

Drexel University  
Code of Conduct  
2021-2022

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# Section 1: Introduction

Drexel University strives to be a globally recognized leader in higher education with shared values of integrity, diversity, access, stewardship, innovation, and entrepreneurship. The mission of Student Conduct (SC) within Student Life is to create and maintain communities which reflect our core values of learning, inclusion, community, and integrity. The Drexel University Code of Conduct (“the Code”) is a comprehensive document that contains the policies and procedures regarding expectations of academic and non-academic student behavior, and the fundamentally fair process for resolving cases of alleged policy violations. Students have the responsibility to be aware of and abide by the Code of Conduct and any relevant policies and regulations.

Student Conduct has established, in accordance with its mission, vision, and values, a Code of high standards of behavior to include the following expectations for Students and Student Organizations to:

- Accept responsibility when their choices or actions have negatively impacted themselves, others, or the community at large.
- Engage in constant learning, practice self-reflection, and develop resilience to maintain academic, personal, and professional integrity.
- Foster positive relationships with others.
- Ensure the health, wellness, and safety of themselves and their communities.

# Section 2: Definition of Terms

- I. **“Adjudication”** refers to the process of resolving a conduct case, making a determination of responsibility, and implementing sanctions. An **“Adjudicator”** is a person granted the authority to make decisions regarding conduct cases, which is synonymous with Conduct Case Administrators.
- II. **“Administrative Hearing”** refers to a documents-only resolution process in which a trained staff member determines if a Student or Student Organization is responsible for violating policy.
- III. **“Code of Conduct”** and **“the Code”** refer to the policies and standards of behavior set forth in this document.
- IV. **“Collaborative Resolution”** refers to a resolution process in which the Student or Student Organization and a trained staff member come to agreement that the Student/Student Organization is responsible for violating the Code of Conduct.
- V. **“Complainant”** refers to the party who has reported or brought forward a formal complaint of misconduct.
- VI. **“Conduct Case Administrator”** refers to a Drexel University staff member granted the responsibility of interpreting the Code of Conduct, hearing and resolving cases involving alleged violations of the Code, and representing Student Conduct throughout the conduct process.
- VII. **“Conduct Investigation”** refers to the process in which Student Conduct engages students and relevant parties in information-gathering interviews and communication. If the results of a Conduct Investigation provide substantial findings, the responding Student or Student

Organization will receive notice of allegations of violating the relevant Code of Conduct policies.

- VIII. **“Conduct Investigator”** refers to a staff member who has been trained by Student Conduct to lead, interview, or record within an investigation of alleged violations of the Code of Conduct.
- IX. **“Drexel University Campus”** refers to all land, buildings, facilities, and other property owned, used, or controlled by Drexel University.
- X. **“External Adjudicator”** refers to a neutral party outside of the University, typically an attorney or seasoned student conduct administrator, who is trained and experienced in conduct hearings and resolutions, OED-related policies, and the University’s policies and procedures. The external adjudicator is supported by the conduct case administrator who will be present during the conduct process, to serve as a resource for the external adjudicator on issues of policy and procedure.
- XI. **“Formal Warning”** refers to a written notification that a violation of the Code of Conduct occurred and that any further responsible finding may result in more severe disciplinary action. Warnings are recorded for internal purposes only and are not considered part of a student’s permanent student conduct record, but would be taken into consideration by the University, if a student were to be assigned allegations for additional violations of the Code of Conduct. A student who receives a formal warning is still considered in good standing at the University.
- XII. **“Hearing Advisor”** refers to a staff member of Student Conduct or designee that will coordinate the University Hearing Board or University Appellate Board. Hearing Advisors are also trained Conduct Case Administrators. The role of the Hearing Advisor during the hearing and deliberations is to ensure the integrity of the process and provide guidance as to policy interpretation, appropriate questioning, and determining the appropriate sanction range.
- XIII. **“Hearing”** refers to any meeting in which decisions are made regarding a conduct case.
- XIV. A **“Hold”** refers to a Student record status that may prevent a Student from registering for classes, adding classes, having transcripts released, and receiving a diploma. A Hold may further affect a Student’s ability to conduct any other official University business.
- XV. **“Interim Measure”** refers to any action deemed necessary to protect the safety and well-being of members of the Drexel University community until a formal investigation or resolution is concluded.
- XVI. **“Policy”** refers to any written rule, regulation, or standard of behavior in the Code of Conduct or otherwise authorized and enforced by Drexel University.
- XVII. **“Pre-Hearing Conference”** refers to the initial meeting in which a Student or Student Organization meets with a Conduct Case Administrator to discuss a conduct case, any alleged violations of the Code of Conduct, and the student conduct process.
- XVIII. **“Preponderance of the Evidence Standard”** refers to the evidentiary standard used in the student conduct process. Preponderance of the Evidence means that it is more likely than not, or that the evidence is greater than 50%, that the alleged violation occurred. Preponderance of the Evidence is different from the “Beyond a Reasonable Doubt” standard that is commonly used in criminal proceedings. For more information visit [here](#).

- XIX. “**Resident**” refers to any Student that has signed a Drexel University Housing and Dining Agreement to reside in a Residential Facility, including Greek Housing.
- XX. “**Residential Facilities**” refers to any property owned, operated, or under the control of Drexel University in which Students or Student Organizations reside.
- XXI. “**Respondent**” refers to a Student or Student Organization that has allegedly violated the Code of Conduct.
- XXII. “**Sanction**” refers to any assignment given, action taken, fine or financial charge imposed, and/or status placed on a Student or Student Organization found responsible for a violation of the Code of Conduct.
- XXIII. “**Social Host**” refers to a Student or Student Organization who provides alcohol or a space for the consumption of alcohol in a social setting.
- XXIV. “**Student Conduct Advisor**” refers to a trained Drexel University faculty or staff member, or enrolled student who supports a Respondent through the conduct process. Additionally, in some cases, Respondents can be approved to bring a person external to Drexel University to serve as a Conduct Advisor.
- XXV. “**Student Conduct Process**” refers to the sequence of events that occurs starting when Student Conduct receives a report of alleged misconduct through the case resolution process.
- XXVI. “**Student Organization**” refers to any number of students who, in association, are recognized by Drexel University. For the purposes of this document, athletic teams (intramural, club, varsity intercollegiate athletics programs) will be considered Student Organizations.
- XXVII. “**Student Organization Advisor**” refers to a University-appointed professional staff or faculty member assigned to support a Student Organization. Student Conduct may assign a Student Organization Advisor for any Student Organizations without an advisor.
- XXVIII. “**Student**” refers to all persons taking or scheduled to take courses at Drexel University, both full-time and part-time, pursuing undergraduate, graduate, post graduate, professional, certificate, or language studies. Persons who are not enrolled at Drexel University for a particular term but have a continuing relationship or affiliation with the University are considered Students.
- XXIX. “**University Appeal Hearing**” refers to a documents-only Hearing with the purpose of granting or denying a Respondent’s appeal.
- XXX. “**University Conduct Board**” refers to a group of trained Drexel faculty, staff, and students, or appropriately trained External Adjudicator who have been selected to serve as representatives of Drexel University, Student Conduct, and Student Life in making determinations of responsibility in cases of alleged violations of the Code of Conduct and recommending sanctions to be implemented. University Conduct Board members serve on both University Hearings and Appeals.
- XXXI. “**University Official**” refers to any person employed by Drexel University performing assigned administrative or professional duties. This includes student workers including, but not limited to, Resident Assistants and Desk Assistants.

### **Section 3: Authority and Jurisdiction**

Drexel University has the authority and jurisdiction to resolve cases of alleged violations of University policies, rules, regulations, or standards of conduct. The University's jurisdiction through the student conduct process applies to the following individuals, groups, and circumstances:

1. Any person enrolled in an academic course or program at Drexel University is considered a Student and is held accountable for all of the policies listed in the Code of Conduct.
2. Previously enrolled Students who have not yet withdrawn from the University remain accountable to the Code of Conduct.
3. Student Organizations, groups, or associations of students must follow the Code of Conduct, established guidelines by their office/department of recognition, and, if the Student Organization is housed in University facilities, the Residential Facilities Policies. If a Student engages in prohibited conduct on behalf of their Student Organization, both the Student and the Student Organization may be held responsible for violations of the Code of Conduct. The University has the authority to determine whether the Student Organization, individual members, or both should receive notice of alleged violations on a case-by-case basis.
4. The Code of Conduct applies to Students and Student Organizations both on and off Drexel University campuses.
5. Students are responsible for the actions of their invited guests. If the guest of a Drexel University Student is reported to have violated the Code of Conduct, the Student may receive notification of alleged violations on behalf of their guest.
6. If a Student withdraws from the University after engaging in conduct that may violate any of the University's policies, rules, regulations, or standards of conduct, but before the alleged violation has been resolved through the conduct process, the Student's record is placed on a Hold and the case will be resolved regardless of the individual's intent to return to the University. A Student's ability to return to the University shall be contingent on the outcome of the process.
7. A Student may not be approved for graduation until all allegations of misconduct have been resolved. A hold may be placed on a Student's record until all allegations are resolved.
8. Drexel University expects that all Students abide by laws enforced by the federal government, the Commonwealth of Pennsylvania, and local municipalities. Drexel subscribes to the view that, when applicable, it shall deal with matters of student misconduct internally. However, when a Student or Student Organization's misconduct implicates federal, state, or local laws, the appropriate law enforcement officials may be contacted. If Drexel is made aware of allegations of misconduct by law enforcement officials, a concurrent conduct process will be initiated with a formal notice of allegations. Upon request, the conduct process may be delayed pending the resolution of a criminal process. Legal proceedings and the student conduct process are otherwise separate processes.

Case Resolution Processes can be reviewed in Section 10 of this document, and the Appeal Process is detailed in Section 12.

## **Section 4: Reporting**

Drexel University strives to be a leader in the global community and expects its Students and Student Organizations to reflect the highest standards of learning, inclusion, community, and integrity. Therefore, all Students should conduct themselves responsibly and in a manner that reflects favorably upon themselves and the University. Student Conduct strives to create a culture of care and

concern for all Students. The Student Conduct Process fosters personal learning and growth, while at the same time holding individuals and Student Organizations accountable for unacceptable behavior. Formal disciplinary action may result when a Student or Student Organization's behavior is inconsistent with the Code of Conduct.

Student Conduct serves as the reporting center for all reports of Student and Student Organization misconduct. Any member of the Drexel University community or person with knowledge of an incident of alleged misconduct involving a Drexel University Student or Student Organization can make a report or file a formal complaint with Student Conduct.

Reports of alleged student misconduct can be submitted by completing an online report using the [General Incident Reports Form](#).

The report should include the following information, if available:

1. Name(s) of the Student or Student Organization alleged to have violated the Code of Conduct.
2. A description of the incident.
3. Names and contact information of witnesses (if applicable).
4. Names and contact information of the person(s) filing the report.

All reports are private, but not confidential. Student Conduct does not guarantee anonymity of reporting parties and generally may not be able to act upon anonymous reports.

## **Section 5: Code of Conduct**

What follows is a listing of the Drexel University policies, rules, and regulations that prescribe the standards of conduct that the University requires of all Students and Student Organizations. All members of the Drexel community are required to become familiar with these policies and comply with them. Violations of any of these policies will be resolved in accordance with the appropriate University process and procedures. All conduct that violates the Code of Conduct, including any conduct that occurs off campus, will be subject to the University's Student Conduct Process.

This section contains four categories of policies that comprise the Code of Conduct.

1. The Responsible Dragon Amnesty Policy - a policy which can apply to Students or Student Organizations that seek medical assistance for someone experiencing a medical emergency due to the use of alcohol or other drugs.
2. The Code of Conduct - policies that apply to all Students and Student Organizations.
3. Residential Facilities Policies - policies that apply to any Student or Student Organization that resides in any facility owned, operated, or under control of Drexel University.
4. Additional University Policies - policies under the jurisdiction of an office or department other than Student Conduct that can be adjudicated through the Student Conduct Process.

### **I. Responsible Dragon Amnesty Policy (RDAP)**

Drexel University's primary concern is the health and safety of its students. The University is aware that Students are sometimes reluctant to seek medical attention in alcohol and drug related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. Given

that these emergencies are potentially life-threatening, Drexel University seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that would prevent students from seeking assistance. In compliance with The Timothy J. Piazza Anti-Hazing Law, C.S. § 2810, et seq. ([Safe Harbor](#)), RDAP provides amnesty from disciplinary action for Students or Student Organizations who seek medical assistance during an alcohol or drug related emergency.

The requirements for the Responsible Dragon Amnesty Policy (RDAP) to apply to Students or Student Organizations are as follows:

- I. An individual Student who experiences a medical emergency due to consumption of alcohol or drugs and personally seeks medical assistance will not be considered responsible for violating the Alcohol or Drug Policies.
- II. Individual Students who seek immediate medical assistance for another Student who could be in violation of the Alcohol or Drugs policies will not be considered responsible for violating these policies. Students who call for assistance must remain with the Student experiencing the medical emergency until assistance arrives, barring immediate threats to personal safety.
- III. Individual Students who share information to assist with contact tracing efforts, or other COVID related information will not be considered responsible for violating the Alcohol or Drug Policies.
- IV. Individual Students who report allegations of hazing activity related to Alcohol or Drugs will not be considered responsible for violating the Alcohol or Drug Policies.
- V. Student Organizations and Social Hosts must seek immediate medical assistance for a Student who is experiencing an alcohol or drug related emergency. The responding Student Organization or Social Host will not be considered in violation of the Alcohol or Drug Policies. Representatives of the Student Organization or the social host must remain with the Student experiencing the medical emergency until assistance arrives, barring immediate threats to personal safety.
- VI. For RDAP to apply, the Student(s), Student Organization, or Social Host will need to attend a Pre-Hearing Conference with a Conduct Case Administrator and complete any educational and/or wellness related sanctions. Failure to attend the Pre-Hearing Conference or complete sanctions may result in allegations of misconduct being brought forward by Student Conduct.

Conditions or examples in which the Responsible Dragon Amnesty Policy will not be applied to Students or Student Organizations include, but are not limited, to the following:

- I. Students should be aware that RDAP does not provide amnesty for criminal, civil, or other legal consequences for violations of Federal, State, or Local laws.
- II. RDAP only applies to the Alcohol and Drug Policies within the Code of Conduct and will not be applicable to other alleged violations of the Code. The use/abuse of alcohol or drugs does not excuse other examples of misconduct.
- III. RDAP does not apply to Students or Student Organizations when a Student experiencing a medical emergency is found by Law Enforcement or a University employee (including, but not limited to, DUPD, Public Safety, faculty/staff, Student Life staff including Resident Assistants).
- IV. RDAP is not intended to shield or protect Students or Student Organizations that repeatedly violate the Student Code of Conduct. RDAP cases will be maintained by Student Conduct but will not be a part of the Student's official disciplinary record.
- V. Student Conduct reserves the right to revisit the applicability of RDAP on a case-by-case basis.



- VI. Student Conduct reserves the right to contact any Student or Student Organization to discuss an incident or related matter regardless if RDAP could be applied.

## **II. The Code of Conduct**

### **1. Academic Integrity**

Drexel University's Academic Integrity Policy prohibits the following examples of academic misconduct.

#### **I. Plagiarism**

Plagiarism is the inclusion of someone's previously documented words, ideas, or data in one's own new and original work. When a student submits work related to their academic coursework or co-op that includes the words, ideas or data of others, including one's own previously submitted work, the source of that information must be acknowledged through complete, accurate and specific references; and, if verbatim statements are included, through quotation marks as well. By placing their name on work submitted, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student must obtain permission from the current instructor, prior to submission, to use their previously submitted work in a new and original work.

Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words, without acknowledgment of the source.
- Using one's own previously submitted work as new and original without permission from the instructor.
- Using facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- Copying another student's essay examination.
- Copying, or allowing another student to copy, a document or computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Collaborating on an assignment or sharing computer files and/or programs then submitting individual copies of the assignment as one's own individual work.

Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

#### **II. Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that they have mastered information or a skill on an academic evaluation instrument, such as (by example, not limitation) a test, exam, or quiz, that has not in fact been mastered. Examples include, but are not limited to:

- Copying from another student's examination paper.
- Knowingly and/or actively allowing another student to copy from your assignment, examination paper, text, quiz, or similar evaluation instrument.
- Unauthorized use of a course textbook or other materials, such as (by example, not limitation) a notebook, to complete an examination or other assignment.
- Collaborating on an examination, test, quiz, or other project with any other person(s) without authorization.
- Inappropriately hosting, posting, or accessing materials in online forums, group chats, or other web-based platforms that are not authorized.
- Using or processing specifically prepared materials during an examination such as (by example, not limitation) notes, formula lists, notes written on the students clothing, calculators, and/or smart devices that are not authorized.
- Taking an examination for someone else or permitting someone else to take an examination for you.

### **III. Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings.

Examples include, but are not limited to:

- Citation of information not taken from the source indicated; this may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not used in the academic product.
- Submission of a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence; or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- Submitting as your own any written work, printing, sculpture, or other material prepared in whole or in part by another.
- Other forms of scientific misconduct.

### **IV. Academic Misconduct**

Academic misconduct includes academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or un-administered examination, test, quiz, project, or similar evaluation instrument. Examples include, but are not limited to:

- Stealing, buying, or otherwise obtaining all or part of an administered or un-administered examination.
- Selling or distributing all or part of an administered or un-administered test including questions and/or answers.
- Bribing a person to obtain an administered or un-administered test or any information about the test.
- Entering a University building or office for the purpose of obtaining an administered or un-administered test.
- Signing-in, swiping-in, or logging-in as someone else or permitting someone to sign-in, swipe-in, or log-in for you in any academic setting such as, but not limited to, classes or common exams.
- Failure to comply with assignment, exam, or test-taking parameters or requirements, as outlined by the instructor, including but not limited to use of earbuds/headphones, visible cell phone, use of video recording, talking/noise or having others in the testing/assignment space.

- Any unauthorized action taken for the purpose of changing a grade or grade record.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a gradebook, on a test, a "change of grade" form, or other official academic record of the University that relates to grades.
- Continuing to work on an examination or project after the specified allotted time has elapsed.
- Buying or otherwise acquiring in any way a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and submitting it as your own work to fulfill academic requirements.
- Selling, distributing, or otherwise supplying in any way a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work to another student for that student's use in fulfilling academic requirements.

## 2. Acceptable Use Policy (IT-1)

Drexel University's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests (Users) may use their assigned computer accounts, email services and the shared Drexel University network. The use of Drexel's computer and network resources including all electronic communication systems and equipment (Drexel Network) is a revocable privilege. **Violations of the Acceptable Use Policy will be adjudicated through the Student Conduct Process.**

The Acceptable Use Policy (IT-1) contains principles, requirements, and prohibitions that all Student users must comply with. Students should read the [full policy](#).

## 3. Alcohol

Drexel University's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Pennsylvania liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages must also comply with University regulations and policies.

Violations of the University Alcohol Policy include, but are not limited to:

- Consumption, possession, or purchase of alcohol by persons under the age of 21.
- Disruptive conduct due in part or in whole to being under the influence of alcohol.
- Giving alcohol to underage persons or providing a space for the consumption of alcohol by underage persons. Directing, requiring, or encouraging underage persons to be in a space where alcohol is easily accessible may be considered a violation of this policy.
- Possession or use of bulk containers and/or objects that would promote binge drinking including, but not limited to: kegs, funnels, drinking games with alcohol, or any other tools that would promote binge drinking.
- Students under the age of 21 are not permitted to possess empty alcohol containers at any time for any reason, including decorative purposes.
- Simulated drinking games are prohibited regardless of whether or not alcohol is used.
- Hosts of social events involving alcohol must comply with the Social Host Policy found in Additional University Policies on page 42.

Students and Student Organizations should familiarize themselves with the Responsible Dragon

Amnesty Policy (RDAP) at the beginning of Section 5 and how amnesty of this policy can apply if conditions are met during a medical emergency. Student Conduct has the final determination on the application of RDAP to any policy violation.

For Students and Student Organizations that reside in University residential facilities, additional Alcohol policies apply. These relevant policies can be found in the Residential Facilities Policies found in the following subsection.

### **3. Camping or Shelter Construction**

Constructing shelters, camping, or sleeping on Drexel-owned or operated properties is prohibited at all times, unless otherwise authorized by the Department of Public Safety.

### **4. Complicity**

Encouraging, assisting, conspiring, hiring, or being an accessory to any prohibited or unlawful conduct will be considered a violation of this policy.

### **5. Destruction of Property**

- Damage, attempted damage, or participating in the damaging of property belonging to or in the care of the University, a member of the University community, or a campus visitor is prohibited.
- Acts of vandalism on and off campus will be considered a violation of this Policy.
- Damage that is caused accidentally must be promptly reported to Public Safety or Housing and Residence Life if the damage occurs in a residential facility. Failure to report significant accidental damages in a timely manner will be considered a violation of this Policy.

Additional policies concerning damages/destruction of property in residential facilities can be found in the Residential Facilities Policies in the following subsection. Students residing in residential facilities should familiarize themselves with damage reporting procedures.

### **6. Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1)**

The University is committed to establishing and maintaining an environment free from all forms of Discrimination and Harassment for all University community members. The University prohibits discrimination and harassment against individuals based on protected categories. These protected categories include, but are not limited to, race, color, religion, gender (sex), pregnancy, national origin, age, disability, sexual orientation, identity and expression, and veteran status.

All complaints of discrimination, harassment, and bias incidents or retaliation should be [reported](#) to the Office of Equality and Diversity, who may work in conjunction with Student Conduct for resolution. You can make a report by emailing [OED@drexel.edu](mailto:OED@drexel.edu) or by calling 215-895-1405.

Please view [this webpage](#) for information on how to report to OED.

**The full Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1) can be [found here](#).**

### **7. Dishonesty/Falsification of Information**

The following behaviors constitute a violation of the Dishonesty/Falsification of Information Policy. This list is not exhaustive.

- Lying or providing false information to the University or to a University official.

- Awareness of false information being provided by others and not correcting the information.
- Withholding information from University officials.
- Altering or misusing any official documents or University resources including, but not limited to, grade change forms, academic transcripts, admissions applications, course change forms, course withdrawal forms, evaluation forms, or electronic resources.
- Altering or possessing an altered identification card of any form (fake ID).
- Counterfeiting, forging, or fabricating official documents personally or through a third-party.
- Issuing a bad check or payment to the University.
- Providing false information or failing to provide current information to Drexel University or other parties.
- Using a third party to submit applications, transcripts, or other official documents to the University or other parties can be considered a violation of this Policy.

## **8. Disorderly Conduct**

Behavior that disturbs the peace, academic study, or sleep of others both on or off campus is prohibited.

### ***Disorderly Conduct in Class/Research Settings***

Examples of disorderly conduct as it pertains to class/research settings either in person or virtual may include, but are not limited to the following:

- Excessively leaving and entering a classroom without authorization.
- Making loud or distracting noises.
- Sharing excessive or inappropriate comments or images.
- Persistently speaking without being recognized such that it interferes with the learning environment.
- Repeatedly dominating online discussion boards or forums such that it interferes with the learning environment.
- Making personal insults.

Students are responsible to comply with a reasonable request from a professor, instructor, or other University official regarding appropriate behavior.

### ***Disorderly Conduct Outside of Class/Research Settings***

Examples of disorderly conduct as it pertains to settings outside of class/research include, but are not limited to the following:

- Excessive noise.
- Lewd or indecent conduct.
- Throwing, dropping, or projecting any object or substance, (including spit or other bodily fluids), that has the potential for causing damage to property, injury, or disruption.
- Inappropriate interference with the ability of others to enter, use, or exit any University facility, service, or activity.
- Intentionally and inappropriately interfering with the freedom of expression or movement of others.
- Interfering with a University activity such as recreation, meetings, and public events.
- Disorderly conduct at gatherings on or off campus will be considered a violation of this Policy.

Various outdoor student activity programs require the use of sound amplification equipment. The

University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus programs must be obtained from Event & Conference Services.

## **9. Drugs**

The possession and/or use of narcotics or drugs other than those medically prescribed, properly used, properly secured, and in the original container (hereafter: Drugs), is prohibited. Drugs and drug paraphernalia will be confiscated if found on University property.

Violations of the University Drugs policy include, but are not limited to the following:

- Consumption, possession, purchase, sale, distribution, or use of Drugs, including medically prescribed marijuana.
- Suspicious odor accompanied by visual confirmation of materials often associated with drug use.
- Inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a person's mental state.
- Disruptive conduct due in part or in whole to being under the influence of Drugs.
- Giving Drugs to another person(s).
- Providing a space for the consumption of Drugs.
- Possession or use of any and all types of Drug paraphernalia including, but not limited to, scales, baggies, stems, bongs, pens, pipes, water pipes, grinders, or any items modified or adapted, that can be used to consume/distribute/ handle/prepare/use drugs are not permitted on University property. This list is not exhaustive.

Students and Student Organizations should familiarize themselves with the Responsible Dragon Amnesty Policy (RDAP) at the beginning of Section 5 and how amnesty of this policy can apply if conditions are met during a medical emergency. Student Conduct has the final determination on the application of RDAP to any policy violation.

Drexel University must comply with the [Drug-Free Schools and Communities Act](#). Accordingly, all drugs that are illegal under federal law, including medical marijuana, are not permitted on campus.

## **10. Failure to Comply**

Failure to comply with any reasonable request or appropriate directive from a University official, or with any disciplinary conditions imposed by an authorized University official or group, is prohibited.

Violations of any University policy, rule, or regulation published in hard copy or electronically available on the University's website is a violation of this Policy.

- Failure to identify oneself or cooperate with campus safety personnel, residential facilities staff, or other University officials is also considered to be a violation of this Policy.
- Additionally, Students must comply with public authorities acting in performance of their duties.
- Failure to comply with all COVID-19 protocols around health and safety, including but not limited to those listed on [the Drexel Response to Coronavirus site](#). To be clear, students who are not compliant with vaccination or mandatory testing requirements will be considered in violation of this policy. Students who have an approved vaccination exemption are required to participate in mandatory testing. As it relates to COVID-19 protocols, the University will address all alleged misconduct on a case-by-case basis.

## **11. Fire Safety**

The following behaviors or actions constitute a violation of the University's Fire Safety policy. This list is not exhaustive.

- All occupants must vacate a building whenever a fire alarm sounds as soon as possible.
- Setting a fire on University property without prior authorization.
- Tampering with fire safety equipment such as, but not limited to, fire extinguishers, fire hoses, alarm pull stations, smoke detectors, heat sensors or sprinklers, is prohibited.
- Making a false fire report, warning, or threat of fire by any means of communication is prohibited.
- Any improper use of a flame, lit objects and smoke or vapor producing objects including but not limited to, cigarettes, cigars, pipes, hookahs, candles, incense, etc., will be considered a violation of this Policy.
- Vaping or the use of e-cigarettes is prohibited in all University facilities.
- The use and/or possession of fireworks, smoke bombs, dangerous chemicals, explosive or flammable fuels, bottle rockets, or explosives is prohibited on University property.
- In accordance with Philadelphia ordinances, smoking of any kind is prohibited within 20 feet of any entrance, exit, operable window, or air intake of a University facility and including sidewalks and thoroughfares.
- Smoking of any kind is prohibited in all outdoor Smoke-Free designated areas, including outdoor athletic/recreation facilities, and during all University-sponsored outdoor events.

Additional policies concerning fire safety in residential facilities can be found in the Residential Facilities Policies in the following subsection.

## **12. Gambling**

Students are expected to abide by the federal and Commonwealth of Pennsylvania laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

## **13. Guests**

Drexel University Students are responsible for the guests they invite, bring, or host on campus. The behavior of guests on campus will be attributed to their Drexel Host at all times.

Guests are required to provide an acceptable form of identification with a photo (driver's license or university/college/school ID) when requested by a University official.

Additional policies concerning guests in residential facilities can be found in the Residential Facilities Policies in the following subsection.

## **14. Hazing**

Drexel University Student Organizations (e.g. registered Student Organizations or athletic teams, including but not limited to club, intramural or varsity intercollegiate athletics programs) and individual Students are prohibited from hazing.

Drexel University does not tolerate hazing. Any registered Student Organizations, athletic teams (including but not limited to club, intramural, or varsity intercollegiate athletics programs), other student groups, and other persons associated with an organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus,

may face disciplinary action from the University, and may also face criminal charges under state law, including The Timothy J. Piazza Anti-Hazing Law, C.S. § 2801, et seq.

The purpose of this policy is to explain how Drexel University defines hazing, identifies how the University will enforce this policy, and identifies resources for reporting violations of this policy. This policy applies to any acts of Hazing, Aggravated Hazing, or Organizational Hazing occurring on or off campus.

Drexel University adheres to The Timothy J. Piazza Anti-Hazing Law. The Timothy J. Piazza Anti-Hazing Law defines hazing to include: Hazing, Aggravated Hazing, and Organizational Hazing. Hazing, Aggravated Hazing, and Organizational Hazing (defined below) are each prohibited by Drexel University's policy. It shall not be a defense that the consent of a Student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the Organization.

**Hazing:** A person commits the offense of hazing if the person, intentionally, knowingly or recklessly, for the purpose of initiating, admitting, or affiliating a Student into or with an organization, or for the purpose of continuing or enhancing Student's membership or status in an organization, causes, coerces, or forces a Student to do any of the items listed below (1) - (6). Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

1. Violate Federal or State criminal law;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the Student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the Student.

**Aggravated Hazing:** A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the Student; and

1. The person acts with reckless indifference to the health and safety of the Student; or
2. The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational Hazing:** An organization commits the offense of Organizational Hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

In compliance with state law, as described above, Drexel University will consider any action taken or situation created as a part of initiating, promoting, fostering, or confirming any form of affiliation in a Student Organization that meets any of the following criteria to be a violation of this policy:

- Violates city, state, or federal laws.
- Violates any Code of Conduct policy.



- Humiliates or degrades an individual or group.
- Endangers an individual or group mentally, physically or emotionally.

The observation of hazing activities by individuals or groups in a position to intervene but who fail to intervene, or failing to report acts of hazing, will be considered violations of the Hazing Policy. Aiding or assisting another Student to engage in any hazing activity is prohibited.

Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

The University's Hazing Policy covers a range of hazing behaviors. The following actions and situations are examples of prohibited behaviors that may constitute hazing. Drexel University may consider any of the following behaviors under the definitions of hazing provided by The Timothy J. Piazza Anti-Hazing Law (see above). This list is not exhaustive.

#### *Psychological Hazing*

- Activities or behaviors that create a power differential and unhealthy dynamics between new/prospective members and existing members
- Deception
- Interference with academic pursuits
- Name calling
- Line-ups and/or berating
- Personal servitude
- Sexual simulations
- Threats or implied threats

#### *Physical Hazing*

- Assignment of duties or tasks not assigned to other members
- Exposure to unsafe environments
- Forcing another person into a shower against their will
- Forced bondage
- Forced branding, tattooing, piercing, or otherwise changing physical appearances
- Forced consumption of alcohol, drugs, food, liquid or vile substances
- Forced or coerced sexual activity
- Forced dress codes
- Forced greetings or titles
- Games or activities that would cause extreme embarrassment or violate city, state, or federal laws
- Kidnapping or abandonment
- Paddling and other physical assault
- Physical or psychological shocks
- Sleep or food deprivation
- Social isolation
- Subjecting others to unnecessary physical activities such as calisthenics, exercises, or games
- Wearing apparel that is conspicuous and not normally in good taste

#### **Reporting Hazing**

Drexel University encourages all members the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing or Organizational

Hazing, in violation of this Policy, to report the violation by:

1. Completing an online report using the [Incident Report Form](#)
2. Contacting Drexel University Police at 215.895.2222 (in the event of an emergency contact the police immediately)

The report should include the following information, if available:

1. Name(s) of the Student or Student Organization alleged to have violated the Code of Conduct.
2. A description of the incident.
3. Names and contact information of witnesses (if applicable).
4. Names and contact information of the person(s) filing the report.

