

**Kutztown University of Pennsylvania**  
<http://www.kutztown.edu/thekey>

**Student Code of Conduct<sup>1</sup>**  
**2023-24**

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**Preamble**

Kutztown University is centered upon a culture of learning, the pursuit of academic excellence and the holistic development of its students. As such, the Kutztown University *Student Code of Conduct* is established to uphold standards of the community to embrace and care for the living-learning environment of the university. In doing so, the *Student Code of Conduct* espouses the standards of the institution in an effort to cultivate an environment that maintains student accountability and supports an atmosphere conducive to learning.

**Article 1: Definitions**

1. The term "university" means Kutztown University.
2. The term "student" includes the following:
  - a. All persons enrolled in courses at Kutztown University either full-time or part-time, pursuing undergraduate, graduate, or professional studies;

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<sup>1</sup> The official policy is published in the KU student handbook, *The Key*, at [www.kutztown.edu/thekey](http://www.kutztown.edu/thekey); this standalone copy of the policy is made available as a reference. Please consult the official policy in the student handbook as needed.

- b. All persons who are not officially enrolled for a particular term but have not officially withdrawn from the university and maintain eligibility to enroll; and
  - c. All persons defined under item 2a or 2b who withdraw after allegedly violating the *Student Code of Conduct*.
- 3. The term “complainant” refers to the person referring charges of a violation of a university regulation.
- 4. The term “respondent” refers to the student charged with violating a university regulation.
- 5. The term "university official" includes executives, representatives and employees of the University performing assigned administrative or professional duties on behalf of the University.
- 6. The term "member of the university community" includes any person who is a student, employee, or University official of the University. If in question, a person's status in a particular situation shall be determined by the Dean of Students.
- 7. The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University including adjacent streets and sidewalks.
- 8. The term “university housing” refers to any residential facility owned, leased, and/or operated by Kutztown University.
- 9. The term "student organization" means an entity that has complied with the formal requirements for university recognition as set forth by Office of Student Involvement.
- 10. The term "hearing authority" means any person or body selected to serve in accordance with University’s processes to determine whether a student has violated the *Student Code of Conduct* and/or issue sanctions for violations. These individuals include case officers, hearing officers, conduct boards, appeals officers, and appeals boards.
- 11. The term “good disciplinary standing” refers to student enrolled at the University who are not currently under disciplinary probation, deferred suspension, suspension, or a dismissal, and who do not have any outstanding, overdue incomplete student conduct sanctions.
- 12. The term "quorum” is the established minimum number of represented members required to conduct business.
- 13. The term “simple majority” is the majority of those voting members present, provided there is a quorum.
- 14. The *Dean of Students* or their appointed designee is that person designated by the *University President* or their designee to be responsible for the administration of the *Student Code of Conduct*.
- 15. The term "policy" means all of the written regulations of the university that are found in one or more of the following resources: *Student Code of Conduct*, *The Key Student Handbook*, *Acceptable Use Policy*, *Sexual Misconduct Policy*, *Hazing Policy*, *Kutztown University Policy Register*, and the Kutztown University web page: <http://www.kutztown.edu>.

## **Article 2: Authority**

1. Specific regulations concerning student conduct on campus and their administration shall be the responsibility of the University President through the *Division of Enrollment Management and Student Affairs* and such members of the administration, faculty, and student body as appropriate.
2. The *Dean of Students* or their designee shall develop policies for the administration of the *Student Code of Conduct* and procedural rules for the conduct of hearings that are consistent with the provisions of the *Student Code of Conduct*.
3. The Kutztown University e-mail system is recognized as an official communication and is the primary medium for receiving correspondence relating to student conduct.

### **Article 3: Jurisdiction**

The Kutztown University *Student Code of Conduct* shall apply to conduct that occurs on University premises, at University related activities on or off-campus, to conduct occurring online (including online courses, social media and other forms of digital communication) if the conduct in question would be subject to discipline if committed offline, and to off-campus conduct that represents a substantial University interest which adversely affects the University community and/or the pursuit of its objectives. Students shall be responsible for their conduct from the time of confirmation of acceptance for admission through the actual awarding of degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after their degree is awarded).

#### **1. Off-Campus Rights & Responsibilities**

Reasonable guidelines are essential to facilitate the development of high standards of mutual respect and integrity within each and every student. Sensitivity to our environment as well as community involvement that extends beyond the physical campus boundaries are integral components to the appropriate development of responsible citizenship. Kutztown University is genuinely committed to the student developing civic skills and public service experiences for living in a public world. To that end, Kutztown University will encourage the personal and intellectual development of students as they exercise rights of citizenship both on and off-campus in the local community. Kutztown University will make every effort to foster positive relations among students and permanent residents as well as provide experiential learning opportunities for students to become actively involved in off-campus civic, community, social service organizations and causes.

While the University has a primary duty to regulate behavior on its premises, there are circumstances when the off-campus behavior of students affects a substantial University interest and warrants disciplinary action. The University expects students to conduct themselves in accordance with the law. Student misconduct occurring off the premises of the campus that may have violated any local, state, or federal law is subject to review by the University and may result in student conduct charges being

filed against a student by the Dean of Students Office. When students are found responsible for off-campus conduct that both meets the definition of affecting a substantial university interest, and violates the *Student Code of Conduct*, sanctions will be applied.

When the University has been made aware of off-campus misconduct, the *Student Code of Conduct* may be applied by the University simultaneous to any criminal action taken by civil authorities. However, in some instances final action may be deferred at the discretion of the University until all external processes have been completed or until such time when the on-campus procedure may proceed without encumbrance.

Student conduct committed off the campus which affects a substantial university interest is student conduct that includes one or more of the following:

- a. Constitutes a violation of local, state, or federal law. Included are (but not limited to) violations of any local, state, or federal law committed in the immediate or adjacent municipalities where the university is located.
- b. Indicates that the student may present a clear and present danger or threat to the health or safety of others.
- c. Significantly infringes upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- d. Is detrimental to the educational interests of the University.

Off-campus student behavior that affects a substantial University interest, as previously defined, violates the *Student Code of Conduct* and is subject to disciplinary action following standard University procedures. The Dean of Students Office may also consider whether or not the referred off-campus misconduct affects a substantial university interest and whether the behavior should be subject to disciplinary action.

