



Student Disciplinary Policy

TABLE OF CONTENTS

| | |
|---|-----------|
| Introduction | 4 |
| I. Authority and Jurisdiction | 4 |
| A. Authority | 4 |
| B. Jurisdiction | 4 |
| C. Student Disciplinary Policy and Violations of Law | 5 |
| D. Student Disciplinary Policy and Campus Housing | 5 |
| E. Student Disciplinary Policy and Registered Student Organizations | 5 |
| F. Student Disciplinary Policy and University Policies/Procedures | 6 |
| G. Student Status and Holds | 7 |
| II. Student Rights and Responsibilities | 7 |
| III. Reporting Student Misconduct | 7 |
| A. How to File a Complaint | 7 |
| B. False Complaints | 7 |
| C. Complaint Review Process | 7 |
| D. Notice to the Student | 9 |
| E. Request for a Delay | 9 |
| F. Interim Measures | 9 |
| G. Emergency Suspension | 10 |
| H. Sexual Misconduct Complaints | 11 |
| IV. Standards of Conduct | 12 |
| A. Academic Integrity | 12 |
| B. Standards of Classroom Behavior | 13 |
| C. Health and Safety | 13 |
| D. Sexual Misconduct | 15 |
| E. University Facilities, Resources or Operations | 15 |
| F. Student Conduct Process | 16 |
| G. Shared Responsibility for Violations | 17 |
| H. University Rules, Policies and Procedures | 17 |
| I. Local, State or Federal Law or Board of Trustees' Action | 17 |
| V. Sanctions | 17 |
| A. Sanctioning Guidelines | 17 |
| B. Disciplinary Holds | 17 |
| C. Sanctions | 18 |

| | |
|---|-----------|
| D. Sanction Submission..... | 22 |
| E. Transcript Notation..... | 22 |
| VI. Resolution Methods | 22 |
| A. Academic Liaison Process..... | 22 |
| B. Administrative Hearings..... | 23 |
| C. Student Conduct Hearings..... | 24 |
| VII. Hearing Guidelines and Information | 24 |
| A. Hearing Guidelines..... | 25 |
| VIII. Sexual Misconduct Investigation and Hearing Guidelines | 26 |
| A. Title IX Investigations..... | 26 |
| B. Hearing Guidelines and Information..... | 26 |
| IX. Hearing Procedures | 27 |
| A. Administrative Hearings..... | 27 |
| B. Student Conduct Hearings..... | 28 |
| C. Sexual Misconduct Hearings..... | 29 |
| X. Appeal Process | 30 |
| A. Filing an Appeal..... | 30 |
| B. Grounds for Appeal..... | 30 |
| C. Appeal Review Process..... | 30 |
| XI. Remand Hearing and Review | 31 |
| A. Remand Hearing and Review Information..... | 31 |
| B. Remand Committee..... | 31 |
| D. Remand Procedures..... | 31 |
| XII. Student Conduct Records | 32 |
| A. Retention of Student Conduct Records..... | 32 |
| Addendum A: Student Conduct Definitions | 33 |
| Addendum B: Student Rights and Responsibilities | 37 |
| Addendum C: Student Rights for Sexual Misconduct Cases | 38 |

INTRODUCTION

The University of Illinois at Chicago (UIC) community includes students, staff, faculty, and others who have a vested interest in the University. Members of our community pride themselves on academic, personal, and professional excellence, and value integrity, accountability, and respect. The Student Disciplinary Policy underscores the pride and the values that define our community while providing UIC students with a framework to guide their actions and behaviors.

As members of the UIC community, students assume obligations of academic performance and conduct reasonably imposed by the institution and consistent with its objectives and mission. UIC students and Registered Student Organizations are expected to act in accordance with University policies, rules, and regulations, and local, state and federal laws. Students should be aware that they are responsible not only for their behavior, but also for the impact of their actions.

The purpose of the Student Conduct process is to assist students 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 Conduct process plays a supportive role in the development of responsible student behavior. If the behavior of a student conflicts with established university standards, the Student Conduct 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 Conduct process is educative, the process is not analogous to criminal or civil court proceedings, which are primarily punitive in nature but is, instead, conducted in a non-adversarial manner meant to inform and educate students.

I. AUTHORITY AND JURISDICTION

A. Authority

The University of Illinois Statutes vest in the Senate Committee on Student Affairs, the responsibility for establishing a committee or other body concerned with discipline. (See University of Illinois Statutes, XI.2.a.). These subcommittees shall have original jurisdiction to hear and render decisions in all disciplinary cases. The Statutes authorize the subcommittee(s) to formulate and adopt a student disciplinary policy and procedure. Pursuant to that statutory provision, the Student Conduct Committee and Referral Committee, as well as the UIC Student Disciplinary Policy, were established. In no event should this policy be utilized for anything but evaluating and resolving allegations of the violations of the Standards of Conduct described in this policy.

Copies of the Student Disciplinary Policy are available from the Office of the Dean of Students (DOS) and online at <http://dos.uic.edu>.

B. Jurisdiction

This policy governs both the Chicago campus as well as all regional sites of the University of Illinois at Chicago.

1. **On-Campus:** The Student Disciplinary Policy applies to the on-campus conduct of students and Registered Student Organizations.

2. **Off-Campus:** The Student Disciplinary Policy also applies to the off-campus conduct of students and Registered Student Organizations in connection with any required educational activity or co-curricular experience (e.g., a professional practice assignment, internship, field trip, student teaching assignment, research, student leadership conference, social event, etc.) and any activity or event sponsored, conducted, or authorized by the University. The Student Disciplinary Policy may also be utilized to address student conduct occurring off campus that affects the interests or environment of the university community and/or individual members or specific groups within that community including, but not limited to, behavior that:
 - a. Constitutes a violation of local, state or federal law (e.g., all alcohol and or/drug violations and other repeat violations of any local, state, or federal law).
 - b. Poses a threat to the health or safety of the student or others.

C. Student Disciplinary Policy and Violations of Law

Violations of the Standards of Conduct set forth in this policy may also constitute violations of criminal or civil law. The Student Conduct proceedings are independent of the criminal or civil process, and will not be delayed, abandoned, or withdrawn pending the outcome of the criminal or civil process or as a result of any findings made through that process. Further, disciplinary sanctions may be imposed regardless of any findings made through the criminal or civil process.

D. Student Disciplinary Policy and Campus Housing

Students involved in misconduct as residents of any Campus Housing facility will be held accountable through the Campus Housing Code of Conduct. Campus Housing is authorized to utilize its established procedures to hear cases of alleged student misconduct for incidents that occur in campus housing facilities and it has the authority to issue sanctions which affect a student's resident status. Campus Housing may also issue interim measures for its residents based on the contractual obligations outlined in the housing contract. Although Campus Housing may choose to hear cases of student misconduct occurring in housing facilities, the following cases must be referred to the Office of the Dean of Students for a formal review and appropriate administrative action:

1. Behavior that poses an imminent risk to the safety of the student or other students;
2. Serious infractions of the Student Disciplinary Policy including, but not limited to the destruction of property; possession of weapons; bomb threats; use, sale, or possession of illegal drugs; or violations of local, State, or Federal laws;
3. Conduct that may lead to removal from housing;
4. Misconduct committed by a non-resident in or around a campus housing facility;
5. Repeated violations of the Campus Housing Code of Conduct; or
6. All incidents of alleged sexual misconduct, which include sexual assault, domestic violence, stalking, and dating violence.

E. Student Disciplinary Policy and Registered Student Organizations

The Student Disciplinary Policy applies to both the conduct of individual students as well as to Registered Student Organizations (RSOs). The conduct, either of commission or of omission, by one or more members of a RSO (e.g., general members, officers, or new/associate members) may subject the organization to the jurisdiction of this policy. The Center for Student Involvement has the authority to take action related to a RSO involved in

misconduct consistent with the policies and procedures applicable to the RSO, and to refer cases for formal disciplinary action to the Office of the Dean of Students.

The following criteria may be utilized to help determine whether or not the misconduct is reasonably associated with a RSO. Misconduct will be considered reasonably associated with a RSO when one or more of the following criteria are met:

1. The conduct is sanctioned by the RSO and/or any of its officers through, for example: active or passive consent or encouragement; having prior knowledge the conduct was reasonably likely to occur; or helping to plan, advertise, or promote the conduct;
2. The conduct is committed during the course of an activity financed, in whole or in part, by the RSO, its members or alumni;
3. The conduct occurred on property owned, controlled, rented, leased, or regularly used by the RSO or any of its members or alumni;
4. The purpose of the activity was related to initiation, admission into, affiliation with, or as a condition for continued membership in the RSO;
5. Non-members of the RSO learned of the activity from members, advertisements, or communications associated with the RSO, or otherwise formed a reasonable belief that the conduct or activity was affiliated with or sanctioned by the RSO;
6. Members of the RSO attempted to conceal the activity or protect other members who were involved; or
7. One or more officer(s) of the RSO had prior knowledge, or reasonably should have known the activity/event would take place and took no action to prevent it.

F. Student Disciplinary Policy and University Policies/Procedures

The Office of the Dean of Students will work with other offices, as appropriate, to address any conflicts associated with concurrent processes to address the same behavior.

1. ***Academic Misconduct/Professionalism:*** It is acknowledged that certain behaviors may be categorized as both disciplinary (e.g., behavior that falls within the definitions of the Standards of Conduct contained herein) and academic in nature. This policy recognizes faculty members—as well as other members of a college/department—may exercise discretion in making academic decisions and evaluations (e.g., issuing a failing grade for an assignment or class) based upon a student’s academic performance, even if that performance includes academic misconduct described in this policy, without making a referral for disciplinary action under this policy. In addition, to the extent that a college or other academic unit adopts an alternative policy or process for assessing academic performance, including behavior which may be described in this policy, but which also relates to a college’s academic standards (e.g., academic misconduct or violation of professional standards), it is at the discretion of the faculty member, academic unit, or college to determine whether to submit the matter to its own process or to this one for resolution.
2. ***Students with Special Relationships to the University:*** Students who are athletes, student leaders, employees, or hold other unique relationships with the University, and whose behaviors violate the Student Disciplinary Policy, may also fall within the jurisdiction of another university policy or process associated with that relationship. Likewise, employees who enter into a relationship with the University as students may be held accountable for misconduct through the Student Conduct process in addition to any action one faces as an employee.

3. **University Policies:** Although other policies and procedures may exist to address student policy violations, the following matters must be referred to the Office of the Dean of Students for consideration of formal Student Conduct proceedings (either instead of or in addition to other applicable policies or procedures):
 - a. Behavior that poses an imminent risk to the safety of the student or any members of the university community;
 - b. Serious infractions of the Student Disciplinary Policy including, but not limited to: the destruction of property; possession of weapons; bomb threats; use, sale, or possession of illegal drugs; or violations of local, state, or federal laws;
 - c. All incidents of alleged sexual misconduct, which include sexual assault, domestic violence, stalking, and dating violence.

