

## University of Connecticut

### *Responsibilities of Community Life: The Student Code*

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**“We never educate directly, but indirectly by means of the environment. Whether we permit chance environments to do the work, or whether we design environments for the purpose makes a great difference.” (John Dewey 1933, p. 22).**

#### **Preamble**

Admission to the University of Connecticut means acceptance into a new and special kind of community - an academic community. With acceptance comes a responsibility to uphold and build upon the values and the traditions that have served to define and to strengthen this community over time. New students are welcomed as partners in a fellowship of learning and personal growth. Membership in the University of Connecticut academic community should be considered a privilege and an honor by those students who are invited to join.

The “spirit of inquiry” lies at the heart of our community. It is the realization that the act of learning is essential to personal growth. The desire to know and the willingness to explore require the strength to resist the false promises of shortcuts and substitutes in the process of learning. The spirit of inquiry is the passion and patience to commit oneself to a continual journey toward understanding.

Incorporating the spirit of inquiry into one’s life as a student is not easy. It calls for curiosity, stamina, vulnerability, honesty, grace, courage, and integrity. A student needs to look beyond comfortable assumptions in search of new perspectives and seek the very information that might change one’s mind. To adopt the spirit of inquiry is to consciously decide to explore opportunities that may be hidden in contradictions. Facing the unfamiliar, making decisions on the value as well as on the meaning of new information, reflecting on the “how” and the “why” of personal choices, and accepting responsibility for one’s actions are all part of this process.

The spirit of inquiry can only flourish in an environment of mutual trust and respect, and that environment cannot be limited to the classroom or the lab. Each member of the community must have the opportunity to participate fully in the process of learning and understanding if the community as a whole is to remain strong and vital. Therefore, all members must accept responsibility for creating an environment that promotes individual growth and builds community through the safe, respectful exchange of diverse thought, opinion, and feeling.

Unfortunately, a few students may abuse the freedom inherent in such an environment. Students who breach the trust that has been extended to them by the University community shall be held accountable for their actions. *Responsibilities of Community Life: The Student Code* describes the process for addressing such matters. It rests on the principles of individual development, community involvement, and fairness. Therefore, whenever appropriate, it encourages alternative methods of dispute resolution.

#### **Introduction**

The University of Connecticut seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the University community and reflected in its various policies, contracts, rules and regulations, including those contained herein. This document is intended to describe the types of acts that are not acceptable in an academic community as well as the general process by which they will be addressed (including the types of sanctions that may be imposed). Procedural rules consistent with the provisions of this code will be developed as necessary from time to time so that fundamental fairness may prevail.

Students do not lose their rights as citizens of or visitors to this country when they become members of the University community. Conversely, they do not shed their responsibilities. For example, the University supports a student’s freedom of expression and expects that freedom to be exercised by the student in a manner that does not violate the law or University policy.

Maintaining a balance between the individual and the community is a continual process that requires insight, sensitivity, and diligence on the part of each member of the University. Students are encouraged to become involved in University programs and services that promote this effort. For more information on these and other opportunities, please contact Community Standards.

## **Part I: Student Conduct Authority**

The University of Connecticut *Responsibilities of Community Life: The Student Code (The Student Code)* was approved by the Board of Trustees on April 11, 2000. It is administered under the direction of the Vice President for Student Life and Enrollment. The Vice President for Student Life and Enrollment shall coordinate recommendations from members of the University community regarding suggested revisions to *The Student Code*, and shall present proposed substantive changes to the Student Life Committee of the Board of Trustees for consideration by the full Board.

## **Part II: Definitions**

The following selected terms are defined in an effort to facilitate a more thorough understanding of *The Student Code*. This list is not intended to be a complete list of all the terms referenced in *The Student Code* that might require interpretation or clarification. The Director of Community Standards shall make the final determination on the definition of any term found in *The Student Code*.

1. **“Hearing decision-maker” or “hearing body”** means a University staff member who is authorized to conduct an administrative hearing to determine the appropriate resolution of an alleged violation of *The Student Code*, and/or to impose sanctions or affect other remedies as appropriate.
2. **“Administrative Agreement”** means an agreement between the respondent, complainant if any, and Case Manager which identifies a mutual resolution.
3. **“Appellate body”** means any person or persons authorized by the Vice President for Student Life and Enrollment or designee to conduct a review of a decision reached by a hearing body.
4. **“Business day”** means any day, Monday through Friday, that the University is open.
5. **“Complainant”** means any person who believes that said person has been a victim of another student’s/student organization’s misconduct. If the complainant is a University of Connecticut student, that student will have the same rights under *The Student Code* as are provided to the respondent, even if another member of the University community referred or reported the allegation itself.
6. **“Designee”** refers to a staff or faculty member who has responsibility for implementing the Student Conduct process or administering the Student Conduct system, in part or in whole.
7. **“Director of Community Standards”** refers to that person in Student Life, designated by the Vice President for Student Life and Enrollment to be responsible for the overall coordination of the University Student Conduct system, including the development of policies, procedures, and education and training programs. The Director of Community Standards may serve as an administrative hearing officer, Case Manager, or an appellate body. As used in this document, “Director of Community Standards” includes the Director’s designee.
8. **“Hearing board/Committee advisor”** means a Community Standards staff member, administrative hearing officer, or Case Manager who observes a hearing body or the Probation Review Committee throughout the hearing/meeting and during the hearing body’s/committee’s private deliberations for the purpose of providing information and interpretations relative to the University Student Conduct system and *The Student Code*.
9. **“Incident database”** means the electronic database used to track an incident and the response taken.
10. **“Instructor”** means any faculty member, teaching assistant, or any other person authorized by the University to provide educational services (e.g., teaching, research, or academic advising).
11. **“May”** is used in the permissive sense.
12. **“Member of the University community”** includes any person who is a student, instructor, faculty member, or University staff member; any other person working for the University, either directly or indirectly (e.g., private enterprise on campus); or any person who resides on University premises. A person’s status in a particular situation shall be determined by the Director of Community Standards.
13. **“Policy”** is defined as the written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, *The Student Code; The On-Campus Housing Contract; the University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence; graduate and undergraduate student catalog; and other publicized University notices.*
14. **“Probation Review Committee”** shall review University Probation removal petitions upon the request of a student or registered student organization at least six months after the student is placed on University Probation. The Probation Review Committee shall typically consist of at least two University community members. Generally, a Probation Review Committee (PRC) shall have an advisor. The advisor provides support and development opportunities to the committee members and facilitates the committee meetings. The advisor may also serve as an active participant in the probation review including the decision-making process. Probation Review Committees do not conduct hearings of alleged violations. The decision of the Probation Review Committee is final.

15. **“Referring party”** means any person/s who submits an allegation that a student violated *The Student Code*.
16. **“Report”** means any allegation of alleged misconduct regarding a student or recognized student group. “Report” is used interchangeably with “complaint” and “referral” in this document.
17. **“Respondent”** means any student accused of violating *The Student Code*.
18. **“Shall”** and **“Will”** are used in the imperative sense.
  
