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 Student 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 Student 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 Student 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 Student 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 principles, the Standards of Integrity 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:

Standards of Integrity

**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 but is not limited to 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 or group. 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 Puget Sound’s Policy Preventing Harassment and Sexual Misconduct and with other campus policies. 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.
Examples:

- Assault
- Criminal Arrest
- Destructive Behavior
- Harassment
- Hazing
- Physical Harm
- Sexual Assault
- Sexual Harassment
- Sexual Misconduct
- Theft
- Threat
- Vandalism

**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.

This includes, but is not limited to destroying, damaging, misusing, or illegally possessing the property of the university, its members, or others. Property 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, and use of software to illegally download copywritten materials such as music or movies that can expose the university and students to fines or legally imposed responsibilities 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.

This includes 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 as a part of the Puget Sound community.

Examples:

- Altering Official Documents
- Disrespectful Behavior
- Failure to Comply
- False Information
- Fire Safety
- Health & Safety
- Indecent Exposure
- Misure of Property
- Noise Violation
- Property Damage
- Providing False Information
- Theft
- Trespassing
- Unauthorized Use or Entry
- Weapon Possession

**Standard Three:** A member of the Puget Sound community must not possess, use, distribute, or sell illicit substances, 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, including but not limited 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 a conduct process for such a violation is being completed.

Examples:

- Distribution of Substance Without Consent
- Paraphernalia
- Marijuana Hosting
- Marijuana Presence
- Possession/Use of Marijuana
- Possession/Use of Drugs
- Distribution of Illicit Substances

**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.

Examples:
- Alcohol Hosting
- Alcohol in Public Area
- Alcohol Presence
- Alcohol Under Age
- Distribution of Alcohol
- False Identification with Alcohol
- Intent
- No Alcohol Permit
- Possession of alcohol
- Providing Alcohol
- Under the Influence

**Standard Five:** A member of the Puget Sound community shall refrain from any interference with the procedures related to the enforcement of the Student Integrity Code or any disciplinary decision, and will agree to fulfill any sanction properly imposed under the provisions of the Student Integrity Code.

Any interference with the exercise of these rights can erode students’ access to a reasonable and fair process. For this reason, then, if a student, for example, interferes with this process by providing false information, or silently permits a violation in the student’s 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.

Each year students are informed of the Student Integrity Code, and it is available upon request to any university member. It explains processes and procedures and the options available to students charged with a violation, and other features of the Student Integrity Code.

Examples:
- Failure to Comply/Sanction
- Interfering with Conduct Process

**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.

These publications are available upon request from the appropriate university office, Security Services and the Office of the Dean of Students.

Examples:
- Academic Honesty
- Alcohol and Drug Policy
- Code of Conduct
- Education Records Policy
- E-mail/Voice Mail Policy
- Facility Use Policy for External Groups
- Firearms/Weapons Policy
- Campus Policy Prohibiting Harassment & Sexual Misconduct
- Hazing Policy
- Information Use and Security Policy
- Mail Services Policy
- Off Campus Living (Neighbor Complaints about Student Behavior)
- On-Campus Fundraising Policy
- Political Activity Policy
- Privacy and Appropriate Use of Resources Policy
- Recreation Facilities Use Information
- Residence Policy
- Resnet Rules of Use Policy
- Smoking Policy
- Solicitation Policy

**Amendment or Revision**
The Dean of Students, Student Senate or the faculty student life committee may recommend any amendments to the Student 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 Student Integrity Code. Revisions and edits of a non-policy nature may be made to the Student Integrity Code at the discretion of the Dean of Students or designee.
Procedures for Implementation of the Student Integrity Code

Introduction
The Principle and Standards of the Student Integrity Code are implemented in accordance with the following procedures, which serve as guidelines, not legal requirements, in the processing of conduct cases. Flexibility of implementation is essential in order to respond to the unique circumstances of each case. Reasonable and fair processes are also important and assured by Student Rights of the Student Integrity Code.

