The Integrity Principle
The University of Puget Sound is founded upon several fundamental values. Central among these are self-knowledge and respect for others or civility. As members of the Puget Sound community, students are expected to follow an age-old precept that, while certain aspects of the pursuit of knowledge must be undertaken mutually, all knowledge stems from one principle: Know thyself.

To grasp this principle, students should willingly engage in testing, probing and examining themselves. This process leads to a sense of personal integrity, a sense of what individual students can expect from themselves as well as from others, and a set of personal standards requiring both individuals and groups to govern their acts by a commitment to honesty, civility and active concern for the needs of others.

Developing self-knowledge and personal integrity logically entails respect for others. The university, as a community, is founded upon a fundamental agreement, a contract between all its individual members, in which each accords every other member respect as a colleague committed to the pursuit of knowledge and self-understanding. To misuse or abuse that mutual respect is to threaten the entire academic enterprise at Puget Sound.

Civility is the hallmark of this community; destructive hostility has no place in open and honest learning. The contract among university members requires a balance between freedom of expression and freedom from threats to safety. The university community espouses no single correct way to engage in intellectual inquiry, no set body of beliefs to which all must subscribe, and no restrictions on the free expression of ideas. Equally, however, it rejects the development of an environment which hinders in any way the right of all to pursue their educational goals. It does not tolerate language or actions that threaten specific harm to individuals or groups.

The Integrity Principle is the paradigm for developing self-knowledge. The Standards of Integrity that follow from it describe the respective roles of freedom and regulation in the university community. Together they provide both general and specific expectations that govern the relationships between all members of the community.

The Integrity Principle was developed, in its original form, by members of Puget Sound’s Student Senate. By subscribing to the Integrity Principle, all members of the university community commit themselves to honoring certain basic principles:

- the open exchange and challenge of beliefs, without rancor;
- the right of all to speak and to listen, without penalty; the need to care for others and to be cared for, without possessing or being possessed.

At the annual matriculation Ceremony, all entering students subscribe to the Integrity Principle by making this public promise:

*I am a member of the community of the University of Puget Sound, which is dedicated to developing its members’ academic abilities and personal integrity. I accept the responsibilities of my membership in this community and acknowledge that the purpose of this community demands that I conduct myself in accordance with Puget Sound’s policies of Academic and Student Integrity. As a student at the University of Puget Sound, I hereby pledge to conduct myself responsibly and honorably in my academic activities, to be fair, civil, and honest with all members of the Puget Sound community, and to respect their safety, rights, privileges, and property.*
In making this commitment, all students publicly acknowledge that the Integrity Code is the primary measure by which they will examine their motives and actions and the fundamental mechanism which guarantees the right of all other members of the Puget Sound community to pursue their educational goals successfully. Students thus matriculate as full members of the university community, embracing all of its obligations and enjoying all of its privileges.

**The University’s Standards of Integrity**

Whereas the Principle of Integrity serves as the paradigm for students to examine themselves, their values and their relation to others, the Standards of Integrity provide more specific explication of how the Principle is exercised. As such, the Standards of Integrity apply to all students and student groups, both on campus and off campus, who are engaged in activities sponsored by the university or by a university organization, or who represent the university in some recognized capacity.

On the most basic level, adherence to the Integrity Code is necessary for any student to remain a member in good standing of the university community. However, an understanding of the Integrity Principle will encourage students to move beyond simple compliance to the Standards to develop sound personal judgment, ethical thinking, and habits that lead to ethical behavior.

The need for exercising thoughtful and tolerant judgment is particularly important, as our society searches for ways to acknowledge the diversity of its members and their contributions. The Principle and Standards require tolerance of and respect for the abundant ideas and systems of belief brought to the university by its members, who emerge from differing pasts, but also demand that students move beyond intellectual tolerance and respect, to a coherent appreciation of the intrinsic value of pluralism in the university community.

When students enroll in the university and promise to subscribe to the Integrity Principle, they pledge themselves to three attendant principles:

- self-governance, guided by the Integrity Code and personal values;
- honesty, which will impel students to report themselves when they have violated any provision of the Principle and Standards;
- mutual obligation, which requires students who are aware of others’ violation of any Standard to either request that these others report themselves, or, especially if there is risk to others, undertake to make such a report themselves.

The practical aim of the Integrity Code is to create educational experiences from which students develop both skill and confidence in making personal judgments and appreciating their consequences. Although all members of the university community are expected to abide by the Integrity Principle and its attendant obligations, the Standards provide an additional educational resource. They describe in more specific detail the expectations which all members of the Puget Sound community are required to meet:

**Standard One:** A member of the Puget Sound community must not harm someone physically or psychologically, or cause them to fear being harmed.