19. **“Student”** means any person admitted, registered, enrolled, or attending any University course or University program; any person admitted to the University who is on University premises or University-related premises for any purpose pertaining to the person’s registration or enrollment. For purposes of *The Student Code’s* jurisdiction, the Director of Community Standards will make any final determination as to whether or not an individual is a student.
20. **“Student Conduct file”** means the printed/written/electronic file, which may include, but is not limited to, incident report(s), correspondence, academic transcript, witness statements, and student conduct history.
21. **“Case Manager”** means a University staff member who is authorized to investigate and determine the appropriate resolution of an alleged violation of *The Student Code*. Subject to the provisions in this code, this individual is vested with the authority to, among other duties, investigate an alleged violation of *The Student Code*; decline to pursue a complaint; refer identified disputants to mediation or other appropriate resources; establish *The Student Code* alleged violations regarding a respondent; approve a case resolution form; and impose sanctions or affect other remedies as appropriate.
22. **“Student organization”** An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.
23. **“Support person”** means any person who accompanies a complainant or respondent for the limited purpose of providing support and guidance. A support person may not directly address the hearing body, Student Conduct officer(s), question witnesses, or otherwise actively participate in the Student Conduct process, including hearings.
24. **“University”** and **“UConn”** mean the University of Connecticut.
25. **“University official”** includes any person employed by the University to perform administrative, instructional, or professional duties.
26. **“University premises”** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, either solely or in conjunction with another entity.
27. **“Witness”** means any individual who has direct knowledge of an incident. Character witnesses are not part of the Student Conduct process.

### **Part III: Proscribed Conduct**

*The Student Code* applies to students and to their student organizations. Unless otherwise noted, use of the term “student” in this document shall apply to the student as an individual and to a student organization as a single entity, as applicable. Registered student organizations may be held accountable through the Department of Student Activities’ policies and/or *The Student Code*. The officers or the leaders of a particular registered student organization usually will be expected to represent the organization during the Student Conduct process. Nothing in this code shall preclude holding certain members of an organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of *The Student Code*.

Individual accountability is a cornerstone of *The Student Code*. Normally, the alleged influence of drugs and/or alcohol on a student’s judgment or behavior will not be accepted as a mitigating factor with respect to the resolution of an act of misconduct.

#### **Part III.A. Jurisdiction of the University**

1. Each student shall be responsible for one’s conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). *The Student Code* shall apply to a student’s conduct even if the student withdraws from the University while a student conduct matter is pending.

2. The University may apply *The Student Code* to students whose conduct has a direct and distinct adverse impact on the University community, its members, and/or the pursuit of its objectives regardless of where such conduct may occur. The following examples describe the kinds of off-campus acts that might be addressed through the University Student Conduct system. They are illustrative in intent and they should not be regarded as all-inclusive: driving under the influence of alcohol or drugs; physical/sexual assault; sale/distribution of illegal substances; and malicious destruction of property. Should the Director of Community Standards reasonably determine that a particular alleged act of off-campus misconduct falls within the jurisdiction of the University, the case will be referred to the University Student Conduct System.
3. University Student Conduct proceedings may be initiated without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution resulting from the same or related conduct. Proceedings under *The Student Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Director of Community Standards. Determinations made or sanctions imposed under *The Student Code* shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the defendant in the criminal matter.

### **Part III.B. Conduct Rules and Regulations**

As members of the University community, students and student organizations have a responsibility to uphold *The Student Code* as well as to adhere to federal, state, and local laws. The Director of Community Standards shall make the final determination on what constitutes a potential violation of *The Student Code* and shall establish the specific code violation(s) as appropriate.

The following list of behaviors is intended to represent the types of acts that constitute violations of *The Student Code*. Although the list is extensive, it should not be regarded as all-inclusive. All community members are responsible for knowing and observing all University policies and procedures, which can be found at [UConn Policy](#).

1. Behavior in violation of the *Academic, Scholarly, and Professional Integrity and Misconduct Policy (Appendix A)*.
2. Disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or undue interference of any University activity, including, but not limited to: teaching, research, events, administration, Student Conduct proceedings, the living/learning environment, or other University activities, on or off-campus; or of other non-University activities when the conduct occurs on University premises; or of the living environment, on or off-campus.
3. Harming behavior, which includes, but is not limited to, the true threat of or actual physical assault or abuse and also includes harassment. For the purposes of *The Student Code*, bullying is considered a form of harassment. In determining whether an act constitutes harassment, Community Standards will consider the full context of the conduct, giving due consideration to the protection of University climate, individual rights, freedom of speech, academic freedom and advocacy. Not every act that might be offensive to an individual or a group constitutes harassment and/or a violation of *The Student Code*.

Harassment is the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another individual that has the effect of:

1. causing physical or emotional harm to the individual or damage to the individual's property; and/or
2. placing the individual in reasonable fear of harm to the individual and/or the individual's property; and/or
3. infringing on the rights of other University community members to fully participate in the programs, activities, and mission of the University.

Bullying is the repeated use of a written, oral, or electronic communication, or a physical act or gesture by one or more individuals, repeatedly directed at another individual that:

1. causes physical or emotional harm or damage to property; and/or
2. places the target of such behavior in reasonable fear of harm to self, or of damage to property; and/or
3. creates a hostile environment or otherwise infringes on the rights of such individual; and/or
4. substantially disrupts the education process.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

4. Behavior in violation of the *University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence*.
5. Endangering behavior, which includes, but is not limited to, conduct that threatens or jeopardizes the health or safety of any person including one's self.
6. Hazing, is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades, or creates unreasonable risks for emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.
7. Use of controlled substances is subject to local, state and federal laws.  
Although Connecticut state law permits the use of medical and recreational marijuana (over 21 years of age), the use, possession, and/or cultivation of marijuana remains a crime under federal law. As the University of Connecticut is a recipient of federal funding, the University is required to prohibit the use and/or possession of all federally classified controlled substances, including marijuana. Therefore, the possession and use of marijuana in any form, even if accompanied by a medical prescription, is prohibited on all University property and/or during any University activity.

Misuse of alcohol and/or other drugs including but not limited to:

8. Use, possession, or distribution of firearms, weapons, facsimile of weapons, fireworks, explosives, or dangerous chemicals.
9. Uncooperative behavior, which includes, but is not limited to, uncooperative actions and/or failure to comply with the directions of, providing false information, and/or failure to identify oneself to University officials or law enforcement officers acting in the performance of their duties.
10. The setting of or participation in unauthorized fires; the unauthorized or improper possession, use, removal, or disabling of fire safety equipment and warning devices; failure to follow standard fire safety procedures; and/or interference with firefighting equipment or personnel.
11. Assisting another person in the commission, or attempted commission, of a violation of *The Student Code*. This includes hosting a non-student who commits a violation.
12. Behaviors in violation of published University policies, rules, or regulations.
13. Behaviors in violation of the *On-Campus Housing Contract*.
14. Theft, which includes, but is not limited to, attempted or actual theft of property or services.
15. Forcible entry and/or unauthorized presence in University-owned buildings or property. Reasonable notice of authority, or lack thereof, shall be given.
16. Unauthorized possession, access, duplication, or misuse of University property or other personal or public property, including, but not limited to, records, electronic files, telecommunications systems, forms of identification, and key.
17. Damage or misuse of property, which includes, but is not limited to, attempted or actual damage to or misuse of University property or other personal or public property.
18. Violation of federal, state or local law.
19. Abuse of the University Student Conduct system, including but not limited to:
20. Retaliation against any University community member for raising a good faith concern or issue regarding another community member.

