C. SEXUAL MISCONDUCT & GENDER DISCRIMINATION POLICIES

For University purposes, Sexual Misconduct and Gender Discrimination includes the following specific policies: Gender Discrimination, Relationship and/or Intimate Partner Violence, Sexual Assault, Sexual Harassment, and Stalking. Sexual Misconduct is prohibited and may result in disciplinary action consisted with the Disciplinary Procedures for Reported Incidents of Sexual Misconduct and Gender Discrimination (page 75).

Students found responsible for violating Sexual Misconduct and Gender Discrimination policies may be subject to the full range of disciplinary actions described in this handbook, including the possibility of suspension or expulsion.

For more information and resources on sexual misconduct and how to overcome sexual violence at UM, you may contact the Dean of Students Office, visit www.miami.edu/ItsOnUs, or email itsonus@miami.edu.


Note: In order to encourage reporting of these issues, amnesty may be granted to students who in reporting an incident, or in the course of collaborating in a sexual misconduct investigation, disclose that at the time of the incident they may have violated portions of the Alcohol or Illegal Drugs policies, or other policies herein. For example, a charge for personal consumption of alcohol in violation of the policies outlined in this handbook will not be applied to a student who, in reporting an incident of sexual misconduct or gender discrimination, reports that they were under the influence of alcohol at the time when they were the target of the misconduct. This policy is designed to encourage reporting and it is not intended to be used as a defense after a student is found to have been in violation of University policies.

C.1 Gender Discrimination

For University purposes, gender discrimination refers to any act that was committed against another person because of that person’s gender or their gender expression. For example, an act of assault committed against another person because of that person’s actual or perceived gender would constitute an act of gender discrimination, even if the assault itself was not of a sexual nature. Gender Discrimination is prohibited.

C.2 Relationship Violence

Relationship and/or Intimate Partner Violence includes any acts of sexual or physical, or psychological violence, abuse, or aggression, or threats thereof, which are committed by one person against another person with whom they are/were in a domestic, dating, or intimate relationship. This policy will be applied evenly to all persons and actions, regardless of sexuality or the presence of multiple parties in a relationship.

A. Domestic Violence is defined as abusive behavior that is used by an intimate partner to gain or maintain power and control over the intimate party and can take many forms, including assault, sexual assault/battery, or any disciplinary offense resulting in physical injury or death of one family or household member by another family or household member. Examples of domestic relationships include: current or former spouses, individuals who have a child in common or with whom a child in common has been conceived, individuals who have lived together in a domestic partnership, and a child or other protected individual of the person.

B. Dating and/or Intimate Partner Violence can take on the same forms as those described in domestic violence, above, but is defined as is violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

C.3 Sexual Assault / Battery

Sexual Assault/battery, commonly referred to as rape, is defined for University purposes as non-consensual,

A. oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.

B. sexual touching (fondling) or intentional contact with the breasts, buttocks, groin, or genitals.
For the purposes of this Handbook, consent **cannot** be given:
- By a complainant who the respondent knew or should have known was under 18 years of age; or
- By a complainant who the respondent knew or should have known had a temporary or permanent disability making them unable to consent; or
- By a complainant who the respondent knew or should have known was intoxicated (by alcohol or another substance). While this is not an exhaustive list of indicators for intoxication, consent cannot be obtained when any of the following are present:
  - the respondent knew the complainant had been drinking or using drugs, and/or knew how much the complainant had consumed,
  - the complainant was visibly stumbling or otherwise was at a loss of equilibrium,
  - the complainant had noticeably bloodshot, glassy, or unfocussed eyes,
  - the complainant exhibited any of the signs of alcohol poisoning,
  - the complainant was known to have vomited as a result of consumption of an intoxicating substance,
  - the complainant was known to be disoriented or confused as to their whereabouts, or the time and date, or
  - the complainant has exhibited the loss of consciousness at any point between the consumption of the intoxicating substance and the alleged sexual activity.

When consent **can** be given, consent is agreement to engage in specific activity that must be:
- Intelligent - verbally or otherwise communicated; and
- Knowing - the person must have specific knowledge of each activity they are agreeing to engage in; and
- Voluntary - submission obtained by force, intimidation, threat, blackmail, extortion, or any other method of coercion is not voluntary. For purposes of this definition, “giving in” is not the same as providing consent.

**C. 4 Sexual Harassment**
Sexual Harassment is defined for University purposes as physical or verbal abuse of a sexual nature, including graphic commentaries about an individual’s body, sexually degrading remarks used to describe an individual, or unwelcome propositions or physical advances of a sexual nature. “Sexual harassment” also includes the threat or insinuation that sexual submission or the lack thereof will be used as a basis for employment or academic decisions affecting or interfering with an individual’s employment, academic standing, and/or academic or career development.

**C. 5 Stalking**
Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his safety or the safety of others, or to suffer substantial emotional distress. “Stalking” includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. Stalking is prohibited.
DISCIPLINARY PROCEDURES FOR REPORTED SEXUAL MISCONDUCT OR GENDER DISCRIMINATION

INTRODUCTION
The following procedures will be used to address alleged violations of the Sexual Misconduct & Gender Discrimination Policies outlined in this handbook (page 35). For University purposes, Sexual Misconduct includes: Gender Discrimination, Relationship and/or Intimate Partner Violence, Sexual Assault, Sexual Harassment, and Stalking. Additionally, this process will be used to adjudicate issues of retaliation against another person for reporting an incident that fits into one of the aforementioned categories.