This includes physical assault, rape, sexual assault, physical, psychological or sexual harassment, hazing, or any related activities aimed at any member of the university or the community at large. Also prohibited is any conduct, including racial, ethnic, or sexual discrimination, threatening remarks or gestures which are directly and specifically intended for another individual. Behavior of this type which interferes with the opportunity of any member or group of members of the university community to attain their educational goals is prohibited. Intentional actions or destructive behavior which undermines another’s basic dignity or self-esteem are also contrary to the Standard and are prohibited.

This Standard is in accord with the University Harassment Policy and with other university policies and procedures contained in the Faculty Code and the Staff Policies and Procedures Manual. It adheres to the definitions of harassment and discrimination which are included in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Act of 1972.

**Standard Two:** A member of the Puget Sound community must not engage in activities that threaten the safety and security of the university or its members.

Destroying, damaging, misusing, or illegally possessing the property of the university, its members, or others is strictly prohibited. This includes university-controlled keys, fire safety equipment (alarms, hoses, extinguishers), academic materials or instructional equipment (such as laboratory equipment, electronic devices or library materials), and personal belongings. The manipulation or alteration of information gained by unauthorized access to electronic equipment or other record-keeping systems is also prohibited. Community members may not intentionally furnish false information to the university or its staff (such as Security Services or Residence Life staff) or alter identification cards. Nor may they fail to comply with directions of university officials and staff acting to maintain safety and security. Attempts to gain access to any portion of the university’s premises without authorization are a violation of the Standards of Integrity. So too is possession, storage or use of a weapon (which can include but is not limited to firearms, pellet guns, explosives, fireworks, or chemicals such as tear gas) without authorization.

Any other conduct which interferes with the university’s responsibility to protect the health and safety of its members, to protect their property or to provide them with services is expressly prohibited as contrary to this Standard.
Standard Three: A member of the Puget Sound community must not possess, use, distribute, sell or engage in activities with the intention of distributing any controlled substance or illegal drug on university premises or at university-sponsored activities.

The university enforces all relevant local, state and federal laws regarding illicit substances and annually certifies itself to the federal government as a drug-free environment. Specific prohibitions are outlined in the university’s alcohol and drug policies. Particular measures, including Emergency Action, may be taken in enforcement of this Standard, to seize personal property, equipment or paraphernalia related to drug usage or distribution; to evict a student from a university residence; or to suspend temporarily a student observed in violation of this Standard while adjudication of such a violation is being completed.

Standard Four: A member of the Puget Sound community shall abide by the university’s alcohol and drug policies and procedures and shall not consume alcohol, serve alcohol to minors, or host parties at which alcohol is served or consumed in violation of university policies or state, federal or local regulations.

University policy prohibits the possession or use of alcohol on campus in areas (such as residence-hall public areas) that are not designated for functions where alcohol may be consumed. It also prohibits the possession or use of alcohol by those under legal drinking age (persons under 21 years of age). Students 21 years of age or older may consume alcohol in the privacy of their own residential rooms, provided they carefully adhere to all relevant laws and university regulations. For further details, refer to the university’s Alcohol and Drug Policy.

Standard Five: A member of the Puget Sound community shall become informed about the rights and responsibilities inherent in the Integrity Code. All members will refrain from any interference with the procedures related to the enforcement of the Code or any disciplinary decision, and will agree to fulfill any sanction properly imposed under the provisions of the Integrity Code.

The Integrity Code describes those behaviors which are contrary to the university community’s values. It also guarantees certain rights in resolving any complaint brought against a student:

1. The right to specific information about an alleged violation of the Standards, so that a student may prepare a defense.
2. The right to receive written notice about both the alleged violation and a description of the process by which it will be adjudicated, as well as sufficient time to prepare for such adjudication.
3. The right to choose options for the adjudication of an alleged violation including an opportunity for peer adjudication by the Student Honor Court as well as less formal administrative methods.
4. The right to due process, which provides for reasonable and fair enforcement of the policies and procedures which accompany the Principles and Standards, including the right to timely resolution of a crisis and, where appropriate, confidentiality as an important consideration governing a student’s return to full participation in the university community.

Any interference with the exercise of these rights can erode the access which all students receive to fair and reasonable treatment by undermining the opportunity for due process. For this reason, then, if a student, for example, interferes with this process by providing false information, or silently permits a violation in his or her own room or with property for which that student shares responsibility, or if a student fails to honor a commitment to complete a sanction, then that student commits a further violation of the Standards and is subject to sanction.

