



To: Dr. M. Carhart, Faculty Senate Chairperson

From: Tony Miller, Jr., PhD, Assistant Dean of Students & Director of Student Conduct & Academic Integrity

Date: January 31, 2024

RE: Code of Student Conduct Revisions Draft Executive Summary

1. The reason for the revisions to the Code of Student Conduct is largely due to the need to address some behaviors related to digital learning and due to the EVMS merger. These expansions impact numerous faculty, staff, and students, and we want to code to represent and support that.
2. The main focus of the revisions was to make the language more student-friendly, there will be a lot of changes related to language. Enhancing the flow of the document was very important also.
3. The revisions also set out to be more inclusive of the online learning environment.
4. The Office of Student Conduct and Academic Integrity is undergoing a name change and implementing a new sanctioning model that allows students to choose their own educational sanctions.
5. The creation of a more comprehensive, but clearer definition of student was a major part of the revisions also.
6. The criteria for what is considered a student organization act of misconduct was removed.
7. A hazing reporting immunity section was added.
8. The prohibited conduct section was expanded, clarified, and updated to clearly include more alleged behaviors.
9. A Student Rights and Responsibilities section was created to ease the display of this information.
10. The interim measures section was updated, and the processes were fleshed out in more detail.
11. The resolution options were renamed to provide more clarity for anyone reading the code.
12. The Academic Integrity Procedures were moved out of the Code to be revised at a later date.
13. The Withdrawal due to a Felony section was removed as well, as a student can withdraw whenever they want with a pending Conduct matter.
14. An expungement process for students was added to the revisions of the code. This was created to give students the opportunity to have their records cleared.

Office of Student Conduct & Academic Integrity

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Old Dominion University is an equal opportunity, affirmative action institution. Minorities, women, veterans, and individuals with disabilities are strongly encouraged to apply.

NUMBER: 1530

TITLE: Code of Student Conduct

APPROVED: August 27, 1970; Revised April 5, 1979; Revised April 6, 1984; Revised February 14, 1985; Revised February 12, 1987; Revised December 8, 1994; Revised June 20, 1996, Revised June 18, 1998; Revised June 17, 1999; Revised September 14, 2000; Revised June 16, 2001; Revised December 10, 2004; Revised April 7, 2006; Revised June 13, 2008; Revised June 17, 2010; Revised September 15, 2011; Revised June 14, 2012; Revised December 3, 2015; Revised June 3, 2022

SCHEDULED REVIEW DATE: June 2027

I. BASIS AND RATIONALE

Old Dominion University ("the University") is committed to the holistic development of its students, fostering an environment that is safe, secure, and inclusive. Part of this commitment is encouraging student accountability, academic integrity, student engagement, and success. The University expects students and student organizations/groups to uphold and follow the behavioral standards included in the Code of Student Conduct ("the Code"). These behavioral expectations are embodied within a set of core values that include personal and academic integrity, fairness, respect, community, and responsibility. The student accountability process exists to protect University interests and educate and respond to students and student organizations/groups whose behavior does not align with our behavioral expectations. Additionally, students and/or student organizations/group may be held accountable for the behavior of their guests/visitors.

II. OBJECTIVES

- A. Define clear behavioral expectations for all Old Dominion University students in Norfolk, surrounding cities, and globally inside and outside the classroom.
- B. Ensure an environment that provides the best opportunity for academic integrity and learning.
- C. Facilitate a fair and equitable process to hold student's accountable for violations of the Code.
- D. Protect the educational pursuits, health, and safety of all students.
- E. Educate the campus community about the behavioral expectations for students and student organizations/groups.

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III. AUTHORITY

Old Dominion University is governed by its Board of Visitors and supported by the Commonwealth of Virginia. The Board is specifically authorized to establish rules and regulations for the conduct of students in accordance with Virginia Code Section 23-1301, as amended.

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The Assistant Dean of Students and Director of Student Conduct & Academic Integrity (hereafter "Assistant Dean") is the University official with primary responsibility for the administration of the student accountability process. The Assistant Dean may delegate all or part of this responsibility to other persons as appropriate and may take any action necessary to ensure fairness. If there is no Assistant Dean, the Vice President for Student Engagement & Enrollment Services will designate a university official to oversee this responsibility.

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Faculty are responsible for managing the classroom environment and may direct a student to leave the class if the student engages in disruptive behavior. Longer separations from a class must be preceded by a conduct meeting. Faculty who encounter disruptive classroom behavior are encouraged to follow the procedures outlined in the Guidelines and Policy on Dealing with Disruptive Students published in the Faculty Handbook. A student dismissed from class may be required to meet with a department chair, program director, faculty member, or the Assistant Dean or designee before the student may return to class.

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Unless specifically noted in the Code, the Office of Student Accountability & Academic Integrity has no authority over decisions made by faculty in academic programs, departments, or professional schools. The Code does not cover decisions made by the faculty in any academic program, department, or professional school as to the character or professional disposition required of a student for the purposes of awarding a degree or certificate, for continuation as a candidate for such degree or certificate, for eligibility to maintain an assistantship, or any other activity typically within the purview of the faculty.

Policies on Discrimination and Sexual Misconduct

Procedures regarding discrimination may be found in University Policy 1005: Discrimination Policy and procedures regarding sexual misconduct violations may be found in University Policy 1008: Policy on Title IX and Sexual Misconduct.

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IV. APPLICABILITY

Because the Code is based on shared values, they set a range of expectations for university students, their guests and visitors and student organizations no matter where or when their behavior may take place. The following are general categories of the applicability of the Code:

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- The University reserves the right to investigate and resolve reports of alleged misconduct that fall within its jurisdiction. The Code applies to the following situations:
- Incidents involving undergraduate, graduate, and online students, a group of students, or a student organization (academic or social) associated with any college, school, department, or the

University as a whole. The University reserves the right to investigate and adjudicate through the student accountability process any registered students who allegedly violate the Code prior to attending their first day of classes.

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3. The Code applies to online learning and the prohibited conduct in this document will be applied to the in-person classroom environment and the online classroom environment.

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4. Incidents occurring from the time a student is admitted, enrolled, or registered for study at the University for any academic period until their withdrawal from the University or conferral of a degree. Covered incidents include but are not limited to those occurring;

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During the academic year, before classes begin or after classes end, while pursuing credits earned off-campus (study abroad, internships, co-ops, etc), or while suspended, or off-campus when the violation adversely affects legitimate University interests.

If a student's enrollment lapses for more than one calendar year, based on a student's voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the separation's duration.

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A. Time Frame: Those who are aware of a suspected code violation are encouraged to report it promptly to the Office of Student Accountability & Academic Integrity and/or University Police.

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B. Third Party Misconduct:

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Guests of the University and its residence halls are expected to follow all University policies. Students are responsible and accountable for the misconduct of their guests and the behavior of their animals. Student organizations are likewise responsible for ensuring compliance with the Code by their members and guests. Visitors and guests are also protected by the Code and may initiate complaints for violations of the Code allegedly committed against them by students.

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C. Student Groups and Organizations: The Code applies to the behavior of individual students as well as student organizations. Specifically, the behavior (which may be intentional or unintentional action) must involve one or more members of a student group or organization. Members may be general members, officers, new/associate members or alumni.

Deleted: **1. Students:** The Code may be applied to conduct that takes place whenever a person has a continuing relationship with the University as a student. Each student will be responsible for their conduct from the time of admission through the awarding of a degree, including lapses in enrollment. Students who withdraw from the University after allegedly violating the Code will be considered "students" for the purposes of resolving alleged violations. ¶
2. Visitors and Guests: The Code applies to all guests and visitors of students, meaning a student may be held accountable for the misconduct of their guest(s)/visitor(s). Visitors and guests are also protected by the Code and may initiate complaints for violations of the Code allegedly committed against them by students. ¶
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V. DEFINITIONS

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A. **Academic Exercise:** all forms of work (oral, written, electronic, or otherwise) submitted as a draft, extra credit, or for credit, grading, continuance, graduation, honors, awards, scholarships, or recognition at the University as well as materials submitted to other institutions, associations, or organizations for evaluation (e.g., awards, scholarships, or publication). The term "Academic Exercise" does not include "Misconduct in Scientific Research and Other Scholarly Activity" as defined in Board of Visitors Policy 1426: Policy,

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Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity. Students found to be in violation of Policy 1426 may be referred to the Office of Student Accountability & Academic Integrity for application of sanctions under this Code. For the purpose of the Code, any sanction issued by the Office of Student Accountability & Academic Integrity will also be considered an academic exercise.

- B. Accountability Letter: The letter the student receives when they do not accept responsibility for violations of the Code, but are found in violation of the Code. Students who meet with the University Accountability Board also receive this type of letter.
- C. Amnesty: exemption from a student conduct violation for behavior related to use and/or possession of alcohol or drugs if help is sought during the incident. Students granted amnesty may be required to complete educational activities or meet other conditions. Amnesty granted in accordance with this Code does not prevent action that may be taken by a law enforcement agency.
- D. Appeals Reviewer: University official(s) designated to review appeals of findings associated with the resolution process and/or outcomes. The Appeals Reviewer may not investigate or be involved in the adjudication of the case.
- E. Board Chairperson: Facilitator of a University Accountability Board hearing.
- F. Business Day: Any weekday the University is open, regardless of whether classes are in session.
- G. Crime of Violence: Any incident involving arson, assault, burglary, robbery, homicide, sex offenses, destruction/damage/vandalism of property, and kidnapping/abduction.
- H. Complainant: The individual or group affected by the alleged incident or who reported the incident.
- I. Conduct Educator: A staff member trained in the student accountability process to resolve cases and has the authority and responsibility to assign sanctions and pathway projects in an efficient, consistent, fair, and educationally meaningful manner. The Conduct Educator reserves the right to assign the most appropriate pathway project/sanction.
- J. Consent: as defined in University Policy 1008: Policy on Title IX and Sexual Misconduct, is knowing, voluntary and clear permission, by word or action, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts.
- K. Faculty Member: Full-time or part-time university official who facilitate classroom, lab, or teaching activities, including practica/internships.
- L. Final Resolution: The outcome of a non-appealed conduct meeting or an appeal response.
- M. Guest/Visitor: any person that is not a student, staff, or faculty member or any member of the University community whether invited or uninvited, this includes but not limited to parents, guardians, or friends.

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Deleted: A University community member or visitor who files a formal complaint under the University Policy 1500: Discrimination Policy and/or University Policy 1008: Policy on Title IX and Sexual Misconduct.

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- N. **No Contact Directive/Order (NCD/NCO):** A written communication emailed to the student that prohibits direct, indirect, or third-party contact (e.g., physical, written, verbal, telephone, or electronic communication, or any other contact) between parties.
- O. **Notice:** Written communication sent to a respondent, complainant, or other participant in a accountability case. Notice will be sent to a student's official email University address.
- P. **Pathway Navigators:** Students who serve as a confidential resource to students who are participating in the student accountability process; these students also serve as accountability partners to ensure pathway plans are completed. A Pathway Navigator is optional for students participating in the student accountability process.
- Q. **Pathway Plan:** The letter the student receives when they accept responsibility for violations of the Code and select their own pathway projects.
- R. **Pathway Project:** An educational activity that students choose to complete if they accept responsibility for a policy violation. Sanctions are pathway projects assigned by Conduct Educators to students found in violation of policy and do not accept responsibility.
- S. **Possession:** Being in charge of something, whether it's officially yours or not. A student may be in possession of an object when their personal information is on it, or when it is in a place that the student controls, such as an assigned space or common area of a suite-style apartment.
- T. **Preponderance of the Evidence:** The standard of confirmation needed to determine if it is more likely than not a violation of the Code occurred.
- U. **Respondent:** Any individual or student organization/group reported for allegedly violating policy during an incident.
- V. **School Day:** any weekday the University is open and classes are in session.
- W. **Student:** An individual who is admitted, enrolled or registered for study at the University for any academic period, including periods between academic sessions. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, fraternity or sorority recruitment, orientation, placement testing, and residence hall check. Students who withdraw from the University after allegedly violating the Code will be considered students for the purposes of resolving alleged violations.
- X. **Student Accountability Meeting (SAM):** A meeting with a Conduct Educator to resolve any alleged violations of the Code.
- Y. **Student Group:** Any group of students with a common interest organized to work or act together but are not recognized, associated, or registered, or are not required to register, as a student organization (e.g., athletic teams, musical or theatrical ensembles, other clubs, etc.).
- Z. **Student Organization:** any recognized, associated, or registered organization according to the Student Organization handbook with a common interest organized to work or act together (e.g., club sports, fraternities, sororities, etc.).
- AA. **Support Person:** A person chosen by the complainant or respondent to join them during SAM or University Accountability Board hearing but cannot contribute to the conversation.

