

CLARK ATLANTA UNIVERSITY

Policy 6.2.3 Code for Student Conduct



CLARK ATLANTA UNIVERSITY		
Policy and Procedures	Subject: Code for Student Conduct	
Department: Student Services and Campus Life	Review Date: May 21, 2020	Issued By: Dean of Student Services and Campus Life
	Effective Date: June 4, 2020	
Distribution: All University Employees and Students	Require Approval: University President	No. of Pages: 14
Signature: Original signed by George T. French, Jr., Ph.D.		Date: June 4, 2020

Purpose

The purpose of establishing and maintaining acceptable standards for student conduct in the University setting is to protect the character of the University community by discouraging conduct inconsistent with the mission and values of the institution. The purpose of publishing student conduct regulations is to give students general notice of prohibited behavior and their rights and responsibilities during the student conduct adjudication process. The purpose of campus student conduct proceedings is to provide a forum through which to determine whether a student is responsible for violating University regulations. This *Code* provides a means for the exercise of student rights and responsibilities within the University student conduct system. The *Code* seeks to preserve the individual rights of students while ensuring that the interests of the entire University community are also maintained.

I. Applicability

- A. The *Code* applies to the on-campus conduct of all students. The *Code* also applies to off-campus conduct of students that, in the University's judgment, involves or affects the University or other members of the University community, such as, but not limited to, conduct in connection with:
1. Academic work or other University-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
 2. Activities sponsored, conducted, or authorized by the University or its student organizations;
 3. Activities that cause or threaten to harm the health, safety, well-being, or property of the University or members of the University community, including the student him- or herself;
 4. Activities that unreasonably disturb the peace and privacy of the student's neighbors when living off-campus; or
 5. Online activities and interactions with other students via online platforms such as ZOOM[®] or GoToMeeting[®] and social media platforms such as Facebook[®], Instagram[®], Twitter[®], TikTok[®], SnapChat[®] and YouTube[®] that may adversely impact the online learning environment, when applicable, constitutes cyberbullying, or violates state, federal or local laws.
- B. The *Code* applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the University and even if the University does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the University.

- C. Students also continue to be subject to federal, state, and local laws while at the University. While those laws are separate and independent from the *Code* and impose different standards, violations of them may also constitute violations of the *Code*. In such instances, the University may take action under the *Code* independently of any other legal proceeding involving the same conduct and may impose consequences for a violation of the *Code* even if such other proceeding is not yet resolved or is resolved in the student's favor.

II. Authority for Student Conduct

- A. Ultimate authority over student conduct is vested in the President of the University ("President"), who may take immediate action at her/his discretion for any violation of University policies or procedures whatsoever. Action taken by the President is final and closes the matter.

As an ordinary matter, the President has delegated authority over student conduct to the Dean of Student Services and Campus Life ("Chief Student Affairs Officer") who may exercise it consistent with these procedures.

- B. The Chief Student Affairs Officer or the Chief Student Affairs Officer's designee reserves the authority to take immediate, necessary, and appropriate action to protect the health, safety and well-being of an individual and/or the University community. The Chief Student Affairs Officer may take an interim action to evict a student from University housing, restrict a student's access to and movement about the campus, and/or suspend a student from the University whenever the continued presence of the student at the University is deemed to pose a serious threat to her/himself or to others or to the stability and continuance of normal University functions. The interim action shall become effective immediately upon delivery of verbal and/or written notification to the student or his/her designee. A hearing or conference will be granted following the imposing of interim action as soon as practical, upon the student's request.
- C. The Office of Student Conduct ("Student Conduct"), with direction and guidance from the Director of Student Conduct ("Director"), is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with University policies and procedures.
- D. Student conduct action may be pursued for any violation of University policy, local, state, or federal law, on or off University premises by a student that affects the University's interests and/or is inconsistent with the University's expectations for students.

III. Prohibited Conduct

The following list identifies prohibited behaviors and activities which may result in student conduct action under this *Code*. Commission of or attempts to commit these acts, condoning,

supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this *Code*.

