

# Student Code of Conduct & Judicial Procedures

Effective 2015

# STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES

## 1. PREAMBLE

Richmond, The American International University in London has developed scholarly and behavioural standards to uphold the institution's educational mission. Standards are established to maintain order, protect the campus community, provide an environment in which learning thrives, and to protect the reputation of the University. Effort is made to further the personal and social development of students who violate University rules and regulations.

Allegations brought against students will be handled by way of fair and equitable means. Procedural safeguards have been put in place to ensure that students are aware of the allegations, that they are given an opportunity to counter the charges, and that the institution is not subjective in its actions.

Violations of the University's code of conduct by residential students are adjudicated by the Residence Life Coordinators (violations made by non-residential students start with the Associate Dean), and appeals are heard by the Associate Dean of Student Leadership. The Vice President for Student Affairs and the President of Richmond, the American International University in London hold the final authority for the disciplinary system.

## II. COMMUNITY VALUES OF RICHMOND, THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON

Once enrolling as a member of the Richmond University community, students are expected to conduct themselves in a manner in which they are making positive contributions in the University environment, taking accountability for their actions and living in a way that is consistent with good citizenship.

### I, as a member of this community:

- Agree to respect all persons in the community and will endeavour to learn from the diversity of cultures, races, abilities, genders, ages, sexual orientations, ideas, and opinions of those around me.
- Agree to strive for excellence academically by attending class and establishing constructive relationships with my professors.
- Agree to avoid alcohol and drug abuse that deters academic and personal performance.
- Agree to show concern for the University community by not allowing guests of mine on campus who may violate University rules and regulations.
- Agree to respect the rights and property of others on campus as well as in the surrounding communities.
- Agree to actively see that the campus is kept clean and litter free with respect to the physical and emotional well-being of fellow members of the University community.
- Agree to encourage all members of the community to abide by these fundamental expectations and to challenge those who are in violation of these standards.

## III. STATEMENT OF ACADEMIC INTEGRITY

To create an environment conducive to the legitimate pursuit of knowledge and to promote the highest level of academic excellence, the faculty of Richmond, The American International University in London hold all students accountable for maintaining high standards of academic integrity. Students who participate in any form of academic dishonesty will be considered to be in violation of Richmond University's academic integrity statement and will be subject to sanctions, up to and including dismissal from the University.

*Academic dishonesty is defined as follows:*

*Any action by which a student seeks to claim credit for the intellectual or artistic work of another person or uses unauthorized materials or fabricated information in any academic situation.*

This includes, but is not limited to, cases in which students:

- receive or give assistance in tests and examinations, including the provision of any unauthorized material accessible to a student during any examination, whether this material is used by the student or not;
- intentionally impede or damage the academic work of others;
- submit another person's work as his/her own, or provide work for this purpose;
- submit work purchased from an essay mill or a ghost-scholar service or an e-tutor;
- submit work of their own that has been substantially edited and revised by another person, or provide an editing service for others;
- submit material from a source (books, articles, internet sites) without proper citation and bibliographic reference;
- paraphrase material from a source without appropriate reference and citation;
- submit substantially the same piece in more than one course; and/or
- assist other students in any of the above acts.

Academic honesty is fundamental to the integrity of the University community. As such, Richmond's policies and procedures concerning academic dishonesty are detailed, and should be consulted by any student who has been suspected of a violation. These policies and procedures can be found at:

<https://my.richmond.ac.uk/registration/procedures/SitePages/Home.aspx>

#### IV. JURISDICTION

Richmond University students are subject to the provisions of this Code of Conduct while on the University premises and when involved with off-campus programmes, activities, and events related to and/or sponsored by the University. In addition, students, as members of the larger community, are expected to conduct themselves in a manner consistent with the laws and requirements of a civilized society. Allegations against students for off-campus misconduct will also be adjudicated through the University judicial system when the conduct has a negative impact on the University mission, its community members, or on the good name of the University. Students are held accountable for their behaviour at all off campus locations, including University sponsored trips, conferences and distance-learning sites.

Student organizations and groups formally recognized by the University are subject to the same regulations as individual students. Organizations may be disciplined if a significant number of students involved in the alleged offence belong to the group or if the planning and leadership responsible for an alleged offence came from the student members of an organization or group.

Sanctions for group or organization misconduct may include probation, withdrawal of official recognition, limitations on the use of facilities and privileges afforded by the University, as well as other appropriate sanctions as provided in this Code.

#### VI. ADJUDICATION

- A. Allegations of a violation of residence hall community standards are addressed through the Residence Life office. Relatively minor cases are handled administratively by the Residence Life Coordinators, the Resident Directors, the Resident Advisors, or referred to the Associate Dean of Student Leadership. Appeals of these decisions are made in writing to the subcommittee of the Student Experience Committee, which is the Student Code of Conduct committee.
- B. Cases that are more serious in nature are addressed by the Vice President of Student Affairs unless the student requests a suspension level hearing. Suspension level hearings are cases which, if the allegations are true, could lead to a University suspension, expulsion, or

involuntary residence hall removal. The Student Conduct Appeals Committee (comprised of the 2 faculty members who are not currently teaching the student(s) and 1 student representative not involved with the student in question) hear such cases. The Student Conduct Appeals Committee is chaired by the Vice President for Student Affairs. The Committee determines whether or not a violation of the Code of Conduct has occurred and recommends a sanction to the appropriate University administrator. In cases where a University suspension, expulsion, or involuntary residence hall removal is recommended, the President reviews the recommendation for final determination of a sanction. In all other cases, the Student Conduct Appeals Committee reviews and issues the sanction.

