



UNIVERSITY CODE OF CONDUCT

**Sixth Edition
August 2005**

Published by
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The Polytechnic University Code of Conduct
is subject to change.

Introduction

- Sec. 1: Definition of Terms
- Sec. 2: Code Authority
 - 2.1 The Student Conduct Administrator
 - 2.2 The Employee Conduct Administrator

Conduct

- Sec. 3: Proscribed Conduct
 - 3.1 Jurisdiction of the Polytechnic University Code of Conduct
 - 3.2 Classroom Standards
 - 3.2.1 Protection of Freedom of Expression
 - 3.2.2 Protection Against Improper Academic Evaluation
 - 3.2.3 Protection Against Disclosure
 - 3.3 Academic Integrity
 - 3.4 Identification Cards
 - 3.5 Visitors and Guests
 - 3.6 Prohibited Conduct
 - 3.7 Off-Campus Conduct

- Sec. 4: Program of Enforcement
- Sec. 5: Sanctions
- Sec. 6: Standard of Due Process
- Sec. 7: Interim Suspension
- Sec. 8: Discipline in the Residence Halls

Adjudication Process

- Sec. 9: Case Referrals
- Sec. 10: Hearing Referrals
- Sec. 11: The Student Affairs Committee of the Faculty
- Sec. 12: Ad Hoc Hearing Committees
- Sec. 13: Procedure-Disciplinary Conference
- Sec. 14: Procedure-Disciplinary Hearing
- Sec. 15: Representatives and Advisers
- Sec. 16: Student Groups and Organizations
- Sec. 17: Appeals

Miscellaneous

- Sec. 18: Transcript Notations
- Sec. 19: Disciplinary Files and Records
- Sec. 20: Tuition and Fee Refunds

Appendix

- I. University Policy on Academic Dishonesty
- II. University Anti-Harassment Policy for Employees & Students
- III. University Policy Regarding FERPA
- IV. Computer and Network Policies

UNIVERSITY CODE OF CONDUCT

INTRODUCTION

The Polytechnic University community comprises a diverse population of persons in pursuit of honest inquiry and academic excellence. The educational and human interchanges that ensue are grounded in academic freedom and mutual respect. Members of the academic community are encouraged to develop the capacity for critical judgment and sustained personal independence and are required to engage in responsible social conduct that reflects credit upon the Polytechnic University community and to model good citizenship in any community.

Freedom to teach and freedom to learn are crucial aspects of the academic process. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the greater academic community. The University has developed procedures and policies to safeguard this freedom and to maintain an environment conducive to the learning process.

The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process and the University community. Therefore, the University exercises its right to discipline and commits its policies and procedures, in the form of the *University Code of Conduct*, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this Code, or who otherwise pose a substantial danger to the University community, may be suspended or expelled. Although, this Code is not written with the specificity of a criminal statute, it is binding upon the University community.

Students may be accountable to both civil authorities and to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students are asked to assume positions of responsibility in the University judicial system in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

Polytechnic University believes that the procedures, policies, and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

1. DEFINITION OF TERMS

- 1.1 Institution and University mean Polytechnic University and all its undergraduate and graduate schools, divisions, and programs (whether on-campus or off-campus).
- 1.2 University-sponsored activity means any activity on or off University premises that is initiated, aided, authorized, or supervised by the University or recognized student organizations.
- 1.3 Complainant means a person who makes a complaint or reports a violation of the University Code of Conduct or other University regulations and policies.
- 1.4 Distribution means any form of sale, exchange, or transfer.

- 1.5 Group means a number of persons who are associated with each other, but who have not complied with University requirements for recognition as an organization.
- 1.6 Organization means a number of persons who have complied with University requirements for recognition.
- 1.7 Intentional means deliberate.
- 1.8 Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal University operations can be reasonably foreseen.
- 1.9 Respondent means a person who has been accused of violating the University Code of Conduct.
- 1.10 Student means any currently enrolled person (or person enrolled at the time of an alleged violation) for whom the institution maintains educational records, as defined by the University and Family Educational Rights and Privacy Act of 1974 (FERPA) and related regulations.
- 1.11 Weapon means any object or substance designed to inflict wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers, or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which used to assault or threaten another person, is expressly included within the meaning of weapon.
- 1.12 University Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

2. CODE AUTHORITY

2.1 The Student Conduct Administrator

The Associate Dean of Student Affairs or designee is the student conduct administrator who directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Association Dean of Student Affairs include:

- a. Determining the disciplinary charges to be filed pursuant to this Code.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or the Student Affairs Committee of the Faculty.
- c. Maintaining all student disciplinary records.

- d. Developing procedures for conflict resolution.
- e. Resolving cases of student misconduct, as specified in this Code.