A. Dangerous Conduct

Intentionally or carelessly engaging in conduct that threatens or endangers the health and/or safety of, or causes physical harm to, any person, including the violator, is prohibited. Examples of such conduct include, but are not limited to:

1. Placing a person in fear of imminent physical danger or bodily harm.
2. Causing bodily harm to a person, or engaging in harmful physical contact that would likely have caused bodily harm despite the lack of any measurable harm.
3. Hazing - Any action which endangers the mental or physical health of a student, or which encourages the student to engage in illegal or inappropriate conduct for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a recognized or unrecognized group or organization.
4. Engaging in reckless behavior that creates a potentially unsafe situation for members of the community.

B. Harassment

Any actions, threats, gestures, images, and/or words directed toward another person via any medium which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.

C. Use Possession or Storage of Dangerous Items

The use, possession or storage of any firearms, explosives, other weapons, fireworks or dangerous chemicals on University property or at University-sponsored, authorized or – conducted events is prohibited. Examples of such items include, but are not limited to:

1. Firearms and ammunition - Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used.
2. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.
3. Knives or other weapons, or objects that could be construed as weapons, or items that pose a potential hazard to the safety or health of others. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying University property or the property of others.
4. Unauthorized hazardous materials or chemicals.

D. Interfering with Fire Safety

Misusing, tampering or damaging fire safety equipment, including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs is prohibited. Examples of other prohibited conduct under this section include, but are not limited to:

1. Unauthorized burning of any material in any University building, on University property or on areas adjacent to University property.
2. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is activated.
3. Recklessly or intentionally activating an alarm when an emergency situation does not exist.

E. Alcohol

The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy is prohibited. Also prohibited are the following activities:

1. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
2. Possession of common source containers of alcohol such as kegs or alcoholic punch (i.e. – jungle juice).
3. Possession of alcoholic beverages by persons under 21 years of age.
4. Consumption of alcoholic beverages, including:
 - a. Consumption of alcoholic beverages by persons under 21 years of age;
 - b. Consumption of alcoholic beverages by persons 21 years of age or older in any public area, including public space within a residence hall, unless it is an official University approved event or University venue licensed to serve alcohol.
5. Intoxication by any person, regardless of age;
6. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to anyone under 21 years of age. This also applies to those hosting social gatherings where alcohol is available for consumption to persons under the age of 21.

F. Drugs

The use, possession, and/or distribution of any drugs and/or drug paraphernalia is prohibited. Drugs include any controlled substances as defined by law, including those without a valid prescription, and/or other recreational substances. The University does not permit marijuana or marijuana products for any purpose including, but not limited to products that contain cannabidiol (CBD) or tetrahydrocannabinol (THC); students who qualify under local law to use marijuana or marijuana products for medical purposes may not possess, store, use or share marijuana or marijuana products on University-owned or controlled property or during University-sponsored events.

Other prohibited conduct under this section include possession of drug paraphernalia, including, but not limited to, any item typically used to inhale/ingest/inject/mask drugs,

regardless of whether the item has been used for illegal purposes, and distribution (any form of exchange, gift, transfer or sale) of drugs.

G. Theft/Unauthorized Possession of Property

Theft of property, services, or possession of stolen property is prohibited. Unauthorized possession of University property (including residence hall lounge furniture) or the property of others is also prohibited.

H. Damage to or Misuse of Property

The following activities are considered damage to or misuse of property and are, therefore, prohibited under this *Code*:

1. Damaging or defacing University property or the property of others.
2. Unauthorized entry into University property or the property of others.
3. Unauthorized use or misuse of University property or the property of others.

I. Disorderly Conduct

Acting in a manner which annoys, disturbs, interferes with, obstructs, or is offensive to another/others is considered disorderly conduct and is, therefore, prohibited. Examples of such conduct include, but are not limited to:

1. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
2. Verbally abusing University officials (including students appointed to act as representatives of the University) acting in the performance of their duties.
3. Behaving in a lewd or indecent manner.
4. Engaging in, leading or inciting others in a breach of peace that is disruptive to the community.

J. Non-Academic Dishonesty

The following conduct constitutes acts of non-academic dishonesty, and as such, is prohibited under this *Code*:

1. Knowingly furnishing false information to the University or a member of the University community, including at University student conduct proceedings.
2. Forgery, misuse, unauthorized alteration and/or creation of documents, records, university identification cards, keys, or other objects.
3. Possession or use of false identification cards issued by an entity other than the university.
4. Fraud, through act or omission, committed against a member of the campus community or others.
5. Knowingly initiating or causing to be initiated any false report, warning or threat.

