

# Policies

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*The Policies section is where the university administration lays down the law. Rules and disciplinary measures are explained in the next few pages.*

Division of Institutional Equity and Diversity at 940-565-2711. TTY access: 940-369-8652 or 800-735-2989.

## University Diversity Statement

The University of North Texas has a history of seeking to preserve an atmosphere of openness and tolerance. It is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who strives to achieve his or her personal best. UNT possesses and values an increasing diversity among the individuals who make up its community. This is one of UNT's greatest strengths.

Individuals within the UNT community are unified by a primary purpose: learning. With that primary purpose in mind, UNT works to advance ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict and encouraging examination of values.

Harassment based on individual differences is inconsistent with UNT's mission and educational goals. Every member of the UNT community enjoys certain human and constitutional rights, including the right to free speech. At the same time, individuals who work, study, live and teach within this community are expected to refrain from behavior that threatens the freedom, safety and respect deserved by every community member in good standing.

Every member of the UNT community must comply with federal and state equal opportunity laws and regulations. Such compliance is not only a given standard, but is, in fact, a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here.

Students, faculty or staff who have concerns or questions should contact the appropriate office. Students should call the Dean of Students at 940-565-2648. Faculty and staff should call the

## Americans with Disabilities Act

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act in its admissions, accessibility, treatment and employment of individuals in its programs and activities.

The university provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For information, call the Office of Disability Accommodation at 940-565-4323, TDD access: 940-565-2958 or 940-369-8652; the Office of Equal Opportunity at 940-565-2737; or Institutional Equity and Diversity at 940-565-2711. TDD access is available through Relay Texas: 800-735-2989 or 940-369-8652.

## Student Standards of Academic Integrity

A strong university is built upon the academic integrity of its members. As an intellectual enterprise, it is dependent upon trust, honesty, and the exchange of ideas in a manner that gives full credit and context to the sources of those ideas. UNT's policy on the Student Standards of Academic Integrity is designed to uphold these principles of academic integrity. It protects the rights of all participants in the educational process and validates the legitimacy of degrees awarded by the university.

The policy covers categories of academic dishonesty such as cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty and sabotage. It includes descriptions of infractions, penalties and procedures. In the investigation and

resolution of all allegations of student academic dishonesty, the university's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The full policy (18.1.16) is available online at [policy.unt.edu](http://policy.unt.edu), where it can be located by searching for either title or number.

## Changes of Address

It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the university. Students who change their mailing address must notify the Registrar's Office immediately by calling 940-565-2111 or update their address at [my.unt.edu](http://my.unt.edu).

## Identification Card Regulations

The identification card is distributed during registration after all fees have been paid. The card entitles the bearer to student admission to athletic events, University Program Council entertainment, Fine Arts Series programs, dances, movies, general access computer laboratories and the Student Health and Wellness Center. It provides identification at the libraries for checking out materials, and at Recreational Sports and the Health and Wellness Center for use of these facilities. The ID card also serves as the meal card for those students with meal plans. As the student's official university identification, it must be presented to any UNT official upon request. Each enrolled UNT student with a valid ID card is eligible to receive one catalog per year beginning July 1.

Lost ID cards may be replaced for a \$10 charge in the ID Systems Office of Student Accounting and University Cashiering Services in the Eagle Student Services Center, first floor. Misplaced ID cards that have been turned in are held in the ID Systems Office.

The card is void upon termination or interruption of enrollment. Students are asked to retain their ID cards, even though they may not be enrolled. The cards are reactivated upon subsequent enrollment.

Fraudulent use of the ID card subjects the user to a fine not to exceed \$2,000, confinement not to exceed one year, or both (Class A Misdemeanor). Anyone who uses the ID card to give false information to a police officer is subject to a fine of not more than \$200 (Class C Misdemeanor).

## Liability for Personal Loss

The university is not responsible for and does not assume any liability for loss of or damage to personal property, including vehicles. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions on campus, including possessions in dormitories and vehicles.

## Motor Vehicle Regulations

Persons who operate motor vehicles and bicycles on the UNT campus must comply with the Texas Transportation Code and published university regulations regarding vehicle and bicycle use, parking, display of decals and penalties for violation. The regulations are available online at [www.unt.edu/transit/parking\\_regs.html](http://www.unt.edu/transit/parking_regs.html).

