

STUDENT RESPONSIBILITIES AND CODE OF CONDUCT
2017-2018

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STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

I. Introduction

Worcester Polytechnic Institute is a vibrant community of individuals focused on learning, scholarship, research, and service to the local, national and international community. WPI's Student Responsibilities and Code of Conduct, hereby known as the Code of Conduct, is designed to foster and maintain an environment where students can grow academically and socially. The university exercises latitude in defining and interpreting standards of behavior, and in developing policies and procedures to support our institutional goals and mission. The university routinely reviews and updates these policies and procedures, with updates posted on-line and distributed to all enrolled students via campus email. All WPI students are urged to familiarize themselves with and adhere to the policies and procedures in the Code of Conduct.

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 *Student Responsibilities and 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. Jurisdiction of the Dean of Students Staff

The president has delegated to the vice president of student affairs and the Dean of Students staff the responsibility for the administration of the judicial system and the authority to impose administrative sanctions when necessary and appropriate. This allows for the operation and protection of the people and property of the WPI community from endangerment or from interference with the educational objectives of WPI. Students are subject to WPI's policies and procedures for their conduct whether the conduct occurs on or off the WPI campus.

1. The Dean of Students staff members are responsible for all matters relating to student contracts, agreements, and licenses in the areas of student residential life, Greek life, and student activities. Complaints, violations, and terminations in these areas will be handled by the appropriate staff member in accordance with established procedures.
2. The Dean of Students staff 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.
3. Interim suspension is defined as the temporary termination by the vice president of 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, hereby known as the CHB). It is to be employed only in instances where continued presence on campus by the student or group 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 of student affairs or designee, a date shall be set for a hearing of the matter before the CHB, using the earliest possible, mutually convenient time between the university, the complainant and the respondent. The location and means by which such hearing will be held will be determined by WPI.
4. A student may be withdrawn from WPI by the vice president of 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 the university. 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. Student Responsibilities and Code of Conduct

1. The Code of Conduct is guided by specific core constructs designed to ensure a reasonable environment in which students can pursue an education and social life outside of the classroom. Members of the WPI community are expected to use common sense and good judgment in resolving all problems. While the CHB is available to address student disciplinary issues, it is hoped that the existing resolution processes will be used first in attempting to resolve these problems. Student(s) accused of violating this Code of Conduct are entitled to the rights and procedures as outlined in this document. In addition, 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 judicial process and to notify their parents of their specific situation; however, primary communication will be between the university and the student.

2. Listed below are the expectations and responsibilities to which all students are expected to abide, organized under a series of core constructs. Each construct includes some examples of prohibited behaviors; however, the list is not exhaustive.

- A. **Respect the safety of community members by avoiding behavior that harms, endangers, or intimidates others.** Prohibited behaviors include abuse, assault, bullying, 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 or supervised functions that adversely affects the WPI community or institutional reputation. In addition, students are responsible for the behavior of individuals they bring to campus as 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. Glossary of Terms

Abuse: Attempting to cause or causing physical harm.

Assault: A physical attack or violent attack of any sort.

Bullying: The repeated use of a written, verbal, or electronic expression or a physical act or gesture directed at a victim that causes physical or emotional harm to the victim, or damage to the victim's property, places the victim in reasonable fear of harm to themselves or of damage to their property, or creates a hostile environment for the victim.

Case Officer: The case officer is a designated member of the Dean of Students staff, appointed by the vice president of student affairs. The case officer provides the operational and logistical services necessary for the CHB to conduct fair and impartial hearings.

Complainant: The individual alleging a violation of the Code of Conduct.

Harassment: Systematic and/or continued unwanted actions, including threats and demands. For more detailed information, refer to the [Equal Opportunity, Anti-Discrimination and Harassment Policy](#).

Preponderance of Evidence: The standard used for decision making in the WPI judicial system, defined as weight of evidence or "more likely than not."

Respondent: The student responding to allegations of Code of Conduct violations.

Retaliation: To deliberately harm someone in response or revenge.

Please refer to the [Sexual Misconduct Policy](#) for specific definition related to sexual misconduct.

V. Jurisdiction of the WPI Judicial System

The WPI judicial system has jurisdiction over cases involving students, their guests, or student organizations, clubs and sports teams charged with allegedly violating the Code of Conduct. This jurisdiction includes behavior that occurs on-campus and off-campus, including at project sites or WPI recognized trips.