## VII. JUDICIAL HEARINGS

To ensure due process, the following guidelines will be followed during University judicial hearings:

### C. Hearing Guidelines

1. The student will be provided written notification of the time, date and place of the hearing. Notification shall be received by posting and emailing the notice at least seven days prior to the hearing, counting the day of the mailing as the first day and counting the day of the hearing as the seventh day. A request for a hearing extension for good cause may be granted to the accused for a period usually not to exceed three business days. Such an extension is to be requested in writing within two days of receiving notice of a scheduled hearing, except in the most extenuating circumstances. The decision as to whether or not to delay a judicial hearing rests solely with the University.
2. The written notification of alleged misconduct will include a brief descriptive statement of the facts constituting the offence with which the student is accused, and a reference to the rule alleged to have been violated, as well as notice of whether suspension, expulsion or involuntary residence hall removal is a possible outcome (if such is obvious at the time).
3. The student may have an advisor present at the hearing. The advisor may only consult and interact privately with the student unless the Vice President grants the advisor permission to represent the student. Parties who wish to be represented should request permission from the Vice President of Student Affairs in writing at least two business days prior to the scheduled date of the proceeding.
4. Hearings will be closed to the public.
5. In the event a witness for either the student or the University fails to appear at the scheduled hearing, the hearing officer (Vice President for Student Affairs), at his/her discretion dismisses the case or reschedules the hearing. Hearings may be rescheduled only when the witness is absent for just cause.
6. Accused students will be afforded a reasonable opportunity to question those persons who testify against them.
7. Witnesses may be subject to charges of dishonesty within the University disciplinary system if their testimony is deemed to be recklessly or intentionally inaccurate.
8. Prospective witnesses may be asked to remain for the entire hearing to be available to answer questions as they arise.
9. Any person, including the accused student, who disrupts a hearing may be excluded from the proceedings.
10. If the student fails to appear at a scheduled hearing without just cause, the adjudicating authority will proceed with the hearing and a decision will be based upon the available evidence.
11. Hearings may be recorded on audio tape or any other reliable means of making a verbatim record. A student may obtain a copy of the tape at his/her own expense.
12. The hearing will be conducted in a fair and impartial manner. A student is found to be in violation based upon whether the evidence was sufficient for a reasonable person to believe that the facts prove more likely true than not true.
13. Pending action on any charges, the status of the student will not be altered, except in cases involving interim suspensions, and only in accordance with the procedures for such suspension.

14. A student facing possible disciplinary suspension, expulsion or involuntary residence hall removal, is only permitted to withdraw from the University with written permission from the Vice President for Student Affairs. If a student is suspended or expelled for disciplinary reasons, the suspension or expulsion takes precedence over withdrawal.
15. A student's previous disciplinary record may not be used to establish guilt in a current case. However, the previous disciplinary record may be used to determine appropriate sanctions if found guilty of violating the rules of conduct in the current case.
16. Members of the Committee are not, unless on a need to know basis, free to discuss the case outside of the confines of the hearing except that the chairperson must release information required to conclude the hearing and to give notice of the decision of the Committee.
17. The University reserves the right to notify parent(s) or guardian(s) of any or all levels of disciplinary sanctioning.

## **VIII. REQUEST FOR RECONSIDERATION (APPEALS)**

In cases of disciplinary violations where students feel they were unjustly sanctioned, they may appeal to the appropriate University official. Appeals must be in writing, and within ten calendar days of the initial adjudication. The date of mailing will constitute the first day. If the tenth day is a Saturday, Sunday, or a holiday, the final day for appeal will be the next day that the University is open for business. Failure to appeal within the allotted time will render the original decision final and conclusive.

In cases that do not involve suspension, expulsion or a residence hall removal, appeals are made to the Vice President for Student Affairs. Decisions on repeat offences and more serious infractions of the Student Conduct Code will be made in consultation with the Student Code of Conduct Committee. Any disciplinary determination resulting in suspension, expulsion, or residence hall removal must be appealed to the President. Appeals are limited to evidence or arguments that were raised at the disciplinary hearing.

All written requests must be based upon, and must clearly show, one or more of the following conditions:

1. Errors in procedure or interpretation of University regulations were so substantial as to effectively deny the student a fair hearing.
2. The sanction assigned was grossly disproportionate to the offence.
3. New and significant evidence, which could not have been presented by diligent preparation at the initial hearing, is now available.

The appealing officer shall limit his/her inquiry to the issues stipulated in the written request for reconsideration and will then determine whether or not to uphold, modify or delete the decision of the original hearing or order a new hearing. The action of requesting reconsideration does not, in any case, automatically stop disciplinary action. However, upon request, a temporary stay may be granted pending further consideration of a request. The decision to grant a temporary stay rests with the University.