## Paying Bills

State law does not permit the university to extend credit; bills must be paid when due. Check and credit card payments are accepted online at [my.unt.edu](http://my.unt.edu). Checks paid in person must be made payable to the University of North Texas for the exact amount to be paid. Checks on which money must be advanced and postdated checks are not accepted.

## Severe Weather Dismissals

Weather conditions may temporarily disrupt university operations. The university policy regarding severe weather disruption pertains to all university classes in Denton and throughout the Dallas-Fort Worth area unless exceptions are noted specifically in news media and web site announcements.

Courses taught online via Web CT are unaffected by severe weather closings unless instructors inform students otherwise. Those students should continue course work as regularly scheduled.

The presidents of UNT, the UNT Health Science Center-Fort Worth and UNT Dallas, and the Director of the Universities Center at Dallas will issue appropriate policy guidance for those institutions. The current policy may be found in the online schedule of classes at [www.unt.edu/registrar](http://www.unt.edu/registrar).

Closings due to severe weather are posted on the UNT web site ([www.unt.edu](http://www.unt.edu)), are released to the Dallas-Fort Worth news media, and are sent to registered students, faculty and staff via Eagle Alert system when appropriate.

## Student Handbook

Policies and regulations governing students are explained or recorded in full in the *Student Handbook*, which freshmen and transfer students receive at orientation. The handbook also deals with other applicable state, local and university policies, student services and programs. The student is responsible for knowing and abiding by these policies. The handbook is also available from the Associate Vice President for Student Development, University Union, Suite 319. The handbook can be found online at [avpsd.unt.edu](http://avpsd.unt.edu).

## Transportation Services

The Denton County Transportation Authority operates the UNT Shuttle through an agreement with UNT. The UNT Shuttle serves the main campus, the Discovery Park campus and the Eagle Point campus, as well as off-campus student-oriented housing. Additionally, students can access the Denton local bus service and the Commuter Express (which provides services to Lewisville and Dallas) fare free by presenting a valid UNT ID.

Late-night transportation is provided by the e-ride service, which provides transportation to and from all three Denton campuses.

Alternative transportation options, including car sharing, bicycling and ridesharing, are supported by Transportation Services as well.

For information regarding hours of operation, route schedules and alternative transportation options, visit the web site at [www.unt.edu/transit](http://www.unt.edu/transit).

## Other Policies in Print

Additional policies and guidelines pertaining to particular subjects or for specific publics are listed in other publications, such as the *ABCs of Residence Hall Living*, available in the Housing and Residence Life Office; the Code of Student Conduct brochure, available from the Center for Student Rights and Responsibilities; *Parking Regulations*, available from the Parking Office and the UNT Bookstore in the University Union. International students should consult the International Admissions and Advising Center for information regarding policies and procedures required by federal regulation agencies.

All university policies are subject to change throughout the year.

## Notice of Complaint

The university may issue an official request or notice of complaint to a student to appear before a university administrator when a student's conduct or behavior is reasonably believed to be in violation of a published university policy or rule. A student who receives a notice of complaint should always consider it important and respond immediately. Failure to answer a notice of complaint can result in disciplinary action up to and including administrative withdrawal from the university.

## Code of Student Conduct

### Purpose of the Code of Student Conduct

As a student-centered public research university, the University of North Texas has established standards of conduct to foster a safe environment conducive to learning and development. Students and university student groups are expected to

conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the university community. The standards of conduct outlined in the Code of Student Conduct were developed in consultation with students, faculty, administrators and staff with specific consideration for the well being, honor and dignity of all who live, learn and work in our educational community.

### Definitions

#### A. Board of Regents

Governing body of UNT System, appointed by the governor of Texas.

#### B. Center for Student Rights and Responsibilities (CSRR)

This university office is responsible for administering the student disciplinary process in accordance with the Code of Student Conduct, for maintaining student disciplinary records, and for assisting students in resolving conflicts with one another.

#### C. Code of Student Conduct ("the Code")

Standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.

#### D. Committee on Student Conduct ("the Committee")

A group convened at the request of a student or student group for the purpose of providing a second opportunity for impartial evaluation of alleged violations of misconduct and/or sanctions.

#### E. Conduct Officer

A university official authorized by the Vice President for Student Development to investigate alleged violations of the Code and to administer the procedures and sanctions as set forth in the Code.