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.

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 chief justice, must provide a written explanation for such a decision to the parties concerned. In sexual misconduct cases, please refer to the [Sexual Misconduct Policy](#).

All resolution processes of the campus judicial system shall use “preponderance of the evidence,” better defined as “more likely than not” as the standard for decision-making.

VI. Rights of Individual Student Members of the WPI Community

Across all resolution processes within the campus judicial system 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 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 chief justice) 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 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 judicial advocate. Judicial advocates are trained and educated about the judicial system on campus and serve as a confidential resource and consultant for students regarding the judicial process. Contact information for the judicial 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 chief justice 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.
9. The respondent will receive notification of the board’s findings.
10. The respondent may not be charged again by a WPI judicial 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.

VII. Resolution Processes within the WPI Judicial System

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 one of the case officers in the Dean of Students Office.

2. Administrative Agreement

With the agreement of the university and/or the complainant, an Administrative Agreement resolution is used for students who accept responsibility for both the complaint against them as well as the imposed sanctions. The judicial conference will be conversational in nature and non-adversarial. During the discussion, the judicial 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 judicial offer will then determine appropriate sanction(s). If the student accepts the sanctions imposed by the judicial officer, an Administrative Agreement is completed and signed to bring formal resolution to the case. Because 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 Judicial Conference Procedure

Students charged with violating residence hall policies will be adjudicated by Residential Services staff. Violations by residential students of other university policies may be adjudicated by the Dean of Students Office or Campus Hearing Board for resolution. The judicial conference will be conversational in nature and non-adversarial. During the discussion, the judicial 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 judicial 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 judicial sanctions, the decision may be appealed to the next highest administrator in that department based on the criteria listed in the Judicial 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 Procedure

Student organizations, clubs, sports teams, fraternities, and sororities that are charged with violating any policies and procedures shall have the case adjudicated before a WPI representative designated by the dean of students, 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 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 WPI representative 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 WPI representative will make a determination of the organization's responsibility based on preponderance of the evidence. If responsible, the WPI representative 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 Code of Conduct under Judicial Appeals.
- H. The WPI representative may refuse to hear a complaint utilizing this hearing procedure based on seriousness of alleged violation or previous judicial history, and may instead refer it to the CHB for resolution.

6. Administrative Agreement at Off-Campus Residential Program Sites

With the agreement of the university and/or complainant, an Administrative Agreement resolution 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 executive director of global operations, in consultation with the Dean of Students Office, will be assigned as the judicial officer. The judicial conference will be conversational in nature and non-adversarial. During the discussion, the judicial 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 judicial offer will then determine appropriate sanction(s). If the student accepts the sanctions imposed by the judicial officer, an Administrative Agreement is completed and signed to bring formal resolution to the case. Because 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 that policy should be applied at the off campus residential programs.

7. Off-Campus Residential Program Sites Hearing Procedure

Students at off-campus residential program sites accused of violating the WPI Code of Conduct or any IGSD policies and procedures shall be accorded a hearing before a WPI representative 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 WPI representative 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 WPI representative must then consult with the Dean of Students Office and the executive director of global operations to discuss the hearing. The WPI representative 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 WPI representative, 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 Judicial Appeals Board within five (5) business days of the initial decision. Grounds for an appeal must be based upon the criteria outlined in the Code of Conduct under Judicial Appeals.
- I. 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 of student affairs or designee.

8. The Campus Hearing Board

The Campus Hearing Board (CHB) is the most formal judicial body at WPI used to resolve alleged student violations of the Code of Conduct. Any student may bring a complaint against another student before the CHB for resolution. The university may bring a complaint against a student and 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 and the respondent will meet individually with the case officer to discuss the hearing process, timelines, and submission of materials, following standard procedures.

- A. Upon receipt of the complaint, the case officer will notify the respondent of the complaint. 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 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.

Membership

1. Members

- A. The CHB shall consist of five (5) elected or appointed members (justices) and an appointed nonvoting chief justice. 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. There are alternative justices who have been selected to serve per the process below.
- D. Any CHB hearing may have alternative justices present to replace absent or disqualified justices.