If the appealing officer decides to meet with the appealing student and/or organization before reaching a decision, the student/organization may then request the right to present evidence through oral testimony or written statements pertaining only to the issues upon which the request for reconsideration was based. If the student wants to have an advisor present at his/her request for reconsideration, he/she must so inform the appropriate appeal office, at least two school days prior to the scheduled discussion. The discussion is informal and no record will be made.

A decision on the written request for reconsideration or the discussion meeting will be held within ten days of receipt of the written request or discussion meeting, or as soon thereafter as practicable. The decision of the appealing officer will be confirmed in writing (email) to the student.

A disciplinary sanction is effective upon (and implemented by) emailing a letter explaining the decision. A copy of the letter will be placed in the University's electronic judicial file. All appropriate University offices and personnel will be notified when necessary for sanction implementation.

## X. STUDENT CODE OF CONDUCT

### Violations of the Rights of Others

#### Physical Abuse:

Physical abuse or injury to oneself or others. These acts include, but are not limited to, assault, battery, personal abuse, and non-consensual sexual acts. Acts of physical abuse and violence may result in suspension, expulsion or residence hall removal.

#### Harassment/Intimidation:

Harassment, threats, intimidation, coercion, or use of physical force, or the threat of physical force, in a manner which causes another person to be reasonably apprehensive or endangers the health or safety of another person. No student shall engage in conduct that limits or restricts the freedom of a person to move about in a lawful manner without consent. No student will participate in conduct or nuisance actions that may prevent or distract other students from their University studies or legitimate pursuit of their personal affairs. No student shall use a telephone, computer, or other electronic media to carry out any harassing offences.

#### Instigation:

Requesting, encouraging, initiating, or assisting another person to commit any act which would violate this Code, or University, local, or federal laws, regulations or ordinances.

#### Discrimination Based Violations:

The commission of any offence that is motivated by the race, gender, colour, religion, national origin, cultural background, disability, or sexual orientation of another individual or group of individuals.

## VIOLATIONS OF HEALTH, WELFARE AND SAFETY

### Alcoholic Beverages:

The consumption, distribution and/or abuse of alcoholic beverages in common areas on University property except in specific cases which are clearly defined and authorized is in violation of this section. Common areas include but are not limited to corridors and common rooms. Students may drink in moderation in their own rooms in such a way that does not adversely affect others. Alcohol must be transported to student rooms in closed, sealed containers.

The legal age for alcohol in Great Britain is 18 years of age. Students of this age are allowed to drink on this basis. But again, the University does not condone the effects of excessive alcohol use.

### Illegal Drugs/Controlled Substances:

The use, consumption, possession, sale, distribution or abuse of illegal drugs or controlled substances or drug paraphernalia, including the sale of prescription drugs is in violation of this section. The University enforces a strict drug policy in conjunction with British Law which prohibits both the recreational use and supply of any illegal drugs ranging from cannabis to harder substances such as cocaine and heroin. Residence Life staff and Security will respond to any indication of use or possession of illegal substances and are authorised to carry out room searches where such activity is suspected or where the health or safety of the resident(s), other persons or property seem threatened. Students who are present in the immediate environs where such materials are used or found, may also be presumed to be in possession and may be charged with possession of those materials, but may rebut the presumption by clear evidence. The presumption of possession is highest when drugs are found in a student's room, even if the room is shared with roommates. Incidents of drug use may result in suspension or expulsion from the University.

**Emergency Procedures:**

Failure to evacuate University buildings during all fire alarms and emergency evacuations of any kind according to established procedures violate this section. Tampering with emergency and/or safety equipment, falsely reporting a fire, activating emergency warning equipment, or communicating false information regarding the existence of explosives on University property are also in violation of the Student Code of Conduct. Students will be in violation of this section for failure to obey all reasonable directives from authorised University personnel during a fire drill or other emergency procedures.

**Disorderly Conduct:**

Acts against public order and decency including, but not limited to, criminal mischief, trespassing, fighting, unreasonable noise, public intoxication resulting from the use of alcohol or controlled substances, lewd or indecent conduct, a breach of the peace, or aiding, abetting, and/or procuring another to do the same, and all other acts of disruption or disturbance is also a violation of this section.

**Weapons:**

Possession, transportation, improper storage, use, or manufacture of firearms, fire crackers, guns, knives, explosives, weapons, or any item which is intended to be used as a weapon or has been modified or adapted so that it can be used as a weapon is in violation of this section.

**Violations of UK Law:**

The University recognizes UK Law as the law of the land and will follow the law and sanctions made to violators without reservation. Students found guilty of violating UK law risk expulsion and deportation (where applicable) as well as prosecution by the UK justice system.

**Hazing:**

Student organizations are prohibited from hazing applicants for membership and from hazing persons who are already members to maintain their memberships in organisations. The University also prohibits such activities and violations, which will be adjudicated under this section. Any organisation found to have engaged in hazing may have its official recognition permanently revoked. Any student who participates in hazing may be fined, suspended or expelled from the University. Persons who may be found in violation of hazing can include those who implement or initiate hazing, anyone in a leadership role in the chapter or organisation, any new member who wilfully participates in hazing activities during new member education, and/or any other victims agreeing to the hazing.