K. Interfering with University Events

Interfering with any normal University or University-sponsored events, including, but not limited to, studying, teaching, research, sponsored social programs, and University administration, fire, police, or emergency services is prohibited.

L. Smoking

Smoking in a building or vehicle that is owned, operated or leased by the University or within 25 feet of an entrance or window of any University building is prohibited.

M. Violating Other University Policies

Any violation of other published University policies and regulations, including, but not limited to, Residence Life policies and procedures, rules published in other University publications, and those available at <https://www.cau.edu/compliance-office/Forms.html> and other University websites is subject to sanctions under this *Code*.

N. Non-compliance

Failure to comply with reasonable directives of University officials, including students appointed to act as representatives of the University, acting in performance of their duties is deemed prohibited conduct. Directives to provide identification and/or participate in a University student conduct process are included in the scope of this provision.

O. Sanction Violation

Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including the failure to complete sanctions by the stated deadline, is prohibited and may subject the student to additional sanctions under this *Code*.

P. Gambling

Participation in any form of illegal gambling as defined by local, state, or federal law is prohibited.

Q. Violation of Law

Violation of local, state, or federal laws, regulations or ordinances is deemed prohibited conduct under this *Code*.

R. Sexual Misconduct¹

Sexual Misconduct is prohibited in all forms. "Sexual Misconduct" is a broad term encompassing a range of behaviors including, but not limited to: sexual assault; sexual harassment; dating violence; domestic violence; stalking; indecent exposure; sexual exhibitionism; use of communication systems to send unwanted sexual material and messages; prostitution or the solicitation or employment of a prostitute; peeping or other voyeurism; allowing others to view consensual sexual activity; the non-consensual video or audio recording of sexual activity; or any conduct prohibited by applicable law.

1. Sexual Assault includes, but is not limited to, sexual intercourse or sexual contact with another person without consent. Sexual assault is a criminal offense under state law and includes the following:
 - a. Oral, vaginal, or anal penetration, no matter how slight, with any object or body part without consent.
 - b. Non-consensual touching of another person in a sexual manner. This includes, but is not limited to, the touching either directly or through clothing of another person's genitalia, breasts, inner thigh, or buttocks with a clothed or unclothed body part or object.
2. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when either:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, education, on-campus living environment, or participation in a University activity or program; or
 - b. Submission to or rejection of such conduct is used or threatened to be used as the basis for decisions affecting employment, education, on-campus living environment, or participation in a University activity or program; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment for employment, education, on-campus living, or participation in a University activity or program.
 - d. Sexual harassment can occur between and among supervisors or managers and subordinates, faculty and staff or students, peers, vendors/subcontractors/visitors and employees or students, or any combination thereof. Often, but not always, the harasser is in a position of authority, trust, or influence that provides the opportunity to take advantage of the unequal positions of the parties.
3. Dating Violence means violence, threats, or intimidation committed by another person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) the length of the relationship, b) the type of relationship, or c) the frequency of interaction between the persons involved in the relationship.
4. Domestic Violence means violence, threats, or intimidation committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Georgia (including past or present marriage, domestic partnership,

romantic, dating, or sexual relationship), by a former spouse or similarly situated person against a victim who is in a subsequent relationship with a former spouse or similarly situated person, or by any other person against a victim who is protected from that person's acts under the domestic or family violence laws of the State of Georgia.

5. Stalking means purposely engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for his or her safety or the safety of another person, feel seriously alarmed, disturbed or frightened, or suffer emotional distress. A student can face significant disciplinary sanctions, including expulsion, as well as criminal prosecution or other legal action, for committing a sexual offense.

S. Solicitation

Unauthorized solicitation, sale or promotion of any goods or services in University owned or operated property, including residence halls, or at University-sponsored events is prohibited.

T. Complicity

Being present or otherwise involved, in such a way as to condone, support or encourage any acts which would violate this *Code* in prohibited. Students who observe acts in violation of this *Code* are expected to remove themselves and are encouraged to report the matter.

IV. Student Conduct System & Procedures

These guidelines are intended to provide general notice of rights and responsibilities during the student conduct process. This *Code* does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures.

A. Case Referrals

1. Any person may refer a student suspected of violating this *Code* to Student Conduct. The referral will be reviewed to determine the appropriate student conduct or administrative action to be taken in accordance with this *Code* including, in the event that there is insufficient evidence to support formal action, a determination that student conduct or administrative action is not warranted.
2. Referrals should be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Student conduct action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.

