Academic and Student Conduct Codes
Graduate Student edition
This version of the Principles of the Brown University Community: Academic and Student Conduct Codes, Graduate Student edition is produced specifically for graduate students. This version shall take precedence over any previous editions for graduate students.
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THE ACADEMIC CODE FOR GRADUATE STUDENTS

Academic achievement is evaluated on the basis of work that a student produces independently. A student who obtains credit for work, words, or ideas which are not the products of his or her own effort is dishonest. 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 training or employment) are violations of the Code. This policy also applies to alumni, insofar as it relates to Brown transcripts and other records of work at Brown.

Misunderstanding the Code will not be accepted as an excuse for dishonest work. If a student has questions on any aspect of the Academic Code as it relates in a particular course or as it may be interpreted in practice, he or she should consult the instructor in the course or one of the associate deans of the Graduate School so as to avoid the serious charge of academic dishonesty.

Basic Policy

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. 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.

Where collaboration is authorized, students should be very clear as to which parts of any assignment must be performed independently.

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.

Footnote references are required for all specific facts that are not common knowledge and which do not obtain 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. Inclusion word-for-word of any part, even if only a phrase or sentence, from the written or oral statement of someone else, requires citation in quotation marks and using the appropriate conventions for attribution. Citations should normally include author, title, edition and page. Internet sources require the same level of specific citation, including the URL. Quotations longer than one sentence are generally indented from the text of the essay, without quotation marks, and identified by author, title, edition, page. Paraphrasing or summarizing the contents of another’s work is not dishonest if the source or sources are clearly identified (author,
title, edition, 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.

**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.

**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 works, motion pictures, radios, television programs, websites, lectures or similar 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 as specifically authorized by the instructor.

Examples of cheating on examinations and quizzes include, but are not limited to the following forms: using another individual to take an examination in one’s place; bringing into the exam room unauthorized materials from which one gains unfair assistance; appropriating an exam or exam materials without authorization; missing an exam in order to gain an advantage; copying during an examination; engaging in collaboration or unauthorized assistance on take-home examinations; engaging in other actions that undermine equity and reduce the objectivity of evaluation of student work.

**Signatures**

Forging of signatures on any official document, including forms and letters, is also a serious violation of the Academic Code.

**Other Offenses Against The Academic Code**

In addition to fraudulent uses of sources as described above, dishonesty includes a number of offenses that circumvent procedures set up to produce a fair grade. The use of services of commercial “research” companies is cheating and a punishable offense. Students are not allowed to base their course work on papers, reports, or other course exercises that have been saved or kept on file from earlier years. Any falsification of records or routines for grading is dishonest, whether before or after graduation. Gaining access to a recommendation (without permission) once rights have been waived is a violation of the Code. Withholding, removing or destroying materials needed by other students for class exercises is as much an offense against the Academic Code as plagiarism. Lying in the course of investigation of an Academic Code case or to the Committee during a hearing is also a violation of the Academic Code.
Students should be scrupulous in learning the principles that govern each new area of computer operations to which they are introduced. Unauthorized collaboration, unauthorized borrowing of someone else’s data or programs, and use of the Brown computers or email accounts for unethical purposes are subject to disciplinary or legal action.

**Procedures**

All cases of suspected academic dishonesty *in the Graduate School shall be referred to the Dean of the Graduate School*. Faculty and students are urged to report their suspicions, so that all members of the University community will feel equally responsible for academic honesty, and so that multiple offenders may be identified.

The person alleging a violation of the Code shall provide copies of the work in question and indicate clearly the nature of the alleged violation in an accompanying narrative. 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 accused’s text 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 should be documented with equal thoroughness and in equal detail.

All cases of suspected academic dishonesty will be screened by the designated Associate Dean of the Graduate School in consultation with concerned faculty and expert witnesses if needed. The Associate Dean of the Graduate School will make a decision as to whether 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. Since the Academic Code Standing Committee (see next section for information on “The Standing Committee”) relies on precedent, pertinent materials in a case dismissed for insufficient evidence or deemed not to require a formal hearing will remain in the Committee's confidential Academic Code files. *Note: this paragraph was amended following a vote of the May 2013 Graduate Council.*

If, after screening, the Associate Dean decides that a formal hearing is warranted, he or she shall, as soon as possible, notify the accused student in writing of specific charges of dishonesty, the nature of the evidence which would be presented against him or her, the time and place of the hearing, and the range of penalties which may be imposed if dishonesty is found.