- Deleted: <#>Incapacitation: As defined in University Policy 1008: Policy on Title IX and Sexual Misconduct, when a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity. They are unable, temporarily or permanently, to give consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other dr... [18]
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BB. **University Accountability Board (UAB):** a hearing body of trained faculty, staff, and students with the authority to investigate and adjudicate alleged violations of the Code, including academic integrity cases and to impose sanctions for violations.

CC. **University Activity:** Any activity authorized, sponsored, or supervised by the University occurring on or off university premises.

DD. **University Community:** Any student, faculty or staff member, University official, or other person employed by the University.

EE. **University Official:** Any person given authority by the University to perform administrative or professional responsibilities (e.g., faculty, staff, University police, resident/community assistants, hall directors, and graduate/teaching assistants).

FF. **University Premises:** all land, buildings, facilities, and other property in the possession of, or owned, rented, controlled, or used for the institution's educational purposes.

GG. **Witness:** someone who has direct, personal knowledge of the incident or any person reporting a violation of the Code. Witnesses do not have other roles in the meeting (e.g., advisor) and may only be present during the witness portion of the meeting. Witnesses may be questioned by respondents directly or the Conduct Educator/Board Chairperson may require questions be submitted for approval. Character witnesses are not permitted.

VI. GENERAL PROVISIONS

A. **Incident Reporting:** There is no time limit on reporting violations; however, it may be difficult for the University to obtain information and witness statements and make a determination regarding alleged violations as time progresses after an incident. While anonymous reports may be difficult to investigate, the University takes all concerns and reports seriously. Incidents involving sexual harassment, including but not limited to sexual assault, stalking, dating and/or domestic violence and sexual exploitation should be reported directly to the Office of Institutional Equity & Diversity -Title IX Coordinator. University Policy 1008: Policy on Title IX and Sexual Misconduct- addresses the Title IX Coordinator's review of incidents of this nature.

B. **Notice of Incident:** Respondents will receive a written Notice of Alleged Violation ("Notice") Student Accountability Meeting notification letter ("Notice") including alleged prohibited conduct, date of alleged incident, and location of alleged incident, and information about a resolution meeting sent to the respondent's ODU email.

C. **Student Organizations:** The student accountability process may look different from the process that individual student students experience due to the nuance and possible complexity of student organization cases. Notice for student organizations/groups will be emailed to the organization/group's representative (e.g., president/representative/captain on file with the Office of Student Engagement & Traditions, Recreation & Wellness and University Intercollegiate Athletics).

D. **University Accountability Board:** Students who meet with the University Accountability Board (UAB) will not have the opportunity to select their pathway projects, but will have their pathway projects assigned to them. The UAB may hear academic and non academic cases.

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E. Academic Integrity Incidents: Incidents related to academic misconduct will follow the procedures outlined in the Academic Integrity Procedures.

F. Hazing Reporting Immunity: In an effort to remove any behavior(s) or action(s) that degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:

a) The disclosure is made by a survivor of or bystander who is not an active participant in such acts; and

b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

F. Location of Violation: The Code also applies to conduct occurring off University premises when the Office of Student Accountability & Academic Integrity determines that the conduct affects a substantial University interest. A substantial University interest is any factor that adversely affects the University's mission and may include, but is not limited to, the following:

1. Crimes: Violations of any local, state, or federal law, or city ordinance. The conduct process may be carried out prior to, concurrently with, or following criminal proceedings. Determinations made or sanctions imposed under this Code will not be subject to change because criminal charges arising out of the same set of facts were dismissed, reduced, or resolved in criminal court. If information is unavailable due to criminal proceedings, the University may delay its investigation and/or hearing. The University may impose an interim suspension and determine what information is sufficient to proceed.

2. Health & Safety Concerns: Any behavior of a student or student organization/group posing a substantial and immediate threat to the University community, or to the stability and continuance of normal University functions.

3. Infringements: Significantly infringing upon the rights, property, or achievements of self or others or significantly disrupts the University community.

VII. SPECIAL PROVISIONS

A. Student-Athletes: As an NCAA member institution, student athletes must comply with the Code of Student Conduct, all applicable rules, and regulations of the NCAA and Conference partners as published in the University Student Athlete Handbook. Sanctions may be imposed by both the Director of Athletics and Office of Student Accountability & Academic Integrity for any NCAA violation that also violates the Code. Incidents under this provision will be reported annually to the Board of Visitors, in accordance with the Code of Virginia § 23.1-1303.

B. Residence Halls: This Code applies to all students, including those students who live in or visit residence halls and apartment communities that are owned or controlled by the University. Misconduct occurring in University owned or controlled residence halls or apartment communities typically will be addressed by Conduct Educators in Housing and

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1. Members of student organizations/groups are expected to promptly report violations by other members of the student organization/group of the Code or other University policies to the Office of Student Conduct & Academic Integrity including the following information: ¶

a. detailed description of the concerning conduct including date, time, and location; ¶

b. name(s) of any individual(s) involved; and ¶

c. description of any internal actions taken by the student organization/group (e.g., chapter and/or inter/national organizational governing body), if applicable. ¶

2. When concerning behavior is reported, the Office of Student Conduct & Academic Integrity may facilitate an investigation with the individual(s) included in the report. If information indicates the conduct was affiliated with or sanctioned by the student organization/group, the investigation may continue into the student organization/group. The Office of Student Conduct & Academic Integrity may assign violations to be heard by a trained self-governing body, if appropriate. ¶

3. To determine whether conduct might reasonably be associated with a student organization/group, the conduct (commission or omission) must involve one or more members (e.g., general, officer, or new/associate) of (... [37])

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Residence Life regardless of where individual respondents live. The Assistant Dean, or designee, has authority of all case assignments.

VIII. PROHIBITED CONDUCT

The following prohibited conduct applies to students, student organizations/groups, and/or guests/visitors. The University will treat attempts to commit any of the violations listed in the Code as if those attempts had been completed. Being in the presence of others violating the Code is not in and of itself a violation, absent acts of assistance or encouragement.

Violations of University Policy 1008: Policy on Title IX and Sexual Misconduct, which covers sexual harassment and sexual misconduct, to include dating violence, domestic violence, sexual assault and stalking will be referred to the Title IX Coordinator in the Office of Institutional Equity & Diversity.

Academic Misconduct

- A. **Academic Sabotage:** An intentional effort to corrupt or negatively impact the academic work of another student.
- B. **Cheating:** Completing an academic exercise with or for other students or parties without permission from the class-assigned faculty member; paying someone to complete assignments, using any unauthoroized materials to assist on assignments; misusing study aids such as Chegg, Quizlet, Course Hero, etc., to complete or pass class assignments; using test banks or copying answers from another source or student. Any act or behavior that gives the student an unfair advantage.
- C. **Fabrication:** Inventing, altering, falsifying, creating data, citation, or information in an academic exercise or for any improper purpose. Knowingly presenting false or falsified official documentation such as transcripts, dcotor's notes, supervisor evaluations, application materials, etc.
- D. **Facilitation:** Helping another person participate in any act of academic misconduct (including, but not limited to sharing course materials without permission,
- E. **Plagiarism:** Intentional or unintentional use of someone else's scholarly or academic work, language, ideas, or other material as your own without proper citation in an academic exercise (whether reproduced or presented verbatim or in paraphrased or summary form); recycling a previous assignment as a new assignment without appropriate citation or notification and approval from faculty members.

Non-Academic Misconduct

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- F. Alcohol. The unlawful production, consumption, distribution, possession, provision or use of alcohol or alcohol paraphernalia, including the public drunkenness of students at least 21 years of age; attendance or class participation in an academic setting while under the influence of alcohol; or any violation of University Policy 6603.
- G. Abuse of Animals. Any intentional or reckless act that causes harm, suffering, or distress to an animal.
- H. Assault. Any physical attack on another person, including but not limited to choking, fighting, punching, slapping, striking, causing injury by animals or any other form of contact resulting in physical harm.
- I. Classroom Disruption. Any disruptive or disorderly behavior that disturbs the classroom instructional environment (in person or virtual classes or interrupts the facilitation of intended learning outcomes).
- J. Damaging Property. Destroying, damaging, defacing, or vandalizing University property or the property of others.
- K. Dishonesty. Intentionally providing false, fraudulent, deceptive or misleading information to University officials, faculty, staff; forgery; falsification of documents; unauthorized duplication or distribution of of university issued keys or other University property.
- L. Disorderly Conduct. Behavior that creates a hostile, frightening or intimidating environment, or that threatens the physical health, safety and well-being of others. This behavior can include loud, unnecessary, unusual, disruptive or continuous noise that disturbs the peace.
- M. Drugs and Paraphernalia. The unlawful creation, cultivation, growing, manufacturing, distributing, possession, or sale of any counterfeit, controlled, dangerous, illegal, ~~prescription~~prescription medication, including drug paraphernalia (pipes, bongs, etc.) or mind-altering drugs, including but not limited to Adderall, cannabis/marijuana, crack, cocaine, ecstasy, meth, etc.; any violation of University Policy 6603.
- N. Failure to Comply. Refusal to cooperate with or appropriately respond to a reasonable request by a university official, law enforcement officer; failure to accurately identify oneself; disregard of a University policy, directive, regulation or procedure.
- O. Fire and Safety. Changing damaging, disabling or misusing fire safety equipment; failing to immediately exit any university building when a fire alarm or other emergency notification has sounded; unauthorized use, possession, or tampering with University fire safety equipment; unauthorized use or possession of fireworks or explosive materials; intentionally or recklessly causing a fire-; causing a false fire alarm or report; and misuse of emergency call boxes; any violation of University Policies 1021 and 3012.
- P. Guide to Living on Campus. Any violation of the community living standards as described in the Guide to Living on Campus including, but not limited to community living standards, prohibited items, unauthorized key usage, noise, visitation, etc.
- Q. Harassment. Ongoing, unwelcome aggressive or intimidating behavior which by means of physical contact or verbal, written, or digital-based (cyberbullying) communication, that causes psychological or physical harm to another person.

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 Alcohol. Underage use or possession of alcohol or possession in a prohibited area. ¶
 The unlawful furnishing, distribution or manufacturing of alcohol. ¶
 Cannabis. Use or possession of cannabis. ¶
 Cultivating, growing, manufacturing, distributing, selling, or possessing any illegal/controlled substance with the intent to distribute. ¶
 Other Drugs. Possession or use of narcotics, controlled substances, or other illegal drugs. ¶
 The Possession of drug paraphernalia. ¶
 Public Intoxication. Appearing in a public place significantly under the influence of a controlled or other intoxicating substance. ¶

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 Tobacco. Underage use or possession of tobacco or possession in a prohibited area. ¶

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Deleted: <#>Fire safety. Failure to evacuate a university building during a fire alarm; unauthorized use, possession, or tampering with University fire safety equipment; intentionally or recklessly causing a fire.