#### F. Day

Monday through Friday during regular university business hours (8 am to 5 pm).

#### G. Disciplinary History

Documentation of a student's disciplinary sanctions.

#### H. Disciplinary Process

The procedures provided in the Code from the initial complaint through final resolution to consider whether a student has engaged in misconduct, and whether disciplinary sanctions should be imposed.

#### I. Good Conduct Standing

Status in which a student is fully eligible to participate in university activities and privileges.

#### J. Greater Weight of the Evidence

Standard of review in the student disciplinary process which evaluates whether allegations are more likely than not to have happened.

**K. Notice of Complaint**

This is the initial document in the disciplinary process that identifies alleged misconduct in violation of the Code, and schedules a meeting between the student and a Conduct Officer to discuss possible violations and sanctions of the Code.

**L. Permanent Student Disciplinary Record**

Documentation of a student's disciplinary violation(s) and sanction(s) that are permanently maintained by CSRR subject to the university records retention schedule. This record is separate from an academic record.

**M. Reconsideration**

An opportunity for a student to present new information to a Conduct Officer in order to modify a finding of misconduct and/or imposed disciplinary sanctions.

**N. Review**

A request made by a student who disagrees with the Conduct Officer's decision; the request asks that the violation(s) and/or sanction(s) be evaluated by the Committee on Student Conduct.

**O. Student**

An individual taking courses at the university, either full- or part-time and pursuing either graduate or undergraduate studies, including individuals who withdraw from the university during the disciplinary process; those who are not currently enrolled in courses but who have a continuing academic relationship with the university and those who have applied for admission or readmission to the university.

**P. University**

The University of North Texas.

**Q. University Community**

The collective group of students, faculty, staff, university officials and any other person employed by or contributing to the university.

**R. University Premises**

All buildings, facilities, land and other property that is owned, used or controlled by the university.

**S. University Privilege**

A special benefit that is granted by the university or enjoyed by students, including but not limited to, residing in university housing, participating in social events or university sponsored activities, election to student leadership positions, membership in fraternities or sororities, and registration as a university sponsored organization.

**T. University Sponsored Activity**

An activity that is conducted under the authority of, or with the support of, the university.

**U. University Student Group ("Student Group")**

A group of students who share a common interest and who are registered as a student group with the Student Activities and Organizations Office, or groups who officially represent the university, including, but not limited to, cheerleading, ROTC, athletic teams, marching band, etc.

**Application**

The Code of Student Conduct ("the Code") was adopted as a university policy by the president of the university in accordance with authority delegated by the Board of Regents of the University of North Texas System. The Code is implemented and enforced under the direction of the Vice President for Student Development through the Center for Student Rights and Responsibilities (CSRR). The Center for Student Rights and Responsibilities will develop procedures and guidelines to further assist in the administration of the disciplinary process that are entirely consistent with the provisions of the Code.

The Code establishes a standard of conduct for all university students. References to "students" throughout the Code should be interpreted to include "university student groups" unless otherwise specified.

The Code applies to conduct that occurs on university premises, at university activities and also to conduct that may occur off campus that could adversely affect the university community and/or pursuit of the university's educational mission. CSRR will decide whether the Code will apply to student off-campus conduct on a case-by-case basis. Each student is responsible for his or her conduct from the time of application for admission to the university through the award of a degree, or such other time as there is a formal termination of the student relationship with the university. Each student is responsible for conduct occurring before classes begin and after classes end, as well as during the academic year and during periods between terms of enrollment. The Code continues to apply to student conduct even if a student withdraws from the university during the disciplinary process. In addition, applicants and students who wish to enroll are also responsible for their conduct prior to admission or reenrollment.

**Academic Integrity**

Matters of academic integrity are reviewed and enforced under the exclusive direction of the Provost and Vice President for Academic Affairs. Students engaged in acts which may constitute both academic dishonesty, as well as, misconduct as defined by the Code may be subject to sanction under both authorities.

## Violations of Law and the Code of Student Conduct

Students may be accountable to criminal or civil authorities for conduct which may also establish a violation of the Code. The university disciplinary process will normally proceed during the pendency of any related criminal or civil proceedings and will not be subject to reconsideration even if related criminal charges may be dismissed or otherwise resolved.

