

PRINCIPLES OF THE BROWN UNIVERSITY COMMUNITY

Academic



*Student
Conduct Codes*



BROWN

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PRINCIPLES OF THE BROWN UNIVERSITY COMMUNITY

We, as members of the Brown University community – faculty, undergraduates, graduate and medical students, and staff – are dedicated to supporting and maintaining a scholarly community in which all share together in the common enterprise of learning. As a central aim, Brown University promotes intellectual inquiry through vigorous discourse, both oral and written. The fundamental principles that must necessarily undergird this aim include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for University resources. In becoming a part of Brown University, we accept the rights and responsibilities of membership in the University’s academic and social community, and assume the responsibility to uphold the University’s principles.

Respect for the Integrity of the Academic Process

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual purposes of the University. Our conduct as community members should protect and promote the University’s pursuit of its academic mission. We are all, therefore, expected to conduct ourselves with integrity in our learning, teaching, and research, and in the ways in which we support those endeavors.

Individual Integrity

In order to ensure that the University can dedicate itself fully to its academic and educational vision, it is expected that an individual's personal integrity will be reflected not only in honest and responsible actions but also in a willingness to offer direction to others whose actions may be harmful to themselves or the community. The University expects that members of the Brown community will be truthful and forthright. The University expects that community members will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own safety, welfare, academic well-being or professional obligations, or for that of others.

Respect for the Freedoms and Privileges of Others

We strive for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance, and understanding. Brown University values and encourages individuality while also affirming the community dimensions of academic life. A socially responsible community provides a structure within which individual freedoms may flourish without threatening the privileges or freedoms of other individuals or groups.

The University is committed to honest, open, and equitable engagement with racial, religious, gender, ethnic, sexual orientation and other differences. The University seeks to promote an environment that in its diversity is integral to the academic, educational, and community purposes of the institution.

Respect for University Resources

All community members must respect the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the institutional mission.

THE ACADEMIC CODE

Academic integrity protects and promotes the University's pursuit of its academic mission. Membership in the Brown community thus carries with it a responsibility for upholding the University's principles. All members of the Brown community are expected to conduct themselves with integrity in their learning, teaching, research, and writing. It is also incumbent on those who know or suspect that someone else has violated Brown's academic code to report their knowledge or suspicions to the appropriate University authorities.

Community Values and Benefits

The interests and long-range welfare of the University community are best served if all faculty, students, and staff feel a commitment to the principles upon which the Academic Code is based. Faculty are urged to review the procedures by which they evaluate student work and to avoid situations and processes that may make cutting corners or obtaining unauthorized assistance easy. Students are urged to consider that the public value of their education depends on the integrity of the grading system, and that academic dishonesty in any form dilutes the value of those grades. If they know of fellow students who are cheating or taking unfair advantage of policies or procedures, they should bring that to the attention of the Standing Committee on the Academic Code. Such reports may be made anonymously, if the student so wishes.

The Academic Code is not intended to diminish collegiality at Brown. All of us learn from our colleagues, and education is by its nature a cooperative enterprise. Simple justice requires that students receive the quantity and quality of academic credit they have earned. Justice of this sort is by no means incompatible with the community values and shared experiences on which a liberal education is based.

Basic Policy

Academic achievement is evaluated on the basis of work that a student produces independently. A student who obtains credit for work, words, or ideas that are not the products of his or her own effort is dishonest and in violation of Brown's Academic Code. Such dishonesty undermines the integrity of academic standards of the University. Infringement of the Academic Code entails penalties ranging from reprimand to suspension, dismissal, or expulsion from the University.

Brown students are expected to tell the truth. Misrepresentation of facts, significant omissions, or falsifications in any connection with the academic process (including Change of Course permits, the academic transcript, or applications for graduate training or employment) also violate the Code. This policy applies to currently enrolled students as well as alumni/ae, insofar as it relates to Brown transcripts and other records of work at Brown.

A student's name on any exercise (e.g., a theme, report, notebook, performance, computer program, course paper, quiz, or examination) is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help. In some instances an instructor or department may authorize students to work jointly in solving problems or completing projects; such efforts must be clearly marked as the results of collaboration. Where collaboration is authorized, students should be very clear as to which parts of any assignment must be performed independently.

Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit the same exercise in more than one course. Students who perceive the possibility of an overlapping assignment should consult with their instructors before presuming that a single effort will meet the requirements of both courses.

Misunderstanding the Code will not be accepted as an excuse for dishonest work. If a student is in doubt about work in a particular course, he or she should consult the instructor of the course or one of the academic deans in his or her appropriate division so as to avoid the charge of academic dishonesty.

Offenses Against the Academic Code

Use of Sources

In preparing assignments a student often needs or is required to employ outside sources of information or opinion. All such sources should be listed in the bibliography.

Citations and footnote references are required for all specific facts that are not common knowledge and about which there is not general agreement. New discoveries or debatable opinions must be credited to the source, with specific references to edition and page even when the student restates the matter in his or her own words. Word-for-word inclusion of any part of someone else's written or oral sentence, even if only a phrase or sentence, requires citation in quotation marks and use of the appropriate conventions for attribution. Citations should normally include author, title, edition, and page. (Quotations longer than one sentence are generally indented from the text of the essay, without quotation marks, and identified by author, title, edition, and page.) Paraphrasing or summarizing the contents of another's work is not dishonest if the source or sources are clearly identified (author, title, edition, and page), but such paraphrasing does not constitute independent work and may be rejected by the instructor. Students who have questions about accurate and proper citation methods are expected to consult reference guides as well as course instructors.

