

WPI STUDENT CODE OF CONDUCT
2018-2019

WPI STUDENT CODE OF CONDUCT 2018-2019

Contents

I. Introduction	1
II. Administration of the Code of Conduct	1
III. Expectations of Student Behavior	2
IV. Complaints and the Student Conduct Process	2
Resolution Processes	3
1. <i>Mediation</i>	3
2. <i>Administrative Agreement</i>	3
3. <i>Department Agreement</i>	3
4. <i>Residential Services Student Conduct Conference</i>	3
5. <i>Student Organization or Other Group Hearing</i>	3
6. <i>Administrative Agreement at Off-Campus Residential Program Sites</i>	3
7. <i>Off-Campus Residential Program Sites Hearing</i>	4
The Campus Hearing Board	4
1. Complaint Process	4
2. Membership	5
3. Officers	5
V. Rights of Individual Student Members in the Student Conduct Process.....	6
VI. Decisions and Possible Sanctions within the Student Conduct Process.....	6
VII. Violations and Range of Sanctions	7
VIII. Student Conduct Appeals Criteria, Procedures, and the Student Conduct Appeals Board.....	8
IX. Student Conduct Records.....	9
X. Additional Policies and Procedures	9
1. Academic Honesty Policy.....	9
2. Policies on Illegal Drugs and Alcohol and Controlled Substances.....	9
3. Equal Opportunity, Anti-Discrimination & Harassment Policy	9
4. Sexual Misconduct Policy	9
5. Time, Place, and Manner Statement	9
6. Hazing Policy.....	10
7. Relationship Statement for WPI and the Fraternity/Sorority Community and Expectations for Fraternity and Sorority Chapter Gatherings	10
8. Computer Network Acceptable Use Policy (AUP) and Copyright Compliance Policy	10
9. Intellectual Property at WPI	10
10. Massachusetts Jury Service Statement	10

WPI STUDENT CODE OF CONDUCT

I. Introduction

Worcester Polytechnic Institute (“WPI”) is a vibrant community of individuals focused on learning, scholarship, research, and service to the local, national and international community. WPI’s Student Code of Conduct (the “Code of Conduct”), is designed to foster and maintain an environment where students grow academically and socially. WPI, and specifically the vice president of student affairs and the Dean of Students Office has the authority to: define and interpret appropriate standards of behavior, rights, and remedies; develop policies and procedures to support WPI’s institutional goals and mission; and enforce the Code of Conduct. All WPI students are encouraged to familiarize themselves with, and must adhere to, the Code of Conduct. Student(s) accused of violating this Code of Conduct are entitled to the rights and procedures herein, subject to the authority and discretion of the Dean of Students Office. WPI routinely reviews the Code of Conduct and reserves the right to update and revise it at any time.

Trustees Statement on Student Responsibility and Conduct

So that its position may be understood by all members of the WPI community, the WPI Board of Trustees approved the following statement at its May 12, 2017 meeting:

WPI is proud of its history and traditions, as well as its faculty, staff, students, and alumni. Our priority as an institution is to help students learn and grow as citizens, community members, innovators, and intellectuals. This university’s core philosophy is balancing theory and practice in education. The flexible and academically challenging WPI Plan helps students learn by synthesizing classroom experience in projects that are focused on helping to solve real problems around the world.

The WPI Plan teaches students how to identify, investigate, and report on potential approaches and solutions to open-ended problems. It also allows them to master critical thinking, sharpen research skills, fine-tune written and oral communication skills, and connect their learning to local and global issues.

Throughout their time at WPI, students work closely with faculty, staff, industry, and community leaders-and each other. Working in teams, they engage in projects that allow them to apply their acquired skills, knowledge, and abilities to develop solutions for real problems. Through this work, we expect them to contribute to rigorous academic inquiry, challenge new frontiers, and engage in innovative thinking.

WPI is committed to offering students a nurturing, supportive, and collaborative environment. We believe that a positive learning environment encourages the active exchange of ideas, deep reflection, and sound decision-making. We offer a myriad of curricular and co-curricular opportunities to help them pursue passions and experiences that will foster growth, discovery, and innovation. Importantly, we also work diligently to create an environment where all community members can feel safe and can expect to be treated with fairness and respect.

The *WPI Student Code of Conduct* describes students’ rights and responsibilities. As members of the WPI community, our students are expected to exhibit the highest standards of ethical conduct-both inside and outside the classroom, whether on or off campus.

We expect all students to adhere to the guiding principles of honesty and integrity; to show respect for all people and ideas; and to make positive contributions to enhance their learning opportunities. They must honor the rights of other community members and be thoughtful about the ways their actions positively and negatively influence and impact others. And, as intellectual collaborators, they are expected to build on the ideas of others, always giving credit for their contributions.

A commitment to upholding these community expectations advances the reputation of WPI and prepares graduates with the skills and commitment to be lifelong learners, global citizens, and leaders.

