



Honor Code

2020-2021

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Dear Students,

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 an indication into how we as a university define honor. By carefully reading the words on the next page, and choosing to live your life on campus and beyond in accordance with the words, you can come to an understanding of what it means to be an honorable person at Queens.

We encourage you, in fact implore you, to carefully read all the policies and procedures listed in this booklet. These words – integrity, truthfulness, respect – 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.

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

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.**

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 individuals 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.

All cases involving an alleged violation of the Queens Honor Code follow the same basic structure. This structure assures the integrity and fundamental fairness of the process. Any student accused of a policy violation, whether academic or community, is encouraged to review the policies and procedures contained within this document and discuss them with the appropriate dean or dean's designee to clarify their rights as an accused student. While there are slight differences in how academic and community violations are handled, the procedures and expectations listed within this booklet provide an outline of what every student can expect from this process.

Table of Contents

I. Academic Portion of the Honor Code

TYPES OF VIOLATIONS.....	3
---------------------------------	----------

II. Community Portion of the Honor Code

TYPES OF VIOLATIONS	4
----------------------------------	----------

IMMINENT DANGER/TEMPORARY ADMINISTRATIVE SUSPENSION.....	12
---	-----------

III. Hearing Boards

HONOR COUNCIL: UNDERGRADUATE AND GRADUATE	14
--	-----------

COMMUNITY HEARING BOARD	14
--------------------------------------	-----------

CONDUCT FLOWCHART	15
--------------------------------	-----------

IV. General Procedures for Academic and Community Violations

GENERAL PROCEDURES	16
---------------------------------	-----------

RIGHTS OF COMPLAINANT AND/OR RESPONDENT	17
--	-----------

HEARING OUTLINE AND GUIDELINES	18
---	-----------

CONDUCT RECORDS	20
------------------------------	-----------

SANCTIONS	20
------------------------	-----------

APPEALS	21
----------------------	-----------

V. Sexual Misconduct and Interpersonal Violence Portion of the Honor Code

TYPES OF VIOLATIONS.....	24
---------------------------------	-----------

WHERE DO I GO FOR HELP	25
-------------------------------------	-----------

I. Academic Violations

TYPES OF VIOLATIONS

Academic Dishonesty

Academic Dishonesty may take many forms including, but not limited to, lying to gain an academic advantage or 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

Plagiarism

Plagiarism is the intentional or unintentional use of someone else's language, work, and/or ideas as your own 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

This list is not all-inclusive, so talk with your professors if you are unsure.

Cheating

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

- Glancing briefly at another's exam
- Intentionally leaving notes where another can make use of them
- Possessing or using a prepared cheat sheet
- Passing exam information to another who has yet to take the exam
- Forging a grade
- Communicating with another student while taking an exam
- Accessing websites, tutors, or materials not permitted during an exam, assignment, or project

II. The Community Violations

TYPES OF VIOLATIONS

1. Alcohol.....	5
2. Assault and Harassment.....	6
3. Drugs.....	7
4. Disorderly Conduct.....	7
5. Failure To Engage with the Academic Program.....	7
6. Failure To Comply With A University Official.....	7
7. Failure To Comply With Honor Code Procedures Or Sanctions.....	7
8. Retaliation.....	7
9. Providing False Information To University Officials.....	7
10. Smoking Policy.....	8
11. Theft Of Goods, Services, Or Information.....	8
12. Littering.....	8
13. Hazing.....	8
14. Traffic.....	9
15. Network Usage.....	9
16. Trespassing.....	9
17. Vandalism.....	9
18. Weapons.....	9
19. Violation Of Local/State/Federal Laws.....	9
20. Residence Hall Health & Safety Policy.....	9
21. Residence Hall Furniture, Windows, and Doors.....	10
22. Fire Hazards.....	10
23. Fire Safety.....	11
24. Animals In Campus Housing.....	11
25. Misuse Of University Master Key.....	11
26. Noise.....	11
27. Visitation.....	12