Copyright Infringement

Improper use of copyrighted materials can also constitute infringement of the Academic Code when it compromises the integrity of the academic process.

Creative Work

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording, or dialogue taken from published work, including websites; film, video, and DVDs; radio and television programs; and lectures or other sources, without full acknowledgment.

Examinations, Quizzes, and Tests

In writing examinations and quizzes, the student is required to respond entirely on the basis of his or her own memory and capacity, without any assistance whatsoever except such as is specifically authorized by the instructor.

Cheating on examinations and quizzes can take the forms listed below. The list is not exhaustive.

- Engaging in other actions that undermine equity and reduce the objectivity of evaluation of student work
- Having another person take an examination in one's own name
- Using unauthorized materials from which one gains unfair assistance during an exam
- Appropriating an exam or exam materials without authorization
- Missing an exam in order to gain an advantage
- Copying other students' work during an examination
- Engaging in collaboration or unauthorized assistance on take-home examinations or assignments

Laboratory Work and Assignments

Notebooks, homework, reports of investigations or experiments, and computer code projects must meet the same standards as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgment of this fact must be made in the report submitted. Obviously, it is dishonest for a student to falsify or invent data.

Registration Documents

Change of Course Permits, also known as Add/Drop slips, become official University documents once they are processed by the Registrar's Office. Registration transactions are mechanically clocked and dated; the original copy is retained by the Registrar. Students are handed a receipt, which is also an official document. Any alteration of the receipt to use as evidence of adding or dropping a course, of changing a grade option, or of gaining entrance to a course constitutes a serious violation of the Academic Code.

Other Offenses

In addition to fraudulent uses of sources or tampering with registration documents as described above, academic dishonesty includes a number of other offenses that circumvent procedures set up to produce fair grades. These actions include, but are not limited to, the following:

- Lying in the course of investigation of an Academic Code case or during a hearing before the Committee on Academic Standing
- Using commercial "research" companies' services
- Using papers, reports, or other course exercises produced by other students and/or that have been saved or kept on file from earlier years
- Furnishing one's own or others' course work to one or more other students
- Falsifying records or routines for grading, whether before or after graduation
- Gaining access to a recommendation without permission once rights have been waived
- Withholding, removing, or destroying materials needed by other students for class exercises

Procedures for Academic Code Hearings

All cases of suspected academic dishonesty in the College or Medical School shall be referred to the Case Administrator of the Academic Code, who shall be an academic dean appointed by the Dean of the College. Faculty and students are urged to report their

suspensions so that all members of the University community will feel equally responsible for academic honesty, and so that repeat offenders may be identified.

The person alleging a violation of the Code shall provide copies of the work in question and describe in an accompanying narrative the nature of the alleged violation. In cases of plagiarism, the person making the charge shall provide copies of original sources, if available, marking plagiarized phrases, sentences, and/or paragraphs, and shall indicate borrowings in the text of the accused and in original sources. In the case of an examination, the person making the charge shall provide copies of the examination in question, indicate specifically the grounds for the charge, and explain his or her process of discovery. Other alleged offenses against the Academic Code shall be documented with equal thoroughness and in equal detail.

All cases of suspected academic dishonesty will be screened by the Case Administrator, in consultation with faculty involved in the case and expert witnesses if needed. The Case Administrator determines whether or not a case requires a formal hearing. Such decisions are not considered final or binding and may be changed on the basis of new information or a shift in judgment. Pertinent materials in a case dismissed for insufficient evidence or deemed not to require a formal hearing will remain in the Committee's confidential files and will be consulted in the event that future charges are brought against the student(s).

If, after screening, the Case Administrator decides that a formal hearing is warranted, he or she shall, as soon as possible, notify the accused student of the specific charge(s) of dishonesty, the time and place of the hearing, the nature of the evidence that will be presented against the student, and the range of penalties that may be imposed if the Committee finds that academic dishonesty has occurred.

Cases that arise after the suspected offender has graduated from the University shall be handled in the same way as cases involving current students, except that the time intervals for notification shall be extended to allow for response from an accused person who is not on campus.

Student Rights

The accused student is permitted to consult a Brown faculty or administrative advisor on matters of preparation for the hearing, hearing procedures, and possible outcomes. The Case Administrator will provide the accused student with a list of persons from within the University community who, by prior experience and interest, can provide knowledgeable advice. The advisor is not permitted to attend the academic code hearing except as a possible witness.

The accused student has the right to dispute the evidence against him or her and the right to present evidence and witnesses of his or her own to support his or her case, to examine any witnesses against him or her, and to avoid self-incrimination by declining to answer questions or by declining to participate in the proceedings in whole or in part. Declining to participate in an Academic Code hearing does not affect the validity of the Committee's deliberations, nor does it affect the authority of the University or its representatives to impose penalties if dishonesty is found to have occurred.

Standing Committee on the Academic Code

Hearings, deliberations, and decisions on penalties, culpability, or innocence shall be made by a Standing Committee on the Academic Code, consisting of a dean from the accused student's college/school (but not the Case Administrator), plus two faculty members to be chosen from a standing pool of six. The Faculty members shall serve staggered terms of three years, with two members being elected through the Faculty's regular procedures every year on a rotating basis. Faculty members eligible to serve on the Academic Code Standing Committee include all voting members of the Faculty and all emeritus faculty.

In the event that two faculty members are not available at the scheduled time for a Code Committee hearing, an academic dean may fill the place of one or both of the faculty members. No person serving as an accused student's advisor can also serve as a member of the Academic Code Committee for that hearing.