## **2. Sanctions for Off-Campus Violations of Law**

As with on-campus infractions, the sanctions for off-campus misconduct range from disciplinary reprimand to dismissal as defined in Article 9 of this document. The following categorization is a guide to off-campus violations of law in the categories of *minor*, *moderate* and *major*. This listing does not take into consideration a student's prior student conduct record. Therefore, those students with a history of prior misconduct may receive more stringent sanctions than those listed below for any particular act of misconduct.

- a. *Major*: *Student Code of Conduct* violations committed off the campus that typically would fall into the major category and yield a sanction range of suspension, including interim suspension to dismissal are: felonies to misdemeanors.

- b. *Moderate: Student Code of Conduct* violations committed off the campus that typically would fall into the moderate category and yield a sanction range of disciplinary probation to dismissal are: misdemeanors to non-traffic violations of criminal statutes.
- c. *Minor: Student Code of Conduct* violations committed off the campus that typically would fall into the minor category and yield a sanction range of disciplinary reprimand to disciplinary probation are: non-traffic summary offense of criminal statutes to violations of local code and ordinances.

#### **Article 4: Conduct**

**1. Sexual Misconduct:** Refer to the *Sexual Misconduct Policy* ([DIV-007](#); *The Key*, Chapter 2).

**2. Academic Dishonesty:** Refer to the *Academic Honesty Policy* ([ACA-027](#)) and *Academic Honesty Policy – Graduate Students* ([ACA-087](#)).

**3. Hazing:** Refer to the *Hazing Policy* ([The Key](#), Chapter 2).

#### **4. Computer/Technology Misuse**

- a. Violation of the *Acceptable Use Policy* ([ACA-069](#)).
- b. Violation of ResNet regulations and policies for responsible use.

#### **5. Harm to Others**

- a. Physical violence including but not limited to physical abuse, assault and/or battery; threats of violence; striking, shoving, or subjecting another person to unwanted physical contact.
- b. Intentionally or recklessly endangering, threatening, or causing physical harm to any person and/or their property.
- c. Harassment, defined as a pattern of behavior that involves verbal abuse or harassment, threats, intimidation, bullying, coercion, stalking, and/or other conduct which threatens or endangers the health and safety of another person(s) or another person's property.
- d. Stalking, defined as the repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and safety of another person, resulting in the intimidation of that person.
- e. Bullying, defined as the repeated and intentional harassment resulting in the intimidation of another person.
- f. Retaliation, defined as any adverse action, threat of adverse action and/or the harassment of an individual who makes a good faith report of misconduct, is the subject of a report of misconduct, and/or who is reasonably participating in the student conduct process resulting in the intimidation of another person.
- g. Threat, defined as written or verbal conduct that causes a reasonable expectation of injury to

- the health or safety of any person or damage to any property.
- h. Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another.
  - i. Use of the Internet (including social media, email, text messaging, etc.) interactive, and/or digital technologies to harass, bully, retaliate and/or stalk another person, resulting in the intimidation of that person.

## **6. Property**

- a. Attempted or actual theft including the unauthorized removal of property without the express consent of the owner.
- b. Intentional, reckless and/or unauthorized damage, destruction, or defacement of property of the university or property of a member of the university community.
- c. Attempted or actual theft of university services.
- d. Attempted or actual possession and/or receipt of stolen property.
- e. Tampering, discharging, setting-off, or causing to be inoperable any firefighting/lifesaving apparatus, alarm devices, fire safety devices, and emergency equipment for no legitimate purpose.
- f. Initiating bomb threats or false alarms to any university official, facility, program, or event on university premises.
- g. Failure to evacuate a facility or designated area in a timely manner or to comply with the directions of a university official during a fire drill or other health and safety emergency.
- h. Setting or attempting to set a fire, creating/causing a fire on campus and/or participating in the unauthorized use of fireworks on campus.
- i. Trespassing in areas that are posted, off-limits and/or restricted including but not limited to water towers, the quarry area, electrical substations, areas under construction or repair, areas cordoned off by university officials, roof tops, and buildings that are closed.
- j. The willful obstruction of a passageway, entrance, exit, or any portion of a university building or premises which restricts the freedom to utilize the facility for its stated and intended purpose.
- k. Misappropriation of a university resource including the act or the attempt to remove a university resource designated for general student or university usage or consumption from a designated area.
- l. Actions that cause disruption to university networks and/or telecommunications systems, equipment and/or resources.
- m. Use of university resources, facilities, or services to commit a violation of university policy or the law.
- n. Unauthorized use (including misuse) of university or organizational trademarks including names and images.

***Students found responsible for violations of this conduct standard for health, fire/safety, theft, and property damage provisions are subject to sanctions including, but not limited to, loss of university housing.***

### **7. Expectations of Cooperation**

- a. Failure to comply with directions of university officials or law enforcement officers acting in the reasonable performance of their duties.
- b. Failure to comply with the directions of civil authorities acting in the reasonable performance of their duties enforcing lawful regulations, orders, or statutes.
- c. Failure to adhere to official health and safety directives, policies or procedures issued by the university.
- d. Student organizations who fail to comply or adhere to official membership requirements; allowing a student to pledge or associate with a student organization without having met eligibility requirements established by the University.

### **8. Unauthorized Access**

- a. Unauthorized possession, duplication or use of keys, key access cards, computer system or network passwords, access systems or codes to any premises or unauthorized entry to or use of university premises.

### **9. Alcohol**

- a. Use, possession, manufacturing, or distribution of alcoholic beverages or alcoholic products on university premises except as expressly permitted by official university policy.
- b. Constructive possession of alcoholic beverages or products whereby possession is defined as the presence of alcoholic beverages or products in an area under one's control such as a residence hall room in which the student is assigned or a vehicle that is owned, operated, or controlled by the student.
- c. Public intoxication on or off-campus.
- d. Underage use or possession of alcohol including the purchase or attempt to purchase alcohol by a minor.
- e. Excessive use of alcohol. Excessive use may include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, loss of control of bodily functions, and/or having a blood alcohol level of .16 or above.
- f. Distributing, selling or furnishing (including the attempt to distribute, sell or furnish) alcoholic beverages or products without a license or to underage individuals.
- g. Hosting or organizing a party where a party is defined as involving eight (8) or more people in residence halls; or twelve (12) or more in suite style residence halls; or twenty (20) or more in apartments or on nearby grounds at which alcoholic beverages or products and/or drugs

are present. ***Students found responsible for violation of this specific provision are subject but not limited to loss of university housing.***

- h. Driving under the influence of alcohol. This includes driving or operating a vehicle while intoxicated and/or with blood alcohol content of .08 or greater for persons who are 21 years of age or older or .02 or greater for persons under the age of 21.