I. General Matters
A. The Student 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. Student designation: The term “student” includes all persons registered for a course or courses at the university, either full-time or part-time, pursuing undergraduate or graduate studies, and/or taking classes in an auditing or non-matriculant capacity. In addition, persons who have accepted an offer of admission (i.e., submitted a deposit) but have not yet registered for classes, persons residing on campus prior to attending classes or while completing a withdrawal or departure process, persons who are not officially enrolled for a particular term (i.e., on a leave of absence, studying abroad, on suspension, etc.) but who have a continuing relationship with the college, and persons who withdraw after allegedly violating the Student Integrity Code, all are considered students related to allegations of Student Integrity Code violations. A person pursuing studies at Puget Sound is considered a student until such time that all necessary coursework has been completed, final grades have posted, and, for degree-seeking students, the degree has been conferred.
C. A member of the Dean of Students staff shall decide whether the Student Integrity Code shall be applied to conduct occurring off campus, on a case by case basis, at the member of the Dean of Students staff’s sole discretion.
D. These procedures shall be followed in all cases where a student or a student group has been charged with any violation of the Student Integrity Code and is faced with the possible imposition of any of the sanctions described in it. Nothing contained in the Student Integrity Code prohibits the university, or any member of the university community, from bringing civil or criminal charges against any person(s).
E. These fact-finding, hearing, decision-making and appeal procedures are based upon the assumption that reason will prevail, that reasonable and fair processes will be utilized, that confidentiality and privacy for both complainants and respondents will be honored to the maximum possible extent, and that timely resolution of cases will be sought.
F. The Dean of Students bears Primary responsibility for the enforcement of the Student Integrity Code, and a member of the Dean of Students staff bears primary responsibility for implementation of these procedures. 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 Student Integrity Code.
G. 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.
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.
1. Multiple minor violations may result in a student’s case being processed as a major violation.

III. Procedures
The primary purpose of these procedures is to provide a just, timely and effective mechanism for responding to alleged violations of the Student Integrity Code. Allegations of violations are addressed as follows:
A. Filing of Complaint
Any member of the university community may file a complaint alleging a violation of the Student Integrity Code with a member of the Dean of Students staff or with Security Services. A particular form for this complaint is not necessary, but the complaint must be in writing. In instances of a neighbor complaint about seriously offensive or chronically offensive student behavior, a complaint alleging a violation of the Student Integrity Code may be initiated on the complainant’s behalf by a member of the Dean of Students staff.
B. Investigation of Complaint
A member of the Dean of Students staff will conduct an initial review of the complaint. If the complaint appears to involve...
a minor violation of the Student Integrity Code the student will be sent a letter, requesting a hearing with a member of the Dean of Students staff or designee. A student may also be sent a letter requesting an investigation meeting with a member of the Dean of Students staff or designee. If, after the initial investigation at the meeting and all other evidence is considered, it is determined that there is sufficient evidence of a major violation of a specific Standard, the student will be informed and scheduled for a major hearing. A member of the Dean of Students staff may determine that a major violation be reduced to a minor violation, and vice versa.

C. Written Notice of a Conduct Hearing or Investigation

1. The student receives written notice of a hearing in a timely manner. This notice is sent electronically and includes (to the extent possible at the time of the notice):
   a. 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, the student may do so in a response outlined below (see section III.D).
   b. in the case of a major violation, a statement of the charged violations, citing the specific Standard(s) allegedly violated;
   c. in the case of a major violation, the possible option(s) of conditional suspension or voluntary withdrawal (see section III.F.6 below) will be included in the student’s letter.

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: If the student does not respond within at least one working day before the scheduled hearing or investigation, this indicates agreement with the hearing or investigation as scheduled in the notice. The student may request a change in the meeting date or time. This request must be received at least one working day before the scheduled hearing or investigation begins. A member of the Dean of Students staff 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 or investigation 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. Conduct Process for Minor Charges: Minor Violations may move forward in one of the following ways:

1. Administrative Hearing with a member of the Dean of Students staff or designee (typically a Resident Director) is the primary hearing venue for minor violations

2. A Peer Board is an alternate hearing venue for minor violations

3. Informal resolution, including mediation, may also be available as an option if there is mutual consent from the parties involved and the informal resolution is acceptable to the Dean of Students staff or designee

F. Conduct Process for Major Charges: Major Violations may be processed in one of the following ways:

1. The Integrity Code Board is the primary hearing venue for major violations. When the student accepts full responsibility or when neither the Honor Court nor the Integrity Code Board is available, a member of the Dean of Students staff has the option of referring cases directly to an administrative hearing. The Integrity Code Board does not ordinarily meet when classes are not in session, or over the summer months.

2. Administrative Hearing with a member of the Dean of Students staff is available as an alternate venue and is the primary hearing venue for major violations that are heard when classes are not in session, or over the summer months.

3. Honor Court is available as an alternate venue. The Honor Court does not ordinarily meet when classes are not in session, or over the summer months. When the student accepts full responsibility or when neither the Honor Court nor the Integrity Code Board is available, a member of the Dean of Students staff has the option of referring cases directly to an administrative hearing.

4. Informal resolution may also be available as an option if there is mutual consent from the parties involved and the informal resolution is acceptable to the Dean of Students. Mediation is not an option to address allegations of sexual assault.

