

Appalachian  
State University

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*Code of Student Conduct*

Issued by the Office of the Chancellor  
Adopted July 1991  
Revised August 2018

The University reserves the right to change policies and procedures at any time during a student's term of enrollment. Each student is responsible for maintaining current knowledge of disciplinary rules and regulations.

The most current Code of Student Conduct can be accessed at [studentconduct.appstate.edu](http://studentconduct.appstate.edu).

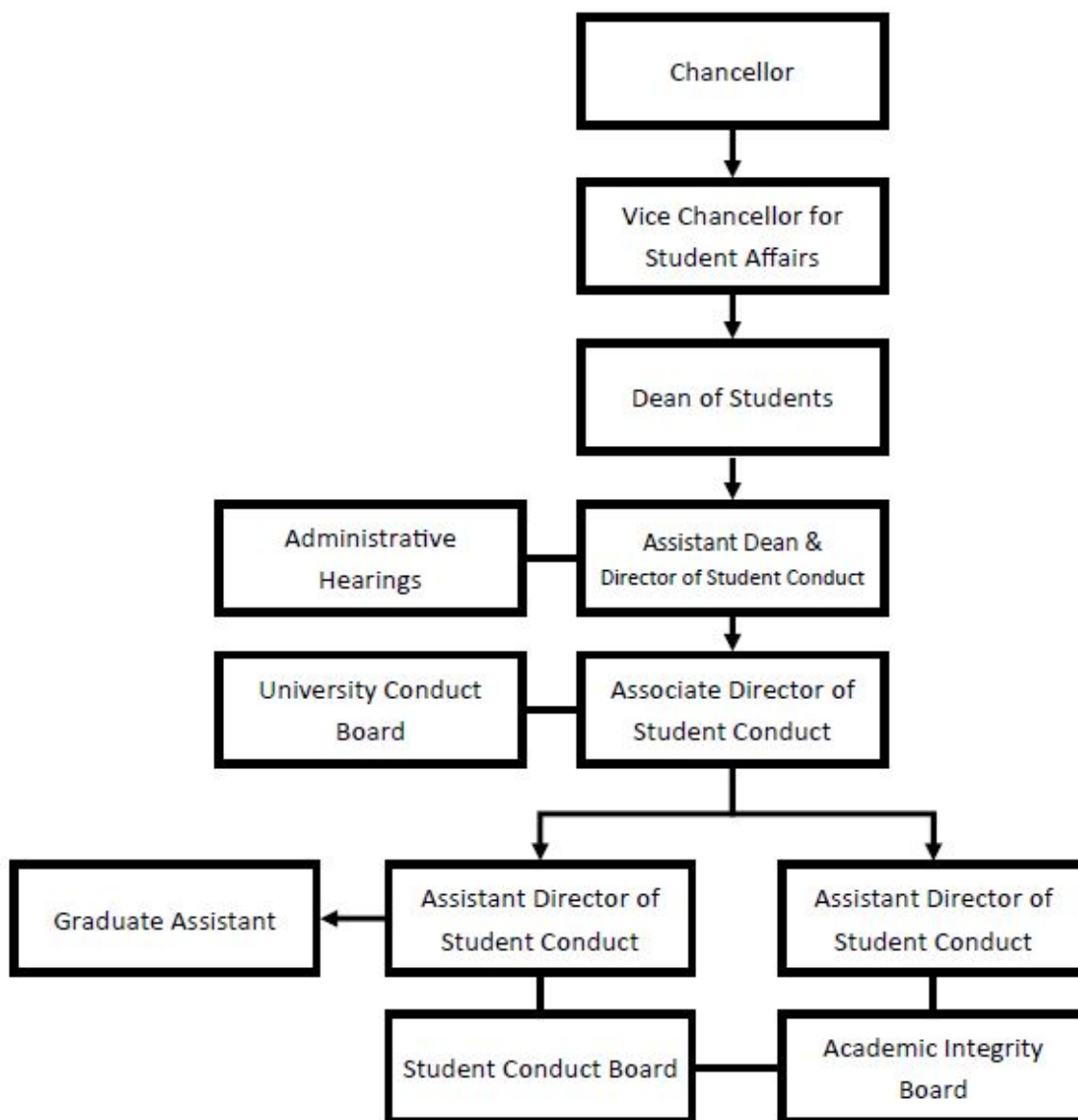
# Table of Contents

Click on the item to be taken to that specific portion of the document.

	<i>Page</i>
<b>Office of Student Conduct Organization Chart .....</b>	<b>iii</b>
<b>Process for Addressing Prohibited Conduct .....</b>	<b>iv</b>
<b>Code of Student Conduct .....</b>	<b>1</b>
Purpose and Goals .....	1
Article I – Definitions.....	1
Article II – Authority and Jurisdiction .....	6
2.01 Authority of the University.....	6
2.02 Authority of the Code.....	6
2.03 Jurisdiction of the Code.....	6
Article III – Rights of Involved Students .....	7
3.01 Rights of the Respondent.....	7
3.02 Rights of the Complainant.....	8
Article IV – Prohibited Conduct.....	9
4.01 Alcohol.....	9
4.02 Accessory.....	10
4.03 Acts of Harm .....	10
4.04 Computer Misuse .....	10
4.05 Disorderly Conduct.....	11
4.06 Drugs .....	11
4.07 Failure to Comply.....	12
4.08 False Information.....	12
4.09 Fires and Emergencies .....	13
4.10 Gambling .....	13
4.11 Harassment .....	13
4.12 Hazing.....	13
4.13 Projectiles .....	14
4.14 Retaliation.....	14
4.15 Sexual Misconduct.....	14
4.16 Skateboards and Similar Devices.....	15
4.17 Solicitation and Fundraising .....	15
4.18 Stalking .....	15
4.19 Theft or Unauthorized Possession .....	15
4.20 Unauthorized Entry or Access .....	15
4.21 Vandalism .....	15

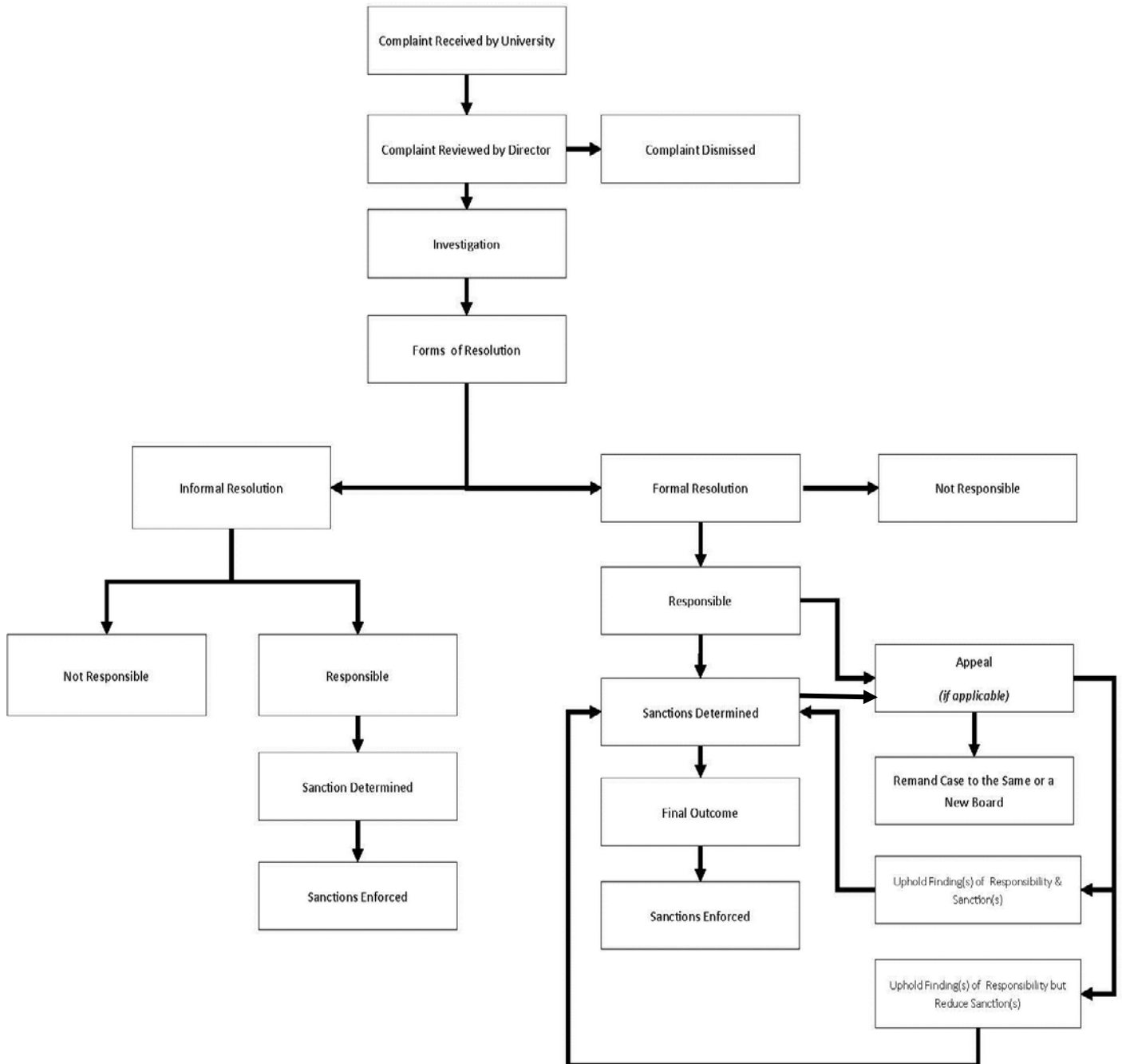
4.22	<i>Violation of Law</i> .....	15
4.23	<i>Violation of University Policies, Regulations, or Rules</i> .....	15
4.24	<i>Weapons – (See definition in 1.50)</i> .....	16
Article V – Educational Sanctions .....		16
5.01	<i>Sanctioning Options</i> .....	16
5.02	<i>Post-Enrollment and Post-Graduation Sanctions</i> .....	18
5.03	<i>Compelling Factors</i> .....	18
Article VI – Process for Addressing Prohibited Conduct.....		18
6.01	<i>Notification and Written Communication</i> .....	18
6.02	<i>Reporting Allegations</i> .....	18
6.03	<i>Standard of Proof</i> .....	19
6.04	<i>Presence of Support Individuals and Advocates</i> .....	19
6.05	<i>Interim Suspension</i> .....	20
6.06	<i>Investigations</i> .....	22
6.07	<i>Informal Resolution</i> .....	24
6.08	<i>Formal Resolution</i> .....	25
6.09	<i>Resolution in the Absence of the Respondent</i> .....	28
Article VII – Appeals .....		28
7.01	<i>Purpose and Grounds for Appeal</i> .....	28
7.02	<i>Filing an Appeal</i> .....	29
7.03	<i>Resolving an Appeal</i> .....	29
7.04	<i>Deferral of Sanctions</i> .....	29
Article VIII – Disciplinary Records .....		29
8.01	<i>Records Maintenance</i> .....	29
8.02	<i>Access and Confidentiality</i> .....	30
Article IX – Review and Revision.....		30
9.01	<i>Annual Review</i> .....	30
9.02	<i>Changes Beyond the Annual Review</i> .....	30
Relevant Policies .....		31
Appendix A – Guide for Alcohol Sanctions.....		32
Appendix B – Guide for Drug Sanctions.....		33
Appendix C – Guide for Sexual Misconduct Sanctions .....		34
Appendix D – Alcohol Medical Amnesty Policy .....		35
Appendix E – What Consent to Sexual Activity Means.....		36
Appendix F – General Timeline for Sexual Misconduct Disciplinary Process .....		38
Appendix G – Digital Millennium Copyright Act (DMCA) .....		39

## Office of Student Conduct Organization Chart



*Appalachian State University Title IX Coordinator*  
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# Process for Addressing Prohibited Conduct



# **Appalachian State University**

## **Code of Student Conduct**

### **PURPOSE AND GOALS**

Appalachian State University is an academic community dedicated to teaching, scholarship, research, service, inclusion, and the holistic development of students. As an academic community, the University has an interest in the safety, welfare, and education of the members of this community and in fostering an environment consistent with the educational mission, purpose, and processes of the University. When students voluntarily enter the University, they assume obligations of performance and behavior relevant to the University's mission, processes, and functions. Expectations of students in an academic community are higher than those of other citizens.

The University acknowledges that students have rights and responsibilities as members of the Appalachian State University community and the University has expectations regarding the behavior of its members which extend beyond the classroom into all aspects of life. The mission of the Office of Student Conduct is to educate students about community standards and prohibited conduct, promote student learning and accountability, and facilitate the development of thoughtful, responsible, and engaged members of the community. Through the Code of Student Conduct, the Office of Student Conduct strives to reduce and prevent behavior that undermines academic success and that negatively detracts from the educational mission of the University; to ensure the health and safety of students and the community; to provide timely support and resources for students; and to prevent violence in and around the University community.

The process by which Appalachian State University educates students who violate the community standards of the Code of Student Conduct is through disciplinary review and imposition of sanctions, including possible separation from the University. Decisions made using the Code of Student Conduct take into consideration both the rights of the student(s) and the needs of the University in accomplishing its educational goals and mission. In exercising its disciplinary authority, the University is committed to the principle of fundamental fairness. The Code of Student Conduct is administered without regard to race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information, or sexual orientation.

