



# HONOR CODE

2014-2015

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# DEAR STUDENTS

Much has been written throughout history about the word “honor.” However, ask ten people what it means and you may get ten answers. What does it say about a university that chooses to have a “code” of honor? It presumes, of course, we all understand its meaning - for how could you remain in good standing with a code not clearly understood?

The policies written within these pages are designed to help you better understand the details of our Honor Code, how you can remain in good standing at Queens University of Charlotte, and what happens when you violate a University policy. Our policies, procedures, rights, and responsibilities offer an indication into how, we as a university, define honor. By reading carefully the words on the next page, and choosing to live your life on campus and beyond in accordance with the words, you can come to an understanding of what it means to be an honorable man or woman at Queens. This is the pledge you all made when coming to Queens. Your signature on our admissions application and in the “Sed Min” program was your commitment to abide by our Honor Code.

We encourage you, in fact implore you, to read carefully all the policies and procedures listed in this booklet. These words – integrity, truthfulness, respect – have been in existence for many years at Queens. They speak to you through time. The countless students who came before you and cherished these ideals and lived, and still live, by the principles inherent in the Honor Code ask constantly about whether our current students still cherish these words. How we answer that question depends on your actions each and every day.

It is our sincere hope you will carefully review the document and strictly abide by the policies within. We also hope you will someday look back upon your days at Queens and ask a future dean, “Do the Queens students still cherish the Honor Code as much as I did when I was a student?”

# THE QUEENS UNIVERSITY OF CHARLOTTE

## HONOR CODE

**As a member of the Queens community,  
I will endeavor to create a spirit of integrity  
And honor for its own sake at Queens University of Charlotte.**

**Academic pledge: I pledge truthfulness and absolute honesty  
in the performance of all academic work.**

**Community pledge: I pledge to be truthful at all times, to treat others with  
respect, to respect the property of others and to adhere to university policies.**

**Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold  
this code and not to tolerate any violations of its spirit or principles.**

## WHY HAVE AN HONOR CODE?

Queens University of Charlotte is firmly committed to principles of honor and prides itself on the spirit of trust that exists among all of its members. At the very heart of Queens University of Charlotte is the Honor Code. The Honor Code is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens University of Charlotte is the keystone of the university's belief that its students should act honorably and responsibly in all aspects of life, both on- and off-campus. The Honor Code incorporates the high principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature women and men who act responsibly at all times and to promote a community based on the principles of responsible citizenship, mutual trust and respect.

The Honor Code is binding on all members of the university community and applies to all phases of life at the University.

An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for his or her actions. All Queens students are responsible for their personal conduct at all times and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University. As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission.

The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Code.

All cases involving an alleged violation of the Queens Honor Code follow the same basic structure. This structure assures the integrity and fundamental fairness of the process. Any student accused of a policy violation, whether academic or community, is encouraged to review the policies and procedures contained within this document and discuss them with the appropriate dean or dean's designee to clarify their rights as an accused student. While there are slight differences in how academic and community violations are handled, the procedures and expectations listed within this booklet provide an outline of what every student can expect from this process.

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# I. THE ACADEMIC PORTION OF THE HONOR CODE

## TYPES OF VIOLATIONS

### Academic Dishonesty

Academic Dishonesty may take many forms including, but not limited to, lying to gain an academic advantage, falsification of data, evidence of achievement, or records.

For example:

- Signing an attendance form for an absent student
- Lying about the reason for missing a class or required event
- Lying to get an extension on a project deadline
- Fabricating data for a class
- Fabricating evidence of completion of an assignment

### Plagiarism

Plagiarism is the intentional or unintentional act of using the work and/or ideas of others without appropriate acknowledgement. Included in the act of plagiarism are the following: failing to cite and document sources, using false citations of sources; claiming papers that have been written by others as your own; and using unintentional incorrect citations and documentation. This list is not all-inclusive, so talk with your professors if you are unsure.

### Cheating

Cheating is defined as using trickery, deceit, or fraud to gain an unfair advantage.

For example:

- Glancing briefly at another's exam
- Intentionally leaving notes where another can make use of them
- Possessing or using a prepared "crib sheet"
- Passing exam information to another who has yet to take the exam
- Substantial use of another's work
- Forging a grade

## HONOR COUNCIL: UNDERGRADUATE AND GRADUATE

The undergraduate Honor Council is comprised of faculty and students. Faculty members serve as advisors to the Honor Council as well as attend and vote in hearings. Council officers are elected by their peers and consist of the president and class representatives. Members of both the undergraduate and graduate hearing boards are trained and in good standing with the University.

An undergraduate hearing panel consists of 3 students and 2 faculty members, all of whom have voting privileges. Also present, are the chair of the hearing (the dean or dean's designee who vote only in the case of a tie), and an advisor if the student has chosen one who does not have voting privileges (see Right to an Advisor section on page 22).

The Graduate Honor Council is comprised of 2-3 students, 2 faculty and the dean or the dean's designee (who chairs the hearing). The chair only votes in the case of a tie. The students are graduate students and/or adult students on the Undergraduate Honor Council.

Whenever possible, the council will consist of the student's immediate peers (e.g. adult students if the accused is an adult undergraduate; traditional undergraduates if the student is a traditional undergraduate and graduate students for graduate hearings). However, inability to provide a panel consisting of the student's peers does not constitute any violation of due process.

# ACADEMIC VIOLATION PROCESS FLOWCHART

## Student is accused of an academic violation.

- Faculty member informs student of the accused violation. When possible, the faculty member meets with the student.

Faculty member reports the violation to the Associate Provost and Dean of University Programs via an Incident Report.

The Associate Provost notifies the faculty member's dean's office within 3 business days of receiving the report. The following three things are communicated:

- If the student has any prior offenses.
- The incident report and any supporting documentation.
- Recommendation on how the dean's office might choose to proceed.

The dean or dean's designee makes the decision to have a hearing, adjudicate him/herself or requests that the faculty member adjudicate.