G. Student Status and Holds

In order to be subject to the Student Disciplinary Policy, the alleged misconduct must have occurred while the individual was a student, as defined by this policy. A student charged with violating the Standards of Conduct may not avoid the conduct process by withdrawing from courses and/or the University. Student conduct proceedings may continue as described in this document without the student's participation, and/or, at the discretion of the Dean of Students, a hold may be placed on the student's record prohibiting further registration, graduation, issuance of a degree or transcript, and/or release of transcripts.

II. STUDENT RIGHTS AND RESPONSIBILITIES

Student complainants and respondents have the rights and responsibilities as described in *Addendum B*.

III. REPORTING STUDENT MISCONDUCT

The Office of the Dean of Students encourages members of the university community to report violations of the University's Standards of Conduct by filing a formal complaint. A complaint should be filed as soon as possible after the alleged misconduct occurred and should describe the incident, the alleged violation(s) of the Standards of Conduct, and identify the individuals involved in or witness to the misconduct. Additional materials that support the complaint should be submitted (e.g. photos, written correspondence, copies of emails and/or texts).

A. How to File a Complaint

Reports may be made utilizing the University's online incident reporting forms. To report non-academic misconduct, please use the Student Misconduct Incident Report at <http://go.uic.edu/conductIR>. To report academic misconduct, please use the Academic Integrity Incident Report at <http://go.uic.edu/academicIR>.

B. False Complaints

The University considers the intentional filing of a false complaint as a serious matter. It is a violation of the Student Disciplinary Policy to make an intentionally false complaint.

C. Complaint Review Process

1. Initial Review of Complaint: Upon receiving a complaint, the Office of the Dean of Students will review the information acquired from the complainant and may conduct an initial investigation to determine if there is sufficient information to proceed with the Student Conduct process. If the complaint does not contain adequate documentation, the

complainant may be contacted to provide additional information or clarification regarding the incident. Preliminary meetings with the complainant, respondents, and/or witnesses may occur prior to initiating the Student Conduct process. The Dean of Students reserves the right to initiate a case without a formal complaint and to investigate anonymous reports.

2. Initiation of the Student Conduct Process: At the conclusion of the review of the complaint if there is reliable information indicating that misconduct may have occurred, the Student Conduct process will be initiated, creating a conduct case. The outcome of an initial review includes, but is not limited to:

- a. **Case Not Pursued:** If there does not appear to be credible or sufficient information to suggest a violation of the Standards of Conduct occurred, the complaint will not move forward through the formal Student Conduct process. The complaint and any information gathered during the preliminary investigation will be retained by the Dean of Students to document that the situation was reviewed.
- b. **Informal Response:** If the conduct described in the complaint is concerning, but does not appear to be a violation of, the Standards of Conduct (such as repeated low-level behaviors) or falls outside the jurisdiction of the policy, there may still be an institutional response without the initiation of the formal Student Conduct process. For example, the student may be asked to meet with a staff member to discuss the conduct or participate in a mediated conversation.
- c. **Mutual Agreement:** For relatively minor infractions of the conduct code, where (1) the student accepts responsibility for the misconduct, and (2) both the student and complainant agree to a sanction or sanctions prescribed by the Dean of Students, a final decision reflecting that mutual agreement may be issued. That decision will reflect that there will be no subsequent proceedings or right to appeal. The decision that is issued in these circumstances should be signed by both parties, and should specifically reflect the following:
 1. that the student accepts responsibility for violation of the specific Standards of Conduct related to the incident,
 2. that both the student and complainant have been informed of their respective rights to move the matter forward to a conduct hearing as set forth in the Student Disciplinary Policy,
 3. that both have agreed to waive the rights to a hearing,
 4. that the decision/agreement reflects the mutual agreement of the parties and DOS for sanctions related to the violation(s), and
 5. that both parties understand their respective signatures on the agreement reflect their agreement with the terms of the mutual decision and a waiver of any appeal rights.
- d. **Referral Committee Review (Academic Complaints):** All complaints alleging a violation of the Standards of Conduct related to academic integrity submitted through this policy will be reviewed by the Referral Committee. The role of the Referral Committee is to determine whether or not the complaint should be: dismissed for insufficient evidence/grounds; referred for an administrative hearing; or referred to a Student Conduct hearing. The Referral Committee will make a decision by majority vote and the decision will be issued in writing, with copies going to the complainant and the Dean of the College in which the respondent is enrolled (as appropriate). The Dean of Students may determine whether a complaint should be referred for a Student Conduct hearing, without consideration of an Administrative Hearing, for repeat or multiple allegations of

academic integrity violations. In this instance, the Referral Review Committee may review these complaints to confirm that there is sufficient evidence/grounds to proceed with a Student Conduct Hearing.

- e. **Dean of Students Review (Behavioral Complaints):** All complaints alleging a violation of the Standards of Conduct other than or in conjunction with academic integrity will be reviewed by the Dean of Students. The Dean of Students will determine if the complaint should be: dismissed based on insufficient grounds/evidence; referred for an informal response; referred to another university department (per applicable policy or procedures); referred to an Administrative Hearing; or referred to a Student Conduct Hearing.
- f. **Referral to Title IX Coordinator for Investigation:** If the conduct described in the complaint alleges a violation of the UIC Sexual Misconduct Policy, the complaint will be forwarded to the Title IX Coordinator. The Title IX Coordinator will review the complaint and determine the appropriate action which may include an investigation. Once the Title IX investigation is complete, the complaint will be referred to the Dean of Students for further action such as implementation of Interim Measures and/or student conduct proceedings. Refer to the Office of Access and Equity website at <http://oae.uic.edu/sexual-misconduct>.
- g. **Referral to University Departments:** The Office of the Dean of Students may determine the case should be handled—instead of or in addition to the Dean of Students—by another office (e.g., Campus Housing, Center for Student Involvement, Campus Recreation, and UIC Police Department) and will refer the case to the appropriate office for review and action.

D. Notice to the Student

1. After receiving a complaint, the Executive Director will send the respondent a written notice, a copy of the complaint, and information regarding where to obtain the Student Disciplinary Policy. The notice will include a copy of the Student's Rights and Responsibilities as set forth in *Addendum B*.
2. The standard and primary method of communication to correspond with students about matters covered by this policy is through university email (netid@uic.edu). Notices may also be delivered via US Postal Service, mailed to a student's address as listed in their official records held by the Office of the Registrar, hand-delivered to the student, or given to the student in the Office of the Dean of Students. The Dean of Students may place a hold on the records of a student who fails to comply with any notice.
3. Students may request a meeting with the Dean to learn more about the Student Conduct process, the Student Disciplinary Policy, and any information related to the alleged violations.
4. Failure to respond to notices delivered via Article III, Section D2 may constitute a separate violation of this policy. Failure of the respondent to respond to these notices shall in no way prevent the University from scheduling and initiating the Student Conduct process (as outlined in Article III, Section C) in the absence of the respondent.

E. Request for a Delay

Requests for a delay related to the Student Conduct process will be considered only in extraordinary circumstances.

F. Interim Measures

1. Interim measures may be put into place at any time after the initial reporting of alleged misconduct for the following reasons (non-exhaustive list):
 - a. To protect the health, welfare, or safety of a student or the university community;
 - b. To prevent or address significant disruption to the educational process and/or the normal operations of the University;
 - c. To provide legally mandated interim remedies, such as may be required for the University to comply with Title IX or as ordered by a court; and/or
 - d. If the student cannot be located and/or does not participate in the conduct process.
2. If interim measures are necessary, the students affected by the measures will be provided with a written notice outlining the restrictions or changes that have been imposed. The interim measure notices will be sent to both the complainant and the respondent and will specify the measures that have been put into place and the reason(s) for the action. Interim measures will vary depending upon the facts of each case.
3. Interim measures will not include a termination of the respondent's status as a student, and will not be construed as a finding of responsibility. A student's failure to abide by any or all of the interim measures may be considered an additional violation of the Student Disciplinary Policy.
4. Interim measures may include, but are not limited to:
 - a. Change of Campus Housing room assignment or removal/ban from Campus Housing;
 - b. Change of dining/parking/transportation arrangements;
 - c. Restrictions on participation in student organizations and student/university activities;
 - d. Change in work schedules/assignments;
 - e. Alteration of academic schedules;
 - f. Withdrawal from/retake of a class without penalty;
 - g. Limited access to university services;
 - h. Restricted access to university buildings/facilities;
 - i. Campus no-contact order;
 - j. Imposition of a disciplinary hold.

G. Emergency Suspension

1. If the Office of the Dean of Students becomes aware of a student whose continued participation within the university community poses an immediate threat to the health or safety of themselves or others, or poses an imminent threat of significant disruption to normal campus operations, the Dean of Students may implement emergency suspension procedures. These procedures are to be utilized only in those extraordinary situations where, in the judgment of the Dean of Students, the prescribed Student Conduct process is not appropriate, or cannot be applied in a timely manner.
2. An emergency suspension may include, but is not limited to, the following:
 - a. Restriction from some or all university premises, including Campus Housing;
 - b. Loss of privilege to participate in classes, either in person or electronically/virtually;
 - c. Loss of privilege to participate in some or all university-related activities;
 - d. Registration hold;
 - e. Graduation hold (if student is on the graduation list or scheduled to graduate within the semester of the suspension); and/or
 - f. Notification of suspension to academic program.

3. The student will be notified of the emergency suspension status by official UIC email, telephone, and/or in person. The notification will include an explanation for the imposition of the emergency suspension and outline the restriction(s) imposed on the student during his/her suspension.
4. After the issuance of the emergency suspension notice, the Executive Director will inform all appropriate campus administrative units of the imposition of the emergency suspension. The student will remain absent from the campus until the hearing, and failure to abide by this required absence may result in additional disciplinary action.
5. The Dean of Students will schedule a hearing within five (5) days of the student's receipt of the notice of the emergency suspension. An additional notification will be sent to the student with a date and time for the Student Conduct Hearing. The Hearing will be conducted as described within this policy (as outlined in Article VII). If the hearing is delayed or rescheduled (Article III, Section E), the suspension will remain in effect until the hearing has been completed.

H. Sexual Misconduct Complaints

1. *Filing Complaints of Sexual Misconduct*

- a. Complaints filed with the Dean of Students involving allegations of sexual misconduct are referred to the Title IX Coordinator in the Office of Access and Equity for an investigation. The Student Conduct process will be placed on hold until the Title IX Coordinator has completed an investigation into the sexual misconduct allegations. Interim measures, an interim separation, and/or an emergency suspension may be imposed by the Dean of Students prior to, during, and/or upon the completion of the Title IX investigation.
- b. In addition, allegations of sexual misconduct may come to the attention of the Title IX Coordinator by other means. Reports of sexual misconduct to certain employees (Responsible Employees) may require referral to the Title IX Coordinator for investigation.

