ELIZABETH CITY STATE UNIVERSITY
Student Code of Conduct

Elizabeth City State University (ECSU) is committed to providing a safe and stimulating environment for the exchange of knowledge. We encourage reasoned discussion, intellectual honesty, and a respect for the rights of all persons. In support of this goal, the primary purpose of the following Student Code of Conduct (“Code of Conduct” or “Code”) and set of Prohibited Conduct is to educate and guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the University community.

It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. The University works to eliminating, preventing, and addressing the effects of Prohibited Conduct; while fostering a community of trust.

I. Jurisdiction
The Student Code of Conduct applies to all students, student organizations, and student groups regardless of whether or not the alleged behavior occurred on or off campus or whether the conduct was in direct relation to the university. Further, the Student Code of Conduct may also be applied to behavior conducted online, via e-mail, or through other electronic mediums. ECSU may take action if such information is discovered or brought to the attention of University officials. As members of the ECSU community, students have the right to be treated with respect and consideration, have freedom of inquiry, and have reasonable use of services and facilities. The University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The University has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the student code of conduct and imposition of student discipline.

NOTE: The Student Code of Conduct applies to behavior both on and off campus.
1. This includes conduct in connection with, but is not limited to:
   a. Work related to co-curricular educational activities and experiences, such as class projects, field trips, study abroad, community service, or internships – not including academic dishonesty;
   b. Activities sponsored, conducted, or authorized by ECSU or its student organizations;
   c. Activities that cause or threaten harm to the health, safety, well-being, or property of ECSU or any member of the ECSU community;
   d. Activities that unreasonably disturb the peace and privacy of a student’s neighbors when living in off-campus housing;
   e. Any conduct by a student that occurs during or outside of the academic term, even if the student subsequently graduates, withdraws, takes leave, or is otherwise absent from ECSU, and/or if the University does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent;
   f. The Code applies to participants on overseas and off-campus programs, who are expected to act in accordance with University rules and regulations but assume added responsibility to the group and to the laws and customs of the host country or local jurisdictions.

NOTE: Student Conduct charges and associated process is independent and separate from local, state, or federal legal system. Student Conduct charges and associated process will proceed regardless of the status or outcome of a student’s local, state, or federal legal status.

II. Standard of Student Behavior
Students are expected to maintain acceptable standards of conduct, as identified by the University, both on and off campus. Students are reminded to observe the rules and regulations regarding student demonstrations, coeducational visitation in the residence halls, membership intake activities for fraternities and sororities, the use of illegal drugs and alcoholic beverages, weapons, and conduct in university buildings and student activities.

In addition to following university policies and regulations, students are responsible for adhering to all applicable federal, state and local laws. Any violation(s) occurring on campus, of a non-criminal nature, shall subject the student offender to disciplinary action. Any violation(s) of a criminal nature, whether occurring on or off campus, shall subject the student offender to disciplinary action and/or possible prosecution through the court system. Students are required to carry university identification cards at all times. Student leaders must be in “good standing” with the university.

NOTE: Students are required to carry university identification cards at all times.
III. Definition of Terms

The below definitions apply to the Student Conduct Process. For definitions and other information related to the Sexual Misconduct Process, see the Sexual Misconduct, Stalking, and Dating Violence Policy (900.4.1.5).

1. Campus - Property or buildings owned, leased, rented, operated, controlled, managed, or otherwise under the jurisdiction of ECSU or its affiliates, regardless of their location.

2. Members of the University Community - Refers, collectively and individually, to faculty, staff, students, Trustees, volunteers (e.g., advisors), organizations, divisions, sub-divisions, groups, alumni, and contractors of the University or any of its campuses, facilities, programs, or events.

3. Student - Any person from the time he or she accepts admission to ECSU up through the date of graduation or official withdrawal from the University. This includes, but is not limited to, new students at orientation, persons not currently enrolled but who are still seeking a degree from ECSU, persons currently under suspension, and any other person enrolled in a course or program offered by ECSU.

4. Student Groups - A number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (included but not limited to athletic teams, musical or theatrical ensembles, academic or administrative units, clubs not registered as a student organization).

5. Student Organizations - A number of persons who are associated with the University and each who are registered with and recognized by the University (included but not limited to greek letter organizations, social, service, and thematic groups).

6. University - Elizabeth City State University (ECSU), including online programs and off-site locations.

7. University Facility - Any building or other facility, including an athletic or recreational field that is owned, operated, and/or under the jurisdiction of the University.

8. University Official - Any person employed by the University (including but not limited to faculty, staff, administration, and student staff members) acting within the scope of their job duties.

9. Referral/Incident Report - Document which contains the basis for the alleged violation of the Student Code of Conduct including, but not limited to, police reports, formal statements from university officials submitted to the Dean of Students and/or designee.

10. Referring/Reporting Party - Person or office that reported the alleged violation of the Student Code of Conduct to the Dean of Students and/or designee. The Referring Party may be the person who was subject to alleged misconduct, a witness to the misconduct, or a university official who the alleged violation has been reported to. There may be more than one reporting party for an incident.
11. Responding Party - Student, student group, or student organization who is alleged to have violated the Prohibit Conduct section of the Student Code of Conduct. There may be more than one Responding Party for an incident. In the cases of student groups or student organizations senior most officer or officers will participate in the Student Conduct Hearing on behalf of the group or organization.

NOTE: The Responding Party is the Accused Student.

12. Witness - Person who is requested to participate in an investigation, by interview or written statement, or attend and give a verbal witness statement at a hearing because they may have information about the alleged misconduct. Suggested witness names may be supplied by the Referring Party, Responding Party, or others with knowledge of the matter.

13. Hearing Officer - Any person, or persons, authorized by the Dean of Students, or designee to be a member of an administrative hearing or hearing board designated to give reasoned judgement of finding as to whether a student has violated the Prohibited Conduct section of the Student Code of Conduct. They have the authority to conduct Administrative Hearing and to serve on a Hearing Board. Hearing Officers have the authority to impose the full range of sanctions under the Student Code of Conduct Policy and Procedures.

