



# HONOR CODE

2011-2012

## DEANS

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# DEAR STUDENTS

Much has been written throughout history about this word honor. It is perhaps one of those oft-used words that many utter but few fully comprehend. Ask ten people what it means and you may well get ten answers. What then does it say about a university that chooses to have a “code” of honor? It presumes, of course, that we must all understand its meaning, for how could one remain in good standing with a code one does not understand?

The policies written within these pages are designed to help you better understand the details of our Honor Code, how you can remain in good standing at Queens University of Charlotte, and what happens when you violate a university policy. Our policies, procedures, rights, and responsibilities offer a glimpse into how we as a university define honor. Yet a study of these policies and procedures will nevertheless leave you with an incomplete understanding of our Honor Code. It is only by reading carefully the words on the opposite page, and by choosing to live your life on campus and beyond in accordance with those words, that you can come to an understanding of what it means to be an honorable man or woman at Queens. This is the pledge you all made when coming to Queens. Your signature on our admissions application was your commitment to abide by our Honor Code. Many of you signed the Honor Code as part of our “Sed Min” program.

So while we encourage you, in fact implore you, to read carefully all the policies and procedures listed in this booklet, it is a few simple words that matter most. These words – integrity, truthfulness, respect, -- to name just a few – have been in existence for many years at Queens. They speak to you through time. The countless students who came before you and cherished these ideals and lived, and still live, by the principles inherent in the Honor Code ask constantly about whether our current students still cherish these words. How we answer that question depends on your actions each and every day. What say you? Do they matter?

It is our sincere hope you will carefully review the document you hold in your hands and abide by the policies within. We also hope you will someday look back upon your days at Queens and ask some future dean, “Do the Queens students still cherish the Honor Code as much as I did when I was a student?”

# WHY HAVE AN HONOR CODE?

Queens University of Charlotte is firmly committed to principles of honor and prides itself on the spirit of trust that exists among all of its members. At the very heart of Queens University of Charlotte is the Honor Code. The Honor Code is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens University of Charlotte is the keystone of the university's belief that its students should act honorably and responsibly in all aspects of life, both on- and off-campus. The Honor Code incorporates the high principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature women and men who act responsibly at all times and to promote a community based on the principles of responsible citizenship, mutual trust and respect.

The Honor Code is binding on all members of the university community and applies to all phases of life at the university.

An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for his or her actions. All Queens students are responsible for their personal conduct at all times and shall be subject to review, including possible suspension, for behavior that discredits themselves or the university. As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission.

The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Code.

## THE QUEENS UNIVERSITY OF CHARLOTTE HONOR CODE

As a member of the Queens community,  
I will endeavor to create a spirit of integrity  
And honor for its own sake at Queens University of Charlotte.

Academic pledge: I pledge truthfulness and absolute honesty  
in the performance of all academic work.

Community pledge: I pledge to be truthful at all times, to treat others with  
respect, to respect the property of others and to adhere to university policies.

Accepting both the privileges and responsibilities of living by this code of honor, I resolve to  
uphold this code and not to tolerate any violations of its spirit or principles.

# THE ACADEMIC PORTION OF THE HONOR CODE

## A ACADEMIC DISHONESTY

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Academic Dishonesty may take many forms including, but not limited to, lying to gain an academic advantage, falsification of data, evidence of achievement, or records.

For example:

- Signing an attendance form for an absent student
- Lying about the reason for missing a class or required event
- Lying to get an extension on a project deadline
- Fabricating data for a class
- Fabricating evidence of completion of an assignment

## B PLAGIARISM

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Plagiarism is the intentional or unintentional act of using the work and/or ideas of others without appropriate acknowledgement. Included in the act of plagiarism are the following: failing to cite and document sources, using false citations of sources; claiming papers that have been written by others as your own; and using unintentional incorrect citations and documentation. This list is not all-inclusive, so talk with your professors if you are unsure.

## C CHEATING

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Cheating is defined as using trickery, deceit, or fraud to gain an unfair advantage.

For example:

- Glancing briefly at another's exam
- Exceeding the allotted time for an exam or assignment
- Unintentionally leaving notes where another can make use of them
- Possessing or using a prepared "crib sheet"
- Passing exam information to another who has yet to take the exam
- Substantial use of another's work
- Forging a grade

Any member of the campus community may bring forward an alleged academic violation of the Honor Code. The allegation is brought to the Associate Vice President for Academic Affairs, who notifies the dean of the school or college of the involved faculty member.

**For example:**

- If the alleged violation occurred in an arts, sciences, humanities, or mathematics class, the dean of the College of Arts & Sciences would be responsible for the handling of the process.
- If the alleged violation occurred in a communication class, the dean of the Knight School of Communication would be responsible for the handling of the process.
- If the alleged violation occurred in a nursing class, the dean of the Blair College of Health would be responsible for the handling of the process.
- If the alleged violation occurred in an education class, the dean of the Cato School of Education would be responsible for the handling of the process.
- If the alleged violation occurred in a business class, the dean of the McColl School of Business would be responsible for the handling of the process.

The dean will consult with the affected faculty member and determine whether the violation will be addressed by the faculty member and student or will continue through the formal process of the honor council.

- I. First time or relatively minor violations can be addressed in the following manner if the dean and faculty member feel this is the appropriate response.

The instructor will meet with accused student after consultation with the dean or dean's designate, describe the allegation, and discuss possible options. There are two possible outcomes of this process:

- 1) The student accepts responsibility and agrees to the sanctions outlined by the instructor. The student and instructor complete the Adjudication Form provided by the dean's office which becomes a part of the student's educational record.
- 2) The student either declines to take responsibility or refuses to accept the recommended sanctions. In either instance, the case is forwarded back to the dean's office, which will follow the process outlined below for a formal Honor Council Hearing.