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Deleted: conduct that a reasonable person would consider to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

- R. **Hazing.** Recklessly or intentionally endangering the health or safety of a student or students; or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. This includes endangering any person's mental or physical health and safety, whether or not the individual of such conduct has "consented" to it; any violation of the University Hazing Policy.
- S. **Impersonation.** Acting or pretending to be someone else, especially as a University official with the intentions to deceive, manipulate, or mislead others.
- T. **RS. Interference with Freedom of Expression.** Any attempt to interrupt or interfere with anyone's right of free expression or right of free assembly or any violation of University Policy 1011.
- U. **ST. Misuse of Information Technology Resources.** Any unauthorized attempt to access or use University computers, networks, systems, programs, or data, including manipulations and fraudulent transmissions; any action that interferes with the proper functioning of systems or adversely impacts another user's rights, including but not limited to student or employee privacy; unauthorized download, creation, sale, posting, transfer, access, reproduction, or distribution of copyrighted or class material; any other violations of the ODU Digital Millennium Copyright Act, University Policies 3003 and 3500.
- V. **FU. Misuse of Official Identification.** Purchasing, possessing, selling, or using fake or altered identification or another person's state identification or license; sharing or using another student's University student ID card, number, or MIDAS ID; or allowing the use of your University issued student ID card, number or MIDAS ID.
- W. **Pets.** Possession of unapproved pets or animals in a University building.
- X. **Retaliation.** Discriminating against, intimidating, threatening, coercing, or harassing any person because the person reported, complained, testified, assisted, participated, or refused to participate in an investigation, proceeding, or hearing authorized by law or University policy.
- Y. **Sexual Harassment or Sexual Misconduct.** Any behavior prohibited by University Policy 1008. Sexual misconduct includes any form of unwelcome, non-consensual, sexual contact, including touching an unwilling person's private parts (defined a genitalia, groin, breast or buttocks or clothing covering them), forcing an unwilling person to touch another's private parts, sexual exploitation, voyeurism and indecent exposure of ones' private parts.
- Z. **Smoking, Tobacco, and Vaping.** Smoking or vaping of any kind inside or within 25 feet of building entrances and exits to a University facility; any underage use or possession of tobacco or possession in a prohibited area; any violation of University Policies 3220 and 3320. Any use of tobacco, smoke, or vaping where smoking is strictly prohibited on portions of campus.
- AA. **Stealing.** Taking or borrowing a thing of value or property (including intellectual property) from its owner without permission.
- BB. **Threat.** An act, statement or expression with the goal of causing damage, injury, pain or other intimidating action during an incident or altercation.
- CC. **Unauthorized Entry.** Unauthorized entry into or use of University buildings, equipment or property of others.

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DD. **Unauthorized Recording.** The creation, use, maintenance, display, or transfer of any recording (including audio, video, etc.) without permission when they have the reasonable expectation of privacy.

EE. **Weapons.** Except as expressly authorized by law, possessing or using dangerous items on University property including, but not limited to, firearms, guns, knives, tasers, stun guns, BB guns, replicas, bows and arrows or other devices designed to eject shells at a high rate of speed; any violation of the Gun and Weapon Regulation.

FF. **Violating Law or University Policy.** Violating any local, state, federal law or any University policy.

IX. Student Rights and Responsibilities

The University protects and provides certain rights for students and as members of the ODU community, students accept certain responsibilities.

Student Rights

All Respondents are provided the following rights throughout the university student accountability process:

- a. Right to receive written notification of any alleged violation against them via their ODU email address including a general summary of the complaint, contact information of their Conduct Educator to receive additional information, and the date by which such contact must occur.
- b. Right to receive no less than three (3) school days notice of conduct hearing date.
- c. Right to a fair, confidential, and objective accountability meeting/hearing.
- d. Right to read and review the incident or police report prior to the hearing date.
- e. Right to share their perspective of the incident that led to the allegations.
- f. Right to select the advisor of their choice.
- g. Right to have one silent support person/advisor attend the hearing.
- h. Right to have relevant witnesses that do not produce repetitive or duplicative information that contributes new or distinct details.
- i. Right to not attend the hearing and have the Conduct Educator or University Accountability Board make a decision with the information available to them.
- j. Right to receive notice of the outcome of their hearing.
- k. Right to have five (5) school days to appeal the decision and be informed of the appeal procedures.

Student Responsibilities

- a. Understand and follow all university policies, and procedures, including but not limited to the Code of Student Conduct.

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Intimidation, defined as implied or articulated threats or acts that cause a reasonable person to fear harm. ¶
Holding or transporting another person against their will, or otherwise unreasonably impeding a person's ability to exit any property. ¶
Conduct that threatens or endangers the health or safety of any person. ¶
Threatening or endangering. Threatening harm to a person and/or behavior endangering the health or safety of a person (including, but not limited to inviting violence, hosting 16 or more in a residence hall room) ¶
Unauthorized recording. creation, use, maintenance, display, or transfer of any recording (including audio, video, etc.) without permission. ¶
Weapon. Use or possession of a weapon (such as firearm, knife, etc.) as described in the University Gun & Weapon Regulation, 8 VAC 65-10, et. seq. ¶
Failure to report. Destroying, hiding, or failing to report or provide information about a violation or obstructing an investigation (including, refusal to report violation, previous or new conviction, and/or disciplinary action) ... [39]

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- b. Consistently check their university issued email address as this is the University's official means of communication with students; students are responsible for reading all official communications delivered to their university email address.
- c. Be truthful, cooperative, and forthcoming during the student conduct proceedings.
- d. Complete any sanctions or pathway projects by the assigned due date.
- e. Not attempt to disrupt or otherwise interfere with any student conduct proceeding.
- f. Members of student organizations/groups are expected to promptly report alleged violations by other members of the student organization/group of the Code or other University policies to the Office of Student Accountability & Academic Integrity including the following information: detailed description of the concerning conduct including date, time, and location, and name(s) of any individual(s) involved.

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X. Student Accountability Process

The Office of Student Accountability and Academic Integrity follows the steps below to address behavior that possibly violates the Code. Please note that every incident is not the same and the context, severity, and complexity of each incident may vary. As a result, the steps in this process are flexible and not exactly the same in every situation as the office receives information in many different ways, but consistency in similar situations is a priority. The Office of Student Accountability and Academic Integrity has sole discretion in the steps taken in particular cases.

The student accountability process and legal or criminal process are two different processes. The student accountability process is an educational process and should not be confused with the legal or criminal process. Students may find themselves participating in both processes.

1. Whenever the Office of Student Accountability & Academic Integrity receives reports from the Old Dominion University Police Department, Housing and Residence Life, students, faculty members, staff members, administrator, community member, or a concerned party, the office reviews the report to determine if the behavior may be a violation of the Code of Student Conduct.
2. If the office determines there is a possible violation of the Code of Student Conduct, a Student Conduct Resolution notification letter is sent to the student(s) involved in the incident. The letter will include the date(s) of the alleged incident (if known), the date, time, and location of the Student Accountability Meeting (SAM).
3. The student will meet with their Conduct Educator or the University Accountability Board (UAB) to share their perspective of the incident. If the student accepts responsibility for the alleged policy violations, the student will have the opportunity to select their pathway projects. If the student does not accept responsibility for the alleged policy violations, but is found in violation of the Code, the Conduct Educator will assign their pathway projects/sanctions.
4. Following the SAM, the student will receive an email that details the selected or assigned pathway projects and the due date for completion. The letter will be titled as a Pathway Plan or Accountability Letter. If a student accepts responsibility for the policy violations, their letter will be titled a Pathway Plan. Should a student not accept responsibility for the policy violations, their letter will be titled an Accountability Letter. The Pathway Plan or

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Accountability Letter will include the findings for each violation, the selected pathway projects, or any assigned sanctions.

5. The Pathway Plan and Accountability Letter will have details about how the student can appeal the decision. Students will have five (5) school days to appeal the decision of their Conduct Educator or the UAB.
6. The Office of Student Accountability and Academic Integrity uses the preponderance of the evidence as the standard of evidence when making decisions in conduct cases. This means if the evidence shows that it is more likely than not that a violation of the Code occurred, the student or student organization/group will be found in violation.
7. The outcome of a SAM is considered part of the respondent's education record and is protected from unauthorized disclosure under the Family Educational Rights and Privacy Act (FERPA). However, the University may release the final resolution of any accountability meeting, without the respondent's prior consent, in the following circumstances:
 - a. Complainants in sexual misconduct, sexual harassment, stalking, dating violence, domestic violence (i.e., Title IX), and other gender-based incident will be informed of the outcome, appeal options, and appeal outcome of any complaint, in writing, without condition or limitation.
 - b. The University may release the final resolution of a student conduct meeting to a Complainant of a crime of violence or non-forcible sex offense when requested using the Complainant of Crime of Violence Form (or the Complainant's next of kin if the Complainant is deceased). Only the name of the student, the finding(s), and any assigned sanction(s) will be shared. Steps to confirm identity will be taken.
 - c. University officials will be notified of any final resolution actions that require their action. In all academic integrity cases, the faculty member will be notified of the final resolution so that an appropriate grade may be assigned.

XI. Interim Measures

Based on the nature and circumstances of the referral, the Vice President of Student Engagement & Enrollment Services, the Office of Student Conduct & Academic Integrity, or designee may authorize interim measures or take administrative action to ensure continuity of university operations, maintain safety, order and the well-being of the University, or of a student. These measures and actions include, but are not limited to:

1. **Interim Suspension:** The immediate and temporary separation of a student from the University. Such separation prohibits attendance of any classes (in-person or virtual), events, or other University functions, or visiting any University grounds or buildings (including Residence Halls) unless by advanced written permission from the Office of Student Conduct & Academic Integrity. The interim suspension also restricts any privileges for which a student might otherwise be eligible as a student of Old Dominion University. The interim suspension shall remain in effect until rescinded, in writing or their case has been resolved.

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Deleted: 1. Those who are aware of misconduct are encouraged to report it promptly to the Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity and/or Old Dominion University Police Department. There is no time limit on reporting violations; however, it may be difficult for the University to obtain information and witness statements and make a determination regarding alleged violations as time progresses after an incident. While anonymous reports may be difficult to investigate, the University takes all concerns and reports seriously. Incidents involving sexual harassment, including but not limited to sexual assault, stalking, dating and/or domestic violence and sexual exploitation should be reported directly to the Office of Institutional Equity & Diversity - Title IX Coordinator. University Policy 1008: Policy on Title IX and Sexual Misconduct addresses the Title IX Coordinator's review of incidents of this nature.

Deleted: 2. Members of student organizations/groups are expected to promptly report violations by other members of the student organization/group of the Code or other University policies to the Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity including the following information: ¶
a. detailed description of the concerning conduct including date, time, and location. ¶
b. name(s) of any individual(s) involved; and ¶
c. description of any internal actions taken by the student organization/group (e.g., chapter and/or inter/national organizational governing body), if applicable. ¶
3. When concerning behavior is reported, the Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity may facilitate an investigation with the individual(s) included in the report. If information indicates the conduct was affiliated with or sanctioned by the student organization/group, the investigation may continue into the student organization/group. The Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity may assign violations to be heard by a trained self-governing body, if appropriate. ¶
4. After reviewing a report, the Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity, will determine whether sufficient information exists to indicate that a student and/or student organization/group engaged in any prohibited cond... [41]

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- a. The determination is made by the Vice President of Student Engagement & Enrollment Services, Office of Student Accountability & Academic Integrity, or designee that the behavior of a student is considered a concern for the health or safety of the campus community.
 - b. The Office of Student Accountability & Academic Integrity will send a letter notifying the student of their interim suspension.
 - c. The student will have the right to appeal their interim suspension to an Appeals Reviewer or designee to determine whether their continued presence poses a substantial and immediate threat to the health or safety of the University community. The student must complete the Interim Suspension Appeal Form and schedule a meeting with the Appeals Reviewer. The decision of the Appeals Reviewer will be final.
 - d. A Student Accountability Meeting will be scheduled as soon as possible to resolve any matters that significantly impact the student's ability to reasonably participate in their pursuit of their degree.
2. **No Contact Directives/Orders (NCD/NCO):** Written communication emailed to the student that prohibits direct, indirect, or third-party contact (e.g., physical, written, verbal, telephone, or electronic communication, or any other contact) between parties.
- a. No Contact Directives/Orders may be requested by students or the Office of Student Accountability & Academic Integrity can issue them without a request if the office deems it necessary to prevent escalation of an incident.
 - b. The Office of Student Accountability & Academic Integrity has the authority to deny a request for a NCD/NCO if the determination is made the NCD/NCO is not necessary based on the information they have received.
 - c. Either party can request the directive/order be lifted, but each party must agree. If both parties do not agree, the directive/order will stay in place.
 - d. The Office of Student Accountability & Academic Integrity has the authority to lift a NCD/NCO at any time if it is determined the circumstances under which it was issued are no longer present.
3. **Holds on Student Account:** The Office of Student Accountability & Academic Integrity can apply a hold to a student's account that prevents class registration, access to transcripts, and graduation. Situations in which holds may be applied include but are not limited to the following:
- a. The student fails to complete sanctions by assigned due dates.
 - b. The student has been issued an interim suspension.
 - c. The student is suspended and has a pending re-enrollment meeting.
 - d. The student is not presently enrolled and a conduct meeting is pending.
 - e. The student has been expelled.
 - f. The student has a pending conduct matter that must be resolved.
4. **Campus Restriction:** When a student is temporarily restricted to traveling and accessing only the necessary areas of campus that are directly tied to the pursuit of their degree, their basic needs, and reasonable public spaces on campus.

