

# University Student Conduct Policy and Procedures

The following may be regarded as violations against the University and its community, whether the offense is attempted or completed. Drew students and their guests are bound by the following rules. Students should understand that policy violations are recorded and maintained in their student record and may have an impact on them in secondary ways, including but not limited to, traveling abroad, serving in leadership capacities, application to graduate or professional schools, etc.:

1. **Conduct Disruptive to University Functions:** Obstruction or disruption of any regular or special function of the University; participation in, or encouragement of, any effort to disrupt a class; creating a public inconvenience, annoyance, or alarm; unreasonable noise.
2. **Disorderly Conduct:** Engaging in fighting, threatening, or aggressive behavior; displaying violent or tumultuous behavior, or creating an unreasonably hazardous or physically dangerous condition.
3. **Abuse:** Inflicting mental or bodily harm upon any person whether in person, electronic or third party means; engaging in any action from which mental or bodily harm could result; causing a person to believe that the offender may cause mental or bodily harm; demonstrating disrespect through verbal or physical action.
4. **Assault:** The use, actual or threatened, of physical force against any member of the University community; intentionally or recklessly causing physical harm to any person on the University campus or at a University sponsored activity; intentionally or recklessly causing an individual to inflict physical harm on another person or on him/herself; verbal coercion; intimidation.
5. **Policy Against Discrimination and Harassment (formerly) Human Rights/Discrimination:** See the Human Rights Policy, which addresses discrimination at [Policy Against Discrimination and Harassment](#)
6. **Sexual Harassment and Misconduct:** See the Title IX Grievance Policy, which addresses sexual harassment and misconduct, including, domestic violence, dating violence, stalking, and sexual assault.
7. **Hazing:** Any activity expected of someone joining or participating in an organization that humiliates, degrades, abuses, endangers them, and/or is a violation of local, state, or federal law. An activity falling under these guidelines is considered hazing irrespective of a person's willingness to participate.
8. **Unauthorized Recording:** Making or attempting to make, transmit or attempting to transmit audio or video or any other depiction recording of any person(s) in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy, including but not limited to situations involving nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recording.
9. **Intimidation of Witnesses/Retaliation:** Includes any threats or other form of intimidation directed at a complainant, a witness, or a supporter at any point before, during or after an investigation, mediation, hearing, and/or appeal.
10. **False, Vicious, Malicious Allegations:** Knowingly bringing false allegations against the University or another person for any reason.
11. **Assisting Another to Commit an Offense:** Aiding, abetting, or assisting another to commit, to plan, or to attempt to commit any violation of the student handbook.
12. **Alcohol/Drug Infractions:** Any violation of the University's Alcohol, Marijuana and Other Drug Policy. This includes any violation of the law relating to consumption, possession, and purchase of alcohol [a]s under state, federal, or local law; or any violation of the law relating to consumption, possession, and sale/purchase of drugs under state, federal, or local law.
13. **Smoking:** Smoking is prohibited on the entire campus. The use of electronic smoking devices (including but not limited to Minis, Mid-Size E-Cigs, Vape Pens, Advanced Personal Vaporizers (APVs), and MODs), is also prohibited and is treated the same as smoking.
14. **Weapons and Explosives:** The sale, purchase, possession, distribution, or use of any weapon, including but not limited to any firearm, explosive, firecracker, incendiary materials, knives, or other weapons.
15. **Taking:** Taking, or attempting to take, or borrowing without authorization, any University property or any private property of a member of the University community. The unauthorized use of the name "Drew University" or the University seal is considered taking.
16. **Stolen Goods:** The sale, distribution, or knowingly purchase or possession of any property illegally obtained either on or off campus.
17. **Misuse of Documents:** Forgery, alteration, misappropriation, or unauthorized disclosure of University documents/records, official student documents/records, or student identification cards (IDs).
18. **Damage/Vandalism:** Damaging or destroying any University property or any private property of a member of the Drew community.
19. **Providing False Information:** Knowingly misrepresenting information to the University, or an official; or, engaging in fraud; embezzlement, counterfeiting, or other wrongful acts.
20. **Failure to Provide Identification:** Failure to produce valid identification (such as a student ID) when requested by university officials.
21. **Unauthorized Entry/Trespassing or Use:** The unauthorized entry into, or use of, any University-owned building or property or privately owned building or property on the University campus, either forcibly or non-forcibly; unauthorized entry into any designated restricted area; unauthorized use or duplication of keys (including electronic keys).
22. **Interfering with Freedom of Expression:** Knowingly or substantially interfering with the freedom of expression of others on the University campus or at University-sponsored activities.
23. **Disruptive Behavior Directed at a University Official:** To interfere or disrupt the activities of University officials acting in the performance of their duties.
24. **Failure to Comply with the Directive of a University Official:** To disregard or ignore the directions of University officials acting in the performance of their duties.
25. **Interfering with Fire Safety:** Tampering with, damaging, or misusing fire safety equipment such as, but not limited to, fire extinguishers, smoke alarms, sprinkler systems, or exit signs; unauthorized burning of any material in any University building or on or near University property; disregarding a fire alarm or refusing to evacuate a building or section of a building when a fire alarm is sounding; falsely initiating any report, alarm, warning or threat of fire, explosion, or other emergency on the University campus or at University sponsored activities. Obstruction of fire escapes, corridors, or stairways.
26. **Misuse of Computer or the Network:** Any misuse of the computing network or equipment or violation of the Computing and Networking Policy. C  
opyright Policy: Any violation of the University's Copyright Policy.
27. **Improper Solicitation:** The unauthorized sale of goods on the University campus without University-issued permission or license; the unauthorized request for donations on or off the University campus.
28. **Violation of Sanctions:** Violating the terms of any sanction or restriction previously imposed by the University. Failure to comply or complete a sanction is considered a violation of sanctions and can result in further sanctions.
29. **Violation of Campus Housing Regulations:** Any violations the [Residence Life/Rules and Regulations](#) and the housing agreement, including additional regulations imposed during break housing.
30. **Violation of Guest Policy:** Any violations the [Guest Policy](#).
31. **Violation of Campus Car/Parking Regulations:** Any violation of the campus car/parking regulations as enumerated in the [Drew University Traffic and Motor Vehicle Regulations Handbook](#).
32. **Violation of Public Law:** All Drew University students are bound by local, state, and federal laws. The University will not interfere with the administration of public law. Criminal and quasi-criminal offenses can result in disciplinary action by the university, even if they occur off-campus. Students are encouraged to report criminal acts committed against them to local law enforcement.