2. *Student Choice to File a Complaint*

Reporting experiences of sexual misconduct to certain university officials such as faculty, advisors, Campus Housing staff, Dean of Students staff, and UIC police may initiate a Title IX investigation. Students can choose whether they wish to file a complaint with the university. Students who are uncertain about filing a complaint or who are not certain about what processes they want to pursue can talk to confidential resources such as the Campus Advocacy Network for victim assistance and advocacy, or the Counseling Center staff for support.

3. *Student Choice to Participate*

While the University must investigate all cases of reported sexual misconduct, students will not be forced to talk with university officials such as the UIC police, the Title IX Coordinator, or the Dean of Students staff. Students may choose to participate or decline to participate in any university process related to sexual misconduct. However, if a student declines to participate, the University may continue to investigate the matter, initiate a formal proceeding/student conduct hearing, and issue findings/sanctions based on available information

4. *Interim Separation*

An Interim Separation is an administrative action which removes a student from the university for a temporary period of time when there is an ongoing threat or risk of harm to any member of the university community. The university may also impose

interim measures and/or an emergency suspension as outlined in Article III Section F and G.

- a. The Dean of Students may place a student or Registered Student Organization on Interim Separation at any time after the initial reporting of the sexual misconduct related incident (e.g., prior to or during the Title IX investigation, during the Student Conduct process and through the completion of any appeal process). The student will be notified, in writing, of the interim separation status.
- b. When an Interim Separation is imposed, the University will make reasonable efforts to complete the Title IX investigation and Student Conduct process within an expedited period. In addition, the Dean of Students in conjunction with the Title IX Coordinator will reassess the Interim Separation status on a regular basis to determine if any modifications are necessary.

IV. STANDARDS OF CONDUCT

UIC students and Registered Student Organizations are required to abide by the Standards of Conduct outlined in the Student Disciplinary Policy. The University may at any time put into place interim measures or impose disciplinary sanctions for violations of the Standards of Conduct. The Standards of Conduct include, but are not limited to, the following:

- A. **Academic Integrity:** As an academic community dedicated to the creation, dissemination, and application of knowledge, the University of Illinois at Chicago is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of the Guidelines for Academic Integrity constitute serious offenses within the entire academic community. Students are expected to comply with the UIC Guidelines for Academic Integrity found at <http://go.uic.edu/AcademicGuidelines>.
 1. Violations of the UIC Guidelines for Academic Integrity include, but are not limited to:
 - a. **Cheating:** Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise; providing to, or receiving from another person, any kind of unauthorized assistance on any examination or assignment.
 - b. **Fabricating Academic Materials:** Unauthorized reproduction, falsification, lack of attribution, or invention of any information or citations in an academic exercise.
 - c. **Facilitating Academic Dishonesty/Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
 - d. **Offering Bribes, Favors, or Threats:** Bribing, attempting to bribe, promising favors to, or making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance; any conspiracy with another person who then takes, or attempts to take action on behalf of, or at the direction of the student.
 - e. **Examination by Proxy:** Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy or substitute.
 - f. **Grade Tampering:** Any unauthorized change, attempt to change, or alteration of grades.
 - g. **Submitting Non-Original Works:** Any unauthorized submission or attempt to submit any written work, written in whole or in part, by someone other than the student.
 2. Other applicable policies, rules, guidelines or procedures established by the University, college, academic unit, or instructor (e.g., in a course syllabus) related to academic integrity. The following may be considered violations of those standards:

- a. **Professional Standards:** Conduct which violates any commonly recognized or generally accepted professional standards (as defined by the student's college) including, but not limited to, unacceptable conduct in clinical, practicums, internships, or off-campus training sites. *Note: A representative from the student's college will be invited to any conduct meeting where this violation is alleged to explain the college's professional standards.*
- b. **Fabrication of Research:** Manipulating or making up research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- c. **Unauthorized Collaboration:** Working with others without the express permission of the instructor on any submission, whether in draft or final form, to meet course requirements (including a paper, project, take-home exam, computer program, oral presentation, or other work). Unauthorized collaboration also means using any work submitted from a previous semester of a course by another student to meet course requirements. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question, or expressly permitted by the instructor.
- d. **Abuse of Academic Materials:** Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
- e. **Participation in Academically Dishonest Activities:** The University defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students. Examples include, but are not limited to:
 - 1. Misrepresenting oneself or one's circumstances to an instructor;
 - 2. Purchasing a pre-written paper(s) or assignment(s);
 - 3. Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts;
 - 4. Destroying, altering, stealing, or forging someone else's work, library materials, laboratory materials, academic records, course syllabi, or examination/course grades;
 - 5. Misrepresenting academic documents, including forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents, including, but not limited to, medical excuses, transcripts from any institution, letters of recommendation, degree certificates, change of grade slip, examinations, quizzes, or falsifying academic information on one's resume.

B. Standards of Classroom Behavior

Students are expected to demonstrate behavior in the classroom that is not disruptive to the educational/learning environment. The primary responsibility for managing classroom behavior rests with the faculty. Students who engage in any behavior that results in the disruption of a class may be directed by the faculty member to leave the classroom for the remainder of the class period. A student dismissed from a class may be required to meet with an academic administrator, faculty member, or the Dean of Students before the student is permitted to return to the class. If the disruptive behavior persists, the matter may be referred for processing consistent with this policy. In addition, any behavior that occurs in the classroom that constitutes a violation of the Standards of Conduct may be referred for processing consistent with this policy.

C. Health and Safety

Students are expected to behave in a manner that promotes the health and safety of the university community. Violations of this standard include, but are not limited to:

1. **Alcohol:** Possession, use, manufacture, sale, or distribution of alcohol by anyone under the legal age and/or to anyone under the legal age; severe intoxication resulting in concern for a student's well-being or hospitalization; violations of university policy and/or federal, state, or local laws related to alcohol/alcohol products; misuse/abuse of products containing alcohol; incapacitation and/or inability to exercise care for one's own safety and/or the safety of others due to the consumption of alcohol.
2. **Controlled Substances (Drugs):** Unlawful and/or unauthorized possession, use, manufacture, sale, or distribution of illegal drugs, controlled substances and/or drug paraphernalia; violations of university policies and/or federal, state, or local laws pertaining to controlled substances; incapacitation and/or inability to exercise care for one's own safety and/or the safety of others due to the consumption/injection/absorption of controlled substances.
3. **Physical Abuse/Threats/Violent Behavior:** Intentional and unwanted physical contact with another person, or physical behavior and/or threats (expressed or implied) directed to any person (including oneself), that:
 - a. Endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action;
 - b. Substantially interferes with an individual's academic, employment, and/or living conditions/environment, or access to university resources and opportunities; and/or
 - c. Restricts the freedom of movement of another person by use of physical force.
4. **Harassment:** Unwelcome advances or conduct (e.g., physical, psychological, verbal, written, or digital-based), directed toward one or more individuals that is sufficiently severe or pervasive so as to substantially interfere with a person's academic, work, or living environment/conditions and/or impair a person's equal access to university resources, activities, or opportunities, and/or creates an intimidating, hostile, or offensive environment.
5. **Bullying/Cyberbullying:** Intentional, repeated, persistent, and/or aggressive behavior (physical, verbal, or written) directed at another person, either in person or through electronic (e.g., email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, and social media sites), telephonic or other means, that intentionally or unintentionally causes fear, distress, or harm to another person's body, emotions, self-esteem, or reputation.
6. **Hazing:** To engage in actions that recklessly or intentionally endanger the health, safety, or to inflict bodily injury on any students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in an organization (either registered or unregistered) associated with the University, regardless of the person's willingness to participate. The behavior is considered hazing if it is: (a) Inconsistent with the purpose or protocol of the organization; (b) not sanctioned or authorized by the University; (c) humiliating, degrading, or risks emotional and/or physical harm; and (d) unreasonably interferes with academic or social activities or success. Silent participation or acquiescence in the presence of hazing are not neutral acts; they are violations of this section.
7. **Violation of Reasonable Expectation of Privacy:** Any actual or attempted unauthorized and/or unlawful acts, including the use of electronic or other devices to (a) make an audio, video, or photographic record, (b) stream an audio/video record, or (c) post

photographic images, audio, or video of any person taken in a private location without the prior knowledge and consent of the subject of the images/audio, when such a recording is likely to cause injury, distress, or damage to reputation; and/or surreptitiously viewing an individual(s) in the interior of a private location without that individual's knowledge and consent. Photographs and recordings made in private locations of sexual activity or that contain nudity, without the knowledge and written/recorded consent of all parties identifiable in the photos/recordings, even if the photograph or recording was originally made with the knowledge and consent of those parties. Private locations are settings where a person reasonably expected privacy (e.g., residential living quarters, bathrooms, locker rooms, and personal offices).

8. **Firearms, Weapons, Explosives, or Dangerous Substances and Devices:** Illegal or unauthorized use, possession, or concealment of weapons on university premises or at university activities. Use or brandishing of any item, even if legally possessed, in a manner that harms, threatens, reasonably causes fear, or otherwise endangers any person (including oneself).
9. **Emergencies/Fire Safety:** Tampering with, unauthorized activation of, or misuse of emergency or fire safety equipment in any university facility; failure to exit or impeding the orderly evacuation of any facility, property, or building when a fire alarm or other emergency notification has been sounded; intentional setting of fires in any University facility, on any persons, or on the campus without proper authority; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, terrorism or other emergency.
10. **Prescription and/or Over-the-Counter Medication:** The use, possession, sale, or distribution of any prescription medication, over-the-counter medication, or any other substance being used in any manner other than its intended purpose, which can cause harm. The use of prescription drugs prescribed by a licensed physician, by the person for whom the prescription is intended, is excluded from this policy.
11. **Destruction of Personal Property:** Destroying, damaging, defacing, or vandalizing the personal property of another person.

D. Sexual Misconduct

Students are expected to promote an educational environment that is free from all forms of sex discrimination, sexual violence, and sexual and gender-based harassment (collectively referred to as "sexual misconduct"). Unwanted or unwelcome conduct of a sexual nature that is committed without valid consent will not be tolerated. Sexual misconduct may include, but is not limited to, sexual assault, sexual harassment, stalking, dating violence, and domestic violence as those terms are defined on the Office of Access and Equity website at <http://oae.uic.edu/sexual-misconduct>.

E. University Facilities, Resources, or Operations

Students are expected to use and treat university facilities and resources (a) in a manner consistent with applicable policies, rules, procedures, etc., (b) for their intended use, and (c) without causing damage or harm thereto. Further, students should not unduly interfere with any university operations. Violations of this standard include, but are not limited to:

1. **Misuse of University Facilities, Property, and Resources:** Unauthorized entry to, presence in, or use of university facilities, property, grounds, services, or resources; unauthorized possession of, receipt of, or use of any university services, equipment, resources, or property, including the University's name, insignia, or seal; intentional or

reckless damage or destruction to, defacing or vandalizing of, or tampering with university property or the property of others while on university premises or at official university functions.