**The enforcement of this policy can be found in Section 10: Case Resolution and Investigation Processes.**

**Sanction guidelines for violations of this policy can be found in Section 11: Sanctions.**

Students and Student Organizations should familiarize themselves with the Responsible Dragon Amnesty Policy (RDAP) at the beginning of Section 5 and how amnesty of this policy can apply if conditions are met during a medical emergency. Student Conduct has the final determination on the application of RDAP to any policy violation.

Drexel University will maintain a report of all violations of this Policy or of Federal or State Laws related to Hazing that are reported to the University. This report will be updated biannually on January 1 and August 1 and will post the updated report on its publicly accessible website.

### **15. Interference with Student Conduct Process**

Any interference with the University's Student Conduct Process is prohibited.

### **16. Intimidation/Threats**

Intimidating conduct that would cause a reasonable person to feel as though there was an imminent threat to their health (mental or physical), safety, or personal property is prohibited under this Policy.

Engaging in conduct, including any gesture, or written, verbal or physical act, or any electronic communication (which includes emails, text messages, and Internet postings on websites or other social media) that is severe or pervasive and that it could reasonably be understood to substantially disrupt or interfere with the rights of a Student or any other member of the University community will result in disciplinary action.

### **17. Law and Policy Compliance**

Violations of any federal, state, and city laws and ordinances are considered to be a violation of this Policy.

Students have an ongoing obligation to notify the University of any conviction, a plea of no contest, acceptance of responsibility, or acceptance of sanctions for a crime or civil infraction (other than a minor traffic offense) in local (city or township), state, or federal court if the underlying behavior impacts the University community, regardless of location, within thirty (30) calendar days of the occurrence of the conviction. Detailed documentation should be submitted electronically to [studentconduct@drexel.edu](mailto:studentconduct@drexel.edu).

Failure to meet financial obligations with respect to University funds, or conducting any financial transaction with the University unlawfully or unethically is prohibited.

### **18. Littering**

Disposing of waste of any kind in or near any building owned or operated by Drexel except in receptacles provided for that purpose is prohibited. Additionally, overturning receptacles used for trash or recycling will be considered a violation of this Policy.

### **19. Pets/Animals**

Generally, students are not allowed to bring any pet/animal, regardless of ownership, into any University-owned or operated building, or chain an animal outside any University owned building.

All animals that can be leashed must be kept on a leash at all times while on campus. Animals that cannot be leashed must be securely contained at all times while on campus.

All actions of, or damage caused by, any animal will be the responsibility of the owner and/or the guardian at the time of the incident.

For information about service or assistance animals, please refer to the University's Service and Assistance Animal Policy (OED-5) which can be [found here](#).

Failure to comply with the Service and Assistance Animal Policy (OED-5) guidelines may be a violation of this Policy.

### **20. Posting**

Flyers and posters may only be hung throughout the campus on approved posting locations. All materials for posting must be stamped for approval prior to distribution. Posting approval for the University, including the residence halls is maintained by Student Life located in the Rush Building or Creese Student Center.

Advertisements or postings should not refer to or promote alcoholic beverages, tobacco products, or drug usage. Any materials that constitute unlawful obscenity are prohibited, including violations of state or federal law. Postings which contain language or material that violates any University policies, including the University non-discrimination policy, are also prohibited. "Post It" notes, writings on whiteboards and other handmade postings may be considered under this policy.

Postings not approved by the appropriate University personnel will be removed immediately and the Student or Student Organization responsible that posted said flyers may be subject to disciplinary action.

Approved posting locations are subject to change and will be updated as appropriate at this site: <https://drexel.edu/campuservices/studentCenters/services/>

### **21. Privacy and Electronic Media Violations**

The misuse of electronic media devices, systems, or methods ("hacking") is prohibited, including but not limited to: using mobile phones, tablets, data storage devices, cameras, printers, computers, computer lines/networks or computing facilities in ways that:

- Make or disseminate an audio, photo, or video record of any person(s) without prior

knowledge or effective consent where a reasonable person would find the audio, photo, or video inappropriate, or where the audio, photo, or video was made in violation of Commonwealth of Pennsylvania laws.

- Alter or access another's phone voice mailbox, website, social media accounts, or other online presence without permission or creating social media/web-based platforms accounts for someone without permission.

## **22. Retaliation**

Drexel University prohibits any member of the community from retaliating against any person for raising good faith concerns about student behavior that may violate the Code of Conduct. Reports of retaliation can be made [here](#). Retaliation is defined as any adverse action taken against a person in response to that person's participation in the conduct process including, but not limited to, the following:

- Reporting an incident of alleged misconduct.
- Filing a complaint with OED, Student Conduct, or any other Drexel department.
- Cooperating in an inquiry or investigation.
- Participating in any of the University's complaint resolution processes in any capacity.
- Participating as a Board member on a University Hearing or Appellate Board.

Retaliation can include a wide variety of behaviors. Examples of retaliation behavior include, but are not limited to:

- Stalking, harassment, intimidation, threats, or engaging in physical violence.
- Adverse employment action (termination, reduction in pay, etc.).
- Adverse action related to educational opportunities, such as changing grades, class schedule, or Co-Op participation.
- Adverse social actions such as exclusion or removal from a living community, Student Organization, or committee, or publishing personally identifiable information about an individual including on websites or social media sites.
- Encouraging or asking others to engage in retaliatory behavior on one's behalf.

*This policy applies for retaliation by students. Allegations of retaliation by faculty or staff should be directed to the faculty or staff member's supervisor or Human Resources.*

## **23. Sexual Harassment and Sexual Misconduct (OED-3)**

The University is committed to providing an environment free from discrimination, including discrimination based on sex and or gender. Sexual harassment and sexual misconduct are considered forms of sex discrimination. The University will not tolerate any form of sexual harassment or sexual misconduct, including, but not limited to, sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence and other forms of non-consensual sexual conduct.

The University encourages any individual who has been affected by sexual or gender-based harassment or misconduct to immediately [report the incident\(s\)](#) giving rise to such concerns.

Please view [this webpage](#) for information on how to report to OED.

**The full Sexual Harassment and Sexual Misconduct Policy (OED-3), including information about**

reporting, can be [found here](#).

#### **24. Solicitation**

Solicitations and sales are not permitted without proper authorization from University officials.

Door-to-door solicitation is prohibited at all times including distributing anything underneath doors of residence halls or other University rooms. Students are prohibited from using University facilities for business purposes of any nature without proper authorization from a University official.

#### **25. Theft**

Violations of the University's Theft Policy include, but are not limited to,

- Taking, attempting to take or assist in the taking of money, property, services, identity, or any item of value for which they do not have rightful possession.
- Using property or services without proper authorization or permission.
- Knowing, possessing, retaining, or disposing of any stolen property even if there is intent to return the property.

#### **26. Unauthorized Access/Entry**

Unauthorized access or entry to, into, or onto any property owned or operated by the University or any private or restricted property is prohibited, including but not limited to:

- Gaining access to residential facilities without following established procedures.
- Using emergency exits in non-emergency situations.
- Remaining in a University building after the building has closed.

The University prohibits access to windows, roofs, balconies, railings, ledges, and fire escapes of all University owned or operated buildings.

#### **27. Unauthorized Use of University Property or Documents**

Examples of Unauthorized Use of University Property or Documents include, but are not limited to, the following:

- Use, possession, or sale of a University ID card to obtain entry or services to which a person is not entitled. Examples include, but are not limited to, using another person's University ID for entry to the DAC, the Dining Hall, the Libraries, and other ID-required buildings/facilities.
- Use, possession, or sale of a parking tag that was not specifically issued to the Student.
- Possession, duplication, or sale of any University keys not specifically issued to the Student.
- Unauthorized use of University documents, records, or information.
- Use of official University property or services for personal use or for use other than originally intended.

#### **28. Unmanned Aircraft Systems (Drones)**

Unmanned Aircraft Systems (Drones) are prohibited from being operated inside or near University facilities including residence halls.

Students must comply with the City of Philadelphia and Federal Aviation Administration regulations related to Unmanned Aircraft Systems (Drones). A link to those regulations is [provided here](#).

#### **29. Violence**

Physical violence or threatened physical violence against another person or group is prohibited. Responding to violence with violence may also be a violation of this policy, unless such violence is a

direct response of reasonable self-defense.

### **30. Weapons**

The possession of weapons on University property or at University-sponsored events is prohibited.

Students should not keep, use, possess, transport, or display the following list of weapons. This list is not exhaustive.

- 3-D printed weapons
- Airsoft rifles/pistols
- Ammunition including rounds, casings, shells, clips, magazines, cartridges, and paint pellets
- Bows, crossbows, and arrows,
- Brass knuckles
- Dangerous knives (for example: switchblades or any knife with a blade over 3” that is not reasonably designed or appropriately used for culinary purposes)
- Decorative swords
- Guns (handguns, shotguns, semi-automatic weapons, automatic weapons, etc.)
- Lethal or dangerous device capable of causing injury
- Mace or pepper spray
- Makeshift weapons
- Martial art weapons
- Pellet or BB guns
- Projectile weapons triggered by air, gas, explosion, or mechanical means
- Rifles
- Stun guns or Tasers

Realistic facsimiles of weapons are also specifically prohibited. The ROTC is authorized to store, transport, and use firearms when engaging in University-authorized or ROTC authorized activities.

### **31. Wheeled Transportation**

This Policy was created to promote pedestrian safety and to prevent physical damage to exterior surfaces owned and maintained by Drexel University by bicycles, motorcycles, skateboards, in-line skates, and scooters. This list is not exhaustive.

#### **I. Bicycles**

A bicycle is a vehicle, and cyclists must obey all traffic laws. Anyone using a bicycle shall do so in a safe manner and always yield the right of way to pedestrians. Bicycles shall be operated at a reasonable, safe, and prudent speed at all times.

Cyclists are required to use designated bike racks for parking. Bicycles may not be parked or stored blocking building entrances or exits, stairways or pedestrian walkways. Bicycles may not be parked or stored in hallways, stairways, or public areas in University buildings.

Bicycles may not be parked or stored inside any Drexel University building unless the area is specifically designated for such storage. Exceptions can be made for residents of Stiles Alumni Hall, please contact Housing and Residence Life staff for more information.

#### **II. Hoverboards/Skateboards/Skates/In-Line Skates/Scooters**

The use of hoverboards, skateboards, skates, in-line skates, and scooters is permitted as a means of transportation on public thoroughfares; but are not permitted on any Drexel University property including pathways, ramps, railings, curbs, benches, steps or stairs and other such structures.

The use of hoverboards, skateboards, skates, in-line skates, or scooters is never permitted inside any University building.

### **III. Motorcycles, Motorbikes, and Motorized Scooters**

In accordance with PA Motor Vehicle law, motorcycles, motorbikes, or motorized scooters may not be operated on sidewalks or pedestrian pathways. Motorcycles, motorbikes, or motorized scooters must be parked in designated parking spaces and may not be stored or parked within University buildings.

## **Section 6: Residential Facilities Policies**

The Code of Conduct Residential Facilities Policies apply to any Student or Student Organization that resides in any facility owned, operated, or leased by the University. This includes but is not limited to University residence halls, Greek Houses, and master lease properties.

All residential students must sign a Housing and Residence Life (HRL) and Dining Agreement in order to receive a housing assignment. By agreeing to the terms of a Housing and Residence Life Agreement, the resident agrees to adhere to the Code of Conduct and Residential Facilities Policies as well as any local or state ordinances. The Residential Facilities Policies are enforced concurrently with the Code of Conduct. Students and Student Organizations are expected to abide by the following Policies and understand how the Policies and Code intersect.

**Policies are subject to change based on CDC and government recommendations (i.e. COVID). It is the responsibility of students to check their Drexel email for communication regarding such policy changes.**

If a resident breaches any provision of the Housing and Residence Life and Dining Agreement, the resident may be subject to loss of housing, disciplinary action, and liable for any damages. The Housing and Residence Life and Dining Agreement becomes legally binding on the date the resident electronically signs their application. The Housing Agreement can be [found here](#) in its entirety.

### **General Provisions of Residency**

#### **1. Alcohol**

- Alcohol possession or consumption is only permitted in spaces in which all Students and guests are over the age of 21. In individual rooms, alcohol can only be possessed or consumed by the resident who is over 21 and should be restricted to the area of space occupied and assigned to that student. Alcohol is not permitted to be present, consumed, or stored in common areas.
- Alcohol consumption is not permitted in public areas of the residential facilities regardless of the individual's age. Residential lounges, lobbies, kitchens, and entryways are considered public areas. Additionally, a student room/ suite/apartment with an open door is considered a public area.
- Alcohol consumption is not permitted by anyone in an adjacent area to a residential facility including, but not limited to, balconies, parking lots, patios, loading docks, porches, lawns, etc.
- Residents, who are under 21 years of age, are not permitted to keep empty alcohol

- containers in their rooms at any time for any reason including decorative purposes.
- Residents, who are under 21 years of age, are not permitted to have shot glasses in their rooms at any time for any reason including decorative purposes.
  - Drinking paraphernalia including, but not limited to, funnels and beer pong tables are not permitted. This list is not exhaustive.
  - Regardless of ownership or origin, any of the following items found in a residential facility will be confiscated and disposed of: unauthorized alcoholic beverages, alcoholic beverages found in the possession of minors, kegs, beer balls, taps, or other mechanisms used to dispense alcohol. Public Safety staff is authorized to confiscate and dispose of such items. Residence Life staff is authorized to direct residents to dispose of such items.
  - Drinking games including, but not limited to, beer pong, flip cup, and shots of any kind are not permitted. Simulated drinking games are also prohibited regardless of whether or not alcohol is used.

## **2. Art Projects**

Students are expected to exercise extreme caution when completing art projects. Proper ventilation must be maintained and floors, walls, and furniture must be protected. Any damages incurred will be assessed by Housing and Residence Life staff. The use of spray paint or any aerosol spray is prohibited.

## **3. Common Areas**

### ***General Policies for Common Areas***

- Policies regarding common areas of residential facilities are subject to change based on local (Philadelphia), state, and national guidance regarding COVID-19.
- The use of residence hall common areas is restricted to the building occupants, their guests/visitors, and University-affiliated groups and organizations that have reserved a space through the facility's staff or Conference & Event Services.
- Groups that utilize common areas must be limited to the number of persons that can be accommodated by the common area's maximum occupancy standard.
- Common area furniture must remain in the assigned common area. A fee may be assessed if common area furniture needs to be moved back to its appropriate location. Residents are not permitted to possess common area furniture or other equipment that has been assigned to a common area in their assigned spaces. Students found in violation of this standard will face disciplinary action.
- Common areas cannot be used for sales or solicitation.
- Common areas should not be physically modified in any way without prior approval.
- Due to health and safety concerns, students are expected to keep common areas, including common kitchens, reasonably clean and orderly for community use. All kitchen dishes, pots, and pans must be washed and stored immediately after use. Counters should be cleaned following use. Garbage should be disposed of properly and not flushed down sink drains. Continued failure to adhere to these standards could result in disciplinary action.
- Residents are not permitted to sleep in the common areas of residential facilities.