## 10. Drugs

- a. Use, possession, purchasing (including the attempt to purchase), manufacturing, or distribution of marijuana/cannabis, heroin, narcotics, or other controlled substances.
- b. Constructive possession of marijuana/cannabis, heroin, narcotics, or other controlled substances whereby possession is defined as the presence of contraband in an area under one's control such as a residence hall room in which the student is assigned or a vehicle.
- c. Being under the influence of illegal drugs or other controlled substances on university premises or at official university student activities/functions on or off-campus.
- d. Selling (including the attempt to sell), delivering, transporting, or furnishing any illegal drugs or controlled substances.
- e. Hosting or organizing a party (as defined in 4.9.g) where marijuana, heroin, narcotics, or other controlled substances are present. ***Students found responsible for violation of this specific provision are subject to loss of university housing.***
- f. Possession of drug paraphernalia including but not limited to pipes, bongs, grinders, and other devices.
- g. Use of legal substances or synthetic substances, legal or illegal, in a fashion designed to alter one's mental or physical state.
- h. Impaired driving as a result of the use of drugs or illegal substances.
- i. Drugging another person's food or drink, or by any other means, without their knowledge or consent.
- j. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications

### NOTE:

- *Due to federal regulations, the definition of marijuana/cannabis in the above standard includes and prohibits medical marijuana in all forms at all university owned and operated locations.*
- *Any substance containing or testing positive for THC (tetrahydrocannabinol) will be considered marijuana/cannabis under this conduct standard.*

## 11. Weapons

- a. Unauthorized possession, carrying or use of firearms, explosives, other weapons, or dangerous chemicals including propane, lighter fluid, or other fuels, in university buildings, facilities and/or at university events is prohibited. Unauthorized items include but are not limited to: firearms of any kind including pellet, BB devices, tasers, stun guns, ammunition,

and/or air powered projectile devices; knives with blades longer than four (4) inches, switchblades and spring assisted knives of any kind, chemicals, fireworks, bow, nunchaku, brass knuckles, and/or any instrument or implement that can be used as a weapon and is capable of inflicting serious bodily injury.

- b. The illegal use and/or possession of a weapon.
- c. Violation of Kutztown University Policy *A&F-030: Possession of Deadly or Offensive Weapons on Kutztown University Campus* ([A&F-030](#)).

## **12. Disorderly Conduct**

- a. Conduct that is disruptive and/or serves no legitimate purpose.
- b. Breach of peace and/or rioting or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the university community.
- c. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, other university activities or of other authorized non-university activities when the conduct occurs on university premises.
- d. Unauthorized use of electronic or other devices including drones to make an audio, video or photographic record or image of any person without their expressed consent when such a recording is likely to cause injury, distress, or breach a reasonable expectation for privacy. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room or restroom.
- e. The misuse or illegal and/or unauthorized use of drones or unmanned aircraft systems on campus property or at university events and programs.
- f. The misuse or illegal and/or unauthorized use of lasers, laser pointers and/or other similar laser devices on campus or at university events and programs.

## **13. Bias/Intimidation**

- a. Any violation of a university conduct standard based on the actual or perceived age, ancestry, color, religion, disability, gender, national origin, race, or sexual orientation of an individual or group of individuals.

## **14. Abuse of the Student Conduct Process**

- a. Failure to obey a notice from a hearing authority or university official to appear for a meeting as part of the student conduct process; failure to appear as a witness at an official student conduct hearing.
- b. Falsification, distortion, or misrepresentation of information on a student conduct report or before an appropriate hearing authority, at a preliminary briefing, or other student conduct meeting, interview or hearing.
- c. Disruption or interference with the orderly conduct of a hearing, preliminary briefing, or other student conduct meeting or hearing.

- d. Falsifying a student conduct incident report.
- e. Attempting to discourage or interfere with an individual's participation in, or use of, the student conduct system.
- f. Attempting to influence the impartiality of a member of a hearing board prior to, and/or during the course of the student conduct process.
- g. Harassment and/or intimidation of any party, witness or hearing board member involved in a student conduct case with the intent of influencing outcomes or for the purposes of retaliation prior to, during and/or after a student conduct proceeding.
- h. Failure to comply with the sanction(s) imposed as a result of a *Student Code of Conduct* violation.
- i. Falsifying data, committing plagiarism, receiving unauthorized assistance, and/or the misrepresentation of service in attempt to fulfill the requirements of an assigned student conduct sanction, and completing part or all of an assigned sanction for another student.

#### **15. Persistent Infractions**

- a. Persistent infractions of university policies and/or regulations including but not limited to repeated violations of the same conduct standard and/or university policy.

#### **16. Complicity**

- a. Conspiring with other individuals or knowingly aiding, assisting, or encouraging another person in the commission of a *Student Code of Conduct* violation, violations of law and/or other official policies of the university.

#### **17. Responsibility for Actions of Guests**

- a. Allowing and/or failing to prevent violations of law or university policy by a non-student guest.

*Students are responsible for the behavior of their non-student guests at all times and in all places. The student host is responsible to make guests aware of rules and regulations of the residence halls and the campus in general.*

#### **18. Falsification/Forgery**

- a. Falsifying, altering, omitting, or forging university, federal or state forms, documents, applications, reports, timecards, attendance records, identification, parking permits, meal cards, and/or the attempt to misrepresent oneself as another person or university official including but not limited to acts of identity theft.
- b. Falsifying a report to police or university officials.
- c. Providing false information or forged documentation to a university department or official who is acting in the reasonable performance of their duties.

#### **19. Student Identification**

- a. Failure to submit a Kutztown University Student Identification Card (ID) card or other official identification to a university official who is acting in the reasonable performance of their duties for the purposes of identification.
- b. Intentionally transferring or intentionally using another person's student ID card, government ID, or university related personal identification number (pin) codes, entry codes, or passcodes to any other person for any purpose whatsoever.

## 20. Violation of Law

- a. Violation of any local, state, or federal law on or off-campus.

