STUDENT CODE OF CONDUCT: STUDENT RIGHTS AND RESPONSIBILITIES

I. PURPOSE

Students who enter our community make a commitment to actively participate in a caring and socially just atmosphere in which respect for all community members is a priority for maintaining a positive learning environment. Roosevelt University’s entire community is a learning environment. Each community member is responsible to one another for behavior that exhibits an awareness and respect for human dignity and individual differences. The responsibility for maintaining a safe climate that promotes and encourages learning belongs to each of us. Students are expected to value our community and to hold themselves and their peers accountable by accepting responsibility for their individual behavior as well as for the common good.

As members of the Roosevelt University community, students assume obligations of academic performance and conduct reasonably imposed by the institution relevant to its objectives and mission. The purpose of the student misconduct process is to assist each student in the development of a responsible lifestyle which is rewarding to the individual student, respectful of the rights of others, and compatible with the legal norms of society. The student misconduct process plays a supportive role in the development of responsible student behavior and responsible decision-making. If the behavior of a student conflicts with established University standards, the student misconduct process seeks to educate the student about the personal and social consequences of his or her behavior. The actions imposed in the student conduct process may include educational and disciplinary measures which are designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the student misconduct process is educative, the process is not to be considered analogous to court proceedings.

II. GENERAL INFORMATION

A. Authority and Scope

The Student Code of Conduct is recognized as the standard process for handling incidents of student misconduct. The Code is independent from and may be implemented in addition to any other university documentation, policies or processes which may exist and relates to matters of student behavior. This Code governs all students who are registered at Roosevelt University at all campus locations, including online, and applies to both on-campus and off-campus conduct. In particular, off-campus behaviors that may impact the University or educational environment in
any way fall under this Code. A student’s withdrawal from the University does not preclude the completion of the misconduct process and resulting disciplinary action. All Student Codes of Conduct are in accordance with University Policies.

B. Student Code of Conduct and Public Law

Students continue to be subject to city, state, and federal laws while at the University and violations of those laws may also constitute violations of this Policy. In such instances, the University may proceed with disciplinary action under this policy whether or not civil or criminal proceedings have been instituted against the student and may impose sanctions for violations of the policy independent of any criminal or civil penalties that may be ordered. Any proceedings initiated through the University’s Student Code of Conduct will not be abandoned or withdrawn solely on the grounds that the criminal or civil charges have been dismissed or reduced, nor will the disciplinary proceedings be delayed pending the outcome of the criminal/civil charges. The Student Code of Conduct is subject to changes and updates.

C. Retaliation

Roosevelt University prohibits retaliation. Any inappropriate or unsubstantiated action taken or threatened against another individual because the individual has, in good faith, made an allegation or has participated in any manner with an investigation is prohibited.

III. STUDENT CODE OF CONDUCT DEFINED

Misconduct for which students are subjected to discipline includes, but is not limited to the following:

1. Academic dishonesty such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration and plagiarism (Academic Dishonesty Appeals follow a separate process under PROCEDURES FOR HANDLING ACADEMIC DISHONESTY APPEALS in the Student Handbook);
2. Forgery, alteration, or misuse of University identification, records, or documents, or knowingly furnishing false information to the University;
3. Obstruction or disruption of the learning environment, University community, or of other University activities or functions;
4. Physical altercations, intimidation, verbal abuse; conduct which threatens or endangers the health or safety of any person, including the use of social media in carrying out any of these behaviors or acts;
5. Sexual assault, sexual harassment, domestic/dating violence, or stalking; (Any of these allegations follow a separate policy, procedures and sanctions under our Title IX Process)
6. Harassment; verbal or written threats, coercion or any other conduct that by design, intent or recklessness places another individual in reasonable fear of physical harm through words or actions directed at that person, or creates a hostile environment in which others are unable reasonably to conduct or participate in work, education, research, living, or other activities, including but not limited to stalking, cyber-stalking, and discrimination against any individuals belonging to a protected class as defined by law and the University’s Anti-Discrimination policy. (Discrimination allegations follows a separate misconduct process governed by the University’s Title IX policy and Anti-Discrimination Policy.)
7. Smoking in all forms, including but not limited to cigarettes, e-cigarettes, hookah, cigars;
8. Theft of or damage to University property or the property of any other person;
9. Unauthorized entry to or use of University facilities;
10. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or of the time, place, and manner of public expression;
11. Violation of computer and network usage policy or student email policy;
12. Violation of rules governing University-owned or controlled Residence Halls; see Residence Life Community Standards
13. Failure to comply with directions of University officials acting in the performance of their duties;
14. Conduct which adversely affects the student’s suitability as a member of the academic community;
15. Drug Violations:
   a. Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by law; intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student’s mental state;
b. Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued;
c. Possession of drug paraphernalia, including but not limited to bongs, glass pipes or hookahs;
16. Alcohol Violations:
   a. Underage possession or consumption;
b. Public intoxication; appearing at a University activity or on the University campus in a state of intoxication;
c. Driving under the influence of alcohol or other substance; operation of a motor vehicle while impaired or with a blood alcohol or breath alcohol level at or above the applicable legal limit;
d. Distribution or sale of alcoholic beverage to any person under 21;
e. Possession of common source containers, possession or use of kegs, mini kegs, beer balls or other common source containers of alcoholic beverages such as trash cans, tubs or similar containers of alcohol, when such possession or use occurs on campus, in the housing of any University organization or group, or in connection with a University activity;
f. Excessive rapid consumption. Regardless of age of those involved, facilitating, arranging, or participating in any extreme alcohol consumption activity that constitutes, facilitates, or encourages competitive, rapid or excessive consumption of alcohol when such activity occurs on campus, in the housing of any University organization or group, or in connection with a University activity;
17. Hazing:
Roosevelt University acts in accordance with the Illinois Hazing Act.
a. Any action or situation that recklessly, by design or intent, endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:
   i. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student’s health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other
forced physical activity that could adversely affect the physical or physical 
and mental health or safety of the student, and any activity that would 
subject the student to extreme mental stress, such as sleep deprivation, 
forced sexual conduct, and forced exclusion from social contact; 
ii. Engages in an action or activity which has a tendency to or which is 
intended to demean, disgrace, humiliate, or degrade a student, which 
shall include but not be limited to, forced conduct that could result in 
extreme embarrassment, or other forced activity that could adversely 
affect the mental health or dignity of the student; 
iii. Conduct that by design, intent or recklessness causes a student to be 
unable reasonably to pursue, or interferes with or attempts to interfere 
with a student’s academic schedule or performance; or causes, induces, 
pressures, coerces, or requires a student to violate the law or to violate 
any provision of University regulations;
b. In response to allegations of hazing under this regulation it is not a defense 
that:
   i. The victim gave consent to the conduct;
   ii. The conduct was not part of an official organizational event or 
sanctioned or approved by the organization;
   iii. The conduct was not done as a condition of membership in the 
organization;