### ***Common Area Reservations and Event Policies***

All reservations for common area spaces must be approved by Housing and Residence Life or Conference & Event Services. Priority for the use of these facilities is given to residents and



resident groups.

- These offices reserve the right to monitor the event and take any action necessary to ensure the security of the participants, residents, and facilities.
- A group exceeding 25 requires the hiring of additional desk staff to be paid by the sponsoring group. Certain locations also require the hiring of security guards through the Department of Public Safety; the sponsoring group is responsible for payment.
- Publicity for the event must be limited to the residence halls and academic buildings of the University following the University Posting policy in the Code of Conduct.
- All nonresident groups are expected to adhere to the Code of Conduct and Residential Facilities Policies.
- Any costs resulting from use, including any damages, will be passed on to the responsible hosts.

#### **4. Community Developed Policies**

Upon the approval of HRL, residents within a defined area (floor, building, etc.) can create policies that further the quality of the living experience for all its members (community standards agreements).

Community Developed Policies must:

1. Be congruent with current University and HRL policies and procedures.
2. Be agreed upon by all community members.

#### **5. Damage/Vandalism**

The following Damage/Vandalism policy applies to all individually assigned spaces, common areas, areas outside of the Student's assigned space, and all acts of vandalism of the residential facility or property.

- Students are required to report any information regarding specific acts of vandalism or damage (including accidental damages) to Housing and Residence Life staff, or Public Safety within 24 hours. Reports can be made by submitting an online Work Order, contacting a Resident Assistant or other HRL staff member, or calling Public Safety at 215.895.2222.
- Residents cannot paint, damage, or otherwise alter the private or public spaces of the facility or property.
- Residents must keep the exterior of facilities (including porches, lawns, etc.) free of garbage, unapproved furniture, and flammable liquids and gases.
- Residents are prohibited from engaging in behaviors of disorderly conduct that are inconsistent with the health and safety of the residential community. See Code of Conduct policy Destruction of Property and Disorderly Conduct for specific examples of violations.
- Residents are prohibited from causing unnecessary garbage or debris in the hallways, public spaces, egresses, etc.
- Residents are held responsible for the condition of the room that they are assigned. Each room is inspected during check-in and a Room Condition Report (RCR) is completed. Residents should check the information on the RCR for errors, add additional information, and sign it. As residents check out of their spaces, damage inspections will occur using the RCR as guidance.
- Residents are not permitted to repair or attempt to repair damages.

Repair or replacement costs will be assessed to the individual(s) responsible. These damage costs can be appealed for damages above \$100.

When it is not possible to determine the individual(s) responsible, costs will be prorated among the residents of a building floor, wing, suite, apartment, etc. When costs are prorated, this is referred to as “Common Area Damage”. Common Area Damages charges cannot be appealed. Residents must agree to satisfy by specified due dates any damage assessment charges billed to them. HRL staff members (excluding Resident Assistants) make all final determinations of damages.

## **6. Damage or Loss of Personal or University Property**

- The University is not liable for any loss or damage incurred to residents’ personal property, whether by flood, fire, theft, or any other cause.
- Residents of University Housing are expected to provide adequate insurance coverage for all personal property by their move-in date. Students should ensure their property has the necessary coverage whether by coverage through a parent/guardian’s homeowner’s insurance policy or through individual renter’s insurance coverage.
- Residents assume any and all liability for damage or claims that result from their own negligence, as well as any negligence of their guests.
- Residents are liable for any damage and/or loss to a room, its furnishings, or any other part of the residence hall.
- Misuse, abuse, theft, or damage to personal property by one resident or group of residents to another is not permitted.

## **7. Equipment Use**

Front desks in residence halls are responsible for administering the use of equipment such as for sports and recreation. A University ID is required for use of this equipment. Improper use or abuse of this equipment will result in disciplinary action.

## **8. Facility Access**

### ***Residence Halls***

- All residence hall entrance doors are locked for student safety 24 hours each day. Access to the residence hall is only through the front door. All other doors are locked from the outside and equipped with exit alarms that sound when the door is opened. These doors are to be used only in case of an emergency.
- To enter a building, residents must scan their ID at the proximity reader by the lobby doors. The ID will allow access to the front lobby. Residential students will have the ability to self-scan into the hall and should show their picture ID to the desk staff.
- Residential students who fail to present their Dragon Cards more than 7 times in a year, will be placed on restricted access for their assigned residence hall.
- Bags, carts, trunks, luggage, etc. can be searched based on reasonable cause by Public Safety or HRL Professional Staff.
- HRL Professional Staff and Public Safety reserve the right to deny admittance to any person to the residence halls.

## **9. Fire Safety**

- Residents are prohibited from tampering with, damaging, or misusing fire safety equipment or setting off a fire alarm, except in cases of fire emergencies. Fire safety equipment includes fire alarm pull stations, fire hoses, smoke and heat detectors, fire extinguishers, water standpipes in high-rise buildings, sprinkler systems, door closers, and posted evacuation plans. This list is not exhaustive.
- Any resident who fails to leave a residential facility whenever the fire alarm is engaged will be subject to disciplinary action and possible fines. Additionally, in the cases of false alarms, the City of Philadelphia may fine any resident(s) found responsible for initiating a false fire alarm in excess of \$500.
- Residents are not permitted to prop open fire exit doors. Residents must report a propped fire exit door to HRL staff (including resident assistants and desk assistants) or Public Safety.

### **10. Hall Sports**

Sports activity or any other type of physical activity that causes disruption in the residential facilities is prohibited. Activities include, but are not limited to skateboarding, inline skating, bike riding, hoverboard usage, water gun usage, ball and Frisbee tossing, boxing, or wrestling. This list is not exhaustive.

### **11. Mail and Package Delivery**

Each resident is assigned a mailbox in the residence hall. All residents will be issued a combination when the resident checks in.

Residents must adhere to the following policies regarding Mail and Package Delivery:

- Residents are not permitted access to mailboxes that are not assigned to them. Packages will only be issued to the student addressed on the package.
- Residents are responsible for collecting mail that is placed in their assigned mailbox. Residents must empty their mailboxes when they check out.
- Residents are responsible for contacting creditors when they vacate a room to provide an updated mailing address. HRL will not forward mail to off-campus locations once they have vacated their rooms.

### **12. Pets**

- Students may not at any time be in possession of animals except for non-carnivorous fish, even for short-term visits, in University residential facilities, unless prior approval is provided through the University's policy on Service and Assistance Animals (OED-5). The full policy can be [found here](#).
- Non-carnivorous fish may be kept in a 10-gallon or smaller aquarium. The occupants of the room will assume all charges for damages related to the use or malfunction of the aquarium.
- Students without prior approval through the University's policy on Service and Assistance Animals (OED-5), or are found with an animal (except non-carnivorous fish) in their room, will be asked to remove it immediately. Failure to comply with this request will result in disciplinary action along with the permanent removal of the animal by University Officials. If the animal presents an immediate threat, Public Safety and/or Drexel Police may be involved.

### **13. Quiet/Courtesy Hours and Noise Violations**

- All residential communities will adhere to 24-hour Courtesy Hours. Courtesy Hours are times when residents are expected to keep from unduly interfering with anyone else's ability to sleep, read, or study.
- Unreasonable amplification of music out of windows or porches is not permitted.
- Quiet Hours are Sunday–Thursday from 10pm until 10am and Friday/Saturday from 12am (midnight) to 10am or as deemed appropriate by University officials and city ordinances.
- During final exams, 24-hour quiet hours are enforced in residential facilities.

### **14. Reasonable Expectations of Privacy**

All residents are encouraged to communicate their needs clearly, using roommate agreements, regarding privacy matters with roommates, suitemates, floormates, and housemates. All residents should expect to maintain personal privacy within their student rooms and community bathroom facilities. Students who invade an individual's privacy within bathroom facilities, or who violate an individual's privacy by entering their room without permission or recording an individual without permission will face disciplinary action.

Additional policies and standards regarding Reasonable Expectations of Privacy are as follows:

- When having guests, each resident should be conscious of the privacy of their roommate(s). Residents should exercise their right to privacy responsibly and conduct themselves appropriately, being mindful of extra responsibilities and social obligations of having guests.
- The right to privacy does not imply the right to violate the Code of Conduct, University Procedures or city, state, and federal laws.
- Unauthorized sharing of another person's information, such as email addresses, phone numbers, or room assignments, is prohibited.

### **15. Rooftops, Windows, and Balconies**

#### **1. Rooftops**

Students who are present on the roof or any other architectural feature not designed for recreational or functional use will be subject to fines, assessments for any damage, and disciplinary action if the student's presence is not caused by a valid emergency. The University assumes no financial or legal responsibility for any student injured as a result of such action.

#### **2. Windows**

All window screens must be kept in position at all times. Students found responsible for removing screens from residential facility room windows will be fined per screen.

#### **3. Balconies**

Access to balconies of any residential facilities is strictly prohibited.

### **16. Safety & Sanitation Inspections and Room Searches**

The University recognizes and respects each resident's desire for privacy, especially within the context of a group living environment; however, the University reserves the right to enter and inspect any student room at any time without permission or consent of the room occupant(s) to provide emergency service or general maintenance work, make safety or condition inspections,

or investigate possible violation(s) of University policies or city, state, or federal laws.

Rooms shall be entered in the resident's presence or absence by authorized University personnel when there is reasonable cause to believe:

- A resident's safety may be in jeopardy.
- A room or its furnishings may be damaged.
- Custodial or maintenance functions must be performed.
- University policies or city, state, or federal laws are being violated.
- Sanitation, safety, and/or damage inspections are to be completed.
- That there could be stolen property in the space.

Safety and Sanitation Inspections are conducted each term. Best efforts will be made to notify students of the date of the inspections. Should a resident not be present at the time the room is to be inspected, staff members will conduct the inspection in the resident's absence.

### **17. Smoking**

- Smoking (including electronic cigarettes, vaping devices, and hookah) is not permitted in any University residential facility. Students will be charged for any related maintenance or cleaning as the result of smoking in a residential facility.
- Smoking (including electronic cigarettes, vaping devices, and hookah) is prohibited around all entrances, exits, and perimeters of residential facilities.

Students must also adhere to Code of Conduct policy #11 (Fire Safety) and the related regulations around smoking and fire safety at Drexel University.

### **18. Solicitation & Selling**

Solicitation and selling by students and all others are not permitted in University residential facilities.

- No person, organization, or department can conduct a business, sales, or solicitation in residential facilities.
- No person, organization, or office may enter these facilities to distribute or collect questionnaires and surveys and/or to collect any other information in person from students in their place of residence, without obtaining advance written permission from Housing and Residence Life.
- No deliveries may be made to individual rooms unless HRL has granted prior permission.
- No advertisements or flyers are permitted on or under the doors of residence hall rooms.

### **19. University Housing and Dining Agreement Compliance**

In addition to these policies, residents are required to abide by all terms and conditions listed in their signed Housing and Residence Life and Dining Agreement, to include the University Residency Requirement. Residents are expected to read and understand the agreement before signing. The agreement is updated each academic year and contains specific language and requirements for Residents in undergraduate housing, graduate housing, and affiliated Student Organization housing.

The Housing and Residence Life and Dining Agreements can be [found here](#).

## **Individual (Assigned) Room Policies**

### **1. Cooking**

The only cooking permitted in a resident's room is that which can be done in a microwave oven. Because of the danger of electrical overload, high-wattage appliances are prohibited. Residents in Stiles Hall and Van Rensselaer Hall are allowed to cook in their suite. In all other facilities, approved appliances must be used in the common area kitchen.

### **2. Decorations**

Residents are expected to decorate with adherence to the following policies on room decorations:

- All decorations must be fire-resistant.
- Only Underwriters Laboratory (UL) or Factory Mutual (FM) approved cool bulbs are allowed.
- Natural trees and cut tree boughs are not allowed in residential facilities.
- Students are not permitted to hang any items from the sprinkler piping, sprinkler heads, or any room electrical wiring.
- Decorations may not obstruct free passage of the hallways or entry/exit to the room.
- Electrical decorations must be kept away from metal door frames; lights must be strung so a door will not close on the wiring.
- No permanent alterations may be made to the residence hall rooms (i.e., painting the room, ceiling, furniture, etc.).
- Students will be charged for any damages resulting from decorations in the room.

### **3. Guests and Visitors**

**Guests and Visitors policies are subject to change based on local (Philadelphia), state, and national guidance regarding COVID-19.**

At the start of the academic year, roommates in undergraduate buildings are required to complete roommate agreement forms that outline basic expectations of all occupants of a particular room or suite. Guests are defined as individuals who are not assigned to the resident host's room. While the primary purpose of these spaces is to provide a safe and welcoming environment for learning, it is also a home. Roommates and/or suitemate(s) unable to reach a livable solution should work with HRL staff to mediate any conflicts.

For properties associated with a Fraternity or Sorority, guests include members of the Student Organization that are not assigned to live in the facility.

Resident hosts must adhere to the following policies for all guests:

- Hosts are responsible for the actions of their guests and will face disciplinary action if their guests violate any of the Code of Conduct. Hosts should familiarize their guests with University policies before inviting them to campus.
- All guests to a room are subject to the roommate agreement of all room residents. Residents should work to reach an amicable agreement on the presence of guests in a residence hall room.
- The presence of guests may not restrict free access for legitimate occupants to any common space and any private space they may have, or create any situation that infringes on the need of roommate and/ or suitemate(s) to remain undisturbed.
- For residential facilities that have a front desk, resident hosts must sign in their guest(s)

following proper procedure at the front desk. The host must escort all signed-in guests back to the front desk to sign them out of the building at the end of the visit. If a guest is not properly signed out, then the guest would be considered still in the building.

Students may not sign in or sign out guest(s) for other residential students.

- Resident hosts must escort their guest(s) at all times within the hall.
- Photo identification will be required for each guest. It is the responsibility of each host to inform their guests that they need identification to be permitted into the residence halls. Photo identification of the guest(s) will remain at the desk until the guest(s) vacate the building. Acceptable forms of photo identification include: a driver's license, or a university/college/school ID. No other forms of ID will be accepted.
- Guests without ID will not be allowed access into the hall.
- Resident hosts are limited to three guests at any one time, unless otherwise permitted by HRL professional staff.

### ***Overnight Guests***

An overnight guest is defined as anyone signed in for a significant portion of the overnight period, spends at least 4 hours in the halls and some portion of that time includes 3:30am-7am.

- Guests are allowed to visit in a student room for no more than three (3) nights in a seven (7) day period. An individual guest may spend no more than nine (9) nights per month within a residential facility.
- Guests under the age of sixteen (16) are not allowed overnight in the residence halls. Limited exceptions may be made with advance notice and written parental consent provided to the HRL professional staff that oversees the residential facility.

## **4. Lockout Policy**

- When locked out, a resident should report to the front desk of their residential facility to notify the desk staff that access will be needed.
- Students will be allowed to sign out a spare key to allow access to their assigned room. Spare room keys should be returned to the front desk immediately after use. Spare keys can be checked out for a maximum of 24 hours.
- If the initial room occupancy key is not located, the lock core will be changed and the student will be billed a \$75 fee per affected lock. For suite-style residences, all affected lock cores will need to be changed, making the total cost \$225 for a 4-person suite, and \$300 for a 6-person suite.
- Students are not allowed to borrow the spare room key for a room other than their assigned room. Students who abuse this policy are subject to disciplinary action.
- Keys must be returned in person and will not be accepted by mail.
- Students are afforded two (2) free lockouts per term, all subsequent lockouts will incur a \$25 fee per lockout.

## **5. Maintenance Requests/Work Orders**

Students should report maintenance needs by filing a work order request. Please see [the University Housing website](#) for instructions on how to complete a work order request.