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 judicial 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.
 3. The Executive Board of the Graduate Student Government shall appoint two graduate students to the CHB in D-Term.
 4. The term of office of all student-elected or appointed CHB members is one year, commencing on the first day of A-Term.

- 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 and maintain a pool of faculty justices, the faculty elect three faculty justices for the CHB.
 2. The term of office for all CHB justices elected by the faculty shall commence on the first day of A-Term.
- C. Administration Appointment
 1. The president of the university or their designee shall annually appoint the administration justices.
 2. The term of office of all appointed administration justices is one year, commencing on the first day of A-Term.

3. Disqualification

- A. Any justices who deem themselves impartial in any hearing or whose impartiality is successfully challenged shall be disqualified from that hearing.

Officers

1. Chief Justice

The chief justice is a member of the faculty, appointed by the Faculty Committee on Governance to a three (3) year term. One year before the expiration of the term of the chief justice, the Committee on Governance shall appoint a chief justice-elect or reappoint the incumbent chief justice to another three-year term, to begin at the expiration of the current term. The Chief Justice presides over hearings of the CHB, and has the authority to maintain order within the hearing environment, or suspend a hearing. The chief justice 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. Chief Justice Pro Tempore

The chief justice pro tempore will preside in the absence or disqualification of the chief justice. The chief justice pro tempore must be a faculty member in at least their second year of serving on the CHB.

3. Chief Justice-Elect

The chief justice-elect shall observe for training purposes disputes before the CHB but shall not take part in any deliberations or votes before the hearing board unless they is concurrently serving as a CHB member.

4. Case Officer

The case officer is a designated member of the Dean of Students staff, appointed by the vice president of 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.

Duties of the Case Officer:

- 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 chief justice, 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 chief justice, suspend the hearing proceedings to another date.
- G. As necessary and appropriate, provide for the training of persons serving on the CHB, the Judicial Appeals Board, or other judicial officers.

VIII. Decisions in the Campus Judicial System

The CHB and hearing officers will render decisions based upon the "preponderance of the evidence," and has the authority to place students found responsible on disciplinary standing (warning, probation, suspension or expulsion from the university), levy fines or restitution, stipulate performance of certain actions or behavior (such as behavioral or alcohol assessments, community service, or restitution), or other judicial sanctions.

If the respondent is found responsible for one or more allegations, their past judicial record, if any, is reviewed before sanction(s) are determined. WPI does not stipulate an automatic sanction for any particular violation of its code, as each violation is reviewed individually and judicial sanctioning takes into consideration the unique situation surrounding the incident.

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

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.

IX. Sanctions within the Campus Judicial System

Sanctions and Definitions

The sanctions below may be imposed for an infraction of the Code of Conduct or policies and procedures. This list is not exhaustive.

- A. **Disciplinary Warning:** An official written notice to the student that his/her conduct is in violation of WPI rules or regulations.

- 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.
- 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 upon completion of the appeal process.
- D. **Deferred 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.
- E. **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.
- F. **Restitution:** Requires that a student make payment to the university, an individual, or a group for damages for which he or she was responsible, whether intentional or accidental.
- G. **Community Service:** Requires that a student complete a specified work project for a stipulated time period to give back to the WPI or local community.
- 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.
- 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.
- J. **Counseling, Drug or Alcohol Assessment:** Requires that a student submit to counseling or to 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.
- 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.

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 the community regarding community accountability. The list is representative but not exhaustive.

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 the course.

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.

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.

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.

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.

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.

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.

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.

Sexual Misconduct Policy Violations can result in the sanctions outlined in the [Sexual Misconduct Policy](#).

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.

Threats can result in a sanction of probation, and/or suspension from the university for one or more terms, or expulsion from WPI.

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.

X. Judicial Appeals Criteria, Procedures, and the Judicial Appeals Board

Judicial Appeals Criteria

Students may appeal decisions and/or sanctions by judicial officers and the Campus Hearing Board, as outlined in Section VII, Resolution Processes within the Campus Judicial System.

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 Campus Hearing Board or judicial officer leading to an improper decision;
- Inappropriate or excessive sanction(s) in proportion to the violation committed.

The Judicial Appeals Board or Appeals Officer may refuse to accept any appeal that does not satisfy these criteria.

