

## Salisbury University Promise

The "Salisbury University Promise" is a statement of integrity and respect for others and reflects the core values of the institution. All current and new students are expected to abide by this pledge as a way of accepting the University's core values and expectations for all students.

**I will connect what I learn with how I live.**

**I will demonstrate personal and academic integrity.**

**I will respect diverse groups and individuals.**

**I will strive to bring honor to the University as well as myself.**

Acceptance of admission by any student to the University also carries with it the assumption of a sense of responsibility for the welfare of the community. In addition to the college's code of conduct, students are expected to obey local, state and federal laws. However, the University reserves the right to take necessary and appropriate judicial action against any individual or group whose conduct on or off campus threatens the safety and well being of the campus community and/or is viewed to be detrimental to the University's interest. Being associated with Salisbury University does not establish immunity or leniency from civil authorities.

# SALISBURY

UNIVERSITY



Salisbury  
UNIVERSITY

## Student Code of Conduct, Policies and Procedures 2009-2010

Salisbury  
UNIVERSITY



## Table of Contents

EEO/Affirmative Action Statement . . . facing pg.	
Preamble . . . . .	1
Salisbury University Promise . . . . .	back cover
<b>General Policies and Procedure</b>	
Absence Notification . . . . .	1
Address of Record . . . . .	1
Discrimination and Harassment . . . . .	1
Complaints Against Students . . . . .	2
Complaints Against Faculty . . . . .	2
Complaints Against Staff . . . . .	2
Policy on Mental Health . . . . .	2
Dangerous, Disruptive or	
Threatening Behavior . . . . .	2
Responses to Dangerous, Disruptive or	
Threatening Behavior . . . . .	3
Parental Notification . . . . .	3
<b>Student Code of Conduct</b>	
Jurisdiction . . . . .	3
Alcoholic Beverage Policy . . . . .	4
Expectations for Greek and Registered	
Student Organizations . . . . .	4
Residential Facilities . . . . .	5
Event Registration Policy . . . . .	6
Drug Policy . . . . .	6
Definitions . . . . .	6
Prohibited Activities . . . . .	6

Computer Use Policy . . . . .	6
Conduct Infringing on Others . . . . .	7
Disruptive Behavior . . . . .	7
Acts of Destruction . . . . .	7
Threats or Acts of Violence . . . . .	7
Responses to Threats or Acts of Violence . . . . .	8
Event-Related Misconduct Policy . . . . .	8
Failure to Comply . . . . .	8
False Information . . . . .	8
Harassment Policy . . . . .	8
Hazing . . . . .	9
Guest Policy . . . . .	10
Sexual Misconduct . . . . .	10
Telephone Misuse . . . . .	10
Theft . . . . .	11
Violations of Local, State or Federal Law . . . . .	11
Weapons, Firearms, Fireworks, Explosives	
and Combustibles . . . . .	11
<b>Administration of</b>	
<b>University Code of Conduct</b>	
Basic Policy . . . . .	12
SU Judicial Authorities . . . . .	12
Authority of the President . . . . .	12
Dean of Students . . . . .	12
University Attorney . . . . .	13
Case Administrators . . . . .	13
Community Hearing Board . . . . .	13

SU Judicial Procedures . . . . .	13
Complaints of Misconduct . . . . .	13
Informal Conference . . . . .	13
Adjudication Options . . . . .	14
Procedures for Community Hearing	
and Administrative Hearing . . . . .	14
Determination of Responsibility . . . . .	15
Sanctions . . . . .	16
Primary Sanctions . . . . .	16
Permanent Dismissal . . . . .	16
Contingent Dismissal . . . . .	16
Suspension . . . . .	16
Suspension (Held in Abeyance) . . . . .	16
Disciplinary Probation . . . . .	16
Probation with Restricted Privileges . . . . .	16
Suspension from University Housing . . . . .	16
Probation . . . . .	17
Social Probation . . . . .	17
Warning . . . . .	17
Withholding a Degree . . . . .	17
Secondary Sanctions . . . . .	17
Loss or Restriction of Privileges . . . . .	17
Chemical Assessment . . . . .	17
Educational Requirements . . . . .	17
Task/Community Service . . . . .	17
Restitution . . . . .	17
Fines . . . . .	17
Interim Suspension . . . . .	18
Policy on Student Organizations . . . . .	18
Appeal of SU Judicial Action . . . . .	18
Student Status Pending Final Action . . . . .	19
Refunds . . . . .	19
Disciplinary Records . . . . .	19
Procedures for Appeal by Charged Party . . . . .	19
Appeals of Informal Resolutions . . . . .	19
Appeals of Administrative Hearings . . . . .	19
Appeals of Community Hearing Board . . . . .	19
Continued Enrollment During Appeal . . . . .	20
<b>Policy on Student Academic Integrity</b>	
Definitions . . . . .	
Lying . . . . .	20
Cheating . . . . .	20
Plagiarism . . . . .	21
Procedures . . . . .	21
Course-based Faculty Action . . . . .	21
Dismissal from Professionally	
Accredited Programs . . . . .	22
Student Appeals of Faculty or	
Professional Program Sanctions . . . . .	22
Academic Policies Committee Actions . . . . .	22
Appeals from Academic Policies	
Committee Findings . . . . .	24
Impact of Academic Misconduct F Grade . . . . .	24
University System of Maryland Policy . . . . .	24
<b>Student Academic Grievance Policy</b>	
Informal Grievance . . . . .	25

Formal Grievance . . . . .	25
Step One . . . . .	25
Step Two . . . . .	25
Step Three . . . . .	26
Step Four . . . . .	26
Committee Review of Evidence . . . . .	26
Committee Findings . . . . .	27
Appeal of Committee's Findings . . . . .	27
Jurisdictional Disputes . . . . .	27
Confidentiality . . . . .	27
Timeline . . . . .	27
<b>Policy on Confidentiality and</b>	
<b>Disclosure of Student Records</b>	
Definitions . . . . .	28

## Contact Information

**Vice President of Student Affairs Office**  
 Guerrieri University Center Room 212  
 410-543-6080  
**Vice President of Student Affairs**  
 Dr. Ellen Neufeldt  
**Dean of Students:**  
 Edwin Cowell  
**Associate Vice President of Student Affairs**  
 Dr. Dane Foust

## Publication Information

The information in this publication applies to the academic year 2009-2010 and is accurate and current, to the extent possible, as of August 2009. The University reserves the right to update and/or make changes to the code of conduct, programs of study, academic requirements, teaching staff, the calendar and other matters described herein without prior notice, in accordance with established procedures. **For the most updated version of Salisbury University's Code of Conduct, please refer to the University's Web site, [www.salisbury.edu](http://www.salisbury.edu).**

### EDITOR:

Edwin Cowell

### COPY EDITORS:

Kristen Kazmarek & Lindsey VanCoutren

### PUBLICATION COORDINATORS

Sue Eagle & Christine Smith

## EEO/Affirmative Action Statement

Salisbury University has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard to race, color, religion, national origin, sex, age,

marital status, disability or sexual orientation. The University adheres to the EEO/AA policies set forth by federal and Maryland laws.

Salisbury University values diversity among our students, faculty and staff and believes that interactions with those holding varying perspectives, backgrounds and beliefs contribute to a well-rounded educational experience and promotes personal and professional development. Understanding and acceptance of others is of ever-increasing importance in today's world.

---

## Preamble

The mission of Salisbury University is to empower students with the knowledge, skills and core values that contribute to active citizenship, gainful employment and life-long learning in a democratic society and interdependent world. The achievement of the University's educational goals is a responsibility that must be shared by all. Therefore, Salisbury University expects and requires of all its students full cooperation in developing and maintaining a campus community in which high standards of courtesy and integrity are practiced by every member of the University community. Allegiance to these standards requires each member of the Salisbury University community to refrain from any behavior that serves to compromise the educational mission of the institution. Moreover, members of Salisbury University are discouraged from any behaviors that threaten the basic rights and privileges afforded to each member of the community as well as the respect every individual deserves. Choosing to join the University community obligates each member to live by the institution's Code of Conduct and to uphold community standards at the University and in the greater Salisbury community and beyond.

# General Policies and Procedures

---

## ABSENCE NOTIFICATION

In the case of an extreme emergency or prolonged illness, the Vice President of Student Affairs Office (when informed) notifies class instructors of intended dates of a student's absence from class. Faculty establish their own attendance policy. Notification of absence is a service to students and faculty; it is not an official excuse from classes and work missed.

---

## ADDRESS OF RECORD

- Students are responsible for maintaining and updating current local, campus and permanent addresses with the University Registrar.
- If a student lives on campus, he or she is responsible for regularly checking his or her University mailbox for mail.
- Mail sent to a student's address in the Registrar's records or to a campus or local address shall constitute proper notification.
- IT-issued e-mail accounts are the primary form of communication; therefore, students are also expected to maintain and regularly check their IT-issued e-mail accounts.

---

## DISCRIMINATION AND HARASSMENT

Federal and state laws prohibit discrimination and/or harassment on the basis of race, gender and other impermissible criteria. These laws affect students, faculty and staff. Information about a student's rights under federal anti-discrimination and/or harassment statutes may be obtained from the Student Affairs or President's office. The following individuals are also available to receive complaints or to provide information regarding compliance with the conditions set forth in this legislation.

---

## Complaints Against Students

Edwin A. Cowell, Dean of Students, Guerrieri Center 212, 410-543-6080

Dr. Ellen Neufeldt, Vice President of Student Affairs, Guerrieri Center 212, 410-543-6080

Dr. Dane Foust, Associate Vice President of Student Affairs, Guerrieri Center 212, 410-543-6080

---

## Complaints Against Faculty

Dr. Maarten Pereboom, Dean Fulton School of Liberal Arts, 410-543-6450

Dr. Karen Olmstead, Dean Henson School of Science and Technology, 410-543-6425

Dr. Richard Hoffman, Interim Dean Perdue School of Business, 410-543-6316

Dr. Dennis Pataniczek, Dean Seidel School of Education and Professional Studies, 410-543-6335

---

## Complaints Against Staff

Fair Practice Officer, Holloway Hall, 410-548-3316

---

## POLICY ON MENTAL HEALTH

### Dangerous, Disruptive or Threatening Behavior

The purpose of this Policy on Mental Health is to address dangerous, disruptive or threatening behavior and to protect the health, safety and welfare of all members of the Salisbury University community. Toward that end, when students demonstrate or are identified as having a physical or psychological condition that renders them a danger to self or others or unable to function in the University environment, the University reserves the right to pursue appropriate action. Such action may include but is not limited to:

1. Requiring that the student undergo a professional assessment by a licensed mental health care provider.
2. Recommending or requiring compliance with a treatment plan recommended by a licensed mental health care provider as a condition to remain in the University environment or as a condition to return to the University community.