14. University Conduct Hearing Board - A select group of several hearing officers (students, faculty, and staff) that has been designated to make findings as to whether a student has violated the Prohibited Conduct section of the Student Code of Conduct.

15. Hearing Chair - A specific hearing officer (faculty or staff) who is designated to lead the hearing process during all hearings, to guide the hearing board through deliberation and determination/outcome of each case, and is responsible to completing and filing critical paperwork with the Office of the Dean of Students.

16. Advisor - A person selected by the Responding Party (charged student) to assist them in navigating the Student Conduct Process. A student may have only one advisor; a legal attorney may be used as an advisor. The advisor may advise, assist, and accompany the Responding Party in the preparation for any meetings or hearings and may fully participate in such procedures. Advisors may not be witnesses in the matter at hand, and they may not provide direct information or testimony at any point in the process. The student is responsible for the behavior and actions of their advisor.

17. Attorney - Legal representation serving on behalf of the Responding Party (charged student). An attorney may serve as an advisor during the Student Conduct Process. The attorney, serving in the advisor capacity, may advise, assist, and accompany the Responding Party in the preparation for any meetings or hearings and may fully participate in such procedures. Advisors may not be witnesses in the matter at hand, and they may not provide direct information or testimony at any point in the process. The student is responsible for the behavior and actions of their advisor.
18. Conduct Consultant - An ECSU employee or student assigned by the University to the Responding Party to provide the Responding Party with the opportunity to discuss and demystify the Student Conduct Process. The Conduct Consultant conducts a consultation with the Responding Party to receive clarification of their rights and options, the ability to inspect and review all relevant information, as well as a range of potential sanctions for the violation in question should the charges be substantiated.

19. Preponderance of Evidence - Standard of proof used by the hearing officer. Preponderance of evidence means that the statements and information presented in the matter must indicate that it is more likely than not that the Responding Party a violated the Student Code of Conduct.

20. Good Standing - A student is considered to be “not in good standing” with the University if they have been placed on suspension, expelled, or have not completed sanctions associated with their student conduct case.

IV. Prohibited Conduct

The University considers the behavior described in the following sub-sections as inappropriate for students at ECSU. These rules apply to all ECSU students, student organizations, and student groups regardless of whether or not the alleged behavior occurred on or off campus or whether the conduct was in direct relation to the university. The right of all students to seek knowledge, debate and freely express their ideas is fully recognized by the University.

The section headings below are intended to organize the materials that follow. The headings are to be understood to categorize and clarify, rather than to limit, the prohibited behavior below each heading.

1. Academic Misconduct
   All academic related matters, not associated with a student’s classroom behavior, are handled by Academic Affairs. The following are several types of academic related matters that are prohibited by Academic Affairs.
   a. Plagiarism: Using another’s work, in whole or in part, without acknowledging the source, presenting that material as one’s own academic work, or in violation of course assignment standards.
   b. Cheating: Any attempt by a student to answer questions on a test, quiz, or assignment by means other than his or her own knowledge, without authorization from the instructor in an attempt to obtain an unfair academic advantage.
   c. Multiple Submissions: Submitting the same academic work for credit more than once unless specifically authorized by the instructor of record.
   d. Fabrication or Falsification: Knowingly using and/or presenting invented or fabricated information, falsified research, or other findings.
2. Possessing/Providing False and Misleading Information, may include but is not limited to:
   a. Furnishing false information to University officials or law enforcement officers acting within the scope of their job duties.
   b. Forgery, alteration, or misuse of University documents and/or records.
   c. Possession, use, and/or attempted use of false identification.
   d. Manufacture, distribution, or sale of false identification.
   e. Transferring, lending, borrowing, or altering University identification.
   f. The improper use of identification from another entity.

   NOTE: Using another student’s ID to check out books from the library, gain entrance into a residence hall, and/or gain entry and food in the cafeteria is considered possession and use of false identification.

3. Alcoholic Beverages Violation, may include but is not limited to:
   a. Use and/or possession of alcoholic beverages except as expressly permitted by law and University Policy. This includes, but is not limited to, the underage possession or consumption of alcohol.
   b. Selling and/or distribution of alcoholic beverages except as expressly permitted by law and University Policy.
   c. Furnishing, or causing to be furnished, any alcoholic beverage to any person in a state of noticeable intoxication.
   d. Misconduct under the influence of alcohol including, but not limited to, operating a vehicle under the influence, disorderly conduct by intoxication, and public intoxication.

   Further information regarding drug violations is discussed in UNC Policy Manual 900.1.3 – Alcoholic Beverage Policy.
4. Controlled Substance and/or Drug Violation, may include but is not limited to:
   a. Illegal possession or use of controlled substances as defined by the North Carolina General Statutes § 90-86 through § 90-113.8
   b. Unlawful use and/or possession of marijuana except as expressly permitted by law.
   c. Unlawful use and/or possession of other controlled substances except as expressly permitted by law.
   d. Possession or use of drug related paraphernalia except as expressly permitted by law.
   e. The abuse, misuse, sale, or distribution of prescription or over the counter medication.
   f. Manufacture, distribution, sale, and/or offer for sale of any controlled substance, or drug, except as expressly permitted by law.

Further information regarding drug violations is discussed in UNC Policy Manual 1300.1 – Illegal Drugs.

5. Disruptive Conduct, may include but is not limited to:
   a. Disrupting and/or interfering with university operations including, but not limited to, obstruction of teaching, learning, research, and/or administrative activities which occur on or off campus.
   b. Causing, inciting, or participating in any disturbance that presents a clear and present danger to others, causes physical harm to others, or damage and/or destruction of property.
   c. Failure to comply with lawful orders of University officials or law enforcement officers acting within the scope of their job duties.
   d. An act which deliberately interferes with the freedom of speech of any member or guest of the university community.
   e. Misuse and/or tampering with any university safety equipment including, but not limited to, firefighting equipment, fire alarms, smoke detectors, blue light phones, etc.