#### **Part IV: Student Conduct Process**

##### **Part IV.A. Allegations**

1. Any person may file a report concerning alleged misconduct of any student or recognized student group. Reports shall be prepared in writing, either by the individual reporting the conduct or by the staff member collecting a

verbal referral, and directed to the Director of Community Standards/or designee at a regional campus. A report should be submitted as soon as possible after the alleged misconduct takes place.

2. The Director of Community Standards shall determine if a complaint alleges or addresses a potential violation of *The Student Code* and will notify the respondent of such allegations. The decision to continue a matter through the conduct process is the decision of the Director of Community Standards.
3. Generally, the Director of Community Standards will assign a Case Manager(s) to the case who will investigate and schedule administrative conferences with individual/s as deemed necessary and appropriate.

#### **Part IV.B. Administrative Conferences and Investigations**

1. The administrative conference is a meeting between individual/s and a Case Manager to review a complaint/incident, explain the Student Conduct process, review options to participate and ways for resolving the matter. There may be multiple administrative conferences as an incident is investigated.
2. A fair and impartial investigation will be conducted by the Case Manager. The respondent and complainant, if applicable, may provide information in person and/or submit a written account, provide the names of incident witnesses for possible interviews with the Case Manager, provide witness statements and any documentation that may be relevant to the facts of the incident. The Case Manager will make a reasonable effort to obtain supporting documentation regarding the incident from other University entities or other resources.  
Upon completion of the investigation process, the Case Manager, applying a preponderance of the evidence standard, will determine if any violations of *The Student Code* occurred.
3. Following the notification and review of the Case Manager's findings and recommendations of the investigation with the respondent and complainant (if any), the respondent and complainant (if any) may determine whether the case may be resolved by way of administrative agreement or an administrative hearing. Should the respondent or complainant (if any) not select a resolution option, the Case Manager will determine a resolution option. A student who agrees to resolve any violation(s) without an administrative hearing shall have no right to appeal.
4. Either the respondent or the UConn student complainant, if any, may request an administrative hearing. If the resolution will be through an administrative hearing, the UConn student complainant, if any, will have the same rights as the respondent as indicated in *The Student Code*. The Case Manager or hearing body will, in writing, disclose to the alleged victim of any crime of violence, non-forcible sex offense, or sexual harassment the results of the conduct matter regarding factual determination(s) and sanction(s) that specifically pertain to the alleged victim.

#### **Part IV.C. Administrative Hearing Bodies**

The Director of Community Standards will assign either an administrative hearing officer(s) or an academic misconduct hearing board to facilitate an administrative hearing depending on the nature of the matter.

1. **Administrative hearing officers:** The Director of Community Standards designates and trains administrative hearing officers annually. Administrative hearing officers are University officials. They may facilitate hearings on any type of alleged violation of *The Student Code*. Administrative hearing officers may impose any sanction as appropriate. Typically, a hearing will consist of one or two administrative hearing officers.
2. **Academic Integrity, Scholarly, and Professional Integrity and Misconduct hearing board:** Academic, scholarly, and professional misconduct hearing boards for academic integrity issues shall typically consist of two faculty members, two students, and one non-voting chair. They may conduct hearings on any alleged violation regarding *Academic, Scholarly, and Professional Integrity and Misconduct Policy* (Appendix A). The board may impose any sanction as appropriate. Academic consequences are determined by the instructor.

#### **Part IV.D. Administrative Hearing**

Generally, an administrative hearing brings several people together in an effort to review an allegation that a student has violated *The Student Code*. The hearing participants may include the Case Manager(s), respondent(s),

complainant(s), witnesses, and member(s) of the hearing body, a hearing advisor, and a support person for each respondent or complainant.

All participants are expected to be respectful of each other's purpose in the hearing process and to conduct themselves according to the direction of the hearing body. In an effort to be as fair as possible to the respondent and to a complainant, if applicable, Student Conduct procedures may be modified. Community Standards may modify the procedures after taking into consideration the support and privacy needs of the parties and/or other potential hearing participants. This may include, but is not limited to, alteration of the hearing room setup, use of multiple rooms, video-conferencing equipment, or other electronic means.

1. Normally, an administrative hearing will be conducted within fifteen (15) business days of an investigation report being submitted to Community Standards.
2. The respondent and UConn student complainant, if any, shall each have the right to:
3. An administrative hearing shall be conducted by a hearing body in accordance with the procedures listed below. When a University official serves as the sole member of the hearing body, that official may also be referred to as the "hearing body." Specific hearing bodies may adopt additional procedures that are not inconsistent with the provisions of *The Student Code*.
4. All administrative hearings will be recorded, and the University will maintain the audio recordings as required by Connecticut state law. All such recordings are the property of the University. Participants are prohibited from making their own recording. Upon written request, a respondent or UConn student complainant may review the audio recording and make appropriate arrangements for it to be transcribed on University premises. Arrangements for a transcriber and all associated costs involved in the transcription will be the responsibility of the requesting individual.

#### **Part IV.E. Sanctions**

1. The following sanctions may be imposed, individually or in various combinations, on any student found to have violated *The Student Code*. Please note this is not an exhaustive list of sanctions:
  1. **Warning:** A notice that the student has violated *The Student Code* and a warning that another violation will likely result in a more severe sanction, which could include University Probation, University Suspension, or University Expulsion.
  2. **University Probation:** University Probation can be issued for a one-year period where the student is given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the University community in an effort to regain student privileges within the University community. The student must meet with the Probation Review Committee and demonstrate significant contributions, both of an academic and co-curricular nature, to the University community to have the probation status lifted. After six months from being placed on University Probation, the student may request a review of the student's probationary status to have it lifted prior to the one-year deadline. . The Probation Review Committee will determine if the student will continue on University Probation or if the University Probation is lifted. The decision of the committee is final and not subject to appeal. If it is decided that University Probation will continue, the probation status will be lifted after the one-year period. If the student does not request a meeting with the Probation Review Committee by the end of the one-year period, an enrollment hold will be placed on the student's account until the status is lifted by the Probation Review Committee or its designee. . Due to the student's conduct history, there is the possibility of University Suspension or University Expulsion if the student is found in violation of *The Student Code* a subsequent time. Defined

probationary periods may come with conditions issued by the respective Community Standards officer that must be fulfilled, or else the probation will convert to an indefinite probationary period.