3. Referring the student to the University judicial process to determine if the behavior violates the Student Code of Conduct, Policies and Procedures.

4. Referring the student to the Dean of Students, Associate Vice President for Student Affairs, or designee for involuntary administrative withdrawal.

If it becomes necessary to initiate an involuntary administrative withdrawal in accordance with the medical/psychological protocol, students will normally be restricted from returning to the University for no less than two semesters. Students may petition for earlier reentry if they obtain documentation from a licensed mental health care provider indicating that the student has taken reasonable steps to resolve their concerns. Students who are considered for reentry prior to two semesters will do so under stated conditions and will be required to provide appropriate documentation from a licensed mental health care provider regarding the student's readiness to participate in the University environment.

The student and documentation must also be evaluated by a member of the University's Student Counseling Services staff. The staff will assist in determining the student's readiness to return to the University environment and make recommendations for additional treatment as appropriate, prior to the student being recommended for readmission.

Students may appeal administrative decisions rendered through the Policy on Mental Health.

1. Appeals of administrative decisions are considered by the Dean of Students or designee. (In cases where the Dean of Students serves as the administrative hearing officer, the Vice President of Student Affairs or designee will consider student appeals.)
2. The Dean may decide one of the following:
  - That there is no basis for the appeal. The appeal is then dismissed, and the original decision stands.
  - That an incorrect finding was reached. The Dean will then dismiss the decision.
  - That the decision rendered is unfair or inappropriate. The Dean then determines an action fair to the facts of the case. The Dean or designee is not empowered to increase the level of action but may refer the case to an appropriate hearing body for review.

## Responses to Dangerous, Disruptive or Threatening Behavior

When the University's protocol is initiated to respond to dangerous, disruptive or threatening behavior, a student may not attend classes, activities or return to the University environment until he or she has been given clearance to do so in accordance to the Policy on Mental Health outlined here.

Salisbury University has a medical/emotional emergency protocol that is put into effect should a student attempt suicide, pose an imminent danger to self or others or be unable to function in the University environment. Anyone with knowledge of such circumstances should contact the University Police, at 410-543-6222, who will alert the counselor or professional staff on call. Information about a student receiving services at Student Counseling Services, Student Health Services and/or Disability Support Services can only be shared with the informed consent and written permission of the student, except in rare circumstances in accordance with professional ethical standards and relevant laws. When a student has been deemed an imminent threat to self or others, the student's rights to privacy cannot be guaranteed and may constitute the sharing of information on a need to know basis.

## PARENTAL NOTIFICATION

Salisbury University reserves the right to notify parents under FERPA (Family Education Rights Privacy Act) particularly regarding alcohol and drug offenses.

## Student Code of Conduct

Salisbury University's Code of Conduct applies to all currently enrolled students. Student hosts are responsible for their guests and therefore should inform them of University policies. Additionally, the Code of Conduct applies to persons who have been notified of their acceptance for admission, who withdraw after allegedly violating the Student Code of Conduct, or who are not officially enrolled for a particular term, but have a continuing interest or relationship with the University.

Unless otherwise stated, sanctions for violations of the Code of Conduct may range from a warning to dismissal or expulsion for individuals, and from a warning to suspension or termination for organizations. In addition, students or student organizations may be subject to a restriction of privileges. Acting as an accomplice, aiding or abetting may result in disciplinary action.

The following policies, regulations and statutes have particular relevance for students. This is not an exhaustive overview either of University regulations or of applicable local, state and federal law. The Dean of Students has the discretion to amend or modify policies and procedures to accommodate extenuating circumstances.

## JURISDICTION

Salisbury University's jurisdiction extends to all behavior by any undergraduate or graduate student and/or student organization that occurs on University property, at University-sponsored activities, on University-sponsored trips or functions, and conduct occurring off campus. Therefore, **Salisbury University may impose sanctions against a student or student organization for the violation of any student regulations that occur on campus. Sanctions also may be imposed against a student or student organization for the violation of any regulations that occur off campus as well as violations of the local, state and federal law** when the alleged conduct would impair, interfere with, or obstruct the missions, processes or functions of the University, or

when the alleged conduct would, if true, endanger the health, safety or welfare of the student or others, would endanger any University property or adversely affect the University's integrity.

## ALCOHOLIC BEVERAGE POLICY

### Individual Rights and Responsibilities

The following general provisions apply to individual possession or use of alcoholic beverages on or off campus:

Salisbury University is interested in the health, safety and well being of every member of the community and insists that those who choose to use alcoholic beverages do so in a responsible and legal fashion. Policies are designed to allow responsible use of alcohol by those of legal age. Students are expected to observe all applicable laws and University policies related to purchase, possession and consumption of alcoholic beverages. Violations of applicable laws and/or policies pertaining to alcohol subject students and/or student organizations on and off campus to disciplinary action and legal penalties.

Through this policy, the University seeks to decrease drinking that poses a high risk of physical, mental or emotional harm. In the short term, high-risk drinking involves over consumption at one event until one no longer has physical or mental control over oneself. Long-term, high-risk drinking is a pattern of behavior where alcohol begins to affect various facets of one's life, including academics, social relationships, and health and personal safety. These types of drinking do not simply affect the drinker but hurt the University community as a whole.

It is a violation of the alcohol policy to engage in any action while under the influence of alcohol that is disruptive to the community. Such behaviors include, but are not limited to, vomiting in public, public urination, fighting, exhibiting disorderly conduct, damaging property, throwing bottles, blocking or lying across or otherwise preventing or interfering with access to or passage across an entryway or thoroughfare, cursing or shouting at others, participating in progressive drinking games or disrupting classroom or University-sponsored activities.

1. No person who is less than 21 years of age may purchase, possess or consume any type of alcoholic beverage.
2. No person may be in a public area in an intoxicated condition.
3. No person may possess an open container of alcohol in a public area.
4. No person may provide alcohol to any person who is less than 21 years of age.
5. No person may bring any type of alcoholic beverage into an Alcoholic Beverage Control-licensed facility or area, and no person may take alcoholic beverages out of a Control-licensed facility or area.
6. No person who appears to be intoxicated or is intoxicated may be sold or served alcoholic beverages.
7. No person may drive a vehicle under the influence of alcohol or with a blood alcohol level (as shown by a lawfully administered blood or breath test) in excess of that permitted for drivers by Maryland law.

## Expectations for Greek and Registered Student Organizations

1. Hard alcohol/ liquor, an open bar or free alcohol is not permitted to be served at events sponsored by student organizations.
2. The advertisement of alcohol for any student-sponsored event is prohibited.
3. University catering is the only permitted third party alcohol vendor for on-campus events that serve alcohol.
  - a. All servers must be TIPS trained with overall supervision from a TIPS certified on-site staff member.
4. For RSO- or Greek-sponsored events, appropriate safeguards should be preapproved by the Office of SAOL to monitor and limit the amount of alcohol served per person (identifying and showing proof of age, tickets, bracelets, etc.).
5. University Police must preapprove all events that involve alcohol. At the discretion of the Office of Student Affairs and University Police, police may be required to monitor the event. The program organizer may be charged the cost of additional security.
6. All sponsoring groups/event planners are responsible for creating, monitoring, maintaining and supervising a safe and educationally appropriate environment when alcohol is being served.

7. All event planners must receive information on server liability issues and sign off to indicate that they have read and understand their responsibilities. For RSOs, the Office of SAOL will have the appropriate materials.
8. Nonalcoholic drinks and food must be included at all campus events where alcohol is being consumed.
9. No more than the equivalent of one drink per hour may be served, i.e. a three-hour-long event would include a maximum of three drinks per student.
10. The Office of Student Affairs and/or SAOL reserves the right to limit the time, manner, and place of the event.
11. Event planners may be held accountable through the University for the behavior of visibly intoxicated participants.
12. Program sponsors are prohibited from selling or furnishing alcoholic beverages to a minor or a person visibly under the influence of alcoholic beverages.
13. Any form of drinking contest is prohibited at any University-sponsored event.
14. Student organizations will not sponsor any activity that includes alcohol that is hosted or marketed by a member of the alcoholic beverage industry. This includes providing free alcoholic beverages, promotional items including names, logos and mascots.
15. Alcoholic beverages may not be provided as free awards or prizes to individual students or campus organizations.
16. Open containers are only permitted in designated areas.
17. RSOs and Greek organizations will appoint an executive officer who will be responsible, in collaboration with the other executives, for overseeing the group's compliance with University policy and state/local law.
18. RSOs and Greek organizations must demonstrate compliance with any additional policies and/or procedures from any national governing bodies with which they are affiliated.
19. The University reserves the right to prohibit alcohol being served at any function.
20. A University official (advisor, full-time faculty or staff member) must be present at all times and throughout the duration of any event where alcohol is being served on campus.
21. Student organizations hosting events at off-campus locations must provide the Office of SAOL with a copy of a liquor license and proof of insurance two weeks prior to the event.

22. A group or individual group members may be subject to SU judicial action if found in violation of these policies.
23. Salisbury University assumes no responsibility for organization-sponsored events where alcohol is served, whether on or off campus.

---

## Residential Facilities

**Additionally, the following provisions apply to possession or consumption of alcoholic beverages in University residential facilities:**

1. Alcohol is not permitted in any individual room in a residence hall unless one of the residents is at least 21 years of age and the alcohol belongs to that resident. Further, alcohol is not permitted in the public areas of residence halls nor may functions with alcohol be scheduled in residence halls.
2. Empty alcohol containers in residence hall facilities may constitute evidence of alcohol consumption or possession, and may, therefore, be subject to inspection and seizure, and residents may be subject to disciplinary action.
3. Common containers of alcohol, including, but not limited to, kegs, pony kegs, beer balls, box wines and containers greater than 750 ml. and mixed alcoholic punch are prohibited in any residential facility, whether the containers are empty or full.
4. A guest may only possess or consume alcohol if the guest is over the age of 21 and is visiting a resident's room where at least one of the assigned student residents is also of legal drinking age (i.e., if a double-occupancy room is occupied by two students under the age of 21, those students shall not permit the consumption, possession or use of alcohol by anyone, including guests, in that room. However, if one of the roommates is over the age of 21, he or she may allow the possession or consumption of alcohol by guests who are over 21).
5. The student's (or a guest's) possession, use or consumption of alcohol shall not infringe upon the privacy, peace or enjoyment of other students or guests in the residence hall.
6. A residence hall student has a duty to know if there is or has been illegal use or possession of alcohol in his or her room. Therefore, the

burden of proof shall be on the resident in cases where the resident claims no knowledge of such use.