- The dean or dean's designee meets with the student and encourages the student to inform his or her academic advisor.
- The dean or dean's designee will consult the faculty member and possibly the Associate Provost.
- At any time during the process the faculty member or Associate Provost can request a hearing.
- For any reason, at any time during the process, the student can request a hearing.
- If a student pleads "not responsible," or if the academic dean feels sanctioning beyond probation may be warranted, there is a hearing.

There is no hearing. The dean or dean's designee meets with the student to adjudicate, or, through consultation with the dean, the faculty member decides on the sanction and meets with the student to inform him/her of the results. The outcomes of the course and a disciplinary action are documented.

The Graduate Honor Council is convened by the dean's office to hear the case. The hearing board decides whether to find the student responsible and, if needed, issues sanctions.

The Honor Council is convened by the dean's office to hear the case. The Council decides whether to find the student responsible and if needed, issues sanctions.

If an appeal hearing is required by the honor code booklet guidelines, the Associate Provost or dean will oversee and convene the appeal hearing.

The academic dean's office notifies the student, the faculty member, and the Associate Provost of the results in writing. If the student is a traditional undergraduate, the Associate Provost notifies the Office of Student Life. If the student is a graduate student, the School of Graduate and Continuing Studies is notified.

## II. THE COMMUNITY PORTION OF THE HONOR CODE\*

### TYPES OF VIOLATIONS

1. Alcohol
2. Sexual Misconduct
3. Assault
4. Drugs
5. Disorderly Conduct
6. Failure To Comply With A University Official
7. Failure To Comply With Honor Code Procedures Or Sanctions
8. Harassment/Verbal Or Written Abuse
9. Harassment/Verbal Or Written Abuse Based On Race, Creed, Religion, Gender, National, Origin, Disability, Or Sexual Orientation
10. Social And Mobile Media Harassment
11. Providing False Information To University Officials
12. Smoking Policy
13. Theft Of Goods, Services, Or Information
14. Littering
15. Hazing
16. Traffic
17. Computer Usage
18. Trespassing
19. Vandalism
20. Weapons
21. Violation Of Local/State/Federal Laws
22. Residence Hall Safety
23. Balconies, Patios, And Windows
24. Fire Hazards
25. Fire Safety
26. Animals In Campus Housing
27. Misuse Of University Master Key
28. Noise
29. Visitation
30. Web Cameras

## Definitions

### 1. Alcohol

Students who are 21 years of age or older may possess and/or consume alcohol in their residence hall room or in the room of another student who is 21 years of age or older. Students who are of legal drinking age, living with students who are not of legal drinking age, are permitted to possess alcohol in their rooms. Students who are of legal drinking age living off campus are held to state and federal laws regarding alcohol consumption and subsequent behavior, but certain behavior that occurs as a result of excessive drinking can be considered a violation of the Queens Honor Code (e.g. fighting, sexual misconduct, property damage).

The following are not allowed at Queens University of Charlotte and are considered violations of the alcohol policy:

- Possessing or consuming alcohol if under 21 years of age.
- Possessing or consuming alcohol if 21 and older in the room of an underage student.
- Purchasing, furnishing, or serving alcohol to anyone not of legal drinking age.
- Driving under the influence of alcohol.
- Sponsorship of activities involving 10 or more students and the use of alcoholic beverages without prior written approval from the University.
- Common containers of alcoholic beverages or excessive amounts of alcohol on University-owned property including but not limited to: kegs, pony kegs, party balls, bulk containers of bulk amounts of individual containers or other devices used for drinking games.
- High-risk drinking, drinking games and drinking game paraphernalia (including but not limited to: beer pong tables, funnels, etc.) are strictly forbidden because they encourage the abuse of alcohol.
- Possessing or consuming alcohol on a North balcony or patio.
- Public consumption and/or possession of alcohol in common areas of buildings and outdoor venues unless previously approved by the University as a special event.
- Possessing or consuming open containers of alcohol, regardless of age, outside of a residence hall room or University approved alcohol event.
- Dangerous intoxication. Being dangerously intoxicated includes but is not limited to being unresponsive and/ or incoherent, staggering, slurring speech, and/or acting in a disruptive manner. In situations where a traditional student is believed to be dangerously intoxicated, the Dean of Students or designee will contact the parents or guardians to notify them of the situation.
- Hosting a visitor/guest who possesses or consumes alcohol, if the host is not of legal drinking age. You will be held responsible for any and damages or violations caused by your guest.
- Public intoxication regardless of age.
- Public display of open containers carried around campus.

During times of emergency or crisis on campus, the Dean of Students may designate the campus as "dry," meaning no students may possess or consume alcohol, regardless of age. Possessing or consuming alcohol during a designated "dry" period is considered a violation of the alcohol policy.

### Alcohol at Events

Recognized student club and organizations may host events on campus with alcohol. Students and student organizations are expected to conduct themselves in accordance with all local, state, and federal laws, as well as with the policies in the Honor Code booklet, and they assume full responsibility for their activities and events. The University assumes no responsibility for any liability incurred at any event not sponsored by the University where alcohol is served and/or sold. Student organizations wanting to host an event where alcohol is provided must complete a Student Alcohol



Event Request, available through the Office of Student Activities. They must return the completed form two weeks prior to the event. Student organizations will then meet with the Director of Student Activities to review the detailed alcohol event guidelines and policies before the event will be approved.

The following are guidelines for students attending and consuming alcohol at approved events:

- All students who are 21 years of age or older must have a wristband in order to consume alcohol.
- Students must present a government issued ID in order to obtain a wristband.
- Any student found to be dangerously intoxicated, behaving inappropriately, violating any laws, or acting in a disruptive manner may face judicial charges through Queens and/or criminal charges.
- Students are responsible for the possession and security of their own alcoholic beverages. It is the responsibility of the of age student to be sure his or her drink is not consumed by anyone who does not have a wristband.
- Underage drinking at any alcohol event is prohibited.