## **6. Non-Permitted Items**

There are various items that are not appropriate for use in student rooms for safety reasons. Possession of one or more of these items can subject the occupant(s) of the room to a fine and

possible disciplinary action.

Examples of non-permitted items include, but are not limited to, the following:

- Bed risers
- Bicycles (unless they are in a University-designated bicycle storage area)
- Candles
- Coffeemakers with a hot plate
- Extension cords
- Flammable liquids, gases, or other substances
- Furniture that is not provided by the University
- Halogen lamps
- Hammocks in bedrooms and/or common spaces
- High-wattage electrical appliances
- Hot plates
- Hoverboards
- Illegal drugs
- Incense and incense holders
- Indoor grills
- Live or cut trees
- Lofts
- Outside antennas and/or satellite dishes for television/radio reception
- Outside routers for Internet usage (see [drexel.edu/it](http://drexel.edu/it))
- Pets/Animals (unless prior approval via OED-5)
- Popcorn poppers
- Portable space heaters; electrical appliances with a heating element
- Sandwich makers
- Surveillance cameras
- Toasters
- Toaster ovens
- Waterbeds
- Weapons (see Weapons policy in the Code of Conduct for definitions)

## **7. Open Flames**

Open flames are not permitted. The lighting and burning of candles, incense, or any other item with an open flame is not permitted. Candles are not permitted for decorative purposes.

## **8. Room Assignments and Access**

- Students are only permitted to reside in their assigned spaces through University Housing.
- Students are only permitted to switch rooms or bed spaces when authorized and approved by HRL or University Housing Staff.
- Students are encouraged to lock their doors at all times.
- Students are encouraged to report the presence of any suspicious persons or unusual activities in residential facilities to the proper authorities (i.e. DUPD, Public Safety, HRL Staff).
- Room keys or access cards are not provided to guests.
- Students should not enter another resident's room without the knowledge and consent of



- the occupant(s), regardless of whether or not the door is closed and locked.
- Residents are not to tamper with automatic door locks or prop open doors with automatic closures.
  - Residents are not to enter/exit through fire doors except during fire alarms/fire drills.
  - The University reserves the right to enter a resident's room for the purposes of investigation, inspection, and repair or in cases of clear emergency. (See Room Inspection/Search Policy for additional information.)

### **9. Room Furnishings**

- All University supplied furniture must stay in its assigned room.
- Furniture must be used for intended purposes.
- Students are not permitted to leave room furnishings in common areas, hallways, or corridors. Furniture found in any of these areas will be returned to the student's room and a fine for obstruction of egress and a moving charge will be assessed to the student for each incident.
- Cinder blocks are not permitted in University residences.
- Lofts of any type are not permitted in residence (unless issued by the University).
- Ping-pong tables, pool tables, video arcade games, and other large game tables are not permitted due to limited room space and potential disruption to other students.

### **10. Room Keys**

- Students are responsible for carrying their keys with them at all times.
- The room occupancy key issued to each resident is the property of the University and is issued to that particular resident for their exclusive use.
- Students are not permitted to lend or give their room keys to anyone or any group.
- It is unlawful to duplicate any residence hall key.
- Students are not permitted to put their own locks or alarms on any residence hall doors.
- Keys must be returned when a student vacates their residential assignment. A lost or unreturned key will result in a lock core change and a \$75 fee per affected lock. For suite-style residences, all affected lock cores will need to be changed, making the total cost \$225 for a 4-person suite, and \$300 for a 6-person suite. In the event of a broken key, a replacement fee will be charged.
- Lost or misplaced keys should be reported immediately to the front desk staff.
- At the time of move out, keys must be returned in person to the residence hall desk and will not be accepted by mail.

### **11. Vacant Room or Half-Room Policy**

In the event that a bed space within a suite or room becomes vacant at some point during the year, resident(s) are not permitted to utilize that space. The room or half-room must be kept clean and "move-in ready" for a new occupant. Failure to adhere to this policy may result in a fee and/or disciplinary action by the University.

## **Section 7: Additional University Policies**

The following policies are under the jurisdiction of offices or departments other than Student Conduct. Alleged violations of any of the policies can be resolved through the Student Conduct Process. Policies are subject to change based on CDC and government recommendations (i.e. COVID). It is the

responsibility of students to check their Drexel email for communication regarding such policy changes.

### **1. Campus Engagement Policies and Guidelines**

Campus Engagement, comprised of the offices of Student Involvement and Leadership, Fraternity and Sorority Life, Recreation Athletics and the Student Center for Diversity and Inclusion, can establish policies and/or guidelines for recognition, funding, event registration, and other privileges granted to Student Organizations. Students and Student Organizations are expected to familiarize themselves with and adhere to the policies and guidelines of their affiliated office. Failure to adhere to the policies and guidelines may result in disciplinary action under the Code of Conduct in addition to any action taken by the affiliated office.

### **2. DragonCard Policy**

The DragonCard is the official identification card of Drexel University. It serves to identify students, faculty, and professional staff of the University and is a tool to access buildings, dining plans, Dragon Dollars and other on-campus services. The DragonCard is the property of Drexel University and is governed by University regulations.

DragonCards are issued only to Students who are registered for classes (or are on an official co-op assignment) for the current term. The DragonCard must be carried at all times while on University-owned property, as Students may be required to produce proper Drexel identification to a Public Safety officer or University official.

All members of the University community can immediately mark their card as “lost” via the GET Portal to prevent unauthorized usage and [learn more information](#) about these instances. Temporary identification cards are issued as a service at the request of the Student. These temporary cards are valid for a maximum one-week time frame and Students may only receive one temporary identification card per term.

Each year, it is the responsibility of the student to bring their DragonCard to one of the validation locations to have their registration status verified and receive a validation sticker noting the current calendar year. Students without validated DragonCards are not permitted access to most buildings and services on campus.

Every Student should familiarize themselves with the applicable policies in the Code regarding DragonCard use/misuse. More information about the DragonCard can be [found here](#).

### **3. Health Insurance Policy**

All full-time Students are required to demonstrate proof of coverage under a health insurance plan each academic year that they are enrolled. Domestic Students may satisfy the requirement by purchasing the Drexel Health Insurance plan or by submitting an online insurance waiver form. Failure to complete an online waiver form or purchase the University-sponsored plan will result in a default enrollment into the University-sponsored plan. The charge for this plan will subsequently appear on the University bill. Once this charge has been placed on the Student’s account it cannot be removed and Students will be enrolled in Drexel Student Health Insurance for the full academic year.

All undergraduate international Students must purchase the University-sponsored plan (the only plan accepted in lieu of the Drexel plan will be Embassy-sponsored coverage). Graduate international students holding a J-1 visa must also purchase the University-sponsored plan so that federally governed J-1 mandates are met.

Information about the Health Insurance Policy can be [found here](#).

#### **4. Immunization Policy**

Drexel University requires all entering full-time undergraduate and graduate Students and all full- and part-time international Students (includes all visa holders and permanent residents) to complete the following immunization schedule, also [found here](#):

- MMR vaccine: measles, mumps, rubella (2 doses)
- Hepatitis B vaccine (2 doses, 3 preferred)
- Tuberculosis screening by all full-time Students and testing if necessary (information available on the immunization form sent to Students)
- Varicella (chicken pox; either history of disease or two doses of the varicella vaccine)
- TDAP (within the past 10 years)
- Meningococcal (for all Students 21 years or younger or any student living in University housing)
- COVID-19 immunization (specific requirements [found here](#))

The immunization form requires a doctor's signature.

Drexel University currently does not require the Meningococcal B vaccine as the American College Health Association, our guiding body, has not yet endorsed this vaccine as required for university students. We do recommend that all Drexel Students speak with their family physicians about the advisability of getting this vaccine, and if necessary, we will assist students in finding Philadelphia locations where the vaccine is available.

The immunization requirement is based on the recommendations of the Commonwealth of Pennsylvania Department of Health Immunizations and the American College Health Association. Students can satisfy this requirement by completing the immunization form that is mailed to students prior to entering Drexel. Students can access the form online [found here](#).

Failure to comply with this policy will result in a hold being placed on the Student's record, which will prevent registration for the next term's classes. Residential students who have not complied with the stated immunization policy will also not be able to move into or remain in their residence hall until completing this requirement.

Information about the Immunization Policy can be [found here](#).

## **5. Social Host Policy**

Drexel University supports safe social hosting practices by individual Students and Student Organizations. Hosts, individuals and Student Organizations, are expected to take reasonable measures to discourage alcohol abuse and to uphold the laws of the Commonwealth of Pennsylvania, as well as the Code of Conduct.

The following guidelines are intended to help hosts understand their responsibilities when hosting a social event. These guidelines are not intended to absolve a host of liability and can be supplemented by additional measures, as the host sees fit. Allegations of misconduct may be issued, despite a host's best efforts to follow these guidelines. These measures are suggestions and are not meant to be exhaustive.

- Do not host an “open” event. An open event is one that permits entry to students, guests, and any other member of the community who wishes to attend. Hosts should know who is in their space to ensure crowds do not become too large and those attending can be held accountable for their actions.
- Hosts, whether individuals or Student Organizations, should never sell alcoholic beverages. Additionally, “common source” alcohol - including kegs, bulk quantities of alcohol, or jungle juice/alcoholic punch in any form, is not permitted under Drexel's Code of Conduct, regardless of the age of individuals consuming the alcohol.
- When hosting a BYO (bring-your-own) event, it is recommended that hosts place a limit on the quantity of alcohol brought by any given attendee. For example, an attendee should not be allowed to bring more than a six (6)-pack of beer. The host should also consider limiting the types of alcohol brought to their space based on the alcohol-by-volume rating of a given beverage. Hard liquor should be discouraged or banned completely.
- A comparable supply of food and non-alcoholic beverages should be provided by a host and placed in plain sight for attendees to consume.
- The Code explicitly prohibits individuals from providing a space for people under the age of 21 to consume alcohol. Hosts should confirm the age of every attendee by checking their state issued identification card. Please note that checking identification cards does not absolve the host of responsibility in the event that someone under 21 years of age is found intoxicated at the event.
- The host should have designated individuals at an event who will stay sober and monitor the event for the safety of all attendees. These individuals should be familiar with the signs of alcohol poisoning and understand the appropriate steps to seek professional assistance in the event of an emergency. Sober monitors serve mainly to contact professional help and should not be expected to perform CPR, intervene in verbal or physical disputes, or any other action that may endanger their wellbeing or the wellbeing of others. The host should clearly outline the sober monitors' role at the event as any actions by the monitors will directly impact the host.

Students and Student Organizations should familiarize themselves with the Responsible Dragon Amnesty Policy (RDAP) at the beginning of Section 5.

## **6. Undergraduate and Graduate Academic Policies**

Drexel University academic policies are listed on the Office of the Provost website, and these

policies guide students' decisions about their progress and performance. Some policies apply only to undergraduate or graduate students, and colleges and schools may have published policies and procedures that are consistent with University policies but impose more stringent requirements or provide greater detail consistent with the major/program. Academic policies are subject to change, and Students will be responsible to comply with the most current published policy on the respective websites unless an exception has been granted by the proper authority.

Undergraduate and Graduate Academic Policies can be [found here](#).

Graduate students should review the information on the Graduate College website. Policies are subject to change, and students will be responsible to comply with the most current policy unless an exception has been granted by the proper authority.

The Graduate College policies can be [found here](#).

## 7. 2-Year Residency Requirement

The Drexel University 2-Year Residency Program has been developed to provide a living environment that complements the Student's educational experience and contributes to the Student's growth as a member of the University community and beyond. Full-time undergraduate students whose permanent address, as stated in their official University Record, is approximately outside of a 10-mile radius of the University City Campus, are required to live in a Drexel Residence Hall for their first (freshman) year and in a Drexel Residence Hall or University-Affiliated Housing for their second (sophomore) year.

Additional information about the residency requirement and exceptions can be found on [the University Housing website](#).

## Section 8: Interim Measures

In instances where there is a reasonable belief that a serious offense of the Code of Conduct has occurred, or that the safety and well-being of members of the Drexel University community or property is compromised, Student Conduct can impose a range of Interim Measures. Student Conduct, in conjunction with the Associate Vice President and Dean of Student Life, as well as any relevant University departments, will perform a safety assessment based on the specific facts and circumstances known at the time to determine if interim measures are appropriate. Students or Student Organizations must comply with the requirements of the particular interim measure, failure to do so will result in additional disciplinary action being taken.

### 1. Emergency Authority of the Associate Vice President and Dean of Student Life

Situations may arise that may not be fully covered by this Code, the Associate Vice President and Dean of Student Life (AVP) or designee is granted the authority to act when an incident occurs that compromises the safety and well-being of members of the Drexel University community or preservation of University property. Students are required to report any pending felony charges to the University by emailing [studentconduct@drexel.edu](mailto:studentconduct@drexel.edu). To be clear and to avoid confusion, tickets, citations, and misdemeanors do **NOT** need to be reported to Student Conduct.

### 2. Interim Suspension

The AVP and Dean of Student Life or designee shall have the authority to interim suspend a Student or Student Organization. During an interim suspension, a Student is denied access to campus (including all residential and campus facilities on all Drexel Campuses), Co-op, classes, student-related employment, University activities and privileges. Student Organizations that are in receipt of an interim suspension notice must cease operations as a formal Student Organization until the matter is resolved. Student Organizations must follow all restrictions outlined in the interim suspension notice.

**3. Interim Ban from Campus**

Student Conduct shall have the authority to suspend a Student's rights to be present on campus, or on other property owned, operated, or controlled by the University. This may include the virtual environment.

**4. Interim Ban from Housing**

In instances where there is a reasonable belief that a serious offense has occurred, Student Conduct may require the immediate removal of the individual or individuals involved from University housing.

**5. No Contact or Communication Order**

Student Conduct may issue No Contact or Communication Orders to the students involved, whether disciplinary action is taken or not. No Contact or Communication Orders may also be issued as an interim measure while alleged violations of the Code of Conduct are investigated and adjudicated. A No Contact or Communication Order is used to restrict encounters and communications between individuals, and is typically issued for all parties involved. Student Conduct has the final determination on the issuance and length of a No Contact or Communication Order.

While a No Contact or Communication Order in and of itself does not constitute discipline, and will not appear on a student's disciplinary record, refusal to adhere to the order after written or verbal notification of its terms is prohibited and may result in disciplinary action, including suspension or expulsion.

## **Section 9: Rights and Responsibilities**

Student Conduct has developed a fundamentally fair process to resolve cases of alleged violations of the Code of Conduct. Students and Student Organizations are afforded certain rights and responsibilities in this process.

### **I. Student and Student Organization Rights**

All Students and Student Organizations have the right:

1. To be presumed not responsible until information or statements meet the preponderance of the evidence standard.

2. To receive written notice of the alleged Code of Conduct violations and have those allegations explained clearly and fully in a conversation with Student Conduct staff.
3. To have the opportunity to review all relevant, redacted materials concerning the alleged violations.
4. To contest oral or written statements, including the complaint or report.
5. To have a trained Student Conduct Advisor of their choice from within the University community to support them throughout the entire conduct process. Parents, lawyers and other third parties are not permitted to be advisors. *(For OED policy related cases a lawyer may serve as the student's advisor).*
6. To present information and witnesses pursuant to the process outlined in Section 10.
7. To not respond to questions asked by a Conduct Case Administrator or Hearing Board.
8. To be advised of the appropriate Appeal process.

## **II. Student and Student Organization Responsibilities**

Students and Student Organizations are responsible for:

1. Educating themselves and their members on the Code of Conduct and the Student Conduct Process.
2. Fully cooperating in all parts of the Student Conduct Process.
3. Providing truthful and complete information to any University official to the best of their ability.
4. Completing all imposed sanctions as an outcome of a conduct case resolution.
5. Checking their Drexel University email account and personal email account as reported in Banner for official correspondences from Student Conduct.