- II. Multiple offenses, more serious violations, or cases that involve students currently on disciplinary warning or probation will be addressed in the formal process of an Honor Council Hearing. If a Hearing is to be held, the following process will be followed:

- 1) The accused student meets with the dean or dean's designee, who reminds the student of the hearing procedures outlined in this booklet and answers questions the student may have about the process.
- 2) The dean's assistant will contact the Honor Council and arrange the hearing in accordance with the procedures outlined at the end of this document.
- 3) The hearing will be held in accordance with the procedures outlined at the end of this document.

## HONOR COUNCIL: UNDERGRADUATE PROGRAMS

The Honor Council is comprised of both traditional undergraduate and adult undergraduate students. Faculty serve as advisors to the Honor Council and also attend and vote in hearings. Officers in the Honor Council are elected by their peers and consist of the President, two Vice Presidents who also serve as investigators, and the Secretary.

A hearing panel consists of 3 students and 2 faculty members, all of whom have voting privileges. Also present, without voting privileges, are the Presiding Officer (who votes only in the case of a tie), the Investigator, the Chair of the hearing (the dean or dean's designee), and an advisor if the student has chosen one (see Procedures section at the end of this document). Whenever possible, the council will consist of the student's immediate peers (e.g. adult students if the accused is an adult undergraduate; traditional undergraduates if the student is a traditional undergraduate). However, inability to provide a panel consisting of the student's peers does not constitute any violation of due process.

After hearing the evidence and discussion, the panel arrives at a finding of "Responsible" or "Not Responsible." If the finding is "Responsible," the panel also determines the appropriate sanction(s). Disciplinary sanctions imposed by the Honor Council do not become effective until the relevant academic dean has approved the sanction.

The Honor Council offers an advisor, as a resource, for any student accused of an academic Honor Code violation. Please see the Procedures section at the end of this document for more information about the role of the advisor.

## HONOR COUNCIL: GRADUATE STUDENTS

Each academic unit has a Student Qualifications Committee that will hear cases involving alleged academic violations by graduate students. The dean of the relevant academic unit will chair the hearing.

# ACADEMIC VIOLATION PROCESS FLOWCHART

## Student is accused of an academic violation.

- Faculty member informs student of the accused violation. When possible, the faculty member meets with the student.

Faculty member reports the violation to the Associate Vice President of Academic Affairs (AVPAA) OR the dean's office where the faculty member is housed if there is no AVPAA via an Incident Report.

If AVPAA, s/he notifies the faculty member's dean's office within 3 business days of receiving the report. The following three things are communicated.

- If the student has any prior offences.
- The incident report and any supporting documentation.
- Recommendation on how the dean's office might choose to proceed.

Dean makes the decision to have a hearing or requests that the faculty member adjudicate.

- The dean meets with the student and encourages the student to inform his or her academic advisor.
- The dean will consult the faculty member and possibly the AVPAA.
- At any time during the process the faculty member or AVPAA can request a hearing.
- For any reason, at any time during the process, the student can request a hearing.
- If a student pleads "not responsible," or if the academic dean feels sanctioning beyond a warning may be warranted, there is a hearing.

There is no hearing. Through consultation with the dean, the faculty member decides on the sanction and meets with the student to inform him/her of the results. The outcomes of the course and a disciplinary warning are documented.

The Graduate Hearing Board is convened by the dean's office to hear the case. The hearing board decides whether to find the student responsible and, if needed, issues sanctions.

The Honor Council is convened by the dean's office to hear the case, as outlined in the Honor Council Constitution. The Council decides whether to find the student responsible and if needed, issues sanctions.

If an appeal hearing is required by the honor code booklet guidelines, the AVPAA or dean will oversee and convene the appeal hearing

The academic dean's office notifies the student, the faculty member, and the AVPAA of the results in writing. The AVPAA notifies the Registrar's Office, and if the student is a traditional undergraduate, the Office of Student Life is also notified. For Hayworth students, the Hayworth College is notified.

# THE COMMUNITY PORTION OF THE HONOR CODE\*

The following is a list of Community Violations of the Honor Code at Queens University of Charlotte.

A description of each violation follows.

- A Alcohol Policy
- B Sexual Misconduct Policy
- C Computer Usage Policy
- D Drug Policy
- E Trespassing
- F Fire/Safety Policy
- G Weapons Policy
- H Hazing Policy
- I Theft of Goods, Services, or Information
- J Assault
- K1 Harassment/Verbal or Written Abuse
- K2 Harassment/Verbal or Written Abuse Based on Race, Creed, Religion, Gender, National Origin, Disability, or Sexual Orientation
- L Vandalism
- M Disorderly Conduct
- N1 Failure to Comply with a University Official
- N2 Failure to Comply with Honor Code Procedures or Sanctions
- O Traffic Policy
- P Providing False Information to University Officials
- Q Littering
- RH1 Possessing Common Area Furniture
- RH2 Possessing Unapproved Electrical Appliances
- RH3 Pet Policy
- RH4 Residence Hall Safety Policy
- RH5 Window Policy
- RH6 Visitation Policy
- RH7 Noise Policy
- RH8 Candles/Incense/Open Flame Policy
- S Smoking Policy
- T Violation of Local/State/Federal Laws

\*Note that some of the community violations apply only to traditional undergraduate students, such as violations that occur in residence halls.

## A ALCOHOL POLICY

Students who are 21 years of age or older may possess and/or consume alcohol in their residence hall room or in the room of another student who is 21 years of age or older. The amount of alcohol a student may possess (including full, empty, or partially emptied containers) is limited to 750 ml of liquor, or six beers or wine coolers, or one liter of wine per student who is 21 years of age or older. Anything in excess of this amount of alcohol is considered a common source of alcohol and is not permitted. Students who are of legal drinking age, living with students who are not of legal drinking age, are permitted to possess alcohol in their rooms. Students who are of legal drinking age living off campus are held to state and federal laws regarding alcohol consumption and subsequent behavior, but certain behavior that occurs as a result of excessive drinking can be considered a violation of the Queens Honor Code (e.g. fighting, sexual misconduct, property damage).

