

Student Code of Conduct

Approved by USAC January 22, 2016

Discussed by the COD, 2016

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Rationale

As part of the University's commitment to develop a set of transparent rules and regulations concerning student life on campus, the Code of Conduct clarifies and affirms the standards of behavior that are expected of all students at NDU. Its objective is to be corrective if reasonably possible rather than punitive to help all students to understand and exercise their rights and duties while studying at NDU. The *Student Code of Conduct* is a binding contract between Notre Dame University-Louaize (NDU) and its Student Body. By enrolling at NDU, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable university rules and regulations, and in particular of the Student Code of Conduct.

Non-Academic Misconduct

A **Non-Academic Misconduct** is a wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts.

Non-Academic Misconduct falls under the jurisdiction of the Dean of Students who is required to take the necessary measures or to investigate the case and refer the outcomes of his/her investigation to the University Student Disciplinary Committee (USDC) in serious cases and violations as detailed in the Appendix of the Student Code of Conduct.

Non-academic misconduct that is subject to disciplinary measures includes engaging in, or assisting others to engage in any of the actions described but not limited to the below:

First Category: Perjury, sexual abuse, sexual harassment, theft, trespassing, weapons and dangerous substances, controlled substance use, arson, drug dealing, assault, using force, stalking, disruption of academic life.

The Dean of Students shall do the initial investigation and information gathering and then refer these violations to the USDC which will recommend appropriate sanctions to the President. The sanctions for this category of Non-academic Misconduct shall be: Dismissal or Suspension including legal action.

Second Category: Distribution of Unauthorized Material and Equipment, Smoking in Unauthorized Areas, Alcohol Consumption, Littering, Sexism and Gender Bias, Computer and Misuse of Social Media and Ethics, Disorderly Conduct, Tampering with Fire Alarms and Equipment, Gambling, Unauthorized Possession of University Keys, Property Damage, Inappropriate Sexual Behavior, Drug Use, Traffic and Parking Violations, Inappropriate Dress Code.

The Dean of Students shall investigate these violations and apply the Student Code of Conduct system including: revocation of financial privileges, disciplinary oral or written warnings, disciplinary probation, and community work.

Academic Misconduct

Academic misconduct is any action or attempted action that may result in creating an unfair **academic** advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Any Academic Misconduct is directly referred to the concerned Faculty/Chairperson/ Dean. The Dean of Students may assist if asked in the investigation and/or information gathering. The academic misconduct may include: cheating and assisting in cheating, plagiarism, class disruption, and academic dishonesty (stealing or damaging library books, unlawfully copying computer software, violating program and degree requirements established by the University).

Implementation of the Code of Conduct

- **Filing a Complaint concerning a Non-academic Misconduct:** Any NDU faculty, staff or student member has the right to fill a Formal Complaint at the Office of Student Affairs if they believe that they have been victims or witnesses of Non-Academic Misconduct. A complaint can be filed against any student or student organization.
- **Pre-Hearing Session:** The Dean of Students shall conduct pre-hearing sessions. When possible, the Dean of Students is encouraged, during these sessions, to act as a mediator between the concerned parties and seek a mutually acknowledged solution to the issue.
- **Referring the Case to the University Student Disciplinary Committee Members:** According to the seriousness of the violation, the Dean of Students refers the case to a hearing before the University Student Disciplinary Committee.
- **Immediate Action:** The Dean of Students may take immediate disciplinary action, including suspension for a limited number of days, whenever there is evidence that the continued presence of the accused student on Campus poses a substantial threat to students, faculty, staff or University property.
- **Any incident of a serious nature** that the Faculty deans deem worthy of disciplinary action shall be reported by the Faculty Dean to the Dean of Students for possible sanctions to be taken.

Recommendation for the Sanctions:

- 1) **Dismissal:** Upon recommendation of the Dean of Students and the University Student Disciplinary Committee, the President of the University has the authority to dismiss a student.
- 2) **Suspension:** Upon the recommendation of the Dean of Students and the University Student Disciplinary Committee, the President of the University has the authority to suspend a student.
- 3) **Dean's Warning and Disciplinary Probation:** The Dean of Students and/or the University Student Disciplinary Committee may impose a Dean's Warning or Disciplinary Probation.
- 4) **Supplementary Sanctions:** The Dean of Students and/or the University Student Disciplinary Committee may impose supplementary disciplinary sanctions. The following are examples: Privileges may be revoked (parking, access to facilities, etc.); Restitution may be required to be paid to the injured party or parties; Referral for specialized and professional assistance such as a counselor or a counseling center. Furthermore; a volunteering educational Community Service Project could be required as well as attending a workshop relevant to a specific human behavior.

Appeals

An accused student who has committed an Academic or Non-Academic Misconduct has the right to appeal. A written notice of appeal must be delivered to the Office of the Dean of Students who would pass it on to the President.