The Academic Code Committee's procedures are administrative in nature and concern internal University affairs; accordingly, the deliberations of the Standing Committee need not be subject to formal rules of civil procedure or evidence. The meetings/hearings

need not be open to the public, the accused does not have a right to legal counsel at the meetings/hearings, nor shall legal counsel be part of the appeal process.

Committee Findings

If an undergraduate student is determined to be in violation of the Academic Code, the Standing Committee shall determine an appropriate sanction, which will be conveyed to the student in a letter from the Committee. The student will be informed in the letter that he or she has the right to appeal any decisions by the Academic Code Committee to the Dean of the College.

If a medical student is determined to be in violation by the Standing Committee, the medical school's Medical Committee on Academic Standing (MCAS) shall determine an appropriate sanction. The hearing materials before the Standing Committee will be forwarded to the MCAS for consideration. The Chair of the Standing Committee shall participate as a non-voting member of the MCAS. The MCAS shall afford the student the opportunity to appear before the MCAS in order to speak and respond to questioning. The MCAS may also invite other individuals to appear for the purpose of providing information to the Committee. The student may be accompanied by a Brown University faculty or staff advisor but may not be accompanied by an attorney. The student shall be informed of the penalty assessed in a letter by the MCAS. The student will be informed in the letter that he or she has the right to appeal any decisions to the Dean of Medicine.

When the Standing Committee determines that an accused student did not commit a violation, materials considered in the case, except the original exam or other work, shall be destroyed, and no record of the accusation or the investigation shall appear in the student's file. If the judgment is "insufficient evidence to determine guilt or innocence," no record of the charge or investigation will remain in the student's folder, but all materials related to the case will be kept in the confidential files of the Standing Committee.

Any institutional action taken against a student for an infraction of the Academic Code must be reported in future applications to graduate and professional programs, such as medical schools or law school, even if it does not appear on the student's academic transcript, did not result in separation from the University, and/or if the student believes the offense to be minor.

Appeals Process

An undergraduate student who has been found in violation of the Academic Code may appeal the Committee's ruling to the Dean of the College. Medical students may appeal the Standing Committee's ruling and/or MCAS's ruling to the Dean of Medicine. The appellant has five working days in which to appeal the Committee's decision; the five-day period for an appeal to the Dean of the College (in the case of undergraduate students) or Dean of Medicine (in the case of medical students) will begin to run on the first working day following receipt of the letter from the Standing Committee or MCAS. The student's appeal of the Committee's decision must be in writing and shall include all materials the appellant considers relevant, including a narrative clearly outlining the grounds of appeal.

Normally, appeals will be considered only when new information that was not reasonably available at the time of the hearing becomes available or when an allegation of substantial procedural error on the part of the University or the Academic Code Committee is made. The decision of the Dean of the College (in the case of undergraduate students) or the Dean of Medicine (in the case of medical students) in response to an appeal will prevail whether or not the student found in violation has participated in deliberations and hearings.

A University official or officer alleging a violation of the Code shall be sent copies of all written notices mentioned in these procedures, and has the right to appeal the Committee's decision to the Dean of the College. Such appeals must be submitted in writing within five business days of the official or officer receiving notice of Academic Code Committee's or MCAS' final dispositive action.

Penalties for Violating the Academic Code

The Standing Committee on the Academic Code is authorized to enact any penalty it judges to be appropriate for a violation of the code. The most common penalties assessed by the Academic Code Committee are described below.

I. Reprimand

In some cases in which a first offense has been judged to merit a minor penalty, the student will be allowed to repeat the exercise or complete an alternate assignment, as determined jointly by the instructor of the course and the Case Administrator. A letter of reprimand will be written to the student. A copy of the letter will be placed in the student's academic folder. In exceptional cases, the Standing Committee may vote to remove the letter of reprimand from a student's folder after a specified time pending good behavior. Responsibility for evaluation of the student's work in the course continues to belong to the instructor of the course. Normally, the following will accompany a reprimand:

1. Permanent record entry in the student's internal academic folder
2. Parental notification
3. If the student later requests an institutional letter of support for admission to graduate or professional school, it will be provided but may refer to the incident.

II. Loss of credit in the exercise

For most offenses the least severe penalty will be loss of credit in the exercise. The student may be required to repeat the exercise or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course. Normally, the following will accompany this penalty:

1. Permanent record entry in the student's internal academic folder
2. Parental notification
3. If the student later requests an institutional letter of support, it will be provided but may refer to the incident.

III. Directed No Credit in the course

When the offense is sufficiently serious to merit failure in the course, the student will be withdrawn from the course immediately following adjudication. Normally, the following will accompany this penalty:

1. Permanent record entry in the student's internal academic folder
2. Parental notification
3. Transcript notation of No Credit in the course and of violation of the Academic Code
4. Withholding of an institutional letter of support for admission to graduate or professional school, or discussion of the offense in the letter. If the offense occurs after such a letter has already been written, the letter may be withdrawn or supplemented, with appropriate explanation.