### Admissions and Enrollment

#### A. Disciplinary review of applicants

1. Applicants to the university and former students seeking reenrollment may be referred to CSRR to consider alleged misconduct that could violate the Code and therefore impact admission or reenrollment, including falsification of admissions documents. In such cases, CSRR will review the student's alleged misconduct to consider the individual's potential to benefit from university attendance as well as the welfare and safety of the university community.
2. CSRR may determine not to clear an applicant for admission or a former student for reenrollment, or place the appropriate sanction upon an applicant or former student when evidence indicates that the applicant or former student has:
  - a. Engaged in acts that were disruptive to the normal operations of an educational institution
  - b. Falsified the enrollment application or other admissions forms.
  - c. Engaged in conduct that violates one or more categories of misconduct as prohibited by the Code.
  - d. Been formally charged with commission of a criminal act.
  - e. Been convicted of a criminal act and still subject to criminal penalty, **including but not limited to imprisonment, parole and/or probation.**
3. A student may request a meeting with CSRR to discuss the CSRR decision regarding admission or conditional admission.
4. The decision of the Conduct Officer relating to admission or reenrollment based on the disciplinary process is final.

#### Student Group Responsibility

University student groups ("Student Groups") are expected to conduct themselves in a manner consistent with the university's function as an educational institution. Student groups must observe all federal, state and local laws and university policies, including the Code, both on and off campus. A student group will be responsible for the actions

and conduct of its members when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student groups found in violation of the Code will be subject to disciplinary procedures and sanctions in the same manner as individual students, except that student groups cannot be permanently removed from the university.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the student group's local address that is on file with the university. A Notice of Complaint will be sent to the attention of the president or other leader of the student group with a copy to the on-campus advisor and/or other advisors as appropriate. Student groups are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

A complaint filed against a student group does not preclude the possibility of complaints being filed individually against any or all individual students involved in alleged misconduct.

#### Records

Documents that are created and maintained as part of the disciplinary process are subject to the protections of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g. Disciplinary records are maintained by CSRR in accordance with the university records retention policy.

A student may request that their permanent disciplinary record be destroyed by submitting a written request to CSRR including the specific basis for the request. The Conduct Officer will evaluate requests on a case-by-case basis and will typically provide written notice of the decision within ten (10) days of the request. The decision of the Conduct Officer is final.

#### Categories of Misconduct

Students or student groups may be disciplined for the misconduct listed below.

- A. **Acts of Dishonesty**, including but not limited to:
  1. Intentionally furnishing false or misleading information to the university or university official.
  2. Forging, altering or misusing any university document or instrument of identification.
  3. Intentionally interfering with any election process.
- B. **Acts Affecting the University Community**; including but not limited to:
  1. Interfering with university or university-sponsored activities, including teaching, learning and/or research.

2. interfering with any university emergency or public safety function, such as fire, police or emergency services.

3. Engaging in disorderly or obscene conduct, including recording another's image in violation of their reasonable expectation of privacy and without effective consent.

4. Breaching the peace; or aiding, abetting or inciting another to breach the peace.

5. Failing to comply with a reasonable directive of a university official, including campus police and CSRR officials acting in performance of their official duties.

6. Engaging in disruptive activity, including but not limited to such acts as defined in the Texas Education Code.

**C. Acts Affecting Property or Services**, including but not limited to:

1. Theft or attempted theft of property or services and knowingly possessing stolen property.

2. Intentional or reckless destruction or damage to university property, or the property of others.

3. Unauthorized possession, duplication, or use of access devices to university property.

4. Unauthorized entry onto or use of university premises.

**D. Acts Affecting Intellectual Property**; including but not limited to:

1. The use or distribution of the original work of another (whether copyrighted or not copyrighted) without the express consent of the owner, including but not limited to the unauthorized downloading of copyrighted music and the distribution for commercial purposes or creation of derivative works from written materials created by faculty or staff, without express written permission of the originator.

2. The use or distribution of a trademark, including the university trademark, without the express written consent of the owner.

**E. Acts Affecting Computing Resources or Technology**, including but not limited to-

1. Unauthorized access, use, or misuse of university computing resources, systems, or data.

2. Disrupting university computer operations, or the availability of computing resources.

3. Using another individual's identification, password, or other credential to access university computing resources.

4. Unauthorized sharing of copyrighted materials through electronic means.

5. Initiating or contributing to attacks against external networks or university systems.

**F. Acts Affecting Health, Safety or Welfare**, including but not limited to:

1. Engaging in physical and/or verbal abuse, domestic violence, threats, intimidation, harassment, coercion, physical or electronic stalking or any other conduct which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech.