6. Harmful Behavior, may include but is not limited to:
   a. ECSU will also enforce the University of North Carolina Policy 700.4.2, which states:
      i. No student shall threaten, coerce, harass or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid University policy, while on University premises or at University-sponsored activities based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status.
ii. No student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria. It is:

1. directed toward a particular person or persons;
2. based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status;
3. unwelcome;
4. severe or pervasive;
5. objectively offensive; and
6. so unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University's resources and opportunities.

b. Physical harm or threat of physical harm to any person.

c. Intentionally creating a situation or environment where physical harm or the threat of physical harm to any person is likely to occur.

d. Retaliation against other person(s) alleging misconduct.

7. Sexual Misconduct, Relationship Violence, and Stalking
   a. The University prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the University, and will not be tolerated.

b. The Sexual Misconduct, Relationship Violence, and Stalking policy can be found in policy 900.4.1.5.

8. Hazing, may include but is not limited to:
   a. Any action that recklessly or intentionally endangers the mental, emotional, or physical health and/or safety of a student for the purpose of initiation, admission into, affiliation with, or increase in status within any student organization or group regardless of the person’s consent to participate.
   b. Brutality of a physical nature including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the elements.
   c. Coerced consumption including, but not limited to, any food, alcoholic beverage, liquid, drug, or any other substance - especially those that may subject the student to a risk of harm.
   d. Acts intended to cause mental stress including, but not limited to, sleep deprivation, transportation and/or abandonment, confinement to a small space,
forced exclusion from social contact, forced contact which could reasonably result in embarrassment, any forced activity that is designed to shame and/or humiliate, or any act of harassment.

e. Coerced activities including, but not limited to, violation of local/state/federal laws, violation of university policies/rules/regulations, and personal servitude.

NOTE: It is illegal to haze, or be hazed, pre and post the timeline of a regulated and sanctioned new member process. In other words, it is illegal to pre-pledge/haze and it is illegal to post-pledge/haze.

9. Theft, may include but is not limited to:
   a. Taking, without consent, the property or services of the University, another person, business, or organization.
   b. Possessing property that can reasonably be determined to have been stolen from the University, another person, business, or organization.

10. Damage to Property, may include but is not limited to:
   a. The destruction of, or damage to, public or private property.

11. Possession of Weapons and/or Dangerous Materials, may include but is not limited to:
   a. Possession, storage, or use of weapons including, but not limited to, firearms, compressed-air guns, pellet guns, etc. on university owned or affiliated property except as expressly permitted by law.
   b. Possession, storage or use of dangerous materials including but not limited to fireworks, explosives or chemicals which are corrosive or explosive on university owned or affiliated property except as expressly permitted by law.
   c. Any object not mentioned above used to intimidate, threaten, harm, and/or provide force can be considered a weapon under this provision.

12. Misuse of the University Disciplinary Process, may include but is not limited to:
   a. Falsification, distortion, or misrepresentation of information during the Student Conduct Process, including filing a false complaint against another person.
   b. Hindering or interfering with the Student Conduct Process by failing to abide by the notice from a University official to appear for a student conduct meeting or hearing.
   c. Intimidation or retaliation in response to an individual’s participation in, or use of, the Student Conduct Process.

13. Misuse of University Facilities, may include but is not limited to:
   a. Misuse or unauthorized use of any University facility.
b. Unauthorized entry or attempted entry into any University facility.

14. Copyright Violations, may include but is not limited to:
   a. Federal law restricts the use of copyrighted material including, but not limited to, video, audio, or computer programs. Any student, group, or organization intending to use such material is required to provide evidence that its use conforms to law prior to use.

15. Violation of University Policy, may include but is not limited to:
   a. Violation of any University policy and/or procedure of ECSU including, but not limited to, violation of any published residential life guide, rule and/or regulation; academic and classroom policies; University handbooks, fraternal organization rules, athletic requirements, and/or student employment standards.

16. Violation of Law, may include but is not limited to:
   a. Conduct that would constitute a violation of any local, state, and/or federal law.

V. Interim Actions

When the Dean of Students (or designee) has reasonable cause to believe that a student(s) or student organization(s) may pose a risk to the safety or well-being of those involved or others in the University community, the student(s) or student organization(s) may be issued one or more interim actions. Interim actions may include but are not limited to: issuing a no contact order(s); restriction from specific facilities or locations; requirement to secure a psychological, or other personal, evaluation; cease and desist mandates; restriction from facilitating or participating in student organization business or activities; suspension of student status or student organization recognition, etc. An interim action shall remain in effect until removed or altered by the Dean of Students (or designee) or as the result of the student conduct hearing.

1. Interim Suspension
   Interim Suspension is issued to a student in writing via the Notice of Interim Suspension form. Interim Suspensions become effective immediately based upon evidence that the continued presence of the student on the campus may pose a significant threat of causing harm to others, when the student is unable to effectively function in residence areas and/or the University, or when the student’s behavior(s) significantly disrupts the educational pursuits and/or living environment of others.

NOTE: A student may be found responsible for violating the Prohibited Conduct section of the Student Code of Conduct or not-responsible.
a. The University has authorized official representatives to make the administrative determination that the Interim Suspension of a student is necessary. Those officials are:
   i. Chief Student Affairs Officer/Vice Chancellor for Student Affairs
   ii. Associate Vice Chancellor for Student Affairs/Dean of Students or
   iii. Designee.

b. While operating under an Interim Suspension, the student may not be present anywhere on ECSU property pending further evaluation of the circumstances that led to the suspension and must abide by all specifications outlined in the Notice of Interim Suspension form. Upon notice the student must leave the campus no later than the time listed on the Notice of Interim Suspension form. Non-compliance will result in arrest for trespass and the student may be subject to additional actions in ECSU’s disciplinary process.

c. A student placed on Interim Suspension may appeal within five (5) business days of the issuing of the Interim Suspension by submitting in writing their request to appeal the Interim Suspension (email is an acceptable form of formal written notice). The Interim Suspension will remain in effect pending the outcome of the appeal meeting. If the student does not appeal the interim suspension, or if the appeal is denied, the regular student conduct process shall proceed on the normal schedule.