A copy of the University of Puget Sound Integrity Code is distributed annually to all undergraduate students and is available upon request to any university member. It explains due process procedures and the options available to students charged with a violation, and other features of the Integrity Code system for adjudication.

Standard Six: A member of the Puget Sound community shall not violate published university regulations and policies, including, but not limited to, the university Residence Policy, the Alcohol and Drug Policy, academic regulations, or other university policies required for the safety and orderly operation of the university.

All these publications are available upon request from the appropriate university office, the Security Services Office, Office of the Dean of Students, or Office of the Associate Dean of Students.

Sanctions
Sanctions under the Integrity Code are imposed for their educative, not punitive, effect. The members of the university community charged with adjudicating a violation of the Standards—the Honor Court and the Student Affairs staff—do all in their power to make the conduct process one in which a student is encouraged to examine the motives for and consequences of the actions that bring his or her standing in the community into question. The sanction process thus provides students with two opportunities:

- the opportunity to grow in self-knowledge and ethical habits of thought and action;
- when appropriate, the opportunity to heal the breach in the community caused by their behavior and to recompense the community.

To this end, sanctions typically will be meted out not in isolation, but in tandem with a number of educational requirements designed to address the sources of problems that led to violation of the Standard. All the sanctions listed below may be imposed on
groups and organizations as well as individuals. The specific sanctions are as follows:

I. Conduct Reprimand: The result of a Standards violation that calls into question the student’s full understanding of the conduct expected of a student at the university. A Conduct Reprimand places the student on warning that further violations may result in more serious sanctions. More importantly, it requires the student to examine the source of the university’s questioning of his or her behavior and to seek direction, as necessary, on ways to reorient his or her efforts. (A conduct reprimand is maintained as part of a student’s educational record until graduation, or for five years after the incident date, whichever comes first.)

II. Conduct Probation: A specified probationary period when the student’s public participation in the university community is halted because of the student’s violation of the Principle and Standards. While conduct probation allows the student to continue attending classes and living in university residences, he or she may not represent the university in any public fashion (for example, in performing musical or dramatic groups or in intercollegiate sports competition) or run for or hold elected office in any student group or organization during the probationary period. (By policy of the International Education Committee, students currently on conduct probation may not apply for or participate in study abroad programs through the university.) If a student violates the Integrity Code further while on conduct probation, he or she may be subject to suspension or expulsion.

A. Level I Conduct Probation: A student on level I conduct probation may make a written request for specific exception to represent the university in a public activity. (By policy of the International Education Committee, there is no exception allowed for study abroad.) The exception request would be considered by the adjudicating officer. This level of conduct probation may not exceed 12 months. (A record of level I conduct probation is maintained for five years after the incident date.)

B. Level II Conduct Probation: No exceptions to represent the university in a public activity will be granted while a student is on level II conduct probation. This level of conduct probation may exceed 12 months. (A record of level II conduct probation is maintained indefinitely.)

III. University Residence Eviction: Immediate and permanent removal from university housing when a student proves him or herself no longer capable of living with other students in a way that fosters their mutual development socially as well as emotionally and intellectually, or when a student poses a significant risk to the health or safety of other university residents. Immediate removal is called for under this sanction, and further restriction from other university residences may be stipulated. Room and board fees may be forfeited. (Residence eviction is maintained as a part of a student’s educational record indefinitely.)

IV. Conduct Suspension: Separation of the student from the university (including its premises and activities) for a specified period of time. This sanction is instituted when a period away from the university may suffice in reconciling the student to the university community’s values and goals. All fees and academic credits for the semester during which the suspension occurs may be forfeited. A suspended student who wishes to return to the university must apply to the Dean of Students for readmission and demonstrate willingness to abide by the Integrity Code. (Conduct Suspension is maintained as a part of a student’s educational record indefinitely.)

V. Conduct Expulsion: Permanent separation of the student from the university (including its premises and activities) in extreme instances when no other means of reconciliation is possible between the student and the university. The student has proven him or herself incapable of normal relations with the university community, usually through a continual pattern of violations that directly threaten the university or its members’ well-being and safety. Notation of the expulsion will appear on the student’s transcript. All fees and academic credits for the semester during which the expulsion occurs are forfeited. (Conduct Expulsion is maintained as a part of a student’s educational record indefinitely.)

