii. A summary of information presented at the hearing;

iii. A summary of the Graduate Hearing Board’s findings and rationale;

iv. The Graduate Hearing Board’s proposed sanction(s) (if any) and rationale; and

v. A statement describing the charged student’s right to appeal and the procedures for doing so.

l. The Associate Provost for Graduate and Professional Education will notify the charged student and the complainant of the findings, rationale, proposed sanction(s) (if any), and the appeal rights. The Associate Provost for Graduate and Professional Education will notify the victim of the findings and any sanction that affects the victim.

m. The charged student may appeal the Graduate Hearing Board’s decision within 5 business days of date on which the decision was sent.

n. A copy of the Graduate Hearing Board’s decision will be maintained in the Office of Graduate and Professional Education according to the retention policy, as defined in Section II.G.

4. Procedures for Graduate Appeals

a. Initiated by the charged student

i. The charged student may submit a written request for appeal to the Vice Provost for Graduate and Professional Education within 5 business days of the date on which the written decision was sent. Note: A student who accepts responsibility for violating the Code of Conduct waives his or her right to an appeal.

ii. The appeal request must allege:
a) The decision is contrary to information presented at the hearing or contrary to new information not known at the time of the hearing;

b) Any hearing procedure was not properly followed; or

c) A sanction imposed is inappropriate or unreasonable.

iii. The written request must be computer printed and shall be limited to five double-spaced pages with one-inch margins and a 12-point font. The written request may be accompanied by documentation supporting the grounds for appeal.

iv. Upon receipt of the request for appeal, the Vice Provost for Graduate and Professional Education will send a copy of the appeal request to the complainant, the chairperson of the Graduate Hearing Board, and any other relevant party. These parties may submit a response in writing to the Vice Provost for Graduate and Professional Education within 5 business days of the date on which the request was sent.

v. The Vice Provost for Graduate and Professional Education will review the written request, and may listen to the recording of the Graduate Board Hearing, review any documents presented during the Graduate Board Hearing, and will determine whether there are sufficient grounds for an Appellate Hearing and, if so, will defer the imposition of the sanction imposed by the Graduate Hearing Board pending the decision on the appeal.

vi. If the appeal request is denied, the decision of the Graduate Hearing Board will become effective as of the date that the Vice Provost for Graduate and Professional Education decides not to grant an Appellate Hearing.

vii. If the appeal is granted, the Vice Provost for Graduate and Professional Education will notify the charged student and the complainant of the time and place of the Appellate Hearing.

viii. The only persons permitted to attend the Appellate Hearing will be:
a) The complainant;

b) The charged student;

c) The charged student’s University advisor from the Graduate Board Hearing (if any);

d) Witnesses (including any victim, and the victim’s University advisor from the Graduate Board Hearing, if any) if their presence is necessary (as determined by the Vice Provost for Graduate and Professional Education);

e) The Associate Provost for Graduate and Professional Education; and

f) The Vice Provost for Graduate and Professional Education or designee (who may not have been a member of the original Graduate Hearing Board.)

ix. Failure to attend an Appellate Hearing by the charged student or complainant may result in the denial of the appeal. A second postponement, even with cause, will result in denial of the appeal unless there are serious extenuating circumstances.

x. The Vice Provost for Graduate and Professional Education will open the Appellate Hearing by reading the request for appeal and informing the persons involved of the appellate hearing procedures, which include:

a) The charged student may make a brief statement of the reason(s) for the appeal. If those reasons include new information, the charged student may present such information, and new witnesses (if any) may be subject to questioning by the charged student, the complainant and the Vice Provost for Graduate and Professional Education.

b) The complainant may then address the specific issues presented in the request for appeal.

c) The Vice Provost for Graduate and Professional Education may interrupt the proceedings at any time
to ask questions or to focus the proceedings on the specific points at issue.

x. Within 5 business days of the conclusion of the hearing, the Vice Provost for Graduate and Professional Education shall issue a written decision consisting of the grounds for the appeal, the decision, and the rationale. Copies of this report will be forwarded to the charged student, the complainant, and the chairperson of the Graduate Hearing Board. A victim, if any, will be notified of the outcome and any sanction(s) that affect the victim.

xi. The decision of the Vice Provost for Graduate and Professional Education is final and will be implemented immediately.

xii. A copy of the Vice Provost for Graduate and Professional Education’s decision will be maintained in the Office of Graduate and Professional Education in accordance with the retention policy, as defined in Section II.G.

b. Initiated by a victim

i. The victim may submit a written request for appeal to the Vice Provost for Graduate and Professional Education within 5 business days of the date on which the written decision was sent.

ii. The appeal request may only allege a violation of the victim’s rights (as defined in Section II.C.3) occurred.

iii. The written request must be typed or computer printed and shall be limited to five double-spaced pages with one-inch margins and a 12-point font. The written request may be accompanied by documentation supporting the grounds for appeal.

iv. Upon receipt of the request for appeal, the Vice Provost for Graduate and Professional Education will send a copy of the appeal request to the complainant, the chairperson of the Graduate Hearing Board, and any other relevant party including the charged student. These parties may submit a response in writing to the Vice Provost for Graduate and
v. The Vice Provost for Graduate and Professional Education will review the written request, and may listen to the recording of the Graduate Board Hearing, review any documents presented during the Graduate Board Hearing, and will determine whether there are sufficient grounds for an Appellate Hearing and, if so, will defer the imposition of the sanction imposed by the Graduate Hearing Board pending the decision on the appeal.