2. Hazing (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintaining membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to school authorities.

3. Arson or unauthorized use or possession of ammunition, firearms, explosives, or other objects that are dangerous or flammable or that could cause damage by fire or explosion to persons or property.

4. Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, or dangerous or illegal drugs; misuse or possession of a legal drug or other substance which could cause harm to the user; possession of drug paraphernalia; or encouraging or facilitating any of the above.

5. Public intoxication; use, possession or distribution of alcoholic beverages, except as expressly permitted by law and university policy or regulation.

6. Tampering with or misuse of security or safety equipment.

7. Reporting a false emergency or threat.

8. Engaging in acts of sexual misconduct, abuse or harassment as defined by state and federal law and university policy.

**G. Violations of Federal, State or Local laws (whether convicted or not) or Other University Policies**

**H. Interfering with the Disciplinary Process**, including but not limited to:

1. Failing to comply with a request to attend a conference with a Conduct Officer.

2. Failing to comply with sanction(s) imposed under the Code or sanction(s) otherwise imposed by the university.
  3. Falsifying or misrepresenting information at any stage of the disciplinary process; or knowingly initiating a false complaint to CSRR.
  4. Attempting to discourage a person's participation in, or use of, the disciplinary process.
  5. Harassing or intimidating a university official, member of the Committee on Student Conduct, or a peer advocate.
1. **Facilitating Acts of Misconduct**, including but not limited to:
    1. Planning or facilitating an act of misconduct.
    2. Being present during the commission of an act of misconduct and supporting or encouraging the act.

### Sanctions for Misconduct

Any student found to have engaged in conduct in violation of the Code may be subject to one or more of the following sanctions. Repeated misconduct may result in assignment of more serious sanctions, including but not limited to suspension or expulsion.

#### A. Warning

1. A verbal or written notice to a student that the student has violated the Code and must not engage in violations in the future.
2. No impact on good conduct standing.
3. Not subject to review by the Committee.

#### B. Educational Sanction

1. An assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence. May include referral to the Substance Abuse Resource Center, educational workshops or assignment of reflection papers.
2. No impact on good conduct standing.
3. Not subject to review by the Committee.
4. Failure to comply with the assignment may result in further discipline.

#### C. Loss of Privileges

1. A temporary or permanent loss of university privileges, including but not limited to loss of privilege: to pledge or hold a leadership position in a student group, to register as a student group, or to participate in social or extracurricular events. May also result in withholding of an official transcript or blocking enrollment for a specified period of time.
2. No impact on good conduct standing.
3. Not subject to review by the Committee unless loss of privileges is related to another reviewable sanction.

4. Student groups may request reconsideration of a loss of privilege no sooner than one (1) year after the date that the sanction was imposed. Reconsideration will be at the discretion of the Conduct Officer. The decision of the Conduct Officer is final and the student group may not request reconsideration again until a date specified by the Conduct Officer.

#### D. Residence Hall Suspension

1. A temporary or permanent removal of a student from a specific residence hall or from all university housing.
2. May only be reviewed if the sanction is issued in conjunction with another reviewable sanction.

#### E. Level I Conduct Probation

1. A written reprimand that expires automatically after a specified time but includes the probability of more severe sanction if a student violates the Code again during the probationary period.
2. No impact on good conduct standing.
3. Not a permanent disciplinary record.
4. A student may request reconsideration.
5. Not subject to review by the Committee.

#### F. Level II Conduct Probation

1. A written reprimand that expires automatically after a specified time but includes the probability of more severe sanction if a student violates the Code again during the probationary period.
2. Good conduct standing is removed during the specified period.
3. Not a permanent disciplinary record.
4. A student may request reconsideration.
5. Not subject to review by the Committee.

#### G. Level III Conduct Probation

1. A written reprimand that remains in effect the remainder of the student's academic career (including future enrollments) and includes the probability of more severe sanction if a student violates the Code again.
2. Good conduct standing is removed for the remainder of a student's academic career at the university.
3. Becomes a permanent disciplinary record.
4. A student may request reconsideration.
5. May be reviewed by the Committee.
6. Sanction cannot be applied to student groups.