VI. Other Sanctions: As appropriate for the particular needs or problems at issue, other sanctions may include programs related to the use and abuse of alcohol, including alcohol assessment and treatment, and programs in which students found guilty of Standards violations will be required to read and write about the nature of their actions and to discuss what they have read and written with others, including the Dean and Associate Dean of Students. Other programs, aimed at reestablishing normal relations with the university, and restitution for damage are also used, as are other “creative” sanctions.

Emergency Action
Emergency Action may be taken in cases where there is evidence that a student’s or a student-group’s continued presence on the university campus poses a substantial threat to the student or group or to others, or to the stability and regularity of university functions. Under this action, a student may be suspended, or his or her access to university residence facilities or other programs or activities restricted, for an interim period pending disciplinary proceedings under the procedures for adjudication of the Student Integrity Code. The Dean of Students or his or her designee may initiate Emergency Action, in keeping with the intentions, the rights described in Standard Five above, and following procedures outlined throughout the policies and procedures of the Integrity Code.

Amendment or Revision
The Dean of Students, Student Senate or the faculty student life committee may recommend any amendments to the Integrity
Code. Such amendments shall be approved by the Student Senate prior to forwarding them to the Board of Trustees for review. The Board of Trustees is solely responsible for final approval of all revisions and amendments to the Integrity Code.

**Procedures for Implementation of the Student Integrity Code**

**Introduction**

The Principle and Standards of the Integrity Code are implemented in accordance with the following procedures, which serve as guidelines, not legal requirements, in the adjudication of violations. Flexibility of implementation is essential in order to respond to the unique circumstances of each case. Fundamental fairness is also important and is assured by Standard Five of the Integrity Code.

**I. General Matters**

A. The Integrity Code applies to all students enrolled at the University of Puget Sound and to all student activities sponsored by the university or by any registered university organization on university property or elsewhere, or in vehicles owned or leased by the university.

B. These procedures shall be followed in all cases where a student or a student group has been charged with any violation of the Integrity Code and is faced with the possible imposition of any of the sanctions described in it. Nothing contained in the Integrity Code prohibits the university, or any member of the university community, from bringing civil or criminal charges against any person(s).

C. These fact-finding, hearing, decision-making and appeal procedures are based upon the assumption that reason will prevail, that fundamental fairness will be honored, that confidentiality for both complainants and respondents will be honored to the maximum possible extent, and that timely resolution of cases will be sought.

D. The Dean of Students bears primary responsibility for the enforcement of the Integrity Code, and the Associate Dean of Students bears primary responsibility for implementation of these procedures.

E. Changes in these procedures may be adopted following approval by the usual administrative procedures used by the university, so long as such changes conform to the Principle and Standards of the Integrity Code.

F. A finding of a violation of this policy requires proof that the allegations are more likely true than not true (preponderance of the evidence).

**II. Categories of Violations**

A. Minor violations include those that pose no significant threat to property or individuals, but that indicate a lack of regard for the rights, property or personal privileges of individuals or groups within the university and neighboring community. Examples of minor violations include damaging university grounds or disturbing the peace.

B. Major violations include any acts that pose a significant threat to personal or university-owned property or to the physical safety or psychological security of individuals and/or groups within the university and neighboring community. Examples of major violations include causing physical harm or reasonable apprehension of harm to another individual or group, theft of individual or university-owned property, or substantial interference with the university’s responsibilities of protecting the health and safety of individuals and groups or ensuring the opportunity of all members to attain their educational goals.

C. Multiple minor violations may result in the determination of a major violation.

**III. Procedures for Adjudication of Integrity Code Cases**

The primary purpose of these procedures is to provide a just, timely and effective mechanism for responding to alleged violations of the Integrity Code. Allegations of violations are addressed as follows:

A. **Filing of Complaint:** Any member of the university community may file with the Associate Dean of Students or with Security Services a complaint alleging a violation of the Integrity Code. A particular form for this complaint is not necessary, but the complaint must be in writing. In instances of neighbor complaint about seriously offensive or chronically offensive student behavior, a complaint alleging a violation of the Integrity Code may be initiated on the complainant’s behalf by the Associate Dean of Students.

B. **Investigation of Complaint**

1. **Minor Violation.** The Associate Dean of Students, or his or her designee, will conduct an initial review of the complaint. If the complaint appears to involve a minor violation of the Integrity Code the student will be informed in writing (see section III.C) and an administrative hearing with the Associate Dean of Students, or his or her designee, is scheduled.

