



POLICY AND PROCEDURE

TITLE:	Student Code of Conduct
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POLICY STATEMENT:

In order to ensure a safe, secure, and productive learning environment for our student body and our entire community, a new and expanded Student Code of Conduct was introduced in the 2015-2016 Student Handbook. While there had previously been a section titled "Code of Conduct" the new Student Code of Conduct is a new policy. Goodwin University's Student Code of Conduct reflects the University's Mission Statement by reinforcing those deeply-held beliefs that represent the University'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 University's mission. The Student Code of Conduct promotes a safe, secure, and productive learning environment for the Goodwin University community.

PROCEDURE DETAILS:

The purpose of conduct proceedings is to provide a fair evaluation of a student's alleged responsibility for violating University 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.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- | | |
|---|--|
| <input type="checkbox"/> UNIVERSITY CATALOG | <input type="checkbox"/> STAFF HANDBOOK |
| <input type="checkbox"/> FACULTY HANDBOOK | <input checked="" type="checkbox"/> STUDENT HANDBOOK |

DEFINITIONS:

NA

EXCLUSIONS:

Faculty and Staff are excluded. This policy only applies to students.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Director of Compliance and Title IX Coordinator, Director of Campus Safety and Security, Dean of Students, Vice President for Physical Facilities and IT, Provost and Dean of Faculty

HISTORY: Policy created and approved July 2015; reviewed, updated, and approved August 2016; reviewed August 2017; Reviewed November 2019. Updated Logo and University January 2020

EFFECTIVE DATE:	Fall Semester 2015
RESPONSIBLE OFFICE (ONLY ONE):	Office of Compliance
REVIEW DATE:	Annually

APPENDIX:

Please see the full policy and procedure below:

Goodwin University's Student Code of Conduct reflects the University's mission statement by reinforcing those deeply-held beliefs that represent the University'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 University's mission. The General Code of Conduct promotes a safe, secure, and productive learning environment for the Goodwin University community.

Jurisdiction:

The Code shall apply to conduct that occurs on University premises; at University sponsored or sanctioned activities; and to off-campus conduct that adversely affects (a) the peace/comfort/safety/security of others or the University 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 University for acts that constitute violations of law and of this Code. Disciplinary action by the University will normally be concurrent with civil or criminal proceedings despite the dismissal or reduction of the charges by civil authorities. The University 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 of Student Affairs. The University 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. University 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 University 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 University functions. During interim suspension, a student shall be denied access to the campus and/or all other University 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 University 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 University. The University further expects that students will convey these expectations to their guests. The following, while not exhaustive, represents behavior subject to conduct action:

Alcohol Possession

- AP1** Consumption or possession of alcoholic beverages by students or guests is prohibited on campus property.
- AP2** Consumption or possession of alcoholic beverages at any Goodwin University sponsored activity is prohibited.
- AP3** Any intoxicated individual who engages in disruptive behavior is subject to disciplinary action.
- AP4** All alcoholic containers, alcohol advertisement displays, shot glasses and any material promoting alcohol is strictly prohibited.

Drug Possession

- DP1** The un-prescribed use, possession, sale, purchase or distribution of any controlled substance to include, but not limited to, marijuana, cocaine, amphetamines, heroin, hallucinogens, barbiturates and paraphernalia, is a violation of the laws of the State of Connecticut and is therefore subject to disciplinary action and possible criminal prosecution. Please refer to the Drug and Alcohol policy (p. 17).
- DP2** Smoking is restricted to designated areas only. (Including Vapes and E-cigarettes) <https://www.jud.ct.gov/lawlib/law/smoking.htm>
- DP3** The presence, possession and/or usage of the following items is prohibited: narcotics and/or illegal drugs, drug paraphernalia.
- DP4** Any room/apartment/person that emits the scent of any prohibited substance (i.e.: marijuana, alcohol etc.) is subject to being searched by Goodwin University staff and all parties present are subject to disciplinary action.

Academic Misconduct

- AM1** Academic misconduct, including all forms of cheating and plagiarism is prohibited. (See Academic Integrity Policy) <http://www.goodwin.edu/pdfs/policies/academic-integrity-policy.pdf>
- AM2** Misuse of Goodwin University documents, including, but not limited to, forging, transferring, altering or otherwise misusing a student payroll sheet, identification card or other University identification document, course registration document, schedule, transcript, or any other University -issued document or record is prohibited.
- AM3** Disruption or obstruction of teaching, research or other academic or administrative activities are prohibited.
- AM4** All students are required to follow all Goodwin University policies regarding computer and network usage and downloading of unauthorized or inappropriate material as found in the Student Handbook.
- AM5** Forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.