2.2 The Employee Conduct Administrator

The Director of Human Resources is the employee conduct administrator who directs the efforts of faculty and staff members in matters involving employee discipline. The responsibilities of the Director of Human Resources include:

- a. Determining the disciplinary charges to be filed pursuant to this Code and/or other University employee policies.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or hearing officers.
- c. Maintaining all employee disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of employee misconduct, as specified by University policies governing employees.

3. PROSCRIBED CONDUCT

3.1 Jurisdiction of the Polytechnic University Code of Conduct

The Polytechnic University Code of Conduct applies to conduct that occurs on Polytechnic University premises, at Polytechnic University sponsored activities, and to off-campus conduct that adversely affects the Polytechnic University Community and/or the pursuit of its objectives. Each member of the community shall be responsible for his/her conduct from the time of application for admission or employment through the actual awarding of a degree or termination of employment, even though conduct may occur before classes (or employment) begins or after classes (or employment) end, as well as during the academic year and during periods between terms of actual enrollment (or while on leave or vacation) even if his/her conduct is not discovered until after a degree is awarded or employment terminated. The University Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. For student behavior, the Associate Dean of Student Affairs or designee shall decide whether or not the University Code of Conduct shall be applied to conduct occurring off campus on a case by case basis.

3.2 Classroom Standards

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing. Professors

and instructors will encourage free discussion, inquiry, and expression in the classroom whenever possible. Student grades must be evaluated on academic performance based solely on class assignments and/or examinations, not on opinions expressed or on conduct unrelated to academic criteria, unless this conduct is disruptive to the academic endeavor.

Students must be protected against infringement of their rights and unfair practices:

3.2.1 PROTECTION OF FREEDOM OF EXPRESSION

Students have the right to freedom of expression; however, that right must be exercised with reason and discretion. Although students may take exception to the information or views presented in any class, they are responsible for learning the content of any course for which they are enrolled.

3.2.2 PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Students have the right to protection against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course for which they are enrolled. Students who believe they have been improperly evaluated should express their concern to the instructor. If the student is not satisfied after speaking with the instructor, then he or she should speak to the appropriate academic department head. If the instructor is the Department Head, then the student must speak with the Provost or designee.

3.2.3 PROTECTION AGAINST DISCLOSURE

Information about student beliefs, views, and political associations which faculty, staff, and administrators learn in the course of their work should not be used to prejudice others against the student. Discretion will be exercised in circumstances where disclosure is necessary for the greater welfare of the student or the University community.

3.3 Academic Integrity

Academic integrity occupies the very center of the educational enterprise. Polytechnic encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the University community are expected to exercise honesty and integrity in their academic work and interaction with members of the University community. Each member of the University community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will not be tolerated, and persons who breach academic integrity will be sanctioned in accordance with the University Policy on Academic Dishonesty.

The faculty assumes that theses, term papers, results of laboratory experiments and examinations submitted by students represent their own work. The presentation for academic credit of the same work in more than one course is prohibited unless a joint project receives

express and prior permission from the instructors involved in it. The following explanations clarify this for all students:

- 3.3.1 All sources of assistance, published or unpublished, are to be acknowledged in every piece of writing or oral presentation.
- 3.3.2 Students using, receiving, or providing unauthorized assistance from notes or from other students during examination, are in violation of academic regulations and are subject to academic discipline.
- 3.3.3 Although students may be permitted or required to cooperate with one or more fellow students in laboratory experiments, many of these experiments must be done independently; all require some independent work. Submitting the work of others as one's own, or accepting unauthorized assistance in experiments, constitutes academic dishonesty.

3.4 Identification Cards

Each member of the University community is issued a picture Identification card or visitor's pass, and must wear it at all times while on University premises or at University-sponsored activities. Identification cards must be presented upon entering University buildings and must be worn while on University premises. The ID card must be relinquished upon request by any University official in the normal conduct of University business.

- 3.4.1 Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the card.
- 3.4.2 At the end of each semester, or upon the owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the University, the identification card must be surrendered to the Department of Student Development.

3.5 Visitors and Guests

Visitors, including invitees or licensees, shall conduct themselves, at all times, in a manner which is consistent with the maintenance of order on University premises and at University-sponsored activities pursuant to Part 7 of this Code; their privileges to remain on University property or at a University-sponsored activity shall terminate upon violation of this Code. The University reserves the right to withdraw at any time the privileges of invitees or licensee to be on University premises or at a University-sponsored activity. Trespassers have no privileges of any kind on University premises or at a University-sponsored activity, but will be subject to these regulations governing the maintenance of order. Additionally, students

may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities.