2. **Major Violation.** The Associate Dean of Students or his or her designee will conduct an initial review of the complaint. If the complaint appears to involve a major violation of the Integrity Code and charges are warranted, the student will be sent an investigation letter, requesting a meeting with the Associate Dean of Students or his or her designee. If, after the investigation meeting and all other evidence is considered, it is determined that there is sufficient evidence of a violation of a specific Standard, the student will be informed in writing (see section III.C) and an Integrity Code Board Hearing is scheduled. Excluding the Sexual Misconduct Board *Please see section (VI.E) for further information.

C. **Written Notice of Charges**

1. The student receives written notice of the charges in a timely manner. This notice is mailed to the student’s campus mailbox and includes (to the extent possible at the time of the notice):
a. a statement of the charged violations, citing the specific Standard and giving a summary account of the acts that form the basis for the supposition that violations have been committed; and
b. a scheduled date, time and venue for a hearing. If the student wishes to request a change of venue or a change in the scheduled date and time for the hearing, he/she may do so in his/her response outlined below (see section III.D).
c. in the case of a major violation, the possible option of conditional suspension or voluntary withdrawal (see section III.F.6 below).

2. The length of time between notice of the charges and the hearing must be sufficient to allow the student a reasonable opportunity to prepare to respond to the charges but no more than 10 working days.

D. Student Response: The student must respond in writing to the notice of charges, which indicates the date, time and venue of the hearing. If the student does not respond within the time allotted, this indicates agreement with the hearing as scheduled in the notice of charges. In his or her response, the student, depending on whether the charge is major or minor (see sections III.E and III.F below):

1. can choose an alternate venue for the hearing (see section VI for detailed descriptions of adjudication venues);
2. may request a change in the hearing date or time. This request must be received at least one working day before the scheduled hearing begins. The Associate Dean or his or her designee responds to such requests and makes appropriate notification of a change and the reasons for the change. When selecting a change in venue or requesting a change in hearing schedule, students should be aware that pending conduct cases may restrict their abilities to obtain transcripts, complete registration for classes, apply for study abroad, or be eligible for certain university honors.

E. Adjudication of Minor Charges: Minor Violations may be adjudicated in one of the following ways:

1. Administrative Hearing with the Associate Dean of Students or his or her designee is the primary venue for adjudication of minor violations (see section VI.A below for a detailed explanation of hearing procedure).
2. A Peer Board hearing is the secondary venue for adjudication of minor violations.
3. A mediated solution acceptable by mutual consent of the parties involved and acceptable to the Associate Dean of Students is also available as an option.

F. Adjudication of Major Charges: Major Violations may be adjudicated in one of the following ways:

1. Administrative Hearing with the Associate Dean of Students is available as an alternate venue (see section III.D for an explanation of Student Response; see Section VI.A below for a detailed explanation of hearing procedure).
2. The Integrity Code Board is the primary venue for adjudication of major violations (see Section VI.B below for a detailed explanation of hearing procedure). When the student accepts full responsibility or when neither the Student Honor Court nor the Integrity Code Board is available, the Associate Dean of Students has the option of referring cases directly to an administrative hearing.
3. Student Honor Court is available as an alternate venue (see section III.D for an explanation of Student Response; see Section VI.D below for a detailed explanation of hearing procedure). The Student Honor Court does not ordinarily meet when classes are not in session. When the Honor Court is not available, the Associate Dean of Students has the option of referring cases to an administrative hearing.
4. A mediated solution acceptable by mutual consent of the parties involved and acceptable to the Associate Dean of Students and to the Dean of Students is also available as an option.
5. The Sexual Misconduct Board is the primary venue for adjudication of sexual misconduct violations.*Please see section (VI-E) for further information.

6. Other Options: The student may also exercise one of the following options:
   a. Voluntary Withdrawal: A request for a permanent voluntary withdrawal from the university, if exercised, must be made in writing before any disciplinary hearing is begun. Voluntary withdrawal may be allowed by the Dean of Students.
   b. Conditional Suspension: If a student who is charged with a violation of the Integrity Code reasonably believes that either civil or criminal charges may be or have been filed concerning the alleged violation, the student may make a written request before any disciplinary hearing is begun that he or she be granted a sanction of suspension as set out in the Integrity Code. Conditional suspension may be allowed by the Dean of Students.

G. Determination: Following the hearing, and when all relevant information has been collected and reviewed, a determination of responsibility for any violations of university policy is made and, if the student is found responsible, appropriate sanctions are imposed. The student is notified, in writing, in a decision letter. In situations where a complaint involves a request for restitution of property damage, monetary sanction will be limited to reasonable and verifiable out-of-pocket expenses for repair and/or an insurance deductible. Costs for improvement or upgrade of facilities, property, etc. will not be levied in judicial sanctions. Other financial arrangements can be made in mediated settlements provided that all parties involved are in agreement.