IV. Suspension

A serious offense may result in the student's suspension from the University for a period of one semester or longer. Normally, the following will accompany suspension:

1. Permanent record entry in the student's internal academic folder
2. Parental notification
3. Withholding of an institutional letter of support for admission to graduate or professional school or discussion of the offense in the letter. If the offense occurs after such a letter has already been written, the letter may be withdrawn or supplemented, with appropriate explanation.
4. Transcript notation of Directed No Credit in the course and of violation of the Academic Code
5. Termination of University privileges, such as Brown email access, departmental mailbox, meal card, dorm room, and access to University buildings

V. Dismissal

A student who has been dismissed must earn readmission, by work and/or study away from Brown for at least one semester and usually an academic year or more. Normally, the following will accompany dismissal:

1. Permanent record entry in the student's internal academic folder
2. Parental notification

4. Withholding of an institutional letter of support for admission to graduate or professional school or discussion of the offense in the letter. If the offense occurs after such a letter has already been written, the letter may be withdrawn or supplemented, with appropriate explanation.
5. Transcript notation of Directed No Credit in the course and of violation of the Academic Code
6. Termination of University privileges, such as Brown email access, departmental mailbox, meal card, dorm room, and access to University buildings

VI. Expulsion

A very serious offense or multiple offenses may warrant permanent expulsion from the University. Normally, the following will accompany expulsion:

1. Permanent record entry in the student's internal academic folder
2. Parental notification
3. Withholding of an institutional letter of support for admission to graduate or professional school or discussion of the offense in the letter. If the offense occurs after such a letter has already been written, the letter may be withdrawn by the University with appropriate explanation.
4. Transcript notation of Directed No Credit in the course(s) and of violation(s) of the Academic Code
5. Termination of University privileges, such as Brown email access, departmental mailbox, meal card, dorm room, and access to University buildings

VII. Revocation of degree

An offense that is discovered after the awarding of a degree may warrant the revocation of that degree. Normally, the following will accompany revocation:

1. The withdrawal of any institutional letters of support for admission to graduate or professional school

2. Permanent record entry in the student's internal academic folder
3. Parental notification
4. Notification of concerned faculty, including the chair of the student's department of concentration and thesis advisor, if any
5. Notification of external parties who had been informed of the original awarding of the degree
6. Directed No Credit in the course(s)
7. Transcript notation that the degree was revoked for violation of the Academic Code

REGULATIONS REGARDING RESEARCH CONDUCTED AT BROWN UNIVERSITY

All research conducted at the University—by undergraduate, graduate, and medical students, as well as by faculty, staff, post-doctoral associates, and outside consultants—is governed by the policies and regulations detailed in the Faculty Rules.

Below are short descriptions of some of these policies. Anyone with questions or concerns about research conducted at Brown should refer to the full text of the policies to determine the specific parameters of each policy. These policies are available on the Faculty Governance web site (http://www.brown.edu/Faculty/Faculty_Governance/) and that of the Office of the Vice President for Research (<http://research.brown.edu>). If questions arise regarding research policies and/or procedures, please contact the Office of the Vice President for Research at (401) 863-7999.

Protection of Human Participants in Research

Any use of human participants in research at Brown requires review and approval of the University's Institutional Review Board (IRB).

Use of Animals in Research and Teaching

Any use of animals in research, teaching, or demonstrations at Brown requires the review and approval of the University's Institutional Animal Care and Use Committee (IACUC).

Environmental Health and Safety Policies

There are strict policies and procedures regarding environmental health and safety, including the research use of radiation, hazardous materials, or biohazards.

Dishonesty or Misconduct in Research

Allegations regarding falsification, fabrication, plagiarism, or other practices that seriously deviate from the ethical principles of the conduct of research should be reported according to the practices described in the University's misconduct policy.

Patent and Invention and Copyright Policies

Intellectual property created as a result of Brown University research must be reported to the office of Brown Technology Partnerships for evaluation.

SPECIAL NOTE TO GRADUATE STUDENTS

Graduate students are actively engaged in the development and implementation of Brown's policies and regulations. Most standing committees of the faculty have graduate student members, appointed by the Graduate Student Council. For example, there are four graduate student members on the Graduate Council, the policy-making faculty committee that oversees graduate education at the University. One graduate student also serves on the University Resources Committee (URC), which recommends budget priorities for the University. Students who would like to take an active role in the governance of the University on these or on more specialized faculty committees should make their interests known to the Graduate Student Council.

CODE OF STUDENT CONDUCT

This is an abbreviated version of the Code of Student Conduct. Please visit the Rights and Responsibilities web page at www.brown.edu/randr for the complete code.

Policies

All members of the Brown University Community are entitled to the following rights: the rights of peaceful assembly, free exchange of ideas and orderly protest, and the right to attend, make use of or enjoy the facilities and functions of the University subject to prescribed rules. All members of the Brown University community are also entitled to live in an environment free from harassment on the basis of such characteristics as race, religion, gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression. (See also “Principles of the Brown University Community.”)

Comment: (The comments contained herein are offered as a guide to understanding the University’s policies, and are not to be confused with the policies themselves. As such these comments are not binding upon the University or its designated representatives.) These rights may from time to time come into conflict, and it might be difficult to draw a clear and precise line between the reasonable exercise of and the abuse of such rights. The circumstances in each case will vary, but the objective must always be to assure a fair and reasonable balance whenever there is a conflict among the rights mentioned above.

- a. Occasionally, the rules of the University and the law will overlap, but the University does not attempt to duplicate the law. The University reserves the right to pursue matters through its student conduct procedures that may also be addressed in the legal system.
- b. Serious or persistent minor violations of University rules or regulations may result in suspension or expulsion.
- c. In their off-campus lives, students are also expected to conform to the standards of community behavior as expressed in the Principles of the Brown University Community and in this Code of Student Conduct.

Student Conduct Offenses

I. Behavior that disrupts or materially interferes with the basic rights of others and the educational functions of the University.

Comment: Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, the free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the University cannot be tolerated. (See “University Guidelines on Protests and Demonstrations.”)