NOTE: A Request for an Interim Suspension Appeal must be submitted within five (5) business days in order to grant a student an Appeal Meeting.

d. The purpose of the Interim Suspension Appeal meeting is to determine the following:
   i. The reliability of the information concerning the student’s conduct, including the matter of his/her identity.
   ii. Whether or not the student’s conduct and surrounding circumstances reasonably indicate any or all of the following:
      1. engages, or threatens to engage, in behavior(s) which poses a danger of causing harm to others;
      2. exhibits behavior(s) that disrupt the functions of the residence halls and other areas of ECSU;
      3. exhibits disruptive behavior(s) that significantly interferes with the educational pursuits and/or living environment of others.
   iii. The sanction(s) and/or condition(s) of the sanctions are extraordinarily disproportionate to the violation(s).
e. The Dean of Students (or their designee) reserves the right to have another professional staff member present at the hearing in order to provide consultation.

f. ECSU will make a reasonable effort to promptly schedule this hearing. Unless under unusual circumstances, the hearing will take place within five (5) business days from when the student requests for the Interim Suspension Appeal meeting.

g. Following the Interim Suspension hearing, the Dean of Students, or designee, shall notify the student, within three (3) business days, whether the Interim Suspension has been lifted, or will continue pending the outcome of a disciplinary proceeding. The student will receive written notice of the charges against him/her. The disciplinary proceeding will comply with the procedures outlined in the Code of Conduct.

h. An Interim Suspension, in and of itself, does not become part of a student’s permanent disciplinary record.

i. The Dean of Students, or designee, reserves the right to place a transcript hold on the account for a student who has been issued an Interim Suspension.

j. Notification of the Interim Suspension will be provided to the Office of the Registrar, Financial Aid Office, and Office of the Assistant Vice Chancellor for Academic Affairs.

k. A separate disciplinary proceeding will be scheduled to adjudicate the charges levied against the student.

2. Residence Hall Suspension/Expulsion
The Associate Vice Chancellor for Student Affairs (or designee) may administratively suspend or expel any student from a residence hall who violates the Student Code of Conduct or engages in behavior that may threaten his/her life, others or property.

3. Removal of Privileges
The Associate Vice Chancellor for Student Affairs (or designee) may limit a student’s participating in activities such as holding office, playing sports or other student related activities. This restriction applies but is not limited to members of the Student Government Association, athletes, resident advisors, Vikings Assisting New Students, members of the band, and members of fraternities and sororities. This policy also includes any student who represents the University in an ambassador capacity must relinquish his or her responsibilities during the probationary period.
4. **Surrender of Student ID**  
The Associate Vice Chancellor for Student Affairs (or designee) may require a student to surrender their Student ID immediately if it is determined that the student’s access to the university must be restricted.

5. **No Trespass Order (Campus Ban)**  
The Associate Vice Chancellor for Student Affairs (or designee) may issue a No Trespass Order prohibiting a student from being on campus for any reason, unless having obtained prior written approval from University Police. Without prior written approval from University Police, the presence of the student on campus will be considered a trespass violation and the student may be subject to arrest.

6. **No-Contact Order**  
The Associate Vice Chancellor for Student Affairs (or designee) may issue a University temporary no-contact order pending the outcome of any conduct proceeding or investigation.

VI. **Student Rights & Responsibilities**  
The following rights and responsibilities apply to those involved in a matter being addressed by the Student Conduct Process.

1. **Rights of Responding Party**  
All responding parties in the Student Conduct Process have the following rights:
   a. Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
   b. The Responding Party may waive the hearing and accept a sanction proposed by a designated university official.
   c. The right to a hearing in a timely fashion – see section 8.4.1.
   d. The opportunity to present any witness or documentary information that the Responding Party may want considered, provided that the information is relevant to the charge as determined by the Hearing Chair or other evidence presented and done not otherwise infringe the rights of other students.
   e. In matters that could result in a sanction of suspension or expulsion, the abovementioned notification will alert the Responding Party to the possible severity of the outcome.
   f. The right to an advisor, who may be a lawyer, present throughout the proceedings.
   g. To request reasonable accommodations due to disability.
   h. Reasonable access to inspect and review their own case file, which includes all information that would be used during the Student Conduct Process, to the extent permitted by confidentiality laws and the need to protect other participants.
i. To question any in-person witnesses participating as part of the hearing by asking appropriate questions through the Hearing Chair.

j. To review witness statements provided in writing. Personal witness identifiers may be redacted to protect the identity of the witness.

k. Explanation of the resolution options available to them through the Student Conduct Process.

l. To be presumed not responsible for a violation of prohibited conduct until found in violation by a preponderance of the evidence.

m. To speak or not speak on their own behalf.

n. The opportunity to respond to information used as part of the decision-making process.

o. To deny responsibility for the alleged violations facing the student.

p. The right to appeal.

q. To waive any of the above stated rights provided that the waiver is made freely and in writing.

NOTE: The Responding Party may waive the hearing and accept a sanction proposed by a designated university official.

2. Rights of the Referring Party and/or Witness

All referring parties in the Student Conduct Process have the following rights:

a. To pursue criminal or civil charges where a legal case exists acting upon their own volition and resources, separate from any university student conduct process.

b. The opportunity to present any witness or documentary information that the Responding Party may want considered, provided that the information is relevant to the charge as determined by the Hearing Chair or other evidence presented and done not otherwise infringe the rights of other students.

c. Explanation of the resolution options available to them through the student conduct process.

d. To be free from harassment and intimidation from the Responding Party and others as they engage in the student conduct process.

e. The right to an advisor, who may be an attorney, for personal consultation throughout the adjudication of the case. If present at the hearing, the Referring Party and/or witness may have present one advisor.

f. To request reasonable accommodations due to disability.

g. To provide information for consideration during the Student Conduct Process, and to know the results of the process to the extent allowed under federal laws and University policies.
h. The opportunity to appear as a witness at any hearing that may take place in order to provide relevant information.
i. The opportunity to submit a written witness or impact statement for use in a hearing, even if the Referring Party chooses not to attend the hearing.

3. Responsibilities of Responding Party, Referring Party, and Witnesses
   All responding parties, reporting parties, and witnesses in the Student Conduct Process have the following responsibilities:
   a. To be honest and forthright with all information they provide during the Student Conduct Process. Presenting false and misleading information during this process is a violation of Prohibited Conduct.
   b. To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.
   c. To refrain from disruption of the hearing process. Disruption of this process is a violation of Prohibited Conduct.
   d. The reporting party and Responding Party have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on their behalf.