---

## EVENT REGISTRATION POLICY

It is the responsibility of each student or student organization to know and abide by Salisbury University's Event Registration Policy. All registered student organizations must submit their event and space requests through the office of Student Activities. The University reserves the right to refuse any student organization's request for an event if it is in conflict with another campus event requiring University Police support, is not adequately supported by University Police, is deemed potentially unsafe or for other unforeseen circumstances.

**Please refer to the Office of Student Activities for the most updated Event Registration Policy and/or documents.**

---

## DRUG POLICY

The University prohibits the possession, use, consumption, manufacture, sale or distribution of drugs and drug paraphernalia. Any violations of this drug policy may be subject to sanctions of suspension by the University Judicial System and may be reported to all appropriate law enforcement authorities.

---

## Definitions

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term "drug paraphernalia" broadly includes any material, product, instrument or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles, syringes, bongs or pipes.

---

## Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. The possession, use, consumption, manufacture, sale or distribution of any drug or drug paraphernalia;
- b. The delivery, transfer, or intent to deliver, transfer or manufacture any drug or drug paraphernalia;
- c. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia; or
- d. The sale, delivery or transfer of a prescription or prescription drug.

---

## COMPUTER USE POLICY

Salisbury University considers it an egregious offense for any user of its computer apparatus to attempt to degrade the performance of its system, to seek to penetrate its security, or in any way deprive or attempt to deprive other users of resources or access to the computer. Further violations include, but are not limited to:

- a. Using a computer account that you are not authorized to use.
- b. Misrepresenting yourself as another individual.
- c. Sharing of account passwords with friends, family members or any unauthorized individuals.
- d. Tampering with the operation of Salisbury University computing system including both its equipment and its program.
- e. Denying or interfering with the fair access to shared computing resources and services by all individuals.
- f. Using the campus computing network and facilities to violate the privacy of other individuals.
- g. Using the electronic mail system to send unwanted, abusive, obscene or otherwise harassing communications.
- h. Violating federal and state laws governing copyrighted materials. This includes programs, images, sounds, text and related documentation.
- i. Using computer resources for commercial purposes, personal profit or any non-University related activities.
- j. Using computer resources for illegal or criminal purposes and/or in violation of federal, state and local laws.

The entire policy on the Acceptable Use of Computing Systems at Salisbury University is available on all Salisbury University information servers, posted in all academic computer labs, the Computer Services Customer Support Center, on the Web ([www.salisbury.edu/helpdesk](http://www.salisbury.edu/helpdesk)) and upon request at the University Technology Services.

---

## CONDUCT INFRINGING ON OTHERS

Conduct that infringes upon the rights of other individuals is prohibited. Such conduct includes, but is not limited to, acts of destruction and violence, disorderly conduct, public drunkenness, public urination, obscenity, publishing demeaning images of others, nudity and sexual activity in public places. All pranks and careless or irresponsible behaviors, on or off campus, which cause or have the potential for causing damage to University or personal property, personal injuries or which infringe upon the rights of others are unacceptable. Such behaviors include, but are not limited to, loud music or noise, water fights, shaving cream battles, food fights and playing outdoor sports indoors.

---

## DISRUPTIVE BEHAVIOR

No student shall commit any act which amounts to disruptive behavior as defined in this regulation or knowingly participate with others in conduct which amounts to disruptive behavior.

Disruptive behavior is any action that impedes, obstructs or interferes with the educational intent of the University or which are detrimental to University interests, including, but not limited to:

- a. Disrupting the flow or movement of others on campus or at University-sponsored events.
- b. Trespassing or unauthorized entry.
- c. Interfering with the freedom of speech of any member or guest of the University.
- d. Intentionally disrupting academic activities.
- e. Engaging in disorderly conduct, including, but not limited to, direct involvement in a verbal and/or physical altercation or acting as a bystander.
- f. Conducting an activity or acting in such a

- g. Behaving obscenely or indecent exposure in public places.
- h. Pranks which cause or have the potential for causing damage to the University or personal or public property.
- i. Hosting or attending a party or social event on or off campus that causes a disruption to the community or that violates local, state or federal laws or ordinances.

---

## ACTS OF DESTRUCTION

Acts of Destruction against the property of others or the rights or freedom of others will not be tolerated. Similarly, conduct and behavior of any kind that might incite violence, cause serious physical or emotional injury, or breach the peace will not be tolerated. No student shall engage in behavior that causes damage to personal, community or college property, damage or litter, attempt to destroy, or assist another student in destroying damaging or littering any property of the University, community or of another individual. These prohibitions apply to conduct which is motivated by any reason whatsoever, including, but not limited to reasons related to race, religion, ethnicity, gender, sexual orientation or national origin.

---

## THREATS OR ACTS OF VIOLENCE

Salisbury University is committed to providing a learning and working environment that provides the highest possible sense of safety and security for all members of the University community. Threats or actions of violence include, but are not limited to:

- threatening or causing physical harm
- severe verbal abuse
- conduct that threatens or that can be construed as threatening
- conduct endangering the health and safety of any person
- intentional or unintentional attempts to cause harm

Prohibited conduct also can include threats or attempts to create harm which might have been meant to be humorous or exaggerated by the speaker, but whose intent is not apparent to a reasonable person, or threats not necessarily directed at a named individual.

---

## Response to Threats or Acts of Violence

Students committing such acts are subject to SU judicial action, which normally results in a sanction of suspension. Students engaging in physical altercations will normally be suspended from the University for no less than one calendar year. Students may also be subject to criminal prosecution and/or civil actions as provided by Maryland and federal law.

---

## EVENT-RELATED MISCONDUCT POLICY

This policy is in response to Board of Regents Policy V-8.0 on Event-Related Student Misconduct, as amended February 10, 2006. **At SU, this policy applies to any misconduct that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community, such as rioting, assault, theft, vandalism, fire setting or breach of the peace, and occurs at institution-sponsored events held on or off campus, including athletic events.** Such misconduct is a violation of the Code of Conduct.

The sanction to be imposed upon any student who is documented for an alleged violation or convicted in any state or federal court, or found responsible in any campus judicial proceeding, ordinarily shall be suspension or expulsion, which shall be noted on the student's transcript. Before such sanction is imposed, the student shall be entitled to a hearing under the "Procedural Due Process" procedures applied to the campus judicial system and found in this student handbook. While the student will have access to normal campus conduct proceedings and policies, in order to avoid suspension or dismissal, the student will have to demonstrate specific mitigating or extenuating circumstances that warrant a lesser charge or penalty.

**Students suspended in accordance with this provision shall not be admitted to any**

**other institution in the University System of Maryland for the duration of the suspension.** Additionally, students dismissed in accordance with this provision shall not be admitted to any other System institution for a period of at least one year from the effective date of the expulsion.

In such instances where a student's action threatens the educational process or the health or safety of students or other members of the University community, the Vice President of Student Affairs may impose an immediate sanction of contingent suspension from the University.

*Any decision to impose a sanction less than suspension or expulsion under this policy must be supported by a finding of mitigating circumstances signed by the University's Vice President of Student Affairs and maintained thereafter with the student's disciplinary file.*

---

## FAILURE TO COMPLY

Failure to comply with a disciplinary sanction imposed in accordance with this Code of Conduct or with the directions of University or law enforcement officials in the performance of their duties will constitute a violation subject to disciplinary actions.

---

## FALSE INFORMATION

Students may not knowingly furnish false or misleading information to a University or law enforcement official, withhold information pertinent to the academic policies of the University, or misrepresent themselves or others through any communication media. Other actions or behaviors noted as a violation of this policy include: possession of false ID, using a false ID to obtain University services, using a false ID to obtain alcohol and failure to provide identification when requested to do so by a University or law enforcement official.

---

## HARASSMENT POLICY

Unwanted contact or communication, or behavior, by any means that **threatens to injure or endangers the health, safety or welfare of another person** is prohibited. Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's



performance or creating an intimidating, hostile or offensive environment. Prohibited conduct also includes, but is not limited to:

a. **Bias-Related Harassment:** Bias-related harassment includes any action that discriminates against, ridicules, humiliates or otherwise creates a hostile environment for another individual or group because of race, sex, color, religion, national origin, gender, age, marital status, disability or sexual orientation.

b. **Sexual Harassment:** Sexual harassment is prohibited at Salisbury University and in its programs, activities and functions.

Unwelcomed conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so severe or pervasive as to interfere with academic, educational or employment performance or participation in a University program or activity or residential environment. For the purpose of this policy, sexual harassment is defined as unwelcome 1) sexual advances, or 2) requests for sexual favors, or 3) other behavior of a sexual nature.

Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the University. Sexual harassment may occur between males and females and between persons of the same sex. Harassment between individuals of different genders does not constitute sexual harassment where the difference in gender is the sole reason for the complainant's identifying the conduct as "sexual in nature."

Students, faculty, staff or guests who believe that they have been subjected to harassment by another member of the University community should contact the Office of Student Affairs. Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior.

c. **Stalking:** Stalking is defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family of members of the community.

Examples of repeated conduct include, but are not limited to:

- following that person
- acts that harass that person
- contacting witnesses or any other party to an incident to intimidate them or to get them to change their testimony
- unwanted obscene, abusive or repetitive telephone calls
- telephones messages, electronic mail, instant messages using electronic mail programs, social networking sites or similar communications with intent to harass;
- intentional or unintentional contribution to creating an intimidating, hostile or offensive environment
- damage to property or any other form of indirect destruction

## HAZING

Hazing is defined as any intentional or unintentional action taken or situation created, **whether on or off campus**, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission or as a perceived condition of continued membership into any student organizations including, sports clubs, athletic teams, and fraternities or sororities that operate under the sanction of Salisbury University. Such activities and situations may include but are not limited to:

- Any activity that causes or requires the student to perform a task that involves violation of the University Code of Conduct, or local, state or federal law.
- Any activity requiring the consumption of food, alcohol, liquid, drugs or other substances.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, required calisthenics, exercise or other games requiring physical exertion, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens a student with ostracism, that subjects a student to mental stress, embarrassment, shame or humiliation, or that adversely affects the mental health or dignity of the students, or discourages the student from remaining in school.