These procedures will be utilized for all cases where the accused person (the “Respondent”) is an enrolled student at the University of Miami engaged in coursework for completion of undergraduate, graduate, law, or medical programs, regardless of the specific enrollment relationship with the University.

Upon receipt of a report of alleged sexual misconduct from the individual making the complaint (the “Complainant”), the University will work closely with all students involved to provide support services and explain available options for addressing the issues. These options include the right to choose any or all of the following:

- Counseling and mental health services; and/or
- Administratively enforced protective measures; and/or
- Formal (administrative) disciplinary process; and/or
- Informing the individual of their right to also report the incident/s to the Police and pursue subsequent legal action.

In explaining these options, the University will provide thorough information to empower the student to make a choice that suits their preferred method of addressing the situation. The University will not coerce or pressure the student to select a particular course of action over another.

If the student indicates that they would like to engage with the formal disciplinary process, the University will launch an investigation into the allegations. Unless there is substantial information showing that the alleged behavior could not have occurred, the University will file charges against the Respondent so that a formal disciplinary hearing can be held to determine whether or not the respondent is responsible for violating University policy.

In a case where a report has first been made to the police, University disciplinary investigations may be delayed until the police have completed their initial investigative interviews. This will be done to ensure that the University investigation does not interfere with a legal investigation. However, based on Federal guidelines issued by the Office of Civil Rights, investigations into cases of alleged Sex Assault/Battery may not be delayed to allow for criminal court cases to conclude.

The student disciplinary process is not a legal one. While reports made by the police may be utilized as an investigatory tool, findings and/or other rulings in a public court of law shall not be considered as conclusive in the student disciplinary process.

When a formal hearing is necessary, the University will make every reasonable effort to have the case heard by a panel, in cases where student or faculty panel members are not available for extended periods of University recess, the case may be heard by an individual Student Affairs Dean following the same Disciplinary Hearing Process. The student and faculty representatives on the Panel that will hear the case will be selected based on the following guidelines:

1. For hearings where the respondent is an undergraduate student, the student panel member will be an undergraduate student with senior status and the faculty member will be one that teaches at the undergraduate level.
2. For hearings where the respondent is a graduate student, the student panel member will be a graduate student and the faculty member will be one that teaches at the graduate level.
3. For hearings where the respondent is a student in the School of Law, the student panel member will be a student in the School of Law and the faculty member will be one that teaches in the School of Law.
4. For hearings where the respondent is a student in the School of Medicine, the student panel member will be a student in the School of Medicine and the faculty member will be one that teaches in the School of Medicine.
5. For hearings where the respondent is a student organization made up of undergraduate, graduate, or law students, medical students, or any combination thereof, the student panel member will be an undergraduate student with senior status and the faculty member may be one that teaches at any level of within the University.

The disciplinary process through which students are held accountable to University policies and procedures is not intended to be an adversarial one; rather it is intended to be educational. The following processes occurs only between the University and each individual student involved in an investigation and the students involved are expected to present information on their own behalf.

In cases where the Respondent is also charged with additional violations of the Code of Conduct, the same Disciplinary Hearing Panel will hear and decide upon all charges.

In cases where a hearing panel has determined that the Respondent is responsible for violating one or more University policy/ies, the Respondent will then be referred for a mitigation hearing where sanctions appropriate to the severity of the violation will be determined. Appeals based on the perceived inappropriateness of the severity of sanction decided, and/or on perceived procedural error can be filed by the Complainant or the Respondent.

If requested by either party, provisions may be made to conduct the disciplinary hearing in a manner whereby the complainant and the respondent are not in the same physical location, but rather providing her/his input from another room as long as doing so does not impede discussion of the facts involved in the incident.

The University will work to ensure that any legally binding orders that restrict the proximity or contact between of a respondent and the complainant are enforced. Additionally, in cases involving alleged violations of the Sexual Misconduct and Gender Discrimination Policies, the University will take measures to ensure the perceived safety of complainants in related cases by ensuring that respondents have restricted access to residential areas and academic courses, and are reassigned to different residential areas and courses where applicable.

**PROTECTIVE MEASURES**

After reporting an incident of this nature the University is able to provide these measures to create a greater sense of safety and security for the complainant. These are addressed on a case by case basis. Examples of protective remedies include, but are not limited to:

- Administrative “No Contact” orders,
- Change of residence halls housing assignments,
- Change of course registration,
- Restrictions for use of campus facilities or attendance at University-sponsored events,
- Request to faculty for consideration on course deadlines.