The goals of the proceedings under the Code of Student Conduct are as follows:

- a. to facilitate an understanding of the University's community standards;
- b. to help the student determine level of responsibility for their behavior;
- c. to determine with the student reasons for their misconduct;
- d. to help bring the student's behavior into compliance with the community standards;
- e. to aid the student in clarifying their values and how the values relate to the behavior in question;
- f. to assist the student in making future choices that will enable them to be successful;
- g. to help the student consider in advance the consequences of their behavior; and
- h. to protect the safety and welfare of the University community.

### **ARTICLE I – DEFINITIONS**

- 1.01 "Advocate" is an attorney or non-attorney individual who may represent a Respondent, and in cases involving an alleged act(s) of relationship violence, sexual misconduct or sex/gender based harassment, a Complainant, at any point in the disciplinary proceedings except for a Formal Resolution involving the Student Conduct Board. The Advocate may fully participate only to the extent and in the same manner afforded to the student(s) they represent, provided that the Advocate may not provide testimony. The

Advocate may not, in the sole discretion of the individual facilitating the meeting, delay, disrupt, or otherwise interfere with the proceeding.

- 1.02 “Appeals Board or Officer” is the University Board or Official with the authority to review and make decisions on appeals. The Appeals Board, comprised of three members from a pool of trained University Officials, may hear cases involving Administrative Hearings. In Cases of Interim Suspension, the Appeals Officer Shall be the Associate Vice Chancellor and Dean of Students. In cases involving Expulsion, the Appeals Officer shall be the Provost. In any other cases, the Vice Chancellor for Student Affairs shall serve as the Appeals Officer.
- 1.03 “Chancellor” is the Chancellor of Appalachian State University. The Chancellor may delegate the authority to perform any of the duties assigned to that official in this Code. All references to the Chancellor include any such designee.
- 1.04 “Clery Act” is the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) (20 U.S.C. § 1092(f)) and its implementing regulations (34 CFR Part 668), as amended.
- 1.05 “Code” is the Appalachian State University Code of Student Conduct, unless the context specifically indicates otherwise.
- 1.06 “Complaint” is a request by a person alleging the occurrence of misconduct prohibited by this Code that the University addresses the alleged behavior through the process outlined within this Code.
- 1.07 “Complainant” is any individual or entity that submits a report regarding an alleged violation(s) of this Code.
- 1.08 “Conduct Review Officer” is a University official appointed by the Director who has the authority to facilitate an Informal Resolution or refer a case to a Board for Formal Resolution.
- 1.09 “Consent” is clear, knowing, voluntary permission, through words or actions, for another individual to do something that affects the individual giving consent. Consent is based on choice and must be informed, freely and actively given, and mutually understandable, indicating a willingness to participate in mutually agreed upon activity. Additional information can be found in Appendix E of this Code.
- 1.10 “Crime of Violence” is an act(s) that would constitute any of the following offenses or attempts to commit the following offenses: arson, assault, burglary, criminal homicide – manslaughter by negligence, criminal homicide - murder and non-negligent manslaughter, destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses, as defined by FERPA, and or the Clery act.
- 1.11 “Day” is a business day (Monday through Friday) on which the University is fully opened for business. For purposes of this Code, “Day” does not include federal, state, and campus holidays and observances; or days on which the University’s operations are officially curtailed (fully or in part) due to situations including, but not limited to, winter break closure, adverse weather conditions, and emergency events.
- 1.12 “Dean of Students” is the Associate Vice Chancellor for Student Affairs and Dean of Students of Appalachian State University. The Dean of Students may delegate the authority to perform any of the duties assigned to that official in this Code. All references to the Dean of Students include any such designee.
- 1.13 “Director” is the Assistant Dean of Students and Director of Student Conduct at Appalachian State University. The Director may delegate the authority to perform any of the duties assigned to that official in



this Code. All references to the Director include any such designee. The Director is subject to the authority of the Vice Chancellor for Student Affairs and the Chancellor. The Director shall administer the provisions of this Code, oversee the day-to-day operations of the Office of Student Conduct, advise the Vice Chancellor for Student Affairs on changes in this Code that should be considered by the Committee on Student Conduct, and advise and train members of conduct boards and individuals designated as administrative hearing officers.

- 1.14 “Disciplinary Action” is the imposition of a sanction authorized by this Code.
- 1.15 “Faculty Member” or “University Faculty” is any individual hired by the University to teach in any capacity as defined by the University’s Faculty Handbook.
- 1.16 “FERPA” is the [Family Educational Rights and Privacy Act of 1974](#) (20 U.S.C. § 1232g) and its implementing regulations (34 CFR Part 99), as amended.
- 1.17 “Firearm” is a gun, rifle, pistol, or similar device.
- 1.18 “Force” is the use of physical violence or physically imposing on someone to gain sexual access. Force also includes threats, intimidation (e.g., implied threats), and coercion (e.g., unreasonable pressure for sexual activity) that overcome resistance or to sexual activity.
- 1.19 “Formal Charge” is the point at which (a) the Respondent acknowledges responsibility for Code violation(s) and resolves the matter by accepting an Informal Resolution as set forth in Section 6.07 of this Code or (b) the written notice of a hearing is provided to the Respondent as set forth in Section 6.08 of this Code.
- 1.20 “Formal Resolution” requires the use of the Student Conduct Board, University Conduct Board, or an Administrative Hearing. Additional information about Administrative Hearings and the makeup of boards can be found in Section 6.08 of this Code.
- 1.21 “Gender Expression” is the outward manifestation of one’s gender identity, usually expressed through appearance, behavior, or mannerisms. A person’s gender expression may or may not be the same as the gender identity or assigned sex at birth.
- 1.22 “Gender Identity” is the gender with which an individual identifies psychologically, regardless of what gender was assigned at birth.
- 1.23 "Good Disciplinary Standing" is a student’s status when there are no pending complaints or active sanctions with the Office of Student Conduct.
- 1.24 “Hostile Environment” is unwelcome conduct based on protected status that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a university program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not constitute hostile environment.
- 1.25 “Impact Statement” is an oral or written statement submitted by an alleged victim of a crime of violence, act of relationship violence, sexual misconduct, or act of sex/gender-based harassment, describing how an incident affected the individual’s life and the disciplinary action the alleged victim would like to see taken.

- 1.26 “Intellectual Disability” or “Intellectual Developmental Disorder” is a disability when an individual has both intellectual and adaptive functioning deficits in conceptual, social, and practical domains. Deficits may include, but are not limited to: reasoning, judgment, communicating, self-care, and social skills. The diagnostic criteria for “Intellectual Disability” shall be as defined in the most current version of the Diagnostic and Statistical Manual of Mental Disorders.
- 1.27 “Investigator” is a University official assigned by the Director to impartially investigate and gather information as it relates to an allegation. In cases involving Title IX allegations (e.g. allegations of relationship violence, sexual misconduct, or other sex/gender-based harassment), the Title IX Coordinator will assign the Investigator.
- 1.28 “May” is used in the permissive sense.
- 1.29 “Member of the University Community” is any individual who is a student, faculty member, staff member, or other individual employed by or volunteering for the University.
- 1.30 “Organization” is any group of students who have complied with University requirements for registration or recognition.
- 1.31 “Possession” or “Possessing” is physically holding or controlling the subject item or owning or controlling a room, vehicle, or other area where the subject item is present. The presence of the subject item in a room, vehicle, or other area creates a presumption that the person owning or controlling the room, vehicle, or other area possessed the subject item.
- 1.32 “Provost” is the Provost and Executive Vice Chancellor of Appalachian State University. The Provost may delegate the authority to perform any of the duties assigned to that official in this Code. All references to the Provost include any such designee.
- 1.33 “Quid Pro Quo Harassment” is unwelcome conduct based on protected status where submission to or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions adversely affecting an individual’s education, or participation in a University program or activity. Examples of quid pro quo harassment may include, but are not limited to: promising a promotion or higher grade if an individual acquiesces to sexual advances; denying an employee a pay raise after the employee has declined a request for sexual favors from a supervisor; or action to deny membership in an organization to an individual who has declined a request for sexual favors from a leader or member of that organization.
- 1.34 “Reasonable Individual” is a reasonable individual under similar circumstances and with similar identities to the individual who is the subject of the behavior in question.
- 1.35 “Respondent” is any student who is alleged to have committed a violation of this Code.
- 1.36 “Responsible” is when, based on the preponderance of the evidence (see Section 6.03), a student is found to have committed a violation of this Code identified in Article IV.
- 1.37 “Sex” is the biological and physical characteristics that define men and women.
- 1.38 “Sexual Orientation” is an enduring emotional, romantic, sexual, or affectional attraction to another individual.
- 1.39 “Shall” or “Will” is used in the imperative sense.

- 1.40 “Student” is any individual who, at the time of the incident, has accepted an offer of admission to the University; is taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies; is auditing a class; or has any other continuing relationship with the University. This includes, but is not limited to, new students at Orientation, individuals not currently enrolled but who are still seeking a degree from Appalachian State University, non-degree seeking students, individuals who have completed coursework but are awaiting conferral of a degree, and any other individual enrolled in a course offered by Appalachian State University. For the purposes of this Code, an individual who allegedly provided false information or omitted information on an application and has participated in courses at the University shall be considered a student.
- 1.41 “Student Conduct Counselor” is a University official designated by the Director to (a) assist the Respondent and any of the Respondent’s witnesses in regard to a Formal Resolution or (b) present the University’s case and assist the Complainant and University witnesses in regard to a Formal Resolution.
- 1.42 “They” and any of its inflected forms (e.g., them, their, themselves) is used in a generic sense, referring to either a singular or plural entity.
- 1.43 “Title IX Coordinator” is the University official responsible for overseeing all Title IX compliance and identifying and addressing any patterns or systemic problems found during review of complaints alleging the occurrence of relationship violence, sexual misconduct or other sex discrimination. The Title IX Coordinator may delegate the authority to perform any of the duties assigned to that official in this Code.
- 1.44 “University” is Appalachian State University, a constituent institution of The University of North Carolina, with its main campus located in Boone, North Carolina. This includes any officially designated location.
- 1.45 “University Official” is an employee of the University acting in the performance of their assigned duties, capacity, or authority. This includes any individual who is a student employee, faculty member, staff member, or other individual employed by or volunteering for the University.
- 1.46 “University Premises” are buildings or grounds owned, leased, operated, controlled, or supervised by the University.
- 1.47 “University-Sponsored Activity” is any activity on- or off-campus which is initiated, funded, authorized, or supervised by the University.
- 1.48 “Vice Chancellor for Student Affairs” is the Vice Chancellor for Student Affairs of Appalachian State University. The Vice Chancellor for Student Affairs may delegate the authority to perform any of the duties assigned to that official in this Code. All references to the Vice Chancellor for Student Affairs include any such designee.
- 1.49 “Weapon” is a BB gun, stun gun, paintball gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, taser, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razors blades (except for personal shaving), firework, any sharp pointed or edged instrument (except instructional supplies; unaltered nail files and clips; and tools used solely for preparing food, instruction, and maintenance), or similar devices.
- 1.50 “Witness” is an individual who has direct experience with or knowledge of events, issues or circumstances related to the incident, or who Complainants or Respondents want an investigator to speak with, are referred

to as witnesses. While witnesses may be asked to participate in our process, their participation is not required.

- 1.51 Terms not specifically defined in this Code shall be defined by the Merriam-Webster’s Dictionary, located at [www.merriam-webster.com/dictionary](http://www.merriam-webster.com/dictionary). Terms not defined in the Merriam-Webster’s Dictionary shall be defined according to their plain and ordinary usage.

## **ARTICLE II – AUTHORITY AND JURISDICTION**

### **2.01 Authority of the University**

Per [The Code of the Board of Governors of the University of North Carolina Section 502 D\(3\) – Chancellors of Constituent Institutions](#), the Chancellor has full authority in the regulation of student conduct and discipline. The Chancellor may delegate such authority to University administrators or other officials as set forth in this Code or in other appropriate policies, regulations, or rules. The Chancellor has delegated this authority through the Vice Chancellor for Student Affairs to the Office of Student Conduct.

### **2.02 Authority of the Code**

This Code is the University’s primary policy governing student behavior. The provisions of this Code are not contractual covenants between the University and the student. The University reserves the right to change this Code at any time during a student’s term of enrollment. Such changes will be communicated to members of the University community through various publications. Each student is responsible for maintaining current knowledge of this Code.

An operating unit of the University (e.g., academic colleges or departments, University Housing, Athletics, International Education and Development) may also establish conduct standards for the student/departmental relationship, so long as those standards are consistent with the provisions of this Code or establish higher standards of conduct set forth in this Code. Disciplinary action pursuant to this Code does not preclude additional action by the operating unit. Sanctions applied under this Code cannot be waived or modified by the operating unit. Sanctions may be imposed by the operating unit in lieu of sanctions applied in proceedings under this Code only when done in consultation with the Director.

The University reserves the right to administratively rescind and void a student’s admission offer prior to their first day of class if the student provided false information or omitted information on their application.

### **2.03 Jurisdiction of the Code**

Violations of University policies, rules, or regulations or federal, state, or local laws may constitute a violation of this Code and result in disciplinary action. The University has authority over all conduct violations that occur on University premises and reserves the right to consider the behavior of students off-campus when it is determined that the off-campus behavior is detrimental to the University and its educational mission. Behavior that occurs at any college or university may be processed under this Code in the same manner as on-campus behavior.