4. Reasonable Accommodation for Students with Disabilities
   Any student with a disability involved in this process has the right to request reasonable accommodation in order to ensure their full participation. Students wishing to request reasonable accommodations should make those requests directly to Counseling & Testing Center. Students do not have to disclose information about the complaint or charge to Counseling & Testing Center to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations. Recommended accommodations are determined on an individual case by the Counseling & Testing Center staff and implemented in consultation with the Dean of Students. Examples of reasonable accommodation include, but not are limited to, sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

5. Representation by Licensed Attorneys or Non-attorney Advocates
   Enrolled students and officially recognized student organizations shall have the right to be represented in disciplinary proceedings by licensed attorneys or non-attorney advocates in the manner as set forth below:
   a. General.
      i. Enrolled Students
         In accordance with N.C. General Statute §116–40.11, any enrolled student who is accused of a violation of the Student Code of
Conduct shall have the right to be represented, at the student’s expense, by a licensed attorney or non-attorney advocate who may fully participate during any disciplinary procedure regarding an alleged violation except disciplinary proceedings: (1) being heard by the Student Court, a hearing body fully staffed by students, or (2) involving academic dishonesty.

ii. Officially Recognized Student Organizations
In accordance with N.C. General Statute §116-40.11, any officially recognized student organization that is accused of a violation of the Student Code of Conduct shall have the right to be represented, at the organization’s expense, by a licensed attorney or a non-attorney advocate who may fully participate during any disciplinary procedure regarding the alleged violation except disciplinary proceedings: (1) being heard by the Student Court, a hearing body which is fully staffed by students.

b. Scheduling
When scheduling disciplinary proceedings, ECSU will make reasonable efforts to accommodate a licensed attorney or non-attorney advocate; however, the availability of students, student organization members, witnesses, administrators, members of the hearing body assigned to hear the matter, and other necessary participants may take priority when determining the date and time for a disciplinary procedure.

c. Requirements to Serve as a Licensed Attorney or Non-Attorney Advocate during ECSU’s Student Disciplinary Procedure
In order for a licensed attorney or non-attorney advocate to represent a student or student organization in a disciplinary proceeding, the student or student organization must provide the Chief Student Affairs Officer or his/her delegate with the three (3) documents described below in advance of the scheduled hearing:

i. Notice of Representation
Student and student organizations that plan to have a licensed attorney or non-attorney advocate represent them during a disciplinary proceeding must notify the Chief Student Affairs Officer or his/her delegate in writing and provide contact information for the attorney or non-attorney advocate.

ii. FERPA Authorization
The Student accused of a violation of the Code of Conduct or members of a Student organization accused of a violation of the Code of Conduct must execute a FERPA Authorization in order for a licensed attorney or non-attorney advocate to receive student records or speak with ECSU officials regarding the student disciplinary proceedings.
iii. Certification by Licensed Attorney or Non-Attorney Advocate
An attorney or a non-attorney advocate for a student or student organization must sign an acknowledgment agreeing to comply with university policies and procedures before participating in a disciplinary proceeding.

VII. Student Conduct Hearing Process
The following processes apply to those involved in matters being addressed by the Student Conduct Process. For information regarding the process for resolving a sexual misconduct allegation, please see policy 900.4.1.5.

1. Referrals
Members of the ECSU community may file an incident report alleging that a student, student group, or student organization has violated the Prohibited Conduct outlined in the Student Code of Conduct. The Office of the Dean of Students (or its designee) may also receive referrals from external entities, including law enforcement and members of the general public. Upon receipt of a referral the Dean of Students, or designee, may review all relevant information and may consult with any appropriate parties regarding the incident in question. It is the responsibility of the Dean of Students, or designee, to determine the appropriateness of the referral as well as how the referral will be processed. Upon receipt of a referral, and if appropriate, interim measures (including Interim Suspension), may be implemented as outlined in Section V.

2. Investigations/Information Gathering
An investigation into the allegations made by a referring or reporting party will take place as a result of the referral. Investigations will be conducted by the Office of the University Police and/or Office of the Dean of Students as deemed appropriate. Investigations are conducted for the purpose of gathering information related to the referred prohibited conduct, persons involved, impact of said conduct. Investigations do not have a time limit and may be re-opened upon the discretion of the Hearing Officer.

3. Hearing Types
The Dean of Students (or designee) is responsible for determining the appropriate hearing type for each matter. The following are hearing types:
   a. Administrative Hearing - A University hearing with one appropriate Hearing Officer (faculty or staff) responsible for hearing matters involving allegations of low and intermediate level violations of Prohibited Conduct. The Hearing Officer will serve as the Hearing Chair.
   b. Advanced Administrative Hearing - A University hearing with the Dean of Students. This type of hearing involves allegations of intermediate and high level violations of Prohibited Conduct and will take place with the
University Conduct Board is unable to hear the case. The Dean of Students will serve as the Hearing Chair.

c. University Conduct Board Hearing - A University hearing board of appropriate Hearing Officers (students, faculty, and staff) and Hearing Chair are responsible for adjudicating matters involving allegations of intermediate and high level violations of Prohibited Conduct.

d. Student Organization Hearing - A University hearing board comprised of hearing officers (students, faculty, and staff) and a Hearing Chair who have working knowledge of student group and organization theory and law, have membership in similar organizations, and are appointed by the Dean of Students to hear matters involving charges against student groups and organizations. This hearing board is responsible for hearing matters involving allegations of low and intermediate level violations of Prohibited Conduct. Suspension or expulsion level matters will be heard in a University Conduct Board Hearing.

Exhibit A. Hearing Type & Level of Violation

<table>
<thead>
<tr>
<th>Hearing Type</th>
<th>Level of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Organization Hearing</td>
<td>Low &amp; Intermediate</td>
</tr>
<tr>
<td>Administrative Hearing</td>
<td>Low and Intermediate</td>
</tr>
<tr>
<td>University Conduct Board Hearing</td>
<td>Intermediate and High</td>
</tr>
<tr>
<td>Advanced Administrative Hearing</td>
<td>Intermediate and High</td>
</tr>
</tbody>
</table>

4. Student Conduct Consultation
Any student, student group, or student organization (hereinafter referred to as the Responding Party) who has been charged with an alleged violation of the Prohibited Conduct section of the Student Code of Conduct may request a meeting with a Student Conduct Consultant.