The accused student will be permitted to have an advisor who should give the student advice on matters of preparation for the hearing, hearing procedures, and possible outcomes. The Associate Dean will provide each accused student with a list of persons from within the university community who, by prior experience and interest, can provide knowledgeable advice. The accused student should be informed that he or she 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 declining to participate in the proceedings in whole or in part. However, the fact that the accused student declines to participate does not affect the validity of these deliberations, nor does it affect the authority of the University or its representatives to impose penalties if dishonesty is found. The advisor is not permitted to attend the hearing except as a possible witness.
The Standing Committee

Hearings, deliberations, and decisions on penalties, culpability, or innocence shall be made by a Standing Committee, consisting of an Associate Dean of the Graduate School, plus two faculty members to be chosen from a standing pool of eight. Faculty members on the Academic Code Standing Committee should serve staggered terms of four years, with two 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 shall 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 the Standing Committee hearing, the place of one or more of the faculty members may be filled by an academic dean. No person serving as a student’s advisor can also serve as a member of the Academic Code Standing Committee for that hearing. This 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.

Decisions and Appeals

If a graduate student is determined to be in violation by the Standing Committee, a penalty shall be assessed to the offender by the Standing Committee and that decision 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 to the Dean of the Graduate School.

The appeal must be in writing and include all materials the appellant considers relevant, including a narrative clearly outlining the grounds of appeal. Appeals will normally be considered only when new information which 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 Standing Committee is made. The decision of the Dean in response to this appeal will prevail whether or not the student found in violation has participated in deliberations and hearings, but non-participation after proper notice will not be grounds for overturning a decision, nor will it be grounds for a rehearing. The appellant has five business days in which to appeal the Standing Committee’s decision; the five-day period for an appeal to the Dean of the Graduate School will begin to run on the first business day following receipt of the letter from the Standing Committee. Cases that arise after the suspected offender has graduated 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.

When the Standing Committee determines that the accused 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 some will be kept in the confidential files of the Standing Committee.

A University official or officer alleging a violation of the Code will be sent copies of all written notices mentioned in these procedures, and has the right to appeal to the Dean of the Graduate School, in writing, including all materials he or she considers relevant, within five business days of being informed of the final dispositive action by the Standing Committee.
Community Values and Benefits

The interests and long-range welfare of the University community are best served if all its members, faculty, students, and staff, feel a commitment to 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 it easy for a student to cut corners or obtain unauthorized assistance. 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, anonymously, if they wish.

The Academic Code is not intended to diminish collegiality at Brown. All of us learn from our colleagues; and education is, necessarily, not only a competitive, but also a cooperative enterprise. Simple justice requires, however, 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.

Penalties

The Standing Committee is authorized to enact any penalty it judges to be appropriate. The following are the most common penalties:

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 alternative assignment, as determined jointly by the instructor of the course and the Dean of the Graduate School 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. The following will normally accompany a reprimand:

1. Permanent record entry in the student’s internal academic folder.

2. If the student later requests an institutional letter of support for admission to another graduate or professional school (including within Brown), 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. The following will normally accompany this penalty:

1. Permanent record entry in the student’s internal academic folder.

2. 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. The following will normally accompany this penalty:
1. Permanent record entry in the student’s internal academic folder.

2. Transcript notation of No Credit in the course and of violation of the Academic Code.

3. Withholding of an institutional letter of support for admission to another graduate or professional school (including within Brown), postdoctoral appointment or employment, 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. The following will normally accompany suspension:

1. Permanent record entry in the student’s internal academic folder.

2. Withholding of an institutional letter of support for admission to another graduate or professional school (including within Brown), postdoctoral appointment or employment, 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.)

3. Transcript notation of Directed No Credit in the course and of violation of the Academic Code.

V. Dismissal A student who has been dismissed must earn readmission, by work and/or study away from Brown for at least six months and usually a year or more. The following will normally accompany dismissal:

1. Permanent record entry in the student’s internal academic folder.

2. Withholding of an institutional letter of support for admission to another graduate or professional school (including within Brown), postdoctoral appointment or employment, 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.)