vi. If the appeal request is denied, the decision of the Graduate Hearing Board will become effective as of the date that the Vice Provost for Graduate and Professional Education decides not to grant an Appellate Hearing.

vii. If the appeal is granted, the Vice Provost for Graduate and Professional Education will notify the charged student and the complainant and the victim of the time and place of the Appellate Hearing.

viii. The only persons permitted to attend the Appellate Hearing will be:

   a) The complainant;

   b) The charged student;

   c) The charged student’s University advisor from the Graduate Board Hearing (if any)

   d) Witnesses (including any victim, and the victim's University advisor from the Graduate Board Hearing, if any) if their presence is necessary (as determined by the Vice Provost for Graduate and Professional Education);

   e) The Associate Provost for Graduate and Professional Education; and

   f) The Vice Provost for Graduate and Professional Education or his or her designee (who may not have
ix. Failure to attend an Appellate Hearing by the charged student or complainant may result in the denial of the appeal. A second postponement, even with cause, will result in denial of the appeal unless there are serious extenuating circumstances.

x. The Vice Provost for Graduate and Professional Education will open the Appellate Hearing by reading the request for appeal and informing the persons involved of the appellate hearing procedures, which includes:

a) The victim may make a brief statement explaining why he or she feels a violation of victim's rights occurred.

b) The complainant may then address the specific issues presented in the request for appeal.

c) The charged student may address the specific issues presented in the request for appeal.

d) The Vice Provost for Graduate and Professional Education may interrupt the proceedings at any time to ask questions or to focus the proceedings on the specific points at issue.

xi. Within 5 business days of the conclusion of the hearing, the Vice Provost for Graduate and Professional Education shall issue a written decision consisting of the grounds for the appeal, the decision, and the rationale. Copies of this report will be forwarded to the charged student, the complainant, and the chairperson of the Graduate Hearing Board.

xii. The decision of the Vice Provost for Graduate and Professional Education is final and will be implemented immediately.

xiii. A copy of the Vice Provost for Graduate and Professional Education's decision will be maintained in the Office of Graduate and Professional Education in accordance with the retention policy, as defined in Section II.F.
5. **Graduate Hearing Board**

   a. Jurisdiction

   The Graduate Hearing Board will have jurisdiction over alleged violations of the Code of Conduct by graduate students when the charged student contests the pending charge(s).

   b. Composition

   The Graduate Hearing Board shall consist of 3 faculty members approved by the chairperson of the Faculty Senate Committee on Graduate Studies. At least 1 faculty member will be from the student’s department, program, or non-departmentalized college, and 2 faculty members will be members of the Faculty Senate Committee on Graduate Studies. The chairperson of the Graduate Hearing Board may not be from the charged student's academic program.

F. **Procedures for Student Organizations**

1. Student organizations are reminded that they are bound by the University's Code of Conduct, and that each use of the word "student" in the Code of Conduct means student organization. Student organizations are encouraged to review Section I.Q Student Organizations of the Code of Conduct and Section III.E for additional rules and procedures applicable to those organizations.

2. An Administrative Hearing for a student organization will be processed by the Undergraduate Student Conduct System. Hearings will be conducted with the organization’s highest ranking officer representing the organization.

3. Any violation of this Code of Conduct by one or more members of a student organization may constitute a violation by the organization itself. Where those administering the Student Conduct System conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanction(s) may be imposed on the organization as well as any offending member. Conversely, when an organization has been found responsible for violating the Code of Conduct, those administering the Student Conduct System may impose sanctions on some or all members of that organization depending upon the degree of participation in the violation.
4. In the event that a student or group is charged with a violation under this Code, it shall not be a defense that the organization in question is one which is no longer recognized by the University as a result of its status being rescinded, revoked or suspended.

G. Retention of Disciplinary Records

The University’s retention policy is as follows:

1. For a student enrolled in Bachelor's, Master's or doctoral degree programs:
   a. When an outcome of responsible is reached, and all appeal rights have been exhausted, and as a result a student receives any sanction other than suspension or expulsion, all records will be retained in the student’s disciplinary file until the student’s graduation, or, in the event that a student ceases to maintain his or her matriculated status, until fifteen months past the student’s originally anticipated graduation date.
   b. When an outcome of responsible is reached, and all appeal rights have been exhausted, and as a result a student is suspended from the University, all records will be retained in the student’s disciplinary file for 5 calendar years after the student’s actual or anticipated graduation, whichever occurs later.
   c. When an outcome of responsible is reached, and all appeal rights have been exhausted, and as a result a student is expelled from the University, all records will be permanently retained in the student’s disciplinary file.

2. For a student enrolled in an Associate in Arts degree program:
   a. When an outcome of responsible is reached, and all appeal rights have been exhausted, and as a result a student receives any sanction other than suspension or expulsion, all records will be retained in the student’s disciplinary file until:
      i. the student's graduation from a bachelor's degree program; or
      ii. in the event the student does not matriculate into a bachelor's degree program, fifteen months after obtaining an Associate’s degree; or
iii. in the event ceases to maintain his or her matriculated status in the Associate in Arts program, fifteen months past the student’s original anticipated graduation date from the Associate in Arts program.

b. When an outcome of responsible is reached, and all appeal rights have been exhausted, and as a result a student is suspended from the University, all records will be retained in the student’s disciplinary file for 5 calendar years after the student’s actual or anticipated graduation with a bachelor’s degree, whichever occurs later.

c. When an outcome of responsible is reached, and all appeal rights have been exhausted, and as a result a student is expelled from the University, all records will be permanently retained in the student’s disciplinary file

3. For a student organization, when an outcome of responsible is reached, and all appeal rights have been exhausted, all records will be maintained permanently.