#### *a. Violation of Law and University Disciplinary Proceedings*

The procedures provided in this Code are not intended to be equivalent to the process of federal, state, or local laws and do not determine whether criminal conduct has occurred. Criminal procedures do not address the educational mission of the University. University disciplinary proceedings may be initiated against a student charged with a violation of law that is also a violation of this Code. The University reserves the right to proceed under this Code prior to, concurrent with,

or subsequent to civil litigation, criminal arrest, or criminal prosecution. The University cooperates fully with law enforcement agencies to the extent permitted by law.

b. *Off-Campus Violations and University Disciplinary Proceedings*

The primary types of off-campus violations addressed by the Office of Student Conduct include, but are not limited to, the following:

1. felony charges;
2. relationship violence, sexual misconduct, and sex/gender based harassment charges;
3. acts of harm charges, including, but not limited to, assault, harassment, or threats;
4. driving while impaired (DWI) charges or charges of driving by individuals less than twenty-one (21) years old after consuming alcohol or drugs;
5. repeated or high risk alcohol misdemeanor charges;
6. repeated or high risk drug misdemeanor charges;
7. behavior that occurs at any college or university may be processed under this Code in the same manner as on-campus behavior; and
8. activities of a student or group of students that conflict with the University's interests and mission, including, but not limited to, patterns of behavior that put the health and safety of others at risk or show disregard for the policies of the University.

2.04 Freedom of Expression

The University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the United States 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. In administering this Code, due care will be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards. This will be done in accordance with [UNC Policy 1300.8](#) regarding Free Speech and Free Expression.

### **ARTICLE III – RIGHTS OF INVOLVED STUDENTS**

3.01 Rights of the Respondent

The Respondent has the following rights:

- a. to be provided a fundamentally fair process;
- b. to be presumed not responsible for a violation of this Code until determined otherwise;
- c. to be given written notice of any allegation(s) or formal charge(s) of prohibited conduct;
- d. to review the information that will be presented in any resolution, provided that the information may be given to the student in a redacted format;
- e. to present relevant information on their behalf;
- f. to obtain support, advice, or assistance from support individuals, a Student Conduct Counselor, or an Advocate, pursuant to relevant sections in Article VI of this Code;
- g. to request reasonable accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act through the Appalachian State University Office of Disability Services;
- h. to know the identity of individuals speaking or providing written information for consideration at any hearing; to confront, in some manner, the allegations and information presented relevant to the formal charge(s) against them, which in all cases will be brought forward by the University;

- i. to request that a member of a Board be excluded from the hearing on the basis of a conflict of interest or bias;
- j. to not speak or answer any question(s), if such testimony or answers would tend to establish against them a violation of this Code. When a student refuses to speak, therefore avoiding questioning, they relinquish the right to make a written or verbal statement at the end of the findings stage of the hearing; however, a summation of the relevant facts of the matter under adjudication may be made by the student's Student Conduct Counselor or Advocate, provided that the summation is not a substitute for the statement the student declined to provide;
- k. to pose reasonable questions to any witness appearing at a hearing in a manner determined by the Chair;
- l. to have prior disciplinary history excluded except during the sanctioning phase of a Formal Resolution;
- m. to have sanction(s) imposed on the basis of the guidelines set forth in this Code;
- n. to be informed of the final decision and results of a disciplinary proceeding;
- o. to appeal any Formal Resolution, pursuant to Article VII of this Code;
- p. to have supervised access to a recording of the hearing proceedings; and
- q. to have any disciplinary records kept confidential, unless an exception is allowed or required by law or regulation.

### 3.02 Rights of the Complainant

The Complainant has the following rights:

- a. to be provided a fundamentally fair process;
- b. to file a complaint within one hundred eighty (180) calendar days following the date on which an alleged violation of this Code occurred;
- c. to file criminal charges or pursue civil action in addition to any action taken under this Code; to request reasonable accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act through the Appalachian State University Office of Disability Services;
- d. in cases involving an alleged crime(s) of violence or act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, to provide an impact statement, provided that such statement shall only be considered during the sanctioning phase of a hearing;
- e. to have prior disciplinary history excluded from information presented during a resolution;
- f. to have sanction(s) imposed on the basis of the guidelines set forth in this Code;
- g. in cases involving an alleged crime(s) of violence or act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, to be informed of the final decision and results of a disciplinary proceeding in accordance with FERPA, Title IX, VAWA and the Clery Act;
- h. in cases involving an alleged act(s) of relationship violence, sexual misconduct or sex/gender based harassment,
  - 1. to review the information that will be presented in any resolution, provided that the information may be given to the student in a redacted format;
  - 2. to present relevant information on their behalf;
  - 3. to obtain support, advice, or assistance from support individuals, a Student Conduct Counselor, or an Advocate, pursuant to relevant sections in Article VI of this Code;
  - 4. to know the identity of individuals speaking or providing written information for consideration at any hearing;
  - 5. to be provided the same opportunities as the Respondent to address any University official involved with the resolution of the complaint, including being present during the findings stage of the hearing;

6. to request that a member of a Board be excluded from the hearing on the basis of a conflict of interest or bias;
7. to not speak or answer any question(s), if such testimony or answers would tend to establish against them a violation of this Code. When a student refuses to speak, therefore avoiding questioning, they relinquish the right to make a written or verbal statement at the end of the findings stage of the hearing; however, a summation of the relevant facts of the matter under adjudication may be made by the student's Student Conduct Counselor or Advocate, provided that the summation is not a substitute for the statement the student declined to provide;
8. to pose reasonable questions to the Respondent or any witness appearing at a hearing in a manner determined by the Chair;
9. to appeal any Formal Resolution, pursuant to Article VII of this Code;
10. to have supervised access to a recording of the hearing proceedings in which the Complainant had an opportunity to participate; and
11. to have any disciplinary records kept confidential, unless an exception is allowed or required by law or regulation.

## **ARTICLE IV – PROHIBITED CONDUCT**

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. Students are responsible for abiding by this Code, agree to the expectations set forth by the University, and can be held responsible for their behavior. Prohibited conduct includes the following:

### 4.01 Alcohol

- a. *Underage Possession/Use* – Possessing or using alcohol while under the age of twenty-one (21).  
*Minimum Sanction: See Appendix A*
- b. *Improper Possession/Use* – Possessing or using alcohol where it is not permissible to do so, regardless of age. Additional information regarding the possession or use of alcohol on University premises can be found in [Policy 106 – Drugs and Alcohol](#).  
*Minimum Sanction: See Appendix A*
- c. *Driving Under the Influence* – Driving while impaired attributable in part or in whole to the use of alcohol or driving after consuming while under the age of twenty-one (21).  
*Minimum Sanction: See Appendix A*
- d. *Providing to Minors* – Providing alcohol to any individual under the age of twenty-one (21).  
*Minimum Sanction: Disciplinary Warning*
- e. *Public Intoxication* – Being intoxicated in public attributable in part or in whole to the use of alcohol.  
*Minimum Sanction: See Appendix A*
- f. *Energy Drinks* – Possessing or using energy drinks containing alcohol on University premises.  
*Minimum Sanction: See Appendix A*
- g. *Paraphernalia* – Possessing alcohol paraphernalia on University premises, including but not limited to, beer bongs and funnels, alcohol without liquid devices, kegs, beer balls, party balls, and similar alcohol containers.  
*Minimum Sanction: Letter of Concern*

#### 4.02 Accessory

- a. Attempting to commit, being an accessory to the commission of, or knowingly being in the presence of prohibited conduct.

*Minimum Sanction: Letter of Concern*

#### 4.03 Acts of Harm

- a. *Physical Violence* – Engaging in any form of violence against another person including but not limited to pushing, shoving, kicking, hitting, or other physical actions.

*Minimum Sanction: Disciplinary Probation*

- b. *Threats* – Threatening another individual or group, whether communicated to one or more individuals, physically, verbally, or by any other means such that the individual or group reasonably believes that the threat is likely to be carried out. Examples include, but are not limited to, intimidation and coercion.

*Minimum Sanction: Disciplinary Probation*

- c. *Reckless Behavior* – Intentionally or recklessly causing any act that creates a substantial risk of physical violence to another.

*Minimum Sanction: Disciplinary Warning*

- d. *Acts Against University Official or Emergency Personnel* – Placing a University Official or Emergency Personnel (e.g., Police Officers, Firefighters, EMT, etc.) in fear or at risk of physical harm or danger or engaging in physical violence against a University Official or Emergency Personnel.

*Minimum Sanction: Suspension*

- e. *Threats Towards a University-Sponsored Activity* – Directing threats of violence in order to disrupt a University-sponsored activity.

*Minimum Sanction: Suspension*

- f. *Bullying/Cyberbullying* – Engaging in repeated or aggressive behaviors that intimidate, intentionally harm, control, or seek to control another individual physically, mentally, or emotionally that it alters the conditions of education, employment, or participation in a university program or activity. An isolated incident, unless sufficiently severe, does not constitute a violation.

*Minimum Sanction: Disciplinary Probation*

- g. *Relationship Violence* – Engaging in, or attempting to engage in physical, sexual, emotional, economic, or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing, or threatening when a domestic or dating relationship exists. Relationships include a romantic or intimate relationship with the complainant (regardless of gender identity or expression); the complainant's spouse or partner (regardless of gender identity or expression); the complainant's family member; or the complainant's cohabitant or household member, including a roommate. Whether there was such relationship will be gauged by its length, type, and frequency of interaction. Such behaviors may include but are not limited to, threats of violence to one's self, one's family member, or one's pet.

*Minimum Sanction: Disciplinary Probation*

#### 4.04 Computer Misuse

- a. Misusing or abusing computers, computer systems, computer networks or any other electronic communication technologies. Additional information can be found in [Policy 901 – Use of Computers and Data Communications](#).

*Minimum Sanction: Disciplinary Probation*



#### 4.05 Disorderly Conduct

- a. *Disruption of University Functions or University-Sponsored Activities* – Materially and substantially disrupting the functioning of the University. See UNC System Policy 1300.8 and ([Facility Use Policy-Section 4.1.10](#)).

*Minimum Sanction: Disciplinary Probation*

- b. *Disruption of Student Environment* – Intentionally disrupting, obstructing, or interfering with a student’s living or learning environment.

*Minimum Sanction: Disciplinary Probation*

- c. *Obscene Conduct* – Lewd, indecent, or obscene conduct.

*Minimum Sanction: Disciplinary Warning*

- d. *Rioting/Raiding* – Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid University operating units or property.

*Minimum Sanction: Disciplinary Probation*

- e. *Public Disturbance* – Creating a public disturbance, including, but not limited to, fighting or other violent behavior/conduct; creating the threat of imminent fighting or other violence; committing a nuisance or generally engaging in disruptive behavior; using language that is likely to provoke a reasonable individual to violent retaliation; and disrupting, disturbing, or interfering with the academic atmosphere of a living or learning environment.

*Minimum Sanction: Disciplinary Probation*

- f. *Excessive/Disruptive Noise* – Engaging in excessive or disruptive noise, including, but not limited to, the public use of unapproved amplified sound and the amplification of sound in a manner that disrupts or disturbs the normal functioning of the University.

*Minimum Sanction: Disciplinary Warning*

- g. *Non-Consensual Electronic Recording* – Creating, using, or sharing a photograph, video, or audio recording without consent or authorization that places or is likely to place an individual at risk of physical, mental, or emotional harm.

*Minimum Sanction: Disciplinary Warning*

#### 4.06 Drugs

- a. *Schedule I-II Manufacturing/Selling/Delivering* – Manufacturing, selling, delivering, or possessing with the intent to manufacture, sell, or deliver, any substance identified as a Schedule I-II controlled substance by North Carolina General Statutes, Chapter 90, Article 5 (North Carolina Controlled Substances Act), or similar relevant provisions of federal or foreign law, including, but not limited to, heroin, cocaine, ecstasy, LSD/acid, mushrooms, opium, amphetamines (e.g., Adderall), and methamphetamines.

*Minimum Sanction: See Appendix B*

- b. *Schedule I-II Possession/Use* – Possessing or using any unauthorized substance identified as a Schedule I-II controlled substance by North Carolina General Statutes, Chapter 90, Article 5 (North Carolina Controlled Substances Act), or similar relevant provisions of federal or foreign law, including, but not limited to, heroin, cocaine, ecstasy, LSD/acid, mushrooms, opium, amphetamines (e.g., Adderall), and methamphetamines.

*Minimum Sanction: See Appendix B*

- c. *Schedule III-VI Manufacturing/Selling/Delivering* – Manufacturing, selling, delivering, or possessing with the intent to manufacture, sell, or deliver, any substance identified as a Schedule III-VI controlled substance by North Carolina General Statutes, Chapter 90, Article 5 (North

Carolina Controlled Substances Act), or similar relevant provisions of federal or foreign law, including, but not limited to, marijuana and synthetic cannabis (K2, spice, etc.).

*Minimum Sanction: See Appendix B*

- d. *Schedule III-VI Possession/Use* – Possessing or using any unauthorized substance identified as a Schedule III-VI controlled substance by North Carolina General Statutes, Chapter 90, Article 5 (North Carolina Controlled Substances Act), or similar relevant provisions of federal or foreign law, including, but not limited to, marijuana and synthetic cannabis (K2, spice, etc.).

