University of Connecticut
Responsibilities of Community Life: The Student Code

"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 the 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 to 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 in 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. **"Administrative Agreement"** means an agreement between the respondent, complainant if any, and Case Manager which identifies a mutual resolution.

2. **"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.

3. **"Business day"** means any day, Monday through Friday, that the University is open.

4. **"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.

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. **"Hearing Officer(s)** 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.

10. **"Incident database"** means the electronic database used to track an incident and the response taken.

11. **"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).

12. **"May"** is used in the permissive sense.

13. **"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.

14. **"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.

15. **"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 or registered student organization 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.

16. **"Referring party"** means any person/s who submits an allegation that a student violated *The Student Code*.

17. **"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.

18. **"Respondent"** means any student accused of violating *The Student Code*.

19. **"Shall"** and **"Will"** are used in the imperative sense.

20. **"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.

21. **"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.

22. **"Student organization"** may mean an association or group of persons that has complied with the formal requirements for University recognition by the Department of Student Activities. "Recognized student groups" and "Registered Student Organizations are used synonymously with "Student organization" in this document.

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, Case Manager(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.

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.

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 https://policy.uconn.edu.

1. Behavior in violation of the *Academic, Scholarly, and Professional Integrity and Misconduct (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:
   a. causing physical or emotional harm to the individual or damage to the individual's property; and/or
   b. placing the individual in reasonable fear of harm to the individual and/or the individual's property; and/or
   c. 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:
a. causes physical or emotional harm or damage to property and/or;
b. places the target of such behavior in reasonable fear of harm to self, or of damage to property and/or;
c. creates a hostile environment or otherwise infringes on the rights of such individual and/or;
d. 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, 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 risks 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:
a. *Illegal consumption and/or possession.* Possession of alcohol is limited to persons 21 years of age or older. If an individual is under 21 years of age, that person is not permitted to consume alcohol or carry alcohol on their person on or off University property.
b. *Strength of alcohol.* Any alcohol that is stronger than 80 proof is not permitted on University of Connecticut property except where approved for academic purposes of the University.
c. *Serving, distributing, and/or obtaining alcohol.* Serving, distributing to, or obtaining alcohol for any individual who is under 21 years of age is prohibited. Allowing any person under the age of 21 to consume alcohol is also prohibited. Providing alcohol to a person who is visibly intoxicated and/or pressuring others to use alcohol is prohibited.
d. *Public consumption.* No alcohol is to be consumed in public areas and open containers of alcohol are not permitted in public areas on University property except in designated locations where the permittee assumes all liability of properly monitored events. "Public areas" are defined as any area that could be used for general use including, but not limited to, stairways, hallways, lounges, bathrooms, dining halls, arenas, libraries, academic and administration buildings, and outside of buildings on University property.
e. *Location for consumption.* Alcohol can only be consumed on University of Connecticut property where there is a liquor permit to serve alcohol or as defined by University policies. A consumer can only ingest alcohol at the event location.
f. *Alcohol procurement.* Alcohol may not be purchased with University funds or Student Trustee Organization funds.
g. *Common source containers.* Common source containers containing alcohol are prohibited on University property. This includes, but is not limited to, kegs and beer balls. Tap systems are only permitted on University property by a University licensed permittee.
h. *Off-campus functions.* All Registered Student Organizations (RSOs) must participate in the Student Activities Off-Campus Event Advising Process to receive risk management advising. Law School student organizations must assure compliance with the *School of Law Alcohol Policy*.
i. *Driving under the influence.* Driving under the influence of alcohol and/or drugs is prohibited.

j. *Illegal drugs and paraphernalia.* Possession and/or consumption of illegal drugs, including marijuana, is prohibited. Possession of drug paraphernalia is prohibited on University of Connecticut property.
k. *Medications.* Prescription drugs are permitted on University of Connecticut property if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited. Possession and/or use of prescription medications not prescribed to the user is prohibited.
l. *Selling, distributing, or manufacturing drugs.* The sale, distribution, and/or manufacturing of controlled substances or illegal drugs, including marijuana, except as expressly permitted by law, is prohibited.

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 keys.