#### Alcohol Allowed:

- Only 12 once beers, containing no more than 6% alcohol are allowed. For outdoor events, beer must be in cans or poured into cups.
- Wine must be served in 4 oz. cups.

## 2. Sexual Misconduct

Queens University of Charlotte strives to create a community where all members feel respected and act in a responsible manner towards each other. Any act of sexual misconduct is considered an egregious offense to the victim involved as well as to the community at large. The University will respond and investigate thoroughly all reports of sexual misconduct. Examples of sexual misconduct include:

- **Sexual Harassment:** The determination of what constitutes sexual harassment varies depending on the circumstances of each individual situation, but it generally encompasses any sexual attention without explicit consent, be it verbal, visual, or physical that interferes with or limits an individual's ability to participate fully in or benefit from any University program, activity, or employment.
- **Sexual Assault:** Sexual assault is defined as any sexual touching, either directly or over clothes, however slight, with any body part or object, without explicit consent. It is also considered sexual assault if the individual is forced to touch the intimate parts of another individual.
- **Rape:** Rape is defined as sexual penetration (anal, oral, or vaginal) of the individual by any part of another individual's body or other object, without explicit consent. It is also considered rape if the victim has a reasonable fear that the individual or another will be injured if the individual does not give explicit consent, is incapable of giving explicit consent or is prevented from resisting due to physical or mental incapacity, which may include but is not limited to the influence of drugs or alcohol, or if the individual suffers from a mental or physical disability.
- **Intimidating Environment:** Creating an environment that is intimidating, hostile, or offensive to others.

Each of the definitions above includes or implies the term explicit consent. Explicit consent is defined as mutually understandable words or actions, freely and actively given that indicate a willingness to participate in mutually agreed upon sexual activities or actions. Explicit consent is mutually understandable when a reasonable person would consider the words or actions of the parties involved to do the same thing, in the same way, at the same time. In the absence of mutually understandable words or actions, it is the responsibility of the initiator of the sexual activity to make sure they have explicit consent from their partner.

## Where Do I Go For Help?

Formal complaints of sexual misconduct should be brought to Campus Police (704-337-2306), the Dean of Students Office (704-337-2227), or the University's Title IX Coordinator (704-337-2297).

While you may also speak with other faculty, staff, and student staff members regarding a possible sexual misconduct incident you should know that members of the University staff and faculty (including student staff members) are required to report all incidents of sexual misconduct. Thus, these conversations cannot be confidential.

Any student seeking **CONFIDENTIAL** advice or support regarding a possible sexual misconduct should seek the assistance of the **Health & Wellness Center (704-337-2220)** or the **Campus Chaplain (704-337-2291)**. Because of the confidential nature of counselors, chaplains, and health care providers the Health & Wellness Center and Chaplain's Office are the only offices in which reports of sexual misconduct may be brought without the staff members being obligated to report the accusation to the proper authorities listed above.

There is never any pressure placed upon a student who has been assaulted or harassed; choices and support are given, and the decision to report or prosecute primarily rests with the student. The Dean of Students, Campus Police, and University's Title IX Coordinator are trained to help guide students through this process.

In cases in which an individual chooses not to file a formal complaint, the university may still take appropriate action consistent with the complainant's desire for confidentiality. The University will respect the wishes of the complainant unless it deems the other individual to be a threat to the University community.

The University is committed to protecting those filing complaints from inappropriate retaliation. Retaliation of any kind, including but not limited to face to face harassment or harassment via social media, will be considered a violation of University policy and subject to disciplinary action.

### 3. Assault

Striking, or in any way threatening or causing physical harm to another person is a serious violation of Queens University of Charlotte policy.

### 4. Drugs

The use, possession, presence, sale and/or distribution of illegal drugs (as defined by federal, state and local laws) and/or drug paraphernalia (including hookah pipes) on and/or off campus can lead to disciplinary action and/or possible criminal action. The use of illegal drugs is physically and mentally harmful and often interferes with the user's ability to function adequately in his/her academic and social life and often impinges upon the social and academic rights of the rest of the community. It is also illegal to use and/or possess prescription drugs NOT prescribed to you and/or sell your own prescription drugs and as such can lead to disciplinary action. Under the "Imminent Danger" policy listed below special efforts are made to prevent the presence of illegal drugs on campus, including but not restricted to the immediate removal from residence of any student found with illegal drugs and/or selling their own prescription drugs on campus.

### 5. Disorderly Conduct

Disturbing the peace, disrupting lawful, orderly activities of others or rioting is considered disorderly conduct and is a violation of Queens University of Charlotte policy.

## 6. Failure To Comply With A University Official

Students are expected to comply with the reasonable directives of University officials acting in performance of their duties. Failure to do so is considered a violation of Queens University of Charlotte policy.

## 7. Failure To Comply With Honor Code Procedures Or Sanctions

At the very core of Queens University of Charlotte is the Honor Code. The following are considered failure to comply with Honor Code Procedures or Sanctions:

- Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Honor Code.
- Contempt for disciplinary procedures including lying or failure to respond to a request for a meeting with University officials and/or failure to appear before a judicial body.
- Disruption or interference with the orderly conduct of a hearing body.
- Knowingly making false statements to influence the impartiality of a member of a hearing body prior to and/or during the course of a hearing.
- Harassing and/or intimidating a member of a hearing body or a witness.
- Influencing or attempting to influence another person to present false information or a false complaint.

## 8. Harassment/Verbal Or Written Abuse

The University prohibits conduct that prevents free academic interaction and opportunities or creates an intimidating, hostile or offensive study or work or living environment. To that end, bullying and/or verbal or written abuse beyond reasonable expression of opinion, which is likely to cause another person humiliation, stress or psychological harm, or which is harassing in nature is considered a violation of Queens University of Charlotte policy.