3.6 Prohibited Conduct

All members of the University community are prohibited from engaging in conduct resulting in, or leading to, any of the following:

3.6.1 *Academic Dishonesty*

Violating the University Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

3.6.2 *Abuse, Assault, Endangerment, Threatening Behavior*

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.

3.6.3 *Firearms, Explosives and Other Weapons*

Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on University premises, whether or not a federal or state license to possess the same has been issued to the possessor. Persons who are licensed and obligated to carry firearms must obtain written permission from the Vice President for Finance and Administration or designee to bear such on University premises.

3.6.4 *False Alarms*

Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on University premises or at University-sponsored activities.

3.6.5 *Interference with University Operation*

Intentionally or recklessly interfering with normal University operation or University-sponsored activities including, but not limited to, studying, teaching, research, information systems, methods of communication and emergency services.

3.6.6 *Violation of Disciplinary Sanction*

Knowingly violating terms of any disciplinary sanction imposed in accordance with this Code.

3.6.7 ***Furnishing False Information, Forgery or Unauthorized Use of Documents***

Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

3.6.8 ***Drugs***

The unlawful manufacture, distribution, dispensation, use, or possession of illegal drugs, other controlled substances or paraphernalia on University premises or at University-sponsored activities.

3.6.9 ***Fire-Safety Equipment***

Intentionally or recklessly misusing or damaging fire safety equipment.

3.6.10 ***Freedom of Expression***

Interference with the freedom of expression of others, except when contradictory to this Code.

3.6.11 ***Disorderly Conduct, Lewd or Indecent Behavior, Breach of Peace***

Engaging in disorderly, lewd, or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at University-sponsored functions. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge, or without his or her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.

3.6.12 ***Theft***

Theft, or attempted theft, of property or services on University premises or at University-sponsored activities, or having knowledge of such theft and failing to report it to a University official.

3.6.13 ***Property Damage or Destruction***

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.

3.6.14 ***Non-Compliance With Official Direction***

Failure to comply with reasonable direction of University officials acting in performance of their duties.

3.6.15 ***Violation of University Regulations and Policies***

Violating other University regulations or policies as published in the University catalog, including amendments and additions adopted since the publication date.

3.6.16 ***Alcohol***

Unauthorized distribution, possession, and consumption of alcohol on University premises or at University-sponsored activities.

3.6.17 ***Unauthorized Access to Facilities and Unauthorized Duplication of Keys***

Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.

3.6.18 ***Unauthorized, Mischievous or Malicious Use of Computer or Electronic Communication Devices***

Theft, or other abuse of computer facilities and resources including, but not limited to:

3.6.18.1 Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

3.6.18.2 Unauthorized transfer of a file.

3.6.18.3 Use of another individual's identification and/or password.

3.6.18.4 Interference with the work of another student, faculty member or University official.

3.6.18.5 Sending obscene, abusive or threatening messages.

3.6.18.6 Transmission of computer viruses.

3.6.18.7 Interfering with normal operation of the University computing system.

3.6.18.8 Unauthorized duplication of software or other violation of copyright laws.

3.6.18.9 Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

3.6.18.10 Any violation of the University Computer Use Policy.

3.6.19 ***Provoking Others to Misconduct***

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

3.6.20 ***Hazing***

Intentionally or recklessly endangering the physical or mental health of others through forced consumption of items, including but not limited to alcohol or drugs, and/or forced participation in dangerous or reckless activities for the purpose of initiation into or affiliation with any organization or group.

3.6.21 ***Identification Cards***

Failure to wear, or to produce or surrender the identification card upon the request of a University official.

3.6.22 ***Animals***

Bringing an animal (including, but not limited to, cats, dogs, and snakes) into any University building, with the exception of guide animals, animals used for authorized laboratory purposes, or animals for which expressed permission has been granted.

3.6.23 ***Demonstrations***

Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

3.6.24 ***Political Activities***

Unauthorized use of University facilities or equipment for political activities.

3.6.25 ***Harassment***

Violation of the University Anti-Harassment Policy for Employees and Students.

3.6.25.1 ***Discriminatory Harassment***

Making remarks, placing visual or written material, aimed at a specific person or group that demean their race, gender, marital status, veteran status, religion, creed, disability, sexual orientation, national origin, ancestry, or age:

- a. with the intention of causing harm to the person or group; and/or,
- b. creating an environment which limits a student's educational opportunity or a University employee's employment opportunity.

3.6.25.2 ***Sexual Harassment***

- a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunity.
- b. Demanding sexual favors accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
- c. Quid Pro Quo—Demanding sexual favors in exchange for a job or performance evaluation (grades) by a person in a position of authority over another.
- d. Physical assault. (See Section 3.6.1).

3.6.26 ***Gambling***

Unauthorized and/or illegal exchange of money, favors or services as a result of an organized or unorganized game or competition.