II. Actions that:

- a. Result in or can be reasonably expected to result in physical harm to a person or persons.
- b. Are unreasonably disruptive of the University community and/or its neighborhoods.
- c. Result in or can be reasonably expected to result in damage to property.

Comment: Offense II encompasses a wide range of behavior, including but not limited to assault, vandalism, and throwing, hurling, or firing projectiles without regard for persons or property.

III. Sexual misconduct:

- a. Sexual Misconduct that involves non-consensual physical contact of a sexual nature.
- b. Sexual Misconduct that includes one or more of the following: penetration, violent physical force, or injury.

Comment: Offense III encompasses a broad range of behaviors, including acts using force, threat, intimidation, or advantage gained by the offended student’s mental or physical incapacity or impairment of which the offending student was aware or should have been aware. Harassment, without physical contact, will not be deemed sexual misconduct under these provisions. Violations of Offense IIIb will result in more severe sanctions from the University, separation being the standard.

Note: Some forms of sexual misconduct may also constitute sexual assault under Rhode Island criminal laws and are subject to prosecution by State law enforcement authorities – which can take place independent of charges under the University’s Student Code of Conduct.

IV. Subjecting another person or group to abusive, threatening, intimidating, or harassing actions, including but not limited to those based on race, religion, gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression. (See "Civil Rights, Non-Discrimination, and Harassment.")

V. Drugs and/or alcohol:

- a. Illegal possession or use of drugs and/or alcohol and/or drug paraphernalia.
- b. The illegal provision, sale, or possession with intent to sell/provide drugs and/or alcohol and/or drug paraphernalia.

Comment: The use of any drug, including alcohol, related to any offense will be considered an aggravating circumstance independently of whether the drug was used legally or illegally by the offending party. This factor in a case may result in a more severe sanction and/or the imposition of terms requiring evaluation or treatment, as determined by appropriate professionals. (See Brown Policy on Drugs.) All students who are party to a Student Conduct matter involving alcohol and who, in the determination of a dean, misused alcohol or exercised poor judgment due to alcohol or about alcohol, will be required to undergo appropriate alcohol education, evaluation, and/or treatment as determined by appropriate officials.

Drug paraphernalia includes but is not limited to all items used for the purpose of preparing, injecting, ingesting, inhaling, or otherwise using illegal drugs, or in the illicit use of legal drugs.

Providence municipal ordinances prohibit the possession of open containers of alcoholic beverages on public ways. Providence Police and, in the case of violations on the streets immediately adjacent to the campus, the Brown University Department of Public Safety, enforce these ordinances. Violations of the open container policy on University property are enforced by the Department of Public Safety and through the Student Conduct procedures.

VI. Theft or attempted theft of property and/or possession of stolen property.

VII. Failing to comply with the proper directive(s) of a University official, including refusing to identify oneself or refusing to present University identification to a University staff member, including members of the Department of Public Safety.

Comment: A University community depends upon the cooperation of all of its members to assure reasonable safety and security. There are many occasions, including emergencies, and cases of suspected unlawful conduct, when it is especially important that authorized personnel be able to identify members of the Brown University community.

VIII. Possession, use, or distribution of firearms, ammunition, explosives, or other weapons.

Comment: The University defines firearms as any projectile-firing device, including conventional firearms (devices using gunpowder); all types of air rifles; guns using BBs, pellets, or darts; or any slingshot device. All fireworks are prohibited. Knives are prohibited, except those that are designed and used for food preparation. Possession, use or distribution of firearms or knives will result in more severe sanctions from the University, separation being the standard.

IX. Violation of operational rules governing various offices, departments, and facilities of the University (e.g., Residential Life, Student Activities Office, Food Services, Computing and Information Services, the Libraries).

X. Misrepresentation:

- a. Lying or materially misrepresenting information to an official University body or officer, including a member of the Department of Public Safety.
- b. Lying in the course of a Student Conduct hearing constitutes an offense that is immediately actionable.

Comment: Offense X.a. includes the fraudulent use of University identification cards. Lying or misrepresentation that inhibits or interferes with an official University investigation or hearing will be considered a serious offense.

University procedures allow a student involved in a Student Conduct matter to remain silent.

XI. Violation of the terms of any Student Conduct sanction.

XII. Failing to appear as a witness during a Student Conduct hearing.

Comment: The Principles of the Brown University Community state that all members of the University community are responsible for supporting and maintaining a scholarly community in which all share together in the common enterprise of learning. This responsibility includes participating in established University processes.

The complete Standards of Student Conduct are available online at www.brown.edu/randr/conduct_standards.

Filing a Complaint of Code Violations

Members of the Brown community may file written complaints that support potential violations by Brown students of the University Code of Student Conduct. Written complaints may be submitted in person or online. If submitted in person, written complaints must be submitted to the Office of Student Life, located at 20 Benevolent Street, and must be accompanied by a signed Campus Incident Complaint Form. Campus Incident Complaint Forms are available at the Office of Student Life. If submitted online, complaints must be submitted using a Brown University user ID and can be submitted at www.brown.edu/osl/forms/campus_complaint.

When a complaint is filed more than sixty days after the alleged incident, the Senior Associate Dean for Student Life will determine whether the circumstances support a late filing of charges. The complaint needs to include, in writing, the name(s) of all witnesses or others who may have information concerning the alleged offenses.