## 9. Harassment/Verbal Or Written Abuse Based On Race, Creed, Religion, Gender, National Origin, Disability Or Sexual Orientation

The University values a diverse community and endeavors to create an atmosphere that is free from all forms of discrimination and harassment. Thus, bullying and/or verbal or written abuse based on race, creed, religion, gender, national origin, disability, or sexual orientation is particularly offensive and is considered a violation of Queens University of Charlotte policy.

## 10. Social And Mobile Media Harassment

While harassment and abuse of any kind is clearly prohibited, special attention needs to be paid to the phenomenon of "cyber bullying." While the University accepts that social and mobile media use by students is common, it also recognizes the harm this practice may cause to our community when abused. The use of social and mobile media in the form of harassment, abuse, or hate speech with a clear and persistent intent to demean, embarrass, or humiliate is a violation of Queens University of Charlotte's policy. These media forms include, but are not limited to, Facebook, Twitter, Tumblr, YouTube, and text messaging. Queens University of Charlotte reserves the right to extend all aspects of the Honor Code onto any digital citizenship established by students.

## 11. Providing False Information To University Officials

Providing false information or fraudulent documents to University officials is considered a violation of Queens University of Charlotte policy.

## 12. Smoking Policy

Smoking (including e-cigarettes) is not permitted in any building on campus, including residence halls. Smoking is also prohibited anywhere on campus other than three designated smoking spaces on campus. These spaces are clearly marked. Students wishing to smoke are encouraged to identify and restrict their smoking to these three smoking locations.

### 13. Theft Of Services, Goods, Or Information

The following are considered theft of services, goods, or information at Queens University of Charlotte:

- Stealing and/or possessing without authorization any property or services from another person, group of people, or the University.
- Embezzling, defrauding or procuring any money, goods or services under false pretense.
- Possessing, purchasing or receiving property, money or services knowing them to have been stolen or embezzled.
- Issuing a check on campus knowing that it will not be honored when presented for payment.
- Duplicating keys, computer access codes and/or other devices without proper authorization.
- Unauthorized use of long distance caller identity codes, University ID cards, or laundry facilities in the residence halls.
- Unauthorized use of the computer systems, computer access codes, disks or files, or accessing restricted areas of computer services.
- Any forgery, alteration, unauthorized possession or misuse of University documents.

### 14. Littering

Queens University of Charlotte takes great pride in the beauty of our campus. Littering, including but not limited to throwing debris such as cigarette butts, paper, cans, bottles, etc. on the ground shall be considered a violation of University policy.

### 15. Hazing Policy

No student shall, individually or by joining with one or more other persons, engage in any act of hazing. Hazing is defined as follows:

- Subjecting an individual and/or participant to cruel horseplay.
- Harassing or punishing by imposition of disagreeable tasks.
- Frightening, scolding, beating or annoying by playing abusive tricks upon an individual.

The University prohibits any action that subjects a recruit, initiate, or member of a student organization to activities that are personally demeaning or involve substantial risk of physical, emotional, or psychological injury. Such acts include both organized rites of initiation and informal activities. Hazing may include, but is not limited to, any brutality such as paddling, whipping, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, or other substances, or any forced physical activity that could adversely affect the physical health and safety of an individual. Hazing shall also include any activity that would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact or forced conduct that could result in extreme embarrassment or adversely affect the mental health or dignity of an individual.

### 16. Traffic Policy

Operating a vehicle in violation of public traffic rules/Campus Police parking regulations or in a manner as to endanger people or property, is considered a violation of Queens University of Charlotte policy. Because of the pedestrian nature of Queens, the speed limit on campus is 10 m.p.h. Students are also expected to follow all traffic and parking regulations at affiliated institutions or off site campuses.

### 17. Computer Usage Policy

Students are granted access to university network resources for reasonable use under the provisions covered by the University Acceptable Use Policy (available at [MyQueens.queens.edu/its](http://MyQueens.queens.edu/its)). The University expects all members of our community to comply with all federal, state, and local laws as a condition of use of computing and network resources.

## 18. Trespassing

Trespassing, forcefully entering premises without authorization or gaining access to an unauthorized area is prohibited.

## 19. Vandalism

Destroying or vandalizing property, or intending to destroy or vandalize property.

## 20. Weapons Policy

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" includes, but is not limited to, revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over five inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus.

## 21. Violation Of Local/State/Federal Laws

Any behavior that could be considered a violation of local, state, or federal laws is also considered violations of Queens University of Charlotte policy.

## 22. Residence Hall Safety Policy

Due to the potential danger to lives and property and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Unauthorized entry into any restricted, locked, or closed residence hall space, basement or roof top. Unauthorized duplicating, lending or borrowing of room keys or access cards. Keys and access cards are intended for use by the person to whom they were issued. Students should not lend their keys or access cards to others.
- Residence hall and apartment hallways, stairwells and landings are to remain free of any materials at all times.
- Interfering or tampering with residence hall security systems.
- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls. This includes engaging in sports (e.g. golf, lacrosse, soccer, hockey, etc.) within the residence hall.

## 23. Balconies, Patios, And Windows

- Storage of any University-owned furniture from within the apartment or from public areas is prohibited.
- Cloth-upholstered furnishings or furniture and plastic desk chairs which contain metal of any type are prohibited from outside areas.
- The hanging of hammocks on balconies is prohibited.
- Throwing or lowering any object, including furniture, water balloons, trash, food, liquids or cigarette butts, from balconies, patios, or windows is prohibited.
- The display of signage or storage of items that would interfere with the integrity of campus housing facilities is prohibited. This includes, but is not limited to advertisement for businesses, pictures, posters, Greek letters, and lighted signs.
- Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may damage the window or screen. In order to protect individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or hung from any residence hall window.

## 24. Fire Hazards

The following articles are considered a fire hazard and are prohibited from campus housing.

- Wood paneling, particleboard, room partitions, space heaters and decorations, such as parachutes, fishnets, ceiling fans, and excessive numbers of posters are not allowed.