3.6.27 ***Smoking***

Violation of the University's policy regarding smoking. Smoking is prohibited on University premises except in designated areas outside of University buildings.

3.6.28 ***Abuse of the Student Conduct System***

Abusing the student conduct system including, but not limited to:

- 3.6.28.1 Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.
- 3.6.28.2 Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
- 3.6.28.3 Disruption or interference with the orderly conduct of a hearing proceeding.
- 3.6.28.4 Causing a violation of University Code of Conduct hearing to convene in bad faith.

3.6.29 ***Local, State, Federal Laws and Ordinances***

Violation of a local, state, or federal law or ordinance violates this Code and is subject to proceedings under this Code which may go forward against the accused who has been subjected to criminal prosecution only if the University determines that its interest is clearly distinct from that of the community outside of the University. Ordinarily the University will not impose sanctions

if public prosecution is anticipated or until law enforcement officials have disposed of the case.

3.7 Off-Campus Conduct

Conduct occurring off University premises is ordinarily not subject to University discipline, unless such conduct:

- 3.7.1 seriously affects the interests of the University or the position of members with the University community, or
- 3.7.2 occurs in close proximity to University premises and is connected with offensive conduct on University premises, or
- 3.7.3 occurs at University-sponsored activities off University premises (including but not limited to conferences, competitions, and athletic road trips), or
- 3.7.4 occurs in other facilities which have been contracted by Polytechnic.

4. PROGRAM OF ENFORCEMENT

4.1 Visitors, Invitees, Licensees, or Trespassers whose behavior violates the maintenance of order within the University community will be asked to leave University premises or University-sponsored activities. Failure to leave University premises or University-sponsored activities promptly upon request will result in the University using all reasonable means, including calling for assistance of the police, to effect removal. Additionally, students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities.

4.2 Members of the University community who are charged with violations of this Code are subject to appropriate disciplinary action as follows:

4.2.1 Faculty who are charged with violations of this Code shall be subject to disciplinary action within the respective department at the direction of the department head or with a committee of the faculty of that department. When matters cannot be resolved within the department, the matter will be referred to the Provost for appropriate action.

4.2.1.1 The faculty member charged with a violation has permanent or continuous tenure, the rules of tenure in the most current version of the Code of Practice apply or as determined by the Provost or Office of Human Resources.

4.2.1.2 If the faculty member does not have continuous or permanent tenure, the case is referred to a special committee of the faculty designated for that purpose or as determined by the Provost or the Office of Human Resources. The special committee adopts its own rules of procedure. It has the authority to impose penalties other than dismissal and recommendation of dismissal.

4.2.1.3 If a person against whom the charges have been made is both a faculty member and a student, the case is governed by this section unless the misconduct is of a

nature to cast doubt upon the person's continued qualifications for service on the faculty; in the latter event, disciplinary action proceeds in accordance with Part 4.2.1.

4.2.2 When administrators and staff are charged with violations of this Code, the charges are considered and determined administratively in accordance with established practices of the University or as determined by the Office of Human Resources.

4.2.2.1 If a person against whom the charges have been made is both an administrator and a faculty member, the case is governed by this section unless the misconduct is of a nature to cast doubt upon the person's continued qualifications for service on the faculty; in the latter event, disciplinary action proceeds in accordance with Part 4.2.1.

4.2.2.2 If a person against whom the charges have been made is both an administrator or staff member and a student, the case is governed by this section unless the misconduct is of a nature to that is solely based on the person's status as a student.

4.2.3 Students who are charged with violations of this Code are subject to disciplinary action pursuant to Sections 5 through 20 of this Code.

5. SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. Sanctions may include any combination of Parts 5.1- 5.13

5.1 **Warning:** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

5.2 **Censure:** A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand.

5.3 **Disciplinary Probation:** May include exclusion from participation in privileged or co-curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the University.

5.4 **Residence Probation:** May include exclusion from participation in privileged residence hall activities for a specified period. A copy of the probation letter will be retained in the student's file in the Department of Student Development.

5.5 **Restitution:** Repayment to the University or to all affected parties for damages resulting from a violation of this Code.

5.6 **Suspension:** Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.

- 5.7 **Residence Suspension/Permanent Removal:** Exclusion from the residence hall for a specified period, or permanent removal from the residence hall.
- 5.8 **Expulsion:** Termination of Student status and permanent exclusion from University privileges and activities.
- 5.9 **Removal of privileges:** Exclusion from privileges and/or activities as set forth in a written notice.
- 5.10 **Denial of Employment:** Suspension or exclusion from current or future university employment.
- 5.11 **Community Service:** Designated hours of service to the University, including but not limited to, educational programs and /or presentations designed to compensate the University community for violations of this Code.
- 5.12 **Rehabilitation:** Mandatory completion of a rehabilitation program for drug or alcohol related offenses.
- 5.13 Other sanctions as deemed appropriate.