## Procedures for Student Conduct Policy Violations

1. Any member of the Drew community, visitor or guest may allege that a student has violated University policy and when appropriate the University may choose to file allegations on behalf of another person or on its own behalf. All allegations of conduct policy violations should be submitted to the Dean of Students, Office of Residence Life and Student Conduct, or Campus Security. Formal allegations must be made in writing, such as a letter, email or incident report.
2. If a student poses an immediate danger or threat to the health, safety, or well-being of the University community and/or its members, the Dean, or designee, may impose a temporary suspension or separation from the University or other restriction with no prior notice, effective until a hearing is held and a determination reached.
3. A student alleged of a violation will be contacted by a Conduct Officer to discuss the allegations, which often may be at the same time of the Administrative Meeting. Email is the primary form of communication for all students. Each student is responsible to check and respond to their Drew University Email (@drew.edu) account.
4. The goal of an Administrative Meeting is to arrive at a finding of "responsible" or "not responsible" and impose appropriate sanctions in a timely and fair manner. Should a student fail to schedule or attend an Administrative Meeting in the time designated by the Conduct Officer, the student's case will be decided in his/her absence. In cases where a student withdrawals from the University the case may either be adjudicated in a timely manner, or placed on hold and listed as unheard..
5. In cases of major and/or repeat offenses (those which potentially could result in a removal from the residence halls or suspension/expulsion from the University), the Conduct Officer will meet with the student to review the allegations and the Student Conduct procedures prior to the Administrative Meeting. Should a student fail to schedule or attend this meeting in the time designated by the Conduct Officer, the process will continue in his/her absence.
6. If the student accepts responsibility for all allegations, the conduct officer may discuss possible sanctions with the student during the meeting. If there is more than one allegation and the student accepts "responsibility" to one allegation but not to the other, the administrator shall conduct an Administrative Meeting to gather evidence for or against a finding of responsibility, deliberate, and inform the student of the findings and sanctions via email in a timely manner.