4. When an outcome of not responsible is reached and all appeal rights have been exhausted, or when the charge(s) is dropped, all records will be destroyed within 60 days of the final decision.

5. Federal law currently requires the retention of certain data and records of certain disciplinary infractions. Where the above-described policy provides for the “destruction” of a record, the University, in order to comply with federal law, may accomplish such “destruction” by editing all student identifying information from such record.

H. Administrative Actions

1. Parental Notification

As permitted by the Family Educational Rights and Privacy Act, when a final outcome of responsible is reached in cases involving alcohol, drugs or violence, or when a sanction of Deferred Suspension, Suspension or Expulsion is applied, the University will contact the parent or legal guardian of a student who is tax dependent as appropriate.

2. Fees
The University may assess a fee in conjunction with any case handled by the Office of Student Conduct. All fees are charged to the student's billing account.

3. Administrative Holds

The University may place a registration or transcript hold on a student’s account. This hold will be placed to ensure the student completes any pending business (including unfinished sanctions) with the Office of Student Conduct. Holds will be removed solely at the discretion of the Dean of Students or designee.

I. Emergency Suspension

When a student or student organization repeatedly or persistently commits a violation of the Code of Conduct, either on campus or off, or where the continued presence of the student or organization on-campus poses a threat to safety or the rights, welfare, or property of another, the Dean of Students or his or her designee (for undergraduate students and organizations) or the Associate Provost for Graduate and Professional Education or his or her designee (for graduate students) may impose an emergency suspension subject to the following provisions:

1. An emergency suspension is an interim action, effective immediately.

2. The emergency suspension shall last until the charged student’s case is resolved in accordance with prescribed procedures.

3. Should the student request an Administrative Hearing, this hearing will take place within 3 business days from the imposition of the emergency suspension.

4. At the conclusion of the hearing, the Administrative Hearing Officer shall decide whether to continue, alter or modify the emergency suspension. This decision will be shared with the charged student immediately after this decision is reached and cannot be appealed.

5. Within 3 business days of the conclusion of the hearing, the Administrative Hearing Officer will render a final decision regarding responsibility and sanctions (if appropriate), which will be shared with the charged student, complainant and victims (if applicable).
6. Should an appeal be submitted, the standards outlined in Section D.3 will be followed except that all deadlines will be 3 business days rather than 5 business days.

7. A request by the charged student for an extension of the date of the emergency suspension hearing date or for the appeal deadline, if granted, will be extended only for an additional two days and no further notice will be required.

**Note:** In the case of certain criminal charges, the imposition of an Emergency Suspension may be superseded by the Withdrawal process set forth below.

**J. Withdrawal When Certain Charges are Pending**

1. Any student charged in any jurisdiction with a crime involving violence, the sale, manufacture or delivery of drugs or any other conduct egregiously offensive to the University’s mission may be immediately withdrawn from the University, according to the following procedures:

   a. The student shall have the right to a meeting with the Dean of Students within 3 business days from the imposition of the Withdrawal at which time the accused shall be provided the opportunity to demonstrate that withdrawal is inappropriate because

      i. The student is not charged with a crime as listed above;

      ii. The alleged crime, even if proven, has no bearing on any legitimate University interest; or

      iii. The withdrawal is manifestly unjust.

   b. The Dean of Students will decide whether to continue or rescind the Withdrawal and will communicate this decision to the student within 24 hours of the conclusion of the meeting. The decision of the Dean of Students is final and may not be appealed.

   c. The Withdrawal shall be noted on the student’s transcript; however, no disciplinary record or sanction shall be created or imposed solely on the basis of the withdrawal.
d. The Withdrawal shall remain in effect until the earlier of:

   i. The dismissal of all pending charge(s) against the student;

   ii. The acquittal of the student on all pending charge(s);

   iii. A full adjudication by the Student Conduct System, if appropriate, of all charge(s) and complaints of the Code of Conduct relating to the conduct from which the charge(s) derive.

2. This Withdrawal requirement is a supplement to the Emergency Suspension procedures provided above and in no way limits any rights of the University to impose any additional or different disciplinary sanction.
III. Sanctions

The University administration reserves the absolute discretion to determine appropriate sanctions to be imposed upon a student for any violation of the Code of Conduct. The sanctions explained below may be cumulative, and no sanction need be exhausted before any other sanction may be imposed. Sanctions may be determined based on a past disciplinary record, the severity of behavior, or the impact upon the community. Sanctions may be tailored to specific situations. Therefore, the following list is not exhaustive.

- Descriptions of Sanctions
- Enhanced Sanctions for Certain Acts
- Sanctions for Violations of Academic Honesty Policy
- Sanctions for Alcohol or Drug Policy Violations
- Sanctions for Student Organizations

A. Descriptions of Sanctions

Sanctions include, but are not limited to:

1. **Education**

   Educational sanctions provide a student the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial University experience and learn of campus resources which support academic and non-academic success. Examples of educational sanctions include writing a research or reflective paper, attending a seminar, or meeting with members of various University offices.