- No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only be used in ways appropriate to their construction.
- Students are not allowed to bring their own mattresses.
- Unapproved grills or other flammable devices are prohibited in or near campus housing (including porches and balconies). This includes, but is not limited to gas cans, lighter fluid, and propane.
- Extension cords are prohibited in campus housing. The suggested alternative is a power strip with an internal safety circuit breaker. These can be purchased at Wal-Mart, K-Mart or similar stores, as well as the University Bookstore.
- Housing units have definite limits on the capacities of their electrical systems. Overloading the systems can present a fire hazard. Only sealed-unit appliances such as are permitted in student rooms. Additional microwaves and refrigerators are prohibited, except for apartments that are not already equipped with these appliances. The following may not be used in student rooms: open-faced electrical or heating appliances (such as broilers, space heaters or toaster ovens).
- Mopeds/scooters, oil lamps, incense or lamps with halogen bulbs, string lights, rope lights, pre-lit trees, fiber optic trees/lights, electric blankets, live trees or live garland.
- No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing. Covering or hanging anything on or near sprinkler heads is prohibited.
- The possession and/or burning of candles and incense and the use of any open flame is prohibited.
- Possessing or using fireworks or explosives.

## 25. Fire Safety

In order to minimize the risk associated with fire in any community, the following are considered violations of the Fire/Safety Policy:

- Falsely reporting fire, bomb threat, or other emergency
- Pulling a fire alarm when no fire is evident
- Setting a fire, either accidentally or intentionally
- Tampering with or misusing fire/safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm systems or smoke detectors, or doors with alarms
- Failing to leave a building when a fire alarm is sounding or when being so directed by a University staff member

## 26. Animals In Campus Housing

Other than approved service animals or fish in a 10 gallon tank, no animals may be kept in campus housing for any time period or for any reason.

## 27. Misuse Of Master Key

The use of a University master key to gain or provide entry into a residence hall room, apartment, storage or maintenance area, office, or roof area is strictly prohibited without the direct permission of Residence Life staff. Any resident or student staff member who has been found misusing a University master key will be referred for judicial action.

## 28. Noise

In campus housing, it is imperative that all residents respect the rights of others living near them. In the apartments, residents need to respect those who live above and/or below them. Residents who feel that their neighbors are being too loud are encouraged to talk with their neighbors about the disturbance and/or contact either their RA or Campus Police if the disturbance fails to immediately cease.

- Any use of sound equipment should be confined to the individual student's room and should be at a level that does not disturb other residents.
- Courtesy hours are in effect at all times. Anyone approached about noise levels should make an effort to decrease the noise and contain it within his or her room.
- The following quiet hours have been established:
  - a. Sunday through Thursday 10:00 pm to 8:00 am (this includes Friday morning to 8:00am)
  - b. Friday, Saturday, and Sunday from midnight to 8:00 am.
  - c. During Reading Day and throughout the exam period, quiet hours are in effect 24 hours a day beginning at 10:00 pm the night prior to Reading Day.
- The playing of percussion, brass, string, woodwind or electric instruments is prohibited in campus housing.

## 29. Visitation

A visitor is defined as any person who is not an assigned resident of a particular residence hall room. When hosting visitors, you are expected to conduct yourself in a considerate manner with regard to the rights and needs of your roommate, suitemates, and residential community. The following guidelines apply to residence hall visitation:

- No visitors or guests under the age of 17 are allowed unless accompanied by a parent or legal guardian or sponsored by an office or department of the university as a prospective student.
- Off-campus visitors must be escorted at all times in the residence halls and to the appropriate bathroom. Current residential students are not required to be escorted when visiting another residence hall on campus. The hosting student is responsible for ensuring that off-campus visitors comply with all residence hall policies and will be held accountable for the behavior of his/her guests.
- No visitor may be an overnight guest for more than two consecutive nights or for more than eight nights total during a semester. No overnight visitors will be permitted during final exam periods.
- Cohabitation by students and non-students not assigned to the particular residence hall is strictly prohibited.
- Partners of the same or opposite sex are not permitted to use the shower simultaneously in any residential facility.

## 30. Web Cameras

The installation and/or use of web cams on the exterior of rooms/apartments is prohibited.





## **Imminent Danger/Temporary Administrative Suspension**

It is the responsibility of the Dean of Students Office to ensure the health and safety of all students at all times. On occasion, it may be necessary for the Dean of Students office to act swiftly to protect the health and safety of the Queens community and to ensure the educational process on campus is not disrupted.

To that end, on rare occasions the Dean of Students may determine a student to be an "imminent danger" to themselves or others and that student may immediately, through administrative action, be removed from residence and/or temporarily administratively suspended from the University. Imminent danger is defined as "more likely than not" to result in harm to self or others. Some examples include, but are not limited to, threats of harm to others, using/possessing illegal drugs on campus, self-injurious behavior, possession of a weapon, etc. On most, but not all, occasions the Dean of Students will consult with the University's Behavioral Assessment Team (BAT) to make such determinations. The BAT is comprised of four members including the Associate Provost & Dean of University Programs, AVP for Campus Security & Chief of Campus Police, the Director of Treasury and Risk Management, and the Dean of Students who chairs the team.

A student arrested for a criminal felony offense will by definition be considered an imminent threat to the community and be temporarily suspended pending the outcome of their trial and/or decision by the district attorney. Decisions about any administrative action can be appealed to the Vice President of Enrollment Management who retains final authority on such appeals.

Administrative removal from the residence halls or administrative suspension does not presume responsibility on the part of the accused student and will only be used when there is enough evidence to proceed with a judicial hearing before the appropriate hearing board. A judicial hearing will be held as soon as possible following any administrative removal or suspension. In nearly all cases, the student will be allowed on campus to attend their hearing. However, in situations where the Dean of Students believes there continues to be an immediate and on-going risk to the community s/he reserves the right to have the accused student's input at their hearing occur by phone. If the accused student is found not responsible by the appropriate hearing board, any administrative action taken against the student will be immediately reversed. If the accused student is found responsible, any sanctions for the student will be determined by the hearing board.