*Minimum Sanction: See Appendix B*

- e. *Prescription Medication* – Misusing medically prescribed drugs.

*Minimum Sanction: See Appendix B*

- f. *Over-the-Counter Drugs* – Misusing over-the-counter drugs.

*Minimum Sanction: See Appendix B*

- g. *Huffing/Sniffing* – Huffing or sniffing any substance not intended for such use.

*Minimum Sanction: See Appendix B*

- h. *Paraphernalia* – Possessing drug paraphernalia, including, but not limited to, pipes, scales, bongs, blow tubes, and roach holders.

*Minimum Sanction: Disciplinary Warning*

- i. *Driving Under the Influence* – Driving while impaired attributable in part or in whole to the use of drugs.

*Minimum Sanction: See Appendix B*

- j. *Public Intoxication* – Being intoxicated in public attributable in part or in whole to the use of drugs.

*Minimum Sanction: See Appendix B*

#### 4.07 Failure to Comply

- a. *Obstruction of Personnel* – Intentionally delaying, obstructing, resisting, or failing to comply with the reasonable request of an individual who, in the performance of their duties, identifies themselves as a University Official or emergency personnel. Examples include but are not limited to, failure to comply with a no contact directive issued by the Office of the Dean of Students or not responding to an investigation request.

*Minimum Sanction: Disciplinary Warning*

- b. *Sanctions* – Failing to comply with sanctions imposed under this Code.

*Minimum Sanction: Disciplinary Warning*

- c. *Unauthorized Disclosure* – Disclosing without authorization confidential records, tapes, information, or documents provided ancillary to any proceedings under this Code.

*Minimum Sanction: Disciplinary Warning*

#### 4.08 False Information

- a. *Bomb Threat* – Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the University or a University-sponsored activity.

*Minimum Sanction: Suspension*

- b. *Misleading* – Furnishing false information to the University or emergency personnel with the intent to deceive or mislead, including, but not limited to, filing a false complaint alleging misconduct by another individual. Providing information in good faith, which later is determined to be without merit, shall not be considered a violation of this Code.

*Minimum Sanction: Disciplinary Warning*

- c. *False Statements* – Knowingly making in public a false oral statement or knowingly publishing/distributing a false written or printed statement with the intent to deceive or mislead.  
*Minimum Sanction: Disciplinary Warning*
- d. *Misuse of University Documents* – Forging, altering, or misusing University documents or records.  
*Minimum Sanction: Disciplinary Probation*
- e. *Fake Identification* – Possessing or using a fake, forged, or altered identification card of any kind.  
*Minimum Sanction: Disciplinary Warning*
- f. *False Report of Emergency* – Falsely reporting a fire or other emergency or falsely setting off a fire alarm.  
*Minimum Sanction: Suspension*

#### 4.09 Fires and Emergencies

- a. *Unauthorized Setting* – Setting a fire without authorization.  
*Minimum Sanction: Disciplinary Warning*
- b. *Inappropriate Use of Emergency Equipment* – Tampering with or removing from its proper location any fire extinguisher, hose, or other fire or emergency equipment, except when done with a reasonable belief of real need for such equipment.  
*Minimum Sanction: Disciplinary Warning*

#### 4.10 Gambling

- a. Operating, playing, or betting on any game of chance at which any money, property, or other thing of value is bet, except as permitted by law. Examples of gambling include, but are not limited to, betting on, wagering on, or selling pools on any University athletic event; possessing any card, book, or other device for registering bets; offering, soliciting, or accepting a bribe to influence the outcome of any athletic event; and card games that result in individual profit or loss.  
*Minimum Sanction: Disciplinary Warning*

#### 4.11 Harassment

- a. Engaging in verbal, physical, electronic, or other conduct based upon an individual's protected status (as defined in Policy [110 Discrimination, Harassment and Retaliation](#)) that creates a hostile environment or involves a quid pro quo exchange. Harassment occurs when this type of conduct unreasonably interferes with an individual's: Educational environment (e.g., admission, academic standing, grades, assignment, etc.); Work environment (e.g., hiring, advancement, assignment, etc.); Participation in a University program or activity (e.g., campus housing, extra-curricular activities, etc.); or Receipt of legitimately requested services (e.g., disability or religious accommodations, etc.) Additional information can be found in [Policy 110 Discrimination, Harassment and Retaliation](#).  
*Minimum Sanction: Disciplinary Probation*

#### 4.12 Hazing

- a. Causing or permitting an individual, as part of an initiation or as a criterion or perceived criterion of membership in a society, club, athletic team, or similar group or organization, to participate in any activity that subjects or is likely to subject that individual or others to physical, mental, or emotional harm, or destroys or removes property, whether or not that individual has consented to participation in the activity. Silent participation or being in the presence of hazing is not a neutral act; they are considered a violation of this provision.  
*Minimum Sanction: Disciplinary Probation*

4.13 Projectiles

- a. Throwing or launching any object or substance which has potential for damaging or defacing property or causing physical harm or disruption.

*Minimum Sanction: Letter of Concern*

4.14 Retaliation

- a. Treating an individual adversely because that individual filed a complaint or concern, provided information relative to a complaint or concern, or otherwise was involved in such a complaint or concern in any way.

*Minimum Sanction: Disciplinary Probation*

4.15 Sexual Misconduct

- a. *Sexual Harassment* – Engaging in unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it interferes with, denies, or limits an individual’s ability to participate in or benefit from the University’s educational program or activities, and is based on circumstances involving quid pro quo sexual harassment, the creation of a hostile environment, or retaliation. Examples include, but are not limited to, unwelcome sexual advances; requests for sexual favors; sexually-based stalking; or physical conduct of a sexual nature (e.g., any act of sexual misconduct as defined in this Code).

*Minimum Sanction: See Appendix C*

- b. *Non-Consensual Sexual Contact* – Engaging in intentional sexual touching of any body part, however slight and whether clothed or unclothed, with any object, upon another individual, without consent or by force. Examples of sexual touching include, but are not limited to, contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making an individual touch another or themselves with or on any of these body parts; and any bodily contact of a sexual nature, though not involving contact with/of/by the breasts, buttocks, groin, genitals, mouth, or other orifice.

*Minimum Sanction: See Appendix C*

- c. *Non-Consensual Sexual Intercourse* – Engaging in any sexual intercourse (anal, oral, or vaginal), however slight, with any object, upon another individual, without consent or by force. Examples of sexual intercourse include, but are not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

*Minimum Sanction: See Appendix C*

- d. *Sexual Exploitation* – Taking non-consensual or abusive sexual advantage of another for an individual’s own advantage or benefit, or to advantage or benefit anyone other than the individual being exploited. Examples include, but are not limited to, invading sexual privacy; creating, using, or sharing a photograph, video, or audio recording of a sexual nature without consent; viewing or downloading child pornography; prostituting another individual; allowing a third party to observe sexual activity without consent of the partner(s) (e.g., letting individuals hide in closet to watch consensual sexual activity); engaging in voyeurism, peeping, or indecent exposure; knowingly transmitting sexually transmitted infections or other communicable diseases without the knowledge of the partner(s); and exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances or inducing another to expose their breasts, buttocks, groin, or genitals.

*Minimum Sanction: See Appendix C*

- 4.16 Skateboards and Similar Devices
- a. *Improper Use* – Use of skateboards, in-line skates, or similar devices in an unsafe manner including but not limited to, failing to yield the right of way to pedestrians, riding skating devices down steep grades or hills, operating skating devices inside parking garages or parking lots, performing tricks on any structures or facilities, using skating devices in buildings, operating a skating device while attached to any moving vehicle, and any other use not permitted under Policy 304.2 Use of Skateboards and Similar Devices.
- 4.17 Solicitation and Fundraising
- a. Soliciting or fundraising on University premises without authorization.  
*Minimum Sanction: Disciplinary Warning*
- 4.18 Stalking
- a. Engaging in any actions on more than one occasion directed at a specific individual that places or is likely to place a reasonable individual in fear or at risk of physical, mental, or emotional harm for themselves or others. Such actions may occur directly, indirectly, or through a third party, and may include, but are not limited to, unwelcome communication of any type (e.g., face-to-face, telephone calls, voice messages, electronic mail, written letters or notes); unwanted gifts; pursuing/following; observing/surveillance; or interference with property.  
*Minimum Sanction: Disciplinary Probation*
- 4.19 Theft or Unauthorized Possession
- a. Taking or possessing the property of another without permission.  
*Minimum Sanction: Disciplinary Probation*
- 4.20 Unauthorized Entry or Access
- a. *Elevators* – Entering into an elevator shaft or riding on top of an elevator car without authorization.  
*Minimum Sanction: Suspension*
  - b. *University Premises* – Entering or accessing University premises without authorization.  
*Minimum Sanction: Disciplinary Probation*
  - c. *Property of Another* – Entering or accessing the property of another without permission.  
*Minimum Sanction: Disciplinary Probation*
- 4.21 Vandalism
- a. Engaging in an act that intentionally or recklessly damages, destroys, or defaces property owned by another.  
*Minimum Sanction: Disciplinary Probation*
- 4.22 Violation of Law
- a. Committing or attempting to commit an act that would be in violation of any federal, state, or local law, and that is not covered under any other provision of this Code.  
*Minimum Sanction: Disciplinary Warning*
- 4.23 Violation of University Policies, Regulations, or Rules
- a. Violating any written policies, regulations, or rules of the University as adopted by the University and as may be amended from time to time, including, but not limited to, rules and regulations established by University Housing or the Residence Hall License and Contract Agreement, [Policy](#)

[301.5 – Bicycle Helmets](#), [Policy 303.24 – Animals on Campus](#), and [Policy 303.25 – Smoking on University Property](#).

*Minimum Sanction: Letter of Concern*

4.24 Weapons – (See definition in 1.49)

- a. *Explosives* – Possessing a dynamite cartridge, bomb (homemade or otherwise), grenade, mine, powerful explosive, or any other similar device.

*Minimum Sanction: Suspension*

- b. *Firearms/Weapons* – Possessing any firearm or weapon on University premises without authorization, except as otherwise explicitly allowed by law.

*Minimum Sanction: Suspension (firearms); Disciplinary Probation (weapons)*

- c. *Displaying/Brandishing* – Displaying or brandishing a firearm or weapon of any kind, or any item that may be used or perceived as a firearm or weapon, in a manner that would reasonably create a fear of harm to others.

*Minimum Sanction: Suspension*

## ARTICLE V – EDUCATIONAL SANCTIONS

Sanctions are intended to educate students on the effects of their behavior and invoke change in future decision-making. A Conduct Review Officer or Board may implement any of the sanctions listed in this Article, pursuant to the guidelines set forth in this Code.

5.01 Sanctioning Options

Sanctions that may be issued include the following:

- a. *Letter of Concern* – notification that the University is concerned about the student’s behavior. A Letter of Concern may be sent without a referral for proceedings under this Code.
- b. *Disciplinary Warning* – official disciplinary action conveying to the student that their behavior was unacceptable and that any future violation of this Code may result in more severe disciplinary action, including Disciplinary Probation, Suspension, or Expulsion.
- c. *Disciplinary Probation* – pre-suspension period in which the student’s behavior is under University review, conveying that the behavior was unacceptable and that any future violation of this Code may result in more severe disciplinary action, including Suspension or Expulsion.
1. Disciplinary Probation shall be imposed for a period no less than the remainder of the current semester up to the remainder of the student’s academic career.
  2. A student who has violated this Code while currently on Disciplinary Probation shall be suspended as a minimum sanction.
  3. A student who has violated this Code and has previously been on Disciplinary Probation, but is not currently on Disciplinary Probation, shall be placed on Disciplinary Probation as a minimum sanction.
  4. If the Disciplinary Probation is for an indefinite period, the Respondent may petition the Director in writing for reinstatement to good standing, but not earlier than two (2) calendar years from the effective date of the Disciplinary Probation.
- d. *Suspension* – separation from the University for a period no less than the remainder of the current semester.
1. Suspension shall be effective immediately. A suspension may be deferred until the end of the current semester when Compelling Factors as defined in Section 5.03 are present.