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- **The express or implied consent of the victim will not be a defense.** Even if the victim of hazing consents or willingly participates, the behavior is still considered an act of hazing and is a violation of the Code of Conduct.

## GUEST POLICY

All guests are expected to abide by University regulations. Students are responsible for the behavior of their guests and may therefore receive sanctions from warning to dismissal for violations committed by their guests. The student's responsibility also includes restitution for damage to University facilities or other restitution that is necessary. The University may also restrict student guests from campus grounds or University activities, particularly when guests' conduct is deemed to be a threat to the health, safety, or welfare of Salisbury University students or others, or would endanger any University property.

## SEXUAL MISCONDUCT

Salisbury University does not tolerate sexual misconduct or abuse, including, but not limited to, sexual assault, rape (by acquaintance or stranger) or other forms of non-consensual sexual activity. Any and all activity of a sexual nature that violates another individual's physical or emotional well being or personal space is prohibited. Any and all non-consensual sexual activity and any non-consensual behavior of a sexual nature constitute a violation of the University's Sexual Misconduct Policy.

Sexual misconduct includes sexual intercourse, sexual contact, sodomy or object penetration of the anus or vagina without the victim's effective consent whether by acquaintance or stranger. Any person who is deemed mentally or physically incapacitated cannot give consent. Alcohol intoxication or being under the influence of another drug or substance may produce such a state of mental or physical incapacitation. Sexual contact without the victim's consent includes, but is not limited to, any intentional touching by the accused, either directly or through the clothing, of the victim's genitals,

breasts, thighs or buttocks. It also includes touching or fondling of the accused or a third party by the victim when the victim is forced to do so against his or her will.

The utilization of any video or recording device for the purpose of posting or publishing and/or capturing images of a sexual act without the consent or knowledge of the involved parties is prohibited. It is also a violation of the Sexual Misconduct Policy to intentionally or unintentionally publish, cause to be published, recreate or reproduce images of a sexual act without the knowledge of parties involved.

Because of the serious nature of acts of sexual misconduct, the SU judicial procedures may be modified to ensure that such cases are pursued with sensitivity as well as fairness. Violation of this policy is punishable under University policy by sanctions ranging from suspension to dismissal.

University regulations specifically prohibit the harassment, abuse, threat or intimidation of any witnesses or party to an incident (see "Harassment Policy"). As a matter of policy, the institution encourages the accuser in these cases to also pursue appropriate remedies in the state judicial system.

Victims or anyone with knowledge of sexual misconduct should contact the Campus Against Violence Program Coordinator, Student Counseling Services or the Dean of Students.

## TELEPHONE MISUSE

It is unlawful for any person to make use of personal or public telephone facilities or equipment:

1. for an anonymous call or calls in a manner reasonably expected to annoy, abuse, torment, harass or embarrass one or more persons;
2. for repeated calls, if with intent to annoy, abuse, torment, harass or embarrass one or more persons; or
3. for any comment, request, suggestion or proposal which is obscene, lewd, lascivious, filthy or indecent.

---

## THEFT

Theft is defined as the unauthorized taking, misappropriation, use or possession of property that belongs to another person, the University or entity.

---

## VIOLATIONS OF LOCAL, STATE OR FEDERAL LAW

Violations of local, state or federal law may also constitute violation of University policy. Further, conduct leading to arrest, indictment or conviction for violation of local, state or federal law may also result in disciplinary action by the University if the Dean of Students, or his/her designee, determines that such disciplinary action is necessary for the protection of other members of the University community, for the safeguarding of the educational community, to prevent the disruption of any lawful activity carried on by the University, or conducted under the auspices of, or with the permission of, the University on property under the control of the University. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular and athletic programs; the maintenance and protection of University property and of the property of members of the University community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that the Dean of Students or his/her designee determines that disciplinary action is necessary for the reasons stated above, the case may be referred for action

through the University Code of Conduct process, and, if the student is found responsible, a sanction ranging from warning to dismissal may be imposed.

The University reserves the right and responsibility to initiate its own disciplinary proceedings without awaiting court action or the conclusion thereof.

---

## WEAPONS, FIREARMS, FIREWORKS, EXPLOSIVES AND COMBUSTIBLES

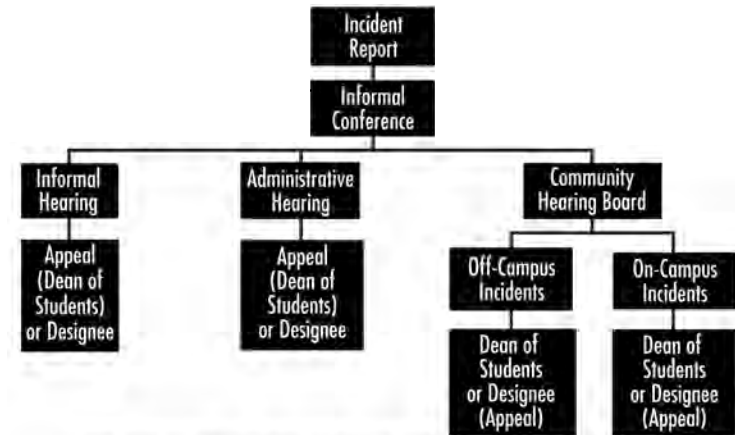
Weapons, firearms, fireworks and explosives are prohibited on campus. Gasoline (other than that used legally in motor vehicles) and all other combustible liquids are also prohibited. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited.

Toy, counterfeit, replica or blank-firing firearms, knives or other weapons are prohibited on campus. Pellet, paint and bb guns are also prohibited.

The University reserves the right to confiscate weapons, knives, fireworks and any instruments, toys or other things which reasonably appear to be weapons or other prohibited items listed above, to hold those items for appropriate disposition and to refer the possessor for University judicial action. Any student found in possession of the aforementioned items is subject to immediate removal from the University.

---

## SU JUDICIAL PROCESS



Students found responsible for violation of Salisbury University Code of Conduct have the right to appeal, although grounds for appeal may be limited and must be received in writing. Also, victims of crimes of violence have a right to appeal.

---

## Administration of University Code of Conduct

### I. BASIC POLICY

The judicial process at Salisbury University exists to provide a living and learning environment which reflects the values of the institution. Through it, SU seeks to guide students living on and off campus toward the development of personal responsibility, respect for others and mature behavioral standards. While the University's judicial system may have some similarities with the legal system established in the broader community, it is essentially educative and administrative in nature and is not governed by narrow legalisms or the same restrictions found in criminal or civil proceedings.

---

## II. SU JUDICIAL AUTHORITIES

### A. Authority of the President

The authority for discipline is vested in the President by action of the Board of Regents. The President has empowered the Dean of Students and/or designees and the Provost or designee to adjudicate charges of alleged misconduct by students and to levy fair sanctions as provided in these procedures. The Dean of Students reserves at all times the right to designate other persons or to appoint special committees as necessary to aid in the University judicial function.

### B. Dean of Students

The Dean of Students is responsible for the implementation and coordination of the University judicial system. Specific duties include, but are not limited to,:

1. interpretation of judicial system policies and procedures;
2. ruling on questions of judicial system policies and procedures, and appeals;
3. maintenance of accurate records of all judicial cases;



4. filling vacancies on boards by making interim appointments from among the pool of available board members or other eligible members of the University faculty, administration or student body;
5. attendance (or designee) at board hearing in an advising and nonvoting capacity;
6. determining the disposition of certain cases for hearing; and
7. conducting administrative hearings in certain cases.
8. reviewing appeals of judicial action.

### C. University Attorney

The University Attorney may attend SU judicial hearings which involve serious allegations, complex procedural issues and/or which may result in the suspension or expulsion of a student. The role of the University Attorney is to ensure that due process requirements are met, to assist in the findings of fact and to provide counsel concerning legal questions which arise during the SU judicial process. The University Attorney's role is neither to bring charges nor present the case nor assist in deliberations.

### D. Case Administrators

Upon receipt of a complaint of misconduct, the Dean of Students or designee will assign to a staff member from the Division of Student Affairs the primary responsibility for the investigation and resolution of the complaint. The staff member will hereafter be referred to as the Case Administrator. Case Administrators include, but are not limited to, the Dean of Students, Graduate Assistant for Judicial Affairs, Student Affairs Administrators and Area Directors.

### E. Community Hearing Board

The Community Hearing Board hears cases referred to it by the Dean of Students either on appeal or as an original hearing.

Membership to the Community Hearing Board will usually involve at least one faculty or administrator, and at least one student appointed by the Dean of Students. Board decisions will be made by majority vote.

## III. SU JUDICIAL PROCEDURES

### A. Complaints of Misconduct

1. A complaint of misconduct alleging that a violation of University policy has occurred may be made against a student or a student organization by a fellow student, by a member of the faculty, administration or support staff, by a visitor or a guest to the campus community, by campus or local police reports, or by a member of the local community. The Dean of Students may also bring charges against a student or student organization on behalf of the University when such conduct or behavior is in violation of University policy or would otherwise threaten the safety or integrity of the institution.
2. Complaints of misconduct must be in writing and shall be filed with a member of the University Police, Residence Life Staff, the Office of the Dean of Students, or, in the case of a complaint against a student organization, the Office of Student Activities.
3. Complaints should be submitted as soon as possible after the alleged violation of University regulations. If an alleged violation is not reported within four months of the time it becomes known by the complainant, it may be considered untimely unless the appropriate Student Affairs administrator concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing.
4. When a written complaint of misconduct is received, the appropriate Student Affairs administrator will determine if the alleged violation is unfounded or frivolous or requires further judicial action.
5. A preponderance of evidence does not require evidence that is beyond a reasonable doubt. Rather it is defined as that degree of proof which will produce a firm belief in the allegation sought to be established. A preponderance of evidence is supported by documentation, oral statements or images that the alleged violation did more than likely occur.