A Student Conduct Consultant is an ECSU employee or student assigned by the University to the Responding Party to discuss and demystify the Student Conduct Process, provide clarification of their rights, responsibilities, options, and the range of potential sanctions for the violation in question should the charges be substantiated. The Consultant will adhere to the confidentiality requirements as outlined in FERPA. The Consultant does serve as a Responsible Employee.

NOTE: The Conduct Consultation cannot serve as an advocate during the disciplinary process.

The Responding Party must request a meeting with the Consultant and must attend the requested Student Conduct Consultation. If the Responding Party fails
to appear for two (2) scheduled Student Conduct Consultations and the absence is not excused, the missed sessions will be entered into their conduct record.

5. **Hearings**

The purpose of a hearing is to provide an equitable forum for the review of the available formation regarding an alleged incident of misconduct. The hearing authority will decide by the preponderance of evidence whether or not the Responding Party is found responsible for the charge(s). All hearings are closed to the public, with the exception of the students one (1) advisors, who may be a lawyer, for the Responding Party. All parties directly participating in the hearing may remain present the entire time, excluding deliberations. A transcript, or other verbatim record of the hearing (but not the deliberation), will be prepared by a hearing official.

NOTE: A student may only have one (1) advisor accompany them in an appeal meeting or hearing. A student does not have to have an advisor accompany them. If a student has a lawyer they wish to accompany them, the lawyer will be considered the advisor and no one else will be allowed into the meeting or hearing with the student.

i. **Timeliness**

1. The hearing should not be scheduled for at least five (5) business days (low level) and ten (10) business days (high level) after the student received the notification, unless the student agrees in writing to an earlier hearing date.

ii. **Guidelines**

1. The Hearing Chair will explain the Responding Party’s rights and responsibilities.
2. The Hearing Chair is responsible for assuring that these rights, as well as the process described in this section, are adhered to during the hearing.
3. The Responding Party may ask for the removal of a hearing officer by providing written or verbal evidence of bias.
   a. In cases before the University Conduct Hearing Board, the charge of bias is made to the Hearing Chair who will determine whether it is valid. If the charge of bias is against the Hearing Chair, the hearing board shall decide whether it is valid. If bias is found, the hearing will be rescheduled.
   b. In an administrative hearing, the charge of bias against the Hearing Chair can be made to the Dean of Students, prior to the hearing. The Dean of Students will decide if the
charge is valid. If bias is found, the Dean of Students will assign a new Hearing Chair to conduct the hearing.

4. The Hearing Chair and other Hearing Officers may ask questions of any party at any time throughout the hearing.

5. The Hearing Chair is responsible for determining the relevancy of questions asked during a hearing and may deem certain questions irrelevant and not allow them to be asked; however, for the record, the Hearing Chair must note why certain questions were deemed irrelevant or impermissible.

6. The Hearing Chair may exclude persons from the hearing if they are disruptive, or their presence prevents a fair hearing, or postpone the hearing because of disruptive behavior of participants. For the record, the Hearing Chair must note why a person was excluded from the hearing.

7. Hearing Components – each hearing type will include the following components
   a. Introduction
   b. Determination of Conflict
   c. Statement of Charges
   d. Plea
   e. Opening Statements
   f. Presentation of Information
   g. In-person Witnesses
   h. Written Statements from Witnesses
   i. Presentation of Information, continued
   j. Summary Statement
   k. Hearing Conclusion

8. Deliberation
   a. The Hearing Chair will go into closed session to determine by the preponderance of evidence whether the Responding Party will be found responsible (in violation of the charges pending in this matter) or not responsible (not in violation of the charges). Findings are determined by majority vote.

9. Sanctioning
   a. The Hearing Chair and other Hearing Officers will consider the following presented at the hearing in determining an appropriate sanction:
      i. statements and evidence presented at the hearing;
      ii. seriousness of the violation;
      iii. the reporting party’s oral or written statement of impact;
      iv. prior disciplinary record of the Responding Party;
v. failure to comply with previous sanctions;
vii. mitigating factors, which may increase or decrease the severity of the violation; and
vii. university disciplinary precedent and standards.

NOTE: If additional information pertaining to the case arrives after the initial hearing takes place, a Continuation Hearing will be held to allow the Responding Party the opportunity to review and respond to the additional information.

VIII. Findings
1. A Responding Party may be found responsible or not responsible for violating the Prohibited Conduct section of the Student Code of Conduct.

2. The final determination of responsible or not responsible must be reached within a specified amount of time, not to exceed forty-five (45) business days after the hearing is completed.

3. The final determination must be transmitted in writing via an official Notice of Hearing Outcome letter to the Responding Party within ten (10) business days of the date the decision is made and must contain a brief summary of the evidence upon which the decision is based.

4. Findings are based solely on the information presented at the hearing or meeting verbally and through written testimony.

IX. Sanctions
A conduct sanction is an educational tool designed to address violations of Prohibited Conduct set forth by a Hearing Chair. They are deemed appropriate for students found responsible under the premise that they were more likely than not to have violated the policy. Sanctions relate to the nature and context of the policy violation as well as the developmental needs of the student found responsible. Stronger outcomes may be imposed for aggravated or repeated misconduct. Progressive sanctions are necessary when a student is found responsible for repeat violation of the same, or similar, code. All sanctions shall comply with the UNC Code.

1. Educational, governmental agencies or prospective employers may inquire about a student’s conduct history, specifically but not limited to, probations, suspensions, and dismissals with student approval.