The following provides a definition and description of hazing:

An organization and its members are engaged in hazing if it engages, for purpose of initiation or continuing membership, in an action which recklessly or intentionally endangers the physical or mental health of a student. This means any potentially dangerous forced activity; any activity which could cause a student to suffer extreme mental stress; as well as any other form of forced activity potentially harmful to the mental health or dignity of a student.

An organization and its student members are also engaged in hazing if potential or current members engage in activities that cause the wilful destruction or removal of public or private property.

## VIOLATIONS OF THE OPERATION OF THE UNIVERSITY

**Theft:**

Knowingly, and without consent or authorization, engaging in the removal, use, misappropriation, sale, and/or the possession, dominion, or control of the property of the University or another person violates this section. This includes theft of telephone access codes, computer software and theft of services. Students are also in violation of this section by obtaining property of the University or another person by misrepresentation of fraudulent means, or entering or using the facilities of the University or another individual without consent or authorization.

**Electronic Media:**

The theft, misuse, or possession of any electronic media belonging to the University or another individual violates this section. This includes, but is not limited to, using one's own electronic equipment to harass, threaten, or intimidate another person. Violation of this section will include the unauthorized use of University computer equipment for the purpose of performing any illegal operations, including accessing secure information or attempting to alter or interrupt the operation of University computer systems in any manner.

**Vandalism:**

The intentional or negligent abuse, damage, or destruction of property owned or in the possession of the University or another person violates this section. This includes any acts causing or risking damage or loss of property.

**Misuse of Safety Equipment:**

The abuse, removal, or damage of safety equipment or any other safety-related equipment violates this section. Tampering with fire-related equipment and/or smoking in unauthorized areas will result in an automatic fine of £500 for the first offence; a second offence could result in loss of housing if you live on campus, or dismissal from the University. Failure to evacuate the building during an alarm will also result in an immediate fine of £500.

\*Please note that fines received for a fire code violation(s) cannot be appealed. Alternate sanctions are not available.

**Misuse of University Owned Property and Equipment:**

Any misuse of University property or equipment including, but not limited to, removing furniture or other property from its designated area, or using recreational equipment in other than designated areas.

**Fire Code Violations:**

All University buildings are equipped with a comprehensive fire alarm system. If you hear the fire alarm sound, you must evacuate the building via the nearest fire exit immediately. If you do not evacuate or take too long to exit a building, you may incur a fine, disciplinary probation and/or fire safety training.

It is every student's responsibility to be aware of the University's Fire Code. Violations of the fire code include but are not limited to covering a smoke detector, smoking in a room, and blocking a fire exit. If any violation is made within a room in the residence halls, both residents will be held responsible unless evidence can be provided proving otherwise. Where fines are incurred, each roommate will be charged the £500.

Smoking Violations:

In line with an ever increasing trend in society, smoking is not permitted in any areas of the University; this applies to all dormitory rooms, corridors and the common rooms. As of 1 July 2007, British Law requires that smoking is NOT permitted in any enclosed, public space. The University complies with this legislation. Students found smoking indoors will be fined £500. Smoking is also not permitted within 20 metres outside of any University building. A first outside smoking offence will incur a warning, while second and each further offence will incur a fine of £500.

\*Please note that fines received for a fire code violation(s) cannot be appealed. Alternate sanctions are not available.

**Littering:**

Those caught leaving behind unwanted items or waste on campus will be fined £50. Waste receptacles are placed all around the campus and therefore should be no reason for littering.

**Misuse of Identification/Records:**

The forgery, alteration, misuse, or unauthorized possession of documents, records, or instruments of identification violate this section. This includes falsification of information or records submitted to a University official or office. Students are not allowed to use another student's University Id card under

any circumstance, this includes use in the Dining Hall.
<b>Dishonesty:</b>
Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University. Please review the University's Statement of Academic Integrity on page three of this Code.
<b>Disruption of Educational Mission:</b>
The obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities are in violation of this section. The disruption or prevention of the peaceful and orderly conduct of classes, lectures and other University functions is prohibited.
<b>Failure to Comply:</b>
Failure to comply with the directions of University officials acting in the performance of their duties, or refusal to respond promptly to a request to report to an administrative office is a violation of this section. This includes failure to pay, in a timely fashion, any fee, fine, charge, or assessment imposed by the University. This also includes failure to present University identification upon request by an authorized University official who has offered proper identification as to his/her status.
<b>Disregard of Sanction/Requirement:</b>
Violation or disregard of any sanction or condition established or imposed by previous disciplinary action, or violation of any lawful restriction pertaining to access to University-owned premises.
<b>Violation of University Policy or Law by an Acknowledged Guest:</b>
Violation of any University policy by a guest who is not a student of the University is a violation of this section. Students will be held accountable for the behaviour of their guest(s) at all times.
<b>Multiple/Repeated Residence Hall Community Standards Violations:</b>
Multiple or repeated violations of the Residence Hall Community Standards constitute violation of the Student Code of Conduct which could lead to temporary or permanent residence hall removal.
<b>Other Acts or Omissions:</b>
Any other act or omission which an ordinary, intelligent and reasonable University student should know is likely to lead to the imposition of discipline is a violation of this section. If the University meets its burden of establishing such an act or omission, discipline may, if necessary to protect the University or its mission, be issued without regard to whether the particular accused student actually knew discipline was likely or intended any harm or misbehaviour.