### B. Informal Conference

1. If the allegation is not dismissed, the accused student or official representative of the accused student organization shall be directed to appear for an informal conference with

a case administrator. The informal conference is an opportunity for the student to receive information about the Code of Conduct hearing process, including options for adjudication, and to discuss the complaint with the case administrator and respond on his or her behalf, or on behalf of a student organization, although a student is not required to make any statement.

2. After the informal conference and any appropriate investigation, the case administrator may dismiss the complaint if unfounded or pursue further Code of Conduct action.
3. If a student fails to appear at the informal conference after being properly notified (see Address of Record), the case administrator may further investigate and dismiss the complaint if unfounded, place a hold on an accused student's records (which prevents a student from registering or engaging in other transactions with the University), or prepare written charges pursuant to Section D, below, and notify the student or representative of the student organization (hereafter referred to as the "charged party") that they are required to appear for a hearing.

### C. Adjudication Options

1. **If a case of alleged misconduct is not dismissed** after the informal conference, the student or student organization, through its official representative, except as provided below, may elect to resolve the case through one of the following three options:
  - a. **Informal Proceedings:** If the student or student organization chooses not to dispute the facts and executes a written waiver of a hearing, the case will be resolved informally and the case administrator shall assess a sanction and appropriately inform the student.
  - b. **Administrative Hearing:** The student or student organization may elect to resolve the case through a hearing with the case administrator.
  - c. **Community Hearing:** The student or student organization may elect to resolve the case through a committee hearing. If the case administrator determines that a case cannot be resolved through an informal process, the case administrator can require that an administrator or community hearing take place (except in cases of Sexual Misconduct where a modified hearing may be required for Alleged Violations of the Sexual

Misconduct Policy). If an agreement cannot be reached, the Dean of Students will decide how the case will be handled.

2. **Timeline.** The student or student organization, through its official representative and the case administrator, will normally have up to two working days to decide upon an adjudication option unless the case administrator grants an extension for good cause or the nature of the incident requires immediate action. Once made, the election is irreversible. If the charged party does not inform the case administrator of his or her election, the case will be resolved informally with the sanction chosen by the case administrator.
3. **Level of Seriousness.** Regardless of the method of adjudication, each case is classified as a "less serious" case or a "more serious" case. Less serious cases are those cases in which the alleged offense might be punishable by a penalty less than social probation, including, but not limited to, allegations of violation of residence hall regulations. More serious cases are those cases in which the alleged offense might be punishable by a penalty of removal from the University's residence halls, probation with loss of privileges, or suspension or another form of separation from the University. Classification of a case's level of seriousness shall be determined by the Dean of Students.
4. **Appeal.** The right of appeal is assured regardless of the method of adjudication. Upon appeal, the file and material related to the student's previous violations of University regulations, if any, are forwarded to the appropriate appellate authority. Depending upon the method of adjudication, the grounds for appeal may be limited. (See "Appeals of SU Judicial Actions.")

### D. Procedures for Community Hearing and Administrative Hearing

1. **Charges.** If a student or student organization, through its official representative, chooses to resolve a case through a hearing, the case administrator will prepare formal written charges and notify the student.
2. **Timeline.** All charges of violations of University policies will normally be heard within 10 working days of when charges are brought except in unusual cases where
  - a. the Dean of Students grants a postponement, or

- b. the SU judicial committee to which the case has been assigned, or the administrator hearing the case, grants the accused a postponement, or
- c. when a break makes a hearing impractical. A case may not be heard in fewer than two working days unless the student waives in writing the two working days time period.
3. **Authority of the Board.** The Community Hearing Board or Administrative Hearing Officer is empowered to determine responsibility for the charges issued and to assess sanctions if the student is found responsible. Decisions will be reached by a preponderance of evidence.
- The case administrator will ordinarily present the information supporting the charge and will assign appropriate sanctions if a finding of responsibility is reached.
4. **Hearing Records.** There shall be a record such as a tape recording or written summary of all hearings. The record shall be the exclusive property of the University. The recorder and the chair or administrator will summarize the evidence presented and the findings of the Board or administrator including the reasons for the finding and sanction if the student is found responsible. This summary should be filed in the Office of Student Affairs usually within two working days of the hearing.
5. **Case Review and Notification.** The Dean of Students will return to the Board or administrator any finding and/or sanction that is inconsistent with University policy or practice. The Dean of Students or designee will notify the student in writing of the decision of the Board or administrator usually within two working days after the Board's or administrator's summary is filed.
6. **Appeal.** Appeals of Community Hearing Board or administrator decisions will be reviewed by the Dean of Students or designee in accordance with the principles outlined under "Appeals of SU Judicial Actions."

## E. Determination of Responsibility

The Community Hearing Board will meet in closed session to determine whether or not the charged party has violated the regulation(s) as charged. For a charged party to be found responsible for a violation, a majority opinion by the Board members must conclude that the

charge is supported by a preponderance of evidence.

A preponderance of evidence (the standard of review) does not require evidence that is beyond a reasonable doubt. Rather it is defined as that degree of proof which will produce a firm belief in the allegation sought to be established. A preponderance of evidence is supported by documentation, oral statements or images that the alleged violation did more than likely occur.

1. **Determination of Sanctions.** Once a finding regarding responsibility is reached, the Board will notify the charged party of the decision. If the charged party is found responsible, the Board will receive information from the case administrator on any previous violations of University regulations by the student, any precedent for similar situations, any additional relevant information concerning the charged party's character and any administration recommendations concerning sanction. The charged party will be given an opportunity during the hearing to make a statement concerning the alleged violation and if relevant, call one character witness. The Board will again meet in closed session to determine an appropriate sanction and may reconvene and announce its decision. The sanction imposed must be agreed to by a majority opinion of the Hearing Board. The sanction imposed is not final until the Dean of Students issues a written decision to the charged student and any appeal procedure is complete.
2. **Appeal.** As soon as possible after written confirmation of the results of the hearing, normally within two working days, the Dean of Students or designee will be available to a student found responsible for a violation to discuss the impact of the decision on the charged party and to review the appeal process. (See the "Appeals of SU Judicial Action" section in this publication.)
3. **Reinstatement Hearing.** When a Board assigns the sanction of contingent dismissal, the Dean of Students or designee at the appropriate time will determine whether the charged party has met the conditions necessary for reinstatement.

The Dean of Students will be given access to all file materials from the original hearing, may require the charged party to make a personal appearance before the Dean of Students and may solicit other information to reach a decision.

4. **Administrative Hearing.** In those instances where a student is charged with a violation of a University regulation and elects to have the charges heard in an administrative hearing, the steps outlined under "Procedures for Community Hearing and Administrative Hearing" above shall be followed with appropriate allowances for the difference in structure.

---

## IV. SANCTIONS

The sanctions listed below are categorized as primary and secondary. At least one primary sanction and any combination of primary and secondary sanctions may be imposed for any single violation. A due date will be given with any task, fine and/or restitution penalty. All other sanctions are effective immediately upon completion of the appeal or appeal period, unless the Dean of Students authorizes an exception. Students appealing a sanction of separation must comply with the restrictions noted in the Appeals section.

---

### Primary Sanctions

#### ► Permanent Dismissal

Involuntary separation of the student from the University without future readmission. The student must leave the campus, usually within 24 hours, and is not eligible to participate in classes or any University-sponsored or related activities. The sanction of dismissal is permanently noted on the student's transcript.

#### ► Contingent Dismissal

An involuntary separation from the University during which time the student must leave the campus and is not eligible to participate in classes or any sponsored or related activities, with a date determined by a committee or administrative officer when the student may petition for reinstatement. In such instances, the student must first satisfy the Dean of Students by his/her conduct and record that he/she is in fact entitled to reinstatement. During the period of separation, the student is not permitted on campus without prior written consent from the Dean of Students or designee. The sanction of contingent dismissal is noted on the student's transcript but is removed if the student is reinstated to good standing at the University.

#### ► Suspension

An involuntary separation from the University for a period determined by the appropriate committee or administrative officer during which time the student must leave the campus, usually within 24 hours, and is not eligible to participate in classes or any University-sponsored or related activities. The student is not permitted to return to the campus without prior written consent from the Dean of Students or designee. At the end of the period of suspension, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her return and the stated conditions for return have been met. The sanction of suspension is noted on the student's transcript but is removed once the period of suspension has been completed.

#### ► Suspension (Held in Abeyance)

At the discretion of the Dean of Students, a student facing a suspendible offense may be permitted to continue classes under stated conditions. However, the student's activities will be limited to class-related activities only. Should a student incur any Code of Conduct violations while under this status, the student will be asked to leave the University immediately without the option for a hearing.

#### ► Disciplinary Probation

A specified period during which a student or student organization will face severe disciplinary sanctions, most likely suspension or expulsion, for any subsequent violations occurring during the probationary period.

#### ► Probation with Restricted Privileges (Sometimes Referred to as Social Probation)

Enrollment, but under stated conditions, such as exclusion from participation in University fraternal, and/or other student extracurricular or social activity for a specified period of time. Such probation also constitutes a warning that further misconduct or violation of University regulations during the period of probation will be referred to the appropriate committee or administrative officer and will most likely result in the student's separation from the University.

#### ► Suspension from University Housing

Continued enrollment in the University but with the loss of privilege to reside in campus housing, usually within 24 hours, for a specified

period of time. During any period of suspension from housing, the student may also be prohibited from being present in the residence hall(s). Students removed from campus housing may also be subject to removal from the University.

### ► Probation

Continued enrollment but under stated conditions. Probation constitutes a warning that further misconduct or violation of regulations during the period of probation will be referred to the appropriate committee or administrative officer and may result in more severe sanctions, including the student's separation from the University.

### ► Social Probation

Continued enrollment but under stated conditions. Social probation may be assigned for individual students, groups or roommates whether living on or off-campus, particularly where the behavior observed or documented compromises the integrity of the University or is disruptive to the community. Social probation constitutes that further misconduct or violation of Code of Conduct Policies may result in more severe sanctions, including, but not limited to: suspension from the University.

### ► Warning

An oral or written notification confirming that a violation of University regulations has occurred and that future violations may result in a more severe sanction.

### ► Withholding a Degree

When charges of misconduct cannot be adjudicated by the date of graduation, Salisbury University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct and/or the completion of all sanction imposed, if any.