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- a. The determination is made by the Vice President of Student Engagement & Enrollment Services, Office of Student Accountability & Academic Integrity, or designee that the behavior of a student is considered a concern for the health or safety of the campus community, but does not rise to the level where the individual needs to be placed on interim suspension.
 - b. The Office of Student Accountability & Academic Integrity will send a letter notifying the student of their campus restrictions.
 - c. A Student Accountability Meeting will be scheduled as soon as possible to resolve the pending matter.
5. Cease and Desist Directives/Order: A formal notice to a student organization or group to stop all activities and events due to alleged violations of the Code such as hazing or other forms of misconduct.
- a. If the Office of Student Accountability & Academic Integrity is notified of alleged violations of the hazing policy or other forms of misconduct, the president or leader of the organization, group, or team will receive the cease and desist letter on its behalf.
 - b. Depending on the initial information shared with the Office of Student Accountability & Academic Integrity, an investigation may be conducted to resolve the matter.
 - c. The cease-and-desist order will stay in effect until the investigation or another form of resolution has been completed.
6. Modification of Housing Assignment: A temporary relocation of individuals involved in an incident where the health, safety, and well-being of others may a concern.
- a. Housing and Residence Life, the Office of Institutional Equity and Diversity, and the Office of Student Accountability & Academic Integrity may reassign students to temporary housing locations for the best interest of involved parties.
 - b. The student(s) will be informed about the modification of their housing assignment and can move within a reasonable time frame.
 - c. Once the incident is resolved, the student may be relocated to their original assignment or the relocation may be permanent depending on the incident's resolution.
7. Alteration of class or work schedules: Housing and Residence Life, the Office of Institutional Equity and Diversity, and the Office of Student Accountability & Academic Integrity may work with the necessary parties to alter a student's class or on campus work schedule if it does not infringe upon the rights of that student.

XII, Resolution Options

Informal and formal resolution options are available and may be assigned at the discretion of the Office of Student Accountability & Academic Integrity. When more than one respondent is involved in the same incident, conduct meetings may be combined, though separate findings will be made for each respondent.

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- Deleted: 1. To ensure continuity of university operations, the well-being of the University or of a student, the Vice President of Student Engagement & Enrollment Services, Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity or designee may impose certain interim measures upon a student or student organization/group. These actions may include suspension (separation from the University), no contact directives, temporary termination or modification of the housing assignment, or alteration of academic or work schedules. ¶
- 2. The Office of Student Conduct & Academic IntegrityOffice of Student Accountability & Academic Integrity will notify the student or student organization in writing about the reported incident and that an interim suspension is being imposed. The student or student organization will be given a prompt opportunity to discuss with the Director of Student Conduct & Conduct or a designee in order to the following issues only: ¶
 - a. the reliability of the information concerning the student/student organization/ groups conduct, including the matter of their student's student's identity: ¶ (... [42])
- Deleted: D. Withdrawal Due to Pending Felony ¶ (... [43])
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1. **Student Accountability Meeting (SAM):** A Student Accountability Meeting is convened to address alleged violations of the Code. During this meeting, the alleged misconduct is discussed, evidence may be presented, and the student has the opportunity to respond. The goal is to reach a resolution that aligns with the university's policies and fosters a positive campus environment. All student accountability meetings are closed. Conduct Educators or Board chairpersons will determine the relevance of information and credibility of participants. The Office of Student Accountability & Academic Integrity may offer a SAM waiver including proposed sanctions to a respondent. If accepted, the respondent will waive their right to a SAM, take responsibility for the allegations, and accept sanctions without a SAM.

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2. **University Accountability Board Meeting:** The University Accountability Board Meeting is a formal gathering of a board or panel tasked with reviewing cases of alleged misconduct that may require a higher level of assessment. This meeting involves a more structured process where the board evaluates evidence, listens to the involved parties, and makes decisions regarding accountability and potential sanctions. It is a more formalized approach to handling serious or multiple violations of the Code.

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3. **Information Meeting:** An information meeting is designed to provide students with the opportunity to provide their perspective on an incident that did not lead the student to formally participate in the student accountability process. However, the behavior still needs to be addressed because if it continues alleged policy violations can be assigned in the future. The purpose of these meetings is to be educational, allow the Conduct Educator to learn the context of the incident, and intended to assist the students in reflecting on their actions and connect them with other campus resources as needed.

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4. **Conflict Resolution Meeting:** A conflict resolution meeting is an option offered to students and student organizations to address disputes, conflicts, or misunderstandings between individuals within the campus community. This meeting provides a platform for parties involved in the conflict to express their concerns, listen to each other's perspectives, and work collaboratively toward a resolution and move forward from the incident. These meetings are voluntary and students are not required to participate. Both parties have to agree to participate in the meeting.

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5. **Organization Accountability Agreement (OAA):** An OAA is an agreement created in collaboration with the Office of Student Accountability & Academic Integrity, the student organization (and their headquarters, or advisor where applicable) to fulfill violation(s) of the Code. The student organization, their advisor, and national headquarters will decide which student leaders are present to participate in the creation of the OAA with the Office of Student Accountability & Academic Integrity. The OAA cannot be appealed due to the collaborative nature and agreement between the student organization and the Office of Student Accountability & Academic Integrity.

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XIII. Appeals Process

1. Only respondents who attend [their Student Accountability Meeting or University Accountability Board Meeting](#) can appeal an outcome. All respondents will be able to appeal the following conduct statuses: deferred suspension, suspension, and expulsion. Students who are removed from their housing or dining agreement or have their admission or degree revoked can also appeal. Students who accept responsibility will not be able to appeal their pathway projects due to their participation in selecting them. Appeal procedures for cases involving discrimination may be found in University Discrimination Policy 1005 and cases involving sexual misconduct may be found in Policy 1008: Policy on Title IX and Sexual Misconduct.

2. Appeals must be submitted within five (5) business days from the date of the outcome letter using the Appeal Submission Form. No appeal will be accepted if this form is not used. An Appeals Reviewer will be assigned the case. The Appeals Reviewer can be anyone designated by the Assistant Dean. The Appeals Reviewer may uphold, modify, overturn, or return (remand) the case to be reheard by a different Conduct Educator or composition of the UAB to remedy errors or consider new information. The decision of the Appeals Reviewer is final.

3. When a student submits an appeal, all measures of accountability (sanctions, pathway projects, etc) originating from the original Pathway Plan or Accountability Letter will be on pause and not go into effect until the appeal decision has been made except when such a delay may pose a health and safety risk to other members of the University community.

4. A respondent that qualifies for an appeal may appeal for the following reasons:

- a. A conduct status is either unreasonably harsh or inadequate based on precedent.
- b. A procedural error that significantly impacted the outcome of the Student Accountability Meeting or University Accountability Board Meeting.
- c. New and relevant information that was unavailable at the time of the accountability meeting which could have significantly impacted the original decision and sanctioning.
- d. The Conduct Educator or member(s) of the University Accountability Board had a conflict of interest or bias for or against the complainant(s) or respondent(s) generally or specifically that affected the outcome of the case.

XIV. CONDUCT STATUSES, SANCTIONS, AND ACCOUNTABILITY MEASURES

A. The following statuses and sanctions may be applied to any student or student organization/group, including, but not limited to, **Informal Warning**: A status indicating the lowest level violation of the Code has occurred, but will not be reported as part of the

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a. Respondents whose referral will not result in a review for suspension or expulsion from the University may be provided with a conduct conference. Referrals involving Academic Integrity violations or other complex referrals (especially those depending upon the participation of witnesses) will proceed directly to a hearing. Conferences are closed meetings that permit respondents to discuss the referral informally with a Conduct Administrator. After considering all relevant information, the Conduct Administrator will determine whether it is more likely than not that the respondent violated any policies contained in the Notice and will provide a written outcome via the respondent's official University-supplied email address. A Conduct Administrator has the discretion to convert a conference into a hearing at a later date once proper notice is given. Respondents scheduled to participate in a conference will be provided:
i. Upon three (3) days written notice, a conduct conference permits the respondent to discuss the alleged violation with a conduct administrator. After considering all relevant information, the conduct administrator determines whether it is more likely than not that the responde ... [46]

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student's conduct record. If found in violation of the Student Code of Conduct again, a student can expect an elevated conduct status.

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B. Formal Warning: A status indicating a minor violation of the Code has occurred, but will not be reported as part of the student's conduct record. Future violations can result in an elevated conduct status.

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C. Conduct Probation: A status indicating a serious violation or two or more incidents have occurred and resulted in violations of the Code of Student Conduct; the student or student organization/group is informed that further violations may result in suspension. This status may prevent a student from participating in other student leadership opportunities that require a student to be in good standing with the University. Conduct probation may delay, but not deny participation in other student leadership opportunities.

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D. Deferred Suspension: A status indicating a severe violation or multiple incidents have occurred and resulted in violations of the Code; the student or student organization has committed a suspendable offense, however, the Conduct Educator or University Conduct Council does not feel the student or student organization should be separated from the University. The student or student organization is informed that further violations may result in suspension. The student can convene classes as normal due to the suspension being deferred and not active. This status may prevent a student from participating in other student leadership opportunities that require a student to be in good standing with the University. Deferred suspension may delay, but not deny participation in other student leadership opportunities.

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E. Suspension: A student or student organization/group is removed from the University for a specified period. When a student is suspended and required to leave the University community due to violations of the Code, he/she/they may not re-enter without an reentry meeting with the Assistant Dean or designee. During a suspension, the suspended student is not permitted on university premises or at University activities (in person or virtually) without express permission from the Assistant Dean. A registration hold is placed on the student during the suspension. A deferment of the implementation of suspension may be appropriate in certain situations or circumstances.

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F. Expulsion: Permanent separation from the University with no opportunity for reactivation/re-enrollment. The student is not permitted on university premises or at university activities, in person or virtually, without permission from the Office of Student Accountability & Academic Integrity and will be subject to trespass orders. A registration hold will be placed on the student's account.

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G. Educational or Restorative Measures: Any pathway projects/sanctions designed to help the student reflect or learn from their policy violation.

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H. Housing Expulsion: the permanent cancellation of a student's Housing & Dining Agreement. The student remains financially responsible for the entire cost of the agreement period for the assigned building.

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- I. **Housing Points:** Points assigned to residential students in violation of the Code of Student Conduct or Guide to Living on Campus for incidents that occur in or near the residence halls.
- J. **Housing Probation:** A status for residential students indicating multiple or serious violations within the residence halls for a specified period. Further violations within or near the residence halls may result in the student being removed from campus housing.
- K. **Housing Reassignment:** A change in a housing assignment.
- L. **Housing Suspension:** A student is released from their on-campus housing agreement for a specific period of time. The student remains financially responsible for the entire cost of the agreement period for the assigned building.
- M. **Loss of privileges** includes denial or restriction of privileges for a designated period of time. Loss of privileges may include, but are not limited to, the following: Restriction or exclusion from university premises or University activities, or from hosting visitors or guests on University premises. Withdrawal or transfer from a course in which the student is currently enrolled.
- N. **Restitution:** compensation for loss or damage to university property, funds, or premises applied to a student's financial account.
- O. **Revocation of Admission and/or Degree:** The University may revoke admission, or a degree awarded for fraud, misrepresentation, or other violations of institutional standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- P. **Separation of Student Organization/Group:** a period of time (up to or including permanent separation) that a student organization/group is not recognized by the University; therefore, may not access University resources or support.