#### H. Student Suspension

1. Removal from the university for a specified period. A suspended student will be removed from enrollment, prohibited from entering university premises and blocked from future registration until reviewed and approved by CSRR.

2. Good conduct standing is removed during the period of suspension.

3. Becomes a permanent disciplinary record.

4. May be reviewed by the Committee.

#### I. Student Group Suspension

1. Removal of privileges and recognitions accorded to student groups for a specified period of time as defined by the Conduct Officer.

2. Student group will not be permitted to participate as a recognized student group in university activities or functions, or to sponsor any activities representing the university.

3. Student groups may submit a request to CSRR for reinstatement after the expiration of the specified period of time.

4. May be reviewed by the Committee.

#### J. Expulsion

1. Permanent removal from the university. An expelled student will be permanently removed from enrollment and permanently prohibited from entering any university premises.

2. Good conduct standing is permanently removed.

3. Becomes a permanent disciplinary record.

4. May be reviewed by the Committee.

5. Sanction cannot be applied to student groups.

#### K. University Withdrawal

A student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering university premises and barred from re-enrollment until specific conditions are met. Reasons for university withdrawal include, but are not limited to:

1. To prevent the disruption of the educational process.

2. The student failed to respond to an official summons from a university official.

3. The student has been suspended or expelled from the university.

#### L. Immediate Suspension

Immediate removal from all or part of the university premises while the disciplinary process is pending when a violation reasonably indicates that the student's continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the university community or to university premises.

## Disciplinary Procedures

### A. Center for Student Rights and Responsibilities

#### 1. Review of alleged misconduct

CSRR will assess all suspected and reported violations of the Code whether referred by students, faculty, staff, law enforcement, or any other credible source of information, without regard to any related criminal arrest, prosecution or pending criminal or civil litigation. Complaints regarding alleged misconduct should be submitted to CSRR as soon as possible after the alleged misconduct occurs.

#### 2. Notice of Complaint

If CSRR finds a likelihood that a student has violated the Code, CSRR will deliver a Notice of Complaint to the student that includes:

a. A summary of the alleged misconduct.

b. The specific section of the Code that may have been violated and that, as a result, sanctions are a possibility.

c. A date by which a student must schedule a conference with a Conduct Officer to discuss the alleged misconduct and to respond to the alleged violation of the Code. Dates may be extended at the discretion of CSRR in the interest of fairness.

d. CSRR will either hand-deliver or mail the Notice of Complaint to the current address on file with the university for the student. Students are responsible for maintaining a current, accurate address with the university registrar.

#### 3. Conference with CSRR Conduct Officer

A CSRR Conduct Officer will hold an informal conference with the student to review the alleged misconduct and to provide an opportunity for the student to respond directly to the alleged violation and to offer a response. The conference is an educational forum designed to enable the Conduct Officer to determine whether there has been a violation of the Code, and if so, what sanctions are appropriate. The student may present relevant information regarding the alleged misconduct including witness information, documents, or any other information that would assist the Conduct Officer in reviewing the alleged misconduct. A student may be accompanied by an advisor, but the student must represent herself or himself at the conference. If a student intends to be accompanied by an attorney, the student must notify the Conduct Officer at least two (2) days prior to the conference so that the university can have a representative from the Office of General Counsel present at the conference.

#### 4. Notice of Disciplinary Findings

If a Conduct Officer determines through a thorough investigation that the greater weight of the evidence indicates that a student engaged in misconduct in violation of the Code, the Conduct Officer



will deliver a Notice of Disciplinary Findings to the student informing the student of the violation(s) and the assigned sanction(s). The Conduct Officer will also notify the student about any process for review. If the Conduct Officer determines that a student has not violated the Code, the Conduct Officer will notify the student of this finding and no further action will be taken.

### 5. Request for Reconsideration

If new information regarding misconduct or the reasonableness of an assigned sanction is made available within three (3) days after the Conduct Officer issues a Notice of Disciplinary Findings, a student may request reconsideration by the Conduct Officer. The timeframe may be extended by the Conduct Officer in the interest of fairness. All levels of sanctions can be reconsidered, but only if new information is available.