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:
    a. Disruption or interference with the orderly conduct of a Student Conduct Proceeding.
    b. Falsification, distortion, or misrepresentation of information to a Student Conduct officer or hearing body.
    c. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.
    d. Attempting to discourage or retaliate against an individual's proper participation in, or use of, the Student Conduct system.
    e. Attempting to intimidate or retaliate against a Student Conduct officer, member of the hearing body or any other participant prior to, during, and/or after a Student Conduct proceeding.
    f. Institution of a Student Conduct Code proceeding in bad faith.
    g. Failure to comply with the sanction(s) imposed under *The Student Code*.

20. Retaliation against any University community member for raising a good faith concern or issue regarding another community member.

Part IV: Student Conduct Process

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.

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 following a finding of "in violation". If the resolution is 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.

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 shall typically consist of two faculty members, two students, and one non-voting chair. They may conduct hearings on any alleged violation regarding the *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.

D. Administrative Hearing

Generally, an administrative hearing brings several people together following a determination that there is sufficient information to support a finding that a student may be in violation of *The Student Code.* The hearing participants may include 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:
    a. Be notified of all alleged violations by means of the address (University e-mail, residence hall address, or permanent address) provided by the student via the Registrar's Office. When the complainant is not a UConn student, the Student Conduct officer will use the provided contact information. Typically, this will be done via e-mail, which will provide a link to the documentation.
    b. Review the completed investigation report, which includes all supporting documentation.
    c. Be informed about the hearing process.
    d. A reasonable period of time to prepare for a hearing.
    e. 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 body.
    f. Be notified of the proposed information to be presented and to know the identity of witnesses who have been called by the hearing body to speak at the hearing or provide written information for the hearing when such information is known by the Director of Community Standards prior to the hearing.
    g. Be accompanied by a support person during the portions of the hearing in which the student is participating. A student should select a support person whose schedule allows attendance at the scheduled date and time for the administrative hearing because delays will not be allowed due to the scheduling conflicts of a support person.
    h. Be present at the pertinent stages of the hearing process as indicated by the Director of Community Standards. The deliberations of the hearing body are private.
    i. Submit a written response to the investigation report prior to the hearing. The decision to not present information is not an admission of responsibility.
    j. Propose witnesses for the hearing in accordance with procedures as explained in 3. g.
    k. Respond to statements and other information presented at the hearing.
    l. Present a personal or community impact statement to the hearing body upon a finding of "In Violation."

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*.
    a. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these proceedings.
    b. A hearing shall be conducted in private.
    c. Admission of any person into the hearing room shall be at the discretion of the hearing body. The hearing body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
    d. When a hearing involves more than one respondent, the Director of Community Standards may, at the Director's discretion, permit the administrative hearings concerning each student to be conducted either separately or jointly.
    e. If a respondent and/or complainant, after receiving notification, does not appear for a hearing, the hearing will proceed without the student(s).
    f. Except as directed by the hearing body, the support person's role in a hearing shall be limited to that of a consultant to the respondent or complainant.
    g. The identity of any witnesses, along with a summary of information expected to be provided by the witness, must be provided to the hearing body at least two business days before the hearing. The hearing body may elect 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; is deemed unnecessarily redundant of other information already in the record; and/or they were interviewed in connection with the investigation and the information they are expected to provide is already captured in the investigation report. The party proposing a witness is responsible for any communication with the witness regarding attendance at the hearing. The hearing body may request the

attendance of witnesses not proposed by the parties. The hearing body cannot compel the attendance of witnesses at the hearing.