# HEARING BOARDS

There are three boards used to adjudicate alleged community violations of the Queens University of Charlotte Honor Code. The appropriate board is selected by the Dean of Students, at his or her discretion, depending upon the nature and scope of the alleged violation. Details of each board are provided below. All boards are trained at the beginning of each academic year.

## **Campus Judicial Board (CJB)**

The Campus Judicial Board (CJB) is a student run board and branch of SGA charged with adjudicating alleged violations of the Community Honor Code. The CJB handles the majority of community violations adjudicated by a board. The Campus Judicial Board is comprised of: The Chief Justice (votes only in the event of a tie between the voting members of the CJB), five Executive Panel members (voting members), a faculty advisor (non-voting member), and a representative of the Dean of Students Office (non-voting member). The Chief Justice and/or CJB Advisor will meet with any accused student before the hearing at the student's request. At this meeting the student is advised of his/her rights, the judicial process is reviewed, and any questions the accused student has regarding the hearing or the judicial process will be answered. Disciplinary sanctions imposed by the CJB do not become effective until the Dean of Students has approved the sanction.

## **Community Hearing Board (CHB)**

The CHB consists of five voting members: two students (selected from the following: Student Government Association Executive branch, Campus Judicial Board, and the Honor Council), and three faculty members (selected from the following: CHB Faculty Advisor, Honor Council Faculty Advisor, or an At-Large Faculty Member). The CHB is chaired by the Dean of Students or his/her designee in a non-voting capacity and is available to answer any questions from any party involved in a judicial case. The CHB is most often, although not exclusively, called upon to handle matters involving a victim, repeat offenses, and/or particularly egregious violations of the Honor Code. Disciplinary sanctions imposed by the CHB become effective immediately, unless and until an appeal is granted.

## **Sexual Misconduct Hearing Board (SMB)**

The Sexual Misconduct Hearing Board is charged with hearing and adjudicating alleged violations of the Sexual Misconduct policy for all students. This Board consists of five voting faculty or staff members or senior members of CJB, Honor Council, or SGA specifically trained to adjudicate incidents of sexual misconduct. The Sexual Misconduct Board is chaired by the Dean of Students or his/her designee in a non-voting capacity. The Dean of Students will meet with both the complainant and respondent to review the process and answer any questions regarding the case. Disciplinary sanctions imposed by the SMB become effective immediately, unless and until an appeal is granted.

# COMMUNITY VIOLATION PROCESS FLOWCHART

Student is accused of a community violation. An incident report and/or a police report is forwarded to the Dean of Students Office.



The Dean of Students (or his/her designee) or the appropriate dean will contact the accused student and set up a meeting to review the alleged violations and any charges stemming from these violations.

The accused student has two options.



The student may accept responsibility for the alleged violation during the initial meeting, thereby waiving his/her right to a hearing. In doing so, the student accepts the sanction deemed appropriate by the dean. If a student chooses this option, there is no option for appeal.



The student has a right to a hearing before an appropriate board, either the Campus Judicial Board, Community Hearing Board or the Sexual Misconduct Board.



The student is notified in writing of the outcome of the hearing. A copy of this notification is kept in the student's file in the appropriate dean's office.



The student may request an appeal hearing per the guidelines in the honor code booklet. If approved, the appropriate dean will convene the hearing.



The student is notified in writing of the outcome of the judicial action. A copy of this notification is kept in the student's file in the appropriate dean's office.

### III. GENERAL VIOLATION PROCEDURES

All cases involving an alleged violation of the Queens Honor Code follow the same basic structure. This structure assures the integrity and fundamental fairness of the process. Any student accused of a policy violation, whether academic or community is encouraged to review the policies and procedures contained within this document and discuss them with the appropriate dean or dean's designee to clarify their rights as an accused student. While there are slight differences in how academic and communications are handled, the procedures and expectations listed within this booklet provide an outline of what every student can expect from this process.

## JUDICIAL PROCESS FOR ALLEGED VIOLATIONS

The procedures and expectations listed below provide a general outline of what every student can expect from the campus judicial process.

### **Notifications**

#### Incident Report

A report is filed with the appropriate dean's office indicating a violation of the Queens University of Charlotte Honor Code. Alleged violations of the academic portion of the Honor Code are referred to the Associate Provost and Dean of University Programs. Alleged violations of the community portion of the Honor Code are referred to the Dean of Students.

#### Notification Letter

All students have the right to know the charges filed against them and hence which policy has allegedly been violated. The charge letter must be sent to the student's Queens e-mail account (a copy may also be sent to their MSC Box or off-campus address) requesting a meeting with the dean or his or her designee. Students are given 72 hours to reply to the charge letter in writing or in person confirming receipt of the letter and making an appointment to discuss the charges.

#### Informal Meeting with Dean and/or Designee

During the initial meeting with the dean and/or the dean's designee the student will review all documents and discuss the allegations. The dean and/or the designee may at this time determine it is appropriate to drop the charges, refer the case to a hearing body, or offer a sanction. If the charges are dropped the file is closed and the incident report is discarded. If a sanction is proposed the student may:

- Accept responsibility for the alleged violation, thereby waiving his/her right to a hearing. In doing so, the student accepts the sanction deemed appropriate by the dean.
- Not accept responsibility and/or the sanction and choose to have the case heard by an appropriate hearing body. If the case involves an academic matter it will be heard by the Honor Council. In community cases the case may be referred to either the Campus Judicial Board (most likely), the Community Hearing Board (cases involving a victim, repeat offenses, and/or particularly egregious violations of the Honor Code), or the Sexual Misconduct Hearing Board (all cases of alleged sexual misconduct). The decision of which board shall hear the case is made at the discretion of the dean and/or the dean's designee.