2. During the period of Suspension, the student shall be banned from all University premises and University-sponsored activities, and is subject to arrest for trespassing if found on any University premises or at a University-sponsored activity.
  3. A notation of Suspension shall be recorded on the student's official University transcript maintained by the Registrar's Office. A notation will also be added to the University of North Carolina Suspension/Expulsion database.
  4. A date at which time the student may request to be cleared by the Office of Student Conduct and returned to good disciplinary standing can be established contingent upon fulfillment of all requirements set forth by a Conduct Review Officer or Board.
  5. The notation of Suspension shall be removed from the student's transcript after they have been returned to good disciplinary standing. In the case of suspension for an indefinite period of time, the notation of Suspension shall be removed upon approval of the Director.
  6. A student who has violated this Code and has previously been suspended shall be suspended as a minimum sanction.
- e. *Expulsion* – permanent separation from the University.
1. Pending the decision of the Vice Chancellor regarding the recommendation from the Formal Resolution, a student shall be banned from all University premises and University-sponsored activities and is subject to arrest for trespassing if found on any University premises or at a University-sponsored activity.
  2. Expulsion shall be effective immediately.
  3. Expulsion precludes enrollment and matriculation at any University of North Carolina constituent institution.
  4. The former student shall be banned from all University premises and University-sponsored activities, and is subject to arrest for trespassing if found on any University premises or at a University-sponsored activity.
  5. A notation of Expulsion shall be recorded on the former student's official University transcript maintained by the Registrar's Office. A notation will also be added to the University of North Carolina Suspension/Expulsion database.
  6. The former student may petition the Chancellor, through the Office of Student Conduct, to rescind the Expulsion no earlier than two years after the effective date of the Expulsion. The Chancellor's conclusion shall be based on the former student's petition and relevant documentation supporting or opposing the rescindment. If the Expulsion is rescinded, the Expulsion notation shall be removed from the former student's transcript, and they are no longer precluded from enrollment and matriculation at any University of North Carolina constituent institution on the basis of the Expulsion.
- f. *Additional Sanctions* – sanctions that may be given in addition to Sections 5.01b.-5.01e. of this Code include, but are not limited to, the following:
1. community service with a non-profit agency;
  2. restitution for loss, damage, or actual expenses incurred as a result of the student's behavior;
  3. participation in educational programming, which may include online programs, counseling, evaluation and compliance with any recommendations, reflection pieces, or other activities;
  4. program service fee for on-campus alcohol and other drug education;
  5. change in current University Housing assignment;
  6. loss of University Housing privileges;
  7. random drug testing at the student's expense;

8. restriction from representing the University in any official function or leadership position (e.g., varsity athletics, student leadership position, cheerleader, senator or officer in Student Government Association, elected office in any recognized student organization)
9. ban for a definite or indefinite period of time from all or a portion of any University premises or University-sponsored activity;
10. restriction of contact with, or proximity to, other specified members of the University community; and
11. any other sanction determined appropriate by a Conduct Review Officer or Board.

5.02 Post-Enrollment and Post-Graduation Sanctions

A student who has violated this Code, but who graduates before imposition of a sanction, is subject to (a) revocation of any degree awarded, (b) temporary or permanent withholding of the diploma or transcript for any degree, regardless of whether the degree has been awarded, or (c) having sanction(s) imposed as a condition of re-enrollment at the University.

5.03 Compelling Factors

To maintain fairness and consistency, absent any compelling factors, the minimum sanction will be imposed. Compelling factors which may warrant a sanction less than or greater than the minimum may include, but are not limited to:

- a student’s demonstration of insight about their behavior,
- present demeanor and attitude,
- prior disciplinary history,
- the nature of the behavior, as well as the degree of any damage, injury, or harm resulting from it,
- information provided in an impact statement, and
- the professional judgment of a Conduct Review Officer, Board, or Administrative Hearing Officer.

Where a sanction less than the minimum is being considered, the responsibility shifts to the Respondent to offer reasons for a lesser sanction to be imposed.

## **ARTICLE VI – PROCESS FOR ADDRESSING PROHIBITED CONDUCT**

6.01 Notification and Written Communication

Pursuant to [Policy 915 – E-Mail as Official Means of Communication](#), all forms of written communication shall be delivered via the student’s official ASU e-mail. Special circumstances may require that written communication be through personal delivery or mail. Written communication shall be considered delivered on the date e-mailed, hand-delivered, or three days after the communication is mailed.

6.02 Reporting Allegations

- a. Complaints of alleged relationship violence, sexual misconduct or sex/gender based harassment will be referred to the Office of Title IX Compliance. If appropriate, reports to the Office of Title IX Compliance will be referred to the Office of Student Conduct. All other complaints of misconduct about a student may be filed with the Office of Student Conduct. The complaint should be submitted as promptly as feasible after the occurrence. A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint. In any event, a complaint must be made within one hundred eighty (180) calendar days following the date on which an alleged violation of this Code occurred. In extenuating circumstances, the timeline for filing a complaint may be extended. (*Note: Any complaint regarding inappropriate behavior by staff or faculty are reported through the Office of Human Resources.*)



- b. To be considered, a complaint must include factual information supporting the allegation(s). Anonymous complaints cannot be the sole basis of a referral under this Code. Information provided through public electronic sources or public records (e.g., criminal citations, etc.) may be used as a complaint of misconduct.
- c. The Director will, in their professional judgment on the basis of the provided information or in consultation with appropriate University officials (e.g., Title IX Coordinator, University Housing), determine (a) if a complaint shall be pursued or dismissed, (b) what the possible minimum sanctions may be, based on the nature of the complaint or the Respondent's prior disciplinary history, and (c) the most appropriate means for addressing the complaint (e.g., investigation, informal resolution, Formal Resolution). This determination should be made within ten days after the complaint is submitted; however, a reasonable extension of this time limit is permissible. A Complainant involved in allegations of relationship violence, sexual misconduct or sex/gender based harassment may appeal the decision to dismiss a complaint to the Dean of Students with a request for an independent review of the information and decision on whether to dismiss or proceed. Appeals must be submitted to the Director within five days of the notice of the decision to dismiss a complaint.
- d. For purposes of addressing alleged violations of this Code:
  - 1. For substantive purposes of determining responsibility for a Code violation, the definitions set forth in the Code in effect at the time of the alleged incident shall apply.
  - 2. For procedural purposes, the process set forth in the Code at the time the Director determines to pursue a complaint shall apply.
- e. Allegations of misconduct will be presented to the Respondent in writing and will include the alleged violation(s) and details about next steps relevant to this Code.
- f. If a Complainant involved in allegations of relationship violence, sexual misconduct or sex/gender based harassment requests confidentiality or asks that a complaint not be pursued, the University will take reasonable steps to investigate and respond to the complaint consistent with the request to the extent practicable. If the Complainant insists that their name or other identifying information not be disclosed to the Respondent, the University's ability to investigate and take remedial action may be limited. If, on the basis of the complaint or related information, the University reasonably concludes that the alleged misconduct presents a health or safety risk to members of the University community, the University may take reasonable steps to prevent recurrence of such misconduct even if the Complainant's identity is revealed to the alleged individual as a result of such steps.

### 6.03 Standard of Proof

The University must establish that the Respondent is responsible for the alleged violation(s) by a preponderance of the evidence (i.e., that it is more likely than not that the Respondent violated this Code). This determination must be based solely on the information presented, which may include, but is not limited to, pertinent records (e.g., complaints, police reports, investigation reports), exhibits (e.g., photographs, audio/video information, social media information), and written/oral statements. Formal rules of evidence and procedure do not apply.

### 6.04 Presence of Support Individuals and Advocates

- b. The Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender based harassment, the Complainant, have the right to be accompanied by up to two support individuals. These individuals are present to provide emotional support to the student(s). The support individuals may not participate in the proceedings, address any participants, or, in the sole discretion of the individual facilitating the meeting (e.g., Conduct Review Officer, Chair),

delay, disrupt, or otherwise interfere with the proceeding. The Advocate may fully participate only to the extent and in the same manner afforded to the student(s) they represent, provided that the Advocate may not provide testimony.

- c. At any point except for a Formal Resolution involving the Student Conduct Board, as described in Section 6.08 of this Code, the Respondent, and in cases of an alleged act(s) relationship violence, sexual misconduct or sex/gender based harassment, the Complainant, may be represented by one Advocate. Notification of the Advocate's planned participation, as well as other required documents related to their participation, must be submitted at least two days prior to the meeting. Failure to submit the required documents may, in the discretion of the Director, result in the Advocate not being permitted to participate in the meeting.
  1. In cases being addressed by the Student Conduct Board in which criminal charges are also pending, the Respondent may be accompanied by an attorney Advocate. The Respondent may confer with their attorney Advocate so long as it does not, in the sole discretion of the Chair, delay, disrupt, or otherwise interfere with the proceeding.
- d. Reasonable effort will be made to accommodate the availability of support individuals or an Advocate; however, the availability of involved parties (Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender based harassment, the Complainant), witnesses, the Conduct Review Officer, Board members, and other necessary participants as well as the expectation to promptly complete the proceeding may, in the discretion of the Director, take priority when determining the meeting date and time.

#### 6.05 Interim Suspension

In appropriate circumstances the Dean of Students may impose an Interim Suspension on a student who has allegedly violated this Code. During a period of Interim Suspension, the student shall be banned from all University premises and University-sponsored activities, and is subject to arrest for trespassing if found on any University premises or at a University-sponsored activity. A notation of "case pending" will be added to the University of North Carolina Suspension/Expulsion database until the disciplinary case has been resolved. The notation will, at that time, be updated to reflect the status of the case. A notice of Interim Suspension shall be provided in writing to the Respondent, and in cases involving an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant.

- a. *Circumstances Where Interim Suspension May Apply*

Interim Suspension shall be exercised only when the Dean of Students reasonably believes that the student's alleged misconduct is of such a serious nature that their continued presence at the University is (a) potentially threatening, harmful, or dangerous to others or the University community; (b) posing a threat of significant property damage; (c) impacting the stability and continuance of normal University functions; or (d) directly and substantially impeding the lawful activities of others. Such acts of misconduct include, but are not limited to, all acts of harm with any type of weapon or instrument; acts of relationship violence, sexual misconduct; armed robbery; manufacture, distribution, or possession of any incendiary or explosive device; illegal or abusive use of alcohol or other drugs; and other acts which might endanger individuals or property.
- b. *Removal from University Housing*

The Dean of Students, in conjunction with appropriate University Housing administrators, may remove or effect a change in residence of a student for an interim period pending disciplinary proceedings or medical evaluation. The changes shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student in University Housing

poses a substantial threat to individuals or property. Removal from or a change in residence pursuant to this section is not appealable.

c. *Temporary Diversion from Regular Process*

A Respondent may be diverted from the procedures otherwise applicable in this Code and suspended on an interim basis if the Dean of Students reasonably believes that the student:

1. lacks the capacity to respond;
2. did not know the nature or wrongfulness of the conduct at the time of the alleged offense;  
or
3. poses a danger to individuals or property.

The regular process shall be resumed upon the Dean of Students receipt of credible, independent information (e.g., certification by a licensed health professional acceptable to the University) that the Respondent (a) has the capacity to respond, (b) understands the nature of the alleged misconduct, and (c) does not pose a danger to individuals or property.

d. *Appeal Review of Interim Suspension*

A Respondent placed on Interim Suspension shall be afforded an appeal review to address their Interim Suspension and request that the Interim Suspension be lifted. The appeal review shall be conducted by the Dean of Students or designee. The following procedures will be applicable:

1. A request for an appeal review must be submitted to the Dean of Students within five days of the Respondent's receipt of the notice of Interim Suspension. In extenuating circumstances, an extension of time may be granted by the Dean of Students. This request must be made in writing to the Dean of Students. The request must clearly state the grounds on which it is based and present specific reasons or justifications to support the request.
2. The Respondent will be informed of the time, date, and location of the appeal review in writing at least five days in advance. This notice period may be waived in writing by the Respondent. The Respondent will remain suspended on an interim basis pending a decision following the appeal review, but will be allowed to be on University premises to attend the hearing or for other necessary purposes, as authorized in writing by the Dean of Students. If the notice of Interim Suspension requires the Respondent to be evaluated by a licensed health professional acceptable to the university acceptable to the University, the appeal review will be held after the Dean of Students receives a written evaluation.
3. Information utilized during the appeal review may include the Respondent's disciplinary records including written evaluations from a licensed psychiatrist or psychologist, and verbal testimonies from the Respondent and any witnesses. The Respondent will be asked to provide consent to the disclosure of any medical or mental health information relevant to the appeal review to those present. All information that may be utilized will be available for inspection by the Respondent in the Office of the Dean of Students during normal business hours.
4. The appeal review shall be conversational and non-adversarial. A decision shall be made on the basis of the information presented during the appeal review. Formal rules of evidence and procedure will not apply. Any individual who disrupts the hearing may be excluded.
5. In addition to support individuals and an Advocate as described in Section 6.04 of this Code, the Respondent may have a licensed health professional acceptable to the university present as support.

6. The appeal review may be conducted in the absence of the Respondent if they were provided proper notice.
7. The appeal review shall be recorded, and the recording will be kept with the pertinent disciplinary file.
8. In cases involving an alleged act(s) of relationship violence, sexual misconduct or sex/gender based harassment, the Appeal Officer will provide the Complainant an opportunity to meet with the Appeal Officer before a decision is rendered. The Complainant will be asked to respond to questions and to provide any relevant information related to the appropriateness of the Interim Suspension. In addition to support individuals and an Advocate as described in Section 6.04 of this Code, the Complainant may have a licensed psychologist or psychiatrist present as support.
9. A decision must be made within 10 days of the conclusion of the appeal review. Notice of the decision must be delivered in writing to the Respondent within five days of the decision. The written decision will contain a statement of reasons for any determination to continue Interim Suspension. In cases involving an alleged act(s) of relationship violence, sexual misconduct or sex/gender based harassment, the Complainant will also be informed of the decision.
10. The decision of the Appeal Officer shall be final and conclusive and not subject to additional appeal.

e. *Scheduling of University Disciplinary Proceedings*

University disciplinary proceedings shall be scheduled as soon as practical, unless the Respondent requests a deferral until the conclusion of any criminal proceedings or medical treatments. A request for deferral must be filed with the Director within five days of the student's receipt of the notice of Interim Suspension or the decision of the appeal review. In reviewing the request, the Director shall consider the following:

1. whether the interests of the University will be served by postponing the disciplinary proceedings until after the criminal process or medical treatment has been concluded;
2. the amount of time the resolution may take;
3. the availability of witnesses at the time of the request and the likelihood of their availability in the future; and
4. any federal or state laws or policies that would not permit the process to be delayed.