The University actively works to ensure that our policies and procedures are in compliance with all federal guidelines, regulations, and laws related to violence against women, relationship violence, and gender discrimination. As a result, both the complainant and the respondent shall have equal right to each of the personal and procedural rights contained herein. Additionally, the University works to ensure:

- Adequate, reliable, and impartial investigation of complaints including the opportunity for both parties to present witnesses and other evidence.
- All reported incidents that involve alleged violations of policy that have Title IX implications will be investigated by the University to the fullest extent possible.
- Both the complainant and respondent will receive written notice of each step of the investigation and adjudication of the case, including charges presented, notice of hearing, notice of the outcome of the hearing, notice of sanction, notice of appeal (where applicable), and notice of the outcome of the appeal (where applicable). Written notice of the outcome of hearings, notice of appeal, and the outcome of appeals will be sent simultaneously to both the complainant and respondent.
Figure 3, below, illustrates the Disciplinary Process:

**FIGURE 3: DISCIPLINARY PROCEDURES FOR REPORTED SEXUAL MISCONDUCT OR GENDER DISCRIMINATION**

- Reported Incident
- Investigation Meeting/s
- Preliminary Hearing
  
  *Following a thorough investigation, the Respondent is Charged with the alleged violations.*

- Student’s Response (Within 3 class days)
  - Request to Dismiss
    - Case referred to objective Judicial Officer to determine whether or not the case should proceed.
    - Upheld: Case is Dismissed.
    - Denied: New response due from student within 1 class day.
  - No Contest
    - Student chooses to move the process on to the mitigation hearing without sharing any mitigating information (only for cases also involving criminal charges).
  - Not Responsible
  - Responsible

- Major Disciplinary Hearing
  - Student chooses either an objective individual Student Affairs Dean or Disciplinary Hearing Panel to complete the case.

- Responsible Finding
- Not Responsible Finding
  
  *When it is determined that no policies have been violated, the case is closed.*

- Mitigation Hearing with Dean of Students (Sanctioning)
  
  *Student given opportunity to share information s/he feels would be helpful in making a sanctioning decision.*

- Appeal to Vice President of Student Affairs
  
  *Student may appeal based on either the severity of sanction or if s/he believes a procedural error may have changed the outcome. The Appeal decision is final.*

  - Upheld
  - Denied

The following sections more fully explains the Disciplinary Process that commences following the report of an alleged violation of the student Code of Conduct as previously described. The personal and procedural rights described herein are guaranteed to both the complainant and the respondent during the disciplinary process.
SECTION I. PERSONAL RIGHTS OF STUDENT DURING THIS DISCIPLINE PROCESS

A. The right to abstain from verbal participation
   Students are not required to share their version of the incident in question, but must understand that their non-participation will not preclude a discipline officer from making a decision on charges or responsibility.

B. The right to an advisor
   Students may choose to seek out an advisor of their choice and have that individual present with her/him during all meetings and/or hearings during a discipline case.
   1. An advisor should be someone who:
      a. understands the policies and procedures used in the student discipline process,
      b. can help the student understand those policies and procedures to make more informed decisions throughout the discipline process, and
      c. is available during the same days and times as the student (meetings and hearings will be scheduled based upon the student’s class and schedule).
   2. An advisor may not “represent” a student, serve as “proxy,” or speak for her/him at any point; rather, an advisor may be present to answer questions the involved student poses directly to the advisor during the meeting/s and offer guidance directly to that student. Disciplinary proceedings will not move forward with only the participation of an advisor; the student must also participate.
   3. Regardless of whether a student chooses to utilize an advisor, every effort will be made by the discipline officer adjudicating the case to answer any questions a student may have before and during a formal hearing in order to prepare that student for his/her formal hearing and the decisions that s/he will make on their own behalf.

C. The right to a support person
   Students may choose to seek out a support person and have that individual present with her/him during all meetings and/or hearings during a discipline case.
   1. A support person must be a current full-time faculty or staff member, or another full-time enrolled student, at the University of Miami.
   2. A support person should be someone who knows of the incident in question and the student for whom they are providing support.
   3. A support person may not “represent” a student or speak for her/him at any point; rather, a support person may be present to provide emotional support for a particular individual.
   4. Students who are under 18 years of age may choose to have a parent present to serve as their support person throughout the disciplinary investigation and hearing.

D. The right to a formal hearing
   Meetings with a discipline officer prior to and during the presentation of charges during a preliminary hearing will be formal, yet conversational. When a student is charged with a violation of the Code of Conduct, that student is given the right to respond to that charge. When a student does not believe his/her actions violated the Code of Conduct, that student is then given the opportunity to have the decision of her/his responsibility made by an impartial, trained Disciplinary Hearing Panel (see below for details). Decisions are then made during formal hearings which are scripted and recorded for the official record of the discipline case.

E. The right to review related information and question witnesses, and provide the same on her/his own behalf during a formal disciplinary hearing
   In cases where there was more than one student involved in an incident, when there were witnesses to an incident, or when there are secondary witnesses that can either corroborate or invalidate the details of a particular incident, both the investigating discipline officer and the student in question have the opportunity to ask questions of those individuals to more fully understand the incident and the actions of the student during that incident. This opportunity will be afforded during a formal disciplinary hearing. Where there is either incriminating or exonerating information it will be shared between the student and the discipline officer. This information may be explained to a student prior to a formal disciplinary hearing. The procedure for questioning witnesses will be determined by the hearing chair person or the student affairs dean serving as the hearing officer. The use of the following are not permitted for consideration during the investigation or hearing process:
   • results of polygraph tests
• expert testimony

SECTION II. PROCEDURAL RIGHTS FOR STUDENTS DURING THIS DISCIPLINARY PROCESS

The following are the procedural requirements of a discipline case involving charges of this nature. Note that it is possible for SECTION II, parts A through F, and part I – with all of the sub-parts for each – to be accomplished during a single meeting between a Discipline Officer and a student who has been charged with a violation of the Code of Conduct. SECTION II, parts G and H as well as J and K only occur following a decision made by the student and at her/his request as noted below.