2. **Disciplinary Warning**

   A disciplinary warning is an official written notice expressing disapproval of conduct and a statement that the conduct violates one or more University rules or regulations.

3. **Notice of Reprimand**

   A notice of reprimand is a written notification that a student's conduct was inappropriate for a member of the University
community. Continued violations of the Code of Conduct will result in more serious disciplinary sanctions.

4. **Disciplinary Probation**

Disciplinary probation is a period of review during which the student or organization must demonstrate the ability to comply with University rules, regulations, and all other stipulated requirements.

5. **Deferred Suspension from Residence Halls or Graduate Housing**

Deferred suspension from residence halls or graduate housing is a period of review during which the student must demonstrate the ability to comply with University rules, regulations, and all other stipulated requirements. If, during the period of deferred suspension, the student is again found responsible for violating any University policy or an order of a member of the Student Conduct System, the student will be suspended immediately from the residence hall or graduate housing.

6. **Deferred Suspension from the University**

Deferred suspension from the University is a period of review during which the student must demonstrate an ability to comply with University rules, regulations, and all other stipulated requirements. If, during the period of the deferred suspension, the student is again found responsible for violating any University policy or regulation or an order of a member of the Student Conduct System, the student will be immediately suspended from the University.

7. **Suspension and Ban from Residence Halls or Graduate Housing**

Suspension from residence halls or graduate housing prohibits a student from residing in a residence hall or other University housing during the period of suspension. A student who is suspended from the residence halls or graduate housing is responsible for the full cost of the housing space for the remainder of the academic year. Housing deposits for the following academic year also may be forfeited according to established cancellation deadlines.

During the period of suspension from the residence halls or graduate housing, the student is banned from entering any and all residence
halls or other housing owned by the University of Delaware. Unless otherwise noted, this ban includes non-residential areas included within a residence complex, including, but not limited to, dining halls, convenience stores, fitness centers and computer labs. Entrance into these facilities will be viewed as a violation of this sanction and the student will be confronted and charged accordingly for trespassing and failure to comply.

8. **Suspension from the University**

Suspension from the University requires a student to be withdrawn from all classes, suspended from the residence halls or graduate housing (if applicable), banned from all University facilities (and subject to arrest for trespassing and a charge of Failure to Comply), rendered ineligible to register for any University class, and prohibited from participating in University activities for the period of the suspension. A student who is suspended from the University is nonetheless responsible for all financial obligations to the University. The student’s transcript will indicate that the student was withdrawn by the University. Students who further violate the Code of Conduct during the period of suspension or after returning to the University may be expelled.

A student who is suspended for multiple years may submit an appeal when a suspension of more than two regular semesters (meaning Fall or Spring Semesters, not including Special Sessions) has been served and the student wishes a reduction in the remaining period of suspension.

9. **Expulsion from the University**

Expulsion is permanent separation and removal from the University. The sanction of expulsion must be approved by the University president or the president’s designee. Expulsion requires a student to be withdrawn from all classes, suspended from the residence halls or graduate housing (if applicable), banned from all University facilities (and subject to arrest for trespassing), rendered ineligible to register for any University class, and prohibited from participating in University activities. The student’s transcript will indicate that the student was withdrawn by the University.

10. **Restitution**
The University may require restitution for damage, destruction, or theft of University or other property. These charges may not be in excess of the damage or loss incurred and may be imposed together with other sanctions listed here.

11. Other Sanctions

The University may impose any other sanction, depending upon the circumstances and the nature of the violation.

B. Enhanced Sanctions for Certain Acts

1. Bias-Related Acts

The University has a “zero tolerance” for hate crimes and bias-related conduct. When a student has been found to have violated the Code of Conduct and the facts demonstrate that the offender has directed his or her behavior towards someone because of that person’s actual or perceived particular race, color, national origin, sex, disability, age, veteran status, gender identity or expression or sexual orientation, the sanctions may be enhanced as deemed appropriate by those determining the sanctions.

2. Acts of Sexual Misconduct

To ensure that all members of the University community are free from the negative effects of sexual assault, sexual harassment, intimate partner violence, stalking or sex discrimination, when a student has been found to have violated the Sexual Misconduct Policy and any of these factors are present, the sanctions may be enhanced as deemed appropriate by those determining the sanctions.

C. Sanctions for Violations of Academic Honesty Policy

1. Statement of Policy

In addition to sanctions set forth above, the University may impose a specific academic sanction for an academic violation. Before deciding on an academic sanction, a faculty member must inquire about the student’s past academic violations and incorporate that information into a decision about appropriate action. Questions concerning violations by undergraduate students should be referred to the Office of Student Conduct and questions concerning violations by graduate students to the Office of Graduate and Professional Education.
It is contrary to University policy for a faculty member to lower a grade on an academic work or academic exercise when a violation of the Academic Honesty Policy is suspected without working with the Office of Student Conduct or the Office of Graduate and Professional Education. Such an independent action violates the student’s guaranteed right to due process and leaves the faculty member vulnerable to a grade grievance. Similarly, students are prohibited from proposing and/or entering into an agreement with a faculty member to receive a grade of “F” or any reduced grade on an academic exercise or in the course so as to avoid being charged with a violation of the Academic Honesty Policy.