XV. TRANSCRIPT NOTATIONS

- A. **Academic Misconduct.** The Office of Student Accountability & Academic Integrity may issue a transcript notation for academic integrity violations. If the student has completed all sanctions and conditions and has not been found in violation for additional violations of similar nature, the respondent may request to have the notation removed by completing the Transcript Notation Removal Form. A respondent may only petition to have one notation removed.
- B. **Suspension and Expulsion.** If a student is suspended or expelled from the University, a notation will be included on the student's academic transcript. Notations placed for suspensions will be removed from the transcript seven years after the resolution date. Notations for expulsions will not be removed. Statuses such as informal and formal warnings, conduct probation, and deferred suspension has no impact on a student's academic standing and will not result in a transcript notation.
- C. **Sexual Misconduct.** In accordance with Va. Code § 23.1-900, the University is required to place a notation on a respondent's transcript if suspended, dismissed, or expelled

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Deleted: B. Conduct Probation: a period of time a respondent is not in good conduct standing with the University. ¶

Deleted: C. Educational or Restorative Measures: sanctions designed to educate a respondent about the expectations of the University community. ¶

Deleted: D. Loss of privileges includes denial or restriction of privileges for a designated period of time. Loss of privileges may include, but are not limited to, the following: Restriction or exclusion from university premises or University activities, or from hosting visitors or guests on University premises. Withdrawal or transfer from a course in which the student is currently enrolled (tuition refunds will be evaluated in accordance with the Tuition Refund Policy as outlined in the Old Dominion University Catalog. ¶

Deleted: E. On-Campus Reassignment: modification of a housing assignment. ¶

Deleted: F. Restitution: compensation for loss or damage to university property, funds, or premises applied to a respondent's financial account. ¶

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from the University after being found in violation of sexual misconduct or withdraws during an investigation for sexual misconduct.

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XVI. STUDENT CONDUCT RECORD RETENTION AND REPORTING

The Assistant Dean is the official keeper of student conduct records and has decision-making authority on requested disclosures. The Office of Student Accountability & Academic Integrity retains records for no less than 7 years in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Outcomes resulting in suspension or expulsion will be retained permanently and may be reported with the consent of the student upon request to third-party entities such as graduate schools, employers, military branches, etc. as required by law. Outcomes resulting in conduct probation or deferred suspension will be retained for seven years and may be reported with the consent of the student upon request to third-party entities such as graduate schools, employers, military branches, etc. as required by law. Outcomes resulting in formal warnings or lower will not be reported to third-party entities. Records of pending incidents are kept indefinitely. Seven years from the date of resolution, all eligible student conduct records may be destroyed.

Deleted: B. Sexual Misconduct. In accordance with Va. Code § 23.1-900, the University is required to place a notation on a respondent's transcript if suspended, dismissed, or expelled from the University after being found responsible for a violation of sexual misconduct or withdraws during an investigation for sexual misconduct.

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XVII: Parent & Guardian Notification

The University believes that parents and guardians can be influential and positive partners in encouraging healthy behaviors focused on student success. The Family Educational Rights & Privacy Act (FERPA) gives the University the option to notify parents or guardians about specific types of information from a student's conduct record. The University may share information with parents or guardians when students are found responsible for violating our alcohol or drug policy and are under 6 the age of 21. Other than FERPA exceptions, the student must consent before releasing the record or sharing case-specific information to parents or guardians.

Deleted: Cases resulting in conduct suspension, dismissal, or expulsion will be retained permanently. FCR and Amnesty cases will not be retained unless the agreed upon conditions are not met and the case proceeds to a formal resolution.

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XVIII: Interpretation and Revision

The Code of Student Conduct shall be construed and applied to incorporate and conform to governing law. Any conflict in the Code with such law shall be deemed superseded and of no effect. Any question of interpretation or application of the Code of Student Conduct shall be referred to the Office of Student Accountability & Academic Integrity or designee for final determination. The Code of Student Conduct should be reviewed every three (3) years and revised as needed under the discretion of the Office of Student Accountability and Academic Integrity.

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XIX: Adoption and Amendments

Additional policies or temporary guidance may be added during the academic year and will be updated to the Student Code of Conduct website upon adoption.

XX. Student Conduct Record Expungement

A student may request expungement of their student conduct record. Multiple factors will be considered by the Office of Student Accountability & Academic Integrity when making a determination to expunge a student's conduct record. Some of these factors include, but are not limited to the severity of the violation, overall impact on the campus community, sanction completion, timeliness of sanction completion, and current standing with the University. Completed credit hours under this section are to include ODU, transfer, Advanced Placement, International Baccalaureate, and any other exam or experiential credits.

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Students will become eligible to request expungement according to the following timeline:

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Undergraduate students with 45 or fewer completed credit hours at time of transcript notation: completion of 75 credit hours

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Undergraduate students with more than 45 completed credit hours at time of transcript notation, including second degree students: completion of 75 credit hours or two semesters of enrollment, whichever is sooner

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Graduate students: completion of two semesters of enrollment after the transcript notation

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Students who have graduated, transferred or voluntarily left the university: one year after transcript notation

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NUMBER: 1530

TITLE: Code of Student Conduct

APPROVED: August 27, 1970; Revised April 5, 1979; Revised April 6, 1984; Revised February 14, 1985; Revised February 12, 1987; Revised December 8, 1994; Revised June 20, 1996, Revised June 18, 1998; Revised June 17, 1999; Revised September 14, 2000; Revised June 16, 2001; Revised December 10, 2004; Revised April 7, 2006; Revised June 13, 2008; Revised June 17, 2010; Revised September 15, 2011; Revised June 14, 2012; Revised December 3, 2015; Revised June 3, 2022

SCHEDULED REVIEW DATE: June 2027

I. BASIS AND RATIONALE

Old Dominion University ("the University") is committed to **the holistic development of its students**, fostering an environment that is safe, secure, and inclusive. **Part of this commitment is encouraging student accountability**, academic integrity, student engagement, and success. The University expects students and student organizations/groups to uphold and follow the behavioral standards included in the Code of Student Conduct ("the Code"). These behavioral expectations are embodied within a set of core values that include personal and academic integrity, fairness, respect, community, and responsibility. **The student accountability process exists to protect University interests and educate and respond to students and student organizations/groups whose behavior does not align with our behavioral expectations.** Additionally, students and/or student organizations/group may be held accountable for the behavior of their guests/visitors.

II. OBJECTIVES

- A. **Define clear behavioral expectations for all Old Dominion University students in Norfolk, surrounding cities, and globally inside and outside the classroom.**
- B. Ensure an environment that provides the best opportunity for academic integrity and learning.
- C. Facilitate a fair **and equitable** process to **hold student's accountable for** violations of the Code.
- D. **Protect the educational pursuits, health, and safety of all students.**
- E. Educate the campus community about the behavioral expectations for students and student organizations/groups.

III. AUTHORITY

Old Dominion University is governed by its Board of Visitors and supported by the Commonwealth of Virginia. The Board is specifically authorized to establish rules and regulations for the conduct of students in accordance with Virginia Code Section 23-1301, as amended.

The Assistant Dean of Students and Director of Student Conduct & Academic Integrity (hereafter ""Assistant Dean"") is the University official with primary responsibility for the administration of the student accountability process. The Assistant Dean may delegate all or part of this responsibility to other persons as appropriate and may take any action necessary to ensure fairness. If there is no Assistant Dean, the Vice President for Student Engagement & Enrollment Services will designate a university official to oversee this responsibility.

Faculty are responsible for managing the classroom environment and may direct a student to leave the class if the student engages in disruptive behavior. Longer separations from a class must be preceded by a conduct meeting. Faculty who encounter disruptive classroom behavior are encouraged to follow the procedures outlined in the Guidelines and Policy on Dealing with Disruptive Students published in the Faculty Handbook. A student dismissed from class may be required to meet with a department chair, program director, faculty member, or the Assistant Dean or designee before the student may return to class.

Unless specifically noted in the Code, the Office of Student Accountability & Academic Integrity has no authority over decisions made by faculty in academic programs, departments, or professional schools. The Code does not cover decisions made by the faculty in any academic program, department, or professional school as to the character or professional disposition required of a student for the purposes of awarding a degree or certificate, for continuation as a candidate for such degree or certificate, for eligibility to maintain an assistantship, or any other activity typically within the purview of the faculty.

Policies on Discrimination and Sexual Misconduct

Procedures regarding discrimination may be found in University Policy 1005: Discrimination Policy and procedures regarding sexual misconduct violations may be found in University Policy 1008: Policy on Title IX and Sexual Misconduct.

IV. APPLICABILITY

Because the Code is based on shared values, they set a range of expectations for university students, their guests and visitors and student organizations no matter where or when their behavior may take place. The following are general categories of the applicability of the Code:

1. The University reserves the right to investigate and resolve reports of alleged misconduct that fall within its jurisdiction. The Code applies to the following situations:
2. Incidents involving undergraduate, graduate, and online students, a group of students, or a student organization (academic or social) associated with any college, school, department, or the

University as a whole. The University reserves the right to investigate and adjudicate through the student accountability process any registered students who allegedly violate the Code prior to attending their first day of classes.

3. The Code applies to online learning and the prohibited conduct in this document will be applied to the in-person classroom environment and the online classroom environment.
4. Incidents occurring from the time a student is admitted, enrolled, or registered for study at the University for any academic period until their withdrawal from the University or conferral of a degree. Covered incidents include but are not limited to those occurring:

During the academic year, before classes begin or after classes end, while pursuing credits earned off-campus (study abroad, internships, co-ops, etc), or while suspended, or off-campus when the violation adversely affects legitimate University interests.

If a student's enrollment lapses for more than one calendar year, based on a student's voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the separation's duration.

A. Time Frame: Those who are aware of a suspected code violation are encouraged to report it promptly to the Office of Student Accountability & Academic Integrity and/or University Police.

B. Third Party Misconduct:

Guests of the University and its residence halls are expected to follow all University policies. Students are responsible and accountable for the misconduct of their guests and the behavior of their animals. Student organizations are likewise responsible for ensuring compliance with the Code by their members and guests. Visitors and guests are also protected by the Code and may initiate complaints for violations of the Code allegedly committed against them by students.

C. Student Groups and Organizations: The Code applies to the behavior of individual students as well as student organizations. Specifically, the behavior (which may be intentional or unintentional action) must involve one or more members of a student group or organization. Members may be general members, officers, new/associate members or alumni.

V. DEFINITIONS

- A. **Academic Exercise:** all forms of work (oral, written, electronic, or otherwise) submitted as a draft, extra credit, or for credit, grading, continuance, graduation, honors, awards, scholarships, or recognition at the University as well as materials submitted to other institutions, associations, or organizations for evaluation (e.g., awards, scholarships, or publication). The term "Academic Exercise" does not include "Misconduct in Scientific Research and Other Scholarly Activity" as defined in Board of Visitors Policy 1426: Policy,

Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity. Students found to be in violation of Policy 1426 may be referred to the Office of Student Accountability & Academic Integrity for application of sanctions under this Code. For the purpose of the Code, any sanction issued by the Office of Student Accountability & Academic Integrity will also be considered an academic exercise.

- B. **Accountability Letter:** The letter the student receives when they do not accept responsibility for violations of the Code, but are found in violation of the Code. Students who meet with the University Accountability Board also receive this type of letter.
- C. **Amnesty:** exemption from a student conduct violation for behavior related to use and/or possession of alcohol or drugs if help is sought during the incident. Students granted amnesty may be required to complete educational activities or meet other conditions. Amnesty granted in accordance with this Code does not prevent action that may be taken by a law enforcement agency.
- D. **Appeals Reviewer:** University official(s) designated to review appeals of findings associated with the resolution process and/or outcomes. The Appeals Reviewer may not investigate or be involved in the adjudication of the case.
- E. **Board Chairperson:** Facilitator of a University Accountability Board hearing.
- F. **Business Day:** Any weekday the University is open, regardless of whether classes are in session.
- G. **Crime of Violence:** Any incident involving arson, assault, burglary, robbery, homicide, sex offenses, destruction/damage/vandalism of property, and kidnapping/abduction.
- H. **Complainant:** The individual or group affected by the alleged incident or who reported the incident.
- I. **Conduct Educator:** A staff member trained in the student accountability process to resolve cases and has the authority and responsibility to assign sanctions and pathway projects in an efficient, consistent, fair, and educationally meaningful manner. The Conduct Educator reserves the right to assign the most appropriate pathway project/sanction.
- J. **Consent:** as defined in University Policy 1008: Policy on Title IX and Sexual Misconduct, is knowing, voluntary and clear permission, by word or action, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts.
- K. **Faculty Member:** Full-time or part-time university official who facilitate classroom, lab, or teaching activities, including practica/internships.
- L. **Final Resolution:** The outcome of a non-appealed conduct meeting or an appeal response.
- M. **Guest/Visitor:** any person that is not a student, staff, or faculty member or any member of the University community whether invited or uninvited, this includes but not limited to parents, guardians, or friends.