A. Explanation of Personal Rights

At the beginning of the investigative process the Discipline Officer shall ensure that each student who may be charged with a violation of the Code of Conduct understands her/his personal rights, as explained above.

B. Investigation

An investigation into an alleged violation of the Code of Conduct may include, but is not limited to, a thorough review of any information deemed pertinent to the case. This will include, but may not be limited to the information initially reported by University faculty, staff, or students, law enforcement agencies, or non-university community members, information collected during meeting/s with the reporting parties and the students involved in an incident, as well as any potential witnesses identified by the report or by the involved students. Other audio-, photo-, and video-graphic evidence may also be considered. Every report received shall necessitate an investigation.

1. Investigating Discipline Officers shall be specially trained and serve the Institution as a Title IX Investigator, Student Affairs Dean, and/or professional staff member from the Division of Student Affairs.

2. Under normal circumstances, investigations shall take no more than 30 class days and any subsequent adjudication of policy violations will follow immediately based on the timelines contained herein. The entire process should normally be completed within 60 class days.

3. Reports from law enforcement agencies may be used throughout the disciplinary process in order to gain further perspective on an incident. Information regarding prosecutorial or procedural decisions or information related to court decisions will not be considered at any point in the disciplinary process.

C. Preliminary Hearing, Charge/s, and Notice

If, at the end of the investigation, a reasonable person could conclude that the information gathered by the investigating discipline officer suggests that the Code of Conduct may have been violated, the investigating discipline officer will present the accused student with a document that specifically explains which policies are involved and how they may have been violated. In conjunction with this document, the investigating discipline officer shall:

1. Review the student’s personal rights,

2. Give the student another opportunity to make any statement or explanation s/he wishes, and

3. Inform the student that the charges constitute a “Major Offense” and the full range of sanctions will be available if s/he is determined to be responsible for violating University policy or policies.

4. Advise that the student review his/her personal rights as outlined in this Handbook,

5. Inform the student of the specific Code of Conduct violations s/he is charged with, and

6. Afford the respondent with the opportunity to enter a response addressing the charge(s).

D. Possible Responses to Charges

Students will be given a maximum of three (3) class days to respond to charges after receiving a Notice of Charge for a violation of this nature. Students may respond by choosing to enter a “Request to Dismiss,” by responding that s/he is “Responsible” or “Not Responsible” for violating the policies noted, or by choosing to enter a “No Contest” response. If the student does not respond to the charges within the prescribed time period, s/he shall be deemed to have responded “Not Responsible”.

The following procedures shall apply for each of the available responses from the student:

5. Request to Dismiss

If the charged student believes that the University has not followed the disciplinary procedures as outlined in this manual or believes that there is no evidence at all supporting the charges presented, the Respondent may enter a Request to Dismiss. The Request must be in writing and set forth the specific reasons the matter should be dismissed. All Requests to Dismiss must be submitted to the Dean of Students Office and contain:

a. The name, address and telephone number of the person submitting the Request to Dismiss;

b. List and describe the charges brought against the student by the Discipline Officer;

c. Specifically outline the basis of the Request to Dismiss; and,
h. Be signed by the person submitting the Request to Dismiss.

Failure to follow the four requirements outlined above may result in denial of the Request to Dismiss. Upon receipt of a properly filed Request to Dismiss, a Judicial Officer will make a review of the request.

If a Request to Dismiss is properly made, the matter shall immediately be referred to an external Judicial Officer for determination. The Judicial Officer has the option to determine if a hearing should be afforded to a student entering such a request. The determination on a Request to Dismiss shall be made within ten (10) class days of its submission to the Dean of Students Office. If the Judicial Officer determines that the request is without merit, the student must enter a new response of either Responsible or Not Responsible, or No Contest within one class day of receiving the response to the request to dismiss.

6. Responsible
If the student believes s/he is Responsible, the investigating Discipline Officer shall immediately refer the case to the Dean of Students or her/his designee for a Mitigation Hearing (information related to what constitutes a Mitigation Hearing is found later in this section of the Handbook).

7. Not Responsible
If the student believes s/he is Not Responsible or fails to respond within the allotted time, s/he shall have the right to a formal disciplinary hearing before a Disciplinary Hearing Panel.
   a. Scheduling. The Dean of Students Office shall set the date, time, and place of the hearing based on the involved students’ class schedule and any academic or work related obligations s/he may have. Extracurricular activities and the schedule of individuals as potential advisors will not be a factor in determining the schedule for a formal hearing. Formal hearings will not be held during examination periods unless specifically requested by the student.
   b. Timing. Formal hearings will normally be held within 20 class days of receiving the response from the student. The Dean of Students Office may extend the date of the hearing for good reason including, but not limited to, the availability of hearing panel members.
   c. Cases spanning more than one academic term. If a student has been charged and the case has not been fully adjudicated at the conclusion of an academic term, the University may enact a “Hold” on the student’s transcript or deny the future enrollment or graduation until such time as the case is adjudicated. Likewise, where necessary the University may also choose to hear the case during these time periods if the parties involve so desire. Students may not be permitted to participate in University organized summer or intersession programs such as study abroad or alternative breaks when a case of this nature has not yet been fully investigated or adjudicated.
   d. Responsible findings. If the student is found Responsible at a formal hearing, the case will be forwarded to the Dean of Students, or his/her designee, for a Mitigation hearing.