---

## Secondary Sanctions

### ► Loss or Restriction of Privileges

Limitation or removal of social or personal privileges including, but not limited to, loss or restriction of computer privileges, entertainment of guests in the private areas of a residence hall, participation in social activities sponsored

by the University or a residence hall, and/or the right to operate an automobile on campus, provided the penalty is consistent with the offense committed.

### ► Chemical Assessment

Requiring a student to complete a Chemical Assessment and to follow through with the recommendations of a qualified Counselor.

### ► Educational Requirements

Requiring a student to complete a specific educational requirement directly related to the violation committed.

### ► Task/Community Service

Requiring a student to participate in assigned tasks that are appropriate to the regulation violated or behavior displayed.

### ► Restitution

Requiring a student to reimburse the University, appropriate individual or organization for damage, personal injury or misappropriation. A monetary assessment in the amount of financial damage or loss occurring as a result of misconduct. In the case of damage to University property the student will be billed a minimum of \$50.

### ► Fines

A monetary assessment not connected with financial damage or loss. Fines may be imposed as a result of violations including, but not limited to:

1. Failure to satisfactorily complete sanctions by the imposed date will normally result in a \$50 fine.
2. Off-campus misconduct (individual or student organization) detrimental to University interests. In such cases, fines will range from \$50-\$200.
3. Students found responsible for an alcohol-related violation that does not put themselves or someone else's health or safety at risk will be assessed a fine of \$75.
4. Students found responsible for an alcohol-related violation in which the student put themselves or someone else's health or safety at risk will be assessed a fine of \$150. Such offenses include, but are not limited to, DUIs, providing alcohol to minors, medical response, vomiting, blacking out/passing out,

causing an injury to themselves or others, engaging in risky behavior, or hosting a party on or off campus resulting in disruptive behavior.

5. Violations relating to drugs or drug paraphernalia (see "Drug Policy" section for definitions) will result in a fine of \$150.

### ► Interim Suspension

The President has empowered the Dean of Students to suspend a student in extraordinary circumstances pending a full hearing before the appropriate University judicial body or administrator. Such action is authorized when it is necessary to preserve the educational process or the health or safety of the student or of other members of the University community. In such instances, the student will be afforded an opportunity to confer informally with the Dean of Students or designee and an opportunity to show why his/her continued presence does not pose a threat sufficient to impose the suspension. A full hearing will be scheduled for the student within 10 working days or as soon as the student's condition permits. When the sanction of interim suspension is imposed, the student must leave the campus immediately and may not participate in academic, extracurricular or other activities of the University except as may be authorized by the Dean of Students or designee. During the period of interim suspension, a student is not permitted on the campus without prior written consent from the Dean of Students or designee. (See also "Medical and Emotional Emergencies Protocol.")

---

## Policy on Student Organizations

### ► Procedures

The SU judicial process for student organizations will generally follow the procedures outlined for individual students. The process may be modified in certain cases involving student organizations.

University recognized organizations which include, but are not limited to, Greek organizations, athletic or club sports, and/or other student interest organizations may have its members sanctioned according to the aforementioned sanctions, and as an organization may have one of the following sanctions imposed:

**Suspension:** The withdrawal, for a specified period of time, of the charter or privileges of a group found in violation of University regulations, including the inability to use University facilities, publicize events or participate in University-sponsored activities. Such suspensions may include conditions for the reinstatement of the organizational privileges. Suspension of a charter or organization may result (when specified) in the complete suspension of the activities of the group. Violation of the conditions of the group's suspension may result in revocation of the charter or dissolution of the group or organization.

**Revocation of Charter:** The permanent cancellation of the charter or privileges of a group that violated University, Student Government or Office of Student Activities policies and/or terms of previous disciplinary action.

---

## V. APPEALS OF SU JUDICIAL ACTION

Students may appeal SU judicial decisions in accordance with the following provisions:

1. Students are entitled to no more than one appeal review.
2. Students electing to appeal a judicial decision must file a written appeal, including the reasons for the appeal, with the Dean of Students and/or Office of Student Affairs, within five working days of being given notice of the results of the original hearing.
3. Appeals must be in writing and must state specific grounds for the appeal. Grounds for appeal are limited to the following:
  - a) the sanction(s) imposed are grossly disproportionate to the offense;
  - b) specified procedural errors or errors in interpretation of University regulations were so substantial as effectively to deny the student a fair hearing;
  - c) new and significant evidence became available and could not have been discovered by a properly diligent student before or during the original hearing; or
  - d) the finding is unsupported by any evidence.
4. The appeal review will be assigned to the appropriate board or administrator by the Dean of Students.

5. The appeal body will review all documentation associated with the case and determine whether sufficient grounds exist to reconsider the case. If sufficient grounds do not exist, the finding(s) and sanction(s) from the original hearing will stand and no further appeal will be provided. If sufficient grounds exist to reopen the case, the appeal body may elect to hear the case in part, or in total and is not bound by the finding(s) or sanction(s) of the original hearing body.
6. Appeals of suspension or expulsion will be directed to the Dean of Students or designee.

### ▶ Student Status Pending Final Action

Disciplinary actions which are appealed are held in abeyance pending action by the appellate hearing body. The University reserves the right to temporarily remove a student from the residence halls and/or University pending judicial action in cases where the continued presence of the accused may constitute a real and present danger to people and/or property or is disruptive to the conduct of University business.

### ▶ Refunds

**Students who are dismissed or suspended from the University for disciplinary reasons shall not be entitled to any refund of tuition or fees. Similarly, students whose housing or boarding contracts are terminated for disciplinary reasons are not eligible for refunds.**

### ▶ Disciplinary Records

Disciplinary records are retained in the Office of Student Affairs for a period of five years from the date of final action on each case, after which they are destroyed. Exceptions to this policy are cases which result in the suspension or expulsion of a student, the files of which are retained permanently. Students of senior standing with SU judicial sanctions of probation or less who have maintained good disciplinary standing for at least one year prior to their final semester may request to have their disciplinary records expunged.

## Procedures for Appeal by Charged Party

### ▶ 1. Appeals of Informal Resolutions

- a. Appeals of informal processes decisions are considered by the Dean of Students or designee.
- b. The Appeal Body may decide one of the following:
  - There is no basis for the appeal. The appeal is then dismissed, and the original decision stands.
  - An incorrect finding of responsibility was reached. The Appeal Body will then dismiss the case.
  - The sanction administered is unfair or inappropriate. The Appeal Body then determines a penalty fair to the facts of the case.

### ▶ 2. Appeals of Administrative Hearings

- a. Appeals of administrative hearings decisions are considered by the Dean of Students or designee. (In cases where the Dean of Students serves as the administrative hearing officer, the Vice President of Student Affairs or designee will consider student appeals.)
- b. The Appeal Body may decide one of the following:
  - There is no basis for the appeal. The appeal is then dismissed, and the original decision stands.
  - An incorrect finding of responsibility was reached. The Appeal Body will then dismiss the case.
  - The sanction administered is unfair or inappropriate. The Appeal Body then determines a penalty fair to the facts of the case.

### ▶ 3. Appeals of Community Hearing Board

- a. Appeals of Community Board decisions will be considered by the Dean of Students or by an appointed committee.
- b. The committee is empowered to determine one of the following:
  1. The appeal is without merit. A decision of no merit in an appeal by the accused is a final action.

2. The appeal has merit.
  - The finding of responsibility should be reviewed.
  - The sanction should be reviewed.

- c. If the committee decides that the appeal has merit, then the appeal is considered by the Dean of Students or designee. The Dean of Students or designee may:
  - Reverse a finding of responsibility;
  - Order a rehearing before a new hearing board;
  - Modify the sanction to be fair to the facts of the case; and/or
  - Uphold the decision(s) of the original hearing body.

### ▶ 4. Continued Enrollment During Appeal

- a. Students appealing SU judicial action involving involuntary separation from the University may not take part in any University function including scheduled classes while the appeal is pending without the written permission of the Dean of Students. Where appropriate, the Dean of Students may also restrict a student from parts of the University or specific functions or activities during the appeal period.
- b. In those cases where the committee or administrator (with the concurrence of the Dean of Students) determines that the continued presence of the student constitutes a risk to the educational process, the University, to him/herself, or to others, class attendance may also be prohibited.

## Academic Integrity Policy

Integrity is a principle that permeates all the activities of the University and guides the behavior of faculty, students and staff. The spirit of academic integrity denotes adherence to the precept that "one's work is one's own." The process by which integrity is upheld assumes clear communication of University expectations, standards and policies and clear communication of students' and faculty's rights and responsibilities. This policy applies to both undergraduate and graduate students.

## DEFINITIONS

This policy is intended to foster student academic integrity and to address cases of student academic misconduct which may include, but are not limited to, the following:

### Lying

Communicating untruths or withholding information as part of an investigation, or in order to gain an academic advantage.

### Cheating

The act of wrongfully using or attempting to use unauthorized materials, information, study aids or the ideas or work of another in order to gain an advantage. Acts of cheating include but are not limited to:

- giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or projects;
- using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or projects;
- submitting as one's own work material written by someone else, whether purchased or not;
- altering or falsifying any information on tests, quizzes, assignments or projects;
- working on any project, test, quiz or assignment outside of the time constraints imposed;
- submitting an assignment in a somewhat altered form or using any material portion of a paper or project to fulfill the requirements

of more than one course unless the student has received prior faculty permission to do so;

- failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty;
- using fraudulent methods in laboratory, studio, field, computer work or professional placement;
- other acts generally recognized as dishonorable or dishonest which bear upon academic endeavors.

---

## Plagiarism

Students are responsible for learning proper scholarly procedures which require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Acts of plagiarism include but are not limited to:

- intentionally or unintentionally deceiving or disregarding proper scholarly procedures;
- participating in illicit collaboration with other individuals in the completion of course assignments;
- presenting information, thoughts or ideas from another source as if they are your own, or without giving appropriate attribution;
- other acts generally recognized as plagiarism.

---

## PROCEDURES

The following procedures are intended to provide direction to all parties (e.g., faculty and students) regarding the appropriate steps necessary to initiate and administratively adjudicate a reported academic integrity violation. While the purposed steps are designed with most case and/or situation types in mind, the Dean of Students reserves the right to modify the process to best accommodate special situations or circumstances as necessary.