18. Obstruction or interference with the Conduct Process, including without limitation 
failure to appear at a hearing, failure to testify at a hearing, violating and/or 
failure to complete conduct sanctions;
19. The storage, possession, or use of firearms, fireworks, explosives, or weapons of 
any kind, including replicas or facsimiles, anywhere on campus; (Students who are 
deputized law enforcement officers and are legally qualified to carry 
firearms may 
do so while on-campus after checking in with security, and if their presence does 
not constitute a disruption as defined under Code #3);
20. The assistance or encouragement of others to commit violations of the Code or 
failure to report violations.

The Process for the Resolution of a Violation of the Student Code of Conduct

A. Initiation of a Misconduct Report

Any person may file a misconduct report against a student for an alleged violation of the 
Code. For incidents that do not happen in the Residence Halls, incidents may be reported 
in one of two ways: submitting a misconduct Report form or by filling out an Incident 
Report Form with Campus Security. It is encouraged to submit a report as soon as possible 
following an incident. In the case of incidents or reports within the Residence Halls, 
Residence Life staff members are responsible for taking the report and submitting it to be 
reviewed for conduct action.

B. Review by the Office of Student Conduct and Conflict Resolution

The Conduct Staff shall review any report and assign a case manager. The case manager 
will decide from the following methods of resolution including but not limited to:

1. Conflict Management: Conflict Coaching, Mediation, Restorative Practices (informal)
2. Formal Misconduct Process

In any method of resolution, the reporting person, student cited for a violation, or witnesses may be requested to meet with the assigned case manager for an initial conference or formal misconduct hearing. For any method of resolution, students will be notified of meetings through an official delivery method of the University which will usually be the RU student email account. Failure to claim notification will not negate the student’s obligations under this procedure. It is the student’s responsibility to contact the case manager who sent her/him an email to set up an appointment with that case manager. The appointment needs to be set within three (3) business days after the notice has been sent, barring any scheduling difficulties with the case manager. Upon his/her discretion, the case manager may allow for more time if he/she is unavailable to meet within the three (3) business day period. It is the student’s responsibility to communicate immediately if the designated time will not work due to a legitimate reason. If the student fails to notify the case manager of any conflicts and/or fails to attend either the initial conference or formal misconduct hearing the case manager may proceed with the misconduct process described below, and based upon the review of the report, a decision may be made in absentia.

After the initial conference and subsequent formal misconduct hearing, the case manager will decided whether a violation of the Student Code of Conduct has occurred. If it is found that the Student Code of Conduct has been violated an appropriate sanction may be applied by the case manager.

The case manager may at any time temporarily suspend, ban or deny re-admission to a student, pending final resolution, when the case manager believes that the presence of the student or campus could seriously disrupt the University; constitute a danger to the health, safety or welfare of the University, its members or the student; or when the student’s conduct adversely affects the students suitability as a member of the academic community.

C. Procedures for resolution through Conflict Management: Conflict Coaching, Mediation, or Restorative Practices

The purpose of Conflict Management techniques is to address disagreements, arguments, or discord between students in a way that uses facilitated dialogue. Self-reflection will be encouraged in all session. Any student called to attend a Conflict Management session will be expected to participate fully and cooperate with the case managers requests. If a student does not attend the session or does not participate or cooperate, the student may be subject to the formal misconduct process.

