



GOODWIN COLLEGE PROCEDURE

TITLE:	Student Code of Conduct
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INTRODUCTION STATEMENT:

The purpose of conduct proceedings is to provide a fair evaluation of a student's alleged responsibility for violating College policies and/or the Student Code of Conduct. Formal rules of evidence shall not apply and deviations from the prescribed procedures will not necessarily invalidate a decision, unless significant prejudice to a respondent may result. The outcome of the conduct proceeding may be appealed under the Appeals section of this Code.

AREAS OF RESPONSIBILITY:

Director of Compliance and Title IX Coordinator
Director of Campus Safety and Security
Dean of Students
Vice President for Academic Affairs
Vice President for Physical Facilities and IT
Executive Vice President and Provost

PROCEDURE DETAILS:

Please see the full Procedure, as is included in the Student Handbook, below in the Appendix.

DEFINITIONS:

NA

HISTORY:

Procedure created and approved July 2015; reviewed, updated, and approved August 2016

RESPONSIBLE OFFICE:	Director of Compliance and Title IX Coordinator
REVIEW DATE:	Annually in the Summer

APPENDIX:

Please see the full policy and procedure below:

STUDENT CODE OF CONDUCT

Goodwin College's Student Code of Conduct reflects the College's mission statement by reinforcing those deeply-held beliefs that represent the College's highest priorities and fundamental driving forces. The promotion of respect for diversity and the right

to a safe educational environment are the centerpieces of the College's mission. The General Code of Conduct promotes a safe, secure, and productive learning environment for the Goodwin College community.

JURISDICTION:

The Code shall apply to conduct that occurs on College premises; at College sponsored or sanctioned activities; and to off-campus conduct that adversely affects (a) the peace/comfort/safety/security of others or the College community and (b) the integrity of the educational or developmental process. Students are responsible for their individual conduct and the Conduct Board shall decide whether the Code will be applied to conduct occurring off-campus, on a case-by-case basis.

VIOLATIONS OF LAW AND CONVICTIONS:

Students may be held accountable both to civil authorities and to the College for acts that constitute violations of law and of this Code. Disciplinary action by the College will normally be concurrent with civil or criminal proceedings despite the dismissal or reduction of the charges by civil authorities. The College may, at its discretion, postpone disciplinary proceedings pending the outcome of a civil or criminal action.

Students who are convicted of felony criminal charges while enrolled are required to inform the Vice President for Academic Affairs. The College may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be adverse to the recognized mission of the institution. College conduct procedures are distinct and independent of any and all criminal procedures. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially directing no contact between the victim and assailant, as well as possible changes in course schedule.

INTERIM SUSPENSIONS:

The Student Conduct Board may suspend a student from the College for an interim period pending disciplinary or criminal proceedings or medical evaluation. An interim suspension shall become effective immediately and without prior notice if there is information available that the student's continued presence on campus poses a substantial and immediate threat to her/himself, others, and/or the performance of normal College functions. During interim suspension, a student shall be denied access to the campus and/or all other College activities or privileges for which the student might otherwise be eligible, including access to curriculum. The interim suspension does not delay or void the regular disciplinary process, which shall proceed on a normal schedule.

STANDARDS OF CLASSROOM BEHAVIOR:

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited, or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period and may be referred to the Student Conduct Board.

CONDUCT RULES:

Goodwin College expects that its students will strive for high standards of honor and good citizenship, and that they will conduct themselves, both on- and off-campus, in a manner that reflects well on themselves and the College. The College further expects that students will convey these expectations to their guests. The following, while not exhaustive, represents behavior subject to conduct action:

- Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion. Please refer to the full Anti-Violence Policy in the Academic Catalog. <http://www.goodwin.edu/2015-2016-catalog/>
- Possession of a weapon in violation of the Weapons Policy in the Academic Catalog.
- Reckless, disorderly, or lewd conduct.
- Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, administration, or emergency services, such as fire and police.
- Unauthorized entry or use of College facilities. This includes unauthorized possession, duplication, or use of keys or access cards to any College premises.