8. No Contest
A response of No Contest will constitute neither an admission nor a denial of responsibility and will subject the student to any sanction the deemed proper following a Mitigation Hearing (see Section II, J. for details on a Mitigation Hearing). A No Contest response is not in any way to be considered or construed as evidence against interest. When this response is given, the respondent will move directly to a mitigation hearing with the Assistant Vice President and Dean of Students, or his/her designee, for sanctioning.

E. Disciplinary Hearing Panels
In most cases, a Disciplinary Hearing Panel will be used to decide responsibility in cases utilizing these Disciplinary Procedures. Each panel shall be composed of one student and one faculty member, each from a larger pool of prospective panelists who are trained to hear and decide upon discipline cases of this nature. The student panelist will be selected from the same student population as the charged students (undergraduate, graduate, law, or medical) and the faculty panel member will be selected from the faculty for that same population. In addition to faculty and student body representatives, an objective Student Affairs Dean from the Coral Gables Campus will serve as Chairperson for the hearing. A Disciplinary Panel member may not serve as an Advisor or Support Person to a Complainant or a Respondent.

1. Selection of Faculty Member
The Provost, or his/her designee, will appoint faculty members from each academic college or school for undergraduate and graduate students to become trained panel members to hear cases where the respondent is an undergraduate or graduate student. The Dean of the Law School, or his/her designee, will select faculty members from the law faculty to become trained panel members to hear cases where the respondent is a law student. The Dean of the Medical School, or his/her designee, will select faculty members from the medical faculty to become trained panel members to hear cases where the respondent is a medical student. Each of these faculty panel members will be specially trained to interpret the facts presented for a particular case of this nature and make determinations on whether or not the respondent will be found responsible for violating University policy.

2. Selection of Student Member
   Undergraduate student panel members will be selected by the Dean of Students Office and approved by the Provost or her/his designee. Each must be a full-time student with at least 60 earned credit hours (junior or senior standing) who maintain a minimum 2.5 cumulative GPA; graduate, law, and medical students will be selected by their respective Deans and must have a cumulative GPA of 3.0. In all cases, students must not be currently on disciplinary probation, must have been students at the University for at least one full academic year, and have expressed their willingness to serve in this capacity. All panelists will be trained at the beginning of each academic year and provided with supplemental training where necessary.

3. Panel Responsibilities:
   a. To explain University policy B.22 (prohibiting the False Information from being shared during a hearing) and B.30 and (prohibiting interfering with a hearing in any way) as well as the possible consequences for each;
   b. To allow a Panel member to excuse her/himself in a particular case in the event that he/she feels that his/her presence may be prejudicial to the case;
   c. To allow the panel members, the discipline officer, the respondent and/or the complainant to bring any information to the Panel, regarding possible prejudice of a Panel member (if a student asserts valid grounds for the possible prejudice on the part of a Panel member, the hearing chairperson may dismiss the Panel member if he/she fails to self-dismiss);
   d. To briefly explain to the student the manner by which the hearing will be conducted at the beginning of a disciplinary proceeding;
   e. To ensure, to the extent possible, that all questions asked and information offered are relevant to the question of responsibility in the fact-finding portion of a hearing and, if the student is found responsible, that information relevant to mitigating circumstances is reserved for the sanctioning portion of the hearing;
   f. To compile for the Dean of Students Office a complete file of any cases heard. The files must include any recordings of the hearing, a list of any witnesses presenting information during the hearing, and all evidence utilized in the proceedings and the Panel’s decision. Only the complainant and respondent and authorized University officials shall have access to the record of the hearing, which shall be available only for review in the Dean of Students Office, until the period for filing a notice of appeal has expired or until the decision on appeal has been made.

4. Waiver of a Hearing Panel
   Alleged violation/s of sexual misconduct or gender discrimination will normally be heard by a hearing panel. However should an incident occur within 20 class days of the end of an academic term, or if hearings become necessary within 20 class days of the end of an academic term or during a time period other than normal University operation (i.e., summer or exam periods), the case will only be heard by a disciplinary hearing panel if there are trained panel members available for such a hearing. If trained panel members are not available, the hearing will be conducted by an individual, objective Student Affairs Dean (not the same individual who served as the investigator). The unavailability of panel members may not be used as a basis of appeal in the event of a finding of responsible.

F. Procedures for the Formal Disciplinary Hearing
   The following are procedural assurances for all formal disciplinary hearings.

1. University Oversight
   All formal disciplinary hearings will be presided over by an objective Student Affairs Dean (not the same individual who served as Investigator). This Hearing chairperson will be one part of a three-person panel ensure that proper
protocols are adhered to or as the University’s lone representative for deciding the outcome of the hearing and on the sanctions where applicable. The hearing Chairperson reserves the right to excuse any participant, at any time, for causing a disruption of the formal disciplinary hearing process following a warning to describe the disruptive behavior and prohibit the behavior from occurring further.

2. **Nature of the Hearing**

All hearings are intended to be non-adversarial and conducted in the interest of gathering honest and truthful information regarding a particular incident or incidents. Students are reminded that they are expected to uphold the Honor Code and its values of Honesty, Responsibility, and Integrity during all disciplinary hearings.