Definitions

1. Alcohol

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. Students who are of legal drinking age living with students who are not of legal drinking age are permitted to possess and/or consume 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.
- Possessing or consuming alcohol if 21 and older in the room of an underage student.
- Purchasing, furnishing or serving alcohol to anyone not of legal drinking age.
- Driving under the influence of alcohol.
- Sponsorship of activities involving 10 or more students and the use of alcoholic beverages.
- Common containers of alcoholic beverages or excessive amounts of alcohol on University-owned property including but not limited to: kegs, pony kegs, party balls, bulk containers or bulk amounts of individual containers or other devices used for drinking games.
- High-risk drinking, drinking games, games involving drinking, and drinking game paraphernalia (including, but not limited to, beer pong tables, funnels, etc.) are strictly forbidden because they encourage the abuse of alcohol.
- Public consumption and/or possession of alcohol in common areas of buildings and outdoor venues unless previously approved by the University as a special event.
- Possessing or consuming open containers and public display of open containers of alcohol carried around campus, regardless of age, outside of a residence hall room or University approved alcohol event.
- Dangerous intoxication. 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.
- Hosting an underage visitor/guest who possesses or consumes alcohol. You will be held responsible for any and damages or violations caused by your guest.
- Public intoxication regardless of 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 clubs 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 Engagement. They must return the completed form two weeks prior to the event. Student organizations will then meet with the Assistant Dean of Student Engagement 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 conduct charges through 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 at campus events:

- Only 12 ounce 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 ounce cups.

2. Assault and Harassment

Assault and harassment are comprised of the following violations:

Assault: Striking, or in any way threatening or causing physical harm to another person.

Harassment/Verbal Or Written Abuse: Conduct that prevents free academic interaction and opportunities or creates an intimidating, hostile or offensive study, work, or living environment. Examples include, but are not limited to, bullying, threats, continued unwanted actions of one individual or group against another, and/or verbal or written abuse beyond reasonable expression of opinion.

Harassment/Verbal Or Written Abuse Based On Race, Creed, Religion, Gender, National Origin, Color, Age, Disability, Sexual Orientation, Ethnicity, Pregnancy or Pregnancy status, or other protected status: The University values a diverse community and endeavors to create an atmosphere that is free from all forms of discrimination and harassment. Thus, bullying and/or 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.

Social And Mobile Media Harassment: While harassment and abuse of any kind is clearly prohibited, special attention needs to be paid to the phenomenon of “cyber bullying.” While the University accepts that social and mobile media use by students is common, it also recognizes the harm this practice may cause to our community when abused. The use of social and mobile media in the form of harassment, abuse or hate speech with a clear and persistent intent to demean, embarrass or humiliate is a violation of Queens University of Charlotte’s policy. These media forms include, but are not limited to, Facebook, Twitter, Snapchat, Instagram, Tumblr, YouTube and text messaging. Queens University of Charlotte reserves the right to extend all aspects of the Honor Code onto any digital presence established by students.

3. Drugs

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. It is also illegal to use and/or possess prescription drugs NOT prescribed to you and/or sell or distribute your own prescription drugs and as such can lead to disciplinary action. Under the “Imminent Danger” policy listed below special efforts are made to prevent the presence of illegal drugs on campus, including but not restricted to the immediate removal from residence of any student found with illegal drugs and/or selling their own prescription drugs on campus.

4. 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.

5. Failure To Engage with the Academic Program

It is the expectation of the University that an enrolled student will remain fully engaged with their academic program. If a student fails to meet their academic requirements (class attendance; communication with faculty and/or deans, administrators, etc), they may be placed on an involuntary leave of absence.

6. Failure To Comply With A University Official

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

7. 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 and/or failure to appear 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.

8. Retaliation Policy

Retaliation is the taking of an adverse action against a person (complainant, witness, respondent) for making a good-faith report or participating in the proceedings of the campus judicial process. Students may not retaliate against anyone who has brought a good-faith complaint of any campus conduct concern, who has assisted in the investigation of a complaint, or who has been accused of a violation of our policy.

9. 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. This includes lying throughout the adjudication of conduct or Title IX violations.

10. Smoking Policy

Smoking (including e-cigarettes, vaping, and hookah) is not permitted in any building on campus, including residence halls. Smoking is also prohibited anywhere on campus other than in designated smoking spaces. Students wishing to smoke are encouraged to identify and restrict their smoking to these smoking locations.

11. 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 University ID cards, or laundry facilities in the residence halls.
- Unauthorized use of the computer systems, computer access codes or files, or accessing restricted areas of computer services.
- Any forgery, alteration, unauthorized possession or misuse of University documents.

12. 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.

13. 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:

- Hazing is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Queens University of Charlotte and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization.
- Consistent with state law, it is a violation of the hazing policy for any person to 1) knowingly permit or assist any person in committing hazing activities or 2) failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.
- NC State Law:
Article 9. Hazing. § 14-35. Hazing; definition and punishment. It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. (1913, c. 169, ss. 1, 2, 3, 4; C.S., s. 4217; 1969, c. 1224, s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(c); 2003-299, s. 1.)