2. The following sanctions, and others not listed here, as deemed educationally appropriate, may be imposed when any student is found responsible for a violation of University Policy:
a. Discretionary Sanctions
In conjunction with a sanction, a student found to have been in violation of Prohibited Conduct may be assigned conditions of sanction that are educational in nature and reflect the nature of the violation. Conditions of sanction include, but are not limited to, reflective papers, seminars, community restitution, fines/fees, educational programs and/or presentations, financial and/or service-based restitution, removal of residence hall privileges (such as access), loss of privileges (i.e., participating in extracurricular activities), etc. Discretionary Sanctions may be applied to individual students, student groups, and/or student organizations.

b. Formal Written Warning
An official reprimand that is formally communicated by a letter to the student, group, organization - its advisers and members, giving notice and warning that any subsequent Student Code of Conduct violation will carry more serious sanctions.

c. Parental Notification
In certain circumstances, and to the extent allowed by law (FERPA), a student’s parent or guardian may be informed of the student’s infraction and relevant outcomes via in person or telephone conference and/or by copy of the student’s conduct records.

d. Loss of Recognized Student Organization Status
A loss of all privileges, including ECSU recognition as a student organization, for a specified period.

e. Disciplinary Probation
Sanction imposed for a definite or indefinite period, including probation with associated conditions or requirements – including periodic probationary meetings with the Office of the Dean of Students. Probation means that a student may remain at the University but may be required to satisfy specified conditions or requirements. All assigned conditions of sanction must be completed prior to the conclusion of disciplinary probation; otherwise the disciplinary probation will remain in effect.

Further violation of Prohibited Conduct may result in further disciplinary action up to and including disciplinary suspension or disciplinary expulsion. The sanction of probation prohibits graduation until the period of probation has ended and the student has complied with all requirements.

NOTE: The sanction of probation prohibits graduation until the period of probation has ended and the student has complied with all requirements.
Any student, who is on “disciplinary probation,” will not be allowed to run or hold office, participate in Greek organization intake activities and/or participate in step shows and other activities, or play on athletic teams during the term of the probation. This restriction applies but is not limited to members of the Student Government Association, athletes, resident advisors, Viking Assisting New Students, members of the band and members of fraternities and sororities. This policy also includes any student who represents the University in an ambassador capacity must relinquish his or her responsibilities during the probationary period.

f. Residence Hall Expulsion
Temporary or permanent separation of the student from the residence halls. Notification will be sent to the Office of the Registrar, Housing and Residence Life, Financial Aid Office, and Academic Affairs.

g. Disciplinary Suspension
Separation of the student from ECSU for a specific period of time, after which the student is eligible to return. The Associate Vice Chancellor for Student Affairs/Dean of Students, or their designee, must make the final administrative determination in all suspension cases. The delegation may be to a student committee or a student/employee committee. Conditions for readmission may be specified. At the discretion of the Dean of Students, or designee, a partial or comprehensive University trespass order will be placed in effect for the period of the suspension. A student must petition for reenrollment through the Office of the Dean of Students prior to return. Reenrollment will be determined by the Dean of Students. Notification will be sent to the Office of the Registrar, Financial Aid Office, and Academic Affairs.

h. Permanent Disciplinary Suspension
Permanent separation of the student from the Elizabeth City State University. The student is removed from good standing and must leave the University permanently without an expectation that the student may eventually return to the ECSU. A student permanently suspended from the campus is not barred from seeking admission to another UNC system university, if that university wishes to permit such application following disclosure of the student’s disciplinary record at ECSU. Permanent suspension will remain in effect until the Chancellor concludes on the basis of the former student’s petition and any supportive documentation that the individual should be given a new opportunity to pursue higher education at ECSU.

i. Disciplinary Expulsion
Permanent separation of the student from the Elizabeth City State University and all other University of North Carolina institutions. At the discretion of the Associate Vice Chancellor for Student Affairs/Dean of
Students or designee, a University trespass order goes into effect with the dismissal. Notification will be sent to the Office of the Registrar, Financial Aid Office, and Office of the Assistant Vice Chancellor for Academic Affairs.

3. Outcomes applied subsequent to a student conduct hearing go into effect immediately upon receipt of notice of those outcomes, whether notice was transmitted electronically or via hard copy. If a reasonable attempt has been made to notify the student of the outcome and associated sanction (email, phone, and/or in person) but the student has not indicated receipt of notice the outcome and associated sanction will still go into effect. Students are required to comply with the imposed outcomes until such time as they are complete or are altered by the resolution of an appeal process.

X. Appeal Process
The following appeal processes apply to those involved in matters being addressed by the Student Conduct Process. For information regarding the appeal process regarding allegations of sexual misconduct, please see policy 900.4.1.5.

1. A Responding Party that has accepted responsibility for violation of Prohibited Conduct will not be allowed to appeal the outcome of the case.

2. A Responding Party that has not accepted responsibility for, or was found in violation of, Prohibited Conduct through the Student Conduct Process, may appeal the finding(s) and/or sanctions imposed within five (5) business days after the receipt of written notification detailing the decision of the case. The Responding Party must submit a Request for Appeal letter (email) to the Office of the Dean of Students within the five (5) business days outlined above. Upon reasonable request, and only for exceptional circumstances as determined in the sole discretion of the Dean of Students, the five (5) business day deadline may be extended by the Dean of Students.

3. In the appeal meeting, the Dean of Students shall serve as the appeal officer. In cases where the Dean of Students participated and/or made a decision in the original hearing, the Chief Student Affairs Officer/Vice Chancellor for Student Affairs shall serve as the appeal officer.
Exhibit B. Appeal Flow

<table>
<thead>
<tr>
<th>Hearing Type</th>
<th>Appeal Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Organization Hearing</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Administrative Hearing</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>University Conduct Board Hearing</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Advanced Administrative Hearing w/ Dean of Students</td>
<td>Chief Student Affairs Officer/ Vice Chancellor for Student Affairs</td>
</tr>
<tr>
<td>Advanced Administrative Hearing w/ Chief Student Affairs Officer/Vice Chancellor for Student Affairs</td>
<td>University Chancellor</td>
</tr>
<tr>
<td>Administrative Decisions Made by the Chancellor Resulting in Expulsion</td>
<td>Board of Trustees</td>
</tr>
</tbody>
</table>

Further appellate opportunities shall be governed by the code of the University of North Carolina.