II. Administration of the Code of Conduct

The President has delegated to the vice president for student affairs and the Dean of Students Office the responsibility for the administration of the student conduct process and the authority to impose administrative sanctions when necessary and appropriate, as described below. The Dean of Students Office shall have full authority to act as it deems appropriate regarding student affairs. Complaints and alleged violations will be handled by the appropriate conduct officer as designated by the Dean of Students Office in accordance with established procedures. In certain circumstances, the Dean of Students Office may take action on alleged violations of the Code of Conduct. Such action may include, but is not limited to:

1. **No Contact Directive.** The Dean of Students Office has the authority in specific situations to apply a no-contact directive between students. This is a directive from the Dean of Students Office that restricts any verbal, written or third party contact between the parties involved.
2. **Interim Suspension.** Interim suspension is defined as the temporary termination by the vice president for student affairs, or designee, of a student’s or a group’s presence on campus prior to the conduct of a formal hearing (or the imposition of sanctions by the Campus Hearing Board, as further described below). An interim suspension may be employed only in instances where the student’s or group’s continued presence would constitute a danger to the safety of persons or property on the premises of WPI, or while involved in any WPI affiliated

program. As soon as possible after the imposition of interim suspension by the vice president for student affairs, or designee, a date shall be set for a hearing of the matter before the Campus Hearing Board, using the earliest possible, mutually convenient time between WPI, the complainant and the respondent. The location and means by which such hearing will be held will be determined by WPI.

3. **Administrative Withdrawal.** A student may be withdrawn from WPI by the vice president for student affairs, or designee, due to emotional, psychiatric, or other reasons of health that pose a threat to the continued well-being of the student or members of the WPI community or threaten to disrupt the daily operation of WPI. In such cases, the student may not be reinstated at WPI without the support of WPI medical and professional staff in accordance with WPI procedures in effect at the time.

III. Expectations of Student Behavior

All WPI students are bound by the Code of Conduct, including student groups, and other WPI-affiliated organizations. Students are subject to the Code of Conduct, and all WPI policies and procedures whether the conduct occurs on or off campus. Groups or organizations may be held accountable for actions of any of its members if the violation of the Code of Conduct or policies and procedures is in any way related to the group or organization. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. In some instances the conduct of a single member may provide sufficient grounds for disciplinary action against the entire group.

Listed below are broad categories of expectations and responsibilities to which all students are expected to abide. Each category includes examples of prohibited behaviors; however, the list is not exhaustive and the Dean of Students Office preserves the right to identify additional prohibited behaviors, as necessary and appropriate.

- A. **Respect the safety of community members by avoiding behavior that harms, endangers, or intimidates others.** Prohibited behaviors include abuse, assault, bullying/cyberbullying, fraud, hazing, impairing the well-being of another community member or self, retaliation, or threat.
- B. **Conduct oneself in a manner that creates and facilitates a safe environment.** Prohibited behaviors include violating lab or fire safety procedures, possession of explosive/dangerous devices or materials, and possession of a weapon, except as permitted by law, and then only as authorized in writing by WPI.
- C. **Engage in ethical behavior, including academic integrity and respecting intellectual property rights.** Prohibited behaviors include violation of the Academic Honesty Policy, the Computer Network Acceptable Use Policy, the Intellectual Property Policy, and the inappropriate use of copyrighted materials such as music, videos, and software.
- D. **Engage respectfully and civilly with other members and guests of the WPI community.** Prohibited behaviors include violation of the Equal Opportunity, Anti-Discrimination, & Harassment Policy, which prohibits discrimination or harassment based upon race, gender, religion, sexual orientation, gender identity or expression, age, ability, and ethnic or national origin.
- E. **Treat fellow students with respect, specifically associated with any words or actions of a sexual nature.** This includes making sure that any sexual activity is consensual and mutually agreed upon, and not a violation of the Sexual Misconduct Policy, which includes sexual harassment, sexual exploitation, gender motivated stalking, relationship abuse, and sexual assault.
- F. **Conduct all your affairs with integrity and cooperate with university officials.** Prohibited behaviors include failure to provide valid identification to a WPI official, failure to comply with directions of an authorized WPI official and lying or intentionally furnishing false information to a WPI official.
- G. **Avoid behavior that causes disruption in the WPI or broader community.** Prohibited behaviors include disorderly or harassing conduct on or off-campus, at university-sponsored, affiliated, or supervised functions, or affiliated academic/professional programs that adversely affects the WPI community or institutional reputation. In addition, students are responsible for the behavior of their guests.
- H. **Respect others' privacy.** Prohibited behaviors include invasion of privacy and unauthorized sharing of content or photographic images to which a person has a reasonable expectation of privacy.
- I. **Respect the property of the university and of others.** Prohibited behaviors include misappropriation, theft, damage, destruction of personal, public, or WPI property.
- J. **Respect and abide by property access limitations and restrictions.** Prohibited behaviors include unauthorized entrance, trespassing, unauthorized use or possession of lock picks, keys or card access.
- K. **Respect and abide by all WPI policies.** Prohibited behaviors include violation of the Policies on Illegal Drugs and Alcohol, Controlled Substances, Recreational Marijuana, the Tobacco-Free Campus Policy, the Relationship Statement for WPI and the Fraternity and Sorority Community, and any other WPI policy appropriately posted on campus or on WPI's website.
- L. **Respect and abide by all city, state and federal laws and regulations.**

IV. Complaints and the Student Conduct Process

Complaints about student violations of the Code of Conduct or other university policies may originate from several areas, as showcased [here](#). For example, a conduct officer may bring a complaint against a student or a faculty member may bring allegations of academic dishonesty against a student. The complaint may be processed by a designated conduct officer through any of the resolution processes listed below, through the Dean of Student Office, or through the Campus Hearing Board (CHB). A conduct officer is a staff or faculty member designated by the Dean of Students Office to resolve complaints based on the origin of the complaint and their role as a member of the campus community.