3. **University Suspension:** University Suspension is separation from the University for a designated period of time after which the student shall be eligible to apply for readmission to the University. Readmission to the University is not guaranteed. Conditions for consideration of readmission may be specified. A student's reacceptance into the student's school or college is at the discretion of the school or college. A student who is on suspension is prohibited from participating in any University activity or program. The individual may not be in or on any University owned or leased property without securing prior approval from the Director of Community Standards. A notation of "Suspension" shall be placed on the student's official transcript until graduation. However, the student may petition the Director of Community Standards for earlier removal of the notation upon completion of the suspension. The University of Connecticut will not accept credits earned at another institution during a period of suspension.
4. **University Expulsion:** University Expulsion is permanent separation from the University. A student who has been expelled is prohibited from participating in any University activity or program. The individual may not be in or on any University owned or leased property. A permanent notation of "Expulsion" shall be placed on the student's transcript.
5. **Additional Sanctions:** The following may be given in conjunction with any of the above:
  1. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
  2. **Restitution:** Compensation for loss of or damage to University property or services rendered. This may take the form of appropriate service and/or monetary or material replacement.
  3. **Removal from Housing:** Separation of the student from University approved housing for a designated period of time after which the student shall be eligible to return. Removal may include loss of dining privileges. At the sole discretion of the Case Manager or hearing body, this sanction may be deferred to provide the student with a last opportunity to demonstrate that the student can be a positive member of the Residential Life community. If any violation(s) occurs in the residence halls, the sanction would be immediately imposed. If, after two consecutive semesters, the student has had no further issues in the residence halls then the sanction will be considered complete.
  4. **UConn Compass:** The UConn Compass program has a sanction component, which is designed to promote student engagement through co-curricular involvement. UConn Compass facilitators will assist students in designing a customized involvement plan based on their individual interests and academic plans.
  5. **Educational Initiatives:** Projects; participation in health or safety programs (the student may be required to pay a fee); service to the University or to the larger community; seminars; and other assignments as warranted.

2. The following sanctions may be imposed upon registered student organizations:

1. Those sanctions listed above in Part IV, E.1.
2. Any sanction as defined in *Blueprints: A Manual for Registered Student Organizations*.
3. **Aggravated Violations:** If a student is in violation of The Student Code and the behavior was directed toward an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disabilities, including learning disabilities, intellectual development disorders, and past/present history of a mental disorder, the Case Manager or hearing body may enhance the sanctions.

#### **Part IV.F. Appeals**

1. A decision reached through the administrative hearing process may be appealed by the respondent(s) or UConn student complainant(s) to the next level of student conduct authority within five (5) business days of the decision. All findings and/or sanctions are in effect at the conclusion of the administrative hearing and will remain in effect

throughout the appeal process. All appeals shall be in writing and shall be delivered to the designated appellate body via the mechanism identified by Community Standards. The decision reached as a result of an administrative conference may not be appealed.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the student case file. The audio recording of the administrative hearing shall be available for the appellate body for review as necessary. The review shall be for one or more of the following purposes:
  1. To determine whether the administrative hearing was conducted in conformity with prescribed procedures giving the complainant and Case Manager a reasonable opportunity to prepare and to present information that The Student Code was violated and giving the respondent a reasonable opportunity to prepare and to present a response to those allegations.
  2. To determine whether the sanction(s) imposed were appropriate for the determined violation(s) of The Student Code.
  3. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original administrative hearing.
  
3. If an appeal is granted by the appellate body, the matter shall either be referred to the original hearing body for re-opening of the administrative hearing to allow reconsideration of the original determination or the appellate body will determine any change in sanctions. If an appeal is denied, the matter shall be considered final and binding upon all involved.

#### **Part IV.G. Accommodations for Students with Disabilities**

1. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.
  
2. A student requesting an accommodation in regard to an administrative conference, hearing, or probation review meeting must follow the appropriate process for requesting an accommodation through the Center for Students with Disabilities. The Center for Students with Disabilities will make a determination regarding the request and notify the appropriate parties.
  
3. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.

#### **Part V: Interim Administrative Action**

The Vice President for Student Life & Enrollment, or designee, may impose an interim University Probation, University Suspension, an interim Removal from Housing, an interim Loss of Recognition, and/or other necessary restrictions on a student prior to a Student Conduct resolution on the student's alleged violation. Such action may be taken when, in the professional judgment of a University official, a threat of imminent harm to persons or property exists, and/or there is potential for significant disruption to the community that exists during the course of investigation.

Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the respondent, of the complainant, of others, of the University, or of property. Interim administrative action is preliminary in nature; it is in effect only until there is a resolution of the Student Conduct matter. The respondent may challenge the interim action in

writing to the next level of conduct authority within five (5) business days of the imposition of the interim action. The interim action will be in effect during the challenge.

**Part VI: Maintenance and Review of Student Conduct Files**

Student conduct files are maintained separately from any other academic or official file at the University by the Director of Community Standards. Generally, information from the files is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Please refer to the federal [Family Educational Rights and Privacy Act of 1974](#), as amended.

The sanctions of “Suspension” and “Expulsion” will be noted on the student’s official transcript. A suspension will be noted until graduation or four (4) years following the end of the period of suspension, whichever occurs first. An expulsion will be noted permanently.

A student conduct file is maintained chronologically by academic year of resolution and then by respondent name. A student may have more than one file. Generally, a student conduct file, including related documents, will be kept for seven (7) years from the date of the incident. This may include electronic and hard copy files. The student conduct file of an expelled student shall be retained indefinitely. Audio recordings of administrative hearings are used for appellate purposes only and are not part of the student conduct file. Audio recordings are generally retained until the end of the appeal process. Information contained in the incident database is maintained for seven (7) years from the date of the incident with the exception of expelled students. That information is retained indefinitely.

**Part VII: Interpretation and Revision**

1. Any question of interpretation regarding *The Student Code* shall be referred to the Director of Community Standards for final determination.
2. *The Student Code* shall be reviewed at least every three (3) years under the direction of the Vice President for Student Life and Enrollment. Substantive revisions shall be approved by the Board of Trustees.

## Appendix A

### Academic, Scholarly, and Professional Integrity and Misconduct Policy (Adopted May 2023)

*The following policy on undergraduate academic, scholarly, and professional integrity was originally formulated by the University's Academic Integrity Taskforce. It was adopted by the University Senate on May 1, 2023.*

This appendix of *The Student Code* describes the policy, the types of acts that shall be considered academic, scholarly, and professional misconduct by undergraduates, and it presents the process for resolving complaints of academic, scholarly, and professional integrity misconduct.

#### Purpose

To ensure a commitment to academic, scholarly, and professional integrity in all levels of the university community.

Such a commitment ensures that:

1. all individuals accept full responsibility for their own work and ideas;
2. all academic/scholarly credit awarded to an individual represents the work of that individual;
3. no student benefits from an unfair advantage;
4. faculty, staff, advisors and others who support the intellectual development of students are committed to fostering, guiding, and monitoring students for adherence to all principles of academic and scholarly integrity;
5. the grades earned, the degrees or certificate conferred were appropriately earned by the individual;
6. the reputation of the University with respect to academic and scholarly integrity are protected
7. faculty, staff, and students adhere to the professional standards of conduct specific to each program offered at the university;
8. this policy is used consistently across the University, including undergraduate and graduating students and schools/colleges.