## XI. SANCTIONING

The goals of administering judicial sanctions for disciplinary violations include providing students with educational opportunities for a positive University experience, providing opportunities to develop skills to eliminate harmful behaviours, and providing relevant outlets for personal growth and development. The following University sanctions assist all students in achieving these goals and in reaching their highest potential by becoming contributing members of the University community.

Note: Failure to complete all sanctions (including payment of fines) by the deadline will result in a disciplinary hold being placed on the student's records. A disciplinary hold prevents a student from registering for classes, receiving grades and obtaining a University transcript or diploma.

### EDUCATIONAL/PERSONAL DEVELOPMENT SANCTIONS

**Mentoring:**

Mentoring is defined as an assignment to a faculty, staff, community, or student mentor to provide support in the areas of personal and academic development. The frequency and duration of the mentoring relationship will be established by the adjudicator of the case, but may be deferred to the assigned mentor. Any missed appointment with an assigned mentor will be considered a violation of this

sanction.

**Counselling:**

Counselling is defined as mandatory attendance at individual or group counselling sessions. Counselling will be provided by a professional counsellor as specified by the adjudicating authority. The counsellor will determine the frequency and duration of the counselling sessions.

**Alcohol Awareness Program:**

Violators of the Student Conduct Code may be required to attend an Alcohol Awareness Programme to be determined by the Department of Student Affairs.

**Drug Awareness Program:**

Violators of the Student Conduct Code may be required to attend a Drug Awareness Programme to be determined by the Department of Student Affairs.

**Anger Management Workshop:**

Violators of the Student Conduct Code may be required to attend a mandatory Anger Management Workshop to improve conflict resolution skills.

**Community Service:**

Violators of the Student Conduct Code may be assigned to provide volunteer assistance to a University department or community agency or individual. Service hours will be assigned and monitored by the adjudicator. Hours not performed by the specified deadline will be considered a violation of this sanction.

**Mediation:**

Violators of the Student Conduct Code may be required to participate in a session where a neutral party facilitates the development of a mutually acceptable resolution to a dispute. Students experiencing interpersonal conflict may be referred to the mediation program by the adjudicator. If mediation efforts are refused or unsuccessful, the case may be referred back to the Vice President of Student Affairs for adjudication.

## OTHER UNIVERSITY SANCTIONS

**Disciplinary Warning:**

Written action when the individual's conduct merits an official admonition. The student is advised that further misconduct may result in more severe disciplinary action.

**Disciplinary Probation:**

A period of official censure, whereas a further violation by a student while on disciplinary probation may result in a University suspension or expulsion. The term of probationary status will be established by the adjudicating authority.

**Career Disciplinary Probation:**

A period of official censure that is in effect throughout the entire duration of a student's enrolment and/or subsequent re-enrolment at the University. Additional violations by a student may result in a University suspension or expulsion.

**Loss of Privileges:**

Loss of privileges may include the ability to participate in club or intramural sports, student organisations, and/or to represent the University in any official capacity. Loss of privileges may also include University services such as information/technology resources, including loss of University e-mail and internet access, recreational facilities, and dining services.

**Restitution:**

A requirement to submit payment to the University or other specified person or groups for damages incurred as a result of any violation of this Code. Restitution may include a reasonable administrative fee for processing.

**Residence Hall Probation:**

A period of official censure, whereas a further violation by a student may result in an involuntary residence hall removal. The term of probationary status will be established by the adjudicating authority.

**Involuntary Housing Re-assignment:**

Reassignment of housing to a new location on campus. No housing refund is provided, and students are prohibited from visiting that residence hall once they have officially checked out. Students who violate this sanction may be subject to arrest for defiant trespass.

**Involuntary Residence Hall Removal:**

Involuntary removal from the residence halls permanently or for a designated period of time. Students are prohibited from entering University residential areas or they will be subject to arrest for defiant trespass. Removal from campus housing requires that the student properly check out of his or her room in accordance with existing University procedures and within the time frame as established by the Residence Life Coordinator. No housing refund is provided, and students are prohibited from re-entering University housing once they have officially checked out. Roommates who willingly let their ex-roommate back in to the room will also be in violation of the Student Code of Conduct.

**Suspension of Group Recognition:**

Temporary withdrawal of all or part of official University recognition of a group. Such action may include conditions for reinstatement of recognition. Total removal of recognition will result in complete suspension of the activities of the group.

**Revocation of Group Recognition:**

Permanent cancellation of official University recognition and privileges of a group. Such action may include conditions for the reinstatement of recognition. Total removal of recognition will result in complete suspension of the activities of the group.