The following are not allowed at Queens University of Charlotte and are considered violations of the alcohol policy:

- Possessing or consuming alcohol if under 21 years of age.
- Purchasing, furnishing, or serving alcohol to anyone not of legal drinking age.
- Possessing or consuming open containers of alcohol, regardless of age, outside of a residence hall room or university approved BYOB event.
- Possessing a common source of alcohol. Under no circumstances are students living on campus allowed to possess kegs or beer balls.
- Being dangerously intoxicated. Being dangerously intoxicated includes but is not limited to being unresponsive and/or incoherent, staggering, slurring speech, and/or acting in a disruptive manner. In situations where a traditional student is believed to be dangerously intoxicated, the Dean of Students or designee will contact the parents or guardians to notify them of the situation.
- Displaying alcohol beverage containers or empty cartons. This includes, but is not limited to, pyramids made of cans or bottles, empty beer cases, signs in windows, empty alcohol containers, and alcohol containers filled with non-alcoholic substances.
- Being in the presence of alcohol if under the age of 21, unless attending a University approved BYOB event, or living in a room with a student who is 21 years of age or older.
- Hosting a visitor/guest who possesses or consumes alcohol, if the host is not of legal drinking age.

During times of emergency or crisis on campus, the Dean of Students may designate the campus as “dry,” meaning no students may possess or consume alcohol, regardless of age. Possessing or consuming alcohol during a designated “dry” period is considered a violation of the alcohol policy.

### ALCOHOL AT EVENTS

Recognized student club and organizations may host events on campus with alcohol. Students and student organizations are expected to conduct themselves in accordance with all local, state, and federal laws, as well as with the policies in the Honor Code booklet, and they assume full responsibility for their activities and events. The university assumes no responsibility for any liability incurred at any event not sponsored by the university where alcohol is served and/or sold. Student organizations wanting to host an event where alcohol is provided must complete a Student Alcohol Event Request, available through the Office of Student Activities. They must return the completed form two weeks prior to the event. Student organizations will then meet with the Director of Student Activities to review the detailed alcohol event guidelines and policies before the event will be approved.

The following are guidelines for students attending and consuming alcohol at approved events:

- All students who are 21 years of age or older must have a wristband in order to consume alcohol.

- Students must present a government issued ID in order to obtain a wristband.
- Any student found to be dangerously intoxicated, behaving inappropriately, violating any laws, or acting in a disruptive manner may face judicial charges through the Queens and/or criminal charges.
- Students are responsible for the possession and security of their own alcoholic beverages. It is the responsibility of the of age student to be sure his or her drink is not consumed by anyone who does not have a wristband.
- Underage drinking at any alcohol event is prohibited.

#### **Alcohol Allowed:**

- Only 12 once beers, containing no more than 6% alcohol are allowed. For outdoor events, beer must be in cans or poured into cups.
- Wine must be served in 4 oz cups.

## **B SEXUAL MISCONDUCT POLICY**

Queens University of Charlotte strives to create a community where all members feel respected and act in a responsible manner towards each other. Any act of sexual misconduct is considered an egregious offense to the victim involved as well as to the community at large. The university will respond and investigate thoroughly all reports of sexual misconduct. Examples of sexual misconduct include:

- **Sexual Harassment:** The determination of what constitutes sexual harassment varies depending on the circumstances of each individual situation, but it generally encompasses any sexual attention without explicit consent, be it verbal, visual, or physical.
- **Sexual Assault:** Sexual assault is defined as any sexual touching, either directly or over clothes, however slight, with any body part or object, without explicit consent. It is also considered sexual assault if the victim is forced to touch the intimate parts of the perpetrator.
- **Rape:** Rape is defined as sexual penetration (anal, oral, or vaginal) of the victim by any part of the perpetrator's body or other object, without explicit consent. It is also considered rape if the victim has a reasonable fear that the victim or another will be injured if the victim does not give explicit consent, is incapable of giving explicit consent or is prevented from resisting due to physical or mental incapacity, which may include but is not limited to the influence of drugs or alcohol, or if the victim suffers from a mental or physical disability. Intimidating environment:
  - Creating an environment that is intimidating, hostile, or offensive to others.

Each of the definitions above includes the term explicit consent. Explicit consent is defined as mutually understandable words or actions, freely and actively given that indicate a willingness to participate in mutually agreed upon sexual activities or actions. Explicit consent is mutually understandable when a reasonable person would consider the words or actions of the parties involved to do the same thing, in the same way, at the same time. In the absence of mutually understandable words or actions, it is the responsibility of the initiator of the sexual activity to make sure they have explicit consent from their partner.

## **WHERE DO I GO FOR HELP?**

Traditional undergraduate students who believe they may have been sexually assaulted or victims of any violations of the sexual misconduct policy should call the Dean of Students Office at 704 337-2226, Campus Police at 704 337-2306, or the Health and Wellness Center at 704 337-2220. There is never any pressure placed upon a student who has been assaulted or harassed; choices and support are given, and the decision to report or prosecute primarily rests with the victim.

Adult undergraduate students who believe they may have been sexually assaulted or victims of any violations of the sexual misconduct policy should call the Dean of the Hayworth College at 704 337-2273, Campus Police at 704 337-2306, or the Health and Wellness Center at 704 337-2220. There is never any pressure placed upon a student who has been assaulted or harassed; choices and support are given, and the decision to report or prosecute primarily rests with the victim.

The Counseling Center, Dean of Students Office, and Campus Police are available for informal discussions if you feel you need information about what constitutes sexual harassment. Formal complaints of sexual harassment should be brought to Campus Police or the Dean of Students Office.