---

## Course-based Faculty Action

Individual faculty members will, in most cases, have the right and responsibility to deal directly with any cases of academic misconduct that arise in their courses. If a faculty member believes a student has committed an act of academic misconduct, the following procedures should be followed:

1. **Advise Student** - The faculty member will advise the student in a timely fashion of the accusation and will allow the student an opportunity to question or respond to the charge before implementing a sanction.
2. **Determine Sanction** - The sanction issued should reflect the seriousness of the act. The faculty member may impose the following sanctions:
  - warning
  - reduction in grade recorded for a test, assignment, etc.
  - issuance of an F on test, assignment, etc.
  - issuance of an F and removal from a courseIf the faculty member or professional program determines that the academic misconduct warrants a sanction greater than issuance of an F and removal from the course and/or dismissal from a program (e.g. suspension or expulsion from the University) the faculty member or professional program may recommend a greater sanction for consideration by the Academic Policies Committee (APC). To recommend suspension or expulsion as a sanction, the faculty member or professional program must submit to the Dean of Students a letter of recommended sanction and letters of endorsement from the Chair of the department or program involved and the Dean of the School, for review and consideration by the Academic Policies Committee. A copy of all such referrals must be sent to the student.
3. **Complete Report** - The faculty member must complete an Academic Integrity Violation Incident Report form (available in the Faculty Handbook and online at [www.salisbury.edu/provost](http://www.salisbury.edu/provost)) for any incident in which a sanction has been issued or recommended, including a warning sanction. This form must be sent in a timely manner to the Dean of Students, the Chair of the department, and to the student as an official notification of the sanction.
4. **Maintain Records** - All materials or documents that may be pertinent to an Academic Integrity violation (e.g. Academic Integrity Violation Incident Report, correspondence, etc.) must be retained in the department central office for a period of five years. This provides a long-term central location of Academic Integrity sanctions which is important for reviewing repeat offenders.

5. **Repeat Offenders** - The Dean of Students will forward to the APC the names of students who have been reported for more than one academic integrity violation. Based on the severity of the offender history, the Academic Policies Committee may elect to impose additional sanctions which may include but are not limited to suspension or expulsion from the university.

---

## Dismissal from Professionally Accredited Programs

The sanction of dismissal from a professional accredited program (i.e., M.B.A., Nursing, Social Work, Education, etc.) based on an academic integrity violation may be issued at the departmental level but must follow a clearly stated program policy and procedure that has been made available to students. The program must submit an Academic Integrity Violation Incident Report and a copy of the program dismissal letter to the student and the Dean of Students within two weeks from any dismissal action taken. A copy of all materials or documents associated with the professional program dismissal including, but not limited to, the Academic Integrity Violation Incident report form, correspondence, etc. should be forwarded to, the Dean of Students, the Dean of the school within which the program resides, and must also be retained in the department central office for a period of five years.

---

## Student Appeals of Faculty or Professional Program Sanctions

A student has the right to appeal an Academic Integrity sanction issued by a faculty member or professional program, but must follow the following procedures:

1. **Submit An Appeal** - A student appeal, including a detailed statement of the grounds for the appeal and any supporting documentation, must be submitted in writing to the Dean of Students in the Office of Student Affairs within five working days of receiving the Academic Integrity Violation Incident Report from the Dean of Students and/or faculty member.

The student's written appeal ordinarily will be forwarded to the Academic Policies Committee by the Dean of Students within a reasonable time of its filing, usually within

two weeks. In the event the Academic Policies Committee is not available, the Dean of Students will forward the appeal to the Provost, who will attempt to create an ad hoc committee to handle the review as soon as practicable. (All further references in this policy to the Academic Policies Committee include the ad hoc committee where appropriate.)

The Dean of Students will send a copy of the student appeal to the faculty member or program director and the appropriate department chair. The Dean of Students will request from the faculty and/or professional program a copy of all documents used to determine the sanction and any additional correspondence or documents pertinent to the case.

2. **Continue Coursework** - In most cases, the student shall remain in the course pending the results of the appeal. However, the department chair, the program director and/or the Academic Dean have the discretion to remove the student from the course, from concurrent courses, and /or prevent enrollment in future courses pending the appeal decision where appropriate and where course continuation compromises the integrity of the classroom or instructional environment and will inform the Dean of Students at the time of this decision.

---

## Academic Policies Committee Actions

Under this policy, the Academic Policies Committee serves to consider student appeals of faculty-imposed and professional program-imposed sanctions, adjudicates cases referred by faculty members where the recommended sanction may include suspension or expulsion from the University, and considers additional sanctions above and beyond faculty imposed sanctions in cases of repeat offenders. For appeals of faculty-imposed and professional program-imposed sanctions, the APC's scope of review will be limited and the student shall have the burden to prove that the faculty member or professional program exceeded their given authority and/or discretion and/or materially failed to follow proper procedures.

In all matters referred to the Academic Policies Committee, the committee will review all documentation and will have the following options:

- render a written decision based on the evidence submitted, or
  - render a written decision based on further investigation, or
  - initiate a formal hearing and render a written decision.
1. **Review of Evidence** – A written decision may be determined based on the documents and materials submitted with the appeal.
  2. **Investigation** – A written decision may be determined based on a series of interviews, a review of documents, and any other action deemed appropriate for the purpose of collecting additional information and evidence necessary for an informed and reasoned judgment to be rendered.
  3. **Hearing** - A hearing shall be held when a student appeals the dismissal from a program, a faculty member or professional program recommends suspension or expulsion from the University, or if the APC chooses to hold a hearing in any other case. If a hearing is to be held, written notice of the time, date and location shall be sent to all parties. The hearing shall be conducted as follows:
    - The hearing shall be held at a reasonable time when all parties (to the extent possible) are available or have an opportunity to be present.
    - The parties shall be entitled to make opening and closing statements.
    - The parties shall be entitled to present evidence through witnesses and documents, and shall be entitled to question witnesses. At the discretion of the Chair, direct questioning by a party of a witness, including an opposing party, may not be permitted; rather, the parties may be required to convey their questions to the Chair, who will then convey them to the witness.
    - The scope of any hearing conducted by the APC on any given matter shall be consistent with the role of the APC in reviewing such matter.
    - Students are permitted to seek the support of a non-legal advocate for assistance in the preparation and presentation of a case before the Academic Policies Committee. The advocate shall otherwise not participate formally in the proceedings. In all cases, the advocate must be a member of the University faculty, staff, or student body.
    - Neither party may be represented by an attorney at the hearing, unless they are

facing or are likely to face criminal charges relating to the alleged academic misconduct. Under these circumstances, both parties may elect to have counsel assist them. Under such circumstances the university legal counsel must also be present. Legal counsel may not give opening or closing statements, present documents, or question witnesses.

- The hearing shall be closed with attendance limited to individuals directly connected with the case as determined by the Chair of the Academic Policies Committee.
- Formal rules of evidence need not be followed at the hearing. The hearing body may receive such evidence as a reasonable person would consider reliable in making important decisions. If a question arises about the authenticity of a document or the reasonableness, relevance or redundancy of evidence, the Chair of the Academic Policies Committee shall be the final decision maker on the admissibility of the evidence.
- The parties may request, in writing, that the committee contact specified persons to appear at the hearing to testify on behalf of the parties. The request should normally be made at least five working days before the scheduled hearing in order to allow ample time for the hearing body to make the requests.
- The Chair of the Academic Policies Committee shall be responsible for conducting the hearing in an efficient and decorous manner and shall rule on all disputes related to the procedures used throughout the proceedings. The chair may set reasonable limits may be set on the length and nature of the opening and closing statements, the evidence presented and on the duration of the hearing. At any time, the Chair may seek the advice of legal counsel. Since the University lacks full judicial authority, such as the power to subpoena or place witnesses under oath, a student's due process rights cannot be coextensive with or identical to the rights afforded the accused in a civil or criminal legal proceeding. The procedures outlined are designed, however, to assure fundamental fairness and to protect students from arbitrary or capricious disciplinary action. Deviations from these procedures shall not necessarily invalidate a hearing or

the results of a hearing unless significant prejudice results.

4. **Findings** - After the Academic Policies Committee has completed its review, it shall issue a written decision based on findings of fact and conclusions, usually within three to five days, and shall provide a copy of the findings to the student, faculty member, program director, department chair, dean of the school, Registrar and Dean of Students. All parties must abide by these findings unless they are modified by the Provost as part of a limited appeal process in the circumstances outlined in the appeals section of this policy.

---

## Appeals from Academic Policies Committee Findings

For student appeals of faculty imposed sanctions the decision of the Academic Policies Committee is final. For sanctions imposed by the APC (e.g. suspension or expulsion from the university or additional sanctions imposed by the Academic Policy Committee for repeat offenders) and committee findings of sanctions imposed by a professional program (e.g. dismissal from the program), the student or the professional program may appeal the Committee's findings to the Provost. Appeals must be filed within five working days of receiving notice of the committee's decision. The written appeal must be filed with the Provost and should set forth all of the reasons that support reversal of the committee's findings. The Provost will review the written appeal and the documentation associated with the case. The Provost has the discretion to take any action necessary to thoroughly complete a review, and then will issue a decision, which will be binding and final. The decision will be conveyed in writing to the student, the faculty member, department chair, dean of the school, Registrar, the Dean of Students and the Academic Policies Committee.

---

## Impact of an Academic Misconduct F Grade

If the sanction imposed is an F in the course, the student shall not be permitted to withdraw from the course even if the sanction was imposed prior to the last day of the University schedule adjustment period. The imposition of an F grade shall stand for the

course, unless the student successfully appeals the sanction.

Although students can repeat courses, a course repeated based on an imposed F grade for academic integrity violation(s) will have both grades calculated in the students GPA and not replaced as it is under normal circumstances. The sanction of an F in a course will not be designated on the transcript as an academic integrity F unless it is an action determined by the Academic Policies Committee for an academic integrity violation repeat offender. A student who has received a course grade of F for an academic integrity violation will not be allowed to graduate from the University with honors.