Judicial Appeals Board

Members

1. The Judicial Appeals Board (JAB) 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. The faculty representative shall be selected annually by the faculty under the direction of the Faculty Committee on Governance.
3. The representative from the administration shall be selected annually by the president or designee, and shall act as presiding officer of the Judicial 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. The Faculty Committee on Governance shall identify an alternate faculty representative. The president or designee will identify an alternate administration representative.

Jurisdiction

1. The Judicial Appeals Board will hear student appeals of cases originally heard by the CHB or a hearing officer for off campus projects.
2. The JAB is not constrained by the decision or sanctions determined by the CHB, and may modify the decision or sanction(s). In particular, the complainant may appeal based upon the premise that the sanction is too severe; the JAB may determine that a more severe sanction is appropriate. Likewise, the respondent may appeal that the sanction is not severe enough, yet the JAB may impose a less severe sanction than originally imposed by the Campus Hearing Board.
3. The JAB 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.

Procedures

1. Decisions of the CHB or a hearing officer for off campus projects may be appealed to the Judicial 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.

Sanctions and Grievance Judgments

1. The Judicial Appeals Board may impose or modify any decision or sanction that the CHB is empowered to impose.
2. In response to the appeal or review of the case, the JAB 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.

XI. Judicial Records

Judicial records are maintained by the Dean of Students Office, and are reportable by the Dean of Students Office for a period of two years from the date of graduation, transfer, or withdrawal from WPI, except when the sanction includes suspension or expulsion. In cases involving suspension or expulsion from WPI, disciplinary records shall be kept in perpetuity and are reportable. Records for cases that are pending completion of the hearing and/or sanction shall be kept in perpetuity. Judicial records may be shared both internally (e.g., IGSD, honor societies) and externally (e.g., transfer applications, prospective employers, graduate school) in accordance with applicable state and federal laws and regulations. In keeping with the WPI Academic Honesty Policy, a student's judicial 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 honesty.

XII. Additional 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. Violations of this principle deny the violators an opportunity to obtain confident command of the material they are credited with knowing, cheat their classmates out of deserved rewards and recognition, dishonor the institution, and demean the degree that it awards. It is, therefore, a matter of great and mutual concern to all members of the WPI community that a concerted

effort is made to maintain high standards of academic integrity, both to protect the value of the educational process in which we are engaged and to maintain the credibility of the institution.

Individual integrity is vital to the academic environment because education involves the search for and acquisition of knowledge and understanding, which are, in themselves, intangible. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresentation of the relation between the work being evaluated (or the resulting evaluation) and the student's actual state of knowledge is an act of academic dishonesty. The following acts are examples of academic dishonesty at WPI:

Cheating: Attempting to use, or intentionally using, unauthorized study aids, materials, or information in any academic exercise.

Examples:

- Use of purchased term papers
- Copying on exams, homework, or take-home exams
- Use of unauthorized materials or sources of information such as "cheat sheet," preprogrammed calculator
- Assistance of another person in cases where prohibited

Fabrication: Falsification or invention of any citation or information in an academic exercise.

Examples:

- Altering grades or other official records
- Changing exam solutions after the fact
- Inventing or changing laboratory data
- Falsifying research
- Inventing sources

Facilitation: Helping or attempting to help another student to violate any provision of this code.

Examples:

- Sharing test questions or answers from an exam with another student
- Letting another student copy a solution to a homework problem, exam, or lab
- Taking an exam for another student
- Assistance in any act of academic dishonesty of another student

Plagiarism: Representing the ideas or words of another as one's own without proper attribution in any academic exercise.

Examples:

- Misrepresenting the work of another as one's own
- Inaccurately or inadequately citing sources including those from the Internet

Responsibilities of Faculty Members and Students

Faculty members should outline their policies concerning evaluation procedures and their expectations pertaining to academic integrity at the beginning of each course. Faculty will ensure that student performance is judged solely on the basis of academic work in courses and projects. Because of the differences in disciplines and the type of work involved, faculty interpretation regarding what constitutes academic dishonesty may vary across campus. Since project-based education places a strong emphasis on group work, faculty and students should be particularly attentive to the distinction between group work and individual performance expectations. Faculty and students are responsible for knowing and understanding WPI's policy and procedure for dealing with academic dishonesty. Faculty are encouraged to implement measures designed to minimize or prevent academic dishonesty.