6. STANDARD OF DUE PROCESS

Students subject to suspension or expulsion from the University will be entitled to a formal hearing, pursuant to Part 14 of this Code. Students subject to any other sanction will be entitled to all informal disciplinary conference, pursuant to Part 13 of this Code. The purpose of a disciplinary proceeding is to provide a fair evaluation of the evidence surrounding a charge of misconduct. Although formal rules of evidence do not apply, procedures shall comport with standards of fundamental fairness. Harmless deviations from the prescribed procedure shall not necessarily invalidate a decision or proceeding unless significant prejudice to a student respondent or the University may result.

7. INTERIM SUSPENSION

The Dean of Student Affairs or designee may evict from University housing, or suspend a student from the University for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time. The interim eviction/suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat to him- or herself, others, or to the stability and continuance of normal University functions. Interim suspension shall be considered an excused absence.

8. DISCIPLINE IN THE RESIDENCE HALLS

- 8.1 Students subject to sanctions for acts within the residence halls that would constitute a violation of a residence hall contract or policy will be referred for a disciplinary conference with the

responsible administrator in the Office of Residence Life. Determination of sanctions affecting student housing status will be made by the hearing officer conducting the conference.

Determination of sanctions affecting student status, including suspension and expulsion, will be referred by the Director of Residence Life to the Department of Student Development. Students may be subject to both residence hall disciplinary proceedings and University proceedings for the same act of misconduct as provided for in Sections 13 and 14 of this Code.

- 8.2 Any sanction determined by the presiding conference administrator, other than the Provost or designee, may be appealed by the student to the Department of Student Development.

9. CASE REFERRALS

Any member of the University community may refer students or student groups or organizations suspected of violating this Code to the Associate Dean of Student Affairs or designee. Allegations of violations occurring within residence halls should be referred to the responsible administrator in the Office of Residential Life. A charge shall be written and directed to the Association Dean of Student Affairs. Any charge should be submitted as soon as possible after the alleged violation takes place, preferably within three (3) days of the violation.

Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings or conferences. In extenuating circumstances, an affidavit may be accepted in lieu of a personal appearance.

Reports of staff and faculty violation of this Code should be referred to the Director of Human Resources or as described according to the University Compliance Program.

10. HEARING REFERRALS

Students referred for a hearing before the Student Affairs Committee of the Faculty may request instead to have their cases resolved through a disciplinary conference. The full range of sanctions may be imposed, including suspension or expulsion from the University.

11. THE STUDENT AFFAIRS COMMITTEE OF THE FACULTY

The Student Affairs Committee of the Faculty is the body designated by the University for formal disciplinary hearings. The Committee is comprised of faculty, students, and administrators.

12. AD HOC HEARING COMMITTEES

Ad Hoc Hearing committees may be appointed by the Associate Dean of Student Affairs whenever the Student Affairs Committee of the Faculty is not constituted, otherwise unable to hear a case, or an immediate decision is needed. Ad hoc committees may be composed of administrators, faculty, students, or any combination thereof.

13. PROCEDURE-DISCIPLINARY CONFERENCE

Students accused of offenses that may result in penalties less than expulsion or suspension from the University are subject to a disciplinary conference in the Department of Student Development. A

disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Student Affairs Committee of the Faculty or an appropriate administrative hearing officer. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

14. PROCEDURE-DISCIPLINARY HEARING

A disciplinary hearing is a formal process conducted by the Student Affairs Committee of the Faculty or another appropriate hearing officer or body as determined by the Associate Dean of Student Affairs or designee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine a sanction/s, if appropriate. Students who are accused of offenses that may result in a penalty of suspension or expulsion from the University are subject to a disciplinary hearing. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

The following procedural guidelines shall be applicable in disciplinary hearings:

- 14.1 Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) calendar days in advance.
- 14.2 The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of University staff members or complainants are not included. This file will be retained in the Department of Student Development.
- 14.3 The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Department of Student Development, and shall be personally delivered or sent by certified mail, returned receipt requested.
 - 14.3.1 University students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities. In such cases a signed affidavit can be substituted pursuant to Section 14.14.
 - 14.3.2 Failure to comply with said requests may result in sanctions against the summoned witness as per Section 3.6.28.1.
 - 14.3.3 Witnesses that provide false information can be charged with violation of Section 3.6.28.2 of this Code.
- 14.4 In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.
- 14.5 Hearings will be closed to the public.