*A student's participation in an accelerated rehabilitative disposition (ARD) program, or any similar alternative diversionary program applied by the courts may be used as evidence of a student conduct violation.*

## 21. University Policies

- a. Violation of any university policy, rule, or regulation published in hard copy or electronically available on the university website.

## Article 5: Procedures

1. Members of the University community may make a report of an alleged *Student Code of Conduct* violation by submitting a written incident report to the Dean of Students Office. The Associate Dean of Students (or designee) will review reports to determine if sufficient information is alleged to indicate the student has engaged in behavior constituting a violation of *Student Code of Conduct*.

NOTE: All Title IX and non-Title IX cases of sexual misconduct are governed by Kutztown University's *Sexual Misconduct Policy*. **The *Sexual Misconduct Policy* and its procedures are followed in all such cases, therefore, the procedures outlined in the *Student Code of Conduct* do not apply.** If other non-sexual misconduct violations are reported from the same set of facts and circumstances, the *Sexual Misconduct Policy* procedures will be utilized to adjudicate all charges including and in addition to, any alleged sexual misconduct. Please refer to [Sexual Misconduct Policy](#) for more information.

To file a Student Conduct report, go to:

- <https://www.kutztown.edu/studentconduct> or,
- [https://cm.maxient.com/reportingform.php?KutztownUniv&layout\\_id=0](https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=0)

Such reports shall be filed with the *Dean of Students Office* and shall contain the following:

- a. a clear reference to the specific University regulation, which was allegedly violated,

- b. a reasonably detailed description of precise acts or omissions, (dates, times, places, victims, and co-actors, if any, shall be specified); and
  - c. identification of the individual referring charges and all witnesses who are expected to give testimony, the substance of that testimony, and a description of other types of evidence which may be used.
2. If student conduct charges are warranted, the student respondent will be sent a **notice of charges** from the *Dean of Students' Office* indicating the student is being charged with a violation of university regulations and is instructed to make an appointment for a **preliminary briefing** with their assigned case officer by the deadline indicated in the notice of charges, typically two (2) to ten (10) business days from the date of notice. This notice will include the specific conduct charges being brought against the student as well as the date, time, and location of the incident.
3. A student may waive their right to participate in the student conduct process, including a hearing, through a written statement.
4. Failure to appear or schedule a preliminary briefing within the specified timeframe as informed in the notice of charges will result in the scheduling of a hearing. Cases that may result in the suspension or dismissal of student as result of a responsible finding, will be scheduled as a formal hearing; all other cases will be heard informally as an administrative hearing. Respondents will be notified of the date and time of the hearing and their attendance requested. ***If the respondent does not appear for this hearing after being provided advanced notice, a decision of responsibility will be made at this meeting based on the presented evidence.***
5. At the preliminary briefing, the respondent:
- a. is informed of the charges against them.
  - b. is advised of the witnesses who may be presented at a hearing.
  - c. is advised of their right to an advisor consistent with *Article 8*.
  - d. is advised of the possible sanctions which may be imposed.
  - e. is advised of their right to appeal and informed of the procedure.
  - f. upon being advised of the above, is asked to respond to the alleged violation by choosing one of the following responses:
    - 1) accept responsibility for the violation(s) and waive the right to a hearing and have the case officer or hearing authority determine sanction. The respondent will be notified of their sanction(s), in writing, within five (5) to ten (10) business days from the date of

outcome, unless extenuating circumstances exist to warrant an extension, by the case officer or hearing authority.

- 2) deny responsibility for the violation(s) and request a formal hearing before the appropriate hearing authority.
  - 3) deny responsibility for the violation(s), waive their right to participate in a hearing as defined in *Article 5.3*, and have their case decided informally by an administrative hearing officer. This option is not available for cases that may result in a sanction of suspension or dismissal.
6. Following the respondent's preliminary briefing, the complainant may also be contacted for a briefing regarding the status of the case and pending hearing, if applicable.
  7. In instances where violations are reported or take place over break periods or at the end of an academic period or where the coordination of a University Conduct Board hearing is not logistically feasible, students will then have a formal hearing with a single administrator serving as the Hearing Officer.
  8. Notice of the time and place of the hearing before the appropriate hearing authority will be given to the respondent, complainant, and witnesses at least three (3) business days prior to the hearing.
  9. In those cases where advisement is provided by an attorney, the hearing will be scheduled no earlier than five (5) business days following the preliminary briefing unless an earlier date is requested by the respondent and approved by the Associate Dean of Students or his/her designee.
  10. Unless an *Interim Suspension* is imposed a student shall continue matriculation until their case is heard through university procedure.

#### **Article 6: Interim Actions & Measures**

1. **Interim University Suspension:** An *Interim Suspension* may be issued only when, in the judgment of the University President or their designee, a student's continuing presence on campus presents a clear and present danger to other persons and/or property. Under this status and unless otherwise stipulated, the student may not return to campus or participate in any university programs or activities, including classes, during the interim suspension period prior to the resolution of their case. If a hearing on the interim suspension decision is necessary, it shall commence within ten (10) business days of issuance unless extenuating circumstances exist to warrant an extension. A student respondent on interim suspension who appeals an adverse outcome shall remain on interim suspension until their appeal is fully heard.
2. **Interim Facilities Suspension:** An *Interim Facilities Suspension* (e.g., *residence halls*) may only be issued when, in the judgment of the University President or his/her designee, a student's continued

presence in a specific campus facility or facilities presents a danger or harmful effects to other persons and/or property. Under this status, unless otherwise stipulated, the student may not return to the specified facilities during the interim suspension period prior to the resolution of their case. –If a hearing on the interim suspension decision is necessary, it shall commence within ten (10) business days of issuance unless extenuating circumstances exist to warrant an extension. A student respondent on interim suspension who appeals an adverse outcome shall remain on interim suspension until his/her appeal is fully heard.