In cases in which a student chooses not to file a formal complaint, the university may still take appropriate action consistent with the complainant's need for confidentiality. The university is committed to protecting those filing complaints from inappropriate retaliation.

## C COMPUTER USAGE POLICY

Just as individuals have rights regarding their material possessions, they also have rights to their intellectual property and the configurations of the electronic environments they create for themselves or that have been established for their use. Removing, copying, altering or destroying intellectual property in electronic format, or altering or destroying an electronic environment, is the equivalent of theft, destruction of property or vandalism.

Students are granted access to university network resources which provide access to the global Internet and other technological resources. The university expects all members of its community to comply with U.S. copyright laws as a condition of use for network resources. Be aware that the unauthorized downloading and sharing of music files through services such as KaZaA and Morpheus is in most cases a felony violation of Federal Copyright Law and a violation of the Queens Computer Usage Policy.

## D DRUG POLICY

The use, possession, presence, sale and/or distribution of illegal drugs (as defined by federal, state and local laws) and/or drug paraphernalia (including hookah pipes) on and/or off campus can lead to disciplinary action and/or possible criminal action. The use of illegal drugs is physically and mentally harmful and often interferes with the user's ability to function adequately in his/her academic and social life and often impinges upon the social and academic rights of the rest of the community. Special efforts are made to keep drugs off campus and to prevent the presence of illegal drugs on campus.

## E TRESPASSING

Trespassing, forcefully entering premises without authorization or gaining access to an unauthorized area are considered violations of Queens University of Charlotte policy.

## F FIRE/SAFETY POLICY

In order to minimize the risk associated with fire in any community, the following are considered violations of the Fire/Safety Policy:

- Falsely reporting fire, bomb threat, or other emergency
- Pulling a fire alarm when no fire is evident
- Setting a fire, either accidentally or intentionally
- Possessing or using flammable or highly combustible materials

- Tampering with or misusing fire/safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm systems or smoke detectors, or doors with alarms
- Possessing or using fireworks or explosives
- Failing to leave a building when a fire alarm is sounding or when being so directed by a University staff member

## G WEAPONS POLICY

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" includes, but is not limited to, revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over five inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus.

## H HAZING POLICY

No student shall, individually or by joining with one or more other persons, engage in any act of hazing. Hazing is defined as follows:

- Subjecting an individual to cruel horseplay.
- Harassing or punishing by imposition of disagreeable tasks.
- Frightening, scolding, beating or annoying by playing abusive tricks upon an individual.

The university prohibits any action that subjects a recruit, initiate, or member of a student organization to activities that are personally demeaning or involve substantial risk of physical, emotional, or psychological injury. Such acts include both organized rites of initiation and informal activities. Hazing may include, but is not limited to, any brutality such as paddling, whipping, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, or other substances, or any forced physical activity that could adversely affect the physical health and safety of an individual. Hazing shall also include any activity that would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact or forced conduct that could result in extreme embarrassment or adversely affect the mental health or dignity of an individual.

## I THEFT OF SERVICES, GOODS, OR INFORMATION

The following are considered theft of services, goods, or information at Queens University of Charlotte:

- Stealing and/or possessing without authorization any property or services from another person, group of people, or the university.
- Embezzling, defrauding or procuring any money, goods or services under false pretense.
- Possessing, purchasing or receiving property, money or services knowing them to have been stolen or embezzled.
- Issuing a check on campus knowing that it will not be honored when presented for payment.
- Duplicating keys, computer access codes and/or other devices without proper authorization.
- Unauthorized use of long distance caller identity codes, University ID cards, or laundry facilities in the residence halls.
- Unauthorized use of the computer systems, computer access codes, disks or files, or accessing restricted areas of computer services. Any forgery, alteration, unauthorized possession or misuse of University documents.

## J ASSAULT

Striking, or in any way threatening or causing physical harm to another person is a serious violation of Queens University of Charlotte policy.

## K-1 HARASSMENT/VERBAL OR WRITTEN ABUSE

The university prohibits conduct that prevents free academic interaction and opportunities or creates an intimidating, hostile or offensive study or work or living environment. To that end, verbal or written abuse beyond reasonable expression of opinion, which is likely to cause another person humiliation, stress or psychological harm, or which is harassing in nature is considered a violation of Queens University of Charlotte policy.

## K-2 HARASSMENT/VERBAL OR WRITTEN ABUSE BASED ON RACE, CREED, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITY OR SEXUAL ORIENTATION

The university values a diverse community and endeavors to create an atmosphere that is free from all forms of discrimination and harassment. Thus, verbal or written abuse based on race, creed, religion, gender, national origin, disability, or sexual orientation is particularly offensive and is considered a violation of Queens University of Charlotte policy.

## L VANDALISM

Destroying or vandalizing property, or intending to destroy or vandalize property is a violation of Queens University of Charlotte policy.

## M DISORDERLY CONDUCT

Disturbing the peace, disrupting lawful, orderly activities of others or rioting is considered disorderly conduct and is a violation of Queens University of Charlotte policy.

## N1 FAILURE TO COMPLY WITH A UNIVERSITY OFFICIAL

Students are expected to comply with the reasonable directives of University officials acting in performance of their duties. Failure to do so is considered a violation of Queens University of Charlotte policy.

## N2 FAILURE TO COMPLY WITH HONOR CODE PROCEDURES OR SANCTIONS

At the very core of Queens University of Charlotte is the Honor Code. The following are considered failure to comply with Honor Code Procedures or Sanctions:

- Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Honor Code.
- Contempt for disciplinary procedures including lying or failure to respond to a request for a meeting with university officials, including student judicial officers, during an investigation of a violation.
- Knowingly falsifying or misrepresenting information before a hearing body.
- Disruption or interference with the orderly conduct of a hearing body.
- Knowingly making false statements to influence the impartiality of a member of a hearing body prior to and/or during the course of a hearing.
- Harassing and/or intimidating a member of a hearing body or a witness.
- Influencing or attempting to influence another person to present false information or a false complaint.