D. Procedures for resolution through the Formal Misconduct Process

1a. Initial Conference

The purpose of the initial conference is to inform the student of his/her rights under the Student Code of Conduct, to explain the student misconduct process, and to allow the cited student the opportunity to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. A redacted copy of the incident report, meaning a version in which identifying
information of any other participants or witnesses involved with the incident are removed, can be show in a hard copy version during the meeting(s). The student may not keep a copy of this incident report.

Any student called to an initial conference may bring an advisor for support, however, the case manager must be notified at least 72 hours in advance, and the advisor may not participate in the meeting in any way. Students called to an initial conference may be the reporting person, the student cited, or witnesses to the incident. The case manager may call witnesses at her/his discretion in order to support fact finding in the resolution of the misconduct process.

1b. Waiver of 3 day notice for Formal Misconduct Hearing

Students have the right to at least three (3) business days’ notice after their initial conference before their formal misconduct hearing can begin. A cited student can waive the right to their three (3) business days’ notice by signing a waiver at the conclusion of their initial conference. By signing this waiver, the cited student is consenting to immediately begin his/her formal misconduct hearing and is therefore waiving their right to the additional three (3) business days’ notice.

2. Formal Misconduct Hearing

Following the period of fact finding, the cited student will receive a secondary notification in writing (unless a waiver was signed) to attend a separate formal misconduct hearing with the case manager assigned to the case no less than three (3) business days after the initial conference. The purpose of the formal misconduct hearing is to hear the side of the story as provided by the student cited for a violation of the code of conduct, and for the student to view the redacted incident report and any evidence that has been gathered by the case manager at the time of the meeting. A redacted copy of the incident report, meaning a version in which identifying information of any other participants or witnesses involved with the incident are removed, can be show in a hard copy version during the meeting(s). The student may not keep a copy of this incident report.

Any student called to a formal misconduct hearing may bring an advisor for support, however, the case manager must be notified at least 72 hours in advance, and the advisor may not participate in the meeting in any way.

3. Resolution

After facilitation of the formal misconduct hearing the case manager shall have the authority to act on the University’s behalf in determining whether a violation has taken place and imposing sanctions if necessary. The case manager shall state the decision in writing to the cited student whether or not the student is found to have violated the Student Code of Conduct. (*) Academic dishonesty charges follow a separate process under the Consequences of Academic Dishonesty...
Sanctions for the Violation of the Student Code of Conduct

When a student is found responsible for violating the Student Code of Conduct, he/she can be assigned a sanction. Sanctions are dependent on which policy or policies were violated, to what degree they were violated, and the student’s prior conduct history. Sanctions can also be tailored to fit the needs of a specific student or group of students. Students will be allotted a specific amount of time to complete their sanctions. If a student has a viable excuse as to why they could not finish their sanction in time, an extension may be issued. Failure to complete sanctions can lead to more disciplinary actions. Examples of possible sanctions include:

1. Formal written warning
2. Referral to university office
3. Educational Sanctioning
4. Financial Restitution
5. Restorative Justice Sanctioning
6. Loss of privileges
7. Housing Reassignment
8. Probation of housing contract
9. Termination of housing contract
10. University Probation
11. Suspension from the University, a program or activity for a specific period of time
12. Denial or admission or readmission to the University or a University program or activity
13. Expulsion from the University, a program or activity on a permanent basis

Please note that more than one sanction can be assigned to a student that has been found responsible for violating the Student Code of Conduct. In addition to the discipline listed above, violations of the Student Code of Conduct may result in criminal charges or civil complaints being filed. A violation of academic integrity may result in academic penalties or sanctions in addition to University Sanctions.

Appeal Process

If a student is found responsible for a violating a code of conduct in the student misconduct process, she/he has the right to appeal based on the following criteria:

1. New evidence can be submitted that was not available at the original Formal Misconduct Hearing
2. The sanction(s) are thought to be disproportionate to the violation(s)
3. The conduct process as described above was not followed

The student has seven (7) calendar days from the delivery of the decision and sanction to file an Appeal Form. The appeal should include a detailed description of why the appeal should be allowed based upon one or more of the criteria above. The original finding and any assigned sanction will stand during the appeal process.

All appeals will be sent to the Assistant Vice President for Student Development. She/he will assign an appeal officer to oversee the appeal process. This appeal officer may deny the request for an appeal if at least one of the criteria above is not met; if this is the case it will be communicated in writing. If an appeal is granted, the appeal officer will communicate this in writing. The appeal officer may use her/his discretion to resolve the appeal based solely upon the written documents from the Formal Misconduct Hearing and Appeal Form, or whether
she/he would like to meet with only the student found in violation, only the reporting person, both parties of the incident, or witnesses. Upon completion of the appeal review, the appeal officer may make any of the following decisions:

1. Uphold the original decision and sanction(s)
2. Overturn the original decision; remove or reduce any sanction(s)
3. Assign additional sanctions up to and including dismissal from the University

The appeal process is not available to students found in violation if they failed to participate in the formal misconduct hearing.