Student Conduct Procedures

The Principles of the Brown University Community call upon community members to act with integrity in all facets of University life, including involvement with matters being addressed by the Student Conduct procedures. Students and student organizations charged with offenses against the Code of Student Conduct are afforded the following rights in University proceedings:

- A. To be informed in writing of the charge(s) and alleged misconduct

- B. To be assumed not responsible of any alleged violations unless he/she is so found through the appropriate Student Conduct hearing
- C. To have an advisor during a formal investigation, a hearing before the Student Conduct Board, an administrative hearing, or a student organization hearing. The advisor may be any person of their choice within the University community who is a full time faculty or staff member and not an attorney.
- D. To have a reasonable length of time to prepare a response to any charges
- E. To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response
- F. To be given every opportunity to articulate relevant concerns and issues, express salient opinions, and offer evidence before the hearing body or officer. (Students have the right to prepare a written statement in matters that may result in separation from the University.)
- G. To be afforded confidentiality, in accordance with University practices and legal requirements
- H. To request that a hearing officer or member of a hearing body be disqualified on the grounds of personal bias
- I. To have a timely determination of the charges
- J. To appeal a decision
- K. To refrain from providing information that is self-incriminating

The Senior Associate Dean for Student Life or his/her designee may refer allegations of violations of the Code of Student Conduct to one of the following options for resolution:

1. Mediation. Mediation is a non-disciplinary, voluntary, confidential means of resolving conflict. It brings the parties together with a trained mediator in an informal, neutral setting to discuss their dispute and to find a lasting solution to it. If any party to a conflict is unwilling to engage in mediation or if the parties are unable to resolve the conflict through mediation, the matter may be referred to a Student Conduct hearing for resolution. When parties successfully resolve their dispute through mediation,

the mediator will notify the Senior Associate Dean for Student Life that the matter has been resolved. For more information about mediation, please visit www.brown.edu/randr/bump.html.

2. Peer Community Standards Board Hearing. The Peer Community Standards Board, comprised of undergraduate students, will hear matters involving undergraduate students that do not involve possible separation from the University and/or a transcript notation. Typically, the Board will hear cases involving minor, first-time offenses. Please visit www.brown.edu/randr/nadp/peer_hearing.html for the complete Peer Community Standards Board hearing procedures.
3. Dean's Hearing. The deans and directors of the University will hear matters involving offenses that do not involve possible separation from the University. Repeated offenses of any kind, however, may result in a determination that the matter should be resolved through a Student Conduct Board hearing/administrative hearing. Please visit www.brown.edu/randr/nadp/dean.html for the complete Dean's Hearing procedures.
4. Student Conduct Board Hearing. The Student Conduct Board, comprised of students, faculty, and deans, will hear matters involving offenses that may involve possible separation from the University and/or a transcript remark. Please visit www.brown.edu/randr/nadp/scb.html for the complete Student Conduct Board hearing procedures.
5. Administrative Hearing. For matters serious enough to warrant a Student Conduct Board hearing, the Senior Associate Dean for Student Life will determine whether the charged student will be given the option to have the matter resolved through an administrative hearing or a Student Conduct Board Hearing. For charges involving Offense III, Sexual Misconduct and Offense IV, Subjecting another person or group to abusive, threatening, intimidating or harassing actions, students will not be offered a choice, the only option being a Student Conduct Board hearing. In determining whether a student will be offered a choice in other cases, the Senior Associate dean for Student Life may take into consideration factors such as the complexity, severity, and community impact of the case.

In some cases, the Senior Associate Dean for Student Life may refer a case directly to an Administrative Hearing if convening a Student Conduct Board hearing would result in a significant delay in the resolution of the matter (e.g., during academic recesses).

6. Student Organization Hearing. Allegations of violations of University policies and regulations by student organizations will be resolved through student organization hearings conducted by the deans and directors of the university or a panel of the Student Conduct Board. Please visit www.brown.edu/randr/nadp/orgs_hearing.html for the complete Student Organization Hearing procedures.

The complete Student Conduct procedures are available online at the Rights and Responsibilities web page (www.brown.edu/randr) and provide information about investigations of serious incidents, greater detail about hearing procedures, specific offenses under the Code of Student Conduct, and possible sanctions for violations of the Code of Student Conduct. Questions about these policies and procedures can be addressed to the Office of Student Life, located at 20 Benevolent Street. Printed copies of the complete Student Conduct procedures are available from the Office of Student Life.

OTHER UNIVERSITY POLICIES AND REGULATIONS

Computing Policy

The use of Brown's computing resources is a privilege extended to members of the Brown community. Students, faculty, and staff have access to electronic library resources, certain computer systems, servers, software and databases, the campus telephone and voice mail systems, and the Internet. Brown community members have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy, and of protection from abuse and intrusion by others sharing these resources.

Specific responsibilities accompany the privilege of using Brown's computing resources. All community members are responsible for knowing the regulations and policies of the University that apply to appropriate use of the University's technologies and resources, including the University's Acceptable Use Policy, Copyright Infringement Policy, and Electronic Mail Policy. A complete text of Brown's Computing Policies is available online at www.brown.edu/Facilities/CIS/policy and at the Help Desk at Brown's Center for Information Technology.

If an individual is found to be in violation of Brown's Computing Policy, the University will take disciplinary action, including the restriction and possible loss of Brown's network privileges-inclusive of wired and wireless access privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from the University. Individuals are also subject to federal, state, and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

Policy on Drugs (Including Alcohol)

Brown University requires that all members of the University comply with state and federal laws as well as University regulations related to drug use. Brown University also seeks to assure the health and well-being of all students, faculty, and staff. Brown's policy therefore reflects the University-wide commitment to: (1) programs of drug education and counseling and (2) only lawful and prudent use of any drug, including alcohol. Those who use illegal drugs and illicitly use legal drugs, including but not limited to alcohol, are in violation of the law and University regulations (see Code of Student Conduct, Offense V.a.) and demonstrate disregard for the Principles of the Brown University Community.