## Procedures for an Administrative Meeting

Students charged with a violation of the Student Conduct Policy will be directed to meet with a conduct officer, and will receive notice of the alleged violations and scheduled meeting time via email. Students are expected to check and read their emails and may request for the meeting to be rescheduled if there is a conflict with the time by reaching out to the conduct officer before the originally scheduled time. In cases of violations of the Human Rights or Sexual Harassment and Misconduct Policies, students will be subject to those policy's procedures.

The conduct officer will meet with the student(s) to:

1. Discuss the complaint and alleged conduct, allowing the student to present his/her understanding of the events related to the incident(s).
2. Conduct the process in a timely fashion. (In cases where incidents occur near the end of a semester, the case may need to be adjudicated at the beginning of the next semester or during a break period).
3. Permit the student to be accompanied by a silent supporter drawn from the University Community. Parents or relatives are also permitted but must also be a silent supporter. Students must sign a FERPA release form to allow someone uninvolved in the incident to be present during the administrative meeting..
4. Permit the accused to speak on his/her own behalf and present appropriate and pertinent information and witnesses. The hearing officer will make all determinations on what information or witnesses may be presented for consideration. Character witnesses are not permitted.
5. Determine an appropriate finding of either "responsible" or "not responsible" for each alleged policy violation based upon the preponderance of evidence.
6. If a student is found responsible, the conduct officer will advise the student of the sanction(s) imposed.
7. After a decision has been rendered, the student will receive notice via email of the outcome and sanctions. It is the student's responsibility to complete all sanctions as imposed. Failure to abide by or complete a sanction may result in additional sanctions.
8. In certain cases deemed appropriate by the proper authorities, information on an offense may be disclosed to individuals or to the entire University community. In accordance with guidelines established in the Family Educational Rights and Privacy Act (FERPA), the record of most disciplinary proceedings findings is not open to the public. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, permits the disclosure of campus disciplinary system findings to victims of "crimes of violence" upon written request. In addition, FERPA permits the final results of campus disciplinary proceedings for crimes of violence to be disclosed to victims, including the name of the accused held responsible and the nature of the offense.

## Appeals

1. The right of a student found responsible to one appeal is guaranteed. Appeals must be submitted within five (5) business days of receipt of the written result of the conduct process, in writing as described in the outcome letter to the Dean of Students or designee. Appeal form: [https://cm.maxient.com/reportingform.php?DrewUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?DrewUniv&layout_id=4) Appeals may be granted for the following reasons only:
  - a. Pertinent new information is available which was not known to the person appealing at the time of the original hearing.
  - b. A procedural error was made that precluded a fair and impartial hearing. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - c. The sanction(s) assigned are unduly harsh and/or incommensurate with the violation. *Appeals made for this criteria are only considered for sanctions #1-7 on the Sanctions list in the next section.*

## Sanctions

The University maintains the right to impose any sanction(s) upon students found responsible for violating the Student Conduct Policy or other University policy. Violations of these policies may result in a variety of sanctions, ranging from severe penalties to less stringent measures, as appropriate to the underlying conduct, course of conduct, and overall student conduct history. The primary purpose of sanctions is generally educational and rehabilitative, although in some matters, the protection of the Drew community will be important as well. The reasons for the imposition of sanctions will be stated in the student's file and will become a part of the student's record.