The following list of sanctions is not exhaustive, and the University may impose additional or different sanctions than those listed.

2. **Procedures for Academic Honesty Violations**

   a. When a faculty member suspects a student of an academic violation, the faculty member will contact the Office of Student Conduct (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) to inquire about the student’s past academic violations (if any) and discuss the appropriate academic sanctions. The faculty member must choose one of the following:

   i. Option A: The faculty member may require the student to repeat any work affected by the academic violation. When the faculty member chooses to have the student repeat affected work, the faculty member may impose a grade penalty on that work.

   ii. Option B: The faculty member may issue the student a lower or failing grade on all or any portion of the work affected by the academic violation, a lower or failing grade in the course or may require that the student be withdrawn from the course.

   iii. Option C: The student will receive a failing grade in the class in which the violation occurred, and an "X" will be placed on the student’s University transcript, with an explanation on the transcript that the failure resulted from the student’s academic violation.

   The student who wishes to remove the "X" from the transcript may complete a non-credit seminar offered by the University which addresses academic honesty and the ethical and social
ramifications of violations of this standard. A student who successfully completes this seminar will have the "X" removed from the transcript and replaced with an "F". All costs or fees associated with the seminar shall be paid by the student.

Once the case is resolved, the student may not be permitted to return to the class in which the violation occurred.

b. The faculty member will forward all supporting documents and information regarding the academic violation to the Office of Student Conduct or Office of Graduate and Professional Education within 5 business days of notifying that office.

c. After an academic penalty has been recommended by the faculty member, the Office of Student Conduct or Office of Graduate and Professional Education will recommend additional sanctions (educational and/or disciplinary), based on both the severity of the academic violation and the student’s past violations (both academic and others), if any.

d. Resolution of the academic case will proceed in the same manner as any other case as described in the Student Conduct System section of this Guide. If a student denies responsibility for violating the Academic Honesty Policy and is found to have committed a violation as the result of an Administrative Hearing, the academic sanction imposed may be no more stringent than that which the faculty member initially prescribed.

e. When a student is charged with an academic honesty violation and the case is referred to the Student Conduct System, a grade of “I” should be given until the case is completed.

D. Sanctions for Alcohol or Drug Policy Violations

1. Specific Disciplinary Measures

In addition to the sanctions listed in Section III.A above, additional, specific disciplinary measures may be imposed for each violation of the University’s Alcohol Policy:

a. Any student found responsible for a violation of the Alcohol Policy must complete an alcohol education program and may (depending upon the nature of the violation or the student’s previous
violations) be referred for an evaluation with a Substance Abuse Counselor.
b. Any student found responsible for a violation of the Drug Policy must complete a drug education program and may (depending upon the nature of the violation or the student’s previous violations) be referred for an evaluation administered by a Substance Abuse Counselor.

2. Medical Amnesty/Good Samaritan Protocol

Student health and safety are of primary concern at the University of Delaware. As such, in cases of intoxication and/or alcohol poisoning, the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to their level of intoxication, the Office of Student Conduct may not pursue conduct sanctions against the student for violations of the Alcohol Policy. In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with a member of the Office of Student Conduct staff who may issue educational requirements such as an alcohol education class and/or an alcohol and substance abuse assessment.

Those students who assist in obtaining medical attention for individuals who are intoxicated may not receive student conduct sanctions for violations of the Alcohol Policy.

Please note: Medical Amnesty will not be granted to students who do not seek medical assistance. Students who are confronted by university staff (such as an RA or UDPD) will be referred to the Office of Student Conduct for alleged policy violations.

Amnesty will be granted to students who may have violated the Alcohol Policy at the time of an incident when they became a victim of sexual assault, sexual harassment or other forms of sexual misconduct. Therefore, a charge of violating the Alcohol Policy will not be applied to a student who reports being under the influence of alcohol at the time of an incident involving sexual assault, sexual harassment or other form of sexual misconduct. Please see more information in the Sexual Misconduct Policy.

Students are encouraged to read the complete Medical Amnesty/Good Samaritan Protocol.

E. Sanctions for Student Organizations
1. **Statement of Policy**

   a. In addition to the specific sanctions listed in Section III.A above, a student organization may face additional or different sanctions for its conduct and the conduct of one or more of its members.

2. **Sanctions**

   Examples of sanctions that may be imposed upon a student organization include, but are not limited to:

   a. **Notice of Reprimand Issued to a Student Organization**

      A notice of reprimand is a written notification that a student organization's conduct was inappropriate for a member of the University community. Continued violations of the Code of Conduct will result in more serious disciplinary sanctions.

   b. **Disciplinary Probation of a Student Organization**

      Disciplinary probation is a period of review during which the organization must demonstrate the ability to comply with University rules, regulations, and all other stipulated requirements.

   c. **Deferred Suspension of a Student Organization**

      Deferred suspension of an organization is a period of review during which the organization must demonstrate an ability to comply with University rules, regulations, and other stipulated requirements. If, during the period of the deferred suspension, the organization is again found responsible for violating any University rule or an order of Administrative Hearing Officer or member of the Student Conduct System, the organization, and its registration, privileges, and chapter status, will be immediately suspended.

