

THE UNIVERSITY OF GEORGIA  
**CODE OF CONDUCT**  
Division of Student Affairs, Office of Student Conduct  
**2015-2016**

**CONTENTS**

I.	Introduction _____	1
II.	Definitions _____	2
III.	University Authority _____	3
IV.	Office of Student Conduct Authority _____	4
V.	Conduct Regulations _____	4-6
VI.	Conduct Procedures	
	Filing a Report _____	6
	Interim Contact Restrictions _____	6
	Initiating the Conduct Process _____	6
	Resolution of the Conduct Process _____	7
	Sanctions _____	10
	Interim Suspension _____	12
	Appeals _____	13
VII.	Parental Notification _____	14
VIII.	Records _____	15
IX.	Adoption and Amendments _____	15

**I. INTRODUCTION**

*Purpose*

The University of Georgia’s primary mission is to develop intellectual community within an environment that fosters respect and integrity among its members. In order to facilitate the desired environment and educational goals of the University and to protect the rights and privileges of its students, the University has adopted conduct regulations for individuals and organizations and has established a conduct process. When a student or organization is suspected of violating a conduct regulation, the Office of Student Conduct is responsible for investigating alleged conduct regulation violations and coordinating the conduct process.

This Code of Conduct has been developed by the Office of Student Conduct to provide useful information to students and organizations about their rights and responsibilities as members of the University community. All procedures for responding to possible violations of conduct regulations, including specifics of the conduct process, a listing of possible sanctions, and the appeals procedures are included in the Code of Conduct. These procedures have been established to ensure due process and fundamental fairness to all involved in the University’s conduct process.

*Office of Student Conduct Mission*

As a unit within the Division of Student Affairs, the mission of the Office of Student Conduct is to enhance the learning environment for members of the University of Georgia community. This is accomplished by:

- educating University of Georgia students and organizations about their rights, responsibilities and expectations as members of a community;
- providing a fair and educational process for students and organizations through which alleged violations of the University Code of Conduct are resolved;
- creating opportunities for student learning and development; and
- offering outreach services to educate faculty, staff and other community partners about the role of our office and the Code of Conduct.

*University Judiciary Mission*

We, the University of Georgia Judiciary, seek to foster respect within the University community through adherence to the Code of Conduct and by utilizing proactive education and a fundamentally fair conduct process.

*Student and Student Organization Rights and Responsibilities*

Students and organizations are not only members of the academic community but are also members of the larger society. Students individually, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the University initiates conduct proceedings in a given situation; accordingly, a conduct case may proceed in the absence of a criminal prosecution. As members of the University community, students and organizations have a responsibility to know and follow the regulations outlined in this Code of Conduct. Violations of these regulations will result in action by the Office of Student Conduct.

As would be expected, standards for University students and organizations are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student or organization may encounter can be anticipated in a written document. Therefore, students and organizations are expected to act in a manner that demonstrates integrity and respect for others and the campus environment. In order to provide direction for that expectation, the University has adopted The Pillars of the Arch as a means of articulating three guiding principles or values. By adhering to these principles, students and organizations can enjoy their own rights while also respecting others’ rights. By doing so, students assist

in furthering the University's aspirations to uphold The Pillars of the Arch.

### *Pillars of the Arch*

As members of the University of Georgia community, we aspire to uphold the principles manifested in the three pillars of the Arch:

**Wisdom** challenges us to apply lessons received inside and outside the classroom to our everyday lives. Wisdom transcends knowledge, embracing curiosity, discovery, and expression throughout our community.

**Justice** leads us to be fair in our dealings, accountable for our actions, responsible for ourselves, and empathetic for others. Justice requires honesty and celebrates diversity, establishing credibility and integrity for our community and ourselves.

**Moderation** compels us to act with civility, bolstering our faith in others and the faith others have in us. Moderation accentuates our self-respect, promotes responsible citizenship, and enhances pride in our university.

Without each of these pillars, the Arch would lose its strength and balance. Likewise, all three qualities are necessary for us to be strong and complete citizens.