h. The respondent, complainant, Case Manager, and any witnesses will provide information to and answer questions from the hearing body. Questions may be suggested by the Case Manager, respondent and/or complainant to be answered by each other or by other witnesses. This will be conducted by the hearing body with such questions directed to the hearing body, rather than to the individuals directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the hearing body.
i. Pertinent records, exhibits, and written statements should be provided during the investigation stage of the process. Any additional information may be accepted for consideration by the hearing body at its discretion as long as such information was provided in accordance with *The Student Code*. Information presented by a student during a hearing that indicates a potential violation of *The Student Code* may be investigated at a future time.
j. The hearing body will review the final investigation report to determine whether the investigation was conducted in a fair, impartial, and reliable manner; the information is sufficient to support the factual findings; and there is a rational basis, applying a preponderance of the evidence standard for the recommended findings regarding a potential violation of *The Student Code*. In conducting this hearing, the hearing body may accept or reject the Case Manager's findings in whole or in part.
k. When a student respondent has been found "In Violation" of *The Student Code*, the hearing body shall review the student conduct history, hear impact statements by the respondent, complainant, and Case Manager, and impose the appropriate sanction(s). Character references and/or letters of support are not accepted.
l. Following the hearing, the hearing body shall advise the respondent in writing of its determination and of the sanction(s) imposed, if any. The hearing body will disclose to the alleged victim of any crime of violence, non-forcible sex offense, or sexual harassment, the results of the hearing, in writing, regarding factual determination(s) and sanction(s) that specifically pertain to the alleged victim.
m. All procedural questions are subject to the final decision of the hearing body or the hearing board advisor.

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.

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:
   a. **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.
   b. **University Probation:** University Probation is a status imposed for a period of one (1) year during which 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. After six months from being placed on University Probation, the student may apply for a review of the student's probationary status. The student will need to meet with the Probation Review Committee and demonstrate significant contributions, both of an academic and co-curricular nature, to the University community. 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. 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.
   c. **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.
   d. **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.

e. **Additional Sanctions:** The following may be given in conjunction with any of the above:
   i. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
   ii. **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.
   iii. **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.
   iv. **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.
   v. **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:
   a. Those sanctions listed above in Part IV, E.1.
   b. 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.

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. A respondent or UConn student complainant may request an extension of the appeal deadline due to extenuating circumstances that prevented the timely submission of an appeal. Requests for an extension must be submitted in writing to the Director of Community Standards or designee and received within the original five (5) business day appeal period. Requests received after the expiration of the original appeal deadline will not be considered and will be denied. The Director of Community Standards or designee will review extension requests on a case-by-case basis. The decision to grant or deny an extension is final.

3. 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:
   a. 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.
   b. To determine whether the sanction(s) imposed were appropriate for the determined violation(s) of The Student Code.
   c. 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.

4. 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.

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 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 misconduct.

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.

Purpose:
To ensure a commitment to academic, scholarly, and professional integrity and misconduct at 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, and 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, and Professional 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:
   a. 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;
   b. 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;
   c. asking someone to complete an assignment, exam, or other requirement on one's behalf or completing an assignment, exam, or requirement for another student;
   d. 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:
   a. 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;
   b. 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).
   c. 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);.
   d. 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:
   a. 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);.
   b. making unauthorized alterations to any document or digital file pertaining to academic or scholarly activity, including assignments, exams, and research data;.
   c. making up information for the purpose of deception (e.g., fabrication of data in research);.
   d. 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;.
   e. 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);.

f. 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:
   a. not attending to the professional standards governing the professional conduct of students in particular fields (e.g., pharmacy, nursing, education, counseling, and therapy);.
   b. violating protocols governing the use of human or animal subjects;.
   c. breaching confidentiality in academic and scholarly activity (e.g., disclosing the identity of study participants);.
   d. 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).

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:
UConn will continue to use the existing procedures administered by the Office of Community Standards for undergraduate education and The Graduate School for graduate education until such time that the university transitions to the new Procedures for Addressing Alleged Violations of the Policy on Academic, Scholarly, and Professional Integrity Misconduct, which was approved by the Graduate Faculty Council and the University Senate. The following procedures are for undergraduate students.

A. Instructor's Role

1. Instructors shall take reasonable steps to prevent academic, scholarly, and professional misconduct in their courses and to inform students of course- specific requirements.

2. When the instructor of record or designee believes that an act of academic, scholarly, and professional misconduct has occurred, the instructor is responsible for saving the evidence in its original form and need not return any of the original papers or other materials to the student. Copies of the student's work and information about other evidence will be provided to the student upon request.