## O TRAFFIC POLICY

Operating a vehicle in violation of public traffic rules/Campus Police parking regulations or in a manner as to endanger people or property, is considered a violation of Queens University of Charlotte policy. Because of the pedestrian nature of Queens, the speed limit on campus is 10 m.p.h. Students are also expected to follow all traffic and parking regulations at affiliated institutions or off site campuses.

## P PROVIDING FALSE INFORMATION TO UNIVERSITY OFFICIALS

Providing false information or fraudulent documents to University officials is considered a violation of Queens University of Charlotte policy.

## Q LITTERING

Queens University of Charlotte takes great pride in the beauty of our campus. Littering, including but not limited to throwing debris such as cigarette butts, paper, cans, bottles, etc. on the ground shall be considered a violation of university policy.

## RESIDENCE HALL (RH) POLICIES APPLY TO TRADITIONAL UNDERGRADUATES LIVING IN RESIDENCE HALLS:

### RH1 POSSESSING COMMON AREA FURNITURE

Lounges, study rooms, computer rooms, reception lobbies and other common areas are provided for the comfort and convenience of students. For this reason, furnishings in common areas should not be removed. Students who take these items to their rooms or elsewhere, on or off campus are cheating others of the right to enjoy them and will be subject to disciplinary action.

### RH2 POSSESSING UNAPPROVED ELECTRICAL APPLIANCES

Because of the electrical capacity of the residence halls, and because of the potential for fire, the following appliances are not allowed in the residence halls: electric ovens, hot plates, toasters, toaster ovens, sandwich makers, indoor grills, sunlamps, ceiling fans, hot air popcorn machines, and halogen lamps.

### RH3 PET POLICY

Pets other than fish in small aquariums, not to exceed 10 gallons, are not allowed in the residence halls.

### RH4 RESIDENCE HALL SAFETY POLICY

All carpeting, furniture and other miscellaneous personal items used in the residence hall rooms must be fire retardant. Wood paneling, particleboard, room partitions, space heaters and decorations, such as parachutes, fishnets, ceiling fans, and excessive numbers of posters are not allowed. Extension cords are not permitted in your room, but "UL" approved power strips are. No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only be used in ways appropriate to their construction. Waterbeds are not permitted. All of these policies help to promote a safer environment for all residents. Students are not permitted to paint residence hall rooms, bathrooms or common areas.

Due to the potential danger to lives and property and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Unauthorized entry into any restricted, locked, or closed residence hall space, basement or roof top. Unauthorized duplicating, lending or borrowing of room keys or access cards. Keys and access cards are intended for use by the person to whom they were issued. Students should not lend their keys or access cards to others.
- Interfering or tampering with residence hall security systems.
- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls. This includes engaging in sports (e.g. golf, lacrosse, soccer, hockey, etc.) within the residence hall.
- For everyone's safety and security, no more than eight people are allowed in one residence hall room (except doubles in Wireman and quad corner rooms in West, where 10 students are allowed).

## RH5 WINDOW POLICY

Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may damage the window or screen. In order to protect individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or hung from any residence hall window.

## RH6 VISITATION POLICY

A visitor is defined as any person who is not an assigned resident of a particular residence hall room. When hosting visitors, you are expected to conduct yourself in a considerate manner with regard to the rights and needs of your roommate/suitemate. All roommates/suitemates must approve of hosting a visitor and the length of stay before a visitor arrives. Hosting a visitor should not interfere with your roommate's right to his/her room. Communication with your roommates/suitemates is an essential part of hosting a visitor. The Residence Life staff is available to assist with this communication when necessary.

The following guidelines apply to residence hall visitation:

- No visitors or guests under the age of 17 are allowed unless accompanied by a parent or legal guardian or sponsored by an office or department of the university as a prospective student.
- Off-campus visitors must be escorted at all times in the residence halls. Current residential students are not required to be escorted when visiting another residence hall on campus. However, all other visitors, including current off-campus Queens students are required to have an escort when in the residence halls. The hosting student is responsible for ensuring that off-campus visitors comply with all residence hall policies and will be held accountable for the behavior of his/her guests.
- No visitor may be an overnight guest for more than two consecutive nights or for more than eight nights total during a semester. No overnight visitors will be permitted during final exam periods.
- Visitors are not permitted to abuse the visitation policy by residing in the residence halls. The Office of Residence Life reserves the right to distinguish between visitation and actual residence in a hall. Residential facilities may not be used by individuals who have not signed a housing contract with the university.
- Off-campus visitors must be escorted to and from the appropriate bathroom by a resident of the building. At no time should men be in a women's bathroom or women in a men's bathroom. In suite-style residence halls, guests of the opposite sex may use the suite bathroom as long as all residents of the suite agree.
- Partners of the same or opposite sex are not permitted to use the shower simultaneously in any residential facility.

Flagrant violations of visitation guidelines could result in the cancellation of visiting privileges, cancellation of the resident's housing contract, and/or other disciplinary action.

## RH7 NOISE POLICY

Academic success is of the utmost importance at Queens University of Charlotte. In order to support this, it is the primary right of every resident to be able to sleep and study in their residence hall room.

To that end, campus quiet hours are to be observed Sunday through Thursday 10:00pm to 8:00am (this includes Friday morning to 8:00am) and Saturday and Sunday from midnight to 8:00am. During Reading Day and throughout the exam period, quiet hours are in effect 24 hours a day beginning at 10:00pm the night prior to Reading Day.

## RH8 CANDLES/INCENSE/OPEN FLAME POLICY

For the safety of the residential community, the burning of candles and incense and the use of any open flame is prohibited. Students are permitted to possess candles for decorative purposes; however the wicks may not be burned. Candles with burned wicks are considered a violation of this policy.