   d. **Suspension of Registration/Chapter Privileges**

      i. A student organization’s privileges, chapter status, and registration may be suspended for a specified period of time. Upon the end of the suspension, and before a group is allowed to return, a petition must be submitted to the Office of Activities and Programs, or other appropriate University official, which demonstrates in a sufficient manner, as
determined by the University in its sole discretion, the following:

a) The issues leading to the organization's suspension have been remedied;

b) Those wishing to revive the organization's status understand the University's policies and procedures and are willing to and capable of following them;

c) The organization and its members have complied with the suspension, have not engaged in conduct aimed at ignoring or frustrating the suspension; and

d) Have committed no intervening violations of the Code of Conduct.

ii. In the event that a student organization is suspended from the University, the organization may not during the term of the suspension:

a) Meet as an organization;

b) Recruit members;

c) Engage in social functions of any type;

d) Use University buildings, facilities, property, and equipment;

e) Use University resources, services, or funds;

f) Participate or attempt to participate as an organization in any University event; or

g) Co-sponsor or participate as an organization in another registered/recognized organization’s activities.

iii. In a case where a violation has been found but no suspension has been imposed upon the offending student organization, any one or more of the privileges set forth above may be suspended.
IV. GRIEVANCE PROCEDURES AND SPECIAL PROBLEMS

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  o Grievance Procedures
    ▪ ADA Grievance
    ▪ Grade Grievance
    ▪ Discrimination and Harassment Grievance

• Special Problems
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A. Grievances

1. Statement of Policy

a. The University of Delaware does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The following people have been designated to handle various inquiries:

i. For inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations: Anne Jannarone, Director, Office of Disabilities Support Services, 119 Alison Hall, University of Delaware, Newark, DE 19716, 302-831-4643.

ii. For inquiries regarding the non-discrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance: Susan L. Groff, Director, Institutional Equity and Title IX Coordinator, 305 Hullihen Hall, Newark, DE 19716, 302-831-8065. The following individuals have been designated as deputy Title IX coordinators:
a) **For undergraduate students**: Adam Cantley, Associate Dean of Students, 101 Hullihen Hall, University of Delaware, Newark, DE 19716, 302-831-8939

b) **For graduate students**: Mary Martin, Associate Vice Provost for Graduate and Professional Education, 234 Hullihen Hall, Newark, DE, 19716, 302-831-8916;

c) **For Athletics**: Richard Stumpf, Associate Director-Compliance, Intercollegiate Athletics, Bob Carpenter Center, University of Delaware, Newark, DE 19716, 302-831-0833; and

d) **For faculty**: Matthew Kinservik, Vice Provost for Faculty Affairs, Hullihen Hall, Newark, DE 19716, 302-831-2793.

iii. For Inquiries concerning **Title VI and VII compliance**: Office of Equity and Inclusion, 305 Hullihen Hall, Newark, DE 19716, 302-831-8063.

iv. For Inquiries concerning compliance with the **Age Discrimination Act or Age Discrimination in Employment Act**: Patricia Fogg, Director, Labor and Employee Relations, 413 Academy St., Newark, DE 19716, 302-831-1102.

b. **Development of Grievances**

The student grievance procedure was established during the 1976-77 academic year, in part as a response to guidelines established by the United States Department of Health, Education, and Welfare related to non-discrimination on the basis of sex (Title IX). University procedure states that "if a University of Delaware student alleges that he or she has been grieved because of perceived discrimination on the basis of race, sex, or handicap, or because a faculty member or University official failed to follow established procedure, the student may utilize the student grievance procedure."

c. **Categories of Grievances**

Student grievance complaints generally fall into four categories:

i. Americans with Disabilities Act ("ADA") complaints: a claim that alleges any actions prohibited by Section 504 of the Rehabilitation

ii. Grade complaints: a claim that an inappropriate grade has been assigned because of a faculty member’s bias or failure to follow an established standard for assigning a grade. A grade complaint may not be based solely on a claim that a faculty member exercised allegedly erroneous academic judgment (i.e., a student may not complain that class standards are too high, reading is too heavy, the grade curve too low, and so on).

iii. Harassment complaints: a claim that alleges any instance of abuse, ill-treatment, or exploitation involving the irresponsible or unjust misuse of a position of authority, power, or trust.

iv. Other grievances not described above.

d. **Grievance Process Does Not Replace the Student Conduct Process**

The rights and procedures established here do not replace or supersede the Student Conduct System. A pending ADA, grade or other grievance made by a student does not halt any ongoing Student Conduct System process involving that student.

2. **Grievance Procedures**

a. **ADA Grievance Complaints**

The ADA grievance procedure is as follows:

i. All ADA complaints shall be submitted to the University ADA Coordinator or, in the event that the complaint alleges a violation by the Director of Disability Services, to the Provost (or designee.) In that event, all references here to the ADA Coordinator shall mean the Provost or the Provost's designee.

ii. All complaints must be filed in writing, must contain the name and address of the complainant, and must describe the alleged violation.

iii. The complaint must be filed within 90 calendar days after the complainant becomes aware of the alleged violation.
iv. The University will conduct an informal investigation, affording all interested persons and their representatives with notice and an opportunity to be heard and to submit relevant information.

v. A written decision on the complaint and a description of the proposed resolution, if any, will be issued by the ADA Coordinator no later than 15 business days after the complaint’s submission.

vi. The ADA Coordinator will, subject to University procedures and any applicable laws or regulations, maintain the files and records relating to the complaint.