- N. **No Contact Directive/Order (NCD/NCO):** A written communication emailed to the student that prohibits direct, indirect, or third-party contact (e.g., physical, written, verbal, telephone, or electronic communication, or any other contact) between parties.
- O. **Notice:** Written communication sent to a respondent, complainant, or other participant in a accountability case. Notice will be sent to a 'student's official email University address.
- P. **Pathway Navigators:** Students who serve as a confidential resource to students who are participating in the student accountability process; these students also serve as accountability partners to ensure pathway plans are completed. A Pathway Navigator is optional for students participating in the student accountability process.
- Q. **Pathway Plan:** The letter the student receives when they accept responsibility for violations of the Code and select their own pathway projects.
- R. **Pathway Project:** An educational activity that students choose to complete if they accept responsibility for a policy violation. Sanctions are pathway projects assigned by Conduct Educators to students found in violation of policy and do not accept responsibility.
- S. **Possession:** Being in charge of something, whether it's officially yours or not. A student may be in possession of an object when their personal information is on it, or when it is in a place that the student controls, such as an assigned space or common area of a suite-style apartment.
- T. **Preponderance of the Evidence:** The standard of confirmation needed to determine if it is more likely than not a violation of the Code occurred.
- U. **Respondent:** Any individual or student organization/group reported for allegedly violating policy during an incident.
- V. **School Day:** any weekday the University is open and classes are in session.
- W. **Student:** An individual who is admitted, enrolled or registered for study at the University for any academic period, including periods between academic sessions. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, fraternity or sorority recruitment, orientation, placement testing, and residence hall check. Students who withdraw from the University after allegedly violating the Code will be considered "students" for the purposes of resolving alleged violations.
- X. **Student Accountability Meeting (SAM):** A meeting with a Conduct Educator to resolve any alleged violations of the Code.
- Y. **Student Group:** Any group of students with a common interest organized to work or act together but are not recognized, associated, or registered, or are not required to register, as a student organization (e.g., athletic teams, musical or theatrical ensembles, other clubs, etc.).
- Z. **Student Organization:** any recognized, associated, or registered organization according to the Student Organization handbook with a common interest organized to work or act together (e.g., club sports, fraternities, sororities, etc.).
- AA. **Support Person:** A person chosen by the complainant or respondent to join them during SAM or University Accountability Board hearing but cannot contribute to the conversation.

BB. University Accountability Board (UAB): a hearing body of trained faculty, staff, and students with the authority to investigate and adjudicate alleged violations of the Code, including academic integrity cases and to impose sanctions for violations.

CC. University Activity: Any activity authorized, sponsored, or supervised by the University occurring on or off university premises.

DD. University Community: Any student, faculty or staff member, University official, or other person employed by the University.

EE. DD. University Official: Any person given authority by the University to perform administrative or professional responsibilities (e.g., faculty, staff, University police, resident/community assistants, hall directors, and graduate/teaching assistants).

FF. University Premises: all land, buildings, facilities, and other property in the possession of, or owned, rented, controlled, or used for the 'institution's educational purposes.

GG. Witness: someone who has direct, personal knowledge of the incident or any person reporting a violation of the Code. Witnesses do not have other roles in the meeting (e.g., advisor) and may only be present during the witness portion of the meeting. Witnesses may be questioned by respondents directly or the Conduct Educator/Board Chairperson may require questions be submitted for approval. Character witnesses are not permitted.

VI. GENERAL PROVISIONS

A. Incident Reporting: There is no time limit on reporting violations; however, it may be difficult for the University to obtain information and witness statements and make a determination regarding alleged violations as time progresses after an incident. While anonymous reports may be difficult to investigate, the University takes all concerns and reports seriously. Incidents involving sexual harassment, including but not limited to sexual assault, stalking, dating and/or domestic violence and sexual exploitation should be reported directly to the Office of Institutional Equity & Diversity -Title IX Coordinator. University Policy 1008: Policy on Title IX and Sexual Misconduct- addresses the Title IX 'Coordinator's review of incidents of this nature.

B. Notice of Incident: Respondents will receive a written Notice of Alleged Violation ("Notice") Student Accountability Meeting notification letter ("Notice") including alleged prohibited conduct, date of alleged incident, and location of alleged incident , and information about a resolution meeting sent to the respondent's ODU email.

C. Student Organizations: The student accountability process may look different from the process that individual student students experience due to the nuance and possible complexity of student organization cases. Notice for student organizations/groups will be emailed to the organization/group's representative (e.g., president/representative/captain on file with the Office of Student Engagement & Traditions, Recreation & Wellness and University Intercollegiate Athletics).

D. University Accountability Board: Students who meet with the University Accountability Board (UAB) will not have the opportunity to select their pathway projects, but will have their pathway projects assigned to them. The UAB may hear academic and non academic cases.

- E. **Academic Integrity Incidents:** Incidents related to academic misconduct will follow the procedures outlined in the Academic Integrity Procedures.
- F. **Hazing Reporting Immunity:** In an effort to remove any behavior(s) or action(s) that degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:
 - a) The disclosure is made by a survivor of or bystander who is not an active participant in such acts; and
 - b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

F. Location of Violation: The Code also applies to conduct occurring off University premises when the Office of Student Accountability & Academic Integrity determines that the conduct affects a substantial University interest. A substantial University interest is any factor that adversely affects the 'University's mission and may include, but is not limited to, the following:

- 1. **Crimes:** Violations of any local, state, or federal law, or city ordinance. The conduct process may be carried out prior to, concurrently with, or following criminal proceedings. Determinations made or sanctions imposed under this Code will not be subject to change because criminal charges arising out of the same set of facts were dismissed, reduced, or resolved in criminal court. If information is unavailable due to criminal proceedings, the University may delay its investigation and/or hearing. The University may impose an interim suspension and determine what information is sufficient to proceed.
- 2. **Health & Safety Concerns:** Any behavior of a student or student organization/group posing a substantial and immediate threat to the University community, or to the stability and continuance of normal University functions.
- 3. **Infringements:** Significantly infringing upon the rights, property, or achievements of self or others or significantly disrupts the University community.

VII. SPECIAL PROVISIONS

- A. **Student-Athletes:** As an NCAA member institution, student athletes must comply with the Code of Student Conduct, all applicable rules, and regulations of the NCAA and Conference partners as published in the University Student Athlete Handbook. Sanctions may be imposed by both the Director of Athletics and Office of Student Accountability & Academic Integrity for any NCAA violation that also violates the Code. Incidents under this provision will be reported annually to the Board of Visitors, in accordance with the Code of Virginia § 23.1-1303.
- B. **Residence Halls:** This Code applies to all students, including those students who live in or visit residence halls and apartment communities that are owned or controlled by the University. Misconduct occurring in University owned or controlled residence halls or apartment communities typically will be addressed by Conduct Educators in Housing and

Residence Life regardless of where individual respondents live. The Assistant Dean, or designee, has authority of all case assignments.

VIII. PROHIBITED CONDUCT

The following prohibited conduct applies to students, student organizations/groups, and/or guests/visitors. The University will treat attempts to commit any of the violations listed in the Code as if those attempts had been completed. Being in the presence of others violating the Code is not in and of itself a violation, absent acts of assistance or encouragement.

Violations of University Policy 1008: Policy on Title IX and Sexual Misconduct, which covers sexual harassment and sexual misconduct, to include dating violence, domestic violence, sexual assault and stalking will be referred to the Title IX Coordinator in the Office of Institutional Equity & Diversity.

Academic Misconduct

- A. **Academic Sabotage:** An intentional effort to corrupt or negatively impact the academic work of another student.
- B. **Cheating:** Completing an academic exercise with or for other students or parties without permission from the class-assigned faculty member; paying someone to complete assignments, using any unauthorized materials to assist on assignments; misusing study aids such as Chegg, Quizlet, Course Hero, etc., to complete or pass class assignments; using test banks or copying answers from another source or student. Any act or behavior that gives the student an unfair advantage.
- C. **Fabrication:** Inventing, altering, falsifying, creating data, citation, or information in an academic exercise or for any improper purpose. Knowingly presenting false or falsified official documentation such as transcripts, doctor's notes, supervisor evaluations, application materials, etc.
- D. **Facilitation:** Helping another person participate in any act of academic misconduct (including, but not limited to sharing course materials without permission.
- E. **Plagiarism:** Intentional or unintentional use of someone else's scholarly or academic work, language, ideas, or other material as your own without proper citation in an academic exercise (whether reproduced or presented verbatim or in paraphrased or summary form); recycling a previous assignment as a new assignment without appropriate citation or notification and approval from faculty members.

Non-Academic Misconduct

- F. **Alcohol.** The unlawful production, consumption, distribution, possession, provision or use of alcohol or alcohol paraphernalia, including the public drunkenness of students at least 21 years of age; attendance or class participation in an academic setting while under the influence of alcohol; or any violation of University Policy 6603.
- G. **Abuse of Animals.** Any intentional or reckless act that causes harm, suffering, or distress to an animal.
- H. **Assault.** Any physical attack on another person, including but not limited to choking, fighting, punching, slapping, striking, causing injury by animals or any other form of contact resulting in physical harm.
- I. **Classroom Disruption.** Any disruptive or disorderly behavior that disturbs the classroom instructional environment (in person or virtual classes or interrupts the facilitation of intended learning outcomes.
- J. **Damaging Property.** Destroying, damaging, defacing, or vandalizing University property or the property of others.
- K. **Dishonesty.** Intentionally providing false, fraudulent, deceptive or misleading information to University officials, faculty, staff; forgery; falsification of documents; unauthorized duplication or distribution of of university issued keys or other University property.
- L. **Disorderly Conduct.** Behavior that creates a hostile, frightening or intimidating environment, or that threatens the physical health, safety and well-being of others. This behavior can include loud, unnecessary, unusual, disruptive or continuous noise that disturbs the peace.
- M. **Drugs and Paraphernalia.** The unlawful creation, cultivation, growing, manufacturing, distributing, possession, or sale of any counterfeit, controlled, dangerous, illegal, ~~prescription~~ prescription medication, including drug paraphernalia (pipes, bongs, etc.) or mind-altering drugs, including but not limited to Adderall, cannabis/marijuana, crack, cocaine, ecstasy, meth, etc.; any violation of University Policy 6603.
- N. **Failure to Comply.** Refusal to cooperate with or appropriately respond to a reasonable request by a university official, law enforcement officer; failure to accurately identify oneself; disregard of a University policy, directive, regulation or procedure.
- O. **Fire and Safety.** Changing damaging, disabling or misusing fire safety equipment; failing to immediately exit any university building when a fire alarm or other emergency notification has sounded; unauthorized use, possession, or tampering with University fire safety equipment; unauthorized use or possession of fireworks or explosive materials; intentionally or recklessly causing a fire; causing a false fire alarm or report; and misuse of emergency call boxes; any violation of University Policies 1021 and 3012.
- P. **Guide to Living on Campus.** Any violation of the community living standards as described in the Guide to Living on Campus including, but not limited to community living standards, prohibited items, unauthorized key usage, noise, visitation, etc.
- Q. **Harassment.** Ongoing, unwelcome aggressive or intimidating behavior which by means of physical contact or verbal, written, or digital-based (cyberbullying) communication, that causes psychological or physical harm to another person.