**Suspension:**

Involuntary separation of the student from the University for a designated period of time. Recommendations for suspension are made to the Vice President of Student Affairs. The Vice President of Student Affairs may establish additional requirements that must be fulfilled prior to the student's reinstatement. The student shall not participate in any University sponsored activity and will be barred from University premises during the period of suspension. For purposes of academic advisement, the academic history may include notice of disciplinary action. This notice should specify the beginning date for the suspension and the earliest date when the suspension, or the conditions which govern the term of suspension, may be removed. However, failure of the University to include any of this information in no way invalidates the sanction. Any student under suspension who returns to the campus during the period of suspension without prior written permission from Vice President of Student Affairs will be charged with defiant trespass and subject to arrest and/or expulsion. During the period of suspension, violations of local and/or federal laws and violations of the Student Code of Conduct and Judicial Procedures will be adjudicated through the University's judicial system. As per the Richmond University Course Catalogue, refunds are not available when a student is suspended from the University for disciplinary reasons.

**Interim Suspension:**

The Vice President of Student Affairs may suspend students from the University, and/or suspend their privilege to enter any University property or facility, pending the final adjudication of their case if it is determined that their continued presence constitutes an immediate threat of harm to themselves, other student, University personnel, or University property. An interim suspension issued the by Vice President of Student Affairs to ensure the safety and well-being of members of the University community, or University property, or to ensure the student's own physical or emotional safety or well-being. During the interim suspension, the student will be barred from all or part of the University premises. Any student under interim suspension who returns to the campus without prior written permission from the Vice President of Student Affairs will be charged with defiant trespass and subject to arrest and/or expulsion.

**Facilities Restriction:**

An exclusion from a facility or area for a specified period of time. During this time period, a student may not enter or participate in any function within the confines of the specified area or facility. Any student on a facilities restriction who enters the portion of campus to which he or she was barred without prior written permission from an authorized representative of the Department of Student Affairs will be charged with defiant trespass and subject to arrest.

**Interim Facilities Restriction:**

A student may be temporarily excluded from a facility or area for a specified period of time pending formal University adjudication of the case if it is determined that his/her continued presence constitutes an immediate threat of harm to themselves, other students, University personnel or to University property. An interim facilities restriction is issued by the Vice President of Student Affairs to ensure the safety and well-being of members of the University community, University property, or to ensure the student's own physical or emotional safety or well-being. Any student on an interim facilities restriction

who returns to the portion of the campus to which he/she was barred without prior written permission from an authorized representative of the Vice President for Student Affairs may be charged with defiant trespass and may be subject to arrest and/or expulsion.

**Expulsion:**

Involuntary and permanent separation from the University. Recommendations for expulsion are made to the President. The student is permanently banned from University property and/or University sponsored events, and is prohibited from re-enrolling at the University. As per the Richmond University Course Catalogue, refunds are not available when a student is expelled from the University for disciplinary reasons.

**No Contact Order:**

A student is directed to have absolutely no contact with a specific person when it is determined that the student may pose a clear and present danger to the specified individual. Contact will be defined as any effort to reach the specified individual, including initiating personal meetings, phone calls, e-mail, and written documents. This sanction can be issued on an interim basis pending the outcome of a formal judicial hearing. Failure to comply with this directive may result in additional charges being filed.

**XIII. RESIDENCE HALL COMMUNITY STANDARDS**

Consistent with the University's Statement of Community Values and the *Student Code of Conduct and Judicial Procedures*, individuals are expected to uphold the standards of the residence hall community in addition to holding others accountable to those standards.

**NON-NEGOTIABLE STANDARDS**

Non-negotiable standards are those that are predetermined and not decided through community standards discussions, as they relate to issues of safety and security, protect individual health, and/or are mandated by a University policy and/or law. Violation of these standards constitutes a violation of University policy and the *Student Code of Conduct and Judicial Procedures*. Residential students are responsible for any person and activity that occurs in their room regardless of whether or not they're present.

**Guests/Visitation**

- In order to protect the rights of each resident to privacy, sleep, academic success and all other personal needs, the rights of a roommate take precedence over any guest visits. Overnight guests must have the permission of the host's roommate and the Residence Life Office. Guests are defined as students who do not reside in the same room as their host, students who reside off campus, and non-student visitors to campus who will be staying between the hours of midnight and 8:00am. All guests should be prepared to show their identification cards to the Residence Life and Housing staff. Only one guest is allowed per night in any one room. Upon arrival it is the host's responsibility to report to security and have their guest sign in and out at the end of the visit. At the time of signing a guest in, an overnight pass will be issued and which must be returned on departure. Failure to return the pass will result in a fine of £50.00. No overnight guests are allowed to stay during the first and/or last weeks of the semester. At particularly busy periods such as mid-semester break, the University reserves the rights to limit the number of guests staying on campus.

**Babysitting**

- Babysitting in the residence halls is not permitted. Visits by minors in residential areas are prohibited due to insurance reasons. All guests must be at least 18 years of age. Student hosts are responsible for the behaviour of their visitors. In order to ensure that all individuals within a building are welcome, guests must be escorted by their host(s) at all times.