- Unauthorized use of a Goodwin College ID card. Students are unable to give permission to other persons to use the ID card on their behalf. The only person permitted to use the ID card is the individual to whom the card is issued.
- Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified in the General Policies section of the Academic Catalog.
- Use of electronic or other devices to record any person while on College premises without his/ her prior knowledge, or without his/her effective consent.
- Failure to comply with any sanction(s), administrative and/or educational, imposed in accordance with the Code.
- Furnishing false information to the College or a College official or withholding information that may impede an investigation. This includes, but is not limited to any false report, warning or threat of fire, explosion, or other emergency.
- Violation of the College Drug and Alcohol Policy.
- Violation of the College Gender-based and Sexual Misconduct Policy.
- Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
- Attempted or actual theft of College property or the property of others.
- Damage to College property or the property of others.
- Failure to comply with the reasonable directions of College officials, including Campus Safety officers, acting in performance of their duties. This also includes failure to identify oneself to these persons when requested.
- Violations of other College regulations, rules, or policies.
- Conduct that could result in the violation of any federal, state, or local law.
- Students are to maintain adequate oversight of their guests and to exercise good judgment when inviting guests into the community.
- Hosting non-official events or other activities that create a nuisance or endanger the safety of the community.
- Retaliation: Acts or attempts to retaliate or seek retribution against any complainant, respondent, individual or group of individuals otherwise involved in the complaint, investigation, and/or resolution of an allegation of a policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation can take many forms, including continued abuse, violence, or other forms of harm to others.

PROCEDURE:

Please refer to the **General Conduct Process Flowchart**.

The purpose of conduct proceedings is to provide a fair evaluation of a student's alleged responsibility for violating College policies and/or this Code. Formal rules of evidence shall not apply and deviations from the prescribed procedures will not necessarily invalidate a decision, unless significant prejudice to a respondent may result. The outcome of the conduct proceeding may be appealed under the Appeals section of this Code.

To file an incident report for a campus policy violation please [click here](#).

SANCTIONS THAT MAY BE IMPOSED IN ACCORDANCE WITH THIS CODE INCLUDE:

Verbal Warning: Notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

Written Warning: Official notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

Disciplinary Probation: Exclusion from participation in privileged activities for a specified period of time. Privileged activities may include, but are not limited to student activities, student government office, or some student employment. Additional

restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action.

Mediation: A student may be required to mediate a dispute with the aggrieved party with the oversight of a qualified mediator.

Letter of Apology to the Aggrieved Party: A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be provided to the Student Conduct Board for prior approval.

Requirement to Seek Counseling: This sanction may be imposed when a student is found guilty of engaging in disruptive or uncivil behaviors. In such case, the student shall be required to provide evidence to the Student Conduct Board of attendance and completion of counseling by a qualified professional.

Restitution: Repayment to the College or to an affected party for damages resulting from a violation of this Code. To enforce this sanction, the College reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

Suspension: Exclusion from College premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Conditions for readmission may be specified in the suspension notice.

Dismissal: Permanent termination of student status and exclusion from College premises, privileges, and activities.

Revocation of Admission and/or Degree: Admission to or a degree awarded by the College may be revoked for fraud, misrepresentation in obtaining the degree, or violation of College policies, the Code or for other serious violations committed by a student prior to enrollment or graduation.

Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.

Other educational sanctions may be imposed instead of or in addition to those specified in this section. More than one of the sanctions listed above may be imposed for any single violation.

Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past conduct record of the student as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

APPEALS:

All sanctions imposed by the General Conduct Board will be in effect during the appeal.

The outcome may be appealed by the respondent(s). Appeals must be received in writing by the Chair of the Goodwin College Appeals Board within 48 days of the outcome by the Student Conduct Board. All appeals will be considered based solely on the following grounds:

The ONLY grounds for appeal are as follows:

1. The student believes a procedural error occurred that impacted the original determination and sanction.
2. The student has substantially new evidence that was not available during the original determination and sanction that he or she believes will substantially impact the original determination and sanction.
3. The student believes that the sanction imposed by the Student Conduct Board is substantially outside the scope outlined in the Student Code of Conduct.