2. **Misuse of University Documents/Materials:** Forgery, alteration, unauthorized use or misuse of any documents, materials or ID cards belonging to the university, a student, or member of the university community; permitting the use of university documents by an unauthorized person; possession, manufacture, sale, or distribution of university materials (e.g., commencement tickets) and identification cards or devices that are false or fraudulent.
3. **Theft:** Attempted or actual unauthorized taking, misappropriation, possession, retention, or disposal of any property or personal information owned or maintained by the University, any member of the university community, individuals attending a university sponsored event, or any other person; unauthorized taking or use of any university owned or contracted service; attempted or actual theft or burglary; unlawful possession of stolen property; misuse of university funds.
4. **Computer Misuse/Technology:** Misuse of university computers or other university electronic resources such as computer and electronic communications facilities, networks, systems, and services; misuse of email and internet services (e.g. to harass, threaten, defraud, access the confidential information or stored data of another without authorization); interference with the work of others (including damaging programs or equipment belonging to another) or with the operation of electronic resources; misuse or unauthorized access to a password or account assigned to another person; concealing or misrepresentation of personal identification, account, or device information in network communications; violations of copyright or other laws; use of software or physical devices to enroll an individual (including oneself) in classes by superseding or manipulating the processes specifically delineated by the University Registrar; violation of any university or Academic Computing and Communications Center (ACCC) Policy available at <http://policies.accc.uic.edu>.
5. **Disruption of University Activities:** Disruption, interference, or obstruction of orderly conduct, process, or function of the university or any of its students, university officials, guests, or the surrounding community, or with authorized non-university activities on campus; inciting others to participate in the disruption of university activities.
6. **Impersonation:** Assuming or acting under the guise of another person's identity or role through deception or without proper authorization; misuse of social media to create false profiles/identification.
7. **Failure to Comply with University Directive:** Failing to comply with reasonable directives from university officials or emergency personnel acting in the performance of their duties. Such conduct includes failure to provide ID, refusing to dispose of or turn over to University authorities prohibited items, failing to respond, or leaving the scene of an incident.
8. **Actions That Adversely Affect the University's Community Interest:** Any conduct or action, on or off campus, which causes significant threat or disruption to (a) any educational process or other legitimate function of the university or (b) the health or safety of any member of the academic community.

F. Student Conduct Process

Students are expected to fully cooperate and participate in all aspects of the Student Conduct process as described in this policy. Misconduct related to the Student Conduct

process includes, but is not limited to: failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged misconduct; falsification or misrepresentation of information in the investigation, hearing, or administration of the Student Conduct process; any action that does or attempts to retaliate against, intimidate, threaten, coerce, or improperly influence any member of the university community for reporting alleged violations or participating in any conduct proceedings; unauthorized release or disclosure of information related to a Student Conduct proceeding; failure to comply with the sanctions, interim measures, or outcomes imposed for violations of the Standards of Conduct.

G. Shared Responsibility for Violations

As a member of the university community, students must be accountable for their actions, the actions of others when the student shares any involvement, and the actions of the guest(s) they allow access to the university community. Violations of shared responsibility include, but are not limited to: acting in concert to violate university policies or regulations; knowingly assisting, hiring, condoning, encouraging, or requiring an individual(s) to violate university policies or regulations and/or perpetuating or failing to report a violation; allowing, condoning, permitting, or providing opportunity for a guest to violate university policies or regulations.

H. University Rules, Policies, and Procedures

Students and Registered Student Organizations are expected to comply with all rules, policies, and procedures of the University of Illinois and the University of Illinois at Chicago.

I. Local, State or Federal Law, or Board of Trustees' Action

Students are expected to comply with all applicable local, state, and federal laws, regulations, rules, directives and procedures and with any and all actions of the Board of Trustees of the University of Illinois

V. SANCTIONS

A. Sanctioning Guidelines

Sanctions are designed to promote the University's educational mission and safety of the university community, and to deter students from behavior that violates the Standards of Conduct. Some behavior may be so harmful or disruptive to the university community or to the educational process that it may require more severe sanctions. More than one sanction may be imposed in any one case. The following factors are generally considered when determining sanctions for a particular case:

1. The nature of the violation(s);
2. Prior findings of responsibility and sanction(s);
3. Mitigating circumstances surrounding the violation;
4. The student's motivation(s) for engaging in the behavior;
5. Impact of the behavior;
6. Sanctions which have been imposed in similar cases in the past;
7. The developmental and educational impact on the student; and
8. The overall impact on the university community.

B. Disciplinary Holds

A disciplinary hold is an administrative notation on a student's academic record which

prevents the student from registering for classes, dropping or adding courses, applying for graduation, and/or obtaining an official transcript. The Office of the Dean of Students reserves the right to place disciplinary holds throughout (maybe use this term since its before, during and after)??? the Student Conduct process. For example, a disciplinary hold may be issued when a student has failed to complete a sanction by the deadline, failed to attend a meeting with the Office of the Dean of Students, or was not currently enrolled when the alleged violation was reported. Once imposed, a disciplinary hold will not be removed until the student has completed all outstanding sanctions and/or resolved any pending disciplinary matters, and will not be lifted in order to allow a student to register for classes.

C. Sanctions

1. Administrative Sanctions

a. *Warning*

A written warning is official notice to the student that his/her behavior has violated the Standards of Conduct of the University of Illinois at Chicago and that further misconduct could result in additional disciplinary action.

b. *No-Contact Directive*

A no-contact directive may be issued on an interim or permanent basis prior to and/or after a hearing if it is believed necessary to protect the safety of a person and/or preserve a safe environment. A no-contact directive prohibits contact with a specific individual or individuals through use of ANY means, including, but not limited to, direct or indirect (e.g., by having others act on his/her behalf) contact via verbal, physical (e.g., gestures or on paper), or electronic (e.g., email or social networking sites) means.

c. *Restitution*

Restitution requires a respondent to pay for (1) damages caused to people or property, (2) reimbursement of misappropriated university funds, or (3) reimbursement of other expenses incurred as a result of violations of the Standards of Conduct. Proof of full payment shall be required to clear the student's disciplinary record and failure to make payment may result in further disciplinary action.

d. *Loss of Privileges*

Loss of any or all privileges as a student for a prescribed period of time including, but not limited to: access to university premises or resources; eligibility for or continued participate in student leadership positions (elected or appointed), an athletic team, student organization, or club sports; student identification card privileges; and/or eligibility to enroll in a class or classes.

e. *Restriction or Loss of Computing Privileges*

Temporary or permanent restrictions placed on the use of university computing resources may include a prohibition on access to, or limitations on use of, computing facilities, equipment, or resources.

f. *University Probation*

University probation may be imposed for a specific period of time, during which the student's behavior will be closely observed and monitored. The student must demonstrate capability of functioning in a way which does not violate the University's Standards of Conduct. Any misconduct by the student while on disciplinary probation may result in additional and, possibly more severe, disciplinary action. Additional restrictions and conditions may be added to the

terms of the probation. If all the terms of the probation have been met, it will be lifted. Failure to meet the terms of the probation may lead to further disciplinary action. Probation will be noted on the student's permanent record during the period of probation.

2. Developmental Sanctions

a. *Community Service Hours*

Community services hours must be completed (1) at a non-profit organization, (2) under the supervision of an employee or volunteer coordinator who is not a relative of the student, and (3) without payment or other compensation for the work performed. Community service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Students must obtain prior written approval for their intended service.

b. *Educational Experience or Project*

Educational experiences or projects include any activity or project that provides space for students to reflect upon their conduct, identify harm to self or to the community, and/or educate other students about the University's Standards of Conduct. Students must provide written verification of their completion of the experience/project and must schedule a meeting with the Dean of Students to discuss their experience/project.

c. *Recommendations for Assistance*

A recommendation may be made for the student to seek assistance from various resources (e.g., counseling services). Contact with these resources is voluntary. Communication with resources that provide confidential services will be made with the student's consent.

3. Academic Sanctions

a. *Class Removal or Reassignment*

A sanction that removes a student from a class or requires a student to move into a different class or section.

b. *Grade Modification (either for specific assignment/test or for the course)*

A recommendation to the instructor for the assignment of a failing grade or modified grade for a course, assignment, paper, or examination following a finding the student violated the academic policies as described in this Policy. No grade will be modified without the consent of the instructor. The student may also be required to redo the original assignment or paper, and/or retake the examination only with the consent of the instructor.

c. *Class Reinstatement*

When a student has been found responsible for academic misconduct, the University reserves the right to reinstate a student into the class in which the alleged misconduct occurred, if the student was previously allowed to withdraw in order to impose a grade adjustment or modification.

4. Elevated Sanctions

a. *Withholding Degree*

University of Illinois at Chicago (UIC) may withhold awarding a degree otherwise earned until the completion of the Student Conduct process as set forth in the Student Disciplinary Policy, including the completion of all sanctions imposed, if any.

b. *Revocation of Admission*

Admission to the University of Illinois at Chicago (UIC) may be revoked for fraud, misrepresentation, or other violations of UIC Standards of Conduct in obtaining admission to UIC. If admission is revoked, all credits earned by the student at UIC will also be revoked and the student will not be entitled to a refund of any tuition, fees, or other costs associated with attendance.

c. *Suspension*

Suspension means temporary exclusion from the University for a specified period of time and includes (a) both a withdrawal from all classes and a prohibition on registration and/or enrollment in classes until the end of the suspension period; (b) removal/exclusion from the residence halls; and (c) revocation of all student privileges and rights related to access to and participation in university facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events (including graduation privileges). A student may be required to fulfill one or more conditions during the period of suspension in order to qualify for readmission. The student has the right to re-enter the University or have their privileges reinstated after the specified time only if the student provides the required verification that the conditions of suspension, if any, have been met. A student who is suspended from the University is nonetheless responsible for all financial obligations to the University he or she incurred. There will be a temporary notation on the student's transcript during the period of suspension.

d. *Dismissal*

Dismissal means exclusion from the University for a specified period of time, after which the student must reapply to be considered for admission. ***Readmission is not automatic or guaranteed.*** Each case shall be reviewed by the appropriate college with full knowledge of the disciplinary dismissal. Dismissal includes (a) both a withdrawal from all classes and a prohibition on registration/enrollment in classes, (b) removal from the residence halls; and (c) revocation of all student privileges and rights related to access to and participation in university facilities (subject to arrest for trespassing and a charge of failure to comply), resources, activities, and events including graduation privileges. A student may also be required to fulfill one or more conditions prior to becoming eligible for readmission. A student who is dismissed is nonetheless responsible for any and all financial obligations to the University the student incurred. There will be a permanent notation of dismissal on the student's transcript.

e. *Expulsion*

Expulsion is the permanent exclusion from the University of Illinois system (Urbana-Champaign, Chicago, and Springfield) and immediate termination of all rights and privileges associated with student status with no opportunity for re-application or readmission. A student who is expelled from the University is nonetheless responsible for all financial obligations to the University he/she incurred. This action may include, in consultation with representatives of the colleges, the cancellation of graduation privileges and the withdrawal of or refusal to award diplomas. There will be a permanent notation of expulsion on the student's transcript.