5. The Sexual Misconduct Board is the venue for a formal resolution of sexual misconduct allegations.

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 approved by the Dean of Students.
   b. Conditional Suspension: If a student who is charged with a violation of the Student 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 the student be granted a sanction of suspension as set out in the Student Integrity Code. Conditional suspension may be allowed by the Dean of Students.

G. Determination: Following a hearing for a major or minor violation, and when all relevant information has been collected and reviewed, a determination of responsibility for any violations of the Student Integrity Code is made and, if the student
IV. Student Rights
A member of the Puget Sound community shall become informed about the rights and responsibilities inherent in the Student Integrity Code. The Student Integrity Code outlines certain rights in resolving any complaint brought against a student:

- The right to specific information about an alleged violation of the Standards, so that a student may prepare a defense.
- The right to receive written notice about both the alleged violation and a description of the process by which it will be processed, as well as sufficient time to prepare for such process.
- The right to choose options for the hearing of an alleged major violation depending on the availability of the desired forum, including a hearing by the Honor Court, by the Integrity Code Board, or by an Administrative Hearing. Formal resolution of alleged sexual misconduct is heard by the Sexual Misconduct Board.
- The right to reasonable and fair enforcement of the policies and procedures which accompany the Principles and Standards, including the right to timely resolution of a process 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 students’ access to a reasonable and fair process. Each year students are informed of the Student Integrity Code, and it is available online on the Puget Sound website.

V. Review/Appeals
A decision of responsibility for violations of the Student Integrity Code may only be reviewed by the Dean of Students, or 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 will not be considered 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 not a required format for the appeal.

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 their discretion, hold an informal review conference. The Dean determines the form or procedure for such a review conference. 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.

D. If, in the Dean’s judgment, the grounds of the appeal are warranted, then the appeal is sustained.

E. 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 Honor Court, or a member of the Dean of Students staff for further directed consideration.

F. The Dean will notify the outcome of the appeal to all persons who heard the case.

Sanctions
Sanctions under the Student Integrity Code are imposed for their educative, not punitive, effect. Members of the university community responsible for decision making related to Student Integrity Code violations 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 the student’s 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 are assigned to address accountability and education. If a student is assigned responsibility for violating the Student Integrity Code, a formal sanction will be assigned. All the sanctions listed below may be imposed on groups and organizations as well as individuals. Possible sanctions include, but are not limited to:
I. Conduct Reprimand
A conduct reprimand is 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 the student’s behavior and to seek direction, as necessary, on ways to reorient one’s 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 conduct probation is 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, the student 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 on conduct probation may not participate in study abroad programs through the university.) If a student violates the Student Integrity Code further while on conduct probation, the student 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 participation in study abroad.) The exception request would be considered by the hearing officer. This level of conduct probation should 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
University residence eviction is an immediate and permanent removal from university housing when a student proves 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
Conduct suspension is a 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 make that request to the Dean of Students or designee and demonstrate willingness to abide by the Student Integrity Code. (Conduct Suspension is maintained as a part of a student’s educational record indefinitely.)

V. Conduct Expulsion
Conduct expulsion is a 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 themselves 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 academic 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
Other sanctions may include educational activities, assignments, and/or programs related to the nature of the violation, including, but not limited to alcohol/substance education, including alcohol/substance assessment and treatment. Other educational activities, assignments, and/or programs, aimed at reestablishing normal relations with the university, and restitution for damage are also used, as are other educational 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 the student’s access to university residence facilities or other programs or activities may be restricted, for an interim period pending conduct proceedings. The Dean of Students or designee may initiate Emergency Action, in keeping with the intentions, the rights described in Standard Five above, and following procedures outlined throughout the Student Integrity Code.

Records Retention and Disclosure

A member of the Dean of Students staff 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, except in the case of a conduct expulsion, which is noted on a student’s academic transcript. A member of the Dean of Students staff 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 will be shredded five years after the incident date. Records that contain level II conduct probation, residence eviction, suspension, voluntary withdrawal, conditional 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.

Hearing Venue Information

I. 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 Honor Court. The Integrity Code Board provides a setting to hear and establish the facts of the case, determine responsibility for alleged violations, and recommend sanctions, if appropriate, to a member of the Dean of Students staff. Following the conference, a member of the Dean of Students staff imposes appropriate sanction(s) for the violation of the Student 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.

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

The conference may be recorded for the protection of all parties and the recording becomes part of the record. The recording is confidential and is used only for the purpose of this conference and any resulting appeal. No copies may be made. If the student wishes to listen to the recording for an appeal, the student must do so in a setting arranged by a member of the Dean of Students staff. The recording is destroyed immediately after an appeal has been exercised or within 30 days, whichever comes first.