While the CHB is available to address student disciplinary issues, it is also possible that the existing resolution processes, as described below, will be the first mechanism in attempting to resolve problems. WPI recognizes students as adults who are capable of making their own decisions and

accepting the consequences for those decisions and their behavior. WPI encourages students to engage fully in the student conduct process and to notify their parents/guardians of their specific situation; however, primary communication will be between WPI and the student.

Resolution Processes

The Dean of Students Office or designated conduct officer has the authority to employ any of the herein processes in an attempt to resolve violations of the Code of Conduct or disputes in the area of student affairs. Resolution processes include, but are not limited to:

1. Mediation

Mediation uses a neutral third party to help resolve disputes between students, leaving the final resolution in the hands of the disputing parties. The purpose of mediation is not to judge responsibility but to help students devise their own solutions to the issue. Students interested in pursuing mediation should contact the Dean of Students Office.

2. Administrative Agreement

With the agreement of the university and/or the complainant, an Administrative Agreement is used for students who accept responsibility for both the complaint against them as well as the imposed sanctions. The student conduct conference will be conversational in nature and non-adversarial. During the discussion, the conduct officer will elaborate on the nature of the complaint and present any evidence. The student will have an opportunity to respond to the complaint and present evidence on their own behalf. If the student accepts responsibility for the complaint against them, the conduct officer will then determine appropriate sanction(s). If the student accepts the sanctions imposed by the conduct officer, an Administrative Agreement is completed and signed to bring formal resolution to the case. Since the case is resolved through an agreement, there is no appeal process.

3. Department Agreement

A Department Agreement is an administrative resolution for first-time violations of Academic Integrity in accordance with the procedures outlined in the Academic Honesty Policy.

4. Residential Services Student Conduct Conference

Students charged with violating residence hall policies (found in the housing contract) will be adjudicated by a conduct officer in Residential Services. Violations by residential students of other university policies may be adjudicated by the Dean of Students Office or Campus Hearing Board for resolution. The student conduct conference will be conversational in nature and non-adversarial. During the discussion, the conduct officer will elaborate on the nature of the complaint and present any evidence. The student will have an opportunity to respond to the complaint and present evidence on their own behalf. The conduct officer will make a determination of the student's responsibility based on preponderance of the evidence, and determine appropriate sanctions. In the case where a student disagrees with the decision or conduct sanctions, the decision may be appealed to the next highest administrator in that department based on the criteria listed in the Student Conduct Appeals section of the Code of Conduct. All appeals must be submitted in writing within five (5) business days following communication of the initial decision.

5. Student Organization or Other Group Hearing

Student organizations, clubs, sports teams, fraternities, and sororities that are charged with violating any policies and procedures shall have the case adjudicated by a conduct officer designated by the Dean of Students Office, utilizing this hearing procedure:

- A. The organization's representative will be informed of the complaint and the time, date, and location of the administrative hearing, in writing, at least two (2) business days prior to the hearing.
- B. The hearing will be conversational in nature and non-adversarial.
- C. Prior to the hearing, the organization's representative has the opportunity to discuss the allegation with an advisor or a member of the WPI community.
- D. During the hearing, the conduct officer will elaborate on the nature of the complaint and present any evidence that is being considered against the group.
- E. The organization's representative will have an opportunity to respond to the complaint and provide any additional evidence regarding the charge.
- F. After due consideration, the conduct officer will make a determination of the organization's responsibility based on preponderance of the evidence. If responsible, the conduct officer will also determine appropriate sanction(s) and will also take into consideration the organization's past record if applicable.
- G. Decisions may be appealed to the next higher administrator in the respective department. All appeals must be submitted in writing five (5) business days following communication of the initial decision based on the criteria outlined in the Student Conduct Appeals section of the Code of Conduct.
- H. The conduct officer may refuse to hear a complaint utilizing this hearing procedure based on seriousness of alleged violation or previous conduct history, and may instead refer it to the Campus Hearing Board for resolution.

6. Administrative Agreement at Off-Campus Residential Program Sites

With the agreement of the university and/or complainant, an Administrative Agreement is used for students at off-campus residential programs who accept responsibility for both the complaint against them as well as the imposed sanctions. In such cases, a WPI representative designated by the Dean of Students Office, in consultation with the executive director of global operations, will be assigned

as the conduct officer. The student conduct conference will be conversational in nature and non-adversarial. During the discussion, the conduct officer will elaborate on the nature of the complaint and present any evidence. The student will have an opportunity to respond to the complaint and present evidence on their own behalf. If the student accepts responsibility for the complaint against them, the conduct officer will then determine appropriate sanction(s). If the student accepts the sanctions imposed by the conduct officer, an Administrative Agreement is completed and signed to bring formal resolution to the case. Since the case is resolved through an agreement, there is no appeal process.

If the student does not accept responsibility for the complaint and/or sanctions, the case would be referred to the Off-Campus Residential Programs Sites Hearing Procedure for resolution.

Note: For cases involving alleged violations of WPI's Academic Honesty Policy, the resolution procedures articulated in the Academic Honesty Policy shall be applied at the off campus residential programs.