3. Transcript notation of Directed No Credit in the course and of violation of the Academic Code.

VI. Expulsion A very serious offense or multiple offenses may warrant permanent expulsion from the University. The following will normally accompany expulsion:

1. Permanent record entry in the student’s internal academic folder.

2. Withholding of an institutional letter of support for admission to another graduate or professional school (including within Brown), postdoctoral appointment or employment, 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.)

3. Transcript notation of Directed No Credit in the course(s) and of violation(s) of the Academic Code.
VII. Revocation of Degree  An offense that is discovered after the awarding of a degree may warrant the revocation of that degree. The following will normally accompany revocation:

1. Permanent record entry in the student’s internal academic folder.

2. The withdrawal of any institutional letters of support for admission to another graduate or professional school (including within Brown), postdoctoral appointment or employment.

3. Notification of concerned faculty, including the chair of the student’s department and thesis advisor, if any.

4. Notification of external parties who had been informed of the original awarding of the degree.

5. Directed no credit in the course(s).

6. 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 and that of the Office of the Vice President for Research. If questions arise regarding research policies and/or procedures, please contact the Office of the Vice President for Research at (401) 863-7999.

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.

Important Policies of Note:

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, or 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.
CODE OF STUDENT CONDUCT FOR GRADUATE STUDENTS

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.
Standards of Conduct

The principles stated above are values that hold for the entire University community. Specific standards of conduct and procedures for redress of violation of those standards for each segment of the community can be found in the following University documents:

The University subscribes to an academic code. All students are expected to have read the academic code, to be familiar with its principles, and to sign a statement acknowledging their responsibility for the code.

The standards and procedures for all students may be found in Brown University Student Rights and Responsibilities, published by the Office of Student Life.

For specific information on rights and responsibilities, faculty should consult the Handbook of Academic Administration, which puts into practice the principles outlined in the document Faculty Rules and Regulations.

Policies and procedures guiding staff conduct may be found in the Brown University Human Resources Policy & Procedure Manual, provided by the Human Resources department.

Standards of Student Conduct 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 non-academic disciplinary 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 these Standards of 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 actions 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, 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 disciplinary 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 University non-academic disciplinary procedures.

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

This section and related ones are under review following the September 1, 2015 adoption of the “University Sexual and Gender-Based Harassment, Sexual Violence, Relationship and Interpersonal Violence and Stalking Policy.”
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, etc.).

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 non-academic disciplinary 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 disciplinary matter to remain silent.

XI. Violation of the terms of any non-academic disciplinary sanction.

XII. Failing to appear as a witness during a non-academic disciplinary 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 Student Conduct Code is available online at www.brown.edu. Please refer to the Office of Student Life’s website, under Judicial Affairs.
OTHER UNIVERSITY RULES AND REGULATIONS

The following rules and responsibilities are adapted from the website of the Office of Student Life and apply to the general Brown University community. If graduate students have questions about any of these elements, they should consult with Associate Dean of Student Life or one of the deans of the Graduate School.

Off-campus living:

Graduate students have been living off-campus for many years, and our neighbors, many of whom are Brown faculty, staff, and alumni, have traditionally enjoyed a positive relationship 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.

In their off-campus lives students are expected to abide by the standards of community behavior as expressed in the Principles of the Brown University Community and the Student Conduct Code. Failure to do so may result in the withdrawal of the privilege of enrollment by the University, or other sanctions. The complete policy concerning living off-campus can be found on Brown’s website under the Office of Residential Life. The policy includes information about expectations regarding noise, parties, recycling, and trash.

Residential Regulations

A number of Brown’s graduate students may reside in on-campus housing during some or all of their time at Brown. There are many procedures, guidelines and rules governing residence halls and Residential Life administration. The University’s residential regulations in their entirety can be found on Brown’s website under the Office of Residential Life 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 can be found on Brown’s website under Residential Life, and by contacting Student and Employee Accessibility Services in the Office of Student Life at 863-9588 (v/TTY).

Brown University 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 Standards 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 an 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.

Graduate Students are subject to the University’s drug and alcohol policies; which can be found in their entirety on Brown’s website. See Office of Student Life web pages under Judicial Affairs, which include information about community support services, educational resources, and sanctions for violations of the policies.

**Sexual Misconduct Policy**

Brown University prohibits sexual misconduct, which is defined as non-consensual physical contact of a sexual nature or sexual misconduct that includes one or more of the following: penetration, violent physical force, or injury. 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 under Judicial Affairs in the Office of Student Life.