Under Rhode Island law, alcohol may be legally served and sold only to individuals twenty-one years of age or older. The law forbids misrepresenting one's age for the purpose of purchasing and consuming alcoholic beverages. With respect to alcohol, the University strives to prevent underage drinking and to promote individual accountability, moderation, and safety for those of legal age who choose to drink. Additionally, Brown works to provide a college atmosphere free of coercion for those of legal age who choose not to drink and to maintain a community where the effects of alcohol abuse are minimal and where problem behavior is reduced.

The University's drug and alcohol policies in their entirety can be found online at www.brown.edu/randr/policy/drugs.html and include information about community support services, educational resources, and sanctions for violations of the policies.

Hazing Policy

Rhode Island state law (11-21-1 Hazing) defines hazing as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or

safety of the student or any other person, or which subjects the student or other to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” Hazing violates Rhode Island state law and may lead to the arrest and prosecution of any student(s) involved in the alleged hazing. The University may also exercise disciplinary jurisdiction over such offenses. In the event of University disciplinary action, individual students and/or student organizations may be subject to action. The University’s hazing policy in its entirety, including a restatement of the Rhode Island law, can be found online at www.brown.edu/randr/policy/hazing.html.

Mail Service Regulations (Undergraduates)

The University has in place regulations that govern the use of University Mail Services. Students and student organizations are expected to know and comply with these regulations as well as federal postal guidelines. The complete University mail service regulations can be found online at www.brown.edu/randr/policy/mail.html. The regulations provide guidance about mailing standards, size requirements, political mailings, mass mailings (which are generally not permitted), personal mail, mail restrictions, and student mailbox policies.

Off-Campus Housing Information

Brown University is a residential campus, and all students are required to live on campus unless given written permission to live off-campus. Both on-campus housing and off-campus permission are given on a seniority/priority basis.

Undergraduates have been living off-campus for many years, and our neighbors, many of whom are Brown faculty, staff, and alumni, have traditionally enjoyed positive relationships with students. Established neighborhoods depend upon a sense of order and stability for those who live there permanently. The quality of life for all residents of a neighborhood can be greatly influenced by the style of living and sense of citizenship exercised by student residents. When students take their neighbors seriously and regard them with respect, this attitude is usually returned in kind and makes the area a more pleasant place to live for everyone.

The University reserves the right to deny an application for off-campus permission to a student who has a record of a violation of the Code of Student Conduct or other University rules and regulations. In their off-campus lives students are also expected to abide by the standards of community behavior as expressed in the Principles of the Brown University Community and the Code of Student Conduct. Failure to do so may result in the withdrawal of off-campus residential privileges, the withdrawal of the privilege of enrollment by the University, or other sanctions.

The complete policy concerning living off-campus can be found online at www.brown.edu/randr/policy/offcampus.html. The policy includes information about expectations regarding noise, parties, recycling, and trash.

Political Activities Guidelines

Brown University encourages and supports the free exchange of ideas and political viewpoints. However, as a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c) (3) of the Internal Revenue Code, the University is prohibited from engaging in partisan political activity or permitting its resources to be used for support of such activities.

The University's complete guidelines for political activities can be found online at www.brown.edu/randr/policy/political_activities.html. They include information about candidates and campaigning, the use of University resources and facilities for political purposes, and fund-raising.

Posting and Publicity Regulations

Posting and other means of publicity by student groups on campus is recognized by the University as one of the means by which members of the Brown community are made aware of upcoming events and activities of potential interest to them. Taken to an extreme, however, the proliferation of posters and publicity can be a cause of concern from safety, maintenance, and aesthetic perspectives. The regulations governing posting and publicity are intended to provide for a reasonable level of posting and publicity on campus consistent with community standards. The complete posting and publicity regulations can be found online

at http://www.brown.edu/Administration/Conference_Services/promote/index.php. Additional information about postering and publicity can be found at the Student Activities Office.

University Guidelines on Protests and Demonstrations

Protest is a necessary and acceptable means of expression within the Brown community. However, protest becomes unacceptable when it obstructs the basic exchange of ideas. Such obstruction is a form of censorship, no matter who initiates it or for what reasons.

Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the University cannot be tolerated.

The University's complete guidelines on protests and demonstrations can be found online at www.brown.edu/randtr/policy/protest.html.

Residential Regulations

As a residential college, Brown University recognizes that learning is not solely academic in nature and that a large portion of a person's college education inevitably occurs outside the classroom. Classroom learning is supported in the residence halls, where personal growth and development are largely a result of the people, educational programs, and situations encountered in the residential community.

There are many procedures, guidelines, and rules governing residence halls, the lottery system, and Residential Life administration. The University's residential regulations in their entirety can be found online at <http://reslife.brown.edu/policy/> and include information about fire and life safety, fire safety equipment, fire safety standards, and general residence hall regulations. Information about accommodations for students with disabilities is available online at http://reslife.brown.edu/current_students/special_needs.html and at Student & Employee Accessibility Services in the Office of Student Life at 863-9588 (v/TTY).

Sexual Misconduct Policy

Brown University prohibits sexual misconduct, defined as non-consensual physical contact of a sexual nature. It encompasses a broad range of behaviors, including acts using force, threat, intimidation, or advantage gained by the offended student's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. A charged student's use of any drug, including alcohol, judged to be related to an offense will be considered an exacerbating rather than a mitigating circumstance.