7. Off-Campus Residential Program Sites Hearing

Students at off-campus residential program sites accused of violating the Code of Conduct or any Interdisciplinary & Global Studies Division (IGSD) policies and procedures shall be accorded a hearing before a conduct officer designated by the Dean of Students Office in consultation with the executive director of global operations. The following guidelines will be applicable:

- A. The student will be informed of the complaint pending and the time, date and location of the hearing, in writing, at least two (2) business days prior to the hearing. This notice should include a description of the incident, and a reference to the section(s) of the code and/or policies allegedly violated.
- B. The hearing shall be conversational in nature and non-adversarial.
- C. Before the hearing, the student shall be given the opportunity to consult a member of the WPI community who can act as an advisor. This internal advisor may not ask, answer or be asked questions by any party at the hearing. The advisor for the complainant or the respondent may not also serve as a witness in the case. Persons from outside the immediate WPI community- such as lawyers, the public, the press, parents, and alumni- may not attend hearings.
- D. During the hearing, the conduct officer shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.
- E. The student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.
- F. The conduct officer must then consult with the Dean of Students Office and the executive director of global operations to discuss the hearing. The conduct officer will make a determination of the student's responsibility for the complaint based on the preponderance of the evidence.
- G. If the student is found responsible, the student's past record, if any, will be considered in sanctioning. The conduct officer, in consultation with the Dean of Students Office and the executive director of global operations, will determine appropriate sanction(s) for the offense(s).
- H. Appeals may be submitted in writing to the Conduct Appeals Board within five (5) business days of the initial decision. Grounds for an appeal must be based upon the criteria outlined in the Student Conduct Appeals section of the Code of Conduct.

If the Dean of Students Office and the staff in the Interdisciplinary and Global Studies Division, in consultation with the on-site representative, determines that continued presence at the project center by the student would disrupt the academic program or constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs or designee.

The Campus Hearing Board

The Campus Hearing Board (the "CHB") is the student conduct body at WPI used to resolve the most serious alleged student violations of the student and/or faculty may bring allegations of academic dishonesty before the CHB for resolution. Students or faculty should meet with a member of the Dean of Students staff to discuss the complaint and the associated process. If the case is brought to the CHB, the complainant (the individual alleging a violation of the Code of Conduct) and the respondent (the student responding to allegations of Code of Conduct violations) will meet individually with the case officer to discuss the hearing process, timelines, and submission of materials, following standard procedures. The case officer is a designated member of the Dean of Students staff, appointed by the vice president for student affairs. The case officer provides the operational and logistical services necessary for the CHB to conduct fair and impartial hearings.

1. Complaint Process

- A. Upon receipt of the complaint, the case officer will notify the respondent of the complaint. The CHB shall have authority to refuse to hear any case or to refer any case to a more appropriate case officer or hearing body. In any such instance, the CHB, through the hearing board chair, must provide a written explanation for such a decision to the parties concerned. If the CHB does hear the case, the case officer will notify both parties of the time and place of the hearing, and will offer to hold a pre-hearing conference with both parties individually to review the complaint, and their respective rights and responsibilities under the Code of Conduct. Notice is considered to be adequate if it is in writing and is addressed to the party's last known WPI email no later than five (5) business days before the hearing date.
- B. At the outset of any pre-hearing conference, the parties will be informed that the case officer facilitates the administrative workings of the CHB and will be present as an impartial and non-voting participant in the hearing. The respondent will also be informed that (a) the

respondent is not obligated to make any statements that are self-incriminating during the pre-hearing conference; (b) at the hearing, the respondent may remain silent or submit only a written statement or respond to the complaint, call primary witnesses and present evidence, or testify; (c) the respondent is not required to be present at the hearing, yet the hearing will proceed in their absence.

- C. At the hearing, both the complainant and the respondent will have the opportunity to present information, evidence, and call witnesses in support of their case, as well as question and challenge the information presented by the opposing side.
- D. Once formal charges have been filed, most hearings are completed within 30 days during the regular academic year.

2. Membership

- 1. Members
 - A. The CHB shall consist of five (5) elected or appointed members and an appointed nonvoting hearing board chair. A full-board shall be composed of two full-time students, one member of the faculty, one member of the administration, and one member of either the faculty or the administration.
 - B. During vacation periods and under other special circumstances, the CHB shall have the authority to operate with three voting members (one student, one faculty, and one administrator). All procedures for the CHB shall remain the same as those of the five-member board.
 - C. Any CHB hearing may have alternative board members present to replace absent or disqualified members.
- 2. Election and Appointment of Members
 - A. Student Body Election or Appointment
 - 1. Any full-time member of the student body shall be eligible for election, however student candidates must be in good academic and conduct standing; any academic and/or disciplinary suspension precludes one from serving on the CHB.
 - 2. The undergraduate student body shall annually elect six students to the CHB in D-Term for the following academic year.
 - 3. The Executive Board of the Graduate Student Government shall appoint two graduate students to the CHB during the spring semester for the following academic year.
 - 4. The term of office of all student-elected or appointed CHB members is one year, commencing on the first day of A-Term/fall semester.
 - B. Faculty Election
 - 1. Through the Faculty Committee on Governance (COG), six (6) members of the faculty are elected by the faculty. The term of office of the faculty members is two years. Each year, to assure staggered terms of faculty board members, the faculty elect three board members for the CHB.
 - 2. The term of office for all CHB board members elected by the faculty shall commence on the first day of A-Term/fall semester.
 - C. Administration Appointment
 - 1. The president of the university or their designee shall annually appoint the administration board members.
 - 2. The term of office of all appointed administration board members is one year, commencing on the first day of A-Term/fall semester.
- 3. Disqualification
 - A. Any board members who deem themselves impartial in any hearing or whose impartiality is successfully challenged shall be disqualified from that hearing.