3. Administrative action, in lieu of formal student conduct action, may be taken at the discretion of the University, in an appropriate and reasonable manner, to address violations of this *Code*.

B. Student Conduct Proceedings

1. A student potentially subject to formal sanctions other than eviction from residence, suspension or expulsion, is entitled to a **conference**, which will normally consist of an informal meeting between the student responding to allegations ("respondent") and an administrator.
2. A student subject to eviction from residence, suspension or expulsion from the University is entitled to a **hearing**, which will normally consist of a formal meeting between the respondent and the University Conduct Board ("Conduct Board").
 - a. Allegations of sexual offenses will be resolved under the Disciplinary Procedures of Sexual Offense Complaints found in the University's Title IX Policies and Procedures.
 - b. A student who accepts responsibility for violations of this Code (prior to the student conduct hearing) may meet with the Director of Student Conduct in an administrative meeting to discuss possible sanction(s), in lieu of attending a hearing. This acceptance must be in writing, affirming acceptance of responsibility for the charge(s) and acknowledging that the full range of sanctions may be imposed. A student who accepts responsibility in writing forfeits all rights to an appeal process.
 - c. At times, there may be unique facts and circumstances that justify modifications in the timing and manner of the adjudication process, including, but not limited to, imminent graduation of the student; end of the semester; or other extraordinary circumstances. Therefore, the Chief Student Affairs Officer, or designee, reserves the right to determine the timing and manner of the adjudication process to be used when such facts and circumstances arise.

C. Guidelines for Student Conduct Proceedings

Cases of sexual offenses will be resolved under the University's Title IX Policies and Procedures. The following procedural guidelines shall be applicable to all other offenses. Formal rules of process, procedure, and technical rules of evidence, such as the rules applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures shall not necessarily invalidate a decision, unless significant prejudice to an accused student, complainant or the University results.

1. The respondent shall receive advanced written notification of the specific charges and the date, time, and location of the scheduled proceeding. Notice

will most often take the form of a letter delivered to a student's University e-mail account and/or residence.

2. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two (2) business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least one business day prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
3. The respondent shall be afforded reasonable access to review the case file related to his or her matter prior to and during the proceeding. "Case file" means the file containing incident and police reports (if applicable), documents and materials maintained pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, and any other materials relevant to the matter. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding. The notes of University staff members and investigators are not included in the case file and thus are not accessible. Names and other information of students may also be redacted in the incident report as appropriate for confidentiality.
4. The respondent shall have the opportunity to provide Student Conduct with additional and relevant information that is not contained within the case file to be considered during the proceeding. Any such additional information should be submitted in writing at least two business days prior to the proceeding.
5. The respondent may provide the names of witnesses from the University community who have relevant and material information pertaining to the alleged *Code* violation. Any additional witnesses must be submitted to Student Conduct in writing at least two business days prior to the proceeding. These individuals may be invited at the discretion of Student Conduct to provide information related to the incident. Ordinarily, witnesses who are not members of the University community will not be invited to serve as a witness in the proceeding, and expert witnesses generally will not be invited.
6. Proceedings will generally be closed to non-participants and to the public, including friends and University personnel without an official or legitimate interest in the matter. However, a respondent may be accompanied to the proceeding by one (1) advisor or advocate of his or her choosing, after providing the University at least three (3) days' advance notice of such selection prior to the proceeding. The advisor will be required to submit a FERPA release form to Student Conduct in order to be permitted to accompany the student to the proceeding. The role of the advisor shall be limited to

support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses or the Student Conduct hearing officers. Violation of this expectation will result in the advisor being removed from a proceeding at the discretion of the student conduct administrator. In consideration of the limited role of an advisor, and of the interest of the University to expeditiously conclude the matter, a proceeding will not normally be delayed if an advisor is unavailable.