Academic Honesty Procedures

The WPI faculty and administration have developed a set of procedures designed to ensure uniform and fair treatment of undergraduate or graduate students suspected of academic dishonesty. Students are encouraged to meet with a member of the Dean of Students staff to discuss their judicial resolution options at any time through the process outlined below. Students or others who suspect a faculty member of professional dishonesty should consult the academic department head, academic dean, or the provost.

- A. Faculty shall report to the department chair any suspected act of academic dishonesty by a student.
- B. The chair shall review cases referred to them to determine if there is reason for believing that academic dishonesty may be involved.
- C. Faculty shall allow the student to continue in the course without prejudice, pending resolution of the case.
- D. The chair or instructor shall check with the Dean of Students Office to determine if the student has any record of prior offenses involving academic dishonesty.
- E. The chair or instructor shall consult with the student involved. If the act of academic dishonesty is admitted and is the first violation of that nature, the chair or instructor may resolve the complaint within the department, provided the penalty is accepted by the student in writing. The maximum penalty that can be applied at the department level is dismissal from a course or a project without credit. In all cases, a signed, written report on the matter, including the action taken, shall be sent to the Dean of Students Office. If the student does not want to resolve the case at the department level by signing the departmental agreement, the case will be referred to the CHB for resolution.
- F. For the second and subsequent violations, the case shall be submitted to the CHB for resolution.
- G. The CHB shall hear the allegations, following standard procedures for disciplinary hearings outlined in the Code of Conduct. The board may impose normal disciplinary sanctions and may recommend loss of course credit or lowering of a grade for the course or project. If a student is found not responsible on a complaint of academic dishonesty, they may not be failed or penalized by the instructor on the grounds of dishonesty. The instructor shall assign a grade based on assessment of the student's mastery of the material being evaluated.
- H. Judicial records for any act of academic dishonesty are maintained by the Dean of Students Office in accordance with procedures in the Code of Conduct.

Solely for cases where the student has not matriculated to WPI, the following two options are available for resolving allegations of academic dishonesty.

Option One: Resolution via the Departmental Agreement Process, as noted above. The faculty member will interact with the student via e-mail or Skype to discuss the allegation, and will follow the departmental agreement process, as outlined above. The maximum penalty that can be applied at the departmental level is dismissal from the course without credit. Because the case is resolved through an agreement, there is no appeal process.

Option Two: If the student does not accept responsibility for the complaint and/or sanctions at the departmental level, the case will be referred to the Dean of Students Office for resolution, using the administrative decision process as follows.

- A. The student will be informed of the alleged code of conduct violation 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 the policy 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 advisor may not ask, answer or be asked questions by any party at the hearing. The advisor 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. The student shall have an opportunity to respond to the charges and present any evidence or witnesses in response.
- E. The WPI representative will make a determination of the student’s responsibility for the complaint based on the preponderance of the evidence.
- F. If the student is found responsible, the WPI representative will meet with the faculty member to determine the appropriate academic grade sanction for the offense.
- G. In the case where the student disagrees with the decision/grade sanction, they may appeal to the next highest administrator in the Dean of Students Office based upon the criteria outlined in the Code of Conduct under Judicial Appeals.

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. The WPI community is composed of students, faculty, staff and alumni. The entire community must assume responsibility for providing a climate that respects personal rights, federal and state laws, promotes safety, and models appropriate and normally acceptable behavior.

Policy on Illegal Drugs and Alcohol

WPI enforces the Massachusetts underage drinking laws and state and federal drug laws, including within on-campus and off-campus living residences. The legal drinking age in Massachusetts is 21. Students found in violation of the Policy on Illegal Drugs and Alcohol or engaging in misconduct related to the abuse of alcohol or drugs, will be subject to disciplinary action. Solely in programs involving off-campus travel (namely IGSD project sites), students may comply with the legal drinking age of the respective country they are located in. However, it is important to note that dangerous, or binge drinking in any location is a violation of the Code of Conduct.

Specifically, WPI prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities.

