CONDUCT PROCEDURES

An initial incident report describes the alleged behavior and relevant facts and details relating to the incident at issue and identifies witnesses where appropriate. Initial information about an incident is submitted or released to residential life staff, the Public Safety Department or the Dean of Students Office for appropriate action.

Upon receipt of the information and, if necessary, a completed investigation by a university investigator, the assigned conduct officer schedules a conduct meeting, which is usually held within ten business days following the receipt of the information or investigation report. A notice of the time, date and place of the meeting is sent to the student via electronic mail.

A request for postponement of up to five additional business days for a conduct meeting can be made to the conduct officer. The request must be for good cause and is subject to the availability of the conduct officer. The parties involved are responsible for checking their Quinnipiac email accounts during examination and vacation periods. Not checking the student’s email account is not an acceptable request for postponement. Conduct cases are heard as scheduled with or without the student present, and regardless of a student's withdrawal from the university.

Upon review of an incident, speech or conduct involving an admitted but not yet matriculated student, the university will offer the student an opportunity to attend a conduct meeting or appeal meeting.

Student Procedural Rights in the Student Code of Conduct Process

A student who has been charged with a violation of the Student Code of Conduct is granted fundamental fairness in the form of the following rights as part of this process:

Notice – The right to be informed, in writing, of the specific alleged violation(s) of the Student Code of Conduct and/or university policy, rule or regulation in which the student is suspected of involvement.

• Procedures – The right to be informed verbally and/or in writing of the conduct procedures.

• Information – The right to know the nature of the information at the time of the meeting and object to information being heard that is unrelated to the incident cited in the report.

• Witness Statements – The right to present written witness statements in a conduct meeting.

• Adviser – The right to have a Quinnipiac faculty or staff member (excluding any relative employed by the university) or student attend the meeting in the role of adviser. This individual may not address the conduct officer, but may consult freely with the student. Legal counsel/attorneys, parents and/or family members and students involved in the underlying incident are not permitted to attend any conduct meeting as an adviser.

• Meeting – The right to request a postponement, subject to the availability of the conduct officer, of up to five business days from the original conduct meeting.

• Privacy – The right to have all records, files and proceedings kept appropriately private.

• Written Decision – The right to have a written decision letter documenting the results of the conduct meeting.

• Appeal – The right to request an appeal of a conduct meeting, if found responsible. Students who fail to attend their conduct meeting forfeit their right to request an appeal.

Witness Statements

Witnesses are those individuals who provide information based on personal knowledge or experience of the incident. The conduct officer has the option of communicating with witnesses as necessary. Character statements are not considered valid witness statements.

Conduct Meeting

The conduct officer, the student and their adviser, and a member of the Dean of Students Office or appropriate university staff member are the only individuals permitted to participate at a conduct meeting, except that the university reserves the right to have university counsel present at any conduct meeting.

The conduct officer reviews the procedural rights of the student. The incident report may be read and the alleged violations based on the report are explained. The student is asked to declare if they are responsible for any of the alleged violations.

The student presents their information, which may include witness statements acquired by the student. After the presentation, the conduct officer engages in a conversation with the student. The conduct officer decides if the student is responsible or not responsible for the charged violations. The sanction may be announced and explained either at the meeting or within three business days as determined by the conduct officer. At the time the decision is rendered, the student signs the conduct meeting agreement acknowledging the finding and sanction. The student has the right to request an appeal, if found responsible for any violation.

Recordings and Disciplinary Records

Students are not permitted to record conduct meetings. Disciplinary records, excluding dismissals and expulsions, are retained electronically for seven years after the incident date. All dismissal (if the student does not return to Quinnipiac) and expulsion records remain permanently on file. All conduct meetings are closed. The university does not permit the release of any recordings or disciplinary records to parties outside the university.

Findings

The student must receive the decision of the conduct officer in writing within three business days after the conduct meeting.

Sanctions

Violations of the Student Code of Conduct may bring one or more sanctions. Sanctions include, but are not limited to:

1. Expulsion—The permanent separation of the student from Quinnipiac University, university-related events/activities and Quinnipiac-owned, operated or leased property. All expulsions will appear on the student’s transcript.