In the appeal, the respondent must identify one or more of the grounds listed above along with an explanation as to why the Goodwin College Appeal Board should consider this request. The GCAB will not process appeals that do not follow these instructions.

The GCAB will either accept or reject the request for an appeal and, if it is accepted, will decide whether to make a new determination itself or to send the matter back to the Student Conduct Board for further review.

Sanctions can be increased, decreased, or remain the same based on the outcome of the appeals process.

GENERAL CONDUCT PROCESS FOR STUDENTS

STUDENT CONDUCT PROCESS FLOWCHART

1. Community member reports allegation of violation to the General Conduct Board by submitting an Incident Report Form online
2. A member of the General Conduct Board meets with the accused student
3. Director of Compliance and/or Director of Campus Safety and Security investigate the alleged violation and determine whether a violation has occurred

4. The General Conduct Board, consisting of, as necessary, the Vice President for Academic Affairs, the Vice President for Physical Facilities and IT, the Director of Compliance, the Director of Campus Safety and Security, and the Dean of Students will convene to determine the severity of the violation and the appropriate sanction as listed in the Student Code of Conduct
5. Student either accepts the determination and sanction of The General Conduct Board OR
6. Writes a letter of appeal, within 48 hours of receiving the sanction from the General Conduct Board, to The Goodwin College Appeals Board via the Provost, who serves as Chair, on at least one of three grounds- (1) that the student believes a procedural error occurred that impacted the original determination and sanction, (2) that the student has new evidence that was not available during the original determination and sanction that he or she believes will substantially impact the original determination and sanction, or (3) that the student believes that the sanction imposed by the General Conduct Board is substantially outside the scope outlined in the Student Code of Conduct. The GCAB will either accept or reject the request for an appeal and, if it is accepted, will decide whether to make a new determination itself or to send the matter back to the General Conduct Board for further review.

All students at Goodwin College are expected to exhibit courteous behavior both inside and outside the classroom and to show respect for their fellow community members, including faculty and staff. Any student whose behavior is found to be disrespectful and/or not in line with the College's mission and values will be referred to the General Conduct Board for review.

DISRUPTIVE CLASSROOM BEHAVIOR

In order to ensure an optimal learning environment, Goodwin College does not permit disruptive behavior in the classroom. Disruptive classroom behavior is any behavior that seriously interferes with other students' ability to engage in learning and/or the faculty or staff member's ability to provide instruction or service.

Following are some examples of behavior that may be defined as disruptive if they are persistent and/or pervasive:

- Eating and/or drinking in class (if not permitted)
- Performing a distracting repetitive act such as tapping fingers, chewing gum, or talking
- Disrespectful engagement of course content and/or unsolicited conversation
- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Carrying on distracting side conversations
- Constant questions or interruptions which interfere with the instructor's presentation
- Overt inattentiveness (e.g., sleeping, reading the paper, using laptops for non-class-related activities)
- Creating excessive noise with papers, book bags, etc.
- Entering class late or leaving early
- Use of cell phones in the classroom
- Inordinate or inappropriate demands for time and attention
- Poor personal hygiene (e.g., noticeably offensive body odor)

Faculty and staff are expected to address disruptive behavior as it occurs. Ignoring the disruption will only allow the behavior to flourish. Keeping quiet sends as powerful a message as does addressing the behavior directly.

For behavior that may be threatening or violent, remove oneself and students from the situation and contact either Campus Security at 555 or dial 911.

DRESS CODE

All students must wear upper and lower garments and shoes or sandals at all times in all campus buildings. Please see Academic Department dress code regulations for specific program requirements.

Appropriate attire is required for formal convocations, formal receptions, and other formal occasions of a ceremonial nature. Any student whose dress disrupts the educational process may be subject to the Student Code of Conduct and asked to leave campus in the interim.

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.