#### Hearing Notification

Official notice regarding the time, date, location of the board hearing and a reiteration of the charges will be communicated to the student in writing to his/her Queens e-mail, MSC Box, or off-campus address. The notice will be delivered at least 72 hours before the date of the hearing, to allow the accused student adequate time to prepare for the hearing. Students may request to waive their right to 72 hours of notice by putting such requests in writing to the



University official who has contacted them about meeting about their alleged violation. Students most often request to waive their right to 72 hours of notice at the end of the semester. Hearings for alleged violations must occur within 30 business days of the alleged violation (excluding break periods and periods when class is not in session) except in situations necessitating an investigation, or cases involving local, state, or federal authorities.

## **Rights Of The Complainant And/Or Respondent**

### **Right to Present Evidence**

Students have the right to present evidence -- for example, a written statement on their behalf. Anything the student wishes to present during their hearing must be provided to the appropriate judicial body at least 48 hours in advance of the scheduled hearing. Evidence must relate directly to the case and cannot be character references, comments from family members or friends, or other extraneous information. The chair of the hearing will decide what constitutes appropriate and inappropriate evidence.

### **Right to Reject Hearing Body Member**

An accused student has the right to request that any one student, faculty member or staff member be removed from a hearing body. Only one such request may be made and it must be in writing, at least 48 hours prior to the hearing (as stated above the University must provide a hearing notification, including a list of members of the hearing body, at least 72 hours prior to the hearing). The dean or dean's designee will consider the request and render a decision within 24 hours of the hearing. If the request is honored, an appropriate replacement may be sought. However, if deemed necessary by the dean and/or the dean's designee, the hearing may move forward without a replacement.

### **Right to an Advisor**

An advisor may assist an accused student at his/her hearing. The advisor must be a current Queens University of Charlotte student, faculty, or staff member. Any member of the hearing body may serve as an advisor for the case in question. The advisor cannot speak for the accused student; he/she may only advise the student. In rare cases that could be pursued in criminal and/or civil court, such as sexual misconduct cases, the Dean of Students may permit an individual outside the university community to serve as an advisor. If an advisor is a member of the hearing body he/she can no longer serve as a member of the hearing board. The accused student must notify the appropriate judicial body at least 48 hours in advance of a hearing if he/she intends to bring an advisor. It is the student's responsibility to communicate with his/her advisor the details of the hearing and case.

### **Right to a Quorum**

Each hearing body has a clear outline of hearing body members and the number of members needed to be present for a hearing to be convened, this constitutes a quorum. Occasionally a quorum may not be able to be reached due to an emergency or other extenuating circumstance. On the rare occasion this occurs the hearing will be rescheduled or the student may choose to waive his/her right to a quorum. If the student chooses to waive this right, the absent member will no longer provide as procedural error or grounds for an appeal.

### **Privacy of the Hearing**

All hearings will be closed to those persons not directly involved in the hearing.

### **Participation at the Hearing**

Respondents have the right to represent themselves at the hearing. If a respondent cannot be physically present at the hearing, the chair may allow him/her to participate remotely using technology (phone, Skype, etc.). If remote participation is necessary, the respondent must send a request in writing to the hearing chair 48 hours prior to the hearing. The chair may also allow others (witness, faculty, board member, etc.) to use technology to be present if necessary.

## **Burden Of Proof**

The Hearing Body will determine, by majority vote, whether a student is responsible for the violations he/she is accused of during the hearing. The determination will be based on the standard of whether it is "more likely than not" that the accused student has committed a violation. A student may be found responsible for a lesser charge if, after review of the reports and the course of the hearing, it becomes evident that a lesser offense has been committed. All materials upon which a decision may be based must be introduced for consideration at the hearing. Findings in the case will be based only on evidence submitted during the hearing.

## **Violations Discovered During A Hearing Or Investigation**

On occasion, violations are discovered during a hearing or the investigation process. These violations may not go through the normal process and therefore be adjudicated at the time they are discovered.

## **HEARING OUTLINE**

All hearings will proceed in the following order (some variations may exist depending upon the hearing body):

1. Introductions (Board/Council introduces themselves)
2. Reading of the Charge(s) (charges read and clarified by chair)
3. Student Plea (responsible or not responsible)
4. Presentation of evidence or opening statement by the accused student or witness (not in the same room at the same time)
5. Questions by members of the Hearing Board or Council
6. Closing remarks by the accused student or witness
7. Deliberation by the Hearing Board or Council (finding of responsible/not responsible and any sanctions as the result of a finding of responsible)
8. Notification of Findings - After the deliberation portion of the hearing, the accused student will be notified verbally and in writing of the findings in the case at the hearing. Written findings will also be communicated to the accused student through his/her Queens email address, MSC Box, and/or local or home permanent address.

## **DISCIPLINARY RECORDS**

All formal disciplinary records will be kept in the student's file in the Dean of Students Office for a period of five years after the student separates from the University. Any sanctions involving suspension, expulsion, or dismissal will be kept on file permanently in the Dean of Students' office. All records are sole property of Queens University of Charlotte. Graduate student records are kept in the Office of Academic Affairs.

# SANCTIONS FOR VIOLATIONS OF THE HONOR CODE

While each hearing officer and judicial board may impose their own sanctions for violations of the Honor Code below is a listing of the general categories available for both academic and community violations.

**Disciplinary Warning:** An official written clarification that a student's behavior is in violation of university regulations or standards. Disciplinary Warnings are often used for minor, first-time violations, although this is not always the case.

**Disciplinary Reprimand:** An official written notification that a student's behavior is in violation of University regulations and standards and is not acceptable in the Queens community. Additional sanctions, such as restitution, community service, fine, etc, might be coupled with a Disciplinary Reprimand.