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 or coerced exclusion from social contact, or forced or intimidating conduct that could result in extreme embarrassment or adversely affect the mental health or dignity of an individual.

14. 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 an off site campus. Students found in violation of campus parking regulations including but not limited to parking in the wrong lot, parking without a permit, or having guests park without a permit will be referred to the conduct process and are subject to judicial sanctions through the Dean of Students Office.

15. Network Usage Policy

Students are granted access to university network resources for reasonable use under the provisions covered by the University Acceptable Use Policy (available at MyQueens.queens.edu/its). The University expects all members of our community to comply with all federal, state and local laws as a condition of use of computing and network resources.

16. Trespassing

Trespassing, forcefully entering premises without authorization, or gaining access to an unauthorized area is prohibited.

17. Vandalism

Destroying or vandalizing property, or intending to destroy or vandalize property.

18. 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 three inches in length, slingshots, bows and arrows and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus.

19. 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.

20. Residence Hall Health & Safety Policy

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.
- Residence hall hallways, stairwells, and landings are to remain free of personal belongings at all times. Students may not move unused furniture into hallways.
- 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.
- Queens students are expected to be actively engaged in their academic schedule and attending classes in order to remain living in the residence halls.

Excessively dirty rooms (open containers of food, excessive trash in the room) or rooms without a clear path for exit create a health and safety concern for residents. Excessively dirty rooms attract bugs and mold. Residence Life and Housing will conduct Health & Safety Inspections at least once per semester. If a room is deemed excessively dirty, residents will be given a warning and allowed time to clean the room. The room will be re-inspected within 5 business days and failure to clean or clear the room is a violation of this policy.

21. Residence Hall Furniture, Windows, and Doors

University furniture provided in the residence halls must stay in the assigned room or suite. Within private residential spaces, furniture may be arranged as desired provided it does not block egress or cause damage. All personal property must be removed at the end of the academic year. Residence Life and Housing is unable to store any furniture originally assigned to a room.

Common area furniture is also provided in all buildings, including such things as lobby furniture (couches, tables, chairs, TVs), and large trash cans. Common area furniture may not be moved to an individual room. Damage to any common areas or the furniture in those areas may result in building-wide charges.

- The display of signage that would interfere with the integrity of campus housing facilities is prohibited. This includes, but is not limited to advertisement for businesses and lighted signs on windows and doors.
- 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.
- The installation and/or use of cameras on the exterior of rooms is prohibited.

22. Fire Hazards

The following articles are considered a fire hazard and are prohibited from campus housing:

- Wood paneling, particleboard, room partitions, space heaters and decorations, such as parachutes, fishnets, ceiling fans and excessive numbers of posters are not allowed.
- No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only be used in ways appropriate to their construction.
- Students are not allowed to bring their own mattresses without prior approval from Residence Life and Housing and the Office of Student Accessibility Services.
- Unapproved grills or other flammable devices are prohibited in or near campus housing. This includes, but is not limited, to gas cans, lighter fluid and propane.
- Extension cords are prohibited in campus housing. The suggested alternative is a power strip with an internal safety circuit breaker. These can be purchased at Wal-Mart, Target, or similar stores, as well as the University Bookstore.
- Housing units have definite limits on the capacities of their electrical systems. Overloading the systems can present a fire hazard. Only sealed-unit appliances are permitted in student rooms. Additional large appliances, such as microwaves, portable washing machines, and refrigerators are prohibited. The following may not be used in student rooms unless provided by the university: open-faced electrical or heating appliances (such as broilers, space heaters, or toaster ovens).

- Mopeds/scooters, oil lamps, incense or lamps with halogen bulbs, string lights, rope lights, pre-lit trees, fiber optic trees/lights, electric blankets, live trees or live garland. LED strip lights are permissible. Please visit the Residence Life and Housing page on My.Queens.edu for a direct link to the proper LED strip lights.
- Flags or other coverings may not be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors or fire extinguishers in campus housing. Covering or hanging anything on or near sprinkler heads is prohibited.
- The possession and/or burning of candles and incense and the use of any open flame is prohibited.
- Possessing or using fireworks or explosives.

23. Fire Safety

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
- 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
- Failing to leave a building when a fire alarm is sounding or when being so directed by a University staff member

24. Animals In Campus Housing

Other than approved service animals or fish in a 10 gallon tank, no animals may be kept in campus housing for any time period or for any reason. All animals that are visiting campus (other than approved service animals) must be kept outside of all residence halls. Policies related to approved service animals are provided to students when the animal is approved. Students may not have emotional support animals in campus housing without proper prior approval. Student are required to follow leash laws as outline by Mecklenburg County.