## **III. Rights and Responsibilities for Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1) and Sexual Harassment and Sexual Misconduct Policy (OED-3) Cases**

See Appendix A to OED-1 and OED-3 “Procedures for Resolving Reports Against Students” for rights under this policy. OED-1 and OED-3 policies can be [found here](#).

# **Section 10: Case Resolution and Investigation Processes**

Once Student Conduct receives a report or formal complaint of alleged violations of the Code of Conduct, the formal Student Conduct Process will begin. This process may happen virtually or in-person as appropriate. This section of the Code will detail the case resolution processes for both Students and Student Organizations, and relevant policies and procedures as they apply to the Student Conduct Process.

### **I. Preliminary Review of Complaints**

Student Conduct reviews all complaints of misconduct to determine if the information provided may reasonably violate any Code of Conduct policies. It is Student Conduct’s sole judgement to proceed with formal notifications of allegations. Student Conduct will take the steps deemed appropriate to gather relevant information pertaining to a particular report or complaint. If Student Conduct concludes that there is enough information to meet the preponderance of the evidence standard, the Student Conduct Process will be initiated.

## **II. Conduct Investigations**

When deemed appropriate, Student Conduct will conduct an initial inquiry to gather information about reports of student concerns or alleged misconduct. Conduct Investigations can involve individuals, groups of Students, or Student Organizations, as well as relevant third parties. The goal of a Conduct Investigation is to determine if there are substantial allegations of violations of the Code of Conduct and to check in on general student wellness as it may pertain to a report received by Student Conduct.

If the information gathered through initial inquiry provides sufficient information, if true, to be a conduct violation, the responding Student or Student Organization will receive notification of allegations (Notification of Conference) for violating the relevant Code of Conduct policy(ies). The Student Conduct Process detailed in the sections above would begin with the Investigation Report serving as the primary complaint. If the investigation does not yield substantial findings, appropriate follow-up with the Students or Student Organizations involved may be required.

As with all parts of the Student Conduct Process, Conduct Investigations are not part of a criminal or civil process. Information gathered will only be released as required by a lawful subpoena.

## **III. Notice of Conference**

The Student Conduct Process begins with a formal notification of alleged violations, Notice of Conference, which will be sent to the Student or Student Organization representative (hereafter: Respondent) via their assigned Drexel University email address. The Notice will include, when available (1) the list of alleged violations of the Code of Conduct, (2) the date, time, and location of the Respondent's Pre-Hearing Conference, and (3) the name and contact information of the Conduct Case Administrator who will be hearing the case. It is expected that Respondents confirm the receipt of this notification and attend the scheduled Pre-Hearing Conference. At the discretion of Student Conduct, an administrative pre-hearing process may be used.

Students are responsible for checking their assigned Drexel University email account regularly. The University is not responsible for communications not received due to an improper personal email address listed in the Drexel Information System or the notification being filtered as Spam/Junk.

## **IV. Pre-Hearing Conference**

The Pre-Hearing Conference is the initial meeting between the Conduct Case Administrator and the Respondent. As detailed in the Notice of Conference, Respondents have the right to bring a Student Conduct Advisor from within the University community to the Pre-Hearing Conference and any additional resolution meetings, to include University Hearings, as support. Advisors may only speak directly to the Respondent and not to the Conduct Case Administrator on behalf of the Respondent.

If a Respondent fails to comply with attending a Pre-Hearing Conference as specified, the case can be resolved by the Conduct Case Administrator or appropriate case resolution process in their absence.



The purpose of the Pre-Hearing Conference is to explain the Student Conduct Process, including the alleged violations of the Code of Conduct, methods of resolution, range of appropriate sanctions, and opportunities to appeal. Respondents will have the opportunity to speak about the incident from their perspective, review the report or complaint information, present witness information or statements, and respond to the alleged violations. Respondents have the choice to accept responsibility or deny responsibility for any or all violations.

The resolution of the conduct case depends on the Respondent's acknowledgement of responsibility decision. In addition, allegations can be withdrawn if the Conduct Case Administrator determines that there is not enough information provided to meet the preponderance of the evidence standard that the allegation of misconduct occurred.

Audio or visual recording of the Pre-Hearing Conference is prohibited. Anyone who violates this directive will be subject to disciplinary action.

- a) **Requesting to delay the Student Conduct Process:** If a Respondent is facing or reasonably expects to face concurrent criminal charges for the same incident, they can request to delay the Student Conduct Process by providing documentation of the concurrent charges prior to or during the Pre-Hearing Conference. Respondents wanting to delay the conduct process should make their Conduct Case Administrator aware of the concurrent charges either at the start of or prior to the Pre-Hearing Conference. Student Conduct reviews every request on an individual basis and has the authority to determine the length of the delay, if it is granted.

## V. Collaborative Resolution

If the Respondent accepts responsibility for the alleged violations, the case can be resolved through Collaborative Resolution with the Conduct Case Administrator. This can occur at the same time as the Pre-Hearing Conference or at a predetermined subsequent meeting. When a Respondent accepts responsibility for the alleged violations, the Conduct Case Administrator will be responsible for deciding and communicating the sanctions to the Respondent.

An Outcome Letter will be sent to the Respondent via their Drexel University email within seven (7) calendar days of the Collaborative Resolution meeting, barring extraordinary circumstances. The Outcome Letter will detail the sanctions, relevant deadlines, and methods for appeal.

For Collaborative Resolution decisions, Respondents can only appeal based on the **Unduly Harsh Sanction** criteria.

Audio or visual recording of the Collaborative Resolution meeting is prohibited. Anyone who violates this directive will be subject to disciplinary action.

## VI. Administrative Hearing

When a Respondent chooses to deny responsibility for any or all alleged violations during the Pre-Hearing Conference, the case can be resolved through either an Administrative or University Hearing at the sole discretion of a separate Conduct Case Administrator.

If there is adequate information to move forward with the case through the Student Conduct Process, the Pre-Hearing Conference Conduct Case Administrator may send the case to another Conduct Case Administrator for an Administrative Hearing. The Administrative Hearing resolution process follows a documents-only format and the Respondent will not be present for the Administrative Hearing. All cases that could result in Suspension or Expulsion will be referred to a University Hearing Board.

The Administrative Hearing Conduct Case Administrator will make a determination of responsibility for alleged violations based on the preponderance of the evidence standard. The Respondent will receive an Administrative Hearing Outcome Letter detailing their responsibility findings (responsible or not responsible), the assigned sanctions and deadlines (if applicable), and appeal process information.

For Administrative Hearing decisions, Respondents can appeal based on the Unduly Harsh Sanction, New Information, Insufficient Information, or Improper Procedure appeal criteria.

## **VII. University Hearing**

A University Hearing is conducted by members of the University Conduct Board and a Hearing Advisor. A Respondent's case will be sent to a University Hearing if the potential sanctions are Suspension or Expulsion, if the Respondent is a Student Organization, or if the Conduct Case Administrator determines a University Hearing is the appropriate method for case resolution. Student Conduct has the final determination of whether a case will be referred to a University Hearing.

*For information regarding the procedure for conducting hearings related to alleged violations of the University's Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1) and Sexual Harassment and Sexual Misconduct Policy (OED-3), please review the appropriate policy [here](#).*

Respondents will receive a Notification of Hearing via their Drexel University email account detailing (1) the date, time, and location of the Hearing, (2) the name and contact information of the Hearing Advisor, and (3) instructions on how to prepare for the Hearing. Respondents are expected to confirm receipt of the notification and to provide the name and contact information of their chosen Student Conduct Advisor. Failure to appear at the University Hearing will result in a decision made in absentia and the Respondent will be responsible for any sanctions assigned as an outcome. Respondents can request that the University Hearing be rescheduled one (1) time before the date and time of the Hearing is finalized. Student Conduct reserves the right to approve or deny requests to reschedule a University Hearing based on the individualized nature of the request.

A University Hearing will generally consist of five (5) trained individuals including three (3) students and two (2) faculty or staff members. The University Hearing Board will always be chaired by a student (unless the University is utilizing an External Adjudicator as described below). A quorum of three (3), including two (2) students and one faculty or staff member, must be present to hold a Hearing or an Appeal.

The University reserves the right to utilize an External Adjudicator for cases that are complex and beyond the training provided to University Conduct Board members, at the

determination of the Director of Student Conduct and Care. In such situations, the External Adjudicator serves as the Chair and will constitute a quorum.

For OED related cases, boards may be comprised of all faculty or staff members. The University also reserves the right to utilize an External Adjudicator for OED related cases. University Conduct Board members who serve as a member of a particular University Hearing will not serve on any Appellate Board related to that Hearing.

**a. University Hearing Format**

1. No University Hearing is open to the public. Parents, attorneys, and other third parties not affiliated with Drexel University are not permitted to attend a University Hearing. *Certain exceptions may be made for OED related cases.*
2. The University Hearing is audio recorded in the event of an appeal. No other audio or visual recording is permitted. Anyone who violates this directive will be subject to disciplinary action.
3. All parties are reminded about privacy of conduct proceedings.
4. Statement of honesty is read to all parties in the room.
  - a. "Honesty is of the utmost importance in these proceedings, as it ensures the integrity and fairness of this process. Honesty is expected of all presenting parties and any dishonesty will result in disciplinary action by the University."
  - b. This applies to the respondent and all witnesses.
5. All parties are introduced including Witnesses and Advisors.
6. Witnesses are asked if they wish to challenge the objectivity of any Board member(s).
7. Witnesses are then excused, barring the need for additional questioning.
8. Respondent(s) asked if they wish to challenge the objectivity of any Board member(s).
9. The Chair (student UCB member) states the alleged violation(s).
10. Depending upon the length of the hearing, the Chair may call a brief recess in the hearing.
11. Respondent is asked to proceed with presentation of their case.
12. Questions of the Respondent:
  - a. Respondent will receive questions from the Board.
  - b. Witnesses may be called and questioned by the Respondent and the Board.
13. The Chair will call on Witnesses to present on behalf of the University:
  - a. The Chair will address the initial questioning of these Witnesses,
  - b. The Witnesses will then receive questions from the Board and the Respondent.
  - c. Witnesses are dismissed after questioning, barring the need for additional questioning.
14. The Chair will ask the Board for any final questions.
15. Respondent has the opportunity to make a closing statement.
16. Hearing is adjourned. The Respondent is informed that they will be notified of the Board's decision within fourteen (14) calendar days, barring extraordinary circumstances.

**b. University Hearing Outcomes**

After the University Hearing is adjourned, the Board will deliberate to determine if the Respondent is responsible or not responsible for the alleged violations of the Code of Conduct based on the preponderance of the evidence standard. In complex or unique circumstances as determined by the Director of Student Conduct and Care, the Board may consist of an External Adjudicator. The Chair will lead the deliberation and call for a vote of finding of responsibility. The determination will be concluded by a majority vote. The Board will recommend the finding to the Hearing Advisor. The Hearing Advisor in conjunction with Student Conduct will make the final determination of responsibility. The Board will write a rationale for the determination that will be made available to the Respondent.

If the Respondent is found responsible for violating the Code of Conduct, the Board will recommend sanctions to the Hearing Advisor. The Respondent's previous disciplinary history will be provided to determine appropriate sanctions. The Associate Vice President and Dean of Student Life or designee will make the final determination of sanctions. Rationale for sanctions written by the Board or Hearing Advisor will be provided to the Respondent in their outcome letter. made available to the Respondent.

The Respondent will receive an Outcome Letter from the Hearing Advisor detailing the Board's decision and sanctions (if applicable) within fourteen (14) calendar days after the Hearing has been adjourned barring extraordinary circumstances.

For University Hearing decisions, Respondents can appeal based on Unduly Harsh Sanction, New Information, Insufficient Information, or Improper Procedure. The appeal process is outlined in Section 12.

**VIII. Student Organization Conduct Process**

Student Organizations (including Fraternities, Sororities, all sports teams and other groups recognized by the University) should serve as role models to their peers in upholding Drexel University's values and standards. Student Organizations are responsible for knowing and complying with all policies listed in the Code of Conduct as well all supplemental policies from the departments or organizations they are associated with. Student Organizations, like individual Students, are responsible for the conduct of their members both on and off Drexel University campuses.

The process for resolving complaints against Student Organizations mirrors the process for individual Students with a few exceptions. Please note that interim measures may be taken, if deemed necessary, prior to the adjudication of alleged violations.

**a. Preliminary Review**

All reports or complaints of alleged misconduct involving a Student Organization will be reviewed by Student Conduct. The University has the authority to determine whether the Student Organization, individual members, or both should receive notification of alleged violations on a case-by-case basis. Examples of the criteria used by Student Conduct in making that determination are:

- One or more of the Student Organization’s members and/or leaders committed or supported the acts in the particular incident.
- The behavior or actions taken can be attributed to a Student Organization sponsored, associated, or financed activity.
- The behavior or actions took place at or on property controlled by the Student Organization.
- The Student Organization’s leadership had prior knowledge that the particular behavior or action would be occurring and made no reasonable effort to intervene.
- One or more of the Student Organization’s members and/or leaders were not honest about the particular incident.

It is Student Conduct’s sole judgement to proceed with formal notifications of allegations. Student Conduct will take the steps deemed appropriate to gather relevant information pertaining to a particular report or complaint. If Student Conduct concludes that there is enough information to meet the preponderance of the evidence standard, the Student Conduct Process will be initiated.

#### **b. Student Organization Conduct Process**

1. Notice of Conference sent to the Student Organization Representative. The Student Organization Representative will generally be presumed to be the president of the organization, or in the case of an athletic team (including but not limited to intramural, club, or varsity intercollegiate athletics programs), a team captain, unless the Student Organization notifies Student Conduct otherwise. Notice of Conference may also be sent to relevant stakeholders, including but not limited to staff with oversight of the Student Organization.
2. Representatives of the Student Organization (no more than 2) meet with the Conduct Case Administrator for the Pre-Hearing Conference. During this meeting, the Student Organization will be informed of the conduct process, have the opportunity to discuss the alleged violations, and be given a chance to respond to the alleged violations.
3. A case may be resolved in the following ways:
  - i. **Collaborative Resolution** - The Student Organization accepts responsibility for the alleged violations and the Conduct Case Administrator determines appropriate sanctions. The Conduct Case Administrator will notify the Student Organization in an Outcome Letter of the final determination and sanctions. Student Organizations can appeal Collaborative Resolution decisions on the criteria of **Unduly Harsh Sanction** only. Definitions, criteria, and the process for appeals can be found in Section 12 of the Code.
  - ii. **University Hearing:** If the Student Organization denies responsibility for the allegation and there is adequate information to move forward with the case through the Student Conduct Process, the Pre-Hearing Conference Conduct Case Administrator will refer the case to a Hearing with the University Conduct Board. The University Hearing format can

be found in Subsection VI. A decision from a University Hearing can be appealed on the grounds of Unduly Harsh Sanction, Insufficient Information, New Evidence, and Inappropriate Procedure.

Definitions, criteria, and the process for appeals can be found in Section 12 of the Code.

## **IX. Academic Integrity Conduct Process**

Students will be notified by a faculty member in writing via email of an alleged Academic Integrity policy violation. The student will be required to meet with the faculty member to discuss the alleged violation. In this meeting, more specific information about the allegation will be shared with the student. A Student should respond to the notification, via their Drexel email, no later than two (2) calendar days from receipt of the notice, establishing a time to meet with the faculty member. Students will be notified of the outcome of the meeting via their Drexel email within seven (7) calendar days of the meeting. If a Student does not respond to the faculty member's request for a meeting, the faculty member can determine the outcome of the allegation in the student's absence.