6.06 Investigations

In appropriate circumstances an investigation may be needed to gather information before moving forward with conduct proceedings. Investigations may be conducted by either the Office of Student Conduct or the Office of Title IX Compliance depending on the nature of the student conduct being investigated.

a. *Investigations by the Office of Student Conduct*

1. If the Director determines that the most appropriate means for addressing the complaint is through an investigation, the Director will appoint an investigator. For cases involving allegations of relationship violence, sexual misconduct or other sex/gender-based harassment, refer to 6.06b of this Code. The Director will deliver written notice of investigation to the Respondent as soon as is practicable and to the extent permitted by law. The notice will include a brief synopsis of the alleged misconduct, the alleged violation(s), and information about meeting with the Investigator.

2. The role of the Investigator is to gather information and impartially review the alleged incident by interviewing involved parties and witnesses in order to provide a comprehensive review of the incident. The investigation may include review of written statements, audio recordings, pictures, social media information, text messages, class schedules, police investigation reports, medical records and other relevant information.
3. During an investigation, the Respondent, will have the opportunity to present relevant information and identify relevant witnesses.
4. If the Respondent does not schedule a meeting by the date specified or fails to appear for a scheduled meeting, the Investigator may complete the investigation on the basis of other information obtained. A Respondent may decline to participate in the University's investigation and resolution of a complaint. The University, however, may proceed with an investigation and resolution of a complaint in the Respondent's absence based on other available evidence and testimony.
5. At the conclusion of an investigation, the Investigator shall prepare a written report that includes a synopsis of all available relevant information. Prior to the report being presented to the Director for review, the Investigator shall provide an opportunity for the involved parties and witnesses to review their own statements for accuracy.
6. The Director will make a determination as to whether the complaint will be addressed through the conduct process.
7. After the investigation report is received by the Director for review, they shall meet with the Respondent to discuss the investigation report and forms of resolution.

b. Investigations by the Office of Title IX Compliance

1. In cases of relationship violence, sexual misconduct, or sex/gender based harassment, complaints will be referred to the Office of Title IX Compliance.
2. If the Title IX Coordinator determines that the most appropriate means for addressing the complaint is through an investigation, an investigator will be appointed by the Title IX Coordinator. A written notice of investigation will be delivered by the Title IX Coordinator to the Respondent, and the Complainant, as soon as is practicable and to the extent permitted by law. The notice will include a brief synopsis of the alleged misconduct, the alleged violation(s), and information about meeting with the Investigator.
3. The role of the Investigator is to gather information and impartially review the alleged incident by interviewing involved parties and witnesses in order to provide a comprehensive review of the incident. The investigation may include review of written statements, audio recordings, pictures, social media information, text messages, class schedules, police investigation reports, medical records and other relevant information.
4. During an investigation, the Respondent and the Complainant, will have the opportunity to present relevant information and identify relevant witnesses.
5. If the Respondent, and/or the Complainant, does not schedule a meeting by the date specified or fails to appear for a scheduled meeting, the Investigator may complete the investigation on the basis of other information obtained.
6. At the conclusion of an investigation, the Investigator shall prepare a written report that includes a synopsis of all available relevant information, a statement regarding information that is not disputed, and a statement regarding information that is still in question. Prior to the report being presented to the Title IX Coordinator, as appropriate, for review, the Investigator shall

- provide an opportunity for the involved parties and witnesses to review their own statements for accuracy.
7. Absent any extenuating circumstances, investigators aim to conclude their investigation within 60 days of referral to the Investigator. If additional time is needed, both the Complainant and the Respondent will be notified, in writing, of any extension(s) in accordance with applicable policies, laws and government guidance. All parties will be notified of the reason for delay and a projected timeline for completion. Requests by a Complainant or Respondent for extensions of deadlines must be made in writing to the Title IX Coordinator.
  8. The Title IX Coordinator will then refer the case and investigation report to the Director of Student Conduct.
  9. The Director will make a determination as to whether the complaint will be addressed through the conduct process. If the Director determines that the complaint will not be addressed through the conduct process, the Complainant may request an independent review of the Director's determination by submitting a written request to the Dean of Students within five (5) days of receiving notice of the determination. Both the Respondent and Complainant shall be notified within five (5) days in writing of the Dean of Student's decision. The decision of the Dean of Students is final and conclusive.
  10. After the investigation report is received by the Director for review, they shall meet with the Respondent and the Complainant, to discuss the investigation report and forms of resolution.
  11. Once all parties have been afforded an opportunity to discuss the investigation report and forms of resolution, an electronic copy shall be provided to the Respondent, and the Complainant.

#### 6.07 Informal Resolution

- a. After being informed of the alleged violation(s) and their rights under this Code, including the right to a Formal Resolution as set forth in Section 6.08 of this Code, the Respondent may voluntarily waive the right to a Formal Resolution and request an informal resolution. The Conduct Review Officer may decline the Respondent's request for an Informal Resolution, at which point the case will be referred to a Formal Resolution.
- b. During an Informal Resolution, the Conduct Review Officer will, in their professional judgment on the basis of the provided information or in consultation with appropriate University officials (e.g., Title IX Coordinator; University Housing; the Dean of Students), propose findings regarding any alleged violation(s) and may specify any sanction(s) described in this Code.
  1. If the Respondent accepts the Informal Resolution, they waive their right to a Formal Resolution and, if applicable, accept responsibility for the violation(s) and the sanction(s) imposed.
  2. If the Respondent declines the Informal Resolution, the case will be referred to a Formal Resolution.
  3. The Respondent may be given up to two (2) days to review the informal resolution and decide if they would like to accept or decline the proposed findings and sanctions.
  4. In cases of relationship violence, sexual misconduct or sex/gender based harassment, both the Respondent and the Complainant must accept the Informal Resolution. The Complainant will be given the opportunity to provide an Impact Statement, which will be reviewed by the Conduct Review Officer. The Director will request a meeting with the Complainant to discuss the proposed Informal Resolution and to determine whether the Complainant accepts the Informal Resolution. The Director will provide the Complainant with a summary outlining the proposed determinations on responsibility and sanction(s)

and the rationale related only to the violation(s) of sexual misconduct and relationship violence or sex/gender based harassment. The Complainant has two (2) days to respond to an offer of an Informal Resolution. A Complainant who accepts an Informal Resolution must voluntarily accept the determinations on responsibility and sanction(s) accepted by the Respondent and waives their right to a Formal Resolution. The Informal Resolution must be in writing and signed by the Complainant, the Respondent and the Director. The signed Informal Resolution may not be appealed. If both the Respondent and the Complainant accept the Informal Resolution, they waive their right to a Formal Resolution, with no further right of appeal. If the Director does not offer an Informal Resolution or either the Respondent or Complainant does not accept an Informal Resolution, the Director shall refer the case to a Formal Resolution pursuant to section 6.08 of this Code. If the Respondent accepts an offered Informal Resolution and the Complainant has been notified pursuant to the Code and fails to respond within five (5) days of an initial request from the Director for a meeting, the case may be resolved in the Complainant's absence

- c. The resolution must be delivered in writing to the Respondent within five (5) days. The final results of a disciplinary proceeding conducted with respect to an alleged crime of violence or act of relationship violence, sexual misconduct, or sex/gender based harassment, shall be reported to the alleged victim in accordance with FERPA and the Clery Act.
- d. An Informal Resolution may not be appealed.

#### 6.08 Formal Resolution

- a. Unless an informal resolution is accepted, the Conduct Review Officer shall refer the case to a hearing for Formal Resolution. The Director may also refer any case directly to a hearing without the option of an informal resolution.
- b. The Director will determine which formal resolution body will address the formal charge(s) by considering the nature of the allegation(s), scheduling, or any extenuating factors. A Formal Resolution can be obtained through one of the following:
  1. *Administrative Hearing* – Except as indicated below, an Administrative Hearing generally will be conducted by a three-person Administrative Hearing Board consisting of the Associate Director of Student Conduct or designee and two members from a pool of trained University officials. A case may be referred to a single Administrative Hearing Officer when one or more of the following circumstances exists:
    - i. The case arises at a time when the Conduct Board(s) cannot be convened (e.g., during holidays, semester breaks, or summer sessions);
    - ii. A backlog of cases has developed;
    - iii. The case is complex and/or involves a large number of parties or witnesses; or
    - iv. Other circumstances that, in the sole discretion of the Director, warrant use of a single Administrative Hearing Officer in order to advance the prompt and equitable resolution of cases or to support the orderly administration of cases being considered under this Code.

All cases involving allegations of sexual misconduct, sex/gender-based harassment, relationship violence, or other threats to the safety or well-being of the campus community shall be referred to an Administrative Hearing.

2. *University Conduct Board* – The University Conduct Board shall be composed of individuals selected by the Director from a pool consisting of all members of the University faculty; all student members and the Chairs of the Student Conduct Board and the Academic Integrity Board, as well as former members who are students in good

disciplinary standing and enrolled full-time; and all Directors, Associate Directors, Assistant Directors, and Coordinators, or the equivalent, in the Division of Student Affairs or in departments with a student services function. One member of the University Conduct Board will be appointed Chair by the Director each time it is convened. A case may be referred to the University Conduct Board when one or more of the following circumstances exists:

- i. Cases involving, but not limited to, the manufacture/sale/delivery of a controlled substance, possession/use of a Schedule I-II controlled substance, acts of harm, and hazing;
  - ii. A backlog of cases from the Student Conduct Board to assure prompt resolution of cases.
3. *Student Conduct Board* – The Student Conduct Board shall be composed of students selected by an application and interview process overseen by the Office of Student Conduct. One student shall be selected as the Chair. All members, including the Chair, shall be full-time students in good disciplinary standing with a cumulative grade point average of 2.5 or above; the Chair must be classified as a junior or above with a cumulative grade point average of at least 2.75 and must have served on the Student Conduct Board for at least one semester. The Office of Student Conduct will inform the Student Government Association Student Senate of the students selected. All members shall serve one-year terms, which may be renewed.
  - i. All other Formal Resolutions not identified in sections 6.08.b.1 (Administrative Hearing) and 6.08.b.2 (University Conduct Board) can be heard by the Student Conduct Board.
- c. Written notice of the hearing shall be provided to the Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant, at least five days prior to the hearing date in cases which the minimum sanction is less than suspension, and at least 10 days prior to the hearing date in cases in which the minimum sanction is suspension or expulsion. The notice will include the formal charge(s), a brief narrative of the incident, and for serious violation cases, the minimum sanction(s). For all cases which could result in Expulsion, the notice will specify that Expulsion precludes enrollment and matriculation at any University of North Carolina constituent institution.
- d. The Director may postpone the hearing, provided that written notice of the new hearing date is given to the Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant.
- e. The Respondent, or in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant, may request one postponement of the hearing by submitting that request to the Director. Requests should be made at least two days prior to the hearing and will generally only be granted in cases of serious student illness, family emergency, or when a student has a scheduled exam that directly conflicts with the scheduled time.
- f. Cases regarding multiple Respondents or multiple Complainants involved in the same incident may be resolved as a single case only if each Respondent and each Complainant consents in writing to such a proceeding.
- g. A Student Conduct Board or University Conduct Board shall consist of five members and the Chair.
- h. The Chair or Administrative Hearing Officer is delegated the authority to conduct hearings in a manner designed to effectively and efficiently elicit information needed to make a decision. This includes the authority to review the admissibility of any information, to question witnesses, to limit the length of testimony of any participant if the testimony appears to be repetitious or irrelevant, and to remove any participant who is unruly or disruptive. The Chair or Administrative Hearing



Officer is charged with the responsibility to conduct the hearing in a manner that will do the following:

1. ensure a fundamentally fair process;
  2. protect the rights of the Respondent and Complainant; and
  3. ensure that participants are treated with respect.
- i. Prior to considering the charges, the Chair or Administrative Hearing Officer shall address the following:
    1. the procedures that will be followed;
    2. the hearing being closed to the public;
    3. the importance of confidentiality of the proceedings;
    4. the University's commitment to the principle of fundamental fairness;
    5. the presumption that a Respondent is not responsible for a violation of this Code until determined otherwise; and
    6. whether any Board member or Administrative Hearing Officer wishes to recuse themselves due to a conflict with, bias about, or interest in the case.
  - j. Special accommodations may be provided for testimony by alternate methods (e.g., room divider, teleconference, video conference). Such accommodations are at the discretion of the Director.
  - k. All hearings will be recorded, and the recordings will serve as the verbatim record. The University retains the sole right to record hearings. No other recordings may be made of the hearings.
  - l. All hearings are closed to the public. The Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant, have the right to appear with a Student Conduct Counselor in addition to support individuals and an Advocate as described in Section 6.04 of this Code.
  - m. The Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant, may request that a member of the Board be excluded from the hearing. This request must be made immediately after the introduction of the Board and requires justification. Additionally, a Board member may recuse themselves if they believe there is a conflict with, bias about, or interest in the case. The Chair shall make the final decision whether to exclude any Board member; this decision cannot be appealed. In the case of an Administrative Hearing, this request must be made within two days of the Respondent's receipt of notice of the Formal Resolution and the identity of the hearing officer. Participation in prior disciplinary proceedings alone will not result in recusal.
  - n. The Board or Administrative Hearing Officer, Respondent, and in cases of an alleged act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant, may ask reasonable questions of any witnesses appearing at the hearing, including, but not limited to, the Investigator. This is not intended to preclude the introduction of written statements, previously written memoranda, letters, or other written material. When practical, the opportunity for questioning should be afforded; however, other information may be introduced at a hearing even though the writer is not present for questioning. Members of the Board or the Administrative Hearing Officer shall attach whatever weight or significance to these documents or statements they deem appropriate.
  - o. To determine findings for any alleged violation(s), a vote by the Board will be taken in a closed executive session and will be based solely on the information presented during the hearing. The Board shall base its determination on information that it finds to be reliable, including any assessment of the credibility of information. A vote of "responsible" by a simple majority of the members present, excluding the Chair, shall be required to find the Respondent responsible for any violation(s). In cases resolved by an Administrative Hearing Officer, the Director will determine