5. *Campus Housing Sanctions*

a. *Residence Hall Probation*

Residence Hall probation is a formal notice to the student that his/her behavior is unacceptable in the residence halls and continued misconduct could result in further disciplinary action. Residence Hall probation covers a specified period and includes stated requirements.

b. *Residence Hall Reassignment*

The student is moved to another room assignment within the residence hall system.

c. *Residence Hall Contract Suspension*

Separation of the student from university housing or affiliated housing for a period of time. Conditions for readmission may be specified.

d. *Residence Hall Expulsion/Contract Termination*

Permanent separation of the student from university housing or affiliated housing.

6. Registered Student Organizations Sanctions

a. *Fines*

Fines may be imposed on Registered Student Organizations and are intended to dissuade students from future misconduct. Money collected from fines is used to fund services and programs for students.

b. *Organizational Probation*

A status, imposed for a specific period of time, during which full or partial limitations/restrictions are placed on the Registered Student Organization and/or its members from exercising any rights and privileges afforded to them as a Registered Student Organization. The organization may not, during the probationary period, create an alternate organizational identity that can be used to operate as the sanctioned organization under the guise of another identity. The purpose of organizational probation is to allow students to reflect on creating and sustaining socially responsible environments and behaviors and to demonstrate their ability to abide by community standards and expectations. The parameters of organizational probation may vary depending on the circumstances and will be specified in writing. Organizations will be evaluated at the conclusion of their probation time period by the Center for Student Involvement and the Office of the Dean of Students to determine if the organization has met all requirements of the probation and are prepared to return to the UIC community.

c. *Suspension of University Registration*

Suspension means the temporary severance of the organization's relationship with the University for a specific period of time. During this time, full or partial limitations/restrictions are placed on the student organization and/or its members from exercising any rights and privileges afforded to them as a Registered Student Organization. The organization may not, during the period of suspension, create an alternate organizational identity that can be used to operate as the sanctioned organization under the guise of another identity. Organizations will be evaluated at the conclusion of their suspension time period by the Center for Student Involvement and the Office of the Dean of Students to determine if the organization has met all requirements of the suspension and is prepared to return to the UIC community.

d. *Revocation of University Registration*

Permanent severance of the organization's relationship with the University and all services, resources, or access associated with that relationship. An official notice to the organization's regional or national office for the revocation of a student

organization's charter at the University of Illinois at Chicago will also take place. The duplication of the original organization's goals, purpose, activities, or services are not allowed.

D. Submission of Sanctions

If a student receives a sanction that requires follow up by DOS, then all documents and/or relevant materials should be submitted at <http://go.uic.edu/SanctionSubmission>.

E. Transcript Notations

When, as a result of a violation of the Student Disciplinary Policy, a student is placed on University Probation or Suspension, the University Probation or Suspension sanction may be notated on the academic transcript for the duration of the probation or suspension period. When a sanction of Dismissal or Expulsion is imposed, the Dismissal or Expulsion sanction will remain as a permanent posting on the academic transcript.

VI. RESOLUTION METHODS

A. Academic Liaison Process

The Academic Liaison Process provides support to faculty in handling violations of academic integrity. The Academic Liaison Process allows faculty an opportunity to resolve the matter prior to a complaint being referred to the Referral Committee as outlined in the Student Disciplinary Policy. A faculty complainant or college representative for a faculty member may request resolution through the Academic Liaison Process, though this is not required. The Academic Liaison Process can be utilized only for violations of the Standards of Conduct for Academic Integrity (Article IV, Sections A & B).

1. **Initial Contact:** A faculty member/complainant or college administrative representative contacts the Office of the Dean of Students to initiate the Academic Liaison Process.
2. **Meeting with Complainant and Development of Preliminary Resolution:** The Academic Liaison speaks to the faculty member or college representative either in person, by telephone, or via videoconferencing and explains the various options within the Student Disciplinary Policy. If the faculty member or college representative wishes to continue with the Academic Liaison Process, the Liaison will ask the faculty member to provide a proposed preliminary resolution if the student admits responsibility. The resolution proposed by the faculty member may include, but is not limited to: a failing grade for the course in which the student is enrolled; a failing grade for the assignment in which the faculty member believes academic dishonesty took place; a letter of reprimand issued to the student; participating in an Academic Integrity webinar; and/or repeating the assignment in question. All proposed resolutions by faculty members must be within their scope of authority.
3. **Student Notice:** The Academic Liaison will send a notice to the student via official UIC email outlining the Academic Liaison process, the preliminary resolution proposed by the faculty member, and a copy of the complaint. The student will also be presented with the option to accept or reject the preliminary resolution proposed. The Academic Liaison is available for an optional meeting with the student in person, by telephone, or via videoconferencing prior to the student's response submission. Instructions on how to request a meeting with the Academic Liaison will be included in the initial correspondence to the student.
4. **Student Response:** The student must respond to the proposed resolution within (7) days of the student's receipt of the notification. The options available to the student

are:

- a. **Accept the Resolution:** If the student chooses to accept the faculty member's preliminary resolution, a waiver of further review of the case is signed by the student. The case is then considered closed and the results of the process are reported to the faculty member, Senate Committee, Dean of Students, Dean of the Student's college, and the referral representative.
 - b. **Reject the Resolution:** If the student does not accept the faculty member's preliminary resolution, a statement is signed by the student indicating the student's understanding of the various options afforded under the Student Disciplinary Policy and the consequences of choosing not to accept the proposed resolution. This decision is communicated to the complainant/faculty member by the Office of the Dean of Students. The complainant/faculty member will determine the appropriate next steps to resolve the matter. The complainant may refer the case for formal disciplinary action. Failure of the student to either accept or reject the proposed resolution within seven (7) days of notification will constitute an automatic rejection.
5. **Failure to Respond to Notice:** In the event the student fails to respond to the Academic Liaison's notice within seven (7) days or to provide a reasonable explanation as to why the student cannot participate in the Academic Liaison Process, the Academic Liaison will notify the complainant/faculty member of the student's non-compliance with the process. The complainant/faculty member can determine appropriate next steps for resolution of the matter.
 6. **Subsequent Violations:** The Academic Liaison Process may be utilized only for the first alleged violation of the Standards of Conduct against a student. Any subsequent alleged violations submitted as a formal complaint made against the same student may be forwarded to the Referral Committee or to a Student Conduct Hearing at the sole discretion of the Dean of Students.

B. Administrative Hearings

An administrative hearing is a conduct proceeding conducted by a member of the staff in the Office of the Dean of Students to hear cases involving minor infractions. Administrative hearings are conducted for complaints that are likely to result in the following outcomes (if the respondent was found responsible for violating the Standards of Conduct):

Administrative Sanctions, Developmental Sanctions, Academic Sanctions, Campus Housing Sanctions (A & B), and Student Organization Sanctions (A & B).

1. The Dean of Students will arrange an administrative hearing with the student. During the administrative hearing, the alleged violations will be reviewed, the student will have an opportunity to respond to the alleged violations of the Standards of Conduct, an explanation of the possible outcomes/sanctions will be discussed, and the student will be notified that future misconduct could result in more serious disciplinary actions. Within a reasonable period of time, not to exceed five (5) days after the hearing, a written notification will be sent to the student containing the outcome of the hearing.
2. If the respondent chooses not to meet with the administrative hearing officer by the given deadline, the hearing officer may proceed with the determination of responsibility and any sanctions (limited to those described above). Depending on the nature of the case, the hearing officer may instead place a hold on the student's record, preventing registration until the student has met with the administrative hearing officer.

C. Student Conduct Hearings

Student conduct hearings are non-adversarial, fact-finding proceedings that occur to address alleged violations of the Standards of Conduct. It is the responsibility of the Hearing Committee/Hearing Chair to ask all relevant questions, determine the admissibility and relevance of all materials, establish reasonable guidelines for the presentation of information, render decisions based on the materials and information provided, and impose sanctions where appropriate. The hearing process provides the complainant and/or respondent with an opportunity to:

- Review the available case information;
 - Share their perspectives on what happened, including presenting witnesses and relevant evidence; and/or
 - Describe the effects the incident has had on the student and others, both negative (harm caused) and positive (lessons learned).
1. **Notice:** Complainants and respondents will be provided written notice of the hearing date, time, and location prior to the hearing date. The notice will include a description of the procedures to be followed at the hearing. The respondent and complainant both have the opportunity to provide written statements about the incident prior to the hearing, but must provide the information by the stated deadline(s).
 2. **Objectives:** The hearing shall have the following objectives:
 - a. Inform the parties and committee members of the charges;
 - b. Give the student(s) involved an opportunity to present their respective positions and to respond to the charges;
 - c. Consider evidence, testimony, and credibility of the students and witnesses;
 - d. Determine, using a preponderance of the evidence standard, if respondent is responsible for any or all of the alleged violations of the Standards of Conduct;
 - e. Consider and impose appropriate sanctions.

VII. HEARING GUIDELINES AND INFORMATION

A. Hearing Guidelines

The hearing guidelines and information apply to all Student Conduct hearings unless otherwise noted.

1. **Confidentiality:** Student Conduct Records are maintained in accordance with the UIC Student Records Policy, as well as applicable Federal and State laws. Student Conduct Records may be shared with university officials on a need-to know-basis. Please review Article XI for additional information on Student Conduct Record retention.
2. **Incidents Involving Multiple Students:** When more than one student is involved in the same incident, the Dean of Students will determine the appropriate approach to resolution, balancing students' privacy rights with the institutional resources available to provide a timely and fair resolution. If a decision is made to combine the hearings of all the students involved in an incident, all parties (complainants and respondents) will be present for the reading of the charges, opening remarks, complainant's presentation of evidence and witness testimony, and closing statements. However, at the time the individual respondent presents his/her case, the other respondent(s) and his/her advisor(s) or legal counsel and witnesses may be excluded from the proceedings unless otherwise agreed upon by the respondent(s) and the committee.
3. **Notification of Hearing Outcome:** Within five (5) days of the conclusion of the hearing, a written decision will be issued to the respondent and all appropriate parties.