“BE RESPECTFUL TO OTHERS AS YOU GROW...IF WE LACK RESPECT WITH ONE GROUP, THEN THERE IS A TENDENCY FOR THAT ATTITUDE TO SPREAD. IT BECOMES INFECTIOUS AND NO ONE IS SAFE FROM THE RAVAGES OF PREJUDICE.”

WALTER ANNENBERG

## S SMOKING POLICY

Smoking is not permitted in any building on campus, including residence halls. Smoking is not allowed in individual residence hall rooms. Smoking is also prohibited within 25 feet of building entrances, air intakes, and windows. Smoking is permitted in all other outside public areas on campus except the Trexler Courtyard and Diana Fountain area because they are considered high volume areas where many students, faculty, and staff members congregate.

## T VIOLATION OF LOCAL/STATE/FEDERAL LAWS

Any behavior that could be considered a violation of local, state, or federal laws is also considered violations of Queens University of Charlotte policy.

## PROCESS FOR COMMUNITY VIOLATIONS

Any member of the campus community may bring forward an alleged community violation of the Honor Code.

- If the alleged violation involves a traditional undergraduate student, the allegation is forwarded to the Dean of Students Office in the form of an incident report.
- If the alleged violation involves an adult undergraduate or graduate student, the allegation is forwarded to the Hayworth College Dean in the form of an incident report.

When an incident report is received, the Dean of Students (or his/her designee) or the Dean of the Hayworth College will contact the accused student to arrange a meeting to review the alleged violations and any charges stemming from these violations. Any student charged with violating Community Policies shall be subject to disciplinary procedures in accordance with the following options:

- The student may accept responsibility for the alleged violation during the initial meeting with the dean (or his/her designee), thereby waiving his/her right to a hearing. In doing so, the student accepts the sanction deemed appropriate by the dean.
- The student has a right to a hearing before an appropriate board, either the Campus Judicial Board or the Administrative Hearing Board. See description below. In most cases, the hearing will be before the Campus Judicial Board and on occasion, at the dean's discretion, the case may be heard before the Administrative Hearing Board.
- When possible, the accused student may decide how charges against him or her will be adjudicated. However, the dean retains final authority to decide how charges will be adjudicated. In some cases, the dean may refer cases directly to the Campus Judicial Board or the Administrative Hearing Board.

## IMMINENT DANGER

It is the responsibility of the Dean of Students Office for traditional undergraduates and the academic and Hayworth College Dean for adult students to ensure the health and safety of all students at all times. On occasion, it may be necessary for the Dean of Students office or an academic dean to act swiftly to protect the health and safety of the Queens community and to ensure the educational process on campus is not disrupted.

To that end, on rare occasions the Dean of Students or other deans may determine a student to be an "imminent danger" to themselves or others and that student may immediately, through administrative action, be removed from residence and/or temporarily expelled from the university. Imminent danger is defined as "more likely than not" to result in harm to self or others. Some examples include, but are not limited to, threats of harm to others, using/possessing illegal drugs on campus, self-injurious behavior, etc. Decisions about any administrative action can be appealed to the Vice President of Enrollment Management for traditional undergraduate students or the Vice President for Academic Affairs for adult students, who retain final authority on such appeals.

Administrative removal from the residence halls or expulsion does not presume responsibility on the part of the accused student and will only be used when there is enough evidence to proceed with a judicial hearing before the appropriate hearing board. A judicial hearing will be held as soon as possible following any administrative removal or expulsion. In nearly all cases, the student will be allowed on campus to attend their hearing. However, in situations where the Dean of Students or other relevant dean believes there continues to be an immediate and on-going risk to the community s/he reserves the right to have the accused student's input at their hearing occur by phone. If the accused student is found not responsible by the appropriate hearing board, any administrative action taken against the student will be immediately reversed. If the accused student is found responsible, any sanctions for the student will be determined by the hearing board.

## CAMPUS JUDICIAL BOARD (CJB): TRADITIONAL UNDERGRADUATE

The CJB is a student run and student elected group, charged with adjudicating alleged violations of the Community Honor Code. The Campus Judicial Board is comprised of nine members: The Chief Justice of the CJB (votes only in the event of a tie between the voting members of the CJB), six Executive Panel members (voting members), a faculty advisor (non-voting member), and a representative of the Dean of Students Office (non-voting member). The Chief Justice of the CJB leads all hearings according to the procedures outlined below and ensures appropriate procedures are being followed. The Chief Justice will meet with any accused student before the hearing, at the student's request. At this meeting, the Chief Justice will review the judicial process, advise the accused student of his/her rights, and answer any questions the accused student has regarding the hearing or the judicial process. The six executive panel members of the Campus Judicial Board will hear the evidence in the case and determine if the student is responsible or not responsible for the violation(s) with which he/she is charged. The faculty representative and the representative of the Dean of Students Office act as advisors to the Campus Judicial Board and do not vote. Disciplinary sanctions imposed by the CJB do not become effective until the Dean of Students has approved the sanction.

## ADMINISTRATIVE HEARING BOARD (AHB): TRADITIONAL UNDERGRADUATE

The AHB consists of five voting members: two students (selected from the following: Student Government Association Executive branch, Campus Judicial Board, and the Honor Council), and three faculty members (selected from the following: CJB Faculty Advisor, Honor Council Faculty Advisor, or an At-Large Faculty Member). The AHB is chaired by the Dean of Students.

## CAMPUS JUDICIAL BOARD FOR ADULT STUDENTS (CJB-AS)

The Campus Judicial Board for Adult Students is charged with hearing and adjudicating alleged violations of the Community Honor Code committed by adult students, who may be undergraduate or graduate students. The CJB-AS consists of the dean (who chairs the hearing), the relevant program administrators, one faculty member, and two adult students from the Honor Council. The Board imposes the sanction(s) or finds the student not responsible.