Mecklenburg County Leash Law:

The City of Charlotte and Mecklenburg County have strict leash laws that apply to all animals except cats. Animals must be on a leash. ALL dog owners that take their dogs for walks in their neighborhoods and/or in public parks (not designated as a dog park) are required to keep their dogs on leash and under physical restraint at ALL TIMES. Please note that having the leash in your possession and not attached to the dog is not considered having the dog on a leash and you will still be subject to a fine.

Full details on Mecklenburg leash laws can be found at: <https://charlottenc.gov/AnimalsCMPD/AnimalLaws/Pages/CharMeckOrdinances.aspx>

25. Misuse Of Master Key

The use of a University master key to gain or provide entry into a residence hall room, apartment, storage or maintenance area, office, or roof area is strictly prohibited without the direct permission of Residence Life and Housing staff. Any resident or student staff member who has been found misusing a University master key will be referred for conduct adjudication.

26. Noise

In campus housing, it is imperative that all residents respect the rights of others living near them, above, and/or below them. Residents who feel that their neighbors are being too loud are encouraged to talk with their neighbors about the disturbance and/or contact either their RA or Campus Police if the disturbance fails to immediately cease.

- Any use of sound equipment should be confined to the individual student's room and should be at a level that does

not disturb other residents.

- The playing of percussion, brass, electric instruments, or excessively loud instruments is prohibited in campus housing.
- Courtesy hours are in effect at all times. Anyone approached about noise levels should make an effort to decrease the noise and contain it within his or her room.
- The following quiet hours have been established:
 - > Sunday through Thursday 10:00 PM to 8:00 AM (this includes Friday morning to 8:00 AM).
 - > Friday and Saturday from midnight to 8:00 AM.
 - > During Reading Day and throughout the exam period, quiet hours are in effect 24 hours a day beginning at 10:00 PM the night prior to Reading Day.

27. Visitation

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, suitemates and residential community. The following guidelines apply to residence hall visitation:

- No overnight 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 and to the appropriate bathroom. Current residential students are not required to be escorted when visiting another residence hall on campus. 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.
- No more than 2 overnight guests may stay with a student per night.
- Cohabitation by students and non-students not assigned to the particular residence hall and/or non-students is strictly prohibited.
- No more than one person is permitted to use the shower or toilet stalls simultaneously in any residential facility.

IMMINENT DANGER/TEMPORARY ADMINISTRATIVE SUSPENSION

It is the responsibility of the Dean of Students Office to ensure the health and safety of all students at all times. On occasion, it may be necessary for the Dean of Students office 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 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 administratively suspended 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, sexual assault, threats of harm to others, using/possessing illegal drugs on campus, self-injurious behavior, possession of a weapon, etc. On most, but not all, occasions the Dean of Students will consult with the University’s Behavioral Assessment Team (BAT) to make such determinations. The BAT is comprised of five members including the Assistant Provost for University Programs, AVP for Campus Security, Assistant Dean for Diversity, Inclusion & Community Engagement, Coordinator for Student Accessibility Services, and the Dean of Students who chairs the team. A student arrested for a criminal felony offense will, by definition, be considered an imminent threat to the community and be temporarily suspended pending the outcome of their trial and/or decision by the district attorney. Decisions about any administrative action can be appealed to the Vice President for Academic Affairs who retains final authority on such appeals.



Administrative removal from the residence halls or administrative suspension 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 conduct hearing before the appropriate hearing board. A conduct hearing will be held as soon as possible following any administrative removal or suspension. In nearly all cases, the student will be allowed on campus to attend their hearing. However, in situations where the Dean of Students believes there continues to be an immediate and/or on-going risk to the community s/he reserves the right to have the accused student's input at their hearing occur by phone, video conference call, or other applications. 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.

III. Hearing Boards

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 and graduate students for graduate hearings). However, inability to provide a panel consisting of the student's peers does not constitute any violation of fair process.

HONOR COUNCIL: UNDERGRADUATE

The undergraduate Honor Council is comprised of faculty and students, but is led by students. Faculty members attend and vote in hearings. Council officers are elected by their peers and consist of the Chief Justice, Assistant Chief Justice and class representatives. Members are trained and in good standing (no current judicial matters) with the University. Sanctions imposed by the Honor Council do not become effective until the appropriate Dean or designee has approved the sanction.