- 14.6 The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.
- 14.7 Hearings shall be tape recorded.
- 14.8 Any party may challenge a member of the hearing body on the grounds of personal bias. Ad hoc committee members may be disqualified by the Associate Dean of Student Affairs and Student Affairs Committee members may be disqualified upon majority vote of the remaining members of the Committee.
- 14.9 Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University, pursuant to Section 3.6.28.2 of this Code.
- 14.10 Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Committee deliberations.
- 14.11 Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- 14.12 Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
- 14.13 Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
- 14.14 Affidavits shall only be admitted into evidence if signed by the affiant and witnessed by the Associate Dean of Student Affairs or notary public pursuant to Section 14.3
- 14.15 Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of University students and faculty members.
- 14.16 A finding of responsible shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsible.
- 14.17 Any finding of responsible will be supported by written findings that will be placed in the case file and made available to the respondent.

15. REPRESENTATIVES AND ADVISERS

Representation is not permitted in University disciplinary hearings or conferences. Respondents may be accompanied by an adviser, of their choosing, only in the following circumstances:

- a) the respondent is referred for a formal hearing; or

- b) the respondent is assigned to an informal disciplinary conference, and criminal charges arising out of the same incident have been filed. The role of advisers shall be limited to consultation with respondents; advisers may not address nor question anyone else at a hearing or conference.

16. STUDENT GROUPS AND ORGANIZATIONS

Student groups and organizations may be charged with violations of this Code.

- 16.1 A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.
- 16.2 The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Associate Dean of Student Affairs or a designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Associate Dean of Student Affairs or designee's directive shall be considered a violation of Section 3.6.14 of this Code, both by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.
- 16.3 The officers or leaders of a student group or organization in violation of this Code will be subject to a disciplinary conference or hearing in the Department of Student Development.
- 16.4 Sanctions for group or organization misconduct may include revocation or denial of University recognition, as well as other appropriate sanctions, pursuant to Section 5 of this Code.
- 16.5 Sanctions may be appealed according to Section 17 of this Code.

17. APPEALS

Any disciplinary determination may be appealed by the respondent to the Provost or designee. Requests for appeals must be submitted in writing to the Provost or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The Provost or designee will not conduct a re-hearing of the case, but will consider an appeal based on the respondent's claim of one, or more of the following:

- a) unfair or prejudiced hearing;
- b) presence of relevant new evidence or information, not available at the time of the conference or hearing,
- c) sanction out of proportion to the offense. The Provost or designee may uphold or reverse a 'found responsible' decision, reduce a sanction, or refer the case for re-hearing.

18. TRANSCRIPT NOTATIONS

Permanent notation of disciplinary action is made on the transcript whenever a student is expelled.

19. DISCIPLINARY FILES AND RECORDS

Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Department of Student Development. In the event of expulsion and other sanctions for which it is deemed appropriate, a disciplinary notation will be included in the permanent student record maintained by the Office of the Registrar.

20. TUITION AND FEES REFUNDS

Students who are suspended or expelled pursuant to disciplinary action are not entitled to tuition and fees refund for the semester in which the sanction is imposed.

APPENDIX

I. UNIVERSITY POLICY ON ACADEMIC DISHONESTY

Correction Section 1.5, Clarification Sections 4, 4.5, 6

TABLE OF CONTENTS

- Introduction
- Sec. 1: Definition
- Sec. 2: Initial Procedure
- Sec. 3: Academic Dishonesty Conferences and Hearings
- Sec. 4: Sanctions
- Sec. 5: Adjudication Procedure—Conferences and Hearings
- Sec. 6: Appeals
- Sec. 7: Evidence
- Sec. 8: Time Limits

INTRODUCTION

All members of the community are expected to exhibit honesty, integrity, and fairness in their academic work and interaction with others. The entire community shares the responsibility to secure and respect general conditions conducive to academic honesty. Individual academic departments may develop and publicize supplemental guidelines, in conformity with University policies, for academic competence and honesty appropriate to their fields of study. Academic dishonesty is treated as a moral and intellectual offense against the academic community and is not tolerated. Students are responsible for reading and familiarizing themselves with the University Policy on Academic Dishonesty. All members of the community are responsible for familiarizing themselves with the University's academic procedures, for preventing acts of academic dishonesty, and for noting and taking steps to prevent such acts from recurring.