## APPEALS

In the interest of fairness, the recipient of disciplinary action has the right to appeal if sufficient grounds have been determined. It is the responsibility of the body of original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented.

All appeals must be submitted within 48 hours to the appropriate dean.

The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision will not be basis for consideration of an appeal. The grounds for considering an appeal is the presentation of facts that indicate:

- An error in procedural due process by the body of original jurisdiction that prejudiced the disciplined student to the extent that the student was denied a fundamentally fair hearing as a result of the error; or
- The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and that, had it been presented at the initial hearing, would have substantially affected the original decision of the adjudicating body; or
- A sanction of suspension, expulsion or dismissal shall result in an automatic appeal unless the student chooses not to appeal the case.

The appropriate dean (as outlined in procedures above) will make an initial determination as to whether sufficient grounds for appeal, based on the standards above, have been alleged. Appeals that do not allege sufficient grounds will be denied consideration and will be dismissed. Appeals that do allege sufficient grounds will be accepted for consideration. The dean may, at his or her own discretion, permit written or oral statements from the concerned parties at the time of appeal. The decision concerning the extent of the appeals hearing will be made by the dean in consultation with relevant parties and will be shared with the accused student at the time the appeal is approved or denied.

The appeal hearing will be conducted by the appropriate appellate body, chaired by a different person than the initial hearing. The options available to the appellate body are:

- Sustain the verdict and sanction
- Sustain the verdict, but alter the sanction
- Reverse the verdict
- Remand it to the original judicial body (to reconsider the penalty)

The Vice President for Enrollment Management of the university retains final authority on all appeals for traditional undergraduates for violations of the community portion of the Honor Code and subsequent disciplinary actions. The Vice President for Academic Affairs retains final authority on all appeals for community violations of the Honor Code for all adult students and for the academic portion of the Honor Code for all students.

The Appeals Hearing Board shall consist of five to six voting members, including three faculty members (selected from the following: Chair of the Faculty Administration Council, CJB Advisor, Honor Council Advisor, and /or a Faculty Member at Large) and two to three students (selected from the following: SGA President and/or an Executive Council Member, Honor Council President and/or another Honor Council Member, and the CJB President and/or a CJB Member).

The Associate Vice President for Academic Affairs will serve as the chair for the Appeals Hearing Board for academic violations of the Honor Code. In the event that the Associate Vice President is unavailable, an academic dean will chair the Appeals Hearing Board. The Dean of Student Life shall serve as chair for the Appeals Hearing Board for cases emanating from the CJB.

Individuals who served in a voting capacity for the original hearing either with the Honor Council, CJB, or the Administrative Hearing Panel are not allowed to serve in a voting capacity on an Appeals Hearing Board case.

## **Sanctions may include the following:**

- **Disciplinary Warning:** An official written clarification that a student's behavior is in violation of university regulations or standards. Disciplinary Warnings are often used for minor, first-time violations, although this is not always the case.
- **Disciplinary Reprimand:** An official written notification that a student's behavior is in violation of University regulations and standards and is not acceptable in the Queens community. Additional sanctions, such as restitution, community service, fine, etc, are typically coupled with a Disciplinary Reprimand.
- **Deferred Disciplinary Probation:** An official written notification that a student's behavior is in serious violation of University regulations and standards and that the student's standing with the university is in jeopardy. Any additional violations during the Deferred Disciplinary Probation period will automatically result in at least Disciplinary Probation for the minimum of one semester. The sanctioning body may issue a more severe sanction in addition to Disciplinary Probation if it sees fit. Students may continue to represent the university while on Deferred Disciplinary Probation.
- **Disciplinary Probation:** Probation for a period of time equivalent to at least one semester, but no more than two semesters, indicating that the individual's standing with the university is in jeopardy and that further negligent or willful violation will normally result in suspension, dismissal, or expulsion. During this period of Disciplinary Probation the student may not represent the university in any form or fashion, including University athletic competition, student leadership positions or any non-academic pursuit. However, the student may attend social, athletic, or non-academic events as a spectator.
- **Social Probation:** Probation for a period of time determined at the discretion of the hearing body, indicating that the individual is not to participate in social activities at the university. Social Probation restricts the student from attending programs and activities sponsored by and for the university community unless such attendance is an academic requirement.
- **Suspension from Residence Halls:** Prohibits the student from residing in any university-operated residence hall on either a temporary (as a guest) or permanent basis. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence halls during this period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the semester.
- **Community Service:** When deemed appropriate, the judicial body may also require the performance of a specified number of community service hours. This sanction will be fulfilled either on or off-campus. On-campus service will be in a designated department.
- **Educational Sanction:** When deemed appropriate, the judicial body may require performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person) or a public presentation or research paper on a designated topic. Educational sanctions also include required counseling or issues exploration and testing. These services, if off-campus, are to be at the student's expense.
- **Restitution:** When deemed appropriate, the judicial body may require restitution for damages or other payment of expenses incurred as a result of the student's actions. Restitution may be required to the university, a specific department or a specific individual as determined by the hearing.
- **Fines:** When deemed appropriate, the judicial body may levy fines, no greater than \$200, payable to the university for select policy violations. Fines will be used for student educational programs.
- **Suspension from the University:** Separates the student from the university for a specific period of time. Such separation prohibits attendance at any class, social event or other function or visiting University grounds or buildings unless by written permission. Reapplication for admission to the university is not required following a term of suspension.
- **Dismissal:** Separates the student from the university for a period of time no less than two full semesters and no greater than four academic years. Such separation prohibits attendance at any class, social event or other function or visiting University grounds or buildings unless by written permission. An individual wishing to resume studies after having been dismissed must reapply for admission to the university.
- **Expulsion:** Separates the student from the university. Such separation prohibits attendance at any class, social event or other function or visiting University grounds or buildings. An individual who has been expelled is ineligible for readmission to the university.