3. A student may challenge the issuance of an *Interim Suspension* or *Interim Facilities Suspension* to show cause as to why their presence on university premises and/or events does not constitute a danger or threat.
  - a. To request a review of an interim suspension, a student must fully complete and submit the [Interim Suspension Appeal Form](https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=8) within three (3) days of issuance found at [https://cm.maxient.com/reportingform.php?KutztownUniv&layout\\_id=8](https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=8).
  - b. An appeal to an interim suspension will be conducted by the Vice President for Enrollment Management & Student Affairs within ten (10) business days of receiving the appeal unless extenuating circumstances exist to warrant an extension and may be conducted in-person or remotely via video conference. **This review is strictly related to whether an interim suspension will remain in place and/or be modified pending the outcome of the student conduct process related to the underlying conduct charges.**
  - c. If an Interim Suspension is upheld, the respondent will remain under this status until resolution of student conduct process including investigation and hearing, is completed.
  - d. If an Interim Suspension is changed, the respondent will be eligible to return to campus. The reversal of an interim decision shall not be construed as finding that the student is not responsible of alleged violations of the *Student Code of Conduct*.
4. A temporary *No Contact Directive* may be issued to a student in response to an adverse health and safety situation to limit contact with a particular person(s). In most instances, no contact directives will be issued reciprocally when all parties concerned are students. A no contact directive will prohibit a student or by others on behalf of the student, from directly contacting a specified person(s), by any means, including in-person, written, telephone, and/or electronic communication such as texting and use of social media. A temporary *Facility Restriction* may also be issued in addition to or separate from, a *No Contact Directive* that may prohibit or limit access to university facilities including but not limited to, academic buildings or university owned or operated residence halls. Students who fail to comply with the terms of their *No Contact Directive* or *Facility Restriction* are subject to immediate disciplinary action.
  - a. Proximity of the involved parties in public areas on campus or in university facilities such as dining areas, student life facilities, academic buildings, or sporting events at the same time

does not constitute a violation of a *No Contact Directive* in and of itself unless intentional, direct contact or intimidation occurs.

- b. When the parties involved are enrolled in the same course, every effort will be made to make alternate academic arrangements with the instructor to allow both parties with the opportunity to complete course requirements. However, in some instances an alternative class or arrangement may not be available. In such situations, no contact requirements remain in effect but attendance at a shared class will not be considered a violation of the *No Contact Directive*.
5. When the proximity or address of a student or students within an assigned residence hall, suite, or apartment may result in an adverse health and/or safety situation, the Dean of Students Office may request or recommend to the Office of Housing, Dining and Residence Life, an *Administrative Move* of a student within the residence hall system.

#### **Article 7: Hearings**

Any student accused of violating a University regulation shall have the right to due process and to have their case considered.

1. Hearing Authority: The role of the hearing authority is to determine responsibility and recommend sanctions to the Dean of Students Office.
  - a. University Conduct Board: A typical board consists of three (3) representatives but with a minimum of at least two (2) representatives and a presiding hearing officer.
  - b. University Conduct Board - Single Administrator: A single hearing officer selected from a pool of hearing officers, Associate Director of Student Conduct or Associate Dean of Students.
2. All hearings shall be conducted as closed proceedings to the general public and university community.
3. In the event the respondent, without just cause or prior arrangement, does not attend the scheduled hearing or, if they withdraw from the university before the scheduled hearing, the case should, nevertheless, be heard.
4. The burden of proof refers to who has the responsibility of showing a violation has occurred. In all cases, it is the responsibility of the University to satisfy the burden of proof.
5. A respondent is considered not responsible until proven responsible.
6. The standard of proof used in all student conduct proceedings is a preponderance of the evidence; therefore, a decision of responsibility will be based upon presented evidence sufficient to make a reasonable person believe that it was more likely than not a student is in violation of university policy.

7. Formal rules of process, procedure and/or technical rules of evidence such as are applied in criminal or civil court do not apply and are not used in student conduct hearings.
8. The designated hearing authority shall have the authority to rule on the admissibility of evidence.
9. The complainant and respondent shall have the right to call witnesses, question all witnesses and inspect written statements which relate to the charges.
10. All hearing authorities, boards and hearing officers are empowered to issue student conduct orders to implement their decisions regarding the request of information, the appearance of witnesses, the implementation of the sanctions which they impose, and other matters necessary to their functioning. All members of the University community should comply with student conduct orders.
11. Failure to appear as a student witness is a violation of the *Student Code of Conduct*.
12. Neither respondents nor witnesses shall be compelled to testify against themselves, however, the deliberate falsification of testimony shall be considered cause for disciplinary action.
13. Disorderly conduct by participants may result in disciplinary action.
14. An outcome notice will be made in writing within five (5) to ten (10) business days, unless extenuating circumstances exist to warrant an extension, by the chair of the appropriate hearing authority to the appropriate student(s). A copy will be sent to the appropriate University official(s) with a record of the hearing.
15. All formal hearings shall be recorded.
16. In the event the respondent is found responsible for a violation the hearing authority will refer the case back to the Dean of Students Office for sanctioning. Student conduct history, recommendations from the hearing authority, and impact statements may be included in the consideration of sanctions.
17. Kutztown University may withhold transcripts, diploma or other official records pending the disposition of cases if deemed reasonably necessary by the Dean of Students Office.

#### **Article 8: Role of Advisors**

1. A student bringing charges (complainant) or student charged (respondent) with violating University regulations has a right to an advisor by:
  - a. A member of the University community who may be a student, staff member or faculty member.
  - b. A private attorney whose expenses will be borne by the student.

*If necessary, you may meet with your advisor of choice on campus. Should you need a meeting space, please call Conference and Event Services at 610-683-1359, to reserve your meeting space.*

2. Any student having an advisor is required to notify the Dean of Students Office or their case officer with the name and contact information of their advisor.
3. All meeting/hearing dates and times as well as information, including the description of charges, names of witnesses, substance of testimony and other types of evidence, which may be used, will be supplied to the student throughout the student conduct process. Advisors will have access to this information through the student.
4. During the preliminary briefing or other student conduct meetings, excluding hearings, the advisor may interact with the case officer or designated university official during the meeting.
5. During formal hearings, neither party's advisor will have a formal or interactive role with the hearing authority or witnesses. The student will be granted reasonable opportunities during the hearing to privately confer with their advisor.
6. If the advisor is not a student, the student will be considered as host while the advisor is on campus. Any disruptive or disorderly behavior on the part of the advisor may result in charges being filed against the student under the following conduct standards: *Abuse of the Student Conduct Process and/or Responsibility for Actions of Guests*.
7. The Dean of Students Office reserves the right to assign a university official to attend any student conduct hearing, proceeding, or meeting for the purposes including but not limited to advising hearing boards or university officials on procedures and/or for the purposes of evaluation or assessment.