Personal Conduct

- PC1** All students are responsible for the behavior of their guests. All guests are subject to all Goodwin University policies and regulations.
- PC2** All students who are present during any violation of the policies herein are subject to disciplinary action as a result.
- PC3** Insubordination or non-compliance with a Goodwin staff/faculty person who is performing his/her assigned duties is subject to disciplinary action.
- PC4** Falsification, distortion, or intentional misrepresentation of information to a Goodwin University official is prohibited.
- PC5** Students are prohibited from using video or voice recording devices on others without their written consent.
- PC6** Inconsiderate, loud, or obscene behavior including excessive noise is prohibited.
- PC7** Conduct which endangers the property or the health and safety of oneself or others is prohibited.
- PC8** Any threat to the health and safety of the Goodwin University community members or guests is strictly prohibited.
- PC9** Any damage to University or personal property is prohibited.
- PC10** Students are required to carry their Goodwin University Identification Cards and room keys at all times.
- PC11** Knowingly furnishing false information to any Goodwin University official is prohibited.
- PC12** Actual or threatened physical assault or abuse, threatening, intimidation, coercion, and any other conduct which threatens or endangers the health or safety of any person are prohibited.
- PC13** Sexual assault, sexual misconduct as defined by the Gender-Base Misconduct Policy is prohibited.
- PC14** Hazing is prohibited. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization is prohibited.
- PC15** Stalking is prohibited. Stalking is defined as repeatedly contacting another person when: The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this definition, the term "contacting" includes, but is not limited to, communicating with or remaining in the physical presence of the other person is prohibited.
- PC16** Harassment is prohibited. Harassment is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation is prohibited.
- PC17** Intentional interference with entry into or exit from any Goodwin University premises or with the free movement of any person is prohibited.
- PC18** Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel is prohibited.
- PC19** Conduct prohibited by any federal, state, and/or local law, regulation or ordinance is prohibited.
- PC20** Abuse of the University student conduct system, including but not limited to policies outlined in the Goodwin University student conduct process is prohibited.
- PC21** Failure to comply with the sanction(s) imposed under the student code.
- PC22** Any violation of the guest policies is strictly prohibited.
- PC23** Failure to adhere to the van/shuttle policy is prohibited.
- PC24** Intentional interference with video surveillance equipment is strictly prohibited.
- PC25** Stealing from the Café is strictly prohibited and violators will be prosecuted to the full extent of the law as well as being sanctioned through the University's conduct process.

- PC26** 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.
- PC27** 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.
- PC28** Reckless, disorderly, or lewd conduct.
- PC29** Unauthorized entry or use of University facilities. This includes unauthorized possession, duplication, or use of keys or access cards to any University premises.
- PC30** Recklessly interfering with normal University or University -sponsored activities, including but not limited to studying, teaching, administration, or emergency services, such as fire and police.
- PC31** Unauthorized use of a Goodwin University 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.
- PC32** Failure to comply with any sanction(s), administrative and/or educational, imposed in accordance with the Code.
- PC33** Attempted or actual theft of University property or the property of others.
- PC34** Damage to University property or the property of others.
- PC35** Violations of other University regulations, rules, or policies.
- PC36** Conduct that could result in the violation of any federal, state, or local law.
- PC37** Hosting non-official events or other activities that create a nuisance or endanger the safety of the community.
- PC38** Violation of the University Drug and Alcohol Policy

Housing Regulations

- HR1** Professional housing staff may deem it necessary to call a mandatory meeting to discuss issues and concerns as needed. It is a requirement of all students to attend these meetings.
- HR2** Excessive litter or dirt caused by residents must be cleaned by the residents responsible. Residents are responsible for the care and cleaning of their rooms.
- HR3** A resident may not install equipment, make alterations (including but not limited: painting, removal of furniture/screens, changing fixtures, un-bunking beds etc.) or make repairs.
- HR4** Microwave, toaster ovens and other cooking or kitchen appliances are permitted in kitchens only.
- HR5** Residents are prohibited from leaving any possessions in their room after it is vacated.
- HR6** The lending of any key or allowing a non-resident unknown and/or unescorted by you into a residence hall is prohibited.
- HR7** All residents must evacuate the residence hall whenever a fire alarm sounds.
- HR8** False alarms and tampering with fire equipment, particularly smoke detectors, is prohibited by state law and violators will be subject to disciplinary action by Goodwin University, as well as possible criminal prosecution.
- HR9** The presence, possession and/or usage of prohibited items (detailed list can be found in the Student Handbook) are considered a violation.
- HR10** The presence, possession and/or usage of the following items are prohibited: air guns, paintball markers, firearms, fireworks, explosives, dangerous weapons or any other incendiary devices.
- HR11** The presence, possession and/or usage of official or public signs are prohibited.
- HR12** Any acts of reckless endangerment such as fighting, hitting, throwing, or kicking of objects inside a residence hall, or throwing of items out of, off of, on to, or up to the buildings are prohibited.