**Prohibited Items**

- The following items present health or safety concerns and are, therefore, prohibited in residence halls and/or student rooms: (a) scuba tanks; (b) bicycles (racks are provided outside most residence halls); (c) pets of any kind (except for fish in a 5 gallon tank or smaller tank; (d) items

which may be fire or safety hazards which include, but are not limited to, open flames (candles, incense, potpourri burners, hookahs, etc.), sun lamps, halogen lamps, space heaters, and appliances with exposed elements; (e) motorcycles may not be brought into the residence halls and must be parked in appropriate parking lots; (f) any bed, including water beds, loft beds, other than the University issued bed unless written approval is received from the Residence Life Coordinator; (g) University furniture from lounges, study rooms, etc., in student rooms; (h) attaching, even temporarily, equipment or any items to the residence hall including window ledges; (i) any other item that a University student should reasonably know should not be stored or brought into the residence hall.

**Misuse of Recreational Equipment**

- The inappropriate use of recreational and other equipment that creates a health or safety hazard is prohibited. This includes, but is not limited to, residence hall use of skateboards, roller blades, frisbees, bicycles, balls, and similar items more appropriate to outdoor use.

**Cleanliness, Safety, Health and Welfare**

- Students must keep their rooms in a reasonably clean and safe fashion and shall report any need for service and repair on any condition injurious or potentially injurious to their health, safety or welfare to the Residence Hall Director. Residents who fail to maintain their rooms in a reasonably safe and clean condition will be in violation of the policy.

**Room Decoration**

- Residents are **not** permitted to:
  - paint their rooms
  - erect any structure or device which fundamentally alters the design of the room
  - hang anything that requires drilling into the wall surfaces
  - use 'lofted' beds
 All damage costs will be charged against a security deposit. You are advised to hang any posters and decorations on the notice-boards provided or use low adhesive tape such as white/blue tack or pins to minimise damage.

**Privacy Policy**

- University staff will not enter student rooms without prior permission except in the following situations:
  - For maintenance emergencies.
  - Upon suspicion of illegal activities.
  - Violations of the Student Code of Conduct and Residential Code.
  - Whenever the health or welfare of a student is in jeopardy.

**Television Licence**

- All students who live in University residences and are in possession of a television set, whether purchased or rented, are required to obtain a TV licence. This is a British Law and not something the University can change. Students are not covered by the University's licence. If you are caught without a licence, you can be taken to court and fine up to £1,000. Licences are available from the internet at: <http://www.tvlicencing.co.uk/index.isp>

**\*Note-** Personal items involved in violations of University regulations may result in being confiscated if it is determined through good faith to be in the University's interest to do so. Illegal items will be destroyed or turned over to the police, whichever is appropriate. Personal items not illegal if confiscated (such as stereos) may be stored with Security upon space availability and their permission. Personal items may be reclaimed by the owner upon check-out and removed off campus at the end of the term.

**NEGOTIABLE STANDARDS**

In order to develop a productive, safe and enjoyable community for all, resident students will have the opportunity and responsibility to decide some of their living unit standards and expectations. Community standards discussions will take place throughout the first six weeks of the semester. All living units should recognize that a community standard does not exist if any member of the unit has been intentionally excluded in the decision-making process, or their opinions are not taken into consideration. Community agreements will be drafted, revised and renegotiated as the need arises.

## THE NEGOTIABLE STANDARDS ARE AS FOLLOWS:

- **Floor/Wing Meetings-** Residents will determine attendance expectations, how frequently they should occur, and who can call a meeting.
- **Community Projects/Floor Activities-** Residents will address community projects and the personalisation of public areas.
- **Lounge/Common Area-** Residents will discuss the expectations regarding use of areas such as bathrooms and kitchens. Guests of the opposite sex on single sex floors may not use restrooms other than the designated restroom in the building until the living unit has established such guidelines through a community standards discussion.
- **Study/Quiet Hours-** 'Study Hours' is used to describe the time when noise should be kept to a minimum and neighbours should be conscious of the fact that others may be trying to study along their corridor. To promote academic success, study hours must begin by at least 8:00pm and continue until at least 12:00am. 'Quiet Hours' is the term used to describe the time when noise from within a student's room, or noise from the corridor should not be heard by others studying in their rooms. Quiet hours are from 12:00am to 8:00am.
- **Conflict Resolution-** Residents will develop a standard by which to resolve conflicts on the floor when negotiated community standards are violated. Residents have a responsibility to be open, honest and respectful with one another.
- **Cleanliness-** Residents will establish a standard for the public areas such as the bathroom and hallway.
- **Other topics deemed necessary by the floor/living unit-** Residents are encouraged to have a community standard discussion regarding issues felt to be important to the well-being of residents. Standards may be developed as needed provided they are not in conflict with University policy, the Code of Conduct, and local and/or federal laws.