4. In the Request for Appeal letter, the Responding Party must state the reason(s) for the appeal, the supporting facts, and the requested solution. An appeal is not a rehearing of the matter and cannot be filed simply because the student disagrees with the outcome. An appeal may only be submitted for one or more of the following reasons:
   a. The sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s);
   b. A procedural defect occurred that significantly impacted that outcome of the hearing;
   c. Evidence of unfair bias by the hearing authority sufficient to affect the outcome of a hearing; and/or
   d. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known, or could not reasonably have been discovered and/or presented at the time of the hearing.

   NOTE: A Request for Appeal Letter must be submitted within five (5) business days in order to grant a student an Appeal Meeting.

5. If an appeal meeting is granted the student must meet with the Dean of Students to discuss the points of appeal outlined in the Request for Appeal letter.

6. Decisions from the appeal shall be final and no further review is allowable, expect as provided by the UNC Code.
XI. Records
The following pertains to student records from student conduct matters involving ECSU undergraduate and graduate students.

1. Family Educational Rights and Privacy Act of 1974
Conduct case information is recorded and maintained by the Office of the Dean of Students – Student Conduct in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information contained in the Office of the Dean of Students files that personally identifies a student will not be released without the written and dated consent of the student identified in the record. However, disciplinary records may be shared with third parties to the extent allowed under FERPA. Victims of violence will be notified of the final disposition of the case to include the name of the Responding Party; the letter of the alleged violation committed; the findings supporting the conclusion; the sanctions imposed, if any; the duration of the sanctions; and the date the sanctions were imposed.
   a. The Division of Student Affairs – Office of the Dean of Students is the office of record for all conduct files pertaining to the ECSU Student Code of Conduct. Once a full completed Release of Information/Authorization Form is received, the Office of the Dean of Students will provide a scanned electronic copy of the requested file(s) to the student or a Dean’s Certification Form to the authorized e-mail address provided upon request within five (5) business days. For specific information on FERPA, please contact the Office of the Dean of Students.

2. Maintenance of Records
The Office of the Dean of Students is the office of record for all conduct files pertaining to the ECSU Student Code of Conduct.
   a. Expulsion
      Records of students who have been expelled will be retained in the Office of the Dean of Students permanently.
   b. Non-expulsion
      Records of students who have been expelled will be retained in the Office of the Dean of Students and destroy after 8 years post the date of the closing of the case.
   c. Pending Cases & Incomplete Sanctions
      Records of students who have conduct cases that have not been adjudicated and/or where the student has not completed their assigned sanction allowing the case to be closed, will be kept in the Office of the Dean of Students indefinitely.

3. UNC Suspension/Expulsion Database
   Information about students who are suspended, expelled, or have serious pending
cases is entered into a UNC database, where it is stored permanently. All UNC constituent institutions have access to this information.

4. Transcript Notation
Conduct suspensions and expulsions will be permanently marked on the student's transcript. Transcripts will not be provided to students with pending conduct cases.

NOTE: Transcripts will not be provided to students with pending conduct cases.

5. Awarding of Degrees
The University does not award degrees solely because a student successfully completed all academic requirements. Violations of the Student Code of Conduct, including academic and non-academic violations, might result in a degree not being awarded. When a student has a conduct case pending, the awarding of the degree might be delayed until the case is adjudicated and/or closed.

6. Withdrawal
Students with a pending conduct case will not be permitted to withdraw from the University without first resolving the case or receiving permission from the Dean of Students to do so. Withdrawal from the University will not alter the student conduct process.

NOTE: Students with a pending conduct case will not be permitted to withdraw from the University.

7. Dean of Students Disciplinary Holds
An administrative action to limit activity on a Student's University records and prevents the Student from completing the following University processes: pre-registration, registration, drop/add, withdrawal, graduation, receiving official transcripts, etc. A Dean of Students Disciplinary Hold may be applied to a Student's account to facilitate participation in the Student conduct process; to facilitate completion of sanctions; when interim action has been taken; or when a Student is suspended/expelled; etc. Dean of Student Disciplinary Holds can only be lifted by designated staff in the Office of the Dean of Students.

8. Administrative Withdrawal for Student Conduct
Students who are suspended for violations of the ECSU Student Code of Conduct will be administratively withdrawn from their courses for the semester of the case outcome. An Involuntary Administrative Withdrawal for Student Conduct letter will be forwarded by the Dean of Students to the Registrar’s Office, Financial
Aid, and Academic Affairs. Continual Enrollment: Students with a pending conduct case might be prohibited from future enrollment until the conduct matter is resolved by the University.

9. Readmission following Student Conduct Withdrawal
Students who are suspended for violations of the ECSU Student Code of Conduct must be approved for readmission by the Associate Vice Chancellor for Student Affairs/Dean of Students, or their designee, before they are eligible to return. The student must submit, in writing, a request for readmission to the Associate Vice Chancellor for Student Affairs/Dean of Students. This request should show evidence that all conditions of the suspension have been satisfied/completed. The Associate Vice Chancellor for Student Affairs/Dean of Students will take into consideration the student’s conduct history, completion of the sanctions associated with the suspension, and any additional circumstances related to the student’s ability to successfully reenter and navigate the university. Students suspended for arrests related to felony or misdemeanor charges must provide documentation to show that their legal case has been adjudicated. A determination of readmission will be forwarded to the Registrar’s Office, Financial Aid, and Academic Affairs for action by the Office of the Dean of Students. While the student may be cleared for readmission for a conduct related suspension they must still meet all academic and financial standards, as determined by the Office of the Registrar and Office of Financial Aid, for readmission to the university.

10. Release of Student Conduct Records (to student)
A student wishing to receive a copy of their conduct record must complete and submit the Release of Information / Authorization Form to allow the Office of the Dean of Students to provide a copy of the requested conduct file(s) to the student. Please allow up to five business days to process this request as all documents must be redacted for identifiable information pertaining to other students.

11. Release of Student Conduct Records (to someone other than the student)
Students wishing to release information pertaining to their conduct record must complete and submit the Release of Information/Authorization Form. The Dean’s Certification Form will be given in person or sent to the authorized e-mail address provided by the student. Please allow up to five business days to process this request as all documents must be redacted for identifiable information pertaining to other students.