1. DEFINITION

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behavior include, but are not limited to, the following:

- 1.1 **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student’s examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so; violating other rules governing administration of examinations.
- 1.2 **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- 1.3 **Facilitating academic dishonesty**—intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- 1.4 **Plagiarism**—intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- 1.5 **Unauthorized Collaboration**—providing, either knowingly or through negligence, one’s own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one’s own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

2. INITIAL PROCEDURE

When a student is suspected of academic dishonesty, action must be taken as follows:

- 2.1 The most senior instructor who suspects academic dishonesty of a student in his or her class must confront the student in private conference.
 - 2.1.1 If the student admits dishonesty, the faculty member may impose a sanction pursuant to Sections 4.1 through 4.4 of this Policy. The faculty member must send a signed Incident of Academic Dishonesty memorandum, including a proposed sanction to the Associate Dean of Student Affairs or designee for review. The Associate Dean of Student Affairs may accept the recommended sanction, impose a more appropriate sanction, or refer the incident for a conference or hearing. An examination proctor, who is not the course instructor, must collect all evidence and bring the incident to the attention of the course instructor.
 - 2.1.2. Should the student not admit to the act of academic dishonesty, or disagree with the sanction the instructor recommends, then the instructor must report the incident to the Associate Dean of Student Affairs or designee for a conference or hearing. Should the instructor become convinced that the student is innocent, then the accusation must be dropped and all record of the charge be destroyed.
 - 2.2.1 All other members of the University community accusing a student of academic dishonesty must contact the Associate Dean of Student Affairs or designee. The complainant is responsible for composing an *Incident of Dishonesty* memorandum,

including the charge of dishonesty, to the Associate Dean of Student Affairs or designee for a conference or hearing. The student has the right to hear the charge and the evidence brought against him or her and to speak on his or her own behalf. If the student agrees that the charge is valid and that the sanction is appropriate, then the Associate Dean of Student Affairs will prepare a written statement including the charge and sanction which will be signed by the student, complainant, and the Associate Dean of Student Affairs or designee. A copy of the statement must be retained by the Department of Student Development as appropriate. If the complainant becomes convinced that the student is innocent, then the charge must be dropped and all record of the charge destroyed.

3. ACADEMIC DISHONESTY CONFERENCES AND HEARINGS

If the student believes that the charge is not true or that the sanction is inappropriate, then the case is referred to an appropriate hearing body. Refer to Sections 9 - 14 of the University Code of Conduct for details.

4. SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. Sanctions may include any combination of Sections 4.1- 4.7.

- 4.1 A **written reprimand** will be retained in the student's file in the Department of Student Development.
- 4.2 **Rejection of the assignment, examination, or project**, with the requirement that the student complete compensatory work. A record of this action will be retained in the student's file in the Department of Student Development.
- 4.3 **Zero for the assignment, examination, or project**. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.4 **Grade of F for the course or other academic requirement**. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.5 **Community Service** hours to the University, including but not limited to, and/or educational programs and /or presentations designed to compensate the University community for violations of this Code. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.
- 4.6 **Suspension** from the University for a period not to exceed one year with notation on the transcript during the suspension period. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.

4.7 **Expulsion** from the University with appropriate notation on the student's transcript. A record of the sanction will be retained in the student's file in the Department of Student Development and in the student's academic department file.

5. ADJUDICATION PROCEDURE - CONFERENCES AND HEARINGS

Refer to Sections 9 – 14 of the University Code of Conduct for details.

6. APPEALS

Any academic dishonesty determination may be appealed. Requests for appeals must be submitted within five (5) business days of the date of the letter. Failure to appeal in the allotted time will render the determination final and conclusive. Appeals for sanctions 4.1- 4.4 must be directed to the Department Head. If the Department Head is also the instructor, then the appeal is directed to the Provost. Appeals regarding the determinations and sanctions must be made in writing to the Provost or designee (Refer to Section 17 of the University Code of Conduct).

7. EVIDENCE

The reliance upon evidence shall be determined by fundamental principles of fairness and not upon strict rules of evidence or procedure as are customarily applied in courts of law.

8. TIME LIMITS

Acts of academic dishonesty must be reported as soon as possible after the act is discovered and not more than one academic year. Every effort will be made to expedite proceedings pursuant to allegations of academic dishonesty within a reasonable period. In the interest of time, the Associate Dean of Student Affairs may form an ad hoc committee to appropriately expedite proceedings pursuant to Section 12 of the University Code of Conduct.

II. UNIVERSITY ANTI-HARASSMENT POLICY FOR EMPLOYEES & STUDENTS

Polytechnic University is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and academic opportunities and prohibits discriminatory practices, including harassment. Therefore, Polytechnic University expects that all relationships among persons at the University (in the workplace and in the classroom) will be business-like and free of bias, prejudice and harassment.

Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic experience; (ii) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace, or anywhere within the confines of the University, of sexually suggestive objects or pictures (including through e-mail); and other physical verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees (or students) because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment;
- (ii) has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or
- (iii) otherwise adversely affects an individual's academic or employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace, or anywhere within the confines of the University, of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants, employees and students, and prohibit harassment, discrimination and retaliation whether engaged in by a faculty member, staff member or student, by a supervisor or manager, or by someone not directly connected to Polytechnic University (e.g. an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the workplace, in the classroom, and in any work related setting outside the workplace, such as during University trips, meetings, and social events.