#### **Article 9: Sanctions**

1. The appropriate hearing officer or hearing authority, upon determining an individual has, in fact, been found to be responsible for violating a University standard, shall impose one or more of the following sanctions:
  - a. *Disciplinary Reprimand*: A formal letter issued when a student's conduct is deemed to be unsatisfactory to the degree that the University makes a record of the incident and warns the student against repetition of similar behavior.
  - b. *Educational Activities*: The required participation in a specified activity, service project, community service, educational program, event, assignment or other educational and/or restorative assignment.

- c. *Access Restriction*: Restricted attendance, access or participation with specific co-curricular events, programs, or student organizations/groups; change of residence hall assignment; no contact restrictions with specific individuals for a defined period of time; and/or restricted access or visitation privileges to specific campus facilities.
- d. *Restitution*: Payment for replacement or repair for damages to university property. Restitution may be applied only once if civil or criminal action is also being applied. In these cases, legal judgments shall take precedence. Restitution imposed by a campus hearing authority will be held in abeyance until civil and criminal charges can be finalized.
- e. *Disciplinary Probation*: Official notification of a specified period of review and monitoring not to exceed one year. Further violations of the *Student Code of Conduct* may result in more severe disciplinary action, including an examination of continued status as a student. Students on Disciplinary Probation are not in good disciplinary standing.
- f. *Deferred Housing Suspension*: The student is informed that although the violation of university regulations may warrant removal and suspension of residence hall privileges, a suspension is being deferred and the student is required to adhere to specific requirements and conditions imposed by the designated hearing authority. Failure to abide by the imposed conditions may result in the rescission of the deferment and loss of university housing privileges. The student is also advised that any subsequent violations may result in an immediate residence hall suspension.
- g. *Housing Suspension*: A student may be excluded from campus housing for a specified period of time if held responsible through the student conduct process for a major violation of the Student Code of Conduct, for repeated infractions or a serious breach of residence hall regulations.
- h. *Deferred Suspension*: Deferred Suspension is imposed only in serious cases or in response to progressive discipline stipulating that a student, in lieu of University suspension, is being allowed to remain at the University provided that the student adheres to certain conditions. A student on Deferred Suspension is denied the privilege to represent the University in any organized capacity including intercollegiate varsity, non-varsity, or club events or to hold office in any Student Organization. Any subsequent violations will likely result in the immediate suspension or dismissal of the student from the university. Students on Deferred Suspension are not in good disciplinary standing.
- i. *Suspension*: A hearing authority may recommend to the Dean of Students the exclusion of student from the University for a specific period of time **not to exceed four (4) years**. During the period of suspension, the student: is ineligible to enroll or participate in any academic courses or university programs and activities; must adhere to all other terms and conditions of their official sanctions; must not be involved in further student conduct violations during

their period of suspension and is required to meet with the Dean of Students or designee and complete the [\*Post Suspension Reentry Form\*](#) PRIOR to reenrolling at Kutztown University. In addition, the University may restrict or place limitations on a suspended student's access to campus facilities during this period of time as specified as part of their official sanction.

Unless a student officially withdraws from the university, the student's relationship with the university is maintained therefore any alleged disciplinary infraction that occurs while a student is serving a suspension will be adjudicated in accordance with university policy. Violating conditions of suspension subjects the student to additional sanctions including, but not limited to, an extension of suspension and/or dismissal from the university.

- j. *Dismissal*: A hearing authority may recommend to the Dean of Students the **permanent** separation of the student from the University. Under this status, the relationship between the student and the University is terminated and the individual is no longer considered a student. A dismissed student may also be restricted or limited from campus facilities during this period time as specified as part of their official sanction.

A dismissed student may petition the University, through the Dean of Students, to request consideration for eligibility to return to the university, after a minimum of four (4) years of separation. The individual must show just cause to be considered and must apply and qualify for re-admission to the University. This written petition must be submitted at least four (4) weeks prior to the term in which the former student seeks to enroll.

## 2. Application and Maintenance

- a. All sanctions imposed upon a student will be kept on file in the Dean of Students Office as an indication of one's conduct and to determine future sanctions, if necessary. These files may not be examined by hearing authorities before responsibility has been determined in an active proceeding.
- b. Sanctions may include any combination of the above (9.1.a-j).

## 3. Jurisdiction for the Issuance of Sanctions

- a. Designated hearing authorities may impose all sanctions, including recommendation for suspension or dismissal from the University.

## Article 10: Appeals

### 1. Filing an Appeal

To file an appeal request, an appellant must complete and submit a *Student Conduct Request for Appeal Form* along with a **required written statement**, found online at:

- [www.kutztown.edu/studentconduct/appeals](http://www.kutztown.edu/studentconduct/appeals), or
  - [https://cm.maxient.com/reportingform.php?KutztownUniv&layout\\_id=5](https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=5)
- a. All student respondents and complainants after having their case heard and decided by the appropriate board or university official, may appeal the decision to the Appeals Board. Within five (5) business days, after being officially informed in writing of the decision, an appeal form from the complainant or the respondent must be submitted online using the [Student Conduct Request for Appeal Form](#) to the Dean of Students. All supplemental documentation and the required student statement must be submitted as one submission using the online form. Incomplete appeal request submissions will not be considered.
  - b. The submitted appeal must contain specific citation that shows the reason for the appeal consistent with the *Reasons for Appeal* section (10.3).
  - c. Substantial credible evidence citing the specific **error** claimed in the initial hearing must be presented.
  - d. There is one appeal proceeding per case. Case officers, hearing officers and the opposing respondent or complainant all have the right to review the appellant's appeal submission and the opportunity to provide a supplemental statement and/or documentation as part of the appeal process. Any supplemental information from the opposing respondent or complainant and/or other non-appellant parties must be submitted within three (3) business days of receiving notification of the appeal request.
  - e. The imposition of sanctions will be stayed while the appeal process is pending except in cases of interim suspension. However, the Dean of Students may, under extenuating circumstances, continue the sanctions imposed while an appeal is in process. The Appeals Board will have the right to modify the original sanction start or end dates based on the length of the appeal process and in accordance with the original sanction imposed.