An Undergraduate hearing panel consists of three students and two faculty members, all of whom have voting privileges. Also present, are the chair of the hearing (Chief Justice or their representative) and the Honor Council Advisor. The chair only votes in the case of a tie.

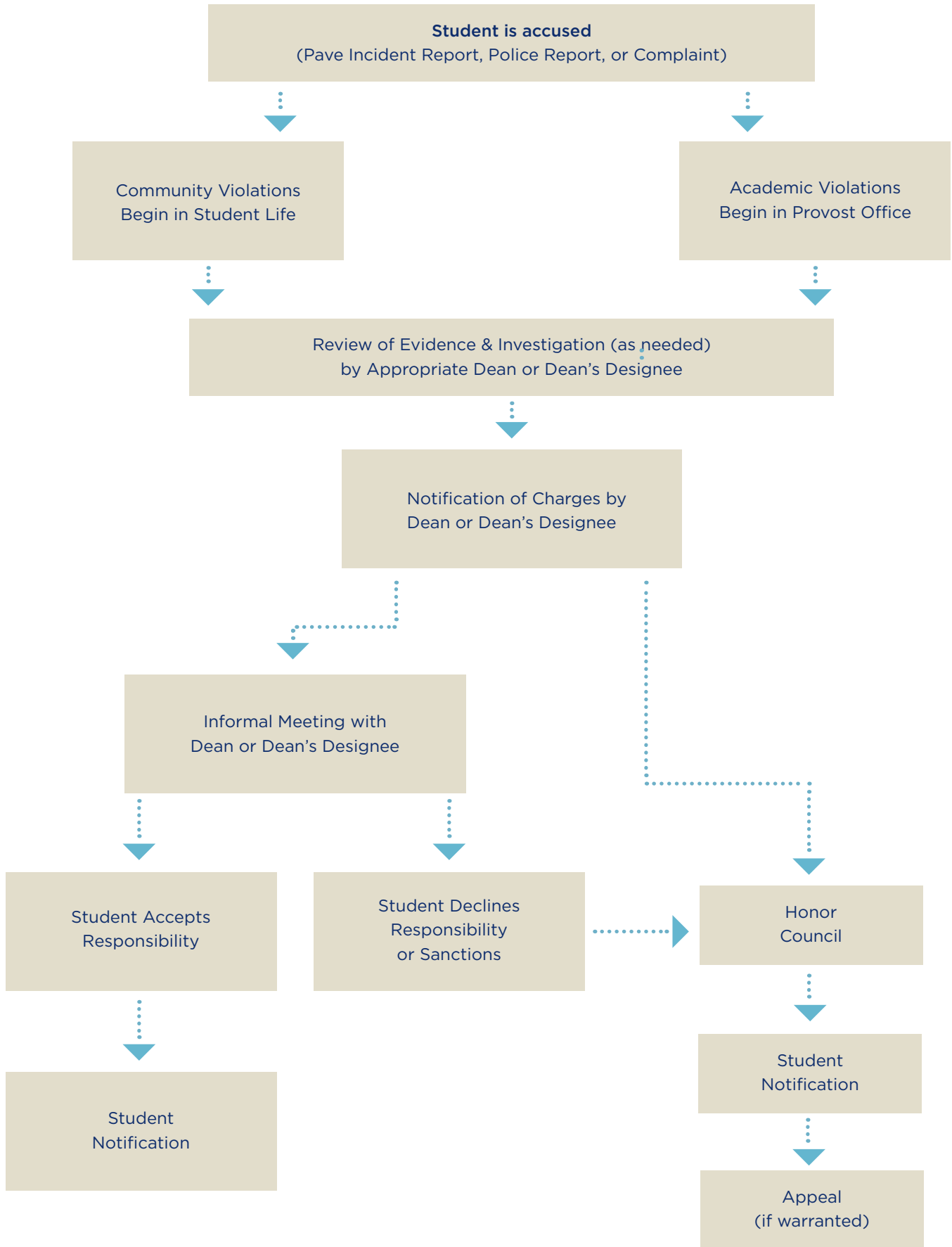
HONOR COUNCIL: GRADUATE

The Graduate Honor Council is comprised of two - three students, two faculty members and the dean or the dean's designee (who chairs the hearing). Members are in good standing with the University. Sanctions imposed by the Honor Council do not become effective until the appropriate Dean or designee has approved the sanction. The chair only votes in the case of a tie.