3. Officers

- 1. Hearing Board Chair

Two hearing board chairs are available to preside over hearings. One chair is a member of the faculty appointed by the Faculty Committee on Governance, and one is a staff member appointed by the president of the university or designee. Each chair is appointed to a three (3) year term, with the terms staggered to assure continuity of experience. The hearing board chair presides over hearings of the CHB, and has the authority to maintain order within the hearing environment, or suspend a hearing. The hearing board chair does not participate in deliberations, outcome decisions or sanctioning decisions, except to provide advice to the board on matters of fairness, procedural rules, and advice on precedents.
- 2. Hearing Board Chair Pro Tempore

The hearing board chair pro tempore will preside in the absence or disqualification of the hearing board chair. The hearing board chair pro tempore must be in at least their second year of serving on the CHB.
- 3. Case Officer

The case officer is a designated member of the Dean of Students staff, appointed by the vice president for student affairs. The case officer provides the operational and logistical services necessary for the CHB to conduct fair and impartial hearings. The case officer's duties involving complainant(s) and respondent(s) are specifically designed to maintain impartiality. The case officer is not a member of the CHB and does not participate in any deliberations or votes before the CHB, yet on behalf of the CHB, shall take the necessary steps to ensure sanctions imposed by the CHB are enacted and that appropriate follow-through occurs. This may include notifying specific campus offices about a student sanction on an as needed basis. The duties of the case offer, include but are not necessarily limited to:

 - A. Coordinate all aspects of alleged violations of the WPI Code of Conduct or policies and procedures, including processing complaints referred to the CHB, advising persons of charges filed against them, scheduling hearings, notifying all persons concerned, providing for all necessary forms and records, collecting all statements relevant to the complaint(s), assisting

- with and forwarding appeals, providing written resolution to the respective parties and undertaking other activities as may be necessary to implement the code.
- B. Meet with the parties to conduct a prehearing conference.
- C. Create and distribute the pre-hearing packet to the hearing board chair, CHB members, and complainant and respondent prior to the scheduled hearing.
- D. When requested, advise the CHB on the meaning, interpretation, and application of the WPI Code of Conduct.
- E. Maintain all CHB records in accordance with WPI policies and procedures.
- F. Upon recommendation from the hearing board chair, suspend the hearing proceedings to another date.
- G. As necessary and appropriate, provide for the training of persons serving on the CHB, the Conduct Appeals Board, or other conduct officers.

V. Rights of Individual Student Members in the Student Conduct Process

The WPI student conduct process may involve any of the following: students, their guests, student organizations, clubs and/or sports teams, with respect to behavior that occurs on-campus or off-campus (such as at project sites, WPI recognized trips, or affiliated academic/professional programs). Across all resolution processes within the Student Conduct Process as outlined in the most recently published version of the Code of Conduct, students have a right to experience a process that is fair, be treated with respect, receive notice of the complaint against them and have the opportunity to respond to the complaint, and to be presumed not responsible until proven responsible or accepting responsibility for any allegation. Students who are charged with violations of the Code of Conduct or other WPI policies may be entitled to reasonable accommodations when they have a disability that requires special assistance to participate in the conduct process. Students may request accommodations with the Office of Disability Services: To ensure WPI can respond in a timely manner, students should make requests for accommodations as soon as possible prior to their scheduled conference. Students have additional rights as noted below for cases that will be heard by the Campus Hearing Board:

1. The right to receive advance written notice of the complaint, time, date and location of the hearing.
2. The right to remain silent, submit only a written statement or response to the complaint, or to present evidence and call witnesses.
3. The right to receive assistance in the preparation of their case, using an advisor of their choice from within the immediate WPI community. Advisors may not ask, answer or be asked questions by any party to the hearing, or serve as a witness for either the respondent or complainant. Attendance at campus hearings is limited to immediate WPI community members.
4. Under certain circumstances (as determined by the case officer and hearing board chair) either or both parties may also be accompanied to the hearing by legal counsel. The primary purpose of allowing legal counsel into the hearing is to safeguard the respondent's rights at pending criminal proceedings. Counsel's function shall be limited to advising the parties on whether or not to answer questions and, as applicable, to safeguard them from self-incrimination. The CHB may also secure legal counsel to attend the hearing. As is the case with advisors, legal counsel may not ask, answer or be asked questions by any party to the hearing, or serve as a witness for either the respondent or complainant. The request to have legal counsel present at the hearing must be made to the case officer at least 5 (5) business days before the hearing. The request shall also include the name, address, and phone number of the external advisor.
5. Students also have the right to use a campus staff member as a student conduct advocate. Student conduct advocates are trained and educated about the conduct process on campus and serve as a confidential resource and consultant for students regarding the conduct process. Contact information for the student conduct advocates is available from the case officer.
6. Students have the right to rebut testimony or challenge its validity, relevance, or admissibility. Students also may exercise their right to remain silent. In such cases, they may not be questioned. If the respondent testifies, or witnesses testify on their behalf, they must submit to questioning.
7. The university also may bring a case to the CHB when the complainant is either unable or unwilling to act in that role. The university reserves the right to serve as complainant to adjudicate the case. The case officer and hearing board chair will also identify an appropriate representative from the university to serve as complainant.
8. An audio recording of the CHB proceedings will be made during each hearing. The complainant or the respondent may request a copy of the recording within 30 days of the hearing.
9. The respondent will receive notification of the board's findings.
10. The respondent may not be charged again by a WPI student conduct authority based on an incident for which they have been previously adjudicated.
11. All CHB sessions are closed and limited to members of the Campus Hearing Board, case officer, the complainant and respondent, their advisors, and witnesses while they are giving testimony. Any exceptions to this policy must be requested in advance through the case officer.
12. When more than one individual is charged with the same violation(s), a joint hearing will be scheduled. The university reserves the right to schedule individual hearings.