#### Applies To

This policy applies to all members of the University Community engaged in academic and scholarly efforts in, but is not limited to, the following contexts in undergraduate and graduate education:

1. courses, including online courses (e.g., assignments, exams, projects, thesis);
2. experiential and service-learning courses and activities;
3. study abroad programs;
4. clinical and practice placements, internships, and externships;
5. program assessments (e.g., comprehensive exams, thesis, program reviews);
6. research, including undergraduate, graduate, postdoctoral scholar, and faculty research; and
7. processes involving submitting information (i.e., admissions, for scholarships/fellowships, for competitions, for awards, or other university programs); and
8. professional events and conferences

All members of the University community are responsible for ensuring that the principles of academic and scholarly integrity are upheld. This policy applies to graduate students and postdoctoral scholars, with the exception of PharmD students in the School of Pharmacy and professional students with degrees conferred by the Schools of Dental Medicine, Medicine, or Law.

This policy does not apply to legal, regulatory, or compliance requirements that fall outside the Academic, Scholarly, Professional Integrity and Misconduct Policy. In addition, this policy does not remove any reporting requirements to the appropriate oversight authority in instances of noncompliance or alleged noncompliance.

#### Definitions

**Academic Integrity:** a commitment by the University Community to uphold just and ethical behaviors, which includes truthfulness, fairness, and respect (ICAI, 2021).

**Scholarly Integrity:** a commitment by the University community to both research integrity and the ethical understanding and skill required of researchers/scholars in domestic, international, and multicultural contexts. It is also intended to address ethical aspects of scholarship that influence the next generation of researchers as teachers, mentors, supervisors, and successful stewards of grant funds.” (p. xix, Council of Graduate Schools, 2012).

**Professional Integrity:** Standards of behavior defined by the various professions in which students are prepared through their degree or certificate programs.

**Academic, Scholarly, Professional Integrity and Misconduct:** Academic, Scholarly, and Professional Misconduct is defined as unethical academic and scholarly behavior during a course (e.g., on an assignment or exam), as part of other degree requirements (e.g., requirements regarding placement, capstone or comprehensive exams, or placement exams), or at other times during undergraduate, graduate, or professional study and performance, including during engagement in fieldwork, clinical placements, or research. These behaviors include:

1. *Cheating: Unauthorized acts, actions, or behaviors in academic or scholarly areas.*

Examples of cheating include, but are not limited to:

1. providing or receiving help on an assignment or exam intended to reflect the individual student’s work product when not authorized to do so by the instructor.
2. buying, selling, circulating, or using a copy of instructional materials, assignment or test, including uploading such information to online services, or using materials prepared by services that sell or provide papers or other course materials.
3. asking someone to complete an assignment, exam, or other requirement on your behalf or completing an assignment, exam, or requirement for another student.
4. Failure to disclose unauthorized assistance on work submitted for evaluation, i.e., assistance obtained outside channels approved by instructors, that is used to complete a course, program, or degree requirement. This includes assistance from other students, teaching assistants, Quantitative Learning Center, Writing Center, or mediated support from the Center for Students with Disabilities.

2. *Plagiarizing: Using one’s own previously published, presented, or disseminated material, or another person’s language/text, data, ideas, expressions, digital/graphic element, passages of music, mathematical proofs, scientific data, code, or other original material without authorization of the originating source or proper acknowledgement, attribution, or citation of the originating source.*

Examples of plagiarism include but are not limited to:

1. submitting as one’s own any work (in whole or part) completed by another individual, including any work that has been purchased from an individual, commercial research firm, or obtained from the internet.
2. submitting for evaluation or credit any work that was previously used or submitted for credit in another course or as part of a degree requirement (e.g., a thesis or dissertation) without authorization to do so from the instructor. (This includes self-plagiarism in the form of re-using, in part or whole, the content of a paper from another class or context.)
3. submitting any work prepared for or used in a previous publication, academic competition, clinic, or other activity (e.g., grant or application submission) without prior approval and full disclosure or when permitted by established editorial or other policy. (This includes self-plagiarism in the form of using, in part or whole, the content of a paper that was previously published without attribution).
4. unauthorized use of previously completed work or research for a thesis, dissertation, or publication.

3. *Misrepresenting: Deliberately knowing and providing false or misleading information, including information about oneself or others.*

Examples of misrepresenting include but are not limited to:

1. engaging in “any omission or misrepresentation of the information necessary and sufficient to evaluate the validity and significance of research, at the level appropriate to the context in which the research is communicated” (D. Fanelli, *Nature* 494:149; 2013).
  2. making unauthorized alterations to any document or digital file pertaining to academic or scholarly activity, including assignments, exams, and research data.
  3. making up information for the purpose of deception (e.g., fabrication of data in research).
  4. making false, inaccurate, or misleading claims or statements, including claims/statements made when asking for assistance (e.g., requesting an extension on an assignment), applying for admission to an undergraduate or graduate program, applying for a scholarship or an academic, scholarly, or research award, or submitting manuscripts for publications.
  5. allowing someone to use one’s identity or using someone else’s identity for academic or scholarly advantage (e.g., signing in electronically for an absent student).
  6. accepting credit for work for which the individual did not contribute (e.g., misrepresenting an individual’s role in a group assignments).
4. *Noncompliance: Failure to conform with codified and publicly available academic, scholarly, or professional standards, processes, or protocols.*

Examples of noncompliance include but are not limited to:

1. not attending to the professional standards governing the professional conduct of students in particular fields (e.g., pharmacy, nursing, education, counseling, and therapy).
2. violating protocols governing the use of human or animal subjects.
3. breaching confidentiality in academic and scholarly activity (e.g., disclosing the identity of study participants).
4. disregarding the applicable university, local, state, or federal regulations that guide academic or scholarly activities.

**Instructor:** any faculty, teaching assistant, or any other person (e.g., lab supervisor, clinical supervisor, professional staff) authorized by the University to provide educational services (e.g., teaching, research, advising).

**Policy Statement:**

All members of the university community, including administrators, faculty, staff, and students, have a shared responsibility to uphold the highest ethical standards of academic, scholarly, and professional integrity and to report any violations of those standards of which they are aware.

**Instructor Expectations:** To foster a culture of academic integrity, instructors are responsible for communicating the expectations for academic and scholarly integrity to students and for engaging in practices that mitigate violations of this policy. Specifically, instructors are expected to:

1. include a link to the Academic, Scholarly, and Professional Integrity and Misconduct policy as part of course syllabi or documentation for any other academic/scholarly activity and include any additional unit-specific expectations.
2. review academic and scholarly integrity policy and any other disciplinary- or activity-specific expectations.
3. provide clear guidance for all assignments, activities, and assessments, including noting what resources can be used and whether collaboration is permitted.
4. ensure individuals engaged in research, creative, or professional activities understand the standards, protocols, and guidelines to which they must adhere.
5. adhere to the University processes for reporting misconduct, engaging in the review process, and assigning consequences to address violations, which should include opportunities for education and remediation.