COMMUNITY HEARING BOARD (CHB)

The CHB is most often, although not exclusively, called upon to handle matters involving a victim, repeat offenses and/or particularly egregious violations of the Honor Code. The CHB consists of five voting members: two students (selected from the following: Student Government Association Executive branch and the Honor Council), and three faculty members (selected from the following: Honor Council Faculty Members or an At-Large Faculty Member). The CHB is chaired by the Dean of Students or his/her designee in a non-voting capacity and is available to answer any questions from any party involved in a conduct case. Disciplinary sanctions imposed by the CHB become effective immediately, unless and until an appeal is granted.

CONDUCT FLOWCHART



IV. *General Procedures for Honor Code Violations*

All cases involving an alleged violation of the Queens Honor Code follow the same basic structure. This structure assures the integrity and fundamental fairness of the process. Any student accused of a policy violation, whether academic or community is encouraged to review the policies and procedures contained within this document and discuss them with the appropriate dean or dean's designee to clarify their rights as an accused student. While there are slight differences in how academic and community violations are handled, the procedures and expectations listed within this booklet provide an outline of what every student can expect from this process.

COVID-19 Community Covenant

Queens University students have agreed to abide by shared responsibilities for the 2020-2021 academic year including health and safety protective measures including but not limited to wearing face coverings, physical distancing, and limiting gathering sizes. Further information can be found on the Queens University "[Royal Return](#)" website. Students who fail to adhere to the health and safety measures will be referred directly to the Vice President of Student Engagement and Dean of Students Office for adjudication of alleged violations. Guidelines on these websites supersede any adjudication policies in the Honor Code Booklet.

Incident Report

A report is filed indicating a violation of the Queens University of Charlotte Honor Code. Alleged academic violations of the Honor Code are referred to the Assistant Provost for University Programs. Alleged community violations of the Honor Code are referred to the Dean of Students.

Investigation & Review of Evidence

The dean and/or designee will review the incident report and review evidence. The dean and/or designee may also choose to conduct a more thorough investigation by interviewing witnesses or meeting informally with the alleged offender. Should enough evidence be available, the student will be notified of appropriate charges.

Notification of Charges

All students have the right to know the charges filed against them and which policy has allegedly been violated. The charge letter must be sent to the student's Queens e-mail account. Students are given 72 hours to reply to the charges in writing or in person confirming receipt of the e-mail and making an appointment to discuss the charges.

Informal Meeting with Dean and/or Designee

During the initial meeting with the dean and/or the dean's designee, the student will review all documents and discuss the allegations. The dean and/or the designee may at this time determine it is appropriate to drop the charges, refer the case to a hearing body, or offer a sanction. If the charges are dropped the file is closed and the incident report is discarded. Cases involving a victim, repeat offenses, and/or particularly egregious Honor Code violations will most likely be referred to the Honor Council or Community Hearing Board. The decision of which board shall hear the case is made at the discretion of the dean and/or the dean's designee.

If a sanction is proposed the student may:

- Accept responsibility for the alleged violation, thereby waiving his/her right to a hearing. In doing so, the student accepts the sanction deemed appropriate by the dean.
- Not accept responsibility and/or not accept the sanction offered and choose to have the case heard by an appropriate hearing body.

Hearing Board Notification

If the student does not accept responsibility or the case goes directly to a Hearing Board (Honor Council or Community Hearing Board), official notice regarding the time, date, location of the board hearing and a reiteration of the charges will be communicated to the student in writing to his/her Queens e-mail. This e-mail will also include the names of possible hearing body members. 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 of notice by putting such requests in writing to the University official overseeing the hearing.

Students most often request to waive their right to 72 hours of 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) except in situations necessitating an investigation, or cases involving local, state, or federal authorities.

Notification of Outcome

Once the case is heard either through the informal meeting with the dean and/or designee, the Honor Council, the Community Hearing Board, or the appeals process, students will be notified in writing of the outcome. The outcome notification will include the decision (responsible or not responsible) and sanctions mandated (if appropriate).