If the faculty member determines that the Academic Integrity conduct process should move forward, the meeting outcome notification will explain the next steps as outlined below:

- If the Student agrees that a violation has occurred, the faculty member will inform the Department Head or designee, Program Director, or equivalent administrator (hereafter referred to as Department Head) offering the course of the alleged violation. The faculty member will determine the appropriate academic sanction and notify the Student. The Student will have applicable rights to an appeal as outlined in Section 12.
- If the Student disagrees that a violation has occurred, there are two processes:
  - *If it is a complex case or the outcome could result in the student's dismissal from the program*, the faculty member will refer the case to Student Conduct using the reporting portal. The Student Conduct process will commence. After the Student Conduct process is complete, the faculty member will determine the appropriate academic sanction, if applicable, and notify the Student.
  - *If the case is not complex or would not result in dismissal*, the faculty member can determine the appropriate outcome (responsible or not responsible) and sanctions, if applicable. The Student will have applicable rights to appeal as outlined in Section 12.
- The final decision will be reported to Student Conduct.

Once a case is referred to Student Conduct by a Faculty member or Academic Department, Student Conduct will begin their process. For first time violations, the academic unit will provide the information and in most cases, Student Conduct will simply document the incident and send the accused Student a letter notifying them that a report has been received. No additional action is required for a first-time violation. A file will be kept of the violation in a secure database. If it is a second or subsequent violation, Student Conduct will move forward with the conduct process to determine disciplinary sanctions, as appropriate. If a student denies responsibility through the conduct process, a sanction-only University Board Hearing will be held for non-complex cases.

The final decision of all first-time Academic Integrity reports, at the conclusion of all appeals, will be reported by the faculty member or designee to Student Conduct within two (2) calendar days of the decision being issued to the student. All subsequent violations will require the Student to go through the full Student Conduct Process as outlined above.

## **X. Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1) or Sexual and Gender-Based Harassment and Misconduct Policy (OED-3) Processes**

For information on the process for resolving alleged violations of the Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1) or the Sexual Harassment and Sexual Misconduct Policy (OED-3), please review the Procedures for Resolving Reports Against Students sections of each of the policies. These policies can be [found here](#).

## **XI. Hazing Investigation and Resolution Process**

If a report alleges violations of the University's Hazing policy, Student Conduct has two options to address the allegations.

1. If the report contains substantial allegations of violations of the Code of Conduct, Student Conduct will assign a Conduct Case Administrator and the case will be addressed through the Student Organization Conduct Process.
2. If the report does not contain adequate information to be resolved immediately through the Student Organization Conduct Process, the Hazing Investigation Team will initiate an investigation to ensure the safety of Student Organization members and potential new members. The investigation process can include individual Student conversations or a full Student Organization process.

Interim measures may be taken prior to and during any investigation, more information about Interim Measures can be found in Section 8.

The Hazing Investigation process will generally follow these steps.

1. The Hazing Investigation Team (HIT) convenes and one to two (1-2) Lead Investigators are assigned.
2. The responding Student Organization members will receive email notification from Student Life requesting current members and potential new members attend interviews with a specific date, time, and location. The interviews will typically occur within one to two (1-2) business days of the notification. The Investigators will work to accommodate Student Organization members and potential new members based on availability, when possible.
3. On the day of the interviews, the Lead Investigator(s) will explain the process and may limit communication within or outside of the space (i.e. no cell phone usage). There will be at least one (1) Process Advisor, unaffiliated with the Student Organization, who will serve to support the Student Organization and its members. The Process Advisor will be a trained member of Student Life. The Student Organization Advisor may be permitted to be present during the process, but will not be allowed to sit in the individual interviews. Students will have their rights and responsibilities explained before the interview process.
4. Following the interviews, the HIT Lead Investigators will compile an Investigation Report summarizing what was discovered during the interview process and will make

- recommendations regarding next steps (i.e. conduct process versus an educational conversation).
5. Student Conduct, in collaboration with relevant stakeholders, will determine whether to pursue additional actions and will inform the Student Organization Representative of next steps within fourteen (14) calendar days of completion of the Investigation Report, barring extraordinary circumstances.
  6. If the information gathered through initial inquiry provides sufficient information, if true, to be a conduct violation, the Student Organization Representative will receive notification of allegations (Notification of Conference) for violating the relevant Code of Conduct policy(ies). The Student Conduct Process detailed in the sections above would begin with the Investigation Report serving as the primary complaint. If the investigation does not yield substantial findings, appropriate follow-up with the Student Organizations involved may be required.

## Section 11: Sanctions

Students or Student Organizations found to have violated the Code of Conduct will be subject to a range of disciplinary sanctions as imposed by Student Conduct. This section details (1) sanctions for Students, (2) sanctions for Student Organizations, (3) guidelines for sanctioning utilized by Conduct Case Administrators and the University Hearing Board for certain policy violations.

### I. Sanctions for Students

Sanctions that may be imposed for cases involving all Students include, but are not limited to, the following:

#### **Expulsion**

Expulsion is permanent termination of student status and exclusion from University premises, privileges, employment on campus, and activities.

#### **Withdrawal of a Degree**

Withdrawal of degree is a permanent disaffiliation between the Student and the University evidenced specifically by the University's decision to rescind a degree already conferred as [cited here](#).

#### **Withholding of a Degree**

The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Conduct, including the completion of all sanctions imposed.

#### **Revocation of Admission**

Admission to the University may be revoked for fraud, misrepresentation, or violation of the Code of Conduct.

#### **Suspension**

Suspension is a separation of the Student from the University for a specified period. A suspended Student will be withdrawn from all courses; and may not attend classes, take exams, receive



grades, maintain a position as a co-op Student, be employed by the university, or be on University premises or at University sponsored activities without the authorization of the Public Safety and/or Student Conduct throughout the entire duration of the suspension period.

### **Deferred Suspension**

Deferred suspension serves as a final warning to a Student that if the Student is again found in violation of any University policy, the University is obligated to consider suspension as a primary response.

### **Disciplinary Probation**

Disciplinary Probation is a specific period during which the University provides the Student with the opportunity to prove that they will contribute in a positive manner to the University community. Should a Student violate University policies while on Disciplinary Probation, more severe sanctions will be imposed.

### **Loss of Housing**

Loss of Housing is an involuntary removal from University housing for a designated period. Removal from University housing means that the Student must properly check out of their room in accordance with existing University procedures within the time constraints established by Student Conduct. As indicated in the occupancy agreement, the resident Student will be liable for the full room charge specified, and any damages that may have occurred in the room, if a replacement assignment cannot be made by University Housing. This includes Residence Halls, any Greek-affiliated properties, or spaces master-leased by Drexel University for students.

### **Deferred Loss of Housing**

Deferred Loss of Housing serves as a final warning that any further violation(s) of University policy obligates the University to consider Loss of Housing privileges as a primary response. This includes Residence Halls, any Greek-affiliated properties, or spaces master-leased by Drexel University for students.

### **Ban from University Housing**

A student is prohibited from entering all or specific residential buildings, including fraternity/sorority properties for a designated period.

### **Deferred Ban from Campus**

Deferred Ban from Campus: Deferred Ban from Campus serves as a final warning that any further violation(s) obligates the University to consider suspending a Student's rights to be present on campus, or on other property owned, operated, or controlled by the University. Ban from campus may also include a ban from the virtual environment.

### **Administrative Relocation of Housing**

A Student is involuntarily reassigned from one campus housing location to another campus housing location.

### **Revocation of Guest Privileges**

The residence hall guest privileges of the resident Student are revoked for a designated period.

### **Disciplinary Reprimand**

A Disciplinary Reprimand is a written notice that a Student has violated the Code of Conduct and that another violation will result in a more severe sanction.

#### **Assignment of an Educational Task**

A Student is required to complete a task that benefits the individual, campus, or community. Examples include, but are not limited to, writing reaction or research papers, attending programs or lectures, completing online education modules, or other educational sanctions deemed appropriate by Student Conduct or designee.

#### **Wellness Intervention**

Student Conduct can require Students to attend an evaluation with the Drexel Counseling Center and provide proof of the completed evaluation if deemed appropriate. Additionally, Student Conduct can require Students to complete a Wellness Consultation with a trained administrator in the Health, Fitness, and Wellness Office and provide proof of the completed consultation.

#### **Notification of Parent or Legal Guardian**

Notification may be sent to parents or guardians of a Student who is under 18 years of age, or financially dependent on their parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other drug incidents for Students under 21 years of age, regardless of financial dependency or resulting sanction.

#### **Fines**

A required monetary payment to the University.

#### **Restitution**

Monetary reimbursement for repair or replacement of property or service rendered to the University.

## **II. Sanctions for Student Organizations**

Sanctions that may be imposed for cases involving all Student Organizations include, but are not limited to, the following:

#### **Disciplinary Reprimand**

A Disciplinary Reprimand is a written notice that a Student Organization has violated the Code of Conduct and that another violation will result in a more severe sanction.

#### **Disciplinary Probation**

Disciplinary Probation is a designated period during which the Student Organization is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Code of Conduct. Suspension of social privileges, including the ability to host social functions, may accompany this sanction.

#### **Loss of University Privileges and Services**

Loss of University privileges and services includes, but is not limited to, loss of space reservation privileges and the ability to receive or retain University funds.

#### **Loss of Membership Recruitment**

Loss of membership recruitment is the prohibition of any event or activity with the goal of increasing student membership or interest in joining the Student Organization for a designated period.

#### **Loss of Use of Common Spaces**

Loss of use of common spaces is the prohibition against using any organizationally-appointed common spaces in the residential facilities by any Students affiliated with the Student Organization. This may include, but is not limited to, lounges, kitchens, and basement spaces.

#### **Alcohol Ban in Residential Facility**

Total ban of alcohol in University Housing for a given period. This ban includes members/residents who are over the age of 21 years old and applies at all times, not just during social events.

#### **Deferred Loss of University Housing**

Deferred Loss of University Housing serves as a final warning that any further violation(s) of University policy obligates the University to consider the separation of a Student Organization from Residential Facilities, including any Greek-affiliated properties or spaces master-leased by Drexel University for students.

#### **Removal from University Housing**

Removal from University Housing is the separation of a Student Organization from Residential Facilities, including any Greek-affiliated properties or spaces master-leased by Drexel University for students. This will be for a specified period, and conditions for readmission to University Housing may be specified.

#### **Deferred Social Suspension**

Deferred Social Suspension is a designated period during which a Student Organization is given the opportunity to demonstrate the ability to abide by the University's student organization social policies. If the Student Organization is found to be in violation of any University policy during this period, the University is obligated to consider social suspension as a primary response.

#### **Deferred Suspension of Recognition**

Deferred Suspension of Recognition is used for offenses found serious enough to warrant suspension, but where the specific circumstances of the case mitigate the offense, or may be issued for repeated offenses of a less serious nature. Deferred suspension is a designated period during which a Student Organization is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Code of Conduct. If the Student Organization is found responsible for violating any additional University policy or regulation during the period of Deferred Suspension, the Student Organization may be immediately suspended from the University and may be subject to additional sanctions for the subsequent violation. If the Student Organization is found to be in violation of a University policy during this period, the University is obligated to consider Suspension of Recognition as a primary response.

#### **Social Suspension**

Social Suspension is the loss of all social function privileges for a defined or indefinite period. A

social function shall be defined as any event where alcohol will be served, OR any event that has the primary characteristics of a “party.” These characteristics include: socialization as the primary purpose and activity, dancing, and/or music (DJ, band, etc.). In addition, no alcohol will be permitted in the affiliated Student Organization University housing assignment by any persons, including those who are 21 and over (if applicable).

### **Suspension of Activity**

Suspension of Activity is a designated period during which a Student Organization is prohibited from engaging in designated privileges and activities outlined the Student Organization’s outcome letter. Specific privileges and activities include but are not limited to participation in practices or competitions, or access or use of University facilities.

### **Suspension of Recognition**

Suspension of Recognition is a designated period during which a Student Organization loses recognition by the University and access to all University services. A suspended Student Organization must cease all organizational activities. Any attempts to operate the Student Organization without recognition will result in additional disciplinary actions for individual Students. In addition, the members of the Student Organization must vacate the affiliated organization University housing assignment (if applicable) and all of the Student Organization’s social media presence will need to be deactivated for the duration of the suspension. After the designated period of suspension, the Student Organization may submit an application for recognition through the appropriate recognition process.

### **Withdrawal of Recognition**

Withdrawal of Recognition is the permanent loss of recognition of a Student Organization by the University. A Student Organization that has had its recognition withdrawn must cease all organizational activities. In addition, the members of the Student Organization must vacate the affiliated organization University housing assignment (if applicable) and delete the Student Organization’s social media presence. The name of the Student Organization and all symbols associated with Drexel's chapter shall be removed from all Drexel University property, including websites. Any attempts to operate the Student Organization without recognition will result in additional disciplinary actions for individual Students.

### **Organizational Learning and Engagement**

Educational sanctions provide a Student Organization the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial University experience, and learn of campus resources which support academic and non-academic success.

This may include, but is not limited to the following:

- Membership Review
- Risk Management Policy Revision
- Risk Management Training
- Hazing Program/Training/Presentation
- Removal of Student Organization Officers
- Temporary or Permanent Restrictions on Accessing University Funds
- Temporary or Permanent Restrictions on Accessing University Facilities
- Educational Program – The Student Organization is to host an educational program on a topic assigned by the Conduct Administrator. This program can be open to the

- entire community, if the Conduct Administrator determines it is appropriate.
- Mandatory Follow-Up Meetings between Conduct Administrator/Drexel Administrator and Organizational Leadership
- Educational Presentation from a Drexel Administrator to the Student Organization's Members

### III. Sanction Guidelines

Student Conduct considers the sanctions listed below to be guidelines for violations of the Conduct Code. Each incident is reviewed on an individual basis and depending on the specifics of the incident, more or less severe sanctions may be imposed. Final decisions regarding sanctioning lies with the Associate Vice President and Dean of Student Life or designee. This section is not comprehensive of all policy violations or potential sanctions.

#### 1. Academic Integrity

##### **First/All Violations:**

Depending on the severity of the violation, the sanction can range from a failure for the assignment to removal from the academic program. For additional guidance and examples please see the Provost's [website](#). The decision of the Faculty member shall be reported to Student Conduct, which is responsible for maintaining student conduct records. The incident will result in an official disciplinary record for the student(s). At the discretion of Student Conduct, a first violation may result in additional sanctions assigned by Student Conduct.

##### **Second Violation:**

Deferred Suspension (for at least 3 terms) & the Academic Integrity Education Module.

However, a second violation of this policy may result in suspension or expulsion. All sanctioning decisions will be made on a case by case basis considering all factors involved.

Any Academic Integrity violation beyond a first offense is subject to the sanctions determined by the academic department as well as disciplinary sanctions that may be imposed through the Student Conduct Process. Interpretation of this information as it relates to alleged violations of the Drexel University Academic Integrity policy are left to the discretion of the faculty member, department head, dean of the college, and Provost. Students are strongly encouraged to request that the faculty member specify their individual expectations prior to the commencing of projects and/or assignments.

A violation of the Academic Integrity Policy discovered after the conferral of a degree may result in subsequent Withdrawal of Degree.

#### 2. Acceptable Use Policy

- First Violation: Disciplinary Reprimand
- Second Violation: \$100.00 Fine & Disciplinary Probation (for at least 1 term)
- Third Violation: \$500.00 Fine, Network Account Temporarily Disabled, Deferred Suspension (for at least 2 terms)

- Fourth Violation: Suspension (for at least 1 term)

### **3. Alcohol**

First Violation: \$100.00 Fine, Disciplinary Probation (for at least 2 terms) to Deferred Suspension (for at least 1 term) and Alcohol Education. For Student Organizations, \$1,000.00 Fine, status sanctions range from Disciplinary Probation (for at least 2 terms) to Deferred Social Suspension (for at least 2 terms) and Alcohol Education.