**Student Expectations:** To uphold the principle of academic and scholarly integrity in all aspects of their intellectual development and engagement at the University, students are expected to:

1. be responsible for their own work and their own actions related to all academic and scholarly endeavors.

2. assume they are to do independent work and seek clarification prior to collaborating with others or using outside resources.
3. understand and abide by the standards, protocols, and guidelines to which they must adhere in research, creative, or professional activities.

If students witness or become aware of a violation of academic or scholarly integrity, they are encouraged to communicate this to the appropriate university representative (e.g., faculty, staff, advisor).

A cumulative record is maintained of all academic or scholarly integrity violations and such record will be reviewed and considered as part of subsequent incidences. Individuals engaged in research are expected to follow all standards, rules and regulations that guide the proper conduct of research or creative activity.

#### **Enforcement:**

Violations of this policy and its related procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

#### **Procedures**

##### **I. Initial Conversation (between Instructor and Student(s))**

If an instructor believes that a student has violated the Academic, Scholarly, and Professional Integrity and Misconduct Policy, the instructor is expected to have an initial conversation with the student (i.e., in person, virtually, or by email correspondences sent to a student's university email address (i.e., name@uconn.edu) regarding the suspected or apparent violation to determine if any additional information is available that might be relevant to the determination of whether a violation has actually occurred and what might be an appropriate consequence. This initial conversation should take place as soon as practical after the alleged violation has come to the attention of the instructor (typically within one week). The instructor shall present the student with the apparent or suspected allegation and provide the student with an opportunity to respond and present evidence refuting the allegation if they wish.

Based on all available information, the instructor may find that the student is either:

- "not in violation" of the Academic, Scholarly, and Professional Integrity and Misconduct Policy. In such cases, no additional action is necessary, or
- "in violation" of the Academic, Scholarly, and Professional Integrity and Misconduct Policy.

When an instructor finds that a student is "in violation" of the Academic, Scholarly, Professional Integrity and Misconduct policy and intends to impose an academic consequence for the violation the instructor must follow the steps outlined below to ensure that the student's due process rights are not violated.

1. The instructor must report this action, the nature of the violation, and the proposed academic consequence in writing using the [Academic, Scholarly, Professional Integrity and Misconduct Report Form](#). A copy of this report, which will document the allegations and intended consequences, will be sent to the student via their official University email address. The email will also include instructions for seeking additional guidance through an Informational Meeting (described below) and the process to contest the findings, including specific deadlines to which they must adhere (also described below).
2. When the allegation occurs in the context of a course, the instructor may also bring the case directly to the Academic, Scholarly, Professional Integrity Hearing Panel if they believe a failing grade, the most severe academic consequence that the course instructor can impose, is too lenient given the nature of the offense.

Upon receiving official notification of an alleged violation, a student may contest the finding and/or the intended consequence(s) using the procedures outlined below. If the student contests the finding(s) and/or the intended consequence(s), the consequence(s) may not be formally applied until the process regarding the contestation has been completed.

If a finding of “in violation” is not contested by the given deadline, the notification will be considered a finding of responsibility for violating the *Academic, Scholarly, Professional Integrity and Misconduct Policy* and the intended academic consequence will be applied.

## **II. Informational Meeting**

When an instructor notifies a student that they are in violation, the student and/or the instructor may request an informational meeting with a representative from the Office of Community Standards. These meetings provide an opportunity to obtain additional information and guidance about the Academic, Scholarly, and Professional Integrity and Misconduct Policy and student misconduct procedures. These informational meetings provide impartial information and guidance only and do not provide advice about a course of action that should be taken by either the instructor or the student. Guidance may be provided about the following:

- the *Policy on Academic, Scholarly, and Professional Integrity and Misconduct* and/or other policies set in School/College documents (e.g., syllabi, program handbook, school/college policies).
- the *Procedures for Addressing Student Violations of the Academic, Scholarly, and Professional Integrity and Misconduct Policy*
- instructor and student rights and responsibilities, including implications of multiple findings of “in violation”.
- information about consequences that may be levied, including academic and programmatic consequences and university sanctions.
- educative information or where additional information can be found about academic, scholarly, and professional integrity (e.g., library resources about plagiarism).

Students are encouraged to take advantage of an informational meeting to seek additional insights and obtain answers to questions prior to deciding whether to contest the finding(s) of the instructor and/or the intended consequence(s).

Note: The individual providing the guidance cannot be part of a subsequent hearing process.

## **III. Academic, Scholarly, Professional Integrity and Misconduct Hearing Panel Process**

A student found “in violation” by an instructor may contest the finding(s) and/or the intended academic consequences. If the alleged violation involves a course and a grade for the student in the course must be submitted before the case can be decided, the faculty member shall record a grade of incomplete (I), pending a decision by the Hearing Panel or a final appeal.

1. All contestations must be submitted in writing through the *Academic, Scholarly, and Professional Integrity Hearing Request Form* no later than two weeks (i.e., 10 business days) after notification of the *in violation* finding. Upon receiving a student’s request to contest the finding(s) and/or intended consequences, the instructor will be notified, and the merits of the contestation will be reviewed by a Hearing Chair.
  - a. An exception to the 10-day deadline may be granted at the discretion of the Hearing Chair on a showing of good cause.
2. Students who contest an allegation for a course that is in progress should continue attending the class and complete coursework.

3. A contestation's merits will be reviewed by a Hearing Chair to determine if it should proceed with an Academic, Scholarly, Professional Integrity Hearing Panel. Contestations found to have merit are moved to the Hearing Panel process.
  - a. Lack of intentionality is not an acceptable basis to contest. Academic consequences cannot be contested in cases where the penalty(ies) are explicitly stated in the course syllabus and/or fall within standard recommendations set by the University.
  - b. If the Hearing Chair decides not to convene an Academic, Scholarly, Professional Integrity Hearing Committee because the case does not have merit, a rationale will be provided, and the decision cannot be appealed.
4. The Hearing Panel may conclude that a student is:
  - a. *in violation* of the *Academic, Scholarly, and Professional Integrity and Misconduct Policy* and determine that the student will receive consequences as described below. These consequences may differ from the consequences recommended by the instructor.
  - b. *not in violation* of the *Academic, Scholarly, and Professional Integrity and Misconduct Policy* and determine that the student will not be subject to the consequence determined by the instructor (i.e., they will earn the grade or credit received for the assignment, experience, or course).
5. A student found *in-violation* of the *Academic, Scholarly, and Professional Integrity and Misconduct Policy* or the instructor may contest the Hearing Panel's decision by submitting a final appeal (see section IV).