## XIV. IMPORTANT UNIVERSITY POLICIES AND PROCEDURES

### INSPECTION AND SEARCHES

- (a) *Inspection by University Officials:* The inspection of student rooms by authorised University personnel to determine compliance with cleanliness, safety, health and welfare is permitted at reasonable times. Evidence discovered during such an inspection can be used against students in any University disciplinary proceedings. A search permit is not required for searches having to do with cleanliness, safety, health and welfare. (b) *The Residence Life Coordinator, Associate or Dean of Students have the authority to authorise room searches.* Information received and objects confiscated through investigations may be used as evidence in proceedings by University authorities.

### VACATING THE RESIDENCE HALLS

- Residents must properly check out of their residence hall assignment within 24 hours after withdrawing from the University or 24 hours after their last final exam. Residents with an extenuating circumstance need to remain beyond this time frame must receive prior approval from the Residence Life Coordinator.

### ZERO TOLERANCE FOR DRUGS

- The University will not tolerate the use, possession, and/or distribution of drugs. These activities present a danger to the University community and detract from the educational mission of the institution. Students may be denied admittance into University facilities if it is

believed they are under the influence of, or in possession of, alcohol or illegal drugs. Negative behaviour that results from the use of alcohol and/or other drugs will not be tolerated in the University community.

## **DAMAGES**

- The condition of the residence halls is the responsibility of each person living within the halls. Residents will be billed for damages within their specific room. In cases where neither roommate claims responsibility for the damage, the cost associated with the damage will be divided between both roommates. Damage or theft of University property occurring in common areas is the joint responsibility of residents sharing the living community. Damage or theft in lounges, study areas, laundry rooms, bathrooms, etc., will be billed to all students living within that area, unless the individual(s) responsible for the damage can be identified.

## **SOLICITATION IN THE RESIDENCE HALLS**

- Soliciting, including research, is strictly prohibited. The Residence Life and Housing Office believes that the residence halls should be a place where students may sleep, study, socialise, and succeed as students in an environment free from distractions. To that end, we view the residence halls as our students' home rather than another academic or public building on the campus. Therefore, solicitation of any kind is strictly prohibited. Any violations of this directive will result in formal judicial charges. Requests to distribute items in the residence halls are to be made with the Residence Life Coordinator.

## **XV. SANCTIONING FOR DRUG VIOLATIONS**

The University considers violations of substance abuse policies and laws to be serious in nature. Such violations are dangerous to the physical and emotional well-being of Richmond students, as well as compromising to the University's reputation within the community. Therefore, the following sanctioning guidelines are provided to inform students of the potential consequences for violating these policies both on and off campus. Be advised that the University reserves the right to alter these sanctions at the discretion of the adjudicating authority.

## **ILLEGAL DRUGS**

- Immediate interim suspension pending a judicial hearing to determine whether or not suspension/expulsion is warranted.

### Marijuana:

#### *First Offence*

- £500 fine
- Disciplinary probation
- Possible substance abuse evaluation and/or counselling

#### *Second Offence*

- £500 fine
- Involuntary eviction from the residence halls, suspension or expulsion from the University will be strongly considered.
- Where appropriate, UK authorities will be notified.

Any other controlled substances will be dealt with in conjunction with UK authorities.

## **ATTEMPT TO SELL/DISTRIBUTE DRUGS**

- Immediate interim suspension pending a judicial hearing to determine whether or not a suspension/expulsion is warranted.

## XVI. COMPLAINTS AND APPEALS

### INTRODUCTION

If you have a complaint, or wish to appeal a decision made under the Student Code of Conduct, you should refer to the following document:

***COMPLAINTS AND APPEALS PROCEDURE FOR NON ACADEMIC and NON ACADEMIC-RELATED MATTERS***

This document can be found at <http://www.richmond.ac.uk/wp-content/uploads/2015/11/003-Non-Academic-Appeals-Guidance-15-16.pdf>

For Academic appeals and grade challenges please follow this link <http://www.richmond.ac.uk/wp-content/uploads/2015/11/001-Academic-Appeals-and-Grade-Challenges-Policy-2015-16.pdf>

If you have a complaint regarding an academic or an academic-related matter that is not about a grade, please follow this link <http://www.richmond.ac.uk/wp-content/uploads/2015/11/002-Academic-Related-complaints-.pdf>

## UNIVERSITY PERSONNEL

**Academic Registrar, Rosemary Royds**

**Dean of the School of Business and Economics, Adrian Wilkins**

**Senior Administrative Assistant: Jacqueline Ryan**

**Dean of the Department of General Education - Professor Mary Robert,**

**Senior Administrative Assistant: Bette Allen**

**Dean of the School of Communications, Arts and Social Sciences, Professor Alex Seago**

**Senior Administrative Assistant, Jelena Pivovorova**

**Domestic  
Domestic Bursar, Cheryl Goodyear**

**Facilities  
Director of Property Services, Sue Lockett**

**Finance  
Financial Controller, Ravi Nadarajah**

**Human Resources & Administration  
Vice President for Human Resources and Administration, Jane Crichton**

**IT  
IT Operations Manager, Mike Hallas**

**Security  
Security Manager, Geoff Piper**

**Student Affairs  
Associate Dean of Student Leadership, Buck Cooke  
Vice President of Student Affairs, Allison Cole-Stutz,  
Residence Life Coordinator, Oliver Brady**