vii. If the student wishes to appeal the ADA Coordinator’s written determination or proposed resolution, the student may appeal within 15 business days of the date on which the determination was sent. The appeal request must be in writing, describe the basis for the appeal, and be submitted to the Office of the Dean of Students.

viii. A written decision on the appeal, and a description of the resolution, if any, will be issued by the Dean of Students no later than 15 business days after its submission. The determination of the Dean of Students shall be final and binding.

b. Grade Grievance and Other Related Academic Complaints

The procedure to file a grade grievance and other related academic complaint is as follows:

i. A student with a complaint should, where appropriate, first try to reach agreement with the faculty member. This concern will be forwarded to the faculty member, in writing, within 10 business days of the end of the semester. Upon being notified of a student complaint, the faculty member must meet with the student to discuss the complaint within 10 business days.

ii. If the faculty member does not meet with the student within 10 business days, or if such a meeting would be inappropriate under the circumstances, or if the issue remains unresolved after a meeting between the student and the faculty member, the student may submit a written appeal to the faculty member’s department chairperson (or designee), who will attempt to mediate the complaint. If the student does not know
the faculty member’s department, or cannot ascertain the department chairperson, the student should contact the Office of the Dean of Students (if an undergraduate student) and the Office of the Assistant Provost for Graduate and Professional Education (if a graduate student). The appeal must be submitted within 5 business days of the meeting between the student and the faculty member.

iii. The department chair (or designee) must issue a written decision on the appeal and a description of the proposed resolution, if any, no later than 15 business days after its submission.

iv. A student may appeal a decision by the department chair (or designee) to the dean of the college in which the department is organized. If requested, the department chair (or designee) shall provide the name and contact information for the appropriate dean to the student. This appeal request must be submitted no more than 5 business days after the date on which the department chair’s decision was sent.

v. The dean will select the members of the hearing panel within 15 business days of receiving the appeal or, if that is too close to the end of a semester or session, within 15 days after the beginning of the next semester. This hearing panel shall consist of 5 members, 3 faculty members and 2 students. Of the faculty members, only 1 may be from the same department as the faculty member in question. The other 2 faculty members shall be drawn from other departments within that college or, if the college has too few departments, from other colleges. Of the student members, both must be either undergraduate students (if the student submitting the grievance is an undergraduate) or graduate students (if the student submitting the grievance is a graduate student.) Neither of the student members may be enrolled in the department of the faculty member in question.

vi. The hearing panel shall:

   a) Select the date, time and location of the hearing and notify the student and faculty member of this information.

   b) Make available to the student and faculty member, at least 5 business days prior to the hearing, all material that has
been furnished to the hearing panel and the names of any witnesses who may give testimony.

c) Provide the student and faculty member with the opportunity to hear all testimony and examine all documents or other materials presented to the hearing panel.

d) Provide the student and faculty member with the opportunity to question each witness.

e) Allow the student and faculty member each to be assisted by an advisor of their choice from among the members of the University community. The advisor may help prepare the presentation before the hearing panel, raise questions during the hearing, and, if appropriate, help prepare an appeal. A department chair who has mediated or attempted mediation is not permitted to serve as advisor to either party.

f) Permit the faculty member and student to make a summary statement at the conclusion of the hearing.

g) Make an audio recording of the hearing that shall be kept in the dean’s office for at least one calendar year after the hearing’s conclusion. No other electronic devices (included, but not limited to, cellphones, computers and additional recorders) may be used, unless expressly permitted by the members of the hearing panel.

h) Apply a preponderance of the information standard when deciding whether the student has proven the facts underlying the grievance.

vii. Within 10 business days after the conclusion of the hearing, the hearing panel shall prepare a written decision and proposed resolution, if any. A representative of the dean's office will inform the student, the faculty member, the Registrar’s Office (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) and the dean of the college in which the student is enrolled (if different) of the decision.
viii. A student or faculty member who is not satisfied with the decision by the hearing panel may appeal to the Academic Appeals Committee of the Faculty Senate. This appeal must be submitted within 30 business days of the date on which the hearing panel’s decision was sent. This Committee, on reviewing the case, may uphold the decision of the college committee without a hearing or decide the appeal should be heard.

ix. The Chair of the Academic Appeals Committee may appoint an ad hoc hearing panel from among the current members of the committee, consisting of 3 faculty members and 2 students, or the entire committee may serve as the hearing panel. If the submitting the appeal is an undergraduate graduate student, the 2 student panel members must be undergraduate students, and if the student submitting the appeal is a graduate student, the student panel members must be graduate students. During the hearing, the student and faculty member may be assisted by an advisor they have chosen from the University community. The process set forth for the hearing panel (above) also shall govern this hearing.

x. The decision of the Academic Appeals Committee or, if applicable, the ad hoc committee, shall be final. The committee shall inform the dean's office, who, in turn shall inform the student, the faculty, the Registrar’s Office (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) and the dean of the college in which the student is enrolled (if different) of the decision.

xi. No grade shall be changed as a result of a grade grievance complaint, except as follows. In the case of a grade grievance, the University Registrar’s Office is authorized to change the student’s grade in the following situations:

a) When the student and the faculty member agree;

b) If the department chair approves the student's appeal and the faculty member does not appeal that decision;

c) If the dean approves the student's appeal based on the hearing panel’s recommendation and the faculty member does not appeal that decision; or
d) If the Academic Appeals Committee approves the student’s appeal.