## 2. Appeal Process

- a. The Appeals Board will consist of 2-3 representatives from the University Conduct Board who were not involved in the original hearing, with the Dean of Students acting as the ex-officio Appeals Officer. The Appeals Board will review the request for appeal to determine the merits of the stated basis for appeal.
- b. If the request for appeal is accepted, the case will be reviewed by the Appeals Board for consideration on the stated reasons of appeal. If the request for appeal does not establish the existence of at least one of the reasons for appeal that is stated in the *Reasons for Appeal* section, the appeal will be denied, and the original outcome shall stand.

- c. If the appeal is accepted for further review, the Appeals Board shall consider the appeal based solely on the record, request for appeal, and supplemental statement and/or documentation provided by the opposing party, case officer or hearing authority involved in the case.
- d. The appellant must cite the reason(s) for appeal and provide supporting rationale to that specific reason(s). At that time, only the cited reasons for the appeal will be reviewed.
- e. The Appeals Board will then reach a decision and inform the appellant.
- f. During the summer months and/or break periods (e.g., May through August), if a request for appeal is submitted, the Dean of Students shall serve as the appeal authority. When possible and based on availability, the Dean of Students will involve the Appeals Board to review appeals occurring during break periods.
- g. In instances when the Dean of Students is involved in a student conduct decision or a conflict of interest exists, the Vice President for Enrollment Management and Student Affairs or designee, will act in place of the Dean of Students as part of the appeals process.

### 3. Reasons for Appeal

- a. A procedural irregularity under the University policy or procedures that affected the hearing outcome.
- b. New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing that could affect the outcome of the matter.
- c. The hearing authority member(s)/hearing officer had a conflict of interest or bias for or against an individual party that affected the outcome of the matter.
- d. The disciplinary sanction imposed was grossly disproportionate based on the charged violation and past conduct record. Students who accept the imposed sanctions at their preliminary briefing and/or waive their right to appeal are not eligible to appeal an imposed sanction.

### 4. Decisions of Appeal

After reviewing all evidence presented in the appeal, the appeal authority shall decide to do one of the following and inform the appellant, in writing, within five (5) business days:

- a. Uphold the previous decision.
- b. Overrule the previous decision and modify the outcome or dismiss the case.

- c. Overrule the previous decision and remand the case back to the board or hearing officer of original jurisdiction for rehearing to correct a procedural or factual defect.
  - d. Affirm or modify the imposed sanction.
- 5. All appeal decisions may be appealed to the President or their designee. The original appellant may seek a review, in writing, by the *University President* or his/her designee, within two (2) University business days of receipt of official notification. This request for review must contain relevant specific evidence consistent with the *Reasons for Appeal* section (J.3). Should the President or his/her designee accept the appeal for review, the decision of the President or his/her designee shall be final. Should the President or their designee not accept the appeal for review, the decision of the Appeals Board shall be final.

#### **Article 11: Records**

- 1. Student Conduct records are maintained by the *Dean of Students Office*; these records may include indications of disciplinary actions. Student conduct records:
  - a. are held confidential.
  - b. are available for examination by the student upon request.
  - c. will be maintained as follows:
    - 1) Student conduct records will be maintained for seven (7) years; records may be maintained for a longer period if the record holder is a currently enrolled student.
    - 2) Student conduct records for dismissed students will be maintained permanently.
    - 3) When necessitated by extenuating circumstances (such as pending legal issues) the university reserves the right to keep student conduct records for longer periods as deemed necessary.
    - 4) For the purpose of determining when a record will be expunged, the last day of the last semester of the student's attendance at Kutztown University will be the first day of the time period.
  - d. are not to be used in an academic transcript or in placement records.
  - e. are not to be disclosed to outside parties except as permitted or required by law, valid subpoena, or permission of the student, unless provided for elsewhere in this document or University policy.

## Article 12: Boards & Hearing Authorities

### 1. Hearing Officers

- a. Student Conduct *Hearing Officers* are professional staff appointed by the *Dean of Students* and/or *Vice President for Enrollment Management and Student Affairs* to assist with the implementation and coordination of student conduct hearings.
- b. Hearing Officers:
  - 1) serve as Hearing Officer for *University Conduct Board* hearings and serve as advisors to the board.
  - 2) serve as Hearing Officer for formal, single administrator hearings.
  - 3) participate in on-going training and professional development regarding student conduct policies, procedures, current issues, and best practices.

### 2. University Conduct Board

- a. Composition: The *University Conduct Board* will consist of 18 – 20 members of the University community. Cases brought before the board will be heard by a two (2) to three (3) member University Conduct Board panel (UCB) with a *Hearing Officer* presiding.
  - 1) Five (5) students shall be selected by Dean of Students Office. All student representatives must be in good academic and disciplinary standing and not currently under any student conduct sanction. Student representative appointments may be renewed on an annual basis.
  - 2) Five (5) faculty members are selected from the willingness-to-serve process as conducted by the *Committee on Committees*. Faculty shall serve three (3) year staggered terms.
  - 3) Five (5) Professional/Administrative staff are selected from willingness-to-serve ballots as conducted by the *Committee on Committees*. Professional/Administrative staff shall serve three (3) year staggered terms.
  - 4) Three (3) to Five (5) *Hearing Officers*.
- b. Procedure
  - 1) All members of the *University Conduct Board* will participate in content and procedural training relating to the workings of the student conduct system.
  - 2) When a case is referred to the *University Conduct Board*, it will be assigned to a *Hearing Officer*.

- 3) When an appeal is referred to the *University Conduct Board*, the Dean of Students will serve as the *Appeals Officer*.
- 4) One (1) representative from each constituency listed in 5.B.1. will be assigned to a case. In the event of a lack of available representatives then more than one (1) representative from the other group(s) may serve at a hearing.
- 5) For hearings, the *University Conduct Board* is responsible for finding fact and determining responsibility. The Board may recommend sanctions, if appropriate, to the Dean of Students Office in the case assigned.
- 6) The *Hearing Officer* will preside over the hearing and will not participate in the decision of responsibility but will facilitate the deliberative process and communicate sanction recommendations, as applicable, to the Dean of Students Office.
- 7) For appeals, the *Appeals Board* of the *University Conduct Board* is responsible for reviewing all requests consistent with the appeals process defined in this policy.

c. Jurisdiction

- 1) Violation of the University's *Student Code of Conduct* excluding cases falling under the *Sexual Misconduct Policy and Academic Honesty Policies*.
- 2) Appeals of hearing and/or sanction decisions excluding cases falling under the *Sexual Misconduct Policy and Academic Honesty Policies*.