3. **Closed Hearings**

Formal disciplinary hearings are closed to the public. Staff members of the University Division of Student Affairs may observe a hearing for training purposes, but only with the permission of both the respondent and the complainant.

a. **Advisors**

Advisors for both the complainant and the respondent are permitted to attend Disciplinary Hearings as described in Section I, B of these Disciplinary Procedures. Students must inform the Dean of Students Office in writing no less than 3 class days prior to a formal disciplinary hearing if s/he is planning to bring an advisor to a meeting or hearing. This notice must include the name, telephone number, and e-mail address. If the student fails to provide such information in writing and in the time prescribed, the Advisor may be excluded from the hearing. Advisors may not also serve as a witness.

b. **Support persons**

Support persons for both the complainant and the respondent are permitted to attend Disciplinary Hearings as described in Section I, C of these Disciplinary Procedures. Students must inform the Dean of Students Office in writing no less than 3 class days prior to a formal disciplinary hearing if s/he is planning to bring a support person to a meeting or hearing. Support Persons may not also serve as Witnesses.

c. **Witnesses**

Witnesses will be permitted to participate in a hearing for a select period of time only. For the purposes of a formal disciplinary hearing, a “witness” may be an individual who has first-hand knowledge of the incident in question and is able to speak to the facts of the case at hand, or an individual who has knowledge of the incident directly from either the complainant or respondent. If a witness is to be called that is not on the list of witnesses for the investigator, the person calling that witness (complainant or respondent) bears the responsibility of notifying the witnesses that will appear on her/his behalf during the hearing. All reasonable efforts will be made to entertain the insights of witness/es. Upon written request and submission of the Respondent’s witness list, the University will supply to the Respondent a list of the Witness/es that will be called during a hearing on its behalf. Witnesses may not also serve as Advisors or as a Support Person.

4. **Hearings in Absentia**

In instances where either the respondent or complainant does not attend the hearing, the hearing panel/chairperson shall have the discretion to hear and decide upon the facts of the case without the input from or in their absence.

5. **Silent participation**

The complainant and the respondent reserve the right to be present yet abstain from participation in the Hearing and will not be compelled to share information related to the case on his/her own behalf. Silent participation does not afford as advisor the right to speak on behalf of a student.

6. **Requests or Orders**

Witnesses must cooperate in all phases of the discipline process described herein. The Hearing chairperson shall request the appearance of students whose insight is deemed relevant to a full disclosure of the facts at a hearing. Any student refusing to respond to a Hearing chairperson’s request may be charged with failure to comply with University policy B. 42, Requests or Orders.

7. **Related Information**

Both the complainant and the respondent will be afforded the opportunity, during a hearing, to ask questions of any related information and question any witnesses offering information that may be used to determine responsibility in that a particular case. The procedure for questioning witnesses will be determined by the hearing
chairperson or the student affairs dean serving as the hearing officer. The introduction or use of polygraph evidence is prohibited.

8. Sharing of Information Prior to a Hearing
Complainants or respondents who would like to receive a copy of the information related to the charge/s received that will be used by the Investigator during a formal disciplinary hearing may do so by submitting a written request to Dean of Students Office no less than 7 class days prior to a formal hearing. No less than 4 class days prior the hearing, the respondent must then submit copies of all written or recorded information or other related information in response to the charges that the respondent plans to use at the formal hearing with the Dean of Students Office; upon receipt of such information from the respondent, the Investigator will provide the respondent with a copy of the Notice of Charge along with all other written or recorded information, or other related information in support of the charges that the Investigator plans to use at the hearing. The Investigator’s notes related to the investigation and charges will not be disclosed unless they are to be read, verbatim, into the record during the hearing. The Dean of Students or his/her designee may make exceptions to this policy.

9. Pre-Hearing Conference
The hearing chairperson may schedule a mandatory pre-Hearing Conference upon his/her initiative or upon the self-initiated written request from the complainant or respondent.

10. Requests
The Hearing chairperson may entertain any requests that are deemed appropriate prior to and/or during the formal disciplinary hearing. However, during the hearing, no requests to strip the hearing body of its duty to reach a decision on the issue of responsibility and/or sanctioning will be considered.

11. Decorum
The Hearing chairperson is charged with the responsibility for maintaining proper decorum and order during the hearing. S/He may use any reasonable means necessary to maintain decorum and may exclude any person whom, in his/her opinion, has no legitimate interest in the hearing, or whose conduct impedes or threatens to impede a fair and orderly hearing. Disruptive behavior may constitute a Major offense of the Code of Conduct, policy number B.30, Interference with University Investigations, Disciplinary Proceedings, or Records.

12. Standard of Proof
In the University’s discipline system, decisions are made based on the “preponderance of evidence” rule. This means that the adjudicating Panel/Dean determines which facts are more likely than not to be true.

13. Paused and Reconvened Hearings
In rare circumstances, it may become necessary for the Hearing Chairperson to pause a hearing after it has begun and to reconvene that hearing at a later time.

14. Decision
Following the presentation of all related information and the closing statements by the parties involved, the hearing will conclude and all parties will be dismissed. The Disciplinary Hearing Panel is afforded three business days to make a decision on responsibility and deliver their decision to the Dean of Students Office. A written notice of the decision/s must be delivered to both the complainant and the respondent within 1 class day of the decision.

15. Improper Procedure
Improper procedure may be declared at any stage of the hearing by the hearing chairperson upon a finding that the Panel has been exposed to some misconduct in the hearing, which may prevent the rendering of a fair decision. Declaration of improper procedure shall result in the scheduling of a new hearing within 15 class days with the same hearing chairperson and new panel members.