To request reconsideration a student must submit a written request and provide documentation of any new information to the Conduct Officer. The Conduct Officer will evaluate the request and the new information and may request additional information or clarification. The Conduct Officer will provide a written decision within ten (10) days. If a sanction may be reviewed by the Committee on Student Conduct, the timeframe for requesting such a review will not begin until after the Conduct Officer has issued a decision on the Request for Reconsideration.

### 6. Effective Date of Disciplinary Sanction

Unless a student has been immediately suspended, the sanction imposed by a Conduct Officer will not take effect until the disciplinary process is complete.

## B. Committee on Student Conduct

### 1. Authority of the Committee

The Committee on Student Conduct will be assembled at the request of a student to review a Conduct Officer's findings of misconduct and/or assigned sanctions at the levels of:

- a. Level III Conduct Probation.
- b. Suspension.
- c. Expulsion.

### 2. Composition of the Committee

A Chairperson will be appointed to preside over the Committee which will include at least three other members including one (1) representative from the faculty, the student body and the staff. The Chairperson will direct the procedures of the Committee and will participate fully in all reviews, but will offer a vote only in the event of a tie. A student may object to the presence of any Committee member prior to the start of the review based on a concern for the Committee member's capacity

to make a fair and objective decision. Requests to remove a Committee member will be considered and decided by the Committee Chairperson. If an objection is raised regarding the presence of the Chairperson, the objection will be reviewed by the Vice President for Student Development.

### 3. Request for Review

A student who has been assigned Level III Conduct Probation, Suspension or Expulsion may request review before the Committee on Student Conduct by submitting a Request for Review to the Chairperson of the Committee within three (3) days after the Notice of Disciplinary Findings.

### 4. Scheduling Notice

Upon receiving a Request for Review, the Chairperson of the Committee will schedule a date for the requested review and notify the student. The date for the review will typically not be more than ten (10) days after the student submits the request. Timeframes may be adjusted at the discretion of the Committee Chairperson in the interest of fairness. Notice to the student will also include Guidelines for the Review Process as prepared by CSRR and information about peer advocates.

### 5. Procedures for Review Before the Committee

- a. Advance summary of positions. No fewer than five (5) days prior to the scheduled Committee Review, both the student requesting the review and the Conduct Officer must submit the following information to the Committee Chairperson:
  - i. A written summary of their position.
  - ii. A list of individuals who will speak to the behavior in question on their behalf as witnesses.
  - iii. A list of all documents that will be presented to the Committee.
- b. The Committee Chairperson will exchange the information between the student and the Conduct Officer no fewer than three (3) days prior to the scheduled review. Information will not be provided to Committee members in advance of the review.
- c. Authority of the Chairperson - The Chairperson will preside over the Committee review and make all decisions regarding review procedures. The Chairperson may adjust review procedures and timeframes in the interest of fairness.

### 6. Committee Review Process

- a. Reviews are informal proceedings and traditional rules of courtroom evidence do not apply. A student will have forty-five (45) minutes to present their issues to the Committee, including personal statements and any witness presentations. Documents and written witness statements may be submitted to the Committee to supplement a student's oral presentation. The student, Conduct

Officer or Committee member may ask questions of any individual making a presentation during the review.

b. Reviews are not open to the public unless a student makes a specific request for an open review at the time of the initial Request for Review. Individual witnesses may specifically request that their presentation be provided in a closed setting. The Chairperson will make all decisions regarding closed hearings.

c. Students requesting a review are expected to attend in person. Except in emergency circumstances, if a student fails to attend the hearing, the review may be dismissed and the decision of the Conduct Officer will be final. The Conduct Officer is also expected to attend in person.

d. Only the student requesting the review may present to the Committee. Students may be assisted by one advisor, including an attorney, of their choosing, but only the student may speak to the Committee or ask questions. Attorneys will not be permitted to present evidence or argument before the Committee. Should the student be accompanied by an attorney, the university will also have a representative of the Office of General Counsel present.

e. The Conduct Officer must show, by the greater weight of the evidence, that the student engaged in conduct in violation of the Code, and/or that the disciplinary sanction imposed by the Conduct Officer was reasonable based on the circumstance. In light of this burden, the Conduct Officer must begin the presentation before the Committee and be the concluding presentation as well.

f. Reviews will be recorded and recordings will be the property of the university. Copies of recordings may be provided at the requestor's expense. Recordings will be maintained according to the university records retention policy.