- the level of responsibility based on the preponderance of the evidence standard and the information provided.
- p. Information regarding any prior disciplinary history may not be introduced or considered in deliberations regarding findings of responsibility.
  - q. If the Respondent is found responsible, any information related to the student's character, including prior disciplinary history, may be introduced and considered by the Board or Administrative Hearing Officer in determining a sanction. A Complainant involved in an alleged crime of violence may provide an impact statement. This statement is not binding, but will be given such weight as the Board or Administrative Hearing Officer deems appropriate.
  - r. Decisions made by the Board or Administrative Hearing Officer are final, unless Expulsion is recommended. In cases involving Expulsion, the recommendation will be forwarded to the Vice Chancellor for Student Affairs, who shall make the final administrative decision. The Respondent will be banned from all University premises and University-sponsored activities, and is subject to arrest for trespassing if found on any University premises or at a University-sponsored activity during the period of time in which the recommendation of expulsion is under review by the Vice Chancellor for Student Affairs.
  - s. A final decision must be made within 10 days of the date of the hearing. Notice of the decision must be delivered in writing to the Respondent within five days of the decision. The notice will include a brief summary of the information upon which the decision is based and shall specify any appeal rights. The final results of a disciplinary proceeding conducted with respect to an alleged crime of violence or act of relationship violence, sexual misconduct or sex/gender-based harassment shall be reported to the alleged victim in accordance with FERPA and the Clery Act.

#### 6.09 Resolution in the Absence of the Respondent

- a. If the Respondent has been notified pursuant to this Code and fails to respond within five days of the initial notice, the case may be resolved in their absence. If the case is resolved in absentia, the Respondent shall have waived their right to a hearing. The Conduct Review Officer will, in their professional judgment, determine findings for any alleged violation(s) and may specify any sanction(s) described in this Code.
- b. The resolution must be delivered in writing to the Respondent within five days of the decision. The Office of Student Conduct may place a hold on the Respondent's account until such time as they confirm receipt of the written decision.
- c. If the Conduct Review Officer determines that the Respondent's failure to appear was not for the purpose of defeating the disciplinary proceedings, they may rescind the disciplinary action and move forward with either an Informal or Formal Resolution.
- d. If the Respondent fails to attend their scheduled hearing, the Board or Administrative Hearing Officer shall adjudicate the case in their absence.

## **ARTICLE VII – APPEALS**

#### 7.01 Purpose and Grounds for Appeal

- a. The purpose of the appeal process is to provide the opportunity for questioning the appropriateness of actions resulting from a Formal Resolution. It is not the purpose of the appeal process to provide for a new hearing at a higher administrative level.
- b. The Respondent, and in cases of relationship violence, sexual misconduct or sex/gender-based harassment, the Complainant, may appeal a decision based on the following grounds: (a) a violation of due process or (b) a material deviation from Substantive and Procedural Standards adopted by

the UNC Board of Governors, as set forth in [UNC Policy Manual 700.4.1 – Policies on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings](#).

#### 7.02 Filing an Appeal

- a. Appeals must be submitted to the Director within five days of the notice of the decision. The appeal must be submitted via an [online form](#) available from the Office of Student Conduct. In extenuating circumstances, an extension of time may be granted by the Director. A request for an extension of time must be made in writing and approved by the Director.
- b. The appeal must clearly state the grounds on which it is based and present specific reasons or justifications to support the appeal.

#### 7.03 Resolving an Appeal

- a. The Appeals Board or Officer may rule on the appeal upon receipt, or appoint a committee to recommend action on the appeal. In cases involving an act(s) of relationship violence, sexual misconduct or sex/gender-based harassment, the appeal shall be reviewed by the Appeals Board.
- b. The Appeals Board or Officer may issue one of the following decisions:
  1. uphold the finding(s) of responsibility and sanction(s);
  2. uphold the finding(s) of responsibility and reduce, but not eliminate, the sanction(s); or
  3. remand the case to the same or a new Board or Administrative Hearing Officer.
- c. A decision must be made within 15 days after the appeal is received by the Appeals Board or Officer. Notice of the decision must be delivered in writing to the Respondent within five days of the decision. The final results of an appeal decision made with respect to an alleged crime of violence or act of relationship violence, sexual misconduct or sex/gender-based harassment shall be reported to the alleged victim in accordance with FERPA and the Clery Act.
- d. The decision of the Appeals Board or Officer is final and cannot be appealed further except as otherwise provided in [The Code of the Board of Governors of the University of North Carolina Section 502 D\(3\) – Chancellors of Constituent Institutions](#).

#### 7.04 Deferral of Sanctions

At the discretion of the Director, the imposition of a sanction(s) will normally be deferred during the resolution of an appeal. The sanction(s) may be imposed immediately following a decision if the Respondent's behavior was of such a serious nature that it (a) was threatening, harmful, or dangerous to others or the University community; (b) caused significant property damage; (c) impacted the stability and continuance of normal University functions; or (d) directly and substantially impeded the lawful activities of others.

### **ARTICLE VIII – DISCIPLINARY RECORDS**

All disciplinary records are the property of the University and are maintained by the Office of Student Conduct. Disciplinary records may include, but are not limited to, complaints, police reports, correspondence, case summaries, written information, and audio recordings. Disciplinary records include both electronic and paper records.

#### 8.01 Records Maintenance

- a. Disciplinary records where there is a finding of not responsible are maintained for a minimum of eight (8) years from the date of resolution. These records, however, are considered internal to the University and are not disclosed as part of a Respondent's disciplinary history.

- b. Disciplinary records where the sanction is a Letter of Concern are maintained for a minimum of eight (8) years from the date of resolution. These records may be disclosed as part of the proceedings under this Code but are considered internal to the University.
- c. No disciplinary record(s) will be destroyed until the Respondent has been in good disciplinary standing for eight years.
- d. Disciplinary records where the sanction is Suspension or Expulsion are maintained indefinitely.
- e. The University has the right to maintain any disciplinary records in excess of the minimum period.

8.02 Access and Confidentiality

- a. A student may access copies of their disciplinary records by contacting the Office of Student Conduct. Access to any disciplinary records shall be pursuant to FERPA and applicable University policies.
- b. All disciplinary records are confidential and shall not be released without the student's consent, except as otherwise provided by law. Pursuant to FERPA and the Clery Act, the University may disclose disciplinary records (a) to University officials who have a legitimate educational interest, (b) to parent(s) or legal guardian(s) of students under the age of twenty- one (21) who are claimed as dependents for income tax purposes, the outcome of any drug- or alcohol-related violation of this Code, or (c) to an alleged victim, the final results of a disciplinary proceeding conducted with respect to an alleged crime of violence or act of relationship violence or sexual misconduct. The University may also be required to produce disciplinary records in accordance with a lawfully issued subpoena. Limits to redisclosure shall be governed by appropriate federal law, including FERPA and the Clery Act. Failure to maintain the confidentiality of any protected record shall constitute a violation of Section 4.07c. of this Code.

## **ARTICLE IX – REVIEW AND REVISION**

9.01 Annual Review

- a. Subject to the authority of the Vice Chancellor for Student Affairs and the Chancellor, this Code shall be reviewed annually by the Committee on Student Conduct to determine appropriate revisions that are in the best interest of the University. These revisions shall be considered recommendations to the Chancellor.
- b. The Committee on Student Conduct shall be composed of two members of the Council of Deans appointed by the Provost, the Chair of the Faculty Senate and the Chair of the Council of Chairs, two members of the Division of Student Affairs appointed by the Vice Chancellor for Student Affairs, the Student Body President, the Student Body Vice President, the President of the Graduate Student Association Senate, the President of the Residence Hall Association, the Chair of the Student Conduct Board, and the Director. Each member of the Committee on Student Conduct shall serve a one-year term and may be reappointed. The Vice Chancellor for Student Affairs shall serve as Chair of this committee. A quorum shall consist of a simple majority of the appointed members.
- c. The Chancellor reserves the right to appoint other such committees or groups as they deem appropriate to advise them on changes or revisions to this Code.

9.02 Changes Beyond the Annual Review

The Chancellor reserves the right to review and amend this Code at any time.

## RELEVANT POLICIES

The Code of the Board of Governors of the University of North Carolina

- [Section 502 D\(3\) – Chancellors of Constituent Institutions](#)
- [UNC Policy Manual 700.4.1 – Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings](#)
- [UNC Policy Manual 700.4.1.1\[R\] – Regulation Applicable to Student Disciplinary or Conduct Procedures: Right to an Attorney or Non-Attorney Advocate for Students and Student Organizations](#)
- [UNC Policy Manual 700.4.2 – Policy on Student Conduct](#)
- [UNC Policy Manual 700.4.3\[G\] – Guidelines on Student Disciplinary Proceedings: Meaning and Effect of “Expulsion”](#)
- [UNC Policy Manual 1300.8- Free Speech and Free Expression Within the University of North Carolina](#)

Appalachian State University Policy Manual

- [Policy 104 – Facility Use](#)
- [Policy 105.3 – Policy Statement on the Family Educational Rights and Privacy Act of 1974, as Amended](#)
- [Policy 106 – Drugs and Alcohol](#)
- [Policy 110- Discrimination, Harassment and Retaliation](#)
- [Policy 301.5 – Bicycle Helmets](#)
- [Policy 303.24 – Animals on Campus](#)
- [Policy 303.25 – Smoking on University Property](#)
- [Policy 901 – Use of Computers and Data Communications](#)
- [Policy 915 – E-Mail as Official Means of Communication](#)

Applicable Federal Laws and State General Statutes

- [U.S. Department of Education Information about the Family Educational Rights and Privacy Act of 1974](#)
- [U.S. Department of Education Information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)
- [North Carolina Controlled Substances Act – North Carolina General Statutes, Chapter 90, Article 5](#)

*The University acknowledges with appreciation the North Carolina State University Code of Student Conduct and Student Discipline Procedures, the University of North Carolina at Charlotte Code of Student Responsibility, the NCHERM Group Sexual Misconduct Model Policy, the NCHERM Group Model Code project, the University of Colorado Student Conduct Code Policies and Procedures, and the University of North Carolina at Chapel Hill Information Guide for Sexual Assault Survivors and Allies.*

## APPENDIX A – GUIDE FOR ALCOHOL SANCTIONS

Substance	Prohibited Conduct	Educational Sanctions
Alcohol	<p><i>First Offense with Low Risk Behavior (e.g., BAC of 0.09 or less)</i></p> <ul style="list-style-type: none"> <li>▪ 4.01a. – Underage Possession/Use</li> <li>▪ 4.01b. – Improper Possession/Use</li> <li>▪ 4.01e. – Public Intoxication</li> <li>▪ 4.01f. – Energy Drinks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disciplinary Warning</li> <li>▪ Educational Program</li> <li>▪ Program Service Fee (\$100.00)</li> </ul>
	<p><i>Second Offense or First Offense High Risk Behavior (e.g., BAC greater than 0.09, 4.01c. – Driving Under the Influence)</i></p> <ul style="list-style-type: none"> <li>▪ 4.01a. – Underage Possession/Use</li> <li>▪ 4.01b. – Improper Possession/Use</li> <li>▪ 4.01e. – Public Intoxication</li> <li>▪ 4.01f. – Energy Drinks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disciplinary Probation (one calendar year)</li> <li>▪ Educational Program</li> <li>▪ Program Service Fee (\$100.00)</li> <li>▪ Community Service (12 hours) and Reflection Activity</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>
	<p><i>Subsequent Offense</i></p> <ul style="list-style-type: none"> <li>▪ 4.01a. – Underage Possession/Use</li> <li>▪ 4.01b. – Improper Possession/Use</li> <li>▪ 4.01c. – Driving Under the Influence</li> <li>▪ 4.01e. – Public Intoxication</li> <li>▪ 4.01f. – Energy Drinks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>

\*See Appendix D for Alcohol Medical Amnesty Policy.

\*\*Per Article V, Section 5.03 (Compelling Factors): Any individual or board authorized by this Code to resolve conduct allegations may modify any educational sanction based on compelling factors.