VI. Decisions and Possible Sanctions within the Student Conduct Process

The Dean of Students Office, the Campus Hearing Board (CHB), Conduct Appeals Board (CAB), and other designated conduct officers as described herein have the authority to render decisions and apply conduct sanctions to students found responsible for violating the Code of Conduct. The CHB and conduct officers will render decisions based upon the "preponderance of the evidence" standard (i.e., "more likely than not").

If the respondent is found responsible for one or more allegations, their past record, if any, is reviewed before sanction(s) are determined. There is no automatic sanction for any particular violation of the Code of Conduct, as each violation is reviewed individually and sanctioning takes into

consideration the unique situation surrounding the incident. The Dean of Students Office, conduct officers, CHB, and CAB may choose to apply any sanctions, as necessary and appropriate based on the facts and circumstances of the case.

WPI makes every attempt to respond quickly to alleged violations of the Code of Conduct, and acknowledges that in some cases, there may be grounds for criminal and/or civil charges as well. It is possible that the WPI conduct process and any criminal or civil charges will proceed concurrently.

All decisions of the CHB or the formal hearing process for off campus projects are subject to appeal to the Conduct Appeals Board based on the established criteria. All other resolution processes eligible for appeal are heard by the next highest administrator in the respective department.

The sanctions below may be imposed on a student for violation of the Code of Conduct. This list is instructive, not exhaustive. During the time period between the CHB decision and resolution of any appeals processes through the Conduct Appeals Board, sanctions shall remain in effect.

- A. **Disciplinary Warning:** An official written notice to the student that his/her conduct is in violation of WPI rules or regulations. Applicable resolution process or authority: Any conduct officer, the Campus Hearing Board, and Conduct Appeals Board.
- B. **Disciplinary Probation:** A more severe sanction than a warning, to include a period of review and observation during which the student must demonstrate the ability to comply with WPI rules, regulations, and other requirements stipulated for the probation period. As part of the terms of disciplinary probation, restrictions may be placed on the student's ability to participate in activities, student organizations, etc. Some examples include, but are not limited to: prohibiting a student from applying for, campaigning for, or receiving consideration for elected or appointed positions in student organizations; ineligibility to receive honors or awards; ineligibility to accept a bid to pledge a fraternity or sorority; removing a student from any office held in a student organization; prohibiting a student or student group from representing the university in intercollegiate events or activities, or loss of privilege to attend Global Project Center sites. Applicable resolution process or authority: Any conduct officer, the Campus Hearing Board, and Conduct Appeals Board.
- C. **Disciplinary Suspension:** Excludes the student from registration, (or cross registration at WPI through a consortium college), class attendance, residence on the campus, and use of WPI facilities or resources for a specified period of time. Suspended students may not stay overnight in any on-campus residence hall. Students suspended during the middle of a term/semester may be eligible for a refund according to the published policies in the Undergraduate and Graduate Catalogs. Students who are suspended from WPI are expected to depart the physical campus immediately unless in the course of doing business related to the appeal process. Applicable resolution process or authority: Campus Hearing Board and Conduct Appeals Board.
- D. **Deferred Disciplinary Suspension:** Under certain circumstances, a disciplinary suspension action may be deferred until the end of the current term/semester. If a student is again found responsible of violating a WPI policy or regulation during the deferred disciplinary period, the suspension will take effect immediately. Applicable resolution process or authority: Campus Hearing Board and Conduct Appeals Board.
- E. **Disciplinary Expulsion:** Permanent separation from WPI and the permanent loss of privilege of registration, class attendance, residence on the campus and use of WPI facilities or resources. Students expelled during the middle of a term/semester may be eligible for a refund according to the published policies in Undergraduate and Graduate Catalogs. Students who are expelled from WPI are expected to depart the physical campus immediately unless in the course of doing business related to the appeal process. Applicable resolution process or authority: Campus Hearing Board and Conduct Appeals Board.
- F. **Restitution:** Requires that a student make payment to the university, an individual, or a group for damages for which they were responsible. Applicable resolution process or authority: Any conduct officer, the Campus Hearing Board, and Conduct Appeals Board.
- G. **Community Service:** Requires that a student complete a specified work project for a stipulated time period for the WPI or local community. Applicable resolution process or authority: Any conduct officer, the Campus Hearing Board, and Conduct Appeals Board.
- H. **Parental Notification:** Parents are notified at the discretion of the dean of students or designee out of concern for the health and welfare of the student. Applicable resolution process or authority: Any conduct officer.
- I. **Relocation/Removal from Residence Hall/Loss of Residence Hall Privileges:** Involves the physical relocation from one residence hall room or on-campus housing/building to another. It precludes a student from remaining in any WPI housing for a specified period of time and may preclude a student from visiting certain residence hall(s) for a specific period of time. Applicable resolution process or authority: Any conduct officer, the Campus Hearing Board, and Conduct Appeals Board.
- J. **Counseling, Drug or Alcohol Assessment:** Requires that a student engage in a counseling or a drug or alcohol assessment with a licensed professional. The requirement may include a signed release of information from the student so that the counselor can inform the case officer or Dean of Students Office about the completion and/or of the assessment. Student must comply with recommended course of treatment determined by the counselor. Applicable resolution process or authority: Any conduct officer, the Campus Hearing Board, and Conduct Appeals Board.
- K. **No-Contact Directive:** A directive from the Dean of Students Office that restricts any verbal, written or third party contact between the parties involved. Contact the Dean of Students staff for further information. Applicable resolution process or authority: Dean of Students staff, Campus Hearing Board and Conduct Appeals Board.