c. Discrimination and Harassment Grievance

i. All incidents of harassment based on a student’s sex, gender, gender identity or expression or sexual orientation will be resolved through the Sexual Misconduct Policy.

ii. Incidents of harassment based on a student’s race, color, national origin, disability, religion, age, veteran status or any other characteristic protected by law will be resolved through the Student Conduct System (if the alleged harasser is a student) or through the Chief Human Resources Officer in accordance with University personnel policies (if the alleged harasser is a faculty member, staff or vendor).

iii. A student may also seek emotional support by discussing the alleged harassment privately and in confidence with a psychologist from the Center for Counseling and Student Development.

iv. Non-Retaliation: It is a violation of University policy to retaliate in any way against students because they have raised allegations of discrimination or unlawful harassment.

d. Other Alleged Grievances

The University may, at its discretion, permit a student to submit a grievance for problems other than those described above. A request must be submitted by the student to the Office of the Dean of Students for undergraduate students and Office of Graduate and Professional Education for graduate students within 30 business days after the last event giving rise to the alleged violation. If the request is granted, the University will decide upon the appropriate process to govern its resolution and may, but need not, follow the process set forth above for grade complaints.

B. Special Problems

1. Student Behavior Consultation Team

The mission of the Student Behavior Consultation Team (SBCT) is to coordinate information in a systematic approach to assist the University
in identification of and response to students whose actions raise concerns. The SBCT consults with and collaborates with campus community members; develops support plans to promote student health, well-being and successful academic experiences; and promotes campus safety through an active process of threat assessment and behavioral intervention. Additional information may be found on the SBCT homepage.

2. Medical Leave of Absence

a. Statement of Policy

i. An undergraduate student who wishes to suspend or postpone studies at the University for any medical reason may request a medical leave of absence. The request must be submitted to the Office of the Dean of Students. A medical leave of absence may be granted for a maximum of no more than 2 semesters. The Office of the Dean of Students will send written notification of the approval or denial of the requested leave.

ii. A graduate student who seeks a leave of absence for personal, medical, or professional reasons should obtain written approval from the department chair or graduate program coordinator. The request and the recommendation from the department should be sent to the Office of Graduate and Professional Education. The length of time needed for the leave should be indicated. Upon approval by the Office of Graduate and Professional Education, the student’s academic transcript will record the approved leave in the appropriate semesters, and the absence will not affect the limitation of time for completion of the degree requirements as given in the student’s official letter of admission. The Office of Graduate and Professional Education will send written notification of approval or denial of the requested leave.

iii. A medical leave of absence in no way negates the student’s financial responsibility to the University. If the student is a financial aid recipient, the student should contact the Financial Aid Office to discuss the medical leave of absence and its potential ramifications. If the student is insured under the University’s health insurance plan, the student should refer to the insurance documentation for information.
b. Verification of Medical Condition The following procedures govern the University’s decision to grant a leave of absence:

i. Verification of the medical condition from a physician or other medical professional acceptable to the University must be presented at the time the leave is requested.

ii. If the medical leave is granted, the student may continue in the same college or program in which he or she was enrolled prior to the leave and may continue his or her studies without applying for readmission to the University.

iii. The student must contact the office that approved the leave of absence if the student is unable to return at the conclusion of the leave.

3. Active Military Duty

A student ordered to active duty due to national crisis, under circumstances that preclude completion of a semester or session, will be allowed to take a leave of absence from the University. The student must present a copy of the military orders. The student will receive a 100% rebate of tuition for all courses for which academic credit is not received. Housing costs, meal charges, and mandatory fees will be pro-rated based on the beginning date of the student’s official leave. Students should contact the Office of the Dean of Students or the office of the assistant or associate dean of the student’s college to complete a withdrawal/leave notification form.

4. Missing Students

a. Statement of Policy

The University of Delaware takes student safety seriously. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following procedures have been developed in order to assist in locating University of Delaware students, who, based on the facts and circumstances known to the University, are determined to be missing. It is the policy of the University to actively investigate any report of a missing student. All students will be notified of the Missing Student Policy and the procedures the University would follow in the event that they are reported missing.
b. Procedure

i. Each student will be asked to identify the name and contact number of the individual(s) whom the University will notify within 24 hours of the determination that the student is missing. Students’ contact information will be registered confidentially, made accessible only to authorized campus officials, and will not be disclosed except to law enforcement personnel outside the University in furtherance of a missing person investigation.

ii. For any student under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

iii. If a member of the University community has reason to believe that a student is missing, he or she must report it to the University of Delaware Police Department (UDPD), located at 413 Academy Street, Newark DE 19716. For non-emergencies call 831-2222; for emergencies call 911.

iv. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to:

a) calling the student’s cell phone and sending a text message;

b) looking at social networking sites;

c) checking the student’s room;

d) interviewing roommates and friends;

e) checking attendance in class;

f) checking ID card access and key fob use; and

g) locating the student's vehicle.
v. If upon investigation by UDPD, the student is determined missing for at least 24 hours, the Dean of Students will contact the student’s designated emergency contact (or custodial parent or legal guardian if the student is under the age of 18 or has failed to designate an emergency contact). UDPD will notify the Newark Police Department within 24 hours of the determination that a student is missing, unless Newark police was the entity that made the determination that the student is missing. UDPD will continue to investigate utilizing established police investigative procedures and in collaboration with staff from the Office of the Dean of Students and Residence Life. UDPD will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.
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