RIGHTS OF THE COMPLAINANT AND/OR RESPONDENT FOR FORMAL HEARING BOARD

Right to Present Evidence

Students have the right to present evidence - for example, a written statement on their behalf, pictures, or text messages. Witnesses may also be called at a hearing board on behalf of the respondent or the complainant/university. Anything the student wishes to present during their hearing must be provided to the appropriate hearing 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 (as stated above the University must provide a hearing notification, including a list of members of the hearing body, at least 72 hours prior to the hearing). The dean or dean's designee 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 deemed necessary by the dean and/or the dean's designee, 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 current 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. In rare cases that could be pursued in criminal and/or civil court, the Dean of Students may permit an individual outside the university community to serve as an advisor. If an advisor is a member of the hearing body he/she can no longer serve as a member of the hearing board for that case. The accused student must notify the appropriate hearing body at least 48 hours in advance of a hearing if he/she intends to bring an advisor. It is the student's responsibility to communicate with his/her advisor the details of the hearing and case.

Right to a Quorum

Each hearing body has a clear outline of hearing body members and the number of members needed to be present for a hearing to be convened, this constitutes a quorum. Occasionally a quorum may not be able to be reached due to an emergency or other extenuating circumstance. On the rare occasion this occurs the hearing will be rescheduled or the student may choose to waive his/her right to a quorum. If the student chooses to waive this right, the absent member will no longer provide as procedural error or grounds for an appeal.

Privacy of the Hearing

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

Participation at the Hearing

Respondents and complainants have the right to represent themselves at the hearing. If a respondent cannot be physically present at the hearing, the chair may allow him/her to participate remotely using technology (phone, Skype, etc.). If remote participation is necessary, the respondent must send a request in writing to the hearing chair 48 hours prior to the hearing. The chair may also allow others (witness, faculty, board member, etc.) to use technology to be present if necessary.

Either party may request to record hearings at least 48 hours in advance of the hearing. If the student records the hearing, the university will also record the hearing. Recordings are limited to the testimony, evidence review, and outcome notifications. Recordings are not permitted during the deliberation phase of the hearing.

A respondent who chooses to withdraw while disciplinary charges are pending still may choose to contest the charges. The respondent is entitled to contest the charges and to participate in any hearing even if he/she is no longer a student. If the respondent chooses not to contest the charges or not participate in a hearing process, the University reserves the right to levy administrative sanctions (e.g. disciplinary probation, suspension, dismissal, expulsion) and these will become permanent.

HEARING OUTLINE AND GUIDELINE

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

1. Introductions (Board/Council introduces themselves)
2. Chair asks student to take an oath
3. Reading of the Charge(s) (charges read and clarified by chair)
4. Student Plea (responsible or not responsible)
5. Presentation of evidence or opening statement by the respondent, witnesses, and/or complainant/university (not in the same room at the same time)
6. Questions by members of the Hearing Board or Council
7. Closing remarks by the accused student or witness
8. Deliberation by the Hearing Board or Council (finding of responsible/not responsible and any sanctions as the result of a finding or responsible)
9. Notification of Findings - After the deliberation portion of the hearing, the accused student will be notified verbally and in writing of the findings in the case at the hearing. Written findings will also be communicated to the accused student through his/her Queens e-mail address.

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 and the course of the hearing, 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.



Violations Discovered During A Hearing Or Investigation

On occasion, violations are discovered during a hearing or the investigation process. These violations may not go through the normal process and therefore be adjudicated at the time they are discovered.

CONDUCT RECORDS

All formal conduct records will be kept in the student's file with the university for a period of seven years after the student separates from the University. 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. Graduate student records are kept in the Office of Academic Affairs.

SANCTIONS FOR VIOLATIONS OF THE HONOR CODE

While each hearing officer and conduct board may impose their own sanctions for violations of the Honor Code below is a listing of the general categories available for both academic and community violations.

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 violations, although this is not always the case. Disciplinary warning will last for a period of time equivalent to at least one semester. Additional sanctions, such as restitution, community service, fine, etc. may be coupled with a Disciplinary Warning.

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. Disciplinary reprimand will last for a period of time equivalent to at least one semester. Additional sanctions, such as restitution, community service, fine, etc. may be 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 three semesters or one academic year, 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.

Removal From Residence Halls: Prohibits the student from residing in or visiting 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 hearing body may also require the performance of a specified number of community service hours. This sanction may be fulfilled either on or off-campus. On-campus service will be assigned by the sanctioning body. It is the student's responsibility to find and schedule a service location.

Educational Sanction: When deemed appropriate, the hearing body may require performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person), a written reflection paper, or a public presentation or workshop 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 hearing 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 hearing body may levy fines payable to the university. Fines will be used for student educational programs and/or the publication of the Queens Honor Code.

Suspension: 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.

APPEALS

Process And Grounds For An Appeal

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 in writing to the appropriate dean within 48 hours of the original hearing.