VII. Violations and Range of Sanctions

The following list of violations and range of sanctions is intended to serve as a guide to the CHB when determining sanctions and as notice to students regarding community accountability. The list is representative but not exhaustive.

- A. **Academic Dishonesty** can result in a sanction of lowering of a course grade, loss of course credit, disciplinary probation, and suspension from the university for one or more terms, or expulsion from WPI. *Note:* While the CHB may make a recommendation regarding a student's grade or course credit, only the faculty member of record may actually raise or lower a course grade or remove credit for a course.

- B. **Alcohol and Other Drug Policy Violations** can result in a sanction of disciplinary warning, probation, restitution, community service, parental notification, loss of privileges, counseling and alcohol or drug assessment, removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.
- C. **Assault and/or Battery, Abuse of a Community Member** can result in a sanction of restitution, counseling, probation, loss of privileges, and suspension for one or more terms, or expulsion from WPI.
- D. **Computer Network Acceptable Use Policy (AUP) Violations** can result in a sanction of loss of access to systems, community service, disciplinary warning, probation, suspension from the University for one or more terms, or expulsion from WPI.
- E. **Equal Opportunity, Anti-Discrimination & Harassment Policy Violations** can result in a sanction of disciplinary warning, probation, suspension from the university for one or more terms, or expulsion from WPI. For violations of the WPI Code of Conduct that have, at their core, hate for a selected person or group because of race, gender, religion, sexual orientation, national origin, or any other category enumerated in WPI's Equal Opportunity, Anti-Discrimination and Harassment Policy, the sanction imposed may be enhanced or made more serious for a given violation.
- F. **Fire Safety Violations** can result in a sanction of community service, probation, removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.
- G. **Harassment** can result in a sanction of community service, counseling, probation, removal from residence halls, suspension from the university for one or more terms, or expulsion from WPI.
- H. **Hazing** by an individual or group can result in a sanction of community service, probation, loss of privileges, suspension from the university for one or more terms, or expulsion from WPI.
- I. **Sexual Misconduct Policy Violations** can result in the sanctions outlined in the [Sexual Misconduct Policy](#).
- J. **Theft** can result in a sanction of restitution, community service, loss of privileges, probation, and/or suspension from the university for one or more terms, or expulsion from WPI.
- K. **Threats** can result in a sanction of probation, and/or suspension from the university for one or more terms, or expulsion from WPI.
- L. **Unauthorized Entrance and/or Use** can result in a sanction of community service, loss of privileges, probation, and/or suspension from the university for one or more terms, or expulsion from WPI.

VIII. Student Conduct Appeals Criteria, Procedures, and the Student Conduct Appeals Board

1. Conduct Appeals Criteria

Students may appeal decisions and/or sanctions by conduct officers and the Campus Hearing Board (CHB), as outlined in the [Resolution Processes](#) within the WPI Student Conduct Process.

The grounds for an appeal must be based on one or more of the following criteria:

- A substantial procedural error during the process that had a direct impact on the outcome;
- New and relevant evidence that could not have been obtained at the time of the hearing that had a direct impact on the outcome;
- Substantial bias or conflict of interest on the part of the CHB or conduct officer leading to an improper decision;
- Inappropriate sanction(s) in proportion to the violation committed.

The Conduct Appeals Board or appeals officer may refuse to accept any appeal that does not satisfy these criteria.

2. Conduct Appeals Board

A. Members

1. The Conduct Appeals Board (CAB) shall consist of three voting members: the sitting president of the undergraduate student government or graduate student government or designee (whichever is deemed appropriate by the case officer); a representative of the faculty, and a representative of the administration.
2. Two representatives shall be appointed by the faculty under the direction of the Faculty Committee on Governance for 2 year staggered terms.
3. Two representatives from the administration shall be appointed by the president or designee for 2 year staggered terms, and shall act as presiding officer of the Conduct Appeals Board.
4. Each of the student governing bodies will identify an officer to serve as an alternate member in the absence of the undergraduate student government president or the absence of the graduate student government president.

B. Jurisdiction

1. The Conduct Appeals Board will hear student appeals of cases originally heard by the CHB or a conduct officer for off campus projects.
2. The CAB is not constrained by the decision or sanctions determined by the CHB, and may modify the decision or sanction(s). As it deems appropriate based on the facts and circumstances of the case, the CAB may determine that a more or less severe sanction than the one originally imposed by the Campus Hearing Board is appropriate.
3. The CAB will automatically review any case in which the sanction imposed by the CHB includes suspension or expulsion from the university. This review will occur regardless of whether the respondent or complainant submit an appeal, and is designed to assure that procedures were followed and decisions and sanctions are fair.

C. Procedures

1. Decisions of the CHB or a hearing officer for off campus projects may be appealed to the Conduct Appeals Board.
2. Appeals must be submitted in writing by the respondent to the Dean of Students Office within five (5) business days following written communication of the initial decision. The appeal must be specific and contain a full description of the basis for the appeal.

D. Sanctions and Grievance Judgments

1. The Conduct Appeals Board may impose or modify any decision or sanction that the CHB is empowered to impose, as it deems appropriate based on the facts and circumstances of the case.
2. In response to the appeal or review of the case, the CAB board may:
 - Send the case back to the CHB/hearing officer for a rehearing;
 - Reverse the decision of the CHB/hearing officer if they determine that the CHB or hearing officer was biased, or there was a conflict of interest, leading to an improper decision; and/or
 - Uphold or modify by enhancing or lessening the imposed sanction(s) of the CHB or hearing officer.