**Computing Policies**

All students are encouraged to choose computing resources appropriate to their work. Public computing clusters are available at various sites on campus. All users of Brown’s computing resources are expected to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements. More specific guidelines are established in Computing & Information Services policies, including the Acceptable Use Policy, available from the Help Desk in the CIT building or on the CIS website.

**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 under Judicial Affairs in the Office of Student Life. It includes information about the Brown Student Agencies and guidelines for student entrepreneurs.

**Guidelines for Political Activities**

Although Brown University encourages and supports the free exchange of ideas and political viewpoints, 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 under Judicial Affairs in the Office of Student Life. They include information about candidates and campaigning, the use of University resources and facilities for political purposes, and fundraising.

**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 under Judicial Affairs in the Office of Student Life.

**Mail Service Regulations**

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 under Judicial Affairs in the Office of Student Life. 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.

**Postering & Publicity Regulations**

Postering 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 postering and publicity are intended to provide for a reasonable level of postering and publicity on campus consistent with community standards. The complete postering and publicity regulations can be found online at [http://www.brown.edu/Administration/Conference_Services/promote/regulations.php](http://www.brown.edu/Administration/Conference_Services/promote/regulations.php). Additional information about postering and publicity can be found at the Student Activities Office located on the first floor of Faunce House.

**Smoking Guidelines for Brown University Facilities**

Smoking is prohibited in all Brown residential and dining facilities. The complete smoking policy can be found online under Judicial Affairs in the Office of Student Life and includes information about health, safety, smoking cessation, and enforcement.
Social Function Policy

Any authorized graduate student organization in good standing may have social functions during the course of the school year as approved by the Dean. 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 non-academic disciplinary 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 http://www.brown.edu/campus-life/events/student-activities/event-registration. In addition to the issues above, the policy addresses social function planning and management, alcohol service, and education and outreach.

Hazing

Any violation of the State of Rhode Island law regarding hazing is a criminal offense and may subject to arrest and prosecution any student(s) involved with 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 under Judicial Affairs in the Office of Student Life.

Filing a Student Conduct Complaint

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 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. When a complaint is filed more than sixty days after the alleged incident, the Associate Vice President for Campus Life/Dean for Student Life will determine whether 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 non-academic disciplinary procedures. Students and student organizations charged with offenses against the Standards 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 she/he is so found through the appropriate disciplinary hearing.
C. To have an advisor during a formal investigation, a hearing before the University Disciplinary Council, an administrative hearing, or a student organization hearing. The
advisor may be any person of their choice within the University community who is 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 Associate Vice President for Campus Life/Dean for Student Life or his/her designee may refer allegations of violations of the Standards 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 disciplinary hearing for resolution. When parties successfully resolve their dispute through mediation, the mediator will notify the Associate Vice President for Campus Life/Dean for Student Life that the matter has been resolved. For more information about mediation, please visit [http://www.brown.edu/about/administration/student-life/code-student-contact/brown-university-mediation-project-bump](http://www.brown.edu/about/administration/student-life/code-student-contact/brown-university-mediation-project-bump).

2. **Dean’s Hearing.** The deans of Student Life, and the Dean of the Graduate School, 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 University Disciplinary Council hearing/administrative hearing. For details, please visit the Judicial Affairs pages of the Office of Student Life website.

3. **University Disciplinary Council Hearing.** The University Disciplinary Council, comprised of students, faculty, and deans, will hear matters involving offenses that may involve possible separation from the University and/or a transcript notation. For details, please visit the Judicial Affairs pages of the Office of Student Life website.

4. **Administrative Hearing.** For matters serious enough to warrant a University Disciplinary Council hearing, the charged student has the option to have the matter resolved through an administrative hearing. In some cases, the Associate Vice President for Campus Life/Dean for Student Life may refer a case directly to an administrative hearing if convening a University Disciplinary Council hearing would result in a significant delay in the resolution of the matter (e.g., during academic recesses) or may take into consideration factors such as the complexity, severity, and community impact of the case. For details, please visit the Judicial Affairs pages of the Office of Student Life website.
5. **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 of the University. For details, please visit the Judicial Affairs pages of the Office of Student Life website.

**General Provisions for Non-Academic Disciplinary Procedures**

1. **Closed Hearing.** All hearings will be closed.