Appeals 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 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, dismissal or expulsion results in automatic grounds for an appeal; however, the student must submit a written request within 2 business days of the original hearing. If the student does not submit a written request within the two business days, an appeal will not be granted.

The Dean of Students or Assistant Provost for University Programs will make a determination within 5 business days as to whether sufficient grounds for appeal, based on the standards above, have been alleged. Appeals that do not allege sufficient rounds will be denied consideration and will be dismissed. Appeals that do allege sufficient grounds will be accepted for consideration and a hearing will be held within 30 business days of that decision. The assistant provost, at his or her own discretion, permit written or oral statements from the concerned parties at the time of appeal.

The decision concerning the scope of the appeals hearing will be made by the Assistant Provost or Dean of Students in consultation with relevant parties and will be shared with the accused student at the time the appeal is approved or denied. The appeal may or may not be limited to the verdict, sanction, or both and will be based on the grounds for appeal and the best judgment concerning fundamental fairness. This may or may not necessitate the entire case being reheard. 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, based on the grounds and scope of the appeal, are:

- Sustain the verdict and sanction
- Sustain the verdict, but alter the sanction
- Reverse the verdict

The Vice President for Academic Affairs retains final authority on all appeals for community and academic violations of the Honor Code for all students.

APPEALS BOARD

The Appeals Hearing Board shall consist of five voting members, including three faculty members (selected from the following: Chair of the Faculty Council, Honor Council Members, and /or a Faculty Member at Large) and two students (selected from the following: SGA Executive Council Member, Honor Council, Chief Justice and/or another Honor Council Member). The members of the Appeals Hearing Board may not have heard the case at the lower level.

The Assistant Provost will serve as the chair for the Appeals Hearing Board for academic violations of the Honor Code. The Dean of Students shall serve as the chair for the Appeals Hearing Board for cases emanating from community violations. In the event the Dean of Students or Assistant Provost is unavailable, has chaired the previous case, or has been asked to step down by one or more parties, an academic dean will chair the Appeals Hearing Board.



V. Sexual Misconduct and Intimate Partner Violence Portion of the Honor Code

Due to the unique and complex nature of sexual misconduct and interpersonal violence, as well as the existence of federal laws that guide how universities must respond to these issues among both students and employees, the University has developed a comprehensive Sexual Misconduct and Intimate Partner Violence Policy that can be found at queens.edu/sexualmisconduct.

While this policy is informed by the principles of the Honor Code—namely a commitment to trust, integrity and responsibility that guides our actions both in and outside of the classroom—it is important to note that the grievance resolution and adjudication process for sexual misconduct is different, by necessity, from the processes guiding academic and community violations. When a report is made that alleges a combination of sexual misconduct and other Honor Code violations, the University will work to use all policies respectively to address the complaints and will coordinate the investigation and resolution efforts.

TYPES OF VIOLATIONS

Sexual misconduct is a broad term used by the University to identify a number of forms of discrimination based on sex, which may include dating violence, domestic violence, and stalking or other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Misconduct offenses include, but are not limited to:

- Unwelcomed Sexual Misconduct
- Sexual Assault (or attempts to commit same)
- Non-Consensual Sexual Penetration (or attempts to commit same)
- Sexual Exploitation
- Dating Violence
- Domestic Violence
- Stalking

Please see the Sexual Misconduct and Intimate Partner Violence Policy at queens.edu/sexualmisconduct for full definitions and examples.

WHERE TO GO FOR HELP

Reports of sexual misconduct or interpersonal violence should be directed to either the Title IX Coordinator, LeAnna Rice, at 704.337.2228 or at ricel@queens.edu (located in Morrison Hall) or Campus Police 704.337.2306 (located in Watkins Hall).

While you may wish to speak with other faculty, staff or student-staff members regarding incidents of sexual misconduct, you should know that members of the university staff and faculty (including student-staff members like Resident Assistants) are required by our policy to report sexual misconduct to the authorities above. Thus, these conversations cannot be confidential.

If you seek **CONFIDENTIAL** advice or support regarding sexual misconduct or interpersonal violence, you should seek the assistance of the Health and Wellness Center 704.337.2220 or the Campus Chaplain 704.337.2290. The Chaplain and the health care and counseling professionals at the Health and Wellness Center are designated as confidential resources and are not obligated to report the misconduct to the authorities.

The Sexual Misconduct and Interpersonal Violence Policy at www.queens.edu/sexualmisconduct details many additional resources for help and support, and explains the steps the University takes to prevent, address, and remedy reports of sexual misconduct and intimate partner violence.

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