## 7. Committee Findings and Conclusions

At the conclusion of the review, the Chairperson will provide the student with a summary of the Committee's findings and conclusions. The Committee may uphold, modify or reject the decision of the Conduct Officer. A copy of the summary will be provided to CSRR. CSRR will take action as appropriate based on the findings of the Committee. The findings and conclusions of the Committee are final, subject to review by the Vice President for Student Development.

## C. Review by Vice President for Student Development

Within three (3) days of the Committee on Student Conduct's decision, either the student or the Conduct Officer may request, in writing, a review by the Vice President for Student Development. The reason(s) for the review should be outlined in the request. The Vice President for Student Development may request additional information from any person as needed to make a decision. The Vice President for Student Development may uphold, modify or reject the decision of the Committee on Student Conduct and this decision is final.

## D. Immediate Suspension

A student may be immediately suspended from all or part of the university premises, when alleged misconduct reasonably indicates that the presence of the student on the university premises poses substantial or immediate danger to the health, safety or welfare of any member of the university community, or university property.

### 1. Conference regarding immediate suspension

A student who is immediately suspended must contact the Conduct Officer within two (2) days of receiving a Notice of Immediate Suspension to schedule a conference to discuss: (1) the reliability of evidence supporting the alleged misconduct; and, (2) whether the continued presence of the student on university premises reasonably indicates a substantial or immediate danger to the health, safety or welfare of any member of the university community or university property. Failure to make a timely request for a conference or to appear at a requested conference will cause the immediate suspension to remain in effect until the disciplinary process is complete.

### 2. Findings and Conclusions regarding immediate suspension

If the Conduct Officer determines that immediate suspension is appropriate under the circumstances, the Conduct Officer will issue findings and conclusions and the student will be immediately suspended from the university premises, including all events and activities. Immediately suspended student groups will be immediately precluded from engaging in any activities, programs, or events, including, but not limited to recruitment, philanthropy or community service. The immediate suspension remains in effect until the disciplinary process is complete or until otherwise altered by the Conduct Officer. If the Conduct Officer determines that immediate suspension is no longer appropriate, the Conduct Officer may permit the student to return to university premises while the disciplinary process continues. An immediate suspension cannot be reviewed by the Committee.

### E. Special procedures in cases of sexual assault

1. During an investigation and throughout the disciplinary process both the alleged student and the victim will be provided the same opportunity to have others present during disciplinary proceedings.
2. CSRR will inform the victim about the outcome of any disciplinary proceeding based on an allegation of sexual assault.

### Interpretation and Revision

#### A. Interpretation

Questions of interpretation or application of the Code will be referred to the Vice President for Student Development, or a designee, for final determination following consultation with the Office of General Counsel.

#### B. Revision

The Code will be reviewed every three (3) years under the direction of the Vice-President for Student Development.

## University of North Texas Drug-Free Schools and Communities Act

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, the University of North Texas is required to establish a drug and alcohol prevention program for its students and employees. UNT is also required to provide this information to students, faculty, and staff upon entry and annually. Following is a description of UNT's program. A biennial review of this program is done to determine its effectiveness, to implement changes to the program if they are needed and to ensure that the university's disciplinary sanctions described are consistently enforced.

### Standards of Conduct

University of North Texas regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by university students and their guests and for employees on university-owned or controlled property and at university-sponsored or supervised activities.

### University Discipline

Violation of these university regulations can result in disciplinary action up to and including expulsion for students and discharge for employees.

### Legal Sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

### Health Risks

Specific serious health risks are associated with the use of alcohol and illicit drugs. Some of the major risks are listed below. For more information contact the Substance Abuse Resource Center at 1800 Chestnut, Chestnut Hall, Suite 301, or by calling 940-565-2787.

- **Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)** – addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage to a developing fetus, heart and liver damage and death.
- **Marijuana** – impairs short-term memory, thinking, and physical coordination. Can cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration, and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system.
- **Cocaine** – addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- **Nicotine** – tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Compromises the immune system.
- **Inhalants** – inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.
- **Prescription drug abuse** – adverse reactions, dependency, withdrawal, and overdose.

### Resources

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from the university and community agencies, students may contact the Meadows Center for Health Resources and the Substance Abuse Resource Center, 1800 Chestnut, Chestnut Hall, Suite 301, 940-565-2787. Faculty and staff members may contact the Employee Assistance Program at 800-343-3822 or Human Resources at 940-565-4817.