1. **Revocation of Admission:** Admission to the University may be revoked for fraud, misrepresentation or a violation of the University policies.
2. **Revocation of Degree:** A degree awarded to a student by the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree.
3. **Withholding Degree:** The University may withhold the awarding of a degree otherwise earned until the completion of the process set forth in the Student Conduct Policy, including the completion of all sanctions imposed, if any.

4. **Expulsion from the University:** Unconditional and permanent separation from the University. The expelled student shall be barred from the University campus and all University sponsored activities.
5. **Expulsion from the Residence Halls:** Unconditional and permanent separation of the student from residing in, being around, participating in activities within or visiting the residence halls.
6. **Suspension from the University:** The student is separated from the University, effective at a specified time, for a specified period of time with the privilege of applying for re-entry after the period of suspension. In making a determination on the reentry application, the University will evaluate the documented (as appropriate) progress the student has made and/or any positive indication that the student is ready for re-entry. The student will need to obtain clearance from the Dean of Students, or designee, in order to return to academic work. The student will be barred from campus during his/her time of suspension, and will be treated as a trespasser if found on campus during their period of separation.
7. **Suspension from the Residence Halls:** The student is required to move out of the residence hall, effective at a specified time, and may not reside in, be around, participate in activities within, or visit the residence halls for a specified period of time with the privilege of applying for re-entry as a residential student after the period of suspension. In making a determination on the re-entry application as a residential student, the University will evaluate the documented (as appropriate) progress the student has made and any positive indication that the student is ready to return to the residence halls. The student will need to obtain clearance from the Dean of Students, or designee, in order to return to the residence halls. The student will be barred from being in or around campus housing during his/her time of suspension, and will be treated as a trespasser if found in or around campus housing during their period of separation.
8. **Restriction:** The student is restricted from facilities, programming, participating in certain University events and activities, holding leadership positions at any level in campus organizations, or from remaining a resident on campus. Certain restrictions are imposed for a specified period of time, while others may be permanent.
9. **Probation:** The student is placed under a status whereby any further violation of University regulations is considered in the context of the original violation and with prejudice. Additionally, the student is more likely to be suspended or expelled from Housing or the University during the time of probation status if found responsible of further student conduct violations. The period of probation lasts for a specified period of time. Probationary status may impact a student's ability to study abroad, hold leadership positions in student organizations, and/or participate in student activities.
10. **Residence Hall Relocation:** Room re-assignment to another residence hall or floor.
11. **Warning:** Written notification to the student that any repetition of the behavior will result in more severe disciplinary action.
12. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
13. **Disclosure:** In certain cases deemed appropriate by the proper authorities, information on an offense may be disclosed to individuals or the entire University community, including parents or guardians.
14. **Discretionary Sanctions:** Educational assignments, essays, trainings, assessments, service to the community with a specified length of time, or other related discretionary assignments.

#### Sanction Completion Policy

Some sanctions include assignments issued to students at the discretion of the conduct officer. These *active sanctions* aim to help students learn from their incidents through structured, meaningful activity. These sanctions have deadlines issued on a case by case basis and students are encouraged to work with the conduct officer on their case to ensure the deadline is realistic for them. Absent an extraordinary circumstance, the following actions will be taken in the event that a student does not complete their active sanction by the assigned deadline:

- First Offense: Failure to complete an active sanction by the original deadline will result in \$150 charged to the student account. The student will receive written notice of this and issued a revised deadline.
- Second Offense: Failure to complete an active sanction by the revised deadline will result in an additional \$300 fined to the student account. The student will receive written notice of this and issued a second revised deadline.
- Third Offense: Failure to complete an active sanction by the second revised deadline will result in the student being charged with Violation of Sanctions. The student will be called in for another administrative meeting and may face additional sanctions.