IV. Review
A decision of an administrative hearing, the Integrity Code Board or of the Student Honor Court may only be reviewed by the Dean
of Students, or his or her designee, on request of any party to the hearing, or on the Dean's initiative, subject to the following guidelines:

A. The appeal for review must be in writing and must be filed with the Dean within seven working days after the date shown on the sanction letter. An appeal for review filed later than seven working days after this date is untimely and is not heard unless it is based on new evidence unobtainable at the time of the original hearing. Time for appeal may be increased at the discretion of the Dean if such request is made within the seven day period. There is no prescribed form for an appeal for review, but it must be sufficiently lucid and detailed to allow the Dean to understand the nature of the petition and, without a hearing or oral argument, to act upon it.

B. The only grounds for consideration of appeal for review are:

1. procedural error that unfairly and/or materially affected the outcome of the case;
2. action has been taken that is arbitrary, unreasonable or unsupported by substantial evidence;
3. newly discovered evidence emerges that was not obtainable at the time of the original hearing; or
4. severity of the sanction is disproportionate to the sanctions given for comparable offenses.

C. The Dean may, at his or her discretion, hold an informal review conference. He or she determines the form or procedure for such a review conference.

D. The review process is not a new hearing. It is limited to a review of the record and decision, and new evidence is considered only if it is relevant and only if it was unobtainable at the time of the original hearing.

E. If, in the Dean’s judgment, a decision is based in procedural error; is unreasonable, arbitrary or not supported by substantial evidence; or there exists significant, newly discovered evidence that was unobtainable at the time of the hearing, then the appeal is sustained.

F. In cases where the appeal for review is sustained, the Dean may:

1. dismiss the charges.
2. reduce or modify, but not increase the severity of the sanction.
3. return the case to the Integrity Code Board, the Student Honor Court or the appropriate Associate Dean for further directed consideration.

G. The Dean will send a copy of the appeal for review and of the outcome of the appeal to all persons who heard the case.

V. Records Retention and Disclosure
The Associate Dean of Students will retain a confidential record of any student’s conduct process, including reports, case notes, and outcomes. This record is kept separate from records retained by the Registrar’s office, except in the case of a conduct expulsion, which is noted on a student’s academic transcript. The Associate Dean of Students retains records based on the following protocol, but reserves the right to retain any record as needed: records with low level sanctioning (conduct reprimand) will be shredded when a student graduates, or five years after the incident date, whichever comes first. Records that contain level I conduct probation, residence eviction, suspension, and/or expulsion will be retained indefinitely.

A student’s conduct record is considered a part of their educational record and may not be disclosed by the university without the written consent of the student(s) to whom the requested information pertains, unless otherwise permitted or required by the Family Educational Rights and Privacy Act of 1974, the Student Right-to-Know and Campus Security Act of 1990 or the Clery Act of 1998. The complainant of a violent crime or a harassment offense will be informed of the decision and any sanction resulting from a conduct process with the responding student.

VI. Hearing and Decision Procedures of Adjudication Venues

A. Administrative Hearing
The administrative hearing is an informal meeting to establish the facts of the case. No witnesses may be called (it is a closed hearing), but the student may submit written character references or other written materials pertaining to the circumstances relevant to the incident and/or charges. Both the student and the hearing officer may have an advisor, who is not an attorney, present during the hearing. The student is responsible for presenting his or her own case, and therefore, the advisor is not permitted to prepare or submit documents, present arguments or participate actively in the hearing; his or her sole role is to advise the student. Following the administrative hearing, and when all relevant information has been collected and reviewed, the Associate Dean, or his or her designee, makes a determination of responsibility for any violations of university policy and, if the student is found responsible, a determination of sanctions to be imposed. The student is notified in a decision letter.

B. Integrity Code Board
The Integrity Code Board is a three-person panel (one student, one faculty member, and one staff member) with members drawn from the membership of the Student Honor Court. The Integrity Code Board provides an informal setting to hear and establish the facts of the case, determine responsibility for alleged violations, and recommend sanctions, if appropriate, to the Associate Dean of Students. Following the conference, the Associate Dean of Students imposes an appropriate sanction for the violation of the Integrity Code if the student is found responsible. No witnesses may be called at the conference (it is a closed meeting), but the student may submit written character references or other written materials pertaining to the circumstances
relevant to the incident and/or charges.