Sexual misconduct of any kind represents socially irresponsible behavior, violates the rights of others, and demonstrates disregard for the Principles of the Brown University Community. Brown desires to establish and maintain a safe and healthy environment for all members of the University community. The University, by providing resources for prevention, education, support, and a fair disciplinary process, seeks to eliminate all forms of sexual misconduct.

The complete sexual misconduct policy can be found online at www.brown.edu/randr/policy/sexual_misconduct.html.

Smoking Policy

Smoking is prohibited in all Brown residential and dining facilities. The complete smoking policy can be found online at <http://reslife.brown.edu/policy/smoking.html> and includes information about health, safety, smoking cessation, and enforcement.

Social Function Policy

Any authorized undergraduate organization in good standing may have social functions during the course of the school year as approved by the Director of Student Activities. Social functions are regarded as planned gatherings of students for the purpose of entertainment. They are functions held in residential lounges or in University spaces designated for planned gatherings.

Small gatherings in a residence hall room are not considered social functions. However, if these gatherings create for other residents a disturbance or hazardous situation, they will be dealt with as prescribed by the student conduct procedures. The occupants of each room will be held responsible for gatherings in their rooms.

The University's social function policy in its entirety can be found online at www.brown.edu/Administration/Conference_Services/review/social_function.html. In addition to the issues above, the policy addresses social function planning and management, alcohol service, and education and outreach.

Policy Concerning Student Enterprise (Student-Run Businesses)

Brown University enjoys certain tax exemptions as an educational institution which can be jeopardized when individuals in the campus community operate a business enterprise on University premises. Campus-based activity which can result in the distribution of profits to individuals is inconsistent with the University's tax exempt status. The complete policy concerning student enterprise can be found online at www.brown.edu/randr/policy/student_enterprise.html. It includes information about the Brown Student Agencies and guidelines for student entrepreneurs.

UNIVERSITY POLICIES ON FEDERAL REGULATIONS

Family Education Rights and Privacy Act (FERPA)— Notification of Rights

FERPA accords students certain rights of access to and privacy and protection of education records. Brown's notice provides information relating to students rights under FERPA and covers the following: inspection and review of education records; documents excluded from the right of access; amendment of student education records; consent to disclosure and disclosure without consent; objecting to the University's disclosure of directory information; and where to file a complaint about alleged FERPA violations. The full copy of Brown's notice can be found online at www.brown.edu/randr/federal/ferpa.html. Printed copies are available from the Office of Student Life, 20 Benevolent Street.

Civil Rights, Non-Discrimination, and Harassment—Sexual or Racial

Higher education institutions are prohibited from discriminating on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964), or gender (Title IX of the Education Amendments of 1972) in any program or activity of the University. The University is also prohibited from discriminating on the basis of disability (the Americans with Disability Act of 1990), veteran status, or age. The University has established the following policy on non-discrimination:

Brown University does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or gender expression in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs.

The complete text of information about discrimination and sexual or racial harassment issues is available online at www.brown.edu/randr/federal/civil.html and www.brown.edu/randr/federal/harassment.html. Printed copies are available from the Office of Student Life, 20 Benevolent Street. The information covered includes a listing of University offices and University officials who are responsible for compliance and are available to provide advice, assistance, and counseling to students who have questions or believe they have a grievance against another student or a member of the faculty or staff.

Students with Disabilities

Brown University has as its primary aim the education of a highly qualified and diverse student body and respects each student's dignity, capacity to contribute, and desire for personal growth and accomplishment. Brown's commitment to students with disabilities is based on awareness of what students require for success. The University desires to foster both intellectual and physical independence to the greatest extent possible in all of its students. Student & Employee Accessibility Services offers assistance to undergraduate, graduate, and medical students with disabilities.

The University offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Section 504 of the Rehabilitation Act of 1973, reinforced by the Americans with Disabilities Act (ADA) of 1990, maintains that no qualified individual with disabilities shall, solely on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education. Brown University is subject to and adheres to this legislation. The University's Section 504 coordinator for students with disabilities is the Senior Associate Dean for Student Life. Grievance/appeal procedures are available for students who believe they are being subjected to prohibited discriminatory treatment in a University program or activity based on their disability status. The procedures are available at the Student & Employee Accessibility Services Office or the SEAS web site at www.brown.edu/Student_Services/Office_of_Student_Life/dss/.

Drug Free Schools and Communities Act Amendments of 1989

Brown University, in accordance with the “Drug Free Schools and Communities Act Amendments of 1989,” has issued a statement regarding its programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The document contains information about University policies, applicable legal sanctions, University sanctions, health risks associated with the use of illicit drugs and the abuse of alcohol, and information regarding available counseling, treatment, or rehabilitation programs. The complete text of the statement can be found online at www.brown.edu/randr/federal/schools.html, or printed copies are available at the Office of Student Life, 20 Benevolent Street.

Student Right to Know Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

In accordance with the requirements of the Clery Act, Brown University publishes and distributes an annual security report containing campus security policies and procedures as well as campus crime statistics. This report is distributed to all current students and employees through appropriate publications, mailings and/or postings on the Brown web site. Applicants for admission or employment, respectively, may request copies of the report from the Office of Admission or the Office of Human Resources or can access the report from Brown University’s web site. Copies of the summary report are also available, upon request, from the Department of Public Safety and the Office of Student Life or the report can be accessed on Brown University’s web site. Students and employees may contact the Department of Public Safety for further information.

The Student Right to Know Act requires Universities to prepare and make available to all enrolled and prospective students statistics on the graduation rates of undergraduate students. This information shall be made available through appropriate publications and mailings.



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Brown University
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