16. Record of Hearings
A digital audio recording of the formal disciplinary hearing shall be made and this record, together with all formal documents and other evidence presented during the hearing, shall constitute the “official record” of the hearing. No other audio recording of the hearing will be permitted. Upon her/his request, and for the purpose of appeal only, the respondent and the complainant shall have access to review and/or listen to the record of the hearing in the Dean of Student Office, by appointment only. The recording of the hearing itself shall be available until the period for filing an appeal has expired, or where an appeal has been filed, until the decision on appeal has been made. After the aforementioned times have elapsed, recordings may be destroyed.
G. Determination of Responsibility
When tasked with determining a student’s responsibility, a disciplinary hearing panel or Hearing chairperson will consider the objective facts presented surrounding a particular incident, taking into consideration what happened and whether or not an action was in violation of the Code of Conduct. When students are deciding their response to a disciplinary charge or charges they are advised to do the same.

H. Mitigation Hearing
When a student claims s/he is responsible for violating a particular aspect of the Code of Conduct, or if s/he is found responsible of such during a formal hearing, the subjective reasons for why and how the Code of Conduct was violated shall be taken into consideration for determining the sanctions that will be assessed. If a student enters a response of No Contest, a mitigation hearing will also be scheduled to set a proper sanction without a finding of responsibility.

The Dean of Students or her/his designee shall hear all mitigating/aggravating circumstances during a Mitigation Hearing and decide upon sanctions for all disciplinary cases involving alleged violations of Sexual Misconduct or Gender Discrimination. Additionally, both the complainant and the respondent have the opportunity to present an “impact statement” to the Dean of Students or her/his designee describing the impact of the alleged violation on her/his wellbeing. This may be done verbally and/or in writing. The Dean of Students will consider these statements during mitigation and prior to sanctioning.

I. Disciplinary Decisions/Sanctions
When a student has been found responsible for violating University policy or has entered a response of no contest, a sanction will be imposed by the University. Any sanction/s set out in the procedures of this Handbook may be imposed by the University:

1. Educational Sanctions (ED) a required opportunity for the student to develop a knowledge base designed to help him/her make more informed choices in the future
2. Disciplinary Warning (DW) lasting for a period of 1-2 semesters
3. Strict Disciplinary Probation (SDP) lasting for a period of 1-3 semesters
4. Final Disciplinary Probation (FDP) lasting until a student graduates or otherwise separates from the University permanently
5. Suspension (Susp) a complete separation from the University for a predefined period of time.
6. Expulsion (Exp) permanent dismissal from the University with no right for future readmission into another school/college within the University under any circumstances. A student who has been expelled shall be barred from campus visiting privileges.
7. Termination of Residency (TR): the forced cancellation of a housing contract; this can be applied to on-campus residences only
8. Change of Residency (CR): the forced change of a room and/or building assignment for a housing contract; this can be applied to on-campus residences only
9. Restitution (Rest): the monetary repayment of the cost of an item that was taken or damaged by the student found responsible from another individual.
10. Administrative Charge (AC) paid to the University in order to offset any costs accrued by the University in the investigation and adjudication of a discipline case
11. Fine (Fine) paid to the University and serving as a deterrent to similar future violations

Unless the Dean of Students or her/his designee determines otherwise, all sanctions of Suspension or Expulsion may be effective as of the date of the precipitating incident, even where the student has attended classes and/or taken examinations during the course of the Disciplinary Proceedings.

J. Appeals
Once a decision has been reached on the sanctions related to a particular case, that case can be appealed by the complainant, respondent, or by the University. Only one appeal per case can be submitted and will be considered. The determination of responsibility for a disciplinary violation and the entry of a response of no contest are not subject to review on appeal.

1. Grounds for an Appeal. Appeals will be considered for two reasons:
a. Procedural error in the investigation or hearing of a particular case;
b. The sanction received is not appropriate for the nature of the violation.

2. **Timing for the delivery of an appeal letter.** Appeals must turned in to the Office of the Vice President for Student Affairs (244 Ashe Administration Building) by the appealing party and be received within 3 class days of the student receiving the sanctioning decision. All requests for an appeal must be made in writing.

3. **Timing for the hearing of an appeal.** An appellate hearing shall be conducted within 20 class days of the appeal being received by the Vice President for Student Affairs. Inability to schedule an appeal within 20 class days due to scheduling conflicts, (un)availability of a discipline officer or panel representative, or scheduled/unscheduled interruption of classes (fall break, inclement weather, spring break, etc.) will not be grounds for dismissal or adjustment of the original hearing decision or sanction.

4. **Directions for writing an appeal.** Appeals must be written as a formal letter, which may be delivered on paper or in the form of an e-mail, and directed to the “Vice President for Student Affairs,” and must contain:
   a. The name and student identification number (C-Number),
   b. The date the appeal was written, and
   c. A detailed explanation of the nature of the appeal.

5. **Consideration of an Appeal.** Appeals received after the three class-day time frame, or those that do not adhere to the directions listed above, may not be considered.