1. The student may have an advisor, who is not an attorney, present during the Integrity Code Board conference. The student is responsible for presenting his or her own case, and therefore the advisor is not permitted to prepare or submit documents, present arguments or participate actively in the hearing; his or her sole role is to advise the student.

2. The conference is tape recorded for the protection of all parties and the tape becomes part of the record. The tape is confidential and is used only for the purpose of this conference and any resulting appeal. No copies of this tape may be made. If the student wishes to listen to the tape for an appeal, he or she must do so in a setting arranged by the Associate Dean of Students.

3. The tape is destroyed immediately after an appeal has been exercised or within 30 days, whichever is sooner.

C. The Peer Board is a five-person panel of four students, chaired by an honor court member. The Peer Board provides a setting to hear and establish the facts of the case. The students may have an advisor, who is not an attorney, present during the hearing. The student is responsible for presenting his or her own case, and therefore the advisor is not permitted to prepare or submit documents, present arguments or participate actively in the hearing; his or her sole role is to advise the student. No witnesses may be called to the conference (it is a closed hearing), but the student may submit character references or other written materials pertaining to the incident and/or charges. If the student is found responsible, sanctions and educational requirements may be imposed. The student is notified in a decision letter sent to his/her campus mailbox.

D. Student Honor Court

An orderly hearing is essential to ensure fairness to all parties. The following procedural guidelines govern Court hearings:

1. The Student Honor Court shall consist of five students, one faculty member, one staff member and an advisor to the Court. There shall also be three student alternates, one faculty alternate and one staff alternate.

2. The Honor Court meets on a regularly scheduled basis; a student who chooses the Honor Court as a venue for adjudication of a conduct case is expected to make arrangements to attend at a regularly scheduled time (see section III.D).

3. Notice to Court: The Chairperson of the Court shall receive a copy of the charges if the student has elected a hearing by the Court.

4. The Chairperson of the Student Honor Court shall exercise control over the hearing. Any person, including the student charged, who disrupts a hearing or who fails to adhere to the rulings of the Court may be excluded from the proceedings.

5. Hearings may be tape recorded or transcribed at the discretion of the Court. The decision of the Court must include a summary of the testimony and shall be sufficiently detailed to permit review by the Dean.

6. The hearing shall ordinarily be closed. The Court shall determine the persons allowed at a closed hearing. All testimony heard and sanctions determined in a closed hearing shall be kept in strict confidence by all parties and by the members of the Court. An open hearing may be held, at the discretion of the Court, if requested by the student charged and if acceptable to the complainant.

7. Where multiple parties are being charged, the Court has the authority to conduct separate hearings.

8. Adherence to legalistic court procedures, advocacy techniques and formal rules of evidence are not applicable in Student Honor Court hearings. Both the student charged and the Associate Dean of Students may have an advisor, who is not an attorney, present. The student’s advisor is not permitted to prepare or submit documents, present arguments, or participate actively in the hearing; his or her sole role is to advise the student.

9. The purpose of the hearing is to arrive at the truth. Statements to the Court are to be candid, cogent and objective.

10. Any party may challenge a member of the Court on the grounds of personal bias, conflict of interest, or prejudice on the merits of the case. A member of the Court may recuse himself or herself for any of the above reasons. Members may be disqualified from participation in a hearing by a vote of the remaining members of the Court. If the Court members are disqualified, the hearing must be rescheduled.

11. If the student does not appear at the hearing, the hearing proceeds. If the student appears, but decides to leave the hearing without having requested and received permission from the Court to do so, the hearing continues. In any case of absence of the charged student from the hearing, no inference of guilt or innocence is drawn from such absence.

12. The members of the Court play an active role at the hearing, asking questions of witnesses, seeking clarification of issues that are unclear, and participating in deliberations on all matters of procedure and substance at both open and closed portions of any hearing.