3. **Standards**

- a. All matters coming before an appropriate hearing authority are to be treated in a confidential manner. It is the right of every student to have information concerning student conduct matters confined to those directly involved. Members of the various boards or hearing authorities are obliged to refrain from discussing cases with anyone other than fellow members. The confidential nature of hearings pertains not only to the testimony presented but also to internal discussions held and decisions rendered. Under no circumstances, is it acceptable to divulge information obtained in a hearing; breaches of confidentiality are strictly prohibited.
- b. The members of the various boards are appointed to ensure that the welfare of the students and the academic community are preserved. The members of boards are charged, specifically, with determining if violations of college regulations have occurred through examination of presented evidence. Implicit in this charge is an acceptance of existing rules, which are established to protect the total community.

- c. At no time should a board member be involved in the decision-making process when they have a vested interest in the outcome of the case. Any prior knowledge about the case or personal involvement with the complainant, witnesses, or respondent that would give cause for the board member to be biased or prejudiced in the decision-making process is sufficient justification for removing oneself from the deliberations.
- d. It is the responsibility of the hearing authority and every board member to possess as many relevant facts as possible to reach a fair and just decision.
- e. Hearing authorities and board members should never make accusations or statements regarding their personal beliefs, positions, or opinions during the hearing process. Questioning should be conducted to produce information and should not be undertaken to badger an individual. Questioning should take place without prying into personal matters that bear no relevance to the issues being adjudicated. Hearing participants must refrain from asking questions in a manner that is hostile.
- f. An inherent part of the student conduct procedure is the effort to understand both the students and the situations in which they become involved. Every hearing must be executed in a proper environment and decorum.
- g. Decisions are made by the board as a whole. All decisions are reached by simple majority vote and must be upheld by all members of the board.

### **Article 13: Supporting Policy**

#### **Parental Notification Statement**

Parents or legal guardians of students under the age of 21 found responsible for violations of conduct standards on alcohol and/or drugs will be informed, in writing, following a second infraction and finding of responsibility. At the time of a first incident, students will be strongly advised to consult parents or guardians regarding their behavior and to seek advice on any criminal or disciplinary processes which may transpire as well as any intervention strategies related to use or abuse of substances.

#### **Statement on Copyright Infringement Policies & Sanctions**

Consistent with the University's acceptable use policies, the illegal distribution of copyright material including unauthorized peer-to-peer file sharing on University owned, operated or maintained networks may subject students to civil and criminal penalties under federal law. A link to the specific legal penalties as defined by law may be found at Kutztown University's *Student Consumer Information* portal at the following website: <https://www.kutztown.edu/student-consumer-information.html>.

Students who violate university policy with respect to copyright infringement and illegal downloading will be held accountable through the university student conduct process. Minor first-time offenses subject

students to a disciplinary reprimand and participation in an educational program about copyright infringement and illegal downloading. If an infraction occurs on the residence hall network a student will be required to bring their computer or computing device to the *ResNet* Office for inspection and cleaning prior to having their network access restored. Repeat offenders may have their network privileges temporarily or permanently revoked; prolific or chronic offenders may face removal from the residence halls, suspension from the institution and/or permanent loss of computer privileges. As noted above, a student may face criminal or civil action in addition to any administrative response from the university.

### **Attempted Violations**

In most circumstances, the university will treat attempts to commit any of the violations listed in the *Student Code of Conduct* as if the attempted offense had been completed.

### **University as Complainant**

As necessary, the university reserves the right to initiate a complaint, to serve as the complainant, and to initiate student conduct proceedings without a formal complaint by the victim of misconduct.

### **Disclosure to Victims of Crimes of Violence**

The University will, upon written request, disclose to an alleged victim (or next of kin if the victim is deceased) of a crime of violence or nonforcible sexual offense the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense.

### **Amnesty for Victims**

The university encourages the reporting of *Student Code of Conduct* violations and crimes by victims therefore the university will follow a policy of offering victims of serious crimes or offenses amnesty from secondary student conduct infractions related to the incident question.

The *Good Samaritan Policy for Alcohol & Other Drug Incidents* ([STU-032](#)) provides conditions for amnesty related to the reporting of alcohol and drug related medical emergencies.

The *Sexual Misconduct Policy* provides conditions for amnesty from secondary offenses (e.g., alcohol violations) related to the reporting of sexual violence, dating violence, domestic violence, and stalking incidents.

### **Reporting Time**

Members of the university community are urged to report incidents immediately after it occurs. To receive full consideration reports must be submitted in a reasonable period of time from date of infraction. For major violations, there is no specific statute of limitation on reporting a violation but university response to reports received after a significant period of time has elapsed may be limited given the availability of witnesses, evidence or involved parties.

### **Availability of Rules & Regulations**

This document includes rules and regulations which apply to all students as defined in Article I.2. Those which apply to small, specific groups of students (e.g., residence students, non-resident students) may be available in documents published for those specific populations.

### **Interpretation and Revision of Regulations**

Any question of interpretation or application of the *Student Code of Conduct* shall be referred to the Dean of Students or his/her designee for a final determination. The *Student Code of Conduct* will be reviewed on a periodic basis under the direction of the Dean of Students or his/her designee.

### **Confiscation Statement**

All prohibited items or personal items used to transport, or store prohibited items are subject to confiscation by University officials. Prohibited items, particularly those of an illegal nature will not be returned and will be destroyed. Personal items used in the commission of a *Student Code of Conduct* violation or University policy become the property of Kutztown University. These items may be returned at the University's discretion.

### **Calculation of Time**

Periods of probation, separation, or other restrictions are computed to include the first and last day of such periods of time.

### **Related Policies**

Additional University policies related to the procedures and standards defined in the *Student Code of Conduct* that are published in the student handbook, website, and/or Kutztown University Policy Register include but are not limited to the following:

- *Acceptable Use Policy* ([ACA-069](#))
- *Good Samaritan Policy for Alcohol & Other Drug Emergencies* ([STU-032](#))
- *Hazing Policy* ([The Key](#))
- *Sexual Misconduct Policy* ([DIV-007](#))
- *Student Organization Conduct Review Policy* ([The Key](#))
- *Possession of Deadly or Offensive Weapons on Kutztown University Campus* ([A&F-030](#))