- HR13** No pets are allowed on Goodwin University campus. (See AccessAbility Coordinator)
- HR14** Bicycles, motorcycles and mopeds are not allowed in residence halls.
- HR15** Students are not permitted to use their rooms or facilities in the residence hall for any commercial or illegal purposes.
- HR16** Violation of the guest policy is prohibited.
- HR17** Tapping into any utility service in the residence hall (electricity, water, etc.) is strictly forbidden, as is using any electrical equipment that requires more than normal amounts of current.
- HR18** Violation of quiet/courtesy hours is prohibited.
- HR19** Smoking is prohibited in all residential halls. All residence halls are smoke free by Connecticut State Law. <https://www.jud.ct.gov/lawlib/law/smoking.htm>
- HR20** The use of chewing tobacco and smokeless tobacco products or vape products are strictly prohibited from all community areas and corridors of all residence halls.
- HR21** Gambling is not permitted in the residence halls or any Goodwin University property or sponsored event unless sanctioned by University administration.
- HR22** Babysitting children in student housing is prohibited. Students employed by local residents as a childcare provider must provide these services off-campus, at the local resident's home, for example.
- HR23** The burning of candles, sage, and incense is strictly prohibited in student housing. This includes any wax burners and wall plug-ins.

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

Suspension: Exclusion from University 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 University premises, privileges, and activities.

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

Withholding Degree: The University 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:

Appeals Process: The outcome may be appealed by the student. Appeals must be received in writing by the Chair of the Goodwin University Appeals Board within 48 hours of the outcome by the Student Conduct Board. All appeals will be considered based solely on the following grounds:

- A Question of Evidence: The existence of new evidence that was not available at the time of the hearing.
- A Question of Sanctions: The sanction imposed was not in keeping with nature of the offense.
- A Question of Process: The occurrence of a substantive violation, mistake, or error during the conduct meeting that has significantly altered the outcome of the decision/sanction.

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

The GUAB 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.

Student Conduct Hearing Process (Non-Academic/Non-Title IX Misconduct)

1. Notification of Incident: A formal notification of alleged code violations will be given to the student within 3-5 business days of an incident stating that the student is in violation of the code of conduct and will need to be present for a hearing on day, time, location, and listed code violations.
2. Hearing: Depending on the severity of the case, The Vice President of Student Affairs will determine whether the student will sit in front of the conduct board or a conduct administrator. The hearing board may be comprised of two or more, faculty, staff members or any combination.
3. Record of Hearing: The University reserves the right to record all hearings. This recording is property of the University and no other recordings are to be made of the proceedings.
4. Opportunity to Present a Defense: The accused will be afforded the right to present defense including the submission of evidence and the right to question the accuser in writing only.
5. Non-Appearance of Accused Student: Failure to appear for scheduled hearing will result in the meeting held in the student's absence. The University reserves the right to carry on the proceedings without the student, unless extenuating circumstances resulted in the student's absence. The Vice President of Student Affairs

will have the final say as to whether or not a student's circumstances warrant an excusable absence and reason for rescheduling the hearing.

6. Admission of Persons to Hearing: All hearings will be considered "closed" hearings. Only relevant persons including the accused, conduct board, security (as needed), advisors, attorney, parent/guardian and others deemed necessary by hearing board will be permitted. Hearing board officials in training will be permitted, as needed.
7. Right to an Advisor or Attorney: The accused student has the right to consult with the support person of their choice (Parent/Guardian, Attorney, Counselor, etc.) in preparation of their defense. The accused student also has the right to have the support person sit with them at the hearing and consult privately with the person, however the support person will not be permitted to speak or advocate during the hearing. The advisor cannot be a current student of the University.
8. Prior Disciplinary Sanctions/Outcomes: Any prior disciplinary record may be used to determine whether or not a student is responsible for the incident in question. The prior record may also be used to determine sanctioning.
9. Written Notice of Outcome: The student will be given a written notice of decision at the hearing, including sanctions (if any). A formal follow-up letter with the decision will be sent by email and US postal mail. The student will be asked to sign an acknowledgment. If the student refuses to sign or the student failed to show up, the members of the hearing board may sign instead. Under no circumstances will a student's refusal to sign postpone or change the sanctioning outcome.

All students at Goodwin University 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 University's mission and values will be referred to the General Conduct Board for review.