Note: A student who is found *in violation* of the *Academic, Scholarly, Professional Integrity and Misconduct Policy* is determined to have presented false evidence or false statements at the hearing may have a second violation brought against them by the Hearing Panel. This would constitute multiple violations and potentially more serious penalties, including status consequences, which may include suspension or permanent expulsion.

#### **IV. Composition of the Academic and Scholarly Integrity Committee and Hearing Panels**

##### **IV.A. Academic and Scholarly Integrity Committee**

The Academic and Scholarly Integrity Committee is a standing committee of the Provost Office.

- Charge: This committee will be charged with the following:
  - Participate in annual training to be eligible to serve as Hearing Chairs and members of Academic, Scholarly, and Professional Integrity Hearing Panels
  - Serve on Academic, Scholarly, and Professional Integrity Hearing Panels
  - Represent their school/college on all issues related to academic, scholarly, and professional integrity.
  - Make recommendations to sustain a culture of Academic, Scholarly, and Professional Integrity at UConn.
  - Review the Academic, Scholarly, and Professional Integrity information (e.g., relevant policies, processes, and procedures, relevant systemic and structural processes, educative material, and annual reports).
  - Advise on needed programming (e.g., Academic, Scholarly, and Professional Integrity Awareness Week) or educational materials
- Members:
  - Co-Chairs
    - Assistant Director of Academic and Scholarly Integrity
    - Vice Provost for Faculty, Staff, and Student Development
  - Faculty Representatives
    - With the exception of the College of Liberal Arts and Sciences, each School/College governed by these procedures will select three faculty members to serve three-year staggered terms. At least two of the members must be members of the Graduate Faculty. Due to its size, the College of Liberal Arts and Sciences will elect six members to serve 3-year staggered terms. At least 4 of these members must be members of the Graduate Faculty. Schools/Colleges shall notify the Provost Office of their new representatives for the subsequent academic year by April 1.

- Student Representatives
  - Three (3) students from each school/college. They may be elected by representatives of the study body at the Undergraduate or Graduate Level. When possible, student terms should be staggered. Otherwise, students will be appointed to serve on the Committee by the Dean or Dean's designee, annually.
- Ex Officio Members (One representative from each of the following)
  - The Graduate School
  - UConn Library

Note: To facilitate the transition to staggered elected terms, the inaugural members from each school/college will be appointed to a 1, 2-, or 3-year term. After that, each new member of the committee will be appointed to a 3-year term. In addition, when necessary, the Dean will appoint an alternate faculty member to replace a school/college representation for a short duration (e.g., sabbatical) or the remainder of an elected representative's term (e.g., resignation from the University).

#### **IV.B. Academic, Scholarly and Professional Integrity Hearing Panels**

The Hearing Panel will be comprised of the following:

- Hearing Chair
  - The Hearing Chair will be a non-voting representative from Academic, Scholarly, and Professional Integrity Committee from a school/college not represented in the hearing. The Hearing Officer will only vote in cases of a tie.
  - The Hearing Chair presides over the hearing to ensure that 1) the hearing procedures are followed, and 2) no party threatens, intimidates, or coerces any of the participants. They also keep clear and complete records of the proceedings and submit the Panel's findings and a report of the proceedings.
- Two (2) faculty representatives from the Academic and Scholarly Integrity Committee.
  - For cases involving graduate students, these faculty members must be Graduate Faculty members.
  - If the infraction occurs during the summer session, the faculty representatives will be appointed by the Dean of the school/college where the incident occurred.
- Two (2) student representatives from the Academic and Scholarly Integrity Committee
  - For cases involving graduate students, the members must be graduate student members.

No member of the Hearing Panel may be a member of the program/department of either party to the hearing, nor may any Hearing Panel member have personal or professional associations with the parties.

#### **IV.C. Jurisdiction**

The Hearing Panel shall hear all cases that come before it *de novo*. In addition, as part of the hearing process, the Hearing Panel will consider all academic, scholarly, and professional standards set in policy by the school/college or program (e.g., syllabi, program handbooks). The student shall have the right to present their case and to challenge the allegations or the evidence. While the Hearing Panel may recommend an increase in the intended consequence proposed by the instructor, it should consider raising the consequence only in the exceptional case, particularly when it is the student seeking the review.

#### **V. Academic, Scholarly, and Professional Integrity Hearing Panel Procedures**

The Academic, Scholarly, and Professional Integrity Hearing Panel shall convene as soon as practical after notification of a student contestation. Usually, a hearing will be conducted within fifteen (15) business days of the student being notified of the hearing. The Hearing Panel shall hear from all available parties and examine all the evidence presented.

- If the alleged violation involves a course and a grade for the student in the course must be submitted before the case can be decided, the faculty member shall record a grade of incomplete, pending a decision by the Hearing Panel or a final appeal.
- When a hearing involves more than one student, the Hearing Chair may permit the hearings concerning each student to be conducted separately or jointly.

A. Rights of the Instructor and the Student

1. Be notified of all alleged violations via the University's official email address, which will provide a link to the documentation and information about the hearing process.
2. Review any written allegation(s) and supporting documents.
3. A reasonable period of time to prepare for a hearing.
4. Request a delay of a hearing due to extenuating circumstances. The decision to grant or deny any such request is within the discretion of the Hearing Chair.
5. Submit a written account and/or a personal statement regarding the incident and/or any relevant evidence to be considered using the Academic, Scholarly, and Professional Integrity Hearing Request Misconduct Report Form.
  - All documentary evidence should be clearly labeled, organized, and submitted at least 10 business days before the hearing. New evidence will be allowed at the hearing at the sole discretion of the Hearing Chair. The party seeking to introduce new evidence must provide copies of the evidence for review by the Hearing Chair. One complete copy of all submitted evidence will be maintained as part of the record.
  - Failure to provide documentation by the established deadline will not be an acceptable reason for a final appeal.
  - The decision to not present information by the student is not an admission of responsibility.
6. Provide the names and contact information of witnesses who have direct knowledge of the incident, a brief description of the evidence each will provide, and provide a list of recommended questions for any witnesses or the involved parties.
  - This information must be provided by the date established by the Hearing Chair. Failure to provide witness information by the established deadline will not be an acceptable reason for an appeal. The Hearing Chair will make every effort to interview those witnesses with direct knowledge as part of the Hearing Panel process; however, the witness cannot be compelled to speak with the Hearing Chair.
  - The list of any witnesses must be provided to the Hearing Chair at least three business days before the hearing. The Panel may decide not to permit one or more witnesses to participate in the hearing if the information they are expected to provide is not relevant to any material issue and is deemed unnecessary or repetitive of other information already in the record.
  - The party proposing a witness is responsible for any communication with the witness regarding attendance at the hearing.
7. Be notified of the identity of witnesses who have been called to speak at the hearing or who have been asked to provide additional written information by the Panel.
8. Be accompanied by a support person and consult their support person throughout the hearing. However, the support person is not permitted to participate in the hearing directly. (Hearings are not rescheduled based on the availability of the support persons or the witnesses).