# COMMUNITY VIOLATION PROCESS FLOWCHART

Student is accused of a community violation.

- If the allegation involves a traditional undergraduate student, an incident report and/or a police report is forwarded to the Dean of Students Office
- If the allegation involves an adult undergraduate or graduate student, an incident report and/or a police report is forwarded to the Hayworth College Dean

The Dean of Students (or his/her designee) or the appropriate dean will contact the accused student and set up a meeting to review the alleged violations and any charges stemming from these violations.

The accused student has two options.

The student may accept responsibility for the alleged violation during the initial meeting, thereby waiving his/her right to a hearing. In doing so, the student accepts the sanction deemed appropriate by the dean. If a student chooses this option, there is no option for appeal.

The student is notified in writing of the outcome of the judicial action. A copy of this notification is kept in the student's file in the appropriate dean's office.

The student has a right to a hearing before an appropriate board, either the Campus Judicial Board or the Administrative Hearing Board.

The student is notified in writing of the outcome of the hearing. A copy of this notification is kept in the student's file in the appropriate dean's office.

The student may request an appeal hearing per the guidelines in the honor code booklet. If approved, the appropriate dean will convene the hearing.

Listed below are the procedures followed by all hearing bodies, including the Honor Council, Campus Judicial Boards, and Administrative Hearing Board and the Appeals Hearing Board:

## HEARING NOTIFICATION

Official notice regarding the time, date, location and the charges against the accused student will be communicated to the student in writing to his/her campus mail box or by Qmail, or in person. The notice will be delivered at least 72 hours before the date of the hearing, to allow the accused student adequate time to prepare for the hearing. Students may request to waive their right to 72 hours notice by putting such requests in writing to the university official who has contacted them about meeting about their alleged violation. Students most often request to waive their right to 72 hours notice at the end of the semester. Hearings for alleged violations must occur within 30 business days of the alleged violation (excluding break periods and periods when class is not in session.)

## FAILURE TO APPEAR FOR A HEARING

Hearings will be scheduled around an accused student's academic commitments. Students are expected to appear at their hearings at the time and date indicated in their notification letter. In the event an accused student does not appear for his/her hearing, the hearing will be conducted in his/her absence, with an additional charge of Failure to Comply with Honor Code Procedures or Sanctions.

## RIGHT TO PRESENT EVIDENCE AT THE HEARING

Students have the right to present evidence -- for example, a written statement or witnesses in the case on their behalf during their hearing. Anything the student wishes to present during their hearing must be provided to the appropriate judicial body at least 48 hours in advance of the scheduled hearing. Evidence must relate directly to the case and cannot be character references, comments from family members or friends, or other extraneous information. The chair of the hearing will decide what constitutes appropriate and inappropriate evidence.

## RIGHT TO REJECT HEARING BODY MEMBER

An accused student has the right to request that any one student, faculty member or staff member be removed from a hearing body. Only one such request may be made and it must be in writing, at least 48 hours prior to the hearing. For the Campus Judicial Boards and the Honor Council, the dean or dean's designee, in consultation with the leadership of the appropriate judicial body will consider the request and render a decision within 24 hours of the hearing. For the Administrative Hearing Board and the Appeals Board, the Chair, in consultation with the leadership of the appropriate judicial body, will consider the request and render a decision within 24 hours of the hearing. If the request is honored, an appropriate replacement may be sought. However, if appropriate, the hearing may move forward without a replacement.

## RIGHT TO AN ADVISOR

An advisor may assist an accused student at his/her hearing. The advisor must be a Queens University of Charlotte student, faculty, or staff member. Any member of the Hearing Body may serve as an Advisor for the case in question. The advisor cannot speak for the accused student; he/she may only advise the student. If an advisor is a member of the Hearing Body adjudicating the case, he/she cannot participate in the vote to determine responsibility in the case nor can he/she be involved in determining the sanction. The accused student must notify the appropriate judicial body at least 48 hours in advance of a hearing if he/she intends to bring an advisor.

## BURDEN OF PROOF

The Hearing Body will determine, by majority vote, whether a student is responsible for the violations he/she is accused of during the hearing. The determination will be based on the standard of whether it is "more likely than not" that the accused student has committed a violation. A student may be found responsible for a lesser charge if, after review of the reports, it becomes evident that a lesser offense has been committed. All materials upon which a decision may be based must be introduced for consideration at the hearing. Findings in the case will be based only on evidence submitted during the hearing.

## HEARING OUTLINE

All hearings will proceed in the following order (some variations may exist depending upon the hearing body):

1. Introductions
2. Reading of the Charge(s)
3. Student Plea (responsible or not responsible)
4. Presentation of evidence by the complainant and questions by the members of the Hearing Body
5. Presentation of evidence by the accused student and questions by the members of the Hearing Body
6. Closing remarks by the complainant and the accused student
7. Deliberation by the Hearing Body (finding of responsible/not responsible and any sanctions as a result of a finding of responsible)
8. Notification of Findings (to the accused student)

## NOTIFICATION OF FINDINGS

After the deliberation portion of the hearing, the accused student will be notified, verbally, of the findings in the case. Within three business days, the findings will also be communicated in writing to the accused student through his/her permanent address and to the student's Queens email address.

## PRIVACY OF THE HEARING

All hearings will be closed to people not directly involved in the hearing.

## HEARING RECORDS

All records, including all correspondences and notes (both formal and informal) will be kept in the student's file in the Office of Student Life for a period of four years after the student separates from the university for community violation by traditional undergraduates; academic violation files will be kept in Academic Affairs. Any sanctions involving suspension, expulsion, or dismissal will be kept on file permanently in the Dean of Students' office. All records are sole property of Queens University of Charlotte.



QUEENS UNIVERSITY  
OF CHARLOTTE