## APPENDIX B – GUIDE FOR DRUG SANCTIONS

Substance	Prohibited Conduct	Educational Sanctions
<p>Schedule III-VI Substances</p> <p><i>Examples: Marijuana and Synthetic Cannabis (K2, Spice, etc.)</i></p> <p>Abuse/Misuse of Legal Substances</p>	<p><i>First Offense</i></p> <ul style="list-style-type: none"> <li>▪ 4.06d. – Schedule III-VI Possession/Use</li> <li>▪ 4.06e. – Prescription Medication</li> <li>▪ 4.06f. – Over-the-Counter Drugs</li> <li>▪ 4.06g. – Huffing/Sniffing</li> <li>▪ 4.06i. – Driving Under the Influence</li> <li>▪ 4.06j. – Public Intoxication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disciplinary Probation (one calendar year)</li> <li>▪ Educational Program</li> <li>▪ Program Service Fee (\$100.00)</li> <li>▪ Random Drug Testing (6 months)</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>
	<p><i>Second or Subsequent Offense</i></p> <ul style="list-style-type: none"> <li>▪ 4.06d. – Schedule III-IV Possession/Use</li> <li>▪ 4.06e. – Prescription Medication</li> <li>▪ 4.06f. – Over-the-Counter Drugs</li> <li>▪ 4.06g. – Huffing/Sniffing</li> <li>▪ 4.06i. – Driving Under the Influence</li> <li>▪ 4.06j. – Public Intoxication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Progressively More Severe Sanctions, including Suspension or Expulsion</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 4.06c. – Schedule III-VI Manufacturing/Selling/Delivering</li> </ul>	<p><i>First Offense</i></p> <ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul> <p><i>Second Offense</i></p> <ul style="list-style-type: none"> <li>▪ Expulsion</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>
<p>Schedule I-II Substances</p> <p><i>Examples: Heroin, Cocaine, Ecstasy, LSD/Acid, Mushrooms, Opium, Amphetamines (e.g., Adderall), and Methamphetamines</i></p>	<ul style="list-style-type: none"> <li>▪ 4.06b. – Schedule I-II Possession/Use</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 4.06a. – Schedule I-II Manufacturing/Selling/Delivering</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Notification of Parents/Guardians if under the Age of 21 [Considered a Record, Not a Sanction]</li> </ul>

\*Per Article V, Section 5.03 (Compelling Factors): Any individual or board authorized by this Code to resolve conduct allegations may modify any educational sanction based on compelling factors.

**APPENDIX C – GUIDE FOR SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE  
SANCTIONS**

<b>Prohibited Conduct</b>	<b>Sanctions</b>
<ul style="list-style-type: none"> <li>▪ 4.15a Sexual Harassment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disciplinary Probation (one calendar year)</li> <li>▪ Initial Counseling Appointment</li> <li>▪ Educational Program</li> <li>▪ Leadership Restriction</li> </ul>
<ul style="list-style-type: none"> <li>▪ 4.15b Non-Consensual Sexual Contact</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disciplinary Probation (indefinite)</li> <li>▪ Initial Counseling Appointment</li> <li>▪ Educational Program</li> <li>▪ Leadership Restriction</li> <li>▪ Move/Removal from Housing (for on-campus students)</li> </ul>
<ul style="list-style-type: none"> <li>▪ 4.15c Non-Consensual Sexual Intercourse</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Educational Program</li> </ul>
<ul style="list-style-type: none"> <li>▪ 4.15d Sexual Exploitation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension</li> <li>▪ Educational Program</li> </ul>
<ul style="list-style-type: none"> <li>▪ 4.03g Relationship Violence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disciplinary Probation</li> <li>▪ Initial Counseling Appointment</li> <li>▪ Educational Program</li> </ul>

\*Per Article V, Section 5.03 (Compelling Factors): Any individual or board authorized by this Code to resolve conduct allegations may modify any educational sanction based on compelling factors.



## **APPENDIX D – ALCOHOL MEDICAL AMNESTY POLICY**

The Alcohol Medical Amnesty Policy provides an opportunity for Appalachian State University to reduce the harmful consequences caused by the abuse of alcohol. This policy is designed to promote responsible decisions when students are faced with medical emergencies as a result of high risk alcohol consumption. It strives to remove barriers and encourage students to seek the help of others.

The Alcohol Medical Amnesty Policy applies to the following:

- students who seek assistance from a University official or emergency personnel on their own behalf;
- students who seek assistance from a University official or emergency personnel on the behalf of another student and who remain on the scene to provide support (the policy would also apply to the student who received assistance); or
- organizations hosting an event in which a club representative seeks assistance from a University official or emergency personnel and remains on the scene to provide support.

The Alcohol Medical Amnesty Policy does not apply to the following:

- prohibited conduct other than the possession/use of alcohol (including, but not limited to, driving under the influence, acts of harm, harassment, sexual misconduct, and vandalism);
- prohibited conduct involving drugs; or
- students who do not seek assistance from a University official or emergency personnel.

The policy does not prevent an individual who has enforcement obligations under federal, state, or local law to report an alleged violation, file a charge, or take other action related to the possible criminal prosecution of any student.

This policy will provide an opportunity for an intervention that will not result in disciplinary action from the Office of Student Conduct. Records related to receiving alcohol medical amnesty will be maintained for a minimum of eight years from the date amnesty is received. These records are considered internal to the University and are not disclosed as part of a student's disciplinary history.

To receive alcohol medical amnesty, a student or organization must agree to the recommended action plan, which may include participation in alcohol educational programming. The Office of Student Conduct may disclose the agreement to the parent(s) or legal guardian(s) of a student under the age of twenty one (21) who is claimed as a dependent for income tax purposes.

Failure to complete the agreement may result in revocation of alcohol medical amnesty. Repeated incidents may prompt the University to revoke an individual's or organization's ability to receive alcohol medical amnesty.

## APPENDIX E – WHAT CONSENT TO SEXUAL ACTIVITY MEANS

**Consent is clear, knowing, affirmative, voluntary permission, through mutually understandable words or actions, to engage in specific sexual activity.** Consent will be determined using both objective and subjective standards. The objective standard is met when a reasonable individual would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another. The subjective standard is met when a party believes in good faith that the words or actions of the parties manifested an agreement between them to do the same thing, in the same way, at the same time, with one another. Not "understanding" sexual misconduct does not excuse any unwanted sexual advances. An individual under the age of 16 cannot give consent to any form of sexual activity.

**Consent must be obtained.** It is the responsibility of the person who wants to engage in the sexual activity to ensure that they have consent from the other party, and that the other party is capable of consent. Accordingly, when there is a dispute as to whether sexual activity was consensual, the University's investigation will assess whether the person initiating the sexual activity knew, or should have known, that the sexual activity was not consensual or that the other party was incapable of providing consent. A person's capacity for consent will be evaluated using a reasonable person standard.

- *Incapacitation* is a state where an individual cannot make an informed and rational decision to engage in sexual activity because the individual lacks the mental and/or physical ability to understand the nature of the sexual activity (i.e., the who, what, where, why, or how of the sexual activity). There are a number of causes for incapacitation, including, but not limited to, being asleep or unconscious, experiencing intermittent consciousness, the existence of a mental or developmental disability, the consumption of alcohol or other drugs. Alcohol or drug use is one of the primary causes of incapacitation, but consumption alone is insufficient to establish incapacitation. Incapacitation is a state beyond intoxication, impairment of judgment, or "drunkenness." The impact of alcohol and drugs vary from person to person, and evaluating whether an individual is incapacitated and unable to give consent, requires an assessment whether the consumption of alcohol or other drugs has rendered the individual physically helpless and substantially incapable of:
  - Making decisions about the potential consequences of the sexual activity;
  - Appraising the nature of one's own conduct;
  - Communicating consent to the sexual activity; or
  - Communicating unwillingness to engage in the sexual activity.

**Consent must be affirmative.** Consent is not to be inferred from silence, passivity, or a lack of resistance, and relying on non-verbal communication alone may not be sufficient to ascertain consent. Consent to engage in one form of sexual activity is not consent to engage in a different form of sexual activity or to engage in the same form of sexual activity on a later occasion. Consent to engage in sexual activity with one person is not consent to engage in sexual activity with any other person.

**Consent must be ongoing.** Consent must be present throughout the sexual activity and may be withdrawn at any time. However, withdrawal of consent requires an outward demonstration, through understandable words or actions, which clearly conveys that a party is no longer willing to engage in the sexual activity. If there is any confusion as to whether there is consent or whether prior consent has been withdrawn, the parties should stop the activity until the confusion is resolved.

**Consent must be voluntary.** Consent is possible only when there is equal power in the relationship. Consent can never be obtained by use of physical force, threats, intimidating behavior or coercion. Consent is not effectively given if it results from the use of coercion or force. Being verbally, emotionally, psychologically or physically pressured into any kind of sexual activity is not consent. Engagement in sexual activity because of fear or deceit is

not consent. Furthermore, consent cannot be obtained by taking advantage of an individual's inability to give consent because of Incapacitation. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes" if forced or coerced.

- Coercion exists when intimidation and/or expressed and/or actual threats of immediate or future physical, emotional, reputational, financial, or other harm is used to pressure an individual to engage in unwanted sexual behavior. Coercion may also include the pressure to engage in sexual activity to gain access or inclusion into a group or organization.
  - *Intimidation* occurs when an individual uses physical presence to menace another, although no physical contact occurs, or where an individual's knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places them in fear, as an implied threat. *Intimidation* may also include the manipulation of one's actual and/or perceived social, political, and/or economic power over another individual for personal gain and/or favor. Examples of intimidation may include blocking another person's egress, implying social harms such as spreading gossip and/or rumors, or using one's own physicality to express dominance over another.
  - *Threats* exist where a reasonable individual would have been compelled by words or actions of another to give permission to sexual contact they would not otherwise have given, absent the threat. Threats may suggest acts of harm towards the person involved in the sexual activity, another individual, or a loved one. For example, threats to themselves, another individual, or a loved one constitutes threats.
  - Physical force is the use of physical violence, not matter how slight, to lessen or eliminate an individual's ability to choose whether to participate in sexual activity. Examples of physical force may include hitting, kicking, restraining or otherwise exerting their physical control over that individual through violence.

### **Intellectual Disability**

Intellectual disability always places consent in question. Use of alcohol or drugs by an individual who has an Intellectual Disability shall be further evidence that the individual may lack capacity to consent to sexual activity.

**APPENDIX F – GENERAL TIMELINE FOR SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE DISCIPLINARY PROCESS**

Allegations of misconduct will be investigated, heard and decided in a deliberate manner within reasonable time frames. Subject to adjustments necessitated by the facts and circumstances of each case, the following timelines will apply generally to allegations of sexual misconduct and relationship violence as defined in this Code. To the extent the timelines set forth below are inconsistent with any timeline set forth elsewhere in this *Code*, the timeline specified in this Appendix (subject to any adjustment as described above) shall apply in cases of alleged sexual misconduct.

<b>Process</b>	<b>Timeline</b>
A report is filed with or forwarded to the Office of Title IX Compliance	Typically filed within 180 calendar days of alleged incident (see Article 3.02b and 6.02a)
If the Title IX Coordinator decides to send the case to investigation	Within 10 days the Title IX Coordinator will assign the investigator
Investigation (if appropriate) (See article 6.06b)	Completed (Final Investigative Report provided to the Office of Student Conduct) within 60 days of referral to Investigator
Informal Resolution reached or case referred to an Administrative Hearing for Formal Resolution (see Article 6.07-6.08)	Within 10 days after Director receives Final Investigative Report
Commencement of an Administrative Hearing (if appropriate)	10 days' notice of hearing date must be provided (see Article 6.08c)
Decision Made by an Administrative Hearing	Within 10 days after hearing is completed (see Article 6.08s)
Written Notice of Decision	Within 5 days after the decision is made (see Article 6.08s)
Appeal of an Administrative Hearing decision (if any)	Within 5 days after written notice of the decision (see Article 7.02a)
Decision of Appellate Officer	Within 15 days after the appeal is received by the Appellate Officer (see Article 7.03c)
Written Notice of Appeal Decision	Within 5 days after the appeal decision is made (see Article 7.03c)

## **APPENDIX G – DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA)**

The Digital Millennium Copyright Act (DMCA), passed in 1998, requires a University to aid in the prevention of online copyright infringement as an internet service provider.

Copyright owners have hired companies to search file sharing programs and locate IP addresses of computers sharing or downloading files illegally. In the event the IP address is a campus address, Appalachian State University (ASU) Information Technology Services (ITS) is informed and required to “take down” the offending material. People utilizing the university network are not anonymous, and illegal file sharing activity can be tracked.

Essentially, it is illegal to copy any copyrighted material without authorization from the creator or other owner of the copyright. It is also important to note that you cannot share any copyrighted material without such authorization.

Copyright law currently allows the court to set fines between \$750 and \$150,000 per copyright infringement. While most of these cases are settled out of court, some of these settlement agreements have required payments in excess of \$10,000.

Information Technology Services (ITS) has automated the process for a DMCA take down notice. The notice goes directly to the user identified by the ASU network registration system and automatically removes the computer from the network.

If the complaint is true, you must certify that the infringing content has been removed from the computer. If you believe the complaint is false, you may contact the individual or business that originated the notice (e.g., RIAA, MPA etc.), not Appalachian State University.

In response to DMCA allegations, Appalachian State University has developed a graduated response. Only on a third incident will a complaint be sent to the Office of Student Conduct.

- a. A first DMCA complaint will result in a warning and the viewing of an educational video online.
- b. For a second DMCA complaint, the student must attend a workshop and loses internet access for ten academic days.
- c. For a third and subsequent offenses, the student will be referred to the Office of Student Conduct.

Copyright infringement constitutes a violation of the policy on Use of Computers and Data Communication at Appalachian State University. For more information, visit [Policy 901 – Use of Computers and Data Communications](#).

# Office of Student Conduct



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