4. **Participants in Hearing:** All hearings are closed except for the following individuals: administrative hearing officer or members of the Student Conduct Committee, the complainant(s), the respondent(s), advisors/legal counsel, witnesses, and the Executive Director.
 - a. **Advisor:** The respondent and the complainant have the right to have one advisor (as defined herein) present during the hearing. The role of the advisor will be restricted to advising the respective parties.
 - b. **Witnesses:** A witness is someone who directly observed an incident or has direct or indirect knowledge related to an incident. Witnesses should be able to speak knowledgeably about the incident and be able to provide relevant facts to the Office of the Dean of Students. Reliable witnesses are critical to the integrity and effectiveness of the Student Conduct process. Witnesses cannot participate solely to speak about an individual's character. The respondent, the complainant, and/or the Office of the Dean of Students may request relevant witnesses to participate in the Student Conduct process. The Office of the Dean of Students may request a written statement from the witness and/or a meeting with the witness prior to the hearing. All witness statements are submitted through <http://go.uic.edu/WitnessForm>.
5. **Personal Safety Consideration:** The Dean of Students will accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the respondent, complainant, victim/survivor, or any witnesses during the hearing by taking appropriate and reasonable measures. In situations where reasonable fear for physical safety and/or retaliation exists, the Hearing Chair reserves the right to adjust the hearing format, including having police present and/or using technology to allow parties to participate in a manner that addresses the concerns while allowing the process to move forward.
6. **Quorum:** For a Student Conduct Hearing, a quorum consists of four voting members of the Student Conduct Committee. For a Student Conduct Hearing related to allegations of sexual misconduct, a quorum consists of four voting members of the Sexual Misconduct Committee, who have received specialized training in Sexual Misconduct. For an Administrative Hearing, the Dean of Students hears the case and determines the outcome.
7. **Record of Hearing:** For a Student Conduct Hearing, the Executive Director will maintain a record of the hearing which may be in the form of a written summary of the proceedings or an audio recording. The record of the hearing will be made available to the complainant and/or respondent upon written request. Such record will be in the same format it is maintained. If either party seeks a copy of the record, it will be provided at no cost for the first copy. However, the initial request must be received within ten (10) days of the conclusion of the hearing. Subsequent requests for copies of the hearing record will be assessed a fee equal to the actual cost of duplication and the fee must be received before the requested copy will be released. Administrative Hearings are not recorded.
8. **Remote Participation:** Any party, including the respondent, complainant, or any witness, may participate in a hearing remotely by way of telephone, videoconferencing, or other appropriate means provided the identity of the person participating remotely is known to all parties and all other guidelines and procedures described in this Student Disciplinary Policy are followed.
9. **Reasonable Accommodations:** UIC is committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. Students should contact the UIC Disability Resource

Center to submit requests for accommodations related to proceedings under this Policy. The requests should be made in a timely manner prior to the proceedings in order to arrange for reasonable accommodations.

- 10. *Testimony and Evidence:*** The hearing committee/hearing officers will make determinations based on all available information and materials. Failure of the respondent to be present or participate in the proceedings will not be construed as an admission of responsibility. Likewise, failure of the complainant to participate in the proceedings will not be construed as evidence that favors the respondent.
- 11. *Timeliness of Conduct Process:*** The University strives to complete the Student Conduct process, including the time for any hearings or appeal processes, within sixty (60) days. There are, however, many factors that may affect the length of time needed to complete various portions of the resolution process fairly and equitably. Consequently, some matters will be resolved before the designated time frames and some may require additional time.
- 12. *Standard of Proof:*** A preponderance of the evidence, or “more likely than not”, standard is the official evidence standard of the Student Disciplinary Policy. In this context, the respondent will be found to be responsible for the alleged violations if the hearing officer/hearing committee concludes that it is more likely than not that, based on a careful review of all information presented, the respondent is responsible for the alleged acts/behavior and these acts/behaviors constitute a violation of the Standards of Conduct.
- 13. *Hearings in Absentia:*** If a student does not attend the hearing, the case may proceed to disposition without the student’s participation.

VIII. SEXUAL MISCONDUCT INVESTIGATION AND HEARING GUIDELINES

A. Title IX Investigations

A Title IX Investigation is conducted by Title IX Investigator(s) designated by the Title IX Coordinator in the Office of Access and Equity. For more information about Title IX investigations, please visit the Office of Access and Equity website at <http://oae.uic.edu/sexual-misconduct/>.

B. Hearing Guidelines and Information

Sexual Misconduct Hearings follow the hearing guidelines described in the Student Disciplinary Policy Article VII. In addition, the following guidelines and information are applicable for sexual misconduct cases:

1. *Pending Legal Proceedings*

- a.** Students may initiate and participate in criminal and/or civil proceedings in connection with a Sexual Misconduct report alone or in conjunction with a Title IX investigation and/or the Student Conduct process. The University will fulfill its legal and ethical obligation to take immediate and appropriate action to investigate possible Sexual Misconduct, even if there are other external processes or procedures pending in connection with that same Sexual Misconduct report.
- b.** The standards for criminal investigations differ from the standards for a violation of the Standards of Conduct established in the Student Disciplinary Policy and, therefore, the University will not limit its actions based solely on law enforcement reports and criminal/civil proceedings. Accordingly, the University will not normally wait for the conclusion of a criminal investigation or other proceedings before implementing its review of reported Sexual Misconduct and taking appropriate action.

2. *Protection from Retaliation*

The University will take appropriate steps to address allegations of retaliation for reporting Sexual Misconduct or participating in the investigation or adjudication of reported Sexual Misconduct. Anyone who believes they are experiencing retaliation is strongly encouraged to report the concern to the Office of the Dean of Students. A report of retaliation will be reviewed as a separate violation under the Student Disciplinary Policy. A person can be found responsible for retaliation even if not found to be responsible for the reported Sexual Misconduct.

3. *Timeliness of Process*

The University strives to complete Sexual Misconduct investigations, excluding the time for a Sexual Misconduct Review Meeting or appeal processes, within sixty (60) calendar days. There are, however, many factors that may affect the length of time needed to complete various portions of the resolution process fairly and equitably. Consequently, some matters will be resolved before the designated time frames and some may require more time.

4. *Request for Delays*

Requests for delays will typically not be granted in cases which may involve a Title IX violation.

5. *Amnesty Provision for Alcohol/Drug*

To encourage reporting, the University will not pursue disciplinary actions for alcohol/drug violations against a student making a good faith report of Sexual Misconduct. The University may utilize educational responses as appropriate through the Office of the Dean of Students.

6. *Advocates*

The Respondent and Complainant are allowed to bring an advocate, in addition to their advisor, with them for the Student Conduct Hearing. The advocate serves as a support person for the Respondent and Complainant and shall be restricted to advising their respective parties.

7. *Sexual Misconduct Committee Members*

The composition of the Sexual Misconduct Committee will consist only of those members of the Student Conduct Committee who have received specialized training related to Sexual Misconduct, consistent with the requirements of applicable law. Members of the Sexual Misconduct Committee may not participate in the Title IX investigation or any previous complaint resolution procedures associated with the subject complaint. The Complainant and Respondent will receive notification, prior to the Student Conduct Hearing, of the identity of the Sexual Misconduct Committee members. The students may request a change of committee members for their Hearing if the complainant and/or respondent establish that the committee member has a conflict of interest or participated in the Title IX investigation or previous complaint resolution procedure associated with the subject complaint.

IX. HEARING PROCEDURES

A. *Administrative Hearings*

The complainant, respondent, and witnesses may be present for a hearing with the Administrative Hearing Officer. The Administrative Hearing will utilize the following format:

1. The students may ask questions about the Student Conduct process;
2. The administrative hearing officer will review the facts of the complaint, as well as any other relevant case information received;

3. Students can respond to the information by providing their perspectives on the incident and alleged behaviors;
4. Students may present information and/or witnesses relevant to the allegations;
5. The hearing officer will ask questions of the students and witnesses;
6. Students can acknowledge or deny responsibility for the alleged violation(s);
7. The hearing officer will determine whether the respondent is responsible for the alleged actions/behavior and, if so, will consider and impose appropriate sanctions;
8. The hearing officer will inform the students of the decision.

B. Student Conduct Hearings

Hearing proceedings will follow the format described below. The hearing is not conducted as a civil or criminal proceeding and consequently strict rules of evidence do not apply. At the sole discretion of the Hearing Chair/Student Conduct Committee members, changes may be made to the hearing format to accommodate special circumstances. It is within the sole discretion of the Student Conduct Committee and Hearing Chair to determine the relevance of any information, materials, or testimony, and to refuse to direct questions to the parties/witness and/or refuse to accept information, materials, or testimony it considers immaterial or irrelevant. The Student Conduct Committee hearing will utilize the following format:

1. **Introduction/Reading of Alleged Violations:** The Chair of the Student Conduct Committee will convene the hearing by requesting that all individuals present state their identity. He/she will then read the alleged violations of the Standards of Conduct.
2. **Opening Statements:** The complainant and respondent may each make a brief opening statement for the purpose of providing the hearing committee with a short summary of their positions relevant to the complaint and the materials/witnesses to be presented.
3. **Presentation of Evidence:** The complainant and respondent may formally present to the hearing committee any and all information, materials, and witness testimony to support his/her position.
 - a. **Order of Presentation:** The order of presentation will be complainant and then respondent.
 - b. **Relevant Witnesses/Investigative Summary:** Based on any preliminary and/or external investigations relevant to the incident, the Office of the Dean of Students may call any witnesses or investigators to present relevant findings to the hearing committee. Witnesses will only be present at the hearing while providing their testimony. After each respective presentation, the hearing committee, complainant, and respondent will have the opportunity to ask questions.
4. **Questioning of Parties/Witnesses:** Following the presentation of each individual (complainant, respondent, and witnesses), questions will be posed first by the committee, then by the opposing party. All questions from one party directed to the other must be made through the Hearing Chair. The hearing committee, through the Chairperson, may recall any witnesses. Once all information, materials and testimony have been presented, the hearing committee, complainant and respondent are provided a final opportunity to ask additional questions or provide additional information to the Student Conduct Committee.
5. **Closing Statements:** The complainant and respondent may each make a closing statement. The closing statement should be a short summary of the materials and information presented during the hearing and any relevant information that the student would like to share with the hearing committee.

6. **Executive Session:** The hearing committee will excuse all participants and enter into executive session during which the committee will assess the information presented as well as the credibility of the parties and witnesses. The hearing committee will decide (based on a simple majority vote): (a) whether or not, by a preponderance of the evidence, the respondent is responsible for the alleged violation(s) of the Standards of Conduct, and, if so, (b) what sanctions are appropriate. Only after determining responsibility will the committee consider any previous sanctions imposed on the respondent through the Student Disciplinary Policy. The review of any previous sanctions will include all disciplinary actions taken as a result of an Administrative Hearing, the Academic Liaison Process, or imposed by a hearing or appeal committee. The deliberations of the executive committee are not recorded.

C. Sexual Misconduct Hearings

Sexual Misconduct Hearings will follow the Student Conduct Hearing procedures described in the Student Disciplinary Policy Article IX, Section B. In addition the following information and procedures are applicable:

1. **Presentation of Evidence**

During the presentation of the evidence segment of the student conduct hearing, the Title IX Coordinator will present a summary of the findings from the investigation. The complainant, respondent, and student conduct committee members will have an opportunity to ask questions related to the investigative findings. The Title IX Coordinator remains for the duration of the hearing in order to allow all parties an opportunity to ask questions.