## II. DEFINITIONS

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**Administrative Panel Member** refers to the faculty or staff member who serves on a Hearing Panel.

**Advisor** refers to the individual who assists a student or organization with conduct hearing preparation. An Advisor is any individual the student or organization chooses. University Judiciary members are available to serve as Advisors.

**Appellate officer** means any person authorized to consider an appeal submitted by a student or organization in regard to a judicial body's decision.

**Business day** refers to any day on which the Office of Student Conduct is open to the general public.

**Conduct Officer** refers to any person or persons authorized by the Director for Student Conduct to manage conduct cases and administer the informal resolution process.

**Director for Student Conduct** is that person designated by the University to be responsible for administration of the University's conduct process.

**Faculty member** refers to any person hired by the University and any or all extended campuses to conduct classroom activities.

**Hazing** is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate.

Such actions and situations include, but are not limited to:

- forcing or requiring the drinking of alcohol or any other substance;
- forcing or requiring the consumption of food or any other substance;
- calisthenics (push-ups, sit-ups, jogging, runs, etc);
- "treeings";
- paddle swats;
- line-ups;
- theft of any property;
- road trips;
- scavenger hunts;
- causing fewer than six (6) continuous hours of sleep per night;
- conducting activities that do not allow adequate time for study;
- forcing or requiring nudity at any time;
- performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc);
- forcing or requiring the violation of University policies, or federal, state or local laws; and
- physical abuse or injury.

**Hearing Panel** refers to the group of individuals who hear cases of alleged student misconduct within the formal hearing process. A Hearing Panel is made up of two Justices from University Judiciary and one Administrative Panel Member. A "Panel Member" refers to an individual on a Hearing Panel.

**Joint hearing** refers to a hearing in which two or more students or organizations are charged with violating one or more conduct regulations pertaining to the same incident.

**Judicial body** includes any person or persons authorized by the Director for Student Conduct to determine whether a student has violated conduct regulations and to impose sanctions.

**Justice** refers to the individual from the University Judiciary who serves on a Hearing Panel.

**May** is used in the permissive sense.

**Member of the University community** includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Director for Student Conduct.

**Opinion Writing Justice** is the Justice who documents the decision of the Hearing Panel and presents that decision to the student or organization.

**Organization** and **student organization** refer to any number of students who have complied with the requirements for University registration or any number of students who act as an organization as determined

by the Office of Student Conduct. Student organizations that are referred to the conduct process will be represented by the president of that organization. The president may designate another active member to be the representative in his/her place.

**Policy** is defined as any written rule or regulation of the University.

**Preponderance of the evidence** means evidence that would lead a reasonable person to conclude that it is more likely than not that the act in question did occur.

**Presiding Justice** refers to the Panel Member who manages the formal hearing.

**Prior record** refers to all information related to any conduct regulation violation(s) that occurred and were resolved prior to the incident in question.

**Shall** and **will** are used in the imperative sense.

**Student** includes all persons enrolled at the University and all affiliated campuses pursuing undergraduate, graduate, or professional studies, individuals admitted to the University and all affiliated campuses, and individuals who are not enrolled but are eligible to enroll without applying for readmission. An individual who registers for a semester and then withdraws, or is withdrawn, is considered enrolled for that semester.

**University** refers to the University of Georgia and any or all extended campuses.

**University Advocate** refers to the individual from the University Judiciary who presents information on behalf of the University in all matters pertaining to formal conduct hearings.

**University Judiciary** refers to an organization whose members have studied and received extensive training regarding the procedures for University hearings and the University conduct regulations. The University Judiciary provides assistance for hearings and evaluates appeals for on-campus parking tickets.

**University official** includes any person assigned administrative, professional or staff responsibilities for the University and any or all affiliated campuses.

**University premises** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets and sidewalks.

### *Alcohol and Other Drug Definitions*

**University Alcohol and Other Drug Policies** refers to all policies set forth by the University related to alcohol and other drugs, including but not limited to those addressed