6. **Appellate Officers.** The Appellate Officers of the University will decide appeals. The Vice President for Student Affairs, or her/his designee, shall hear undergraduate student appeals and may consult with the University General Counsel to hear appeals based on procedures. The Dean of the Graduate School, or her/his designee, shall hear graduate student appeals based on severity of sanction and may consult with the University General Counsel to hear appeals based on procedures. The Dean of the Law School, or her/his designee, shall hear law student appeals based on severity of sanction and may consult with the University General Counsel to hear appeals based on procedures. The Dean of the Medical School, or her/his designee, shall hear medical student appeals based on severity of sanction and may consult with the University General Counsel to hear appeals based on procedures.

7. **Appeal Hearings.** Both the complainant and the respondent will be afforded the right to initiate the appeal process following a decision in a formal hearing and/or mitigation hearing based on either the severity of the sanction rendered or the perception of procedural error.
   a. If either the complainant or the respondent initiates an appeal that is based on the severity of the sanction that was given to the respondent, both the complainant and the respondent (separately) will be afforded the opportunity to meet with the appellate officer separately to discuss the merits of an appeal.
   b. If either the complainant or the respondent initiates an appeal that is based on the perception of a procedural error, the appellate officer may choose to meet with both the complainant and the respondent, or neither the complainant or the respondent, depending on the information that is needed to make the proper determination.

K. **Appeal Hearing Procedures**
1. **Confidentiality.** Appeal Hearings are closed to outside participation except where observations and input from others is requested by the Appellate Officer. Therefore, no witnesses, advisors, attorneys, or other observers are to be present during these proceedings. In addition, no record shall be made of the discussion or vote in these deliberations, other than the Appellate Officer’s final decision.
2. **Related Information.** Information related to the incident that was not presented during the formal hearing may be presented, only if it was previously unavailable and only if it addresses the severity of sanction or procedures used during the Hearing.
3. **Exchange of Information.** Upon a reasonable request, the Complainant, Respondent, or Investigator should produce for examination by the other party evidentiary material to be used at the appeal Hearings.
4. **Failure to Appear.** Failure to appear at the Appellate Hearing, without proper notice to the Appellate Officer, will result in a voiding of the appeal.
5. **Decorum.** No person/s involved in an appellate hearing may engage in private conversations while the proceedings are conducted.
6. **Deliberation.** At the conclusion of the Hearing, the Vice President for Student Affairs shall excuse the hearing participants and render a decision.

7. **Findings.** Appeal decisions are final and will be delivered in writing to the complainant and respondent near simultaneously and an official copy of the appeal findings will be sent to the investigating discipline officer for the official file. These decisions may include:
   a. If the Appellate Officer finds no merit to the appeal, s/he shall affirm the sanction imposed.
   b. If the Appellate Officer finds that the student’s appeal on procedure is valid, s/he may confer with the University General Counsel to determine the most appropriate manner in which the case should be reconsidered.
   c. If the Appellate Officer finds that the penalty assessed by the mitigation officer is too mild or too severe, the Appellate Officer will assess an appropriate penalty.
   d. Determinations of the appellate officer are final and may not be further appealed.

8. **Interpretation of University Disciplinary Procedures.** Whenever necessary, the University General Counsel shall interpret and/or provide specific clarification on these disciplinary procedures.

9. **Procedures Not Specifically Provided Herein.** The Vice President for Student Affairs, the Dean of the Graduate School, the Dean of the Law School, or the Dean of the Medical School may implement procedures that are not specifically prescribed in these policies or procedures, if such implementation would serve to arrive at a full and true disclosure of the facts and/or ensure a fair proceeding, and are instituted with the knowledge and consent of the Dean of Students.

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**SECTION III. TEMPORARY SUSPENSION**

The Provost of the University or his/her designee may, upon his/her own initiative or upon the recommendation of the Assistant Vice President / Dean of Students or his/her designee, temporarily suspend any student whenever s/he deems that the student’s behavior and/or actions constitute a clear and present danger to him/herself or others or that the student’s behavior has or may materially disrupt the work or operations of the University.

A. A Temporary Suspension shall be indefinite and the respondent may, upon the decision of the Provost, be barred being present anywhere on any of the University campuses, including from attending classes and/or taking examinations during the suspension period.

B. During the course of a Temporary Suspension, an investigation into the incident precipitating the Temporary Suspension may occur, especially where required by the guidelines set forth by the US Department of Education for cases involving sexual violence or sex discrimination.

C. Within three class days of a receipt of the notice of Temporary Suspension, the respondent must request that a Disciplinary Hearing take place following the procedures set forth herein to answer the alleged violation(s), following a thorough investigation into the incident. Said request shall be made by the respondent in writing to the Assistant Vice President / Dean of Students. The Assistant Vice President / Dean of Students, or her/his designee, shall determine if and when the matter will be heard.

D. If the respondent does not request a hearing in writing to the Assistant Vice President / Dean of Students, the respondent will be deemed to have waived his/her right to participate in a hearing and shall be suspended from the University indefinitely. In such instances, the University reserves the right to investigate and adjudicate the pending case without the respondent’s participation. As part of such an investigation and adjudication, a finding of responsible may be reached and a resulting sanction imposed. The sanction would supersede the indefinite suspension and could include dismissal or expulsion from the University. In the event a respondent is unable to request a hearing due to incarceration or a physical or mental incapacity within the 72 hours, the respondent may appeal to the Provost in writing and the Provost may grant an extension for the request. Respondents will be required to provide documentation of his/her incarceration and/or incapacity.

E. The Provost shall decide whether the respondent will be allowed to make up, without prejudice, any class work or examinations missed because of temporary suspension.