- R. **Hazing.** Recklessly or intentionally endangering the health or safety of a student or students; or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. This includes endangering any person's mental or physical health and safety, whether or not the individual of such conduct has "consented" to it; any violation of the University Hazing Policy.
- S. **Impersonation.** Acting or pretending to be someone else, especially as a University official with the intentions to deceive, manipulate, or mislead others.
- T. **RS. Interference with Freedom of Expression.** Any attempt to interrupt or interfere with anyone's right of free expression or right of free assembly or any violation of University Policy 1011.
- U. **ST. Misuse of Information Technology Resources.** Any unauthorized attempt to access or use University computers, networks, systems, programs, or data, including manipulations and fraudulent transmissions; any action that interferes with the proper functioning of systems or adversely impacts another user's rights, including but not limited to student or employee privacy; unauthorized download, creation, sale, posting, transfer, access, reproduction, or distribution of copyrighted or class material; any other violations of the ODU Digital Millennium Copyright Act, University Policies 3003 and 3500.
- V. **TU. Misuse of Official Identification.** Purchasing, possessing, selling, or using fake or altered identification or another person's state identification or license; sharing or using another student's University student ID card, number, or MIDAS ID; or allowing the use of your University issued student ID card, number or MIDAS ID.
- W. **Pets.** Possession of unapproved pets or animals in a University building.
- X. **Retaliation.** Discriminating against, intimidating, threatening, coercing, or harassing any person because the person reported, complained, testified, assisted, participated, or refused to participate in an investigation, proceeding, or hearing authorized by law or University policy.
- Y. **Sexual Harassment or Sexual Misconduct.** Any behavior prohibited by University Policy 1008. Sexual misconduct includes any form of unwelcome, non-consensual, sexual contact, including touching an unwilling person's private parts (defined as genitalia, groin, breast or buttocks or clothing covering them), forcing an unwilling person to touch another's private parts, sexual exploitation, voyeurism and indecent exposure of ones' private parts.
- Z. **Smoking, Tobacco, and Vaping.** Smoking or vaping of any kind inside or within 25 feet of building entrances and exits to a University facility; any underage use or possession of tobacco or possession in a prohibited area; any violation of University Policies 3220 and 3320. Any use of tobacco, smoke, or vaping where smoking is strictly prohibited on portions of campus.
- AA. **Stealing.** Taking or borrowing a thing of value or property (including intellectual property) from its owner without permission.
- BB. **Threat.** An act, statement or expression with the goal of causing damage, injury, pain or other intimidating action during an incident or altercation.
- CC. **Unauthorized Entry.** Unauthorized entry into or use of University buildings, equipment or property of others.

- DD. Unauthorized Recording. The creation, use, maintenance, display, or transfer of any recording (including audio, video, etc.) without permission when they have the reasonable expectation of privacy.
- EE. Weapons. Except as expressly authorized by law, possessing or using dangerous items on University property including, but not limited to, firearms, guns, knives, tasers, stun guns, BB guns, replicas, bows and arrows or other devices designed to eject shells at a high rate of speed; any violation of the Gun and Weapon Regulation.
- FF. Violating Law or University Policy. Violating any local, state, federal law or any University policy.

IX. Student Rights and Responsibilities

The University protects and provides certain rights for students and as members of the ODU community, students accept certain responsibilities.

Student Rights

All Respondents are provided the following rights throughout the university student accountability process:

- a. Right to receive written notification of any alleged violation against them via their ODU email address including a general summary of the complaint, contact information of their Conduct Educator to receive additional information, and the date by which such contact must occur.
- b. Right to receive no less than three (3) school days notice of conduct hearing date.
- c. Right to a fair, confidential, and objective accountability meeting/hearing.
- d. Right to read and review the incident or police report prior to the hearing date.
- e. Right to share their perspective of the incident that led to the allegations.
- f. Right to select the advisor of their choice.
- g. Right to have one silent support person/advisor attend the hearing.
- h. Right to have relevant witnesses that do not produce repetitive or duplicative information that contributes new or distinct details.
- i. Right to not attend the hearing and have the Conduct Educator or University Accountability Board make a decision with the information available to them.
- j. Right to receive notice of the outcome of their hearing.
- k. Right to have five (5) school days to appeal the decision and be informed of the appeal procedures.

Student Responsibilities

- a. Understand and follow all university policies, and procedures, including but not limited to the Code of Student Conduct.

- b. Consistently check their university issued email address as this is the University's official means of communication with students; students are responsible for reading all official communications delivered to their university email address.
- c. Be truthful, cooperative, and forthcoming during the student conduct proceedings.
- d. Complete any sanctions or pathway projects by the assigned due date.
- e. Not attempt to disrupt or otherwise interfere with any student conduct proceeding.
- f. Members of student organizations/groups are expected to promptly report alleged violations by other members of the student organization/group of the Code or other University policies to the Office of Student Accountability & Academic Integrity including the following information: detailed description of the concerning conduct including date, time, and location, and name(s) of any individual(s) involved.

X. Student Accountability Process

The Office of Student Accountability and Academic Integrity follows the steps below to address behavior that possibly violates the Code. Please note that every incident is not the same and the context, severity, and complexity of each incident may vary. As a result, the steps in this process are flexible and not exactly the same in every situation as the office receives information in many different ways, but consistency in similar situations is a priority. The Office of Student Accountability and Academic Integrity has sole discretion in the steps taken in particular cases.

The student accountability process and legal or criminal process are two different processes. The student accountability process is an educational process and should not be confused with the legal or criminal process. Students may find themselves participating in both processes.

1. Whenever the Office of Student Accountability & Academic Integrity receives reports from the Old Dominion University Police Department, Housing and Residence Life, students, faculty members, staff members, administrator, community member, or a concerned party, the office reviews the report to determine if the behavior may be a violation of the Code of Student Conduct.
2. If the office determines there is a possible violation of the Code of Student Conduct, a Student Conduct Resolution notification letter is sent to the student(s) involved in the incident. The letter will include the date(s) of the alleged incident (if known), the date, time, and location of the Student Accountability Meeting (SAM).
3. The student will meet with their Conduct Educator or the University Accountability Board (UAB) to share their perspective of the incident. If the student accepts responsibility for the alleged policy violations, the student will have the opportunity to select their pathway projects. If the student does not accept responsibility for the alleged policy violations, but is found in violation of the Code, the Conduct Educator will assign their pathway projects/sanctions.
4. Following the SAM, the student will receive an email that details the selected or assigned pathway projects and the due date for completion. The letter will be titled as a Pathway Plan or Accountability Letter. If a student accepts responsibility for the policy violations, their letter will be titled a Pathway Plan. Should a student not accept responsibility for the policy violations, their letter will be titled an Accountability Letter. The Pathway Plan or

- Accountability Letter will include the findings for each violation, the selected pathway projects, or any assigned sanctions.
5. The Pathway Plan and Accountability Letter will have details about how the student can appeal the decision. Students will have five (5) school days to appeal the decision of their Conduct Educator or the UAB.
 6. The Office of Student Accountability and Academic Integrity uses the preponderance of the evidence as the standard of evidence when making decisions in conduct cases. This means if the evidence shows that it is more likely than not that a violation of the Code occurred, the student or student organization/group will be found in violation.
 7. The outcome of a SAM is considered part of the respondent's education record and is protected from unauthorized disclosure under the Family Educational Rights and Privacy Act (FERPA). However, the University may release the final resolution of any accountability meeting, without the respondent's prior consent, in the following circumstances:
 - a. Complainants in sexual misconduct, sexual harassment, stalking, dating violence, domestic violence (i.e., Title IX), and other gender-based incident will be informed of the outcome, appeal options, and appeal outcome of any complaint, in writing, without condition or limitation.
 - b. The University may release the final resolution of a student conduct meeting to a Complainant of a crime of violence or non-forcible sex offense when requested using the Complainant of Crime of Violence Form (or the Complainant's next of kin if the Complainant is deceased). Only the name of the student, the finding(s), and any assigned sanction(s) will be shared. Steps to confirm identity will be taken.
 - c. University officials will be notified of any final resolution actions that require their action. In all academic integrity cases, the faculty member will be notified of the final resolution so that an appropriate grade may be assigned.

XI. Interim Measures

Based on the nature and circumstances of the referral, the Vice President of Student Engagement & Enrollment Services, the Office of Student Conduct & Academic Integrity, or designee may authorize interim measures or take administrative action to ensure continuity of university operations, maintain safety, order and the well-being of the University, or of a student. These measures and actions include, but are not limited to:

1. **Interim Suspension:** The immediate and temporary separation of a student from the University. Such separation prohibits attendance of any classes (in-person or virtual), events, or other University functions, or visiting any University grounds or buildings (including Residence Halls) unless by advanced written permission from the Office of Student Conduct & Academic Integrity. The interim suspension also restricts any privileges for which a student might otherwise be eligible as a student of Old Dominion University. The interim suspension shall remain in effect until rescinded, in writing or their case has been resolved.

- a. The determination is made by the Vice President of Student Engagement & Enrollment Services, Office of Student Accountability & Academic Integrity, or designee that the behavior of a student is considered a concern for the health or safety of the campus community.
 - b. The Office of Student Accountability & Academic Integrity will send a letter notifying the student of their interim suspension.
 - c. The student will have the right to appeal their interim suspension to an Appeals Reviewer or designee to determine whether their continued presence poses a substantial and immediate threat to the health or safety of the University community. The student must complete the Interim Suspension Appeal Form and schedule a meeting with the Appeals Reviewer. The decision of the Appeals Reviewer will be final.
 - d. A Student Accountability Meeting will be scheduled as soon as possible to resolve any matters that significantly impact the student's ability to reasonably participate in their pursuit of their degree.
2. **No Contact Directives/Orders (NCD/NCO):** Written communication emailed to the student that prohibits direct, indirect, or third-party contact (e.g., physical, written, verbal, telephone, or electronic communication, or any other contact) between parties.
 - a. No Contact Directives/Orders may be requested by students or the Office of Student Accountability & Academic Integrity can issue them without a request if the office deems it necessary to prevent escalation of an incident.
 - b. The Office of Student Accountability & Academic Integrity has the authority to deny a request for a NCD/NCO if the determination is made the NCD/NCO is not necessary based on the information they have received.
 - c. Either party can request the directive/order be lifted, but each party must agree. If both parties do not agree, the directive/order will stay in place.
 - d. The Office of Student Accountability & Academic Integrity has the authority to lift a NCD/NCO at any time if it is determined the circumstances under which it was issued are no longer present.
3. **Holds on Student Account:** The Office of Student Accountability & Academic Integrity can apply a hold to a student's account that prevents class registration, access to transcripts, and graduation. Situations in which holds may be applied include but are not limited to the following:
 - a. The student fails to complete sanctions by assigned due dates.
 - b. The student has been issued an interim suspension.
 - c. The student is suspended and has a pending re-enrollment meeting.
 - d. The student is not presently enrolled and a conduct meeting is pending.
 - e. The student has been expelled.
 - f. The student has a pending conduct matter that must be resolved.
4. **Campus Restriction:** When a student is temporarily restricted to traveling and accessing only the necessary areas of campus that are directly tied to the pursuit of their degree, their basic needs, and reasonable public spaces on campus.

- a. The determination is made by the Vice President of Student Engagement & Enrollment Services, Office of Student Accountability & Academic Integrity, or designee that the behavior of a student is considered a concern for the health or safety of the campus community, but does not rise to the level where the individual needs to be placed on interim suspension.
 - b. The Office of Student Accountability & Academic Integrity will send a letter notifying the student of their campus restrictions.
 - c. A Student Accountability Meeting will be scheduled as soon as possible to resolve the pending matter.
5. **Cease and Desist Directives/Order:** A formal notice to a student organization or group to stop all activities and events due to alleged violations of the Code such as hazing or other forms of misconduct.
- a. If the Office of Student Accountability & Academic Integrity is notified of alleged violations of the hazing policy or other forms of misconduct, the president or leader of the organization, group, or team will receive the cease and desist letter on its behalf.
 - b. Depending on the initial information shared with the Office of Student Accountability & Academic Integrity, an investigation may be conducted to resolve the matter.
 - c. The cease-and-desist order will stay in effect until the investigation or another form of resolution has been completed.
6. **Modification of Housing Assignment:** A temporary relocation of individuals involved in an incident where the health, safety, and well-being of others may be a concern.
- a. Housing and Residence Life, the Office of Institutional Equity and Diversity, and the Office of Student Accountability & Academic Integrity may reassign students to temporary housing locations for the best interest of involved parties.
 - b. The student(s) will be informed about the modification of their housing assignment and can move within a reasonable time frame.
 - c. Once the incident is resolved, the student may be relocated to their original assignment or the relocation may be permanent depending on the incident's resolution.
7. **Alteration of class or work schedules:** Housing and Residence Life, the Office of Institutional Equity and Diversity, and the Office of Student Accountability & Academic Integrity may work with the necessary parties to alter a student's class or on campus work schedule if it does not infringe upon the rights of that student.