1. Students under the age of 21 may not possess, consume, transport, or be served alcohol. Students under the age of 21 may not be under the influence of alcohol or a controlled substance. Regardless of age, no individuals may possess open containers on campus.
2. Kegs, bulk containers, or any other common sources of alcohol are not permitted on WPI-owned, operated, or affiliated property at any time.
3. Dangerous and/or binge drinking, or exhibiting offensive or disruptive behavior while under the influence of alcohol is prohibited.
4. Students may not possess, use, or distribute illicit drugs or possess drug-related paraphernalia.
5. Students may not furnish alcohol to anyone under 21 years of age. Furnish means to knowingly or intentionally supply, give or provide to, or allow a person under 21 years of age to possess alcoholic beverages on premises or property owned or controlled by the person or organization charged.

Policy on Use of Controlled Substances

WPI prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances on WPI property or as part of University activities. WPI also prohibits the use, possession, sale, distribution, or manufacture of other substances, even though they may not be illegal, including, but not limited to, whipp-its, 2-C’s, molly, ecstasy, NBOME, Spice, K-2, and non-prescribed performance enhancing drugs (“prohibited substances”).

WPI prohibits persons from permitting the use of prohibited substances in a campus residence or associated residence, including in fraternities and sororities. WPI also prohibits the unlawful distribution, possession, social sharing, non-prescribed use, or abuse of prescription drugs. Altering, tampering, or forging a prescription is also prohibited.

Policy on Recreational Marijuana

Although the Commonwealth of Massachusetts has legalized recreational use of marijuana by people at or over the age of 21, WPI must abide by federal laws, including the Drug-Free Schools and Communities Act, in order to remain eligible for federal funding, including funding for student financial aid. Therefore, WPI must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students,

regardless of age, WPI prohibits the use, sale, manufacture, distribution, possession, or facilitation of the use of marijuana on campus. WPI also prohibits the unlawful manufacturing, selling, and distribution of marijuana regardless of location or age.

Student members of the WPI community who are in violation of this policy are subject to local, state, and federal law as well as disciplinary adjudication under the Code of Conduct, and/or WPI Fraternity and Sorority Community Policies. The various sanctions outlined in the Code of Conduct are applicable to students found responsible for violating the Policy on Illegal Drugs and Alcohol.

Tobacco-Free Campus Policy

WPI is a tobacco-free campus and does not permit the use or sale of any tobacco products (combustible or smokeless), including e-cigarettes. This policy shall apply to all members of the WPI community including visitors to the campus. The WPI campus will be entirely free from tobacco products and E-cigarettes everywhere including all buildings, walkways, patios, playing fields, lawns, parking lots, parking garages and all WPI owned, leased or rented vehicles.

Tobacco products include, but are not limited to:

- “E-cigarettes” include any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette, which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.
- “Tobacco product” means any substance containing tobacco leaf, including but limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Adherence to and management of this policy requires common sense, courtesy, and support among members of the WPI community. Students with concerns or questions should contact the Dean of Students Office.

WPI Culture of Care

WPI strongly believes that all community members have a responsibility and obligation to assist their peers, particularly when associated with alcohol or drug use. To help integrate this mindset throughout the entire campus community, the Interfraternity Council has created the WPI Culture of Care Program.

Inherent in this program are the following constructs:

- The Culture of Care Program emphasizes the creation of a safe and protective campus environment for all community members.
- Members of the WPI community are called upon to put the safety and welfare of all individuals over their own self-interest, without jeopardizing their own safety.
- Most members of the WPI community are not trained to make critical health and medical decisions.
- Students are encouraged to call Campus Police for assistance when they are aware of any situation involving or impacting the health and safety of any individual.

The purpose of this initiative is to foster an environment of trust, support and action for students who need assistance. For violations of the WPI Code of Conduct that involve alcohol, students who proactively seek assistance for others will generally not be adjudicated through the student conduct process. Any discussions associated with the student who calls for assistance will be educational in nature.

Alcohol and Drug Education

Education and counseling services are available to all members of the WPI community. Students, faculty, and staff are encouraged to refer persons troubled by alcohol and/or drug use to the WPI Student Development and Counseling Center or to one of the various community support services available in or around Worcester. Campus and community resources are located at www.wpi.edu/student-experience/health-counseling/counseling-services/alcohol-drug-education.