2. Dismissal—The separation of the student from Quinnipiac University, university-related events/activities and Quinnipiac-owned, operated or leased property for an indefinite period of time. Readmission to Quinnipiac may be possible in the future by petition and demonstration of satisfactory completion of conditions set forth by the student’s decision letter to the appropriate conduct officer, after the date noted in the decision letter.
3. **Suspension from the University**—The immediate exclusion from classes, Quinnipiac-sponsored internships, externships or clinical assignments, residence halls and university-owned, operated or leased property. Suspension occurs for a specific period of time at the end of which a student is reinstated to their former student status.

4. **Deferred Suspension from the University**—A suspended removal from Quinnipiac University for a period of time. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.

5. **Suspension from the Residence Halls**—A suspension and removal from the residence halls for a period of time. Students who are suspended from the residence halls may not reside in or visit any university-owned residential facility.

6. **Deferred Suspension from the Residence Halls**—A suspended removal from Quinnipiac University residential living area. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.

7. **Campus Restriction**—The prohibition of a student from being present in a particular building or area of Quinnipiac property and/or taking part in a particular university-sponsored activity.

8. **Disciplinary Probation**—A period of time, not to exceed one calendar year, determined by the conduct officer, during which the student’s actions are subject to close examination. Sanctions attached to disciplinary probation may include, but are not restricted to, the following:
   - Denial of the right to participate in certain Quinnipiac activities, or eligibility to represent Quinnipiac in any co-curricular activity or athletic event,
   - Prohibition from holding office in any student group or organization.

9. **Loss of Privileges**—A student is prohibited from participating in designated social events or activities, such as, but not limited to: attending athletic events, senior week, campus concerts, participation in student organization activities or other university events/activities.

10. **Student Conduct Warning**—A notice to the student informing them that further violations of the Student Code of Conduct may result in more severe sanctions, including placement on disciplinary probation.

11. **Restitution**—The student is required to make payment to Quinnipiac for damages incurred as a result of violations of the Student Code of Conduct.

12. **Fines**—Students may be fined for violations of specific policies or procedures as outlined in the Student Handbook and/or other published or distributed materials.

13. **Removal of Property**—A student may be requested to remove property that disturbs others, endangers an individual’s health or safety or is involved in a violation of the Student Code of Conduct.

14. **Educational Sanctions**—Additional sanctions such as facilitating a program, writing a paper, attending a program/class, or completing an online program may be a part of any disciplinary sanction assessed for violations of the Student Code of Conduct.

Notification of any of the above may be sent to appropriate Quinnipiac offices and parents/legal guardians.

**Appeals**

Conduct decisions may be appealed. Requests for an appeal will be reviewed by an appeal officer who is appointed by the director of student conduct and community standards. To request an appeal, the student must specify the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting. Appeals are accepted for the following grounds:

- Additional relevant information has been discovered that was not available at the time of the conduct meeting.
- An error in the conduct process, as outlined in the Student Procedural Rights or the Student Code of Conduct process that materially affected the outcome of the conduct meeting.

Students must submit a completed Request for Appeal Form within two business days after receipt of the conduct meeting decision for the appeal to be considered. The letter of appeal must be completed by the student and submitted directly from the student’s Quinnipiac account. Sanction(s) imposed by the conduct officer may be held in abeyance by the director of student conduct and community standards until the appeal is acted upon by the appeal officer. When the student is suspended from the residence halls or the university pending a conduct meeting, the suspension status remains as stated pending the appeal meeting. If it is determined the sanction is to be held in abeyance, it is not official until the formal letter of appeal is filed and the director of student conduct and community standards has issued such a determination in writing. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome of the original meeting. Students who fail to attend their original conduct meeting forfeit the right to request an appeal.

The appeal officer determines whether or not there are grounds for an appeal meeting. If the appeal officer determines that an appeal meeting should be granted, they may conduct a formal appeal meeting. Similar to the conduct meeting, students may bring an adviser to the appeal meeting, but legal counsel/attorneys, parents and/or family members are not permitted to attend. Parties from the initial conduct meeting, involved in the investigation and/or identified in the documentation may be called to attend the appeal meeting or spoken to separately by the appeal officer. If the sanction imposed by the conduct officer is expulsion, dismissal or suspension from the university, an appeal meeting is automatic should the student request one.

The appeal officer may decide:

- To concur with the conduct officer. In this case, the initial decision is final.
- To modify the finding(s) and/or sanction(s) decided by the conduct officer(s).

The appeal decision is final.