2. **Qualification and Responsibilities of Hearing Body Members.** Student members of hearing bodies must be currently enrolled and in good standing, that is, not on academic warning or currently under any University sanction. All administrative and faculty members will be full-time employees of the University. All members will be required to maintain confidentiality related to all aspects of the hearing process. The Dean for Campus Life is responsible for removing any member who violates confidentiality and may refer the matter for disciplinary action. If the specific member(s) of a Peer Community Standards Board panel cannot be identified, the Dean for Campus Life may dismiss the panel in question from the Board. If the specific member(s) of a University Disciplinary Council panel cannot be identified, the Dean for Campus Life may recommend to the President that the panel in question be disbanded.*

3. **Disqualification and Exclusion.** Any member of a hearing body who believes that he or she is prejudiced by association with the case, the participants, or by information or belief will disqualify him or herself from hearing the case. A respondent or complaining witness may request, in writing, that a member of a hearing body be disqualified from hearing a case. The request will be made at least two (2) days before the scheduled hearing and will include an explanation as to why the member is unable to render an impartial decision in the case. In addition to ruling on such requests, the case administrator or the advisor to the Peer Community Standards Board will disqualify or exclude any hearing body member who is not able, in his/her judgment, to render an impartial decision in the case.

4. **Standard of Evidence.** In determining whether or not an offense has been committed, a hearing body or officer will base its determinations on the standard of preponderance of evidence.

5. **Multiple Students.** Cases in which more than one student is charged with violating the Standards of Student Conduct and which depend on common facts or set of evidence may either be considered jointly in a single hearing or be assigned to separate, individual hearings as determined by the Dean for Campus Life.

6. **Case Administrator.** A case administrator is a University official designated by the Dean for Campus Life to manage these procedures. The case administrator will conduct formal investigations when requested to do so by the Dean for Campus Life. Additionally, the case administrator will respond to requests from respondents and complaining witnesses during the pre-hearing phases of the non-academic disciplinary procedures.

7. **Respondent.** The respondent is the charged student(s) and is entitled to be present during the course of the hearing. A hearing officer or body may decide to proceed with a hearing if a respondent fails to appear despite proper notification.

8. **Complaining Witness.** The complaining witness(es) is the person who has filed a complaint. The complaining witness is entitled to be present during the course of the hearing concerning his/her complaint. For matters heard by the University Disciplinary Council in which there is no
complaining witness, a University official other than the case administrator will serve in that capacity.

9. Witnesses. Members of the University community, including respondents, are expected to appear at a hearing if they have knowledge or information regarding the incident in question and they have been notified to appear. Failing to appear at a hearing as a witness constitutes an offense (see “Standards of Student Conduct,” Offense XII), which is immediately actionable and for which the hearing body or officer may determine a sanction up to probation for three (3) semesters. Individuals who are not members of the University community will generally be permitted to appear at a hearing only if they have direct knowledge or information regarding an incident.

10. Appeals. Within five (5) days of notification of the hearing outcomes, the respondent(s) may appeal in writing the decisions in the case, setting out the reason(s) for the appeal. Appeals from all hearings will be submitted to the Vice President for Campus Life and Student Services or his/her designee. Appeals will normally be considered only when relevant new evidence not available at the time of the hearing is presented, or when a substantial procedural error by the University or hearing body/officer is demonstrated. If the appeal officer determines that the appeal has merit, he/she may reduce the severity of a sanction or may remand the matter to an appropriate hearing officer or body.

11. Timing and Deadlines. “Days” in these procedures refer to weekdays, not weekends or University holidays. Any requirement in these procedures must be completed by 3:00 PM on the day specified. A hearing or deliberations may be conducted on a Saturday, a Sunday, or a University holiday.

*A hearing panel is the subset of the hearing body that fulfills the quorum requirement (see “Peer Community Standards Board Hearings, Quorum” and “The UDC Hearing Process, Quorum”) and hears a particular case.