13. The Court determines how the hearing will proceed in order to fulfill its purpose most fairly and expeditiously. Hearings normally proceed as follows:

   a. Ruling by the Court on preliminary matters as set forth above (see sections VI.D. 5, 6, and 9).
   b. Opening statement by the Associate Dean of Students and presentation of evidence in support of the statement of charges.
   c. Student’s opening statement and evidence in answer.
   d. Associate Dean’s response.
   e. Student’s response.
   f. Closing summaries of all parties. *With multiple parties, the Court determines necessary modifications to the above.
14. The guidelines as to witnesses are:
   a. The Court admonishes all witnesses that their testimony is to be truthful. Nonmembers of the campus community who provide false or inaccurate information will have such findings filed with the Community Relations Coordinator. This information of past abuse will be taken into account if any future information is provided by that witness and the university may consider in its discretion appropriate legal and other actions.
   b. Parties to the case and the Court may request witnesses to testify at the hearing.
   c. At the discretion of the Court, prospective witnesses may be excluded from the hearing during the testimony of other witnesses.
   d. Parties are accorded an opportunity to question witnesses.
   e. If necessary, in order to ensure relevance or to avoid harassment or intimidation of a witness, the chairperson of the hearing may intervene in any questioning.
   f. In instances where a university neighbor is a witness, information regarding previous complaints from this individual will be included in the preliminary report, solely for the purpose of judging witness credibility.
   g. The Associate Dean of Students will make all reasonable efforts to obtain relevant reports from the police or other community agencies.

15. If a hearing is disrupted or, at the discretion of the Court, entails sensitive matters, the Court may close a hearing and shall determine those persons who may be present.

16. Details concerning the Honor Court’s operation are contained in the Honor Court Guide, available from the Office of the Dean of Students.

17. Decision Process: After all evidence has been presented by all parties and closing summaries have been given, the chairperson recesses the hearing and the members of the Court meet privately to determine whether or not the student has violated the Integrity Code and to decide on the appropriate sanction. This process is subject to the following guidelines:

   a. All parties, the witnesses and the public are excluded during the decision process.
   b. Five voting members of the Court must be present to constitute a quorum necessary to render a decision, at least one of whom must be the university faculty member. A simple majority of those not abstaining must concur in order for the Court to render a decision.
   c. A finding that the student has violated the Integrity Code must be supported by a preponderance of the evidence.
   d. When individuals are collectively charged, determinations of the guilt or innocence of each individual must be separately made.
   e. If the Court finds a student responsible for the charges, it shall undertake the following actions:
      i. The Court must review those sanctions that have been imposed by the Court in the past for violations similar to the present one. (This review emphasizes the importance of consistency in decision-making.)
      ii. The Court must obtain information about the student’s past disciplinary record of proven violations and any sanctions imposed (The Court takes into account the severity of any prior violation in determining the proper sanction to impose in any present case.)
      iii. In situations where a complaint involves a request for restitution of property damage, monetary sanction will be limited to reasonable and verifiable out-of-pocket expenses for repair and/or an insurance deductible. Costs for improvement or upgrade of facilities, property, etc. will not be levied in judicial sanctions. Other financial arrangements can be made in mediated settlements provided that all parties involved are in agreement.
   f. The chairperson prepares a statement of specific findings of fact supporting its decision on each of the stated charges. This statement is sent to all parties and to the Dean of Students and the file is retained in the office of the Associate Dean of Students.
   g. Any student who is declared innocent of charges may have a statement describing this decision printed in the university student newspaper, if he or she requests it and the editor concurs in the request.

E. Sexual Misconduct Board: The Sexual Misconduct Board composed of a faculty member, a staff member, and a student, will follow the Procedures of Adjudication of Student Integrity Code Cases, section VI-B (Integrity Code Board) of the Student Integrity Code with the following adjustments.

1. Cases alleging sexual misconduct by a student will automatically be adjudicated by the Sexual Misconduct Board.
2. The Board will issue two documents to the respondent student and the complainant: a determination letter and memorandum opinion. The determination letter will contain only the following information: the name of the respondent; whether the respondent has been found responsible or not responsible of the charges of sexual assault or sexual misconduct; and the sanction imposed, if any. As guaranteed by federal law, both the respondent and the complainant have a right to this information. University policy neither encourages nor discourages further disclosure of the determination letter by either student. The university encourages a student who wishes to disclose the determination letter to consult with legal counsel before doing so. The memorandum opinion will contain an explanation of the panel’s
reasoning for its determination. The memorandum opinion is both an educational record and confidential record of the hearing and may not be disclosed except as authorized or required by law.

3. The complainant may present the panel with a statement recommending a sanction (Impact Statement). The student found responsible will be provided an opportunity to respond to the statement. The panel shall not be bound by these statements in determining a sanction. Witnesses other than the parties normally are not permitted at the Impact Statement phase of the hearing; however, the Chair reserves discretion as the presiding officer to determine the presence of other persons.

4. Witnesses may be called by the Board.

5. The Board will make a determination of responsibility and sanctions if appropriate.

6. The right to appeal to the Dean of Students is subject to the conditions defined in the Student Integrity Code.