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XII. Resolution Options

Informal and formal resolution options are available and may be assigned at the discretion of the Office of Student Accountability & Academic Integrity. When more than one respondent is involved in the same incident, conduct meetings may be combined, though separate findings will be made for each respondent.

1. **Student Accountability Meeting (SAM):** A Student Accountability Meeting is convened to address alleged violations of the Code. During this meeting, the alleged misconduct is discussed, evidence may be presented, and the student has the opportunity to respond. The goal is to reach a resolution that aligns with the univeristy's policies and fosters a positive campus environment. All student accountability meetings are closed. Conduct Educators or Board chairpersons will determine the relevance of information and credibility of participants. The Office of Student Accountability & Academic Integrity may offer a SAM waiver including proposed sanctions to a respondent. If accepted, the respondent will waive their right to a SAM, take responsibility for the allegations, and accept sanctions without a SAM.
2. **University Accountability Board Meeting:** The University Accountability Board Meeting is a formal gathering of a board or panel tasked with reviewing cases of alleged misconduct that may require a higher level of assessment. This meeting involves a more structured process where the board evaluates evidence, listens to the involved parties, and makes decisions regarding accountability and potential sanctions. It is a more formalized approach to handling serious or multiple violations of the Code.
3. **Information Meeting:** An information meeting is designed to provide students with the opportunity to provide their perspective on an incident that did not lead the student to formally participate in the student accountability process. However, the behavior still needs to be addressed because if it continues alleged policy violations can be assigned in the future. The purpose of these meetings is to be educational, allow the Conduct Educator to learn the context of the incident, and intended to assist the students in reflecting on their actions and connect them with other campus resources as needed.
4. **Conflict Resolution Meeting:** A conflict resolution meeting is an option offered to students and student organizations to address disputes, conflicts, or misunderstandings between individuals within the campus community. This meeting provides a platform for parties involved in the conflict to express their concerns, listen to each other's perspectives, and work collaboratively toward a resolution and move forward from the incident. These meetings are voluntary and students are not required to participate. Both parties have to agree to participate in the meeting.
5. **Organization Accountability Agreement (OAA):** An OAA is an agreement created in collaboration with the Office of Student Accountability & Academic Integrity, the student organization (and their headquarters, or advisor where applicable) to fulfill violation(s) of the Code. The student organization, their advisor, and national headquarters will decide which student leaders are present to participate in the creation of the OAA with the Office of Student Accountability & Academic Integrity. The OAA cannot be appealed due to the collaborative nature and agreement between the student organization and the Office of Student Accountability & Academic Integrity.
- 6.

XIII. Appeals Process

1. Only respondents who attend their Student Accountability Meeting or University Accountability Board Meeting can appeal an outcome. [All respondents will be able to appeal the following conduct statuses: deferred suspension, suspension, and expulsion. Students who are removed from their housing or dining agreement or have their admission or degree revoked can also appeal. Students who accept responsibility will not be able to appeal their pathway projects due to their participation in selecting them.](#) Appeal procedures for cases involving discrimination may be found in University Discrimination Policy 1005 and cases involving sexual misconduct may be found in Policy 1008: Policy on Title IX and Sexual Misconduct.
2. Appeals must be submitted within five (5) business days from the date of the outcome letter using the Appeal Submission Form. No appeal will be accepted if this form is not used. An Appeals Reviewer will be assigned the case. The Appeals Reviewer can be anyone designated by the Assistant Dean. [The Appeals Reviewer may uphold, modify, overturn, or return \(remand\) the case to be reheard by a different Conduct Educator or composition of the UAB to remedy errors or consider new information. The decision of the Appeals Reviewer is final.](#)
3. [When a student submits an appeal, all measures of accountability \(sanctions, pathway projects, etc\) originating from the original Pathway Plan or Accountability Letter will be on pause and not go into effect until the appeal decision has been made except when such a delay may pose a health and safety risk to other members of the University community.](#)
4. A respondent [that qualifies for an appeal may appeal](#) for the following reasons:
 - a. [A conduct status is either unreasonably harsh or inadequate based on precedent.](#)
 - b. [A procedural error that significantly impacted the outcome of the Student Accountability Meeting or University Accountability Board Meeting.](#)
 - c. [New and relevant information that was unavailable at the time of the accountability meeting which could have significantly impacted the original decision and sanctioning.](#)
 - d. The Conduct Educator or member(s) of the University Accountability Board had a conflict of interest or bias for or against the complainant(s) or respondent(s) generally or specifically that affected the outcome of the case.

XIV. CONDUCT STATUSES, SANCTIONS, AND ACCOUNTABILITY MEASURES

- A. The following [statuses and](#) sanctions may be applied to any student or student organization/group, [including, but not limited to. **Informal Warning: A status indicating the lowest level violation of the Code has occurred, but will not be reported as part of the**](#)

- student's conduct record. If found in violation of the Student Code of Conduct again, a student can expect an elevated conduct status.
- B. **Formal Warning:** A status indicating a minor violation of the Code has occurred, but will not be reported as part of the student's conduct record. Future violations can result in an elevated conduct status.
 - C. **Conduct Probation:** A status indicating a serious violation or two or more incidents have occurred and resulted in violations of the Code of Student Conduct; the student or student organization/group is informed that further violations may result in suspension. This status may prevent a student from participating in other student leadership opportunities that require a student to be in good standing with the University. Conduct probation may delay, but not deny participation in other student leadership opportunities.
 - D. **Deferred Suspension:** A status indicating a severe violation or multiple incidents have occurred and resulted in violations of the Code; the student or student organization has committed a suspendable offense, however, the Conduct Educator or University Conduct Council does not feel the student or student organization should be separated from the University. The student or student organization is informed that further violations may result in suspension. The student can convene classes as normal due to the suspension being deferred and not active. This status may prevent a student from participating in other student leadership opportunities that require a student to be in good standing with the University. Deferred suspension may delay, but not deny participation in other student leadership opportunities.
 - E. **Suspension:** A student or student organization/group is removed from the University for a specified period. When a student is suspended and required to leave the University community due to violations of the Code, he/she/they may not re-enter without an reentry meeting with the Assistant Dean or designee. During a suspension, the suspended student is not permitted on university premises or at University activities (in person or virtually) without express permission from the Assistant Dean. A registration hold is placed on the student during the suspension. A deferment of the implementation of suspension may be appropriate in certain situations or circumstances.
 - F. **Expulsion:** Permanent separation from the University with no opportunity for reactivation/re-enrollment. The student is not permitted on university premises or at university activities, in person or virtually, without permission from the Office of Student Accountability & Academic Integrity and will be subject to trespass orders. A registration hold will be placed on the student's account.
 - G. **Educational or Restorative Measures:** Any pathway projects/sanctions designed to help the student reflect or learn from their policy violation.
 - H. **Housing Expulsion:** the permanent cancellation of a student's Housing & Dining Agreement. The student remains financially responsible for the entire cost of the agreement period for the assigned building.

- I. **Housing Points:** Points assigned to residential students in violation of the Code of Student Conduct or Guide to Living on Campus for incidents that occur in or near the residence halls.
- J. **Housing Probation:** A status for residential students indicating multiple or serious violations within the residence halls for a specified period. Further violations within or near the residence halls may result in the student being removed from campus housing.
- K. **Housing Reassignment:** A change in a housing assignment.
- L. **Housing Suspension:** A student is released from their on-campus housing agreement for a specific period of time. The student remains financially responsible for the entire cost of the agreement period for the assigned building.
- M. **Loss of privileges** includes denial or restriction of privileges for a designated period of time. Loss of privileges may include, but are not limited to, the following: Restriction or exclusion from university premises or University activities, or from hosting visitors or guests on University premises. Withdrawal or transfer from a course in which the student is currently enrolled.
- N. **Restitution:** compensation for loss or damage to university property, funds, or premises applied to a student's financial account.
- O. **Revocation of Admission and/or Degree:** The University may revoke admission, or a degree awarded for fraud, misrepresentation, or other violations of institutional standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- P. **Separation of Student Organization/Group:** a period of time (up to or including permanent separation) that a student organization/group is not recognized by the University; therefore, may not access University resources or support.

XV. TRANSCRIPT NOTATIONS

- A. **Academic Misconduct.** The Office of Student Accountability & Academic Integrity may issue a transcript notation for academic integrity violations. If the student has completed all sanctions and conditions and has not been found in violation for additional violations of similar nature, the respondent may request to have the notation removed by completing the Transcript Notation Removal Form. A respondent may only petition to have one notation removed.
- B. **Suspension and Expulsion.** If a student is suspended or expelled from the University, a notation will be included on the student's academic transcript. Notations placed for suspensions will be removed from the transcript seven years after the resolution date. Notations for expulsions will not be removed. Statuses such as informal and formal warnings, conduct probation, and deferred suspension has no impact on a student's academic standing and will not result in a transcript notation.
- C. **Sexual Misconduct.** In accordance with Va. Code § 23.1-900, the University is required to place a notation on a respondent's transcript if suspended, dismissed, or expelled

from the University after being found in violation of sexual misconduct or withdraws during an investigation for sexual misconduct.

XVI. STUDENT CONDUCT RECORD RETENTION AND REPORTING

The Assistant Dean is the official keeper of student conduct records and has decision-making authority on requested disclosures. The Office of Student Accountability & Academic Integrity retains records for no less than 7 years in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Outcomes resulting in suspension or expulsion will be retained permanently and may be reported with the consent of the student upon request to third-party entities such as graduate schools, employers, military branches, etc. as required by law. Outcomes resulting in conduct probation or deferred suspension will be retained for seven years and may be reported with the consent of the student upon request to third-party entities such as graduate schools, employers, military branches, etc. as required by law. Outcomes resulting in formal warnings or lower will not be reported to third-party entities. Records of pending incidents are kept indefinitely. Seven years from the date of resolution, all eligible student conduct records may be destroyed.

XVII: Parent & Guardian Notification

The University believes that parents and guardians can be influential and positive partners in encouraging healthy behaviors focused on student success. The Family Educational Rights & Privacy Act (FERPA) gives the University the option to notify parents or guardians about specific types of information from a student's conduct record. The University may share information with parents or guardians when students are found responsible for violating our alcohol or drug policy and are under 6 the age of 21. Other than FERPA exceptions, the student must consent before releasing the record or sharing case-specific information to parents or guardians.

XVIII: Interpretation and Revision

The Code of Student Conduct shall be construed and applied to incorporate and conform to governing law. Any conflict in the Code with such law shall be deemed superseded and of no effect. Any question of interpretation or application of the Code of Student Conduct shall be referred to the Office of Student Accountability & Academic Integrity or designee for final determination. The Code of Student Conduct should be reviewed every three (3) years and revised as needed under the discretion of the Office of Student Accountability and Academic Integrity.

XIX: Adoption and Amendments

Additional policies or temporary guidance may be added during the academic year and will be updated to the Student Code of Conduct website upon adoption.

XX. Student Conduct Record Expungement

A student may request expungement of their student conduct record. Multiple factors will be considered by the Office of Student Accountability & Academic Integrity when making a determination to expunge a student's conduct record. Some of these factors include, but are not limited to the severity of the violation, overall impact on the campus community, sanction completion, timeliness of sanction completion, and current standing with the University. Completed credit hours under this section are to include ODU, transfer, Advanced Placement, International Baccalaureate, and any other exam or experiential credits.

Students will become eligible to request expungement according to the following timeline:

Undergraduate students with 45 or fewer completed credit hours at time of transcript notation:
completion of 75 credit hours

Undergraduate students with more than 45 completed credit hours at time of transcript notation, including second degree students: completion of 75 credit hours or two semesters of enrollment, whichever is sooner

Graduate students: completion of two semesters of enrollment after the transcript notation

Students who have graduated, transferred or voluntarily left the university: one year after transcript notation