Retaliation Is Prohibited

Polytechnic University prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting an Incident of Harassment, Discrimination or Retaliation

Polytechnic University strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals (including, but not limited to, students, faculty and staff) who believe they have experienced conduct that they believe is contrary to Polytechnic's policy or who have concerns about such matters should file their complaints with their immediate supervisor, a member of the Human Resources Department (x3840), the Affirmative Action Officer (ddean@poly.edu and x3343) or the Associate Dean of Student Affairs (cmcnear@poly.edu and x3800). Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Polytechnic-designated representatives identified above.

IMPORTANT NOTICE TO ALL EMPLOYEES: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Polytechnic strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Polytechnic will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees and students.

The line between acceptable social conduct and harassment is not always clear. For that reason, Polytechnic encourages individuals who feel they are being or may have been harassed to communicate politely, clearly and firmly to the offending party that the conduct is unwelcome, offensive, intimidating or embarrassing; to explain how the offensive behavior affects the employee's work; and to ask that the conduct stop. If the individual is uncomfortable with making a direct approach to the offending party or has done so, but the perceived harassment has not stopped, the individual may use this complaint procedure to address and resolve the problem.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, expulsion or suspension from the University, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination of employment, as Polytechnic believes appropriate (and subject to any applicable collective bargaining agreement or other contract) under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Affirmative Action Officer, the Assistant Director of Human Resources or the Associate Dean of Student Affairs.

Finally, these policies should not, and may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, student, or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Polytechnic University prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to the terms, conditions, privileges and perquisites of employment and of being

a student at the University. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

III. UNIVERSITY POLICY REGARDING FERPA

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The following explains the procedures used by Polytechnic University for compliance with the Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment. Under FERPA, students at Polytechnic are afforded certain rights with respect to their education records. A student is defined as any individual who is or has been in attendance at Polytechnic and regarding whom Polytechnic maintains education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a written request for access. Students should submit the request to the Registrar that identifies the record they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The University has the right to prohibit students from reviewing and inspecting education records that include the financial records of their parents, as well as those records consisting of confidential letters and statements of recommendation regarding their admission to the University, their application for employment or their receipt of an honor or honorary recognition.
2. The right to request the amendment of education records that the student believes is inaccurate, misleading or in violation of his/her right to privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University is in agreement with the student's request to amend his/her record, the record in question will be amended accordingly and the student will be informed of the amendment in writing. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes the University to disclose without the student's consent. Consent to disclosures of personally identifiable information must be done by the students in a written request to the Registrar's Office.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Release of Information

1. Polytechnic must have written permission from the student in order to release any personally identifiable information from his/her education records. In addition, the University may disclose

personally identifiable information, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a) School officials with legitimate educational interest in such information in order to fulfill their professional responsibility. [A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks];
 - b) Other schools to which a student seeks enrollment;
 - c) Where disclosure is to certain Federal, state and local authorities;
 - d) Where disclosure is in connection with financial aid for which the student has applied or received;
 - e) Where disclosure is in connection with studies being conducted for or on behalf of the University;
 - f) Where disclosure is made to accrediting organizations;
 - g) To comply with a judicial order or lawfully issued subpoena;
 - h) Appropriate officials in cases of health and safety emergencies;
 - i) Information designated as “directory information”;
 - j) Where the information disclosed is the final results of a disciplinary hearing, and the disclosure is made to an alleged victim of a crime of violence or non-forcible sex offense; and
 - k) To parents or legal guardians regarding a violation of any Federal, state, local law or University policy governing the use or possession of alcohol or a controlled substance if a student is under the age of 21 and if the University determines that the student has committed such violation.
2. FERPA permits the release of directory information to third parties outside Polytechnic without prior written consent, provided that students have been given the opportunity to withhold such disclosure. Polytechnic reserves the right to disclose the following directory information related to a student without consent:
- a) student's name,
 - b) class year,
 - c) major field of study, as well as similar information (i.e. title of master’s or doctoral dissertation, distinguished academic performance),
 - d) participation in recognized activities and sports,
 - e) dates of attendance at Polytechnic,
 - f) degrees, honors and awards, and
 - g) most recent previous educational institution attended.

3. All requests for information must be supported by identifying and /or authenticating documents.
4. Polytechnic must inform students about directory information and allow them a reasonable amount of time to request that the University not disclose directory information to requesting parties.
5. Polytechnic must notify students annually of their rights under FERPA. The actual means of notification (such as, but not limited to, special letter, student handbook, or newspaper article) is left to the discretion of Polytechnic.
6. Students can request that Polytechnic not disclose directory information about them through the Registrar's Office.