7. During the proceeding, the respondent shall have the opportunity to respond to the information related to the alleged violation of the *Code*.
8. Information or testimony that does not directly relate to the facts at issue, but instead reflects upon the character, reputation, personality, qualities or habits of the respondent should not be presented and, if offered, may be excluded.
9. A respondent who fails to appear at a scheduled proceeding without good cause (e.g. documented serious illness), after proper notice of such a proceeding, may be adjudicated in absentia, and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely on information available or information presented during the proceeding.
10. Proceeding outcomes must be supported by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence supports the conclusion that a fact is true, or to establish that an event occurred. A preponderance of the evidence does not necessarily mean the greater *amount* of evidence, but rather the greater quality of evidence - making it more likely than not the matter in question is true.
11. A respondent may be found responsible for any prohibited conduct (including sections of the *Code* for which he or she was not originally charged) when behaviors that were previously unknown are discovered during the course of the student conduct proceeding or if it is determined that a different section of the *Code* more appropriately addresses the conduct in question.
12. The outcome of the proceeding shall be conveyed to the student in writing.
13. An audio recording may be made by the Office of Student Conduct. No other individuals present at the proceeding are permitted to make a recording. The audio recording is property of the University and will remain in the Office of Student Conduct. A party that is preparing an appeal may listen to the audio recording but may not duplicate it. The recording will be preserved until the conclusion of the appeals process. The conduct officer will facilitate the recording; however, issues that result in no recording, a limited recording, or

an inaudible recording are not considered procedural errors for the purpose of an appeal.

V. Sanctions

- A. The imposition of sanctions, if deemed appropriate, will be based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the disciplinary record and rehabilitative potential of the respondent.
- B. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of the *Code* during the stated period, he or she may be subject to the deferred sanction in addition to the student conduct action appropriate to the new violation.
- C. Sanctions that may be imposed in accordance with this *Code* include:
 - 1. *Censure*: An official written reprimand for violation of specified regulations.
 - 2. *Disciplinary Probation*: A period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed. Violations of the terms of student conduct probation, or any other violation of this *Code* during the period of disciplinary probation, may result in eviction from residence, suspension or expulsion from the University. While on disciplinary probation, the student is not in good disciplinary standing with the University.
 - 3. *Restitution*: Repayment to the University or to an affected party for damages resulting from a violation of this *Code*.
 - 4. *Denial of Access to Specific Areas or Events*: Ban from certain University-owned or controlled areas or University-sponsored events for a specified length of time.
 - 5. *Eviction from Residence*: Termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of eviction, for a specified period of time. A student who is evicted is not entitled to a refund of room fees, and may be responsible for additional fees as a result of eviction.
 - 6. *Revocation of Privileges*: Restrictions placed on activities and/or use of University services and facilities for a specified period of time.
 - 7. *Suspension*: Exclusion from classes and other privileges or activities, including access to University premises or University-sponsored events or activities off

campus, as set forth in the notice of suspension, normally for a minimum of one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from University premises for the duration of the suspension.

8. *Expulsion*: Termination of student status, and exclusion from University premises, privileges and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from University premises permanently.
9. *Discretionary Sanctions*: Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to: service hours, fines, educational reflection assignments, and participation in alcohol or drug awareness programs, and trainings, counseling and education regarding sexual assault and misconduct.

VI. Appeals

The outcome of a student conduct proceeding may be appealed subject to the following guidelines:

- A. A letter of appeal should be submitted to the Office of Student Conduct by the student within three (3) business days of receipt of the outcome of the student conduct proceeding.
- B. A student adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance.
- C. The appeal must specify grounds that would justify consideration. **General dissatisfaction with the outcome of the student conduct proceeding or an appeal for mercy are not appropriate grounds for appeal.** The written appeal must specifically address at least one of the following criteria:
 1. Significant procedural error that changes the findings of fact of the student conduct proceeding.
 2. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available during the appeal process.
- D. The Chief Student Affairs Officer, or designee, will review and determine the outcome of the appeal.

- E. One appeal is permitted. The decision on the appeal is final and shall be conveyed in writing to the student.
- F. The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the Chief Student Affairs Officer, the continued presence of the student on the campus poses a serious threat to her/himself or to others, or to the stability and continuance of normal University functions.

VII. Student Conduct Files and Records

The files of students found responsible for any prohibited conduct will normally be retained as a student conduct record in the Office of Student Conduct, under the authority of the Chief Student Affairs Officer. University officials may use the record as a reference; however, the record will be retained for no more than five (5) calendar years from the student's terminating date from the University, except as provided by law.

¹ While these definitions are derived from applicable law, the prohibited conduct described in this section encompass more than conduct proscribed by law.