---

## UNIVERSITY SYSTEM OF MARYLAND POLICY

In accordance with Board of Regents policy, students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

*Original Version Approved by the Faculty Senate, March 13, 2001*

*Revisions Approved by the Academic Policies Committee, May 11, 2004*

*Revisions Approved by the Faculty Senate, May 11, 2004*

*Revisions Approved by the Office of the Maryland Attorney General, June 17, 2004*  
*Revisions Approved by the Provost, June 18, 2004*

*Revisions Approved by the Faculty Senate April 21, 2009 and the Provost May 15, 2009*

# Student Academic Grievance Policy

(Document revised: May 1999, March 2001, October 2002, May 2005, May 2009)

Salisbury University has established the Student Academic Grievance Policy to give students of the University community a forum in which to address concerns related to academic matters (e.g. grade disputes and professional program dismissals when they do not involve an academic integrity violation). The policy provides a method for aggrieved students to express substantive complaints about academic matters and have them resolved in a timely fashion. The following matters are not covered by these grievance procedures:

- Claims involving alleged discrimination or harassment
- Claims relating only to alleged violations of policies which were promulgated exclusively by the University System of Maryland, actions of the Board of Regents or actions of the Chancellor of the System over which SU has no jurisdiction
- Student judicial matters
- Grievances against University police officers that could result in the imposition of any discipline against the officer(s)
- Student Academic Integrity violations

## INFORMAL GRIEVANCE

Students are encouraged to attempt to resolve differences between themselves and others in an informal manner prior to initiating a formal grievance under this policy. This may entail only a conversation in which the views of both parties are aired in a mutually satisfactory manner or a conversation using a neutral third party for mediation. In the cases in which the differences involve a faculty member, and the differences are not resolved informally between the faculty member and the student, the student is encouraged to consult with the department Chair prior to filing a formal grievance. If an informal resolution cannot be achieved, the grievant may elect to begin the formal grievance procedure that follows.

## FORMAL GRIEVANCE

### Step One

The grievant must submit a formal grievance in writing to the person alleged to be responsible for the actions leading to the grievance within 20 working days of the date on which the grievant knew or should have known of the action that led to the grievance. Nothing in this policy is to be construed to inhibit or prevent the grievant from withdrawing a formal grievance once the formal grievance procedures have begun.

A formal grievance must set forth in writing a statement which clearly defines the basis of the grievance, a chronology of events leading up to the grievance, the names of people with knowledge of the event, pertinent dates, a description of the actions taken against the grievant which led to the dissatisfaction and a proposed resolution to the situation. Any documentation relevant to the grievance should be attached to the letter. If known, information about relevant University policies should be provided. The grievant has the burden to prove by a preponderance of the evidence that the action or inaction complained about did occur and that it was inconsistent with University policies or procedures.

The person alleged to be responsible for actions leading to the grievance will provide a written response to the grievant within five working days of receiving the formal grievance. The written decision should address the specific issues raised in the grievance and include all pertinent information.

### Step Two

If the response is not satisfactory to the grievant, he or she has five working days to file the formal grievance with the supervisor of the person (department Chair for faculty member) alleged to be responsible for the actions leading to the grievance. The grievant must include all prior written responses. The supervisor of the person alleged to be responsible for the actions leading to the grievance will provide a written response to the grievant and the person alleged to be responsible within five working days of receiving the formal grievance.

### Step Three

If the supervisor's response is not satisfactory, the grievant has five working days to file a formal grievance with the Dean of the school in which the dispute has occurred. The grievant must include all prior written responses. The Dean of the school will provide a written response to the grievant within five working days of receiving the grievance.

### Step Four

If the response from the Dean of the school is not satisfactory, the grievant has five working days to forward the formal grievance to the Assistant Vice President of Academic Affairs who will refer the grievance to the Academic Policies Committee (APC) for review. In the event the Academic Policies Committee is not available, the Assistant Vice President of Academic Affairs will forward the appeal to the Provost, who will attempt to create an ad hoc committee to handle the review as soon as practicable. (All further references in this policy to the Academic Policies Committee include the ad hoc committee where appropriate.)

## COMMITTEE REVIEW OF EVIDENCE

The committee normally has 10 working days from receiving the formal grievance to decide among the following options:

1. **Review Submitted Evidence** - Render a written decision based on the documents and materials submitted with the appeal.
2. **Investigation** - Render a written decision based on a series of interviews, a review of documents, and/or any other action deemed appropriate for the purpose of collecting additional information and evidence necessary for an informed and reasoned judgment to be rendered. The investigation, including interviews, will usually be completed within 20 working days of the decision to conduct an investigation.
3. **Hearing** - Render a written decision based on a hearing. If the Committee determines that a hearing is to be held, the Committee shall send written notice of the time, date and location to all parties. The hearing shall be conducted as follows:

- The hearing shall be held at a reasonable time when all parties (to the extent possible) are available or have an opportunity to be present.
- The parties shall be entitled to make opening and closing statements.
- The parties shall be entitled to present evidence through witnesses and documents, and shall be entitled to question witnesses. At the discretion of the Chair of the Committee, direct questioning by a party of a witness, including an opposing party, may not be permitted; rather, the parties may be required to convey their questions to the Committee Chair, who will convey them to the witness.
- Students are permitted to seek the support of a non-legal advocate for assistance in the preparation of a case before the Academic Policies Committee. The advocate may counsel the grievant during the hearing but shall not officially speak or participate formally in the proceedings. In all cases, the advocate must be a member of the University faculty, staff or student body.
- Neither party may be represented by an attorney at the hearing, unless they are facing or are likely to face criminal charges relating to the subject of the grievance. Under such circumstances the University legal counsel must also be present. At no time may legal counsel give statements or participate in questioning witnesses or Committee members.
- The hearing shall be closed with attendance limited to individuals directly connected with the case as determined by the Chair of the Committee. The University may record the hearing at the discretion of the Chair. Any University recording will be University property for University reference only and will not be made part of the student's University record.
- Formal rules of evidence need not be followed at the hearing. The Committee may receive such evidence as a reasonable person would consider reliable in making important decisions. If a question arises about the authenticity of a document or the reasonableness, relevance or redundancy of evidence, the Chair of the Committee shall be the final decision maker on the evidence's admissibility.



- The parties may request, in writing, that the Committee contact specified persons to appear at the hearing to testify on behalf of the parties. The request must be made at least five working days before the scheduled hearing in order to allow ample time for the Committee to make the requests.
- The Chair of the Committee shall be responsible for conducting the hearing in an efficient and decorous manner and shall rule on all disputes related to the procedures used throughout the proceedings. Reasonable limits may be set by the Chair on the length and nature of the opening statements, the evidence presented and on the duration of the hearing. At any time, the Chair may seek the advice of legal counsel.
- Since the University lacks full judicial authority, such as the power to subpoena or place witnesses under oath, a party's procedural rights cannot be coextensive with or identical to the rights afforded the accused in a civil or criminal legal proceeding. The procedures outlined are designed, however, to assure fundamental fairness and to protect parties from arbitrary or capricious disciplinary action. Deviations from these procedures shall not necessarily invalidate a hearing or the results of a hearing unless significant prejudice results.
- When possible the hearing should be completed within 20 working days of the decision to conduct a hearing.

## Committee Findings

After the Committee has completed its review, the Committee shall issue a written decision based on findings of fact and conclusions, including procedures followed and any applicable University policies and procedures, usually within 10 working days, and shall provide a copy of the findings to all directly involved parties, including, but not limited to, the parties involved, the department chair, the dean of the school, the Dean of Students and the Assistant Vice President of Academic Affairs.

## Appeal of Committee's Findings

If either party elects to appeal the decision of the committee, he or she must provide written notice of the appeal to the Provost, within five working days from the date of the Committee's written decision. The written appeal should set

forth all of the reasons that support reversal of the Committee's decision and include any supporting documentation.

The Provost has the discretion to take any action necessary to thoroughly complete a review, and then will issue a decision, which will be binding and final. The decision will be conveyed in writing to the student, the faculty member, department Chair, Dean of the school, the Dean of Students, the Assistant Vice President of Academic Affairs and the Academic Policies Committee usually within 10 working days of receiving the appeal.

## JURISDICTIONAL DISPUTES

If a dispute arises over the jurisdiction of the committee assigned to decide the matter, the jurisdictional dispute shall be resolved by the Assistant Vice President of Academic Affairs.

## CONFIDENTIALITY

Matters pertaining to any grievance must be kept in confidence by the parties directly involved. Committee findings will only be provided to the parties, and other University personnel on a need-to-know basis (e.g. Committee members, department chair, dean of the school, the Office of the Provost, and the Office of the Vice President of Student Affairs).

## TIMELINE

All time limitations contained within this policy may be extended for good cause as determined by the relevant committee, Provost or the Dean of Students. Failure to adhere strictly to the timelines shall not be grounds for appeal unless significant prejudice has occurred.

# Policy on Confidentiality and Disclosure of Student Records

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, is a general law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student educational records and controls access to them. Under FERPA, students have the right to:

- Annual notification of their privacy rights.
- Inspect and review their education records.
- Request an amendment to their educational records where appropriate to ensure accuracy.
- Limit disclosure of their education records without prior written consent, with the exception of directory information allowed by FERPA.
- File a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

This information is made available annually to students in the *Student Code of Conduct, Policies and Procedures* and can also be viewed on the Salisbury University Web site.

Salisbury University complies with FERPA through the establishment of this policy and the following processes.

## DEFINITIONS

**Student** is an individual who is attending or has attended Salisbury University, or who has been notified of his or her acceptance for admission, or who withdraws after allegedly violating the Student Code of Conduct, or who is not officially enrolled for a particular term, but has a continuing interest or relationship with the University.

**Educational Records** are those records that contain information directly related to a student and are maintained as official files by the University. Files of instructors, advisors or administrators maintained for their own use and not shared, viewed or accessed by others are not included. Other files not included are:

- Student medical or counseling records created, maintained and used only in treatment at Student Health Services or Student Counseling Services.
- University Police records maintained solely for law enforcement purposes
- Alumni records
- Employment records unrelated to a student's academic program

**Directory Information** is that information that the University is permitted to disclose without prior consent of the student. This information is limited to:

- Name
- Local address
- Date and place of birth
- Major and/or field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Listing of student organizations

Students who want more or less than directory information listed above to be released without prior notification or consent should notify the Registrar.

Salisbury University does not sell or otherwise provide mailing lists of student information to anyone outside of the university. The University Registrar is responsible for compiling and maintaining directory information.

---

**NOTES**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**NOTES**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## NOTES