II. Administrative Hearing

The administrative hearing is a 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 present during the hearing. The student is responsible for presenting their own case, and therefore, the advisor is not permitted to prepare or submit documents, present arguments or participate actively in the hearing; the advisor’s sole role is to advise the student. Following the administrative hearing, and when all relevant information has been collected and reviewed, a member of the Dean of Students staff 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. The conference may be recorded for the protection of all parties and the recording becomes part of the record. The recording is confidential and is used only for the purpose of this conference and any resulting appeal. No copies may be made. If the student wishes to listen to the recording for an appeal, the student must do so in a setting arranged by a member of the Dean of Students staff. The recording is destroyed immediately after an appeal has been exercised or within 30 days, whichever comes first.
III. Peer Board
The peer board is a panel of at least three students, chaired by a student member of the Honor Court. The Peer Board provides a setting to hear and establish the facts of the case. The student may have an advisor, who is not an attorney, present during the hearing. The student is responsible for presenting their case, and therefore the advisor is not permitted to prepare or submit documents, present arguments or participate actively in the hearing; the advisor’s 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.

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

A. The Honor Court shall consist of seven students (one of these students serving as the Honor Court Chair), one faculty member, one staff member and the faculty advisor to the Court.

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

C. 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.

D. The Chairperson of the 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.

E. Hearings may be 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 of Students.

F. 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.

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

H. Adherence to legalistic court procedures, advocacy techniques and formal rules of evidence are not applicable in Honor Court hearings. Both the student charged and a member of the Dean of Students staff 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; the advisor’s sole role is to advise the student.

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

J. Any party may challenge a member of the Court on the grounds of personal bias, conflict of interest, or prejudgment on the merits of the case. A member of the Court may recuse him- 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.

K. 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.

L. 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.

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

1. Ruling by the Court on preliminary matters as set forth above.
2. Opening statement by a member of the Dean of Students staff and presentation of evidence in support of the statement of charges.
3. Student’s opening statement and evidence in answer.
4. Member of the Dean of Students staff response.
5. Student’s response.
6. Closing summaries of all parties. *With multiple parties, the Court determines necessary modifications to the above.

N. The guidelines as to witnesses are:

1. The Court admonishes all witnesses that their testimony is to be truthful. 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.
2. Parties to the case and the Court may request witnesses to testify at the hearing.
3. At the discretion of the Court, prospective witnesses may be excluded from the hearing during the testimony of other witnesses.
4. Parties are accorded an opportunity to question witnesses.
5. 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.
6. 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.
7. A member of the Dean of Students staff will make all reasonable efforts to obtain relevant reports from the police or other community agencies.

O. 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.

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

Q. 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 Student Integrity Code and to decide on the appropriate sanction. This process is subject to the following guidelines:

1. All parties, the witnesses and the public are excluded during the decision process.
2. 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.
3. A finding that the student has violated the Student Integrity Code must be supported by a preponderance of the evidence.
4. When individuals are collectively charged, determinations of responsibility of each individual must be separately made.
5. If the Court finds a student responsible for the charges, it shall undertake the following actions:
   a. 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.)
   b. 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(s) in determining the proper sanction to impose in any present case.)
   c. 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 conduct sanctions. Other financial arrangements can be made in mediated settlements provided that all parties involved are in agreement.
6. 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 with a member of the Dean of Students staff.

V. Sexual Misconduct Board

The Sexual Misconduct Board is utilized in formal resolutions of cases alleging sexual misconduct, and consists of a three-person panel (one student, one faculty member, and one staff member) with members drawn from the Honor Court who have received additional training to hear cases involving sexual misconduct. Both the complainant and respondent are invited to participate in the hearing. The board determines responsibility for alleged violations, and recommends sanctions, if appropriate, to a member of the Dean of Students staff. Following the hearing, a member of the Dean of Students staff imposes appropriate sanction(s) for the violation of the Student Integrity Code if the student is found responsible. The following guidelines apply to the Sexual Misconduct Board procedures:

A. The complainant and respondent may have an advisor, who is not an attorney, present during the hearing; however, the advisor is not permitted to prepare or submit documents, present arguments or participate actively in the hearing; the advisor’s sole role is to advise the student.

B. Witnesses may be called by the Sexual Misconduct Board.

C. The hearing may be recorded for the protection of all parties and the recording becomes part of the record. The recording is confidential and is used only for the purpose of this hearing and any resulting appeal. No copies may be made. If the student wishes to listen to the recording for an appeal, the student must do so in a setting arranged by a member of the Dean of Students staff. The recording is destroyed immediately after an appeal has been exercised or within 30 days, whichever comes first.

D. The Sexual Misconduct Board will issue two documents to the respondent 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.

E. Impact Statement: The complainant may present the panel with a statement recommending a sanction. 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.