2. **Testimony and Evidence**

- a. In cases concerning allegations of sexual misconduct, the parties will not be allowed to personally cross examine each other during a student conduct hearing. Instead, all questions must be directed to the Hearing Chair (See Article IX, Section B4).
- b. If the Respondent declines to present information at the Hearing, this will not be construed as an admission of responsibility. If the Complainant declines to participate in the Hearing, this will not be construed as evidence that favors the Respondent.

3. **Prior Sexual History**

Information about the complainant's past sexual history with anyone other than the alleged respondent will not be considered. Additionally, the mere fact of a previous consensual dating or sexual relationship between the parties does not, itself, imply consent to the act(s) under investigation or preclude a finding of sexual misconduct.

4. **Standard of Proof**

The outcome of a student conduct proceeding will be made using the preponderance of the evidence standard. The preponderance of the evidence standard requires the student conduct committee to determine whether or not it is more likely than not that sexual misconduct occurred.

5. **Sanctions**

The sanctioning process for sexual misconduct is designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and Title IX obligations. Sanctions may also serve to promote safety or deter students from similar future behavior. Sanctions will take into consideration the gravity of the student's actions and the student's entire conduct records at the university and will be designed to (1) hold students accountable for their actions and the

resulting or potential consequences of such actions, and (2) protect the safety of the university community. A full description of the available sanctions is described in Article V.

6. Notification of Hearing Outcome

- a.** A written notice will be sent simultaneously to the complainant and the respondent informing each student about the outcome of the Hearing as determined by the Sexual Misconduct Committee.
- b.** If a student complainant has chosen not to participate in the University's review of the sexual misconduct report but desires to be notified of the outcome, the University will notify the student. If the student has expressed a desire, in writing, not to be notified of the outcome, the University will honor that decision. In such cases, the University will not send the notification itself to the student, but may proceed with any necessary follow-up and may need to provide notification of that follow-up if appropriate.

7. Appeals

Both the Respondent and Complainant have the right to appeal the hearing outcome in the same manner as described in Article X. In those cases, both students will receive written notification, simultaneously, of the final determination of the Appeal Committee.

X. APPEAL PROCESS

The Dean of Students office will review all requests for appeal to determine if the respondent has asserted appropriate grounds for appeal. Appeals will not be granted based solely on a student's disagreement with the outcome.

A. Filing an Appeal

- 1.** The Respondent may file a request for appeal no later than five (5) days after receipt of the outcome of the hearing where the Respondent has been found responsible for violating one or more of the Standards of Conduct.
- 2.** For cases related to sexual misconduct, both the Respondent and Complainant have the right to request for appeal no later than five (5) days after receipt of the outcome of the hearing.
- 3.** The request for appeal must be submitted through the Student Conduct Appeal Form at <http://go.uic.edu/conductappeal> and must include (a) a statement explaining the grounds for the appeal, (b) all relevant supporting evidence and documentation, and (c) the desired outcome of the appeal request.

B. Grounds for Appeal

An appeal must be based upon one or more of the following grounds:

- 1. Procedural Error:** A procedural error occurred in the handling of the complaint which substantially affected the outcome of the hearing.
- 2. New Evidence:** New evidence exists, sufficient to alter a decision, which was not available at the time of the original hearing. Information will not be considered "new evidence" if the respondent or complainant did not attend the original hearing or voluntarily withheld information during the original hearing.
- 3. Sanction(s) Disproportionate with Violation(s):** The sanction(s) imposed are substantially disproportionate to the severity of the violation(s) of the UIC Standards of Conduct for which the student was found responsible.

C. Appeal Review Process

1. The Appeal Committee will, except as required to explain the basis of new evidence, limit its review to the record of the initial hearing, including any documents or written statements considered by the hearing officer/committee, and any supporting documents and statements submitted by the student as part of the appeal process.
2. After reviewing the request, the Appeal Committee designated to review the appeal will make one of the following determinations: (a) the appeal is denied because none of the grounds for an appeal has been met or (b) the appeal is granted because one or more of the grounds for an appeal have been met. The Appeal Committee may uphold the original disciplinary decision and deny the appeal, modify the original disciplinary decision, or remand the matter for a new hearing or remand review.
3. The Appeal Committee will issue its written decision to the Respondent within a reasonable period of time not to exceed 30 days from the date the appeal was received. For cases related to sexual misconduct, both the Respondent and Complainant will receive written notification, simultaneously, of the final determination of the Appeal Committee.
4. The decision of the Appeal Committee and any decision resulting from a remand review or hearing are final and no further appeals are allowed. All decisions shall be reported to the student, the complainant, and all appropriate University administrators.

XI. REMAND HEARING AND REVIEW

A. Remand Hearing and Review Information

1. A Remand Hearing is a Student Conduct proceeding which may be ordered by the Appeal Committee when the Appeal Committee has determined that a procedural error occurred and/or new evidence is presented that was not available during the original hearing and due to these factors the outcome of the original hearing may have been substantially affected.
2. If a determination is made by the Appeal Committee that the sanction(s) imposed by the original hearing were disproportionate with the violation(s) for which the respondent was found responsible, the case will be referred to a Remand Review.
3. If a remand hearing or review is ordered, the Appeal Committee must state, in writing, the reason for the new hearing or review. The remand hearing or review will be scheduled within fifteen (15) days after the date the Appeal Committee issues its decision. All documents submitted for consideration at the remand hearing or review must be filed with the Executive Director five (5) days before the date of the remand hearing or review. At least three (3) days prior to the remand hearing or review, the Executive Director shall provide the student with copies of all materials produced or delivered related to the appeal.

B. Remand Committee

The Remand Committee will have the same composition as a Student Conduct Committee, but no member of the Remand Committee will have served as the original hearing officer, member of the original hearing committee, referral committee, or appeal committee. A Remand Committee is used for both remand hearings and reviews.

C. Remand Procedures

1. The Remand Hearing will follow the hearing format outlined in Article IX. A written decision of the Remand Committee will be issued within five (5) days after the conclusion of the hearing. A copy of that decision will be issued to the student and all appropriate

administrators.

2. For a Remand Review, the Remand Committee will review the entire hearing record with the sole purpose of determining appropriate sanctions and/or if the original sanctions were disproportionate with the violations. The Remand Review will not revisit the issue of responsibility on the original charges decided by the administrative hearing officer or the Student Conduct Committee. A written decision of the Remand Committee will be issued within five (5) days after the conclusion of the review. A copy of that decision will be issued to the student and all appropriate administrators.

XII. STUDENT CONDUCT RECORDS

D. Retention of Student Conduct Records

1. Upon the conclusion of a student conduct hearing, the hearing committee members are required to return to the Executive Director all documents pertaining to the complaint. These documents include, but are not limited to, incident reports, police reports, and written statements from witnesses and/or the parties.
2. In compliance with all applicable laws and university policies, the Office of the Dean of Students maintains Student Disciplinary Records for a period of seven (7) years from the date of the final decision or resolution. Files will be maintained permanently for all pending incidents and incidents resulting in suspension, dismissal, or expulsion.
3. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the UIC Student Records Policy (http://www.uic.edu/depts/oar/forms/records_policy.doc), disciplinary records may only be disclosed with the student's written consent or as otherwise allowable by law.

ADDENDUM A
STUDENT CONDUCT DEFINITIONS

STUDENT CONDUCT DEFINITIONS

The following definitions shall apply to this policy:

- A. **Academic Liaison**: An individual, appointed by the Dean of Students, to administer the Academic Liaison Process (Article VI, Section A).
- B. **Academic Term**: The academic terms consist of fall, spring, and all summer sessions
- C. **Administrative Hearing Officer**: An individual, appointed by the Dean of Students, to serve as a hearing officer for an administrative hearing.
- D. **Advisor**: A person who provides advice and/or support to a complainant or respondent in the Student Conduct process. An advisor may be a family member, friend, faculty or staff member, advocate, or an attorney. An advisor advises the complainant or respondent only and shall not be permitted to directly participate in any conference or hearing. Respondents or complainants who wish to have an attorney attend the conference or hearing as their advisor shall notify the Dean of Students of his/her intent to have the attorney present and shall provide the attorney's name and contact information at least five (5) days prior to the conference or hearing. In those circumstances, the University may have an attorney from the Office of University Counsel present. An advisor may not appear in lieu of a respondent or complainant.
- E. **The Associate Vice Chancellor for Student Affairs/Dean of Students**: An individual appointed with that title or his/her designee. (Referred to in this policy as "Dean of Students" or "Dean".)
- F. **Committees**
 - 1. **Senate Committee**: The Senate Committee on Student Affairs is established through Article II Section 1G and Article XI Section 2 of the University of Illinois Statutes, and the Constitution and Bylaws of the UIC Senate and is charged with the duties and responsibilities as stated in those statutes, constitution, and bylaws. The Senate Committee on Student Affairs has oversight responsibility for the Referral Committee and the Student Conduct Committee.
 - 2. **Referral Committee**: The Referral Committee conducts preliminary reviews of all academic misconduct complaints which are submitted to the Executive Director. The Referral Committee is comprised of three members of a pool of faculty, staff, and students. This pool may include the Executive Director of the Senate Committee on Student Discipline, student members of the Senate Committee, members of the Student Conduct Committee, and the Dean/designee of the college in which the student is registered. No member of the Referral Committee will have served as a member of any committee in which previous cases involving a respondent were reviewed.
 - 3. **Student Conduct Committee**: The Student Conduct Committee is responsible for hearing alleged violations of academic misconduct and behavioral misconduct. The Student Conduct Committee consists of a pool of faculty, staff, and students. Individual hearing committees are formed from this pool. The Chairperson of the Student Conduct Committee is appointed by the Executive Director or designee. The Executive Director will serve as an ex-officio, non-voting member of the committee. The quorum for the committee will be at least four and no more than six voting members, which will include a minimum of one student who is a voting member