IX. Student Conduct Records

Student conduct records are maintained by the Dean of Students Office, and may be shared only with student permission for a period of two years from the date of graduation, transfer, or withdrawal from WPI. Judicial records are not a part of a student's academic record. When a conduct sanction includes suspension or expulsion from WPI, disciplinary records shall be kept in perpetuity and may be shared with student permission. Records for cases that are pending completion of the hearing and/or sanction shall be kept in perpetuity. Conduct records may be shared both internally (e.g., IGSD, honor societies, on-campus employment) and externally (e.g., transfer applications, prospective employers, graduate school) in accordance with applicable state and federal laws and regulations. When sharing student conduct records, the following information is reportable: the incident date, violation(s), and whether sanctions were completed. In keeping with the [WPI Academic Honesty Policy](#), a student's conduct record may be shared internally as appropriate without the student's permission to determine if the student has any record of prior offenses involving academic dishonesty.

X. Additional Policies and Procedures

The following are a list of additional policies and procedures that are complementary to the Code of Conduct. This list is not exhaustive and students must abide by all WPI policies and procedures.

1. Academic Honesty Policy

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic institutions, particularly those dedicated to independent project-based education, such as WPI. Students who engage in academic dishonesty, specifically cheating, fabrication, facilitation and/or plagiarism limit their learning, cheat their classmates out of deserved rewards and recognition, and demean the degree that WPI awards.

Any act that interferes with the process of evaluation or misrepresents the work being evaluated (or the resulting evaluation) and the student's actual state of knowledge is an act of academic dishonesty. For additional information, please refer to the [Academic Honesty Policy](#).

2. Policies on Illegal Drugs and Alcohol and Controlled Substances

WPI supports, promotes, respects and expects adherence to federal and state laws regarding alcohol and drugs. For additional information, please refer to The [Policy on Illegal Drugs and Alcohol and Controlled Substances](#).

3. Equal Opportunity, Anti-Discrimination & Harassment Policy

WPI prohibits and will not tolerate unlawful discrimination or harassment in any WPI program or activity based on an individual's race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status. For additional information, please refer to The [Equal Opportunity, Anti-Discrimination, & Harassment Policy](#).

4. Sexual Misconduct Policy

Sexual misconduct encompasses a range of prohibited behaviors and conduct of a sexual nature including, but not limited to, sexual harassment, sexual exploitation, gender motivated stalking, relationship abuse, and sexual assault. For information about resources, processes, and responses to sexual misconduct, refer to the [Sexual Misconduct Policy](#).

5. Time, Place, and Manner Statement

WPI reserves the right to regulate the time, place, and manner for activities occurring on WPI-owned or controlled property. Please refer to the [Guidelines for event apace usage](#).

6. Hazing Policy

Massachusetts law prohibits the practice of hazing by a student organization. WPI, in an effort to educate the entire student population about hazing, requires each student to acknowledge the receipt of the hazing policy as part of the academic registration process twice a year. Hazing and its practices in any form is prohibited. For additional information, please refer to the [Anti-Hazing Policy](#).

7. Relationship Statement for WPI and the Fraternity/Sorority Community and Expectations for Fraternity and Sorority Chapter Gatherings

The relationship between WPI and the fraternity and sorority community is one of mutual respect, cooperation, understanding, and trust. This trust is based on mutual goals, the expectations of WPI, the community, the fraternity/sorority chapters, and the responsibilities of each in this relationship.

For additional information, please refer to [The Fraternity and Sorority Relationship Statement](#), or the [Expectations for Fraternity and Sorority Chapter Gatherings](#).

8. Computer Network Acceptable Use Policy (AUP) and Copyright Compliance Policy

Worcester Polytechnic Institute (WPI) maintains computing resources, including data and information, which are essential to performing University business. These are WPI assets over which the University has both rights and obligations to manage, protect and utilize to fulfill its mission. The Acceptable Use Policy was established to create usage standards in compliance with other University policies as well as regulatory requirements.

This Acceptable Use Policy (AUP), the Campus Code of Conduct, the Administrative Data Management Policy, and several other university policies govern WPI's computing resources collectively. For additional information, please refer to the [Acceptable Use Policy](#).

9. Intellectual Property at WPI

While the role of the faculty can be significant in the development of intellectual property, others such as students, research personnel, staff, and visitors are also able to conceive and develop intellectual property. The payment of tuition should allow a student reasonable use of university facilities. Inventions resulting from student efforts involving such use should rightfully belong to the student(s).

For additional information, please refer to [The Intellectual Property Policy](#), which includes information on Ownership of Inventions, Royalties for Inventions, etc...

10. Massachusetts Jury Service Statement

Any WPI student who is a U.S. Citizen 17 years of age or older and resident or inhabitant of Massachusetts for more than 50% of their time may be eligible to serve as a juror in Massachusetts courts. Even a WPI student who is a resident of another state is considered to be an inhabitant of Massachusetts for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. WPI supports students in their fulfillment of this civic duty. Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Please note that you may be required to furnish your summons notice or the certificate of service when requesting excused absence(s). If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please contact the Office of the Jury Commissioner (1-800-THEJURY/1-800-843-5879). Further information can be found on the [Office of Jury Commissioner's website](#).