Campus Support Services

Student Development & Counseling Center (SDCC)

16 Einhorn Road
508-831-5540

Student Health and Wellness Services

Lower Level, Stoddard C
508-831-5520

Campus Police

Lower Level, Founders Hall

508-831-5433

Additional Alcohol and Drug Resources:

AdCare Hospital

107 Lincoln Street

Worcester, MA 01605

1-800-ALCOHOL or 508-798-9946

Spectrum Health Systems

10 Mechanic St, Suite 302

Worcester, MA 01608

508-792-5400

Drug-Free Schools and Communities Act

Federal law requires that annually, each institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In order to be able to certify its compliance with the regulations, institutions must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. The Drug Free Schools and Communities Act Guidelines are located at www.wpi.edu/about/policies/alcohol-drug-policy/drug-free-schools-communities-act-amendments-1989. Specific details on the WPI Alcohol and Drug Education Program, based at the Student Development and Counseling Center, are located at www.wpi.edu/student-experience/health-counseling/counseling-services/alcohol-drug-education.

3. Equal Opportunity, Anti-Discrimination & Harassment Policy

It is the policy of WPI to provide each qualified individual-regardless of 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-the opportunity to participate in the university's educational and employment programs and activities in a discrimination and harassment-free environment, in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Furthermore, WPI prohibits and will not tolerate unlawful discrimination or harassment. Unlawful discrimination or harassment consists of treating a person differently in any WPI program or activity based on their 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. This includes, for example, the display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

WPI prohibits and will not tolerate any form of retaliation against persons who have complained about, or participated in an investigation of a complaint about, unlawful discrimination or harassment.

WPI will administer any complaint of discrimination or harassment with the utmost degree of privacy and confidentiality possible under the circumstances of each matter and as permitted by law. Failure of any participant in an investigation process conducted under this policy to respect confidentiality, both during or after any investigation, may constitute retaliation and subject the violator to discipline.

WPI will make an independent inquiry into complaints of unlawful discrimination and harassment, according to applicable WPI procedures. Students who are determined to have violated this policy will be subject to disciplinary action, including suspension or expulsion, where appropriate.

Any individual who believe(s) that he or she has been subjected to prohibited discrimination or harassment in connection with any university program or activity should immediately bring the matter to the attention of Kristan Coffey, Associate Director, Talent and Human Resources (for faculty or staff conduct) at 508-831-4680, or to a member of the Dean of Students Office staff (for student conduct) at 508-831-5201.

Inquiries concerning Section 504/disability discrimination should be referred to Kristan Coffey, Associate Director, Talent and Human Resources (for faculty or staff inquiries) at 508-831-4680 or Laura Rosen, Director, Office of Disability Services (for student inquiries) at 508-831-4908.

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.

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.

WPI is committed to emphasizing that all campus activities be made constructive, educational, and safe for individuals and for student organizations. Therefore, in support of the university's commitment to the mental, emotional and physical well-being of every student, it is the policy of WPI and the Commonwealth of Massachusetts that hazing in any form is prohibited, and its practices in any fashion be condemned. The full Massachusetts act prohibiting hazing is located at www.wpi.edu/student-experience/resources/club-resources/anti-hazing.

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

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.

The Relationship Statement is located at www.wpi.edu/student-experience/resources/club-resources/policies. WPI has articulated Expectations for Fraternity and Sorority Chapter Gatherings which can be located at: www.wpi.edu/student-experience/resources/club-resources/policies.

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. The full, online copy of the Acceptable Use Policy may be seen www.wpi.edu/about/policies/acceptable-use.

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). WPI encourages intellectual curiosity on the part of faculty, students, and staff, and rewards the creation of intellectual property.

The purpose of this policy is to set forth WPI's general policies on intellectual property such as inventions, copyrights, trade and service marks, mask works, tangible research, and trade secrets. All persons performing research or scholarship at WPI, utilizing resources or facilities at WPI, or deriving funds through WPI are subject to the rules applying either to faculty and staff, or to the rules applying to students. Students who receive compensation from WPI because they are students or because they perform teaching duties (e.g., teaching assistants, graders) fall under the student rules. Students who receive compensation from WPI because they are research assistants fall under the faculty/staff rules. The Intellectual Property Policy, including Ownership of Inventions, Royalties for Inventions, etc. is located at www.wpi.edu/about/policies/intellectual-property.

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 at <http://www.mass.gov/courts/jury-info/>