3. When an instructor believes there is sufficient information to demonstrate a case of academic, scholarly, and professional misconduct, the instructor shall notify the student in writing of the allegation of misconduct and the academic consequences that the instructor will impose. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. For offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit. The written notification shall also inform the student whether the case has been referred to the Academic, Scholarly, and Professional Integrity Hearing Board (Board) for consideration of additional sanctions. The instructor shall send the written notification and send a copy to the Office of Community Standards (Community Standards) within five business days of having discovered the alleged misconduct. Cases that are purely technical in nature, without any perceived intent to achieve academic advantage, may be reported at the discretion of the instructor.

4. In certain cases, the dean of a school or college or designee may become aware of alleged academic, scholarly, and professional misconduct and may bring a complaint forward to the Board.

5. The student has ten (10) business days from receipt of the written notice from the Office of Community Standards to respond to and/or to request a hearing (see "Academic, Scholarly, and Professional Integrity Hearing Board"). If the student does not respond within the allotted time the instructor's academic consequences and possible additional sanctions shall be imposed. If the student and the instructor reach a mutually acceptable resolution of the case, the instructor shall notify Community Standards of the agreement. The instructor shall also notify Community Standards if the instructor withdraws the allegation of misconduct. A student who has been notified about an accusation of academic, scholarly, and professional misconduct may not withdraw from the course in which the alleged misconduct has occurred without the approval of the instructor and the appropriate dean. If a student withdraws from a course during a pending academic, scholarly, and professional misconduct case, any academic sanction imposed will overturn the withdrawal.

6. If a semester concludes before an academic, scholarly, and professional misconduct matter is resolved, the student shall receive a temporary "I" (Incomplete) grade in the course until the instructor submits the appropriate grade following the resolution of the process.

B. The Academic, Scholarly, and Professional Integrity Hearing Board

1. The Academic, Scholarly, and Professional Integrity Hearing Board, which is administered by Community Standards, is comprised of two faculty members, two students, and a nonvoting chairperson, all of whom are appointed by the Director of Community Standards or designee. Hearing procedures will be in accordance with the hearing procedures described below. Community Standards will ensure that appropriate dean(s) and faculty are kept informed of the status of misconduct cases in a timely fashion.
2. The respondent or the accusing instructor may refer a case of alleged academic, scholarly, and professional integrity misconduct to Community Standards for it to be adjudicated by the Board. Community Standards will review all academic misconduct cases as they are received to determine if a case needs to be heard by the Board to determine if additional sanctions need to be considered. After receiving written notification of the academic, scholarly, and professional integrity misconduct from the instructor, Community Standards may meet with students to discuss additional sanctions outlined in *The Student Code* to determine if an agreement about additional sanctions can be reached. If an agreement cannot be reached between a student and Community Standards, the case will be heard by the Board.

C. Hearing on Academic, Scholarly, and Professional Integrity Misconduct

1. An essential component of any academic, scholarly, and professional integrity misconduct hearing is the determination and the weighing of the facts that pertain to the allegation(s). Therefore, it is vital that personal statements and other information be presented clearly and factually. 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 Board.
2. Normally, academic, scholarly, and professional integrity misconduct hearings will be conducted within fifteen (15) business days of the respondent being notified of the hearing.
3. The complainant (instructor or designee) and the respondent shall each have the right to:
   a. Be notified of all alleged violations by means of the address (University e-mail, residence hall address, or permanent address) provided by the student via the Registrar's Office. Typically, this will be done via e-mail which will provide a link to the documentation.
   b. Review any written complaint(s) and supporting documents.
   c. Be informed about the hearing process.
   d. A reasonable period of time to prepare for a hearing.
   e. 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 body.
   f. Submit a written account, a personal statement regarding the incident and/or any relevant documentation or records. All documentation must be provided by the date established by the Hearing Coordinator or designee. Documentation will

not be accepted past the established deadline and failure to provide documentation by the established deadline will not be an acceptable reason for an appeal. The decision to not present information is not an admission of responsibility.

g. Provide the names and contact information of incident witnesses, those who have direct knowledge of the incident, and provide a list of questions for any incident witnesses, including the involved parties. This information must be provided by the date established by the hearing coordinator. Failure to provide witness information by the established deadline will not be an acceptable reason for an appeal. The Case Manager will make every effort to interview those witnesses with direct knowledge; however, the witness cannot be compelled to speak.
h. 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 Board.
i. Be accompanied by a support person during the portions of the hearing in which the student is participating. A student should select a support person whose schedule allows attendance at the scheduled date and time for the academic, scholarly, and professional integrity hearing because delays will not be allowed due to the scheduling conflicts of a support person.
j. Be present at the pertinent stages of the hearing process as indicated by the Director of Community Standards. The deliberations of the hearing body are private.
k. Present a personal or community impact statement to the hearing body upon a finding of"In Violation."