Second Violation: \$200.00 Fine Deferred Loss of Housing (for at least 3 terms), Deferred Suspension (for at least 3 terms), and a Counseling Referral or Wellness Consultation. For Student Organizations, \$1,500.00 Fine, status sanctions range from Deferred Social Suspension (for at least 3 terms) to Deferred Suspension (for at least 3 terms), Deferred Loss of University Housing, and Educational Tasks.

Third Violation: Suspension from the University (for at least 1 term), or Suspension of Recognition from the University for Student Organizations (1-5 years) and Loss of University Housing.

### **4. Drugs**

First Violation: \$100.00 Fine, status sanctions range from Disciplinary Probation (at least 3 terms) to Expulsion depending on the severity of the incident. Additionally, Deferred Loss (at least 3 terms) or Loss of Housing (at least 1 term) and/or Ban from Housing sanctions may be applicable. Educational Sanctions Range from Drug Education, Wellness Consultation, Counseling Referral and/or other Educational Tasks. For Student Organizations, \$1,000.00 Fine, status Sanctions range from Disciplinary Probation (at least 3 terms) to Withdrawal of Recognition from the University depending on the severity of the incident and Educational Tasks.

Second Violation: \$200.00 Fine, status sanctions range from Deferred Suspension (at least 4 terms) to Expulsion depending on the severity of the incident. Additionally, Deferred Loss (at least 4 terms) or Loss of Housing (at least 4 terms) and/or Ban from Housing Sanctions may be applicable. Educational Sanctions range from Drug Education, Wellness Consultation, Counseling Referral and/or other Educational Tasks. For Student Organizations, \$1,500.00 Fine, status sanctions range from Deferred Suspension of Recognition from the University (1-5 years) to Withdrawal of Recognition depending on the severity of the incident, Deferred Loss of University Housing, and Educational Tasks.

Third Violation: Suspension to Expulsion. Suspension of Recognition from the University for Student Organizations (for at least 3-5 years) to Withdrawal of Recognition and Loss of University Housing, depending on the severity of the incident.

Large quantities of drugs, social sharing or dealing of drugs will result in more severe sanctions than listed above.

### **5. Failure to Comply (COVID 19 Protocols)**

In cases of alleged egregious misconduct, interim measures may be imposed at the discretion of the AVP and Dean of Student Life and/or designee.

Individuals: \$50.00 to \$100.00 fine, status sanctions ranging from Disciplinary Probation to Suspension/Expulsion from the University, Deferred Loss of Housing to Removal from Housing, and educational sanctions. These sanctions will range depending on the severity of the incident.

Student Organizations: \$1000 to \$1500 Fine, status sanctions ranging from Deferred Suspension of Recognition from the University to Loss of University Recognition, Potential Loss of Housing, and education sanctions.

## **6. Fire Safety**

First Violation: \$100.00 Fine, status sanctions range from Disciplinary Probation (at least 3 terms) to Expulsion depending on the severity of the incident. Additionally, Deferred Loss (at least 3 terms) or Loss of Housing (at least 1 term) and/or Ban from Housing Sanctions may be applicable. Educational Sanctions will also be applied. For Student Organizations, \$500.00 Fine, status sanctions range from Disciplinary Probation (at least 3 terms) to Withdrawal of Recognition depending on the severity of the incident and Educational Tasks.

Second & Subsequent Violations: \$200 Fine status sanctions range from Deferred Suspension (at least 4 terms) to Expulsion depending on the severity of the incident. Additionally, Deferred Loss (at least 4 terms) or Loss of Housing (at least 4 terms) and/or Ban from Housing Sanctions may be applicable. Educational Sanctions will also be applied. For Student Organizations, \$1,000 Fine, status sanctions range from Deferred Suspension of Recognition from the University (1-5 years) to Withdrawal of Recognition depending on the severity of the incident and Educational Tasks.

## **7. Hazing**

In accordance with The Timothy J. Piazza Anti-Hazing Law have been designated as guidelines for Hazing, Aggravated Hazing, Organizational Hazing.

### ***Physical Harm***

First Violation: Deferred Suspension (for at least 8 terms) to Expulsion for Students; Deferred Suspension of Recognition (for at least 2-5 years) to Withdrawal of Recognition for Student Organizations

Second Violation: Suspension (for at least 8 terms) to Expulsion for Students; Suspension of Recognition (for at least 5 years) to Withdrawal of Recognition for Student Organizations

### ***Creating Environments in which Physical or Psychological Harm are likely to occur***

First Violation: Deferred Suspension (for at least 8 terms) to Expulsion for Students; Deferred Suspension of Recognition (for at least 2-5 years) to Withdrawal of Recognition for Student Organizations

Second Violation: Suspension (for at least 8 terms) to Expulsion for Students; Suspension of Recognition (for at least 5 years) to Withdrawal of Recognition for Student Organizations

***All other forms of Hazing***

First Violation: Disciplinary Probation (at least 3 terms) to Suspension depending on the severity of the incident for Students. Educational Sanctions will also be applied. Disciplinary Probation (for at least 4 terms) to Suspension of Recognition (for at least 1-5 years) for Student Organizations. Educational Sanctions will also be applied.

Second Violation: Suspension (at least 4 terms) to Expulsion for Students. Suspension of Recognition (for at least 3-5 years) to Withdrawal of Recognition for Student Organizations.

**8. Weapons**

First Violation: Status Sanctions range from Disciplinary Probation (at least 3 terms) to Expulsion depending on the severity of the incident. Additionally, Deferred Loss (at least 3 terms) or Loss of Housing (at least 1 term) and/or Ban from Housing Sanctions may be applicable. Educational Sanctions will also be applied. For Student Organizations, status Sanctions range from Disciplinary Probation (at least 3 terms) to Withdrawal of Recognition from the University depending on the severity of the incident and Educational Tasks.

Second & Subsequent Violations: Status Sanctions range from Deferred Suspension (at least 4 terms) to Expulsion depending on the severity of the incident. Additionally, Deferred Loss (at least 4 terms) or Loss of Housing (at least 4 terms) and/or Ban from Housing Sanctions may be applicable. Educational Sanctions will also be applied. For Student Organizations status sanctions range from Deferred Suspension of Recognition from the University (1-5 years) to Withdrawal of Recognition depending on the severity of the incident and Educational Tasks.

## **Section 12: Appeals Process**

All Students or Student Organizations have the right to appeal their case resolution decision or sanction to a University Appeal Board or the Associate Vice President for Student Life or designee. Appeals must meet certain criteria, include an appropriate rationale, and be submitted by the outlined deadline in an Outcome Letter to be considered.

**I. Rationale for Appeal**

The following are the established rationales for a Student or Student Organization to appeal their case resolution decision or sanction.

**Unduly Harsh Sanction**

The sanction given is unduly harsh and inconsistent with sanctioning practices.

**New Information**

Information that was not available at the time of the Hearing is now available, and could reasonably be expected to have altered the outcome of the case.

**Improper Procedure**

The Hearing did not follow the proper protocol outlined in the Code of Conduct.



### **Insufficient Information**

Whether a reasonable person could find that the facts in the case were sufficient to establish that it is “more likely than not” that a violation of the Code of Conduct occurred and that the Respondent was responsible for the violation.

## **II. Appeal Criteria**

It is recommended that a Student or Student Organization meet with a trained Student Conduct Advisor, if they have not already done so, prior to submitting an appeal. All appeals for Students must be written by the Student and not by a third party. Any appeals that are written by a third party will be rejected and will not be reviewed. If an appeal is rejected, the Respondent will not be given an extension on the appeal deadline.

The criteria for appeals is the same for individual Students and Student Organizations. All appeals for Student Organizations must be written by current members of the Student Organization. Appeals written by alumni, Student Organization Advisors, or any other third party will be rejected and will not be reviewed. If an appeal is rejected, the Respondent will not be given an extension on the appeal deadline.

### **A. Collaborative Resolution**

In Collaborative Resolution cases, the Respondent accepts responsibility for violating the Code of Conduct and the Conduct Case Administrator determines sanctions to be implemented. Respondents have the right to appeal the sanctions decision based solely on the **Unduly Harsh Sanction** rationale.

### **B. Administrative and University Hearing**

In these types of cases, a Respondent can appeal based on the four rationales previously mentioned (**Unduly Harsh Sanction, New Information, Improper Procedure, or Insufficient Information**).

## **III. Appeal Process**

*(Except for Academic Sanctions and OED Cases)*

All appeals must be submitted electronically to Student Conduct (Student Conduct), via the submission process outlined in all outcome letters. Appeals must be submitted within seven (7) calendar days from the date of the outcome letter. If Student Conduct does not receive the appeal submission within seven (7) calendar days, the Respondent waives the right to appeal and all sanction(s) will be final.

When an appeal is requested, a “stay of sanctions” may be granted when appropriate. A stay of sanctions is defined as the period between the date of the outcome letter and the date of the appeal outcome letter where the imposition of the sanctions is postponed. The postponement will last until the appeal decision is finalized and communicated with the respondent.

Decisions regarding stay of sanctions requests will be determined by the Director of Student Conduct and Care or designee. Student Conduct reserves the right to deny a request for a stay of sanctions.

Appeal Hearings follow a documents-only format, and respondents are not present for the appeal. Appeals are heard by members of the University Conduct Board known as the Appellate

Board. The Appellate Board will make a recommendation to the Appeal Advisor or designee regarding the outcome of the appeal. In circumstances involving Covid-19, appeals may be heard by the Associate Vice President for Student Life or designee in lieu of the Appellate Board. The outcome of the appeal will be emailed to the Respondent within fourteen (14) calendar days after the Appeal Hearing. The appeal decision will be final.

#### **IV. Appeal Process for Academic Integrity Violations**

Academic Integrity Violation are assigned two types of sanctions:

1. **Academic Sanctions:** Sanctions assigned by the faculty or College/School related to academic coursework. Examples include, grade reduction, failure in a course, or removal from program.
2. **Disciplinary Sanctions:** Sanctions assigned by Student Conduct related to a Student's disciplinary record. The range of sanctions may include statuses from deferred suspension to expulsion.

First Time Violation:

- Academic sanctions can be appealed through the college/school. This process is described below.
- Disciplinary sanctions typically are not assigned for first time violations, and thus cannot be appealed.

Subsequent Violations:

- Academic sanctions can be appealed through the college/school. This process is described below.
- Disciplinary sanctions can be appealed through the standard conduct appeal process described earlier in this section of the Code of Conduct.

#### **Academic Sanction Appeal Process:**

Students must initiate any appeal related to a violation of the Academic Integrity policy within seven (7) calendar days after the decision has been issued. Additional information for the Academic Sanction Appeal Process can be [found here](#).

1. For the first level of an Academic Sanction Appeal, the Student can choose to appeal in writing via email to the Dean of the College/School or designee of which the course was taken.
  1. Once the appeal is received, the dean or designee will review the appeal and issue the appeal outcome letter to the Student.
- II. If the first level appeal is denied, the Student can choose to appeal in writing via email to the Provost or designee. The appeal must be submitted within seven (7) calendar days of the first level appeal decision being issued.
  1. Once the appeal is received, the provost or designee will review the appeal and issue the appeal outcome letter to the Student.
  2. The Provost's or designee's decision is final and there is no further option for appeal of academic sanctions.

#### **V. Appeal Process for OED Cases**

Appeals for violations of the Discrimination, Harassment, and Bias Incident Prevention Policy (OED-1) or Sexual Harassment and Sexual Misconduct Policy (OED-3) must follow the processes outlined in those policies.

Information about the appeal processes can be found in Appendix A of each of the policies [found here](#).

## Section 13: Records Retention and Expungement

### I. Conduct Record Retention

All student conduct records are kept in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Clery Act of 1990. Subject to the provisions and exceptions of FERPA, all student conduct files are private. Files may only be reviewed in the approved process by the Director of Student Conduct and Care or designee. Nothing may be removed from or added to a record once a conduct case is resolved. Copies of files, including the content of Hearings or outcome letters, will not be provided except under compliance with federal regulations or legal subpoena.

The University will retain student conduct records (non-Clery) for seven (7) years from the date of the incident. The University reserves the right to keep records for a longer period of time if unresolved or deemed necessary. In cases of expulsion, the University will retain records indefinitely.

The University may disclose the final results of a student conduct proceeding against a Student found in violation of a policy involving violence or a non-forcible sex offense. In such cases, the University will only release the name of the Student found in violation, the violation committed, and any sanctions imposed on the Student.

### II. Expungement Policy and Process

Expungement only applies to disciplinary records maintained by Student Conduct. Copies of letters distributed to other University departments, incident reports, police reports and the results of previous background checks reported and/or maintained outside Student Conduct are not affected by an expungement.

The University is required by law and University policy to retain for statistical purposes information regarding certain types of disciplinary violations. Statistical information from expunged files may be retained, with the Student's name and Student identification number removed.

Students may apply to have their disciplinary record expunged if the following criteria have been met:

1. An undergraduate student has completed 96 credit hours.\*
2. It has been at least one (1) year since the completion of the date of the last sanction issued.
3. The sanctions did not include suspension or expulsion.\*\*

If all three of the criteria outlined above have been met, a student may request consideration for expungement and requests will be considered on a case by case basis. If an expungement is granted, the record will be maintained for seven (7) years but not reported as a disciplinary violation. If after a record is expunged and the student is found responsible for another violation

of the Code of Conduct, then the expunged record may be removed from the expunged list and become active again.

An expungement petition is discretionary and is not automatically granted; a student submitting a petition should provide a thorough explanation of the reasons they believe an expungement is warranted. Once received the Director of Student Conduct and Care or designee will review the petition and provide a written response to the Student's Drexel University email (if applicable) within ten (10) calendar days.

Factors that will be considered in the review of such petitions shall include:

- The nature of the violation(s)
- The number of violations
- Whether the Student completed sanctions by the deadline imposed
- The Student's behavior after the violation(s)
- The Student's reason(s) for requesting the expungement
- How the Student believes that they have contributed to the Drexel community
- Any other factors believed to be reasonable and appropriate

In considering expungement, the Director of Student Conduct and Care or designee may, in their sole discretion, confer with others in the University who may have relevant information about subsequent issues, as well as contributions to the community to decide on the request. The current demeanor of the Student, the Student's conduct after the violation, and the nature of the violation, including the severity of any other Student's damage, injury, or harm will be considered. The Director of Student Conduct and Care or designee will determine in their sole discretion whether the request is granted or denied. No appeal is permitted.

To have a disciplinary record considered for expungement, a Student must have satisfactorily completed all their sanctions and must submit a [Request for Conduct Record Expungement Form](#) to Student Conduct.

Any violations of OED policy that have been petitioned for expungement will be reviewed in consultation with the Office of Equality and Diversity and a decision will be reached on a case by case basis.

\*Graduate student petitions will be considered on a case by case basis with consideration to the student's academic program, the violation(s) and/or sanction of the violation(s) and/or the specific professional criteria for the field of study

\*\*Please note that all suspension cases will be automatically expunged seven (7) years from the completion date of the sanctions.

Student Conduct has the sole authority to grant or deny an expungement request. No appeal is permitted.

## **Section 14: Code of Conduct Review Process**

Student Conduct will review the Code of Conduct on an on-going basis in consultation with the

appropriate stakeholders and decision-makers. Updates to the Code will be released at the start of every fall and winter term. Students and Student Organizations are expected to review the Code of Conduct when it is updated and on an on-going basis to understand any revisions of the policies or the Student Conduct Process. Student Conduct reserves the right to make necessary changes to the Code at any time for legal compliance purposes. Such updates will be communicated to the University community via official Drexel email.

## **Section 15: Photography for Official University Use**

Drexel University reserves the right to photograph and/or film members of the University community including, but not limited to: its Students, faculty, and staff, in situations appropriate to the image of an academic institution, and to publish likenesses in Drexel University publications, video, websites, news media, social media, or other recruitment or promotional materials.