4. **Sexual Misconduct Committee:** The composition of the Sexual Misconduct Committee will consist only of those members of the Student Conduct Committee who have received specialized training related to sexual misconduct, consistent with the requirements of applicable law. The complainant and respondent will receive notification, prior to the hearing, of the identity of the Sexual Misconduct Committee members. The students may request a change of committee members for their review meeting if the complainant/respondent establishes that the committee member has a conflict of interest.
5. **Appeal Committee:** The Appeal Committee consists of faculty, staff, and student members. No member of the Appeal Committee will have served as a member of the original hearing committee or referral committee.
- G. **Complaint:** A complaint should include a completed Incident Report form, a list of witnesses who may provide relevant information, and all relevant and available supporting evidence. Supporting evidence includes but is not limited to: examinations, term papers, photos, police reports, housing reports or other university reports, statements from witnesses, bills, and receipts. In addition, a complaint may include physical evidence such as: weapons, damaged items, and recovered stolen goods. A complaint of alleged student misconduct may be submitted to the Office of the Dean of Students, Suite 3030 Student Services Building or on the website at <http://dos.uic.edu> by any member of the university community. If the complainant is not a member of the university community, he/she should contact the Dean of Students to discuss his/her concerns. The Dean of Students, in his/her sole discretion, may then initiate proceedings against the student. To report non-academic misconduct, please use the Student Misconduct Incident Report at <http://go.uic.edu/conductIR>. To report academic misconduct, please use the Academic Integrity Incident Report at <http://go.uic.edu/academicIR>.
- H. **Complainant:** The complainant is the individual who files a complaint against a student. The complainant may be any member of the university community. The complainant is invited to provide testimony during the hearing, submit relevant evidence, and to arrange for the appearance of any persons who witnessed the incident or who can provide testimony relevant to the incident.
- I. **Conduct Record:** Any and all records received or created by the Office of the Dean of Students in connection with a complaint and the resulting conduct proceedings. Conduct records are maintained a total of seven years from the date of final decision, after which time all records (except those resulting in suspension, dismissal, or expulsion) will be disposed of consistent with the Record Maintenance and Destruction Policy of the Office of the Dean of Students.
- J. **Days:** Days shall mean regular university business days (Monday through Friday) when most university offices are open, but excludes all Federal, State, and university holidays or closings.
- K. **Designees:** Any campus administrator assigned a role or duty within this policy shall have the right to designate an appropriate person, over which he/she has authority, to fulfill the stated role/duty.
- L. **Executive Director of the Senate Committee on Student Discipline:** An individual or designee (referred to in this policy as “Executive Director”) selected by the Dean of Students to receive and have custody of all Senate Committee records and related materials. The individual will also advise the complainant(s), respondent(s), and committee(s) about the Student Disciplinary Procedures and serves as a non-voting member of the University Conduct Committee and the Student Conduct Committee.

- M. Guest:** Someone who is invited to visit or is authorized to visit the campus for some specific reason.
- N. Hearing Officer:** The Dean of Students, a member of the Senate Committee, or a Student Conduct Committee member will serve as a Hearing Officer.
- O. Misconduct:** A violation of the Standards of Conduct.
- P. Preponderance of the Evidence:** The standard of proof in the Student Conduct process which evaluates whether it is more likely than not that a student did violate the Standards of Conduct provision.
- Q. Registered Student Organization (RSO):** A student organization registered by the University according to applicable policy (Referred to in this policy as “RSO”).
- R. Respondent:** A student against whom a complaint has been filed alleging a violation of the Standards of Conduct. A respondent will be provided with the opportunity to respond to the complaint
- S. Responsible/Not Responsible:** The outcome terms used to convey whether or not a respondent has violated the Standards of Conduct. Responsibility is determined per individual, per allegation.
- T. Sanctions:** Those educational measures set forth in this policy that is assigned to a student or Registered Student Organization found responsible for a violation of the Standards of Conduct. Imposed sanctions are mandatory and failure to complete/comply with a sanction may result in a hold being placed on the student record and additional disciplinary sanctions being imposed.
- U. Student**
- 1. For purposes of the Student Disciplinary Policy only, a student is** an individual, who:
 - a.** Has accepted admission to the University;
 - b.** Registered for classes, or otherwise entered into any arrangement with the University to take instruction, part-time or full-time, degree or non-degree, credit or non-credit;
 - c.** Is on an official Leave of Absence from the University; or
 - d.** Is not officially registered and/or enrolled for a particular term, but has a continuing relationship with the University (e.g., lives in Campus Housing, is enrolled in non-credit program approved by the University, is working on a thesis or dissertation in order to complete a degree, etc.) or has the status of a “continuing student” as defined by the UIC Office of Admissions and Records.
 - 2.** Student status lasts until an individual graduates, is dismissed, or is not in attendance for two (2) consecutive semesters (excluding summer session). As such, this Policy may extend to incidents that occur during breaks within or between semesters of enrollment, as well as between the time of application to the University and registration or participation in courses.
- V. Title IX Coordinator:** The university official charged with ensuring and overseeing the University’s compliance with Title IX of the Education Amendments of 1972, a federal law that prohibits sex-based discrimination and harassment in education programs that receive federal financial assistance. Contact information for the Title IX Coordinator may be found at <http://oae.uic.edu/sexual-misconduct/>. The Title IX Coordinator may also send a designee to represent them in the conduct process.
- W. Transcript:** The official academic record of a student held in the Office of Admissions and Records.
- X. University:** The University of Illinois at Chicago (UIC). In this policy, UIC will be referred to as the University.

- Y. **University community:** Students, student organizations, staff, faculty, administration, and other employees of the University.
- Z. **Written Notice:** A written statement notifying a party of the date, time, and/or location of any Student Disciplinary proceeding. Unless otherwise noted, written notices will be sent to the student via their official UIC email (netid@uic.edu), mailed to the student's address as identified in their official records held by the Office of the Registrar, or hand-delivered to the student. Students may also be contacted by phone or email to come to the Office of the Dean of Students to personally receive all written notices.

ADDENDUM B
STUDENT RIGHTS AND RESPONSIBILITIES

Students' Rights

Students shall have the right to:

- A. Receive and participate in a fair and impartial review of the behavior described in the complaint;
- B. Be provided with and informed about the Student Disciplinary Policy, which is published online and available in hardcopy from the Office of the Dean of Students;
- C. Be provided with a notice of the filing of a complaint, a copy of the complaint, notice of the provisions of the Standards of Conduct alleged to have been violated, an opportunity to provide a written response, and an explanation of the procedures for resolution;
- D. Have an opportunity to review materials relevant to the complaint in a timely manner and receive updates regarding any progress related to the conduct proceedings;
- E. Have an opportunity to be heard through the appropriate resolution process;
- F. Be free from compulsory self-incrimination regarding behaviors that may also be the subject of criminal charges, and from a presumption of responsibility as a result of a student's decision not to self-incriminate;
- G. Request an appeal based on the grounds described in the Student Disciplinary Policy (Article VIII, Section B);
- H. Have the disciplinary records kept confidential consistent with the provisions the Family Educational Rights and Privacy Act of 1974 (FERPA), other applicable state and federal law, and the UIC Student Records Policy (http://www.uic.edu/depts/oar/forms/records_policy.doc), except as otherwise required by law or legal process.

Student Responsibilities

Students involved in Student Conduct Process are expected to:

- A. Treat others with respect and dignity. Students who fail to respect the rights of others may be excused from a proceeding and the process will continue in his/her absence;
- B. Review, understand, and comply with all university rules, policies, and procedures as outlined in the Student Disciplinary Policy;
- C. Monitor UIC-issued email address (netid@uic.edu) to which all correspondence and written notices will be sent;
- D. Review all communications and written notices and seek clarification if there are questions;
- E. Cooperate fully in the conduct process and to present truthful information. Any student found to have willfully presented false or misleading information or to have withheld information may be subject to further disciplinary action;
- F. Appear at and participate in all proceedings. If a student, having been provided written notice, fails to appear at a hearing or meeting as described in this policy and fails to produce an explanation acceptable to the hearing officers/committee prior to the proceeding, the hearing may occur in the student's absence and sanctions will be imposed based on the information available;
- G. Provide to the Office of the Dean of Students the names of individuals serving as advisors, legal counsel, and witnesses and arrange for their attendance at conduct proceedings as described in the Student Disciplinary Policy;
- H. Comply with and complete all disciplinary sanctions imposed. The hearing officer/committee charged with monitoring a student's compliance with any sanction may impose additional sanctions if the student does not successfully complete the sanctions issued through previous conduct proceedings.

ADDENDUM C
STUDENT RIGHTS for Sexual Misconduct Cases

Student Complainant's Rights

Student Complainants have the right:

- A. To have any and all reports of sexual misconduct treated seriously and to be treated with respect and dignity by university officials.
- B. To file a complaint about sexual misconduct with the University and/or receive assistance with notifying campus or other police departments.
- C. To request an interim measure which may include a change in academic and living situations after an alleged sex offense and to be informed in a timely manner of available academic, living, and administrative options.
- D. To be informed in writing about campus and community resources for victim assistance and advocacy, counseling, and other resources and options for victims of sexual misconduct.
- E. To receive information on the university's responsibility to make a confidential report, required by the Clery Act, for the purposes of tracking campus crime.
- F. To be informed of the criminal and campus processes to investigate reports of sexual misconduct (e.g. Title IX investigations, student conduct process) and informed about the options to participate in these processes.
- G. To inspect documents and/or relevant information gathered as part of the investigation and the student conduct process (though medical/mental health information may be kept confidential). A request to inspect documentation or evidence should be directed to the investigator or student conduct official at any time during the process. Requests must be presented in writing at least two working days in advance.
- H. To have the same rights as the student respondent to have witnesses and an advocate or advisor present during an investigation and student conduct proceedings and to have accommodations made that minimize 1 face to face contact with the student respondent.
- I. To be informed of the initial outcome, in writing, of an investigation and/or a student conduct proceeding involving sexual misconduct and the right to appeal the outcome and receive written notification of the final determination.
- J. To be free from undue coercion or retaliation from any member of the university community resulting from a report of sexual misconduct.

Student Respondent's Rights

Student Respondents have the right:

- A. To be treated with respect and dignity by university officials;
- B. To a fair, thorough, neutral, and impartial investigation of the incident;
- C. To be informed about campus and community resources for counseling, support, and other student services;
- D. To request interim academic or housing accommodations when such accommodations are related to problems associated with the allegation of sexual misconduct;
- E. To be informed of the university investigation and Student Conduct processes and procedures;
- F. To inspect documents and/or relevant information gathered as part of the investigation and the Student Conduct process, to the extent permitted by law (e.g., medical/mental health information may be required to be kept confidential). A request to inspect documentation or evidence should be directed to the Title IX Coordinator or Dean of Students at any time

- during the process. Requests must be presented in writing at least two working day in advance;
- G.** To have an advisor or an advocate and witnesses present during investigative and Student Conduct proceedings;
 - H.** To be informed of the initial outcome, in writing, of an investigation and/or a Student Conduct proceeding involving sexual misconduct, and the right to appeal, and to receive written notification of the final determination;
 - I.** To receive information on the University's responsibility to make a confidential report, required by the Clery Act, for the purposes of tracking campus crime;
 - J.** To be free from undue coercion or retaliation from any member of the university community resulting from a report of alleged sexual misconduct.

STUDENT DISCIPLINARY POLICY
REVISED DECEMBER 2017



Office of the Dean of Students

FOR COPIES OF THE STUDENT DISCIPLINARY POLICY, CONTACT:

**OFFICE OF THE DEAN OF STUDENTS
STUDENT SERVICES BUILDING, 3030
1200 WEST HARRISON STREET, M/C 318
CHICAGO, IL 60607
312-996-4857
[HTTP://DOS.UIC.EDU](http://dos.uic.edu)**