B. Those present at the hearing shall be:

- The student, who is entitled to bring a support person
- The instructor, who is entitled to bring a support person
- Approved witnesses identified by the instructor or student, including any third-party independent witness who observed the initial conversation between the instructor and the student.

- o Witnesses will be present in the hearing room only during the period in which their statement will be provided.
- C. Should the student or instructor fail to appear before the Hearing Panel, the Panel shall have full authority to proceed in their absence.
- D. The Hearing Panel members shall be present at every hearing. However, both parties may agree in writing to waive this quorum. Of those present, a simple majority shall decide the issue. The Hearing Chair shall vote only in the case of a tie vote. The Panel shall find the student *in violation* only if there is *preponderance of evidence* indicating that the student has violated the Academic and Scholarly Integrity policy.
  - E. Admission of any person into the hearing room shall be at the discretion of the Hearing Chair. The Panel shall have the authority to discharge or remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
  - F. The hearing is not a court proceeding and will not be bound by the procedures and rules of evidence of a court of law. Therefore, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil case, are not used in these proceedings. The hearing will occur in private and will be audio or video recorded (if held virtually).
    - The University will maintain the recording as required by Connecticut State law and it is the property of the University. Hearing participants are prohibited from making their own recordings.
    - Upon written request, an instructor or student may review the recording and make appropriate arrangements for it to be transcribed on University premises. Arrangements for a transcriber and all associated costs involved in the transcription will be the responsibility of the requesting individual(s).
  - G. The Hearing Chair will conduct the hearing in accordance with the following procedures:
    - The Hearing Chair will identify the instructor and all other persons involved in the hearing.
    - The Hearing Chair will state the issue, as set forth in the notification sent to both parties.
    - Each party will be offered the opportunity to make brief opening statements. Each opening statement should consist of a brief summary and should not involve lengthy discussion or presentation of evidence. The instructor will present their information first.
    - Each party will be offered an opportunity to present evidence to support their position to the Hearing Panel. Evidence shared may include written statements, personal oral statements, witness oral statements, and physical exhibits. The instructor will present their evidence first.
      - The Hearing Panel shall provide for the exclusion of irrelevant, immaterial, or unduly repetitive evidence.
    - Witness(es) will be offered an opportunity to make statements. The Hearing Chair will determine the order in which the witnesses will provide their statements.
    - The Hearing Panel will be offered the opportunity to question both parties and all witnesses.
    - Both parties will have the opportunity to present a closing statement. The instructor will present their closing statement first.
    - At the conclusion of the closing statements, the hearing will conclude and immediately following the hearing, the Hearing Panel will privately deliberate and render a decision (see further details below). The Panel's deliberations will not be recorded. The decision shall be made by majority vote.
    - The Hearing Chair will submit the Hearing Panel's decision and rationale, and if appropriate, the consequence imposed through the Academic and Scholarly and Professional Integrity and Misconduct Reporting Form within seven (7) days of the conclusion of the hearing. The notice of the outcome will be sent to all parties via their official University email addresses, and if appropriate, by first class mail, postage paid, to the mailing address on file with the University.
      - If the Panel affirms the finding of the instructor, or if the Panel decides a different consequence is warranted, the dean of the instructor's college and the dean of the student's college shall also receive the hearing outcome letter.
      - When a graduate student is involved, a copy of the decision will be sent to the major advisor, the graduate program coordinator and/or department head, the Dean of the School/College in which the issue occurred, and the Dean of The Graduate School.
  - H. The Panel may act in one or more of the following ways

- Find the student “Not in Violation” of the Policy of Academic, Scholarly and Professional Integrity and Misconduct policy.
    - The Panel shall not impose any academic consequences, and the instructor must give the student full credit for the work produced.
  - Find the student “In Violation” of the policy on Academic, Scholarly and Professional Integrity and Misconduct policy.
    - Affirm the instructor’s consequence decision, or
    - Determine the consequence that shall be applied (e.g., a failing grade for the course or some portion of it.) In addition to the imposed academic consequence(s), the Hearing Panel may make recommendations for consideration as part of an administrative review process (see section VI).
- I. Unless an appeal is filed under the guidelines established below, the Dean or Dean’s Designee of the student’s college/school shall ensure that the decision of the Hearing Panel is carried out and shall notify all parties of the implementation.

Note: Changes to grades due to a violation of the *Academic, Scholarly and Professional Integrity and Misconduct policy* are not subject to the grade appeal process.

## **VI. Appealing the Hearing Panel Decision**

Either the student or the instructor may appeal the Hearing Panel’s decision. This appeal is not a new hearing. It is a review of the record of the original hearing by a Vice Provost, specifically the Vice Provost for Graduate Education for cases involving graduate students and the Vice Provost for Faculty, Staff, and Student Development in cases involving undergraduate students. If the Board’s decision involves students from more than one college or students from more than one level, the Vice Provost(s) shall consult relevant individuals to support a comprehensive review.

To prepare this appeal, the student or instructor shall have the right to review the records of the hearing, including the audio or video recording. This review of records, including the recording, is limited to preparing the appeal only. Appeals may be sought for one of the following three outcomes:

- *Appeal of a finding of “in violation”*. A student who has received a finding of “in violation” from the Panel, or whose finding of “in violation” by the instructor was upheld by the Panel, may appeal on one or both of the following grounds:
  - Additional evidence that might have affected the outcome of the hearing became available following the hearing
  - A violation of procedure by the Hearing Panel that might have influenced the outcome of the hearing.The relevant Vice Provost may deny the appeal or send the case back to the Hearing Panel for reconsideration with specific instructions.
- *Appeal of a finding of “not in violation”*. An instructor can appeal this finding on one or both of the following grounds:
  - Additional evidence that might have affected the outcome of the hearing became available following the hearing
  - A violation of procedure by the Hearing Panel that might have influenced the outcome of the hearing.The relevant Vice Provost may deny the appeal or send the case back to the Hearing Panel for reconsideration.
- *Appeal of a Academic Consequence*. The student or instructor may appeal the findings of the Hearing Panel regarding penalties to determine whether any consequences imposed by the Panel were appropriate for the violation.
  - The appeal shall specify the reasons why the student or instructor believes the consequence is inappropriate.

- A. The appeal request must be submitted in writing through the *Academic, Scholarly, Professional Integrity Appeal Form*, and shall include the Hearing Packet (i.e., all information used by the Hearing Panel to make its decision), as well as the new documentation and/or evidence, including any evidence of procedural error. The appeal must be submitted within seven (7) business days of notification of the Panel's decision, but the Vice Provost may grant exceptions to this deadline on showing of good cause.
  
- B. After consultation with the Hearing Panel, the Vice Provost may take one of the following actions:
  - 1. Affirm the decision of the Hearing Panel
  - 2. Modify the decision of the Hearing Panel (e.g., require that the academic or programmatic consequence be reduced or decline to carry out the recommended consequence; or alternately, increase the consequence).
  - 3. Return the case to the Hearing Panel with instructions to guide additional deliberations.

The decision of the Vice Provost is final and cannot be appealed.

**08/20/25**