4. An academic, scholarly, and professional integrity misconduct hearing shall be conducted by the Board in accordance with the procedures listed below:
   a. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these proceedings.
   b. A hearing shall be conducted in private.
   c. Admission of any person into the hearing room shall be at the discretion of the Board. The Board shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
   d. When a hearing involves more than one respondent, the Director of Community Standards may, at the Director's discretion, permit the hearings concerning each student to be conducted either separately or jointly.
   e. If a respondent or complainant, after receiving notification, does not appear for a hearing, the hearing will proceed without the absent party.
   f. Except as directed by the chair, the support person shall limit his/her role in a hearing to that of a consultant to the respondent or complainant.
   g. The identity of any witnesses must be provided to the Board at least two business days before the hearing. The Board may elect 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 unnecessarily redundant 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. The Board may request the attendance of witnesses not proposed by the parties. The Board cannot compel the attendance of witnesses at the hearing.
   h. The respondent, complainant, and any witnesses will provide information to and answer questions from the Board. Questions may be suggested by the respondent or complainant to be answered by each other or by other witnesses. This will be conducted by the Board with such questions directed to the Board, rather than to the individuals directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chair.
   i. Any additional information may be accepted for consideration by the hearing body at its discretion as long as such information was provided in accordance with *The Student Code*. Information presented by a student during a hearing that indicates a potential violation of *The Student Code* may be investigated at a future time.
   j. The Board shall determine whether the respondent has violated the Academic, Scholarly, and Professional Integrity Misconduct Policy. The Board's determination shall be made on the basis of whether it is more likely than not that the respondent violated the policy.
   k. When a respondent has been found "In Violation," the Board shall examine the student's previous academic, scholarly, and professional conduct history, accept impact statements by both the respondent and complainant, and then impose the appropriate sanction(s).
   l. All procedural questions are subject to the final decision of the Board.
5. If the Board finds that the student is "Not in Violation" for the alleged misconduct, the Board shall not impose any sanctions and the instructor must reevaluate the student's course grade in light of the Board's finding.
6. If the Board finds that the student is "In Violation", the instructor's academic consequence shall be imposed.
7. Upon consideration of a student's record of academic, scholarly, and professional misconduct and/or the nature of the offense, the Board may impose additional sanctions. The Board should apply these sanctions in proportion to the severity of the misconduct. These sanctions may include any sanction as described in *The Student Code.*

8. All academic, scholarly, and professional integrity misconduct hearings will be recorded and the University will maintain the audio recordings as required by Connecticut state law and are the property of the University. Participants are prohibited from making their own recording. Upon written request, a respondent or 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.

D. Hearing Appeal

1. The decision of the Board may be appealed to the Provost or designee. An appeal is not a new hearing. It is a review of the record of the hearing.

2. An appeal may be sought on three grounds:
   a. On a claim of error in the hearing procedure that substantially affected the decision.
   b. On a claim of new evidence or information material to the case that was not known at the time of the hearing.
   c. To determine whether any additional sanction(s), not including academic consequences, imposed by the Board were appropriate for the violation based on the student's conduct history and/or significance of the violation.

3. Appeals on such grounds may be presented, specifically described, in writing within five business days of the announcement of the Board's decision.

4. The decision of the Provost or designee is final. There will be no further right of appeal.

5. The Provost or designee shall have the authority to dismiss an appeal not sought on proper grounds.

6. If an appeal is upheld, the Provost or designee shall refer the case with procedural specifications back to the original Board who shall reconsider the case accordingly.