**Deferred Disciplinary Probation:** An official written notification that a student's behavior is in serious violation of University regulations and standards and that the student's standing with the university is in jeopardy. Any additional violations during the Deferred Disciplinary Probation period will automatically result in at least Disciplinary Probation for the minimum of one semester. The sanctioning body may issue a more severe sanction in addition to Disciplinary Probation if it sees fit. Students may continue to represent the university while on Deferred Disciplinary Probation.

**Disciplinary Probation:** Probation for a period of time equivalent to at least one semester, but no more than three semesters or one academic year, indicating that the individual's standing with the University is in jeopardy and that further negligent or willful violation will normally result in suspension, dismissal, or expulsion. During this period of Disciplinary Probation the student may not represent the University in any form or fashion, including University athletic competition, student leadership positions or any non-academic pursuit. However, the student may attend social, athletic, or non-academic events as a spectator.

**Social Probation:** Probation for a period of time determined at the discretion of the hearing body, indicating that the individual is not to participate in social activities at the University. Social Probation restricts the student from attending programs and activities sponsored by and for the University community unless such attendance is an academic requirement.

**Removal From Residence Halls:** Prohibits the student from residing in any University-operated residence hall on either a temporary (as a guest) or permanent basis. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence halls during this period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the semester.

**Community Service:** When deemed appropriate, the judicial body may also require the performance of a specified number of community service hours. This sanction will be fulfilled either on or off-campus. On-campus service will be in a designated department.

**Educational Sanction:** When deemed appropriate, the judicial body may require performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person) or a public presentation or workshop on a designated topic. Educational sanctions also include required counseling or issues exploration and testing. These services, if off-campus, are to be at the student's expense.

**Restitution:** When deemed appropriate, the judicial body may require restitution for damages or other payment of expenses incurred as a result of the student's actions. Restitution may be required to the University, a specific department or a specific individual as determined by the hearing.

**Fines:** When deemed appropriate, the judicial body may levy fines payable to the university. Fines will be used for student educational programs and/or the publication of the Queens Honor Code.

**Suspension:** Separates the student from the University for a specific period of time. Such separation prohibits attendance at any class, social event or other function or visiting University grounds or buildings unless by written permission. Reapplication for admission to the University is not required following a term of suspension.

**Dismissal:** Separates the student from the University for a period of time no less than two full semesters and no greater than four academic years. Such separation prohibits attendance at any class, social event or other function or visiting University grounds or buildings unless by written permission. An individual wishing to resume studies after having been dismissed must reapply for admission to the university.

**Expulsion:** Separates the student from the University. Such separation prohibits attendance at any class, social event or other function or visiting University grounds or buildings. An individual who has been expelled is ineligible for readmission to the University.



# APPEALS

## Process And Grounds For An Appeal

In the interest of fairness, the recipient of disciplinary action has the right to appeal if sufficient grounds have been determined. It is the responsibility of the body of original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented. All appeals must be submitted in writing to the appropriate dean within 48 hours of the original hearing.

Appeals must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision will not be basis for consideration of an appeal. The grounds for considering an appeal is the presentation of facts that indicate:

- An error in procedural process by the body of original jurisdiction that prejudiced the disciplined student to the extent that the student was denied a fundamentally fair hearing as a result of the error; or
- The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and that, had it been presented at the initial hearing, would have substantially affected the original decision of the adjudicating body; or
- A sanction of suspension, expulsion or dismissal results in automatic grounds for an appeal; however, the student must submit a written request within 48 hours of the original hearing. If the student does not submit a written request within the 48 hours, an appeal will not be granted.

The appropriate dean (as outlined in procedures above) will make a determination within 5 business days as to whether sufficient grounds for appeal, based on the standards above, have been alleged. Appeals that do not allege sufficient grounds will be denied consideration and will be dismissed. Appeals that do allege sufficient grounds will be accepted for consideration and a hearing will be held within 30 business days of that decision. The dean may, at his or her own discretion, permit written or oral statements from the concerned parties at the time of appeal.

The decision concerning the scope of the appeals hearing will be made by the dean in consultation with relevant parties and will be shared with the accused student at the time the appeal is approved or denied. The appeal may or may not be limited to the verdict, sanction, or both and will be based on the grounds for appeal and the best judgment concerning fundamental fairness. This may or may not necessitate the entire case being reheard.

In compliance with Title IX and the Office of Civil Rights procedures, sexual misconduct complainants also have the right to an appeal following the same procedures listed above.

The appeal hearing will be conducted by the appropriate appellate body, chaired by a different person than the initial hearing. The options available to the appellate body, based on the grounds and scope of the appeal, are:

- Sustain the verdict and sanction
- Sustain the verdict, but alter the sanction
- Reverse the verdict
- Remand it to the original judicial body (to reconsider the penalty)

The Vice President for Enrollment Management of the university retains final authority on all appeals for undergraduates for violations of the community portion of the Honor Code and subsequent disciplinary actions. The Vice President for Academic Affairs retains final authority on all appeals for community violations of the Honor Code for all graduate students and for the academic portion of the Honor Code for all students.

## **Appeals Board**

The Appeals Hearing Board shall consist of five to six voting members, including three faculty members (selected from the following: Chair of the Faculty Council, CJB Advisor, Honor Council Advisor, and /or a Faculty Member at Large) and two to three students (selected from the following: SGA President and/or an Executive Council Member, Honor Council President and/or another Honor Council Member, and the CJB President and/or a CJB Member).

The Associate Provost and Dean of University Programs will serve as the chair for the Appeals Hearing Board for academic violations of the Honor Code. The Dean of Students shall serve as chair for the Appeals Hearing Board for cases emanating from the CJB or CHB, or SMB. In the event the Dean of Students or Associate Provost and Dean of University Programs is unavailable, has chaired the previous case, or has been asked to step down by one or more parties, an academic dean will chair the Appeals Hearing Board.

Individuals who served in a voting capacity for the original hearing either with the Honor Council, Campus Judicial Board, Community Hearing Board, or Sexual Misconduct Hearing Board are not allowed to serve in a voting capacity on an Appeals Hearing Board case.





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