The student conduct disciplinary procedures are available on the website of the Office of Student Life under Judicial Affairs and provide information about investigations of serious incidents, greater detail about hearing procedures, specific offenses, and possible sanctions for violations of the Code of Student Conduct. Questions about these policies and procedures can be addressed at the Office of Student Life located at 20 Benevolent Street and at the Graduate School, 47 George Street. Printed copies of the complete student conduct disciplinary procedures are available from the Office of Student Life.
UNIVERSITY POLICIES ON FEDERAL REGULATIONS

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

FERPA accords students certain rights of access, privacy, and protection to 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, or 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 are available online at www.brown.edu, or 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 and 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 Vice President for Campus Life & Student Services. 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
Drug Free Workplace Act

In accordance with the requirements of the “Drug-Free Workplace Act of 1988”, Brown University is required to certify that it will provide a drug-free workplace through implementation of the requirements of the “Drug-Free Workplace Act of 1988”. The following is applicable to all employees (faculty, staff and students) of Brown University.

As a term and condition of employment with Brown University, all employees (faculty, staff, and students) are prohibited from the unlawful manufacture, dispensing, possession or use of a controlled substance upon the property of Brown University. In accordance with the “Drug Free Workplace Act of 1988”, all employees of the University must: 1. Abide by the terms of this policy; and 2. notify their immediate supervisor and the Director of Human Resources Department of Brown University of their conviction for a criminal drug statute violation occurring in the workplace no later than five business days after such conviction. Any violations of this policy by an employee will result in the University taking appropriate personnel action against such an employee, up to and including termination, and/or requiring the employee to participate satisfactorily in an approved drug assistance or rehabilitation program. With respect to students employed by the University, nothing herein shall be construed as precluding the University from disciplining students pursuant to the University’s non-academic disciplinary system/policies or from taking appropriate action against students pursuant to the University’s emergency powers.

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 http://brown.edu/about/administration/student-life/student-conduct/policies-regulations/brown-university-alcohol-and-other-drug-policy, or printed copies are available at the Office of Student Life, 20 Benevolent Street.

Student Right to Know 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 is required to publish and distribute 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
website. 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 website. Students and employees may contact the Department of Public Safety for further information. The Student Right to Know Act also 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.
COPYRIGHT INFRINGEMENT POLICY

Copyright Law, the Illegal Use of File Sharing Programs, University Policies and Procedures for Handling Violations

Improper use of copyrighted materials can also constitute infringement of the Academic or Student Conduct Codes.

What is copyright?

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited, to literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

What is the current law concerning digital copyright?

The Digital Millennium Copyright Act (DMCA), signed into law in 1998, recognizes that digital transmission of works adds complexity to the Copyright Law. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law. However, for Brown University to maintain this protection we must expeditiously take down or otherwise block access to infringing material, whenever it is brought to our attention and whether or not the individual who is infringing has received notice.

DMCA infractions can result in serious consequences regarding activities of faculty, graduate students, or staff who are performing a teaching or research functions if the university has received more than two notices of infringement against an individual within a three-year period.

Universities and individuals can be subject to the imposition of substantial damages for copyright infringement incidents relating to the use of University network services. In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to $30,000 (which may be increased to up to $150,000 if the court finds the infringement was willful). In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation.

Why is this an important issue right now?

Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While Brown University encourages the free flow of ideas and provides resources such as the network to support this activity, we do so in a manner consistent with all applicable state and federal laws. Brown does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

What kinds of activities violate federal law?

The following are some examples of copyright infringement that may be found in a university setting:
• Photocopying an entire book (or a large segment of a book) without permission of the publisher
• Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
• Using corporate logos without permission
• Placing an electronic copy of a standardized test on the department’s web site without permission of the copyright owner
• Enhancing a departmental web site with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the copyright owners
• Scanning a photograph that has been published and using it without permission or attribution
• Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet
• Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
• Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner
GUIDES:

The following guides, available in the University library system, will prove helpful as students complete written work, mindful of the demands and strict sanctions of the University’s Academic Code. Students must not only avoid plagiarism of the works of others but also cite in correct form those sources that have been used properly.

This list includes well-known general guides. The procedure for finding titles focused on particular disciplines is described below. Although a consistently applied style from a standard, general guide is usually acceptable, students are advised to consult with their instructors to determine if a particular style is preferred.

General:


To find additional, specialized guides, students should search on Josiah, the Brown University Library Online Catalogue, using such subject headings as: [subject name]–Research [subject name]–Authorship [subject name]–Bibliography– Methodology. Guides may also be found by doing an author/ title search on Josiah, using the full name of an appropriate professional society as the author, along with such title words as “manual”, “style” or “writers.” Reference librarians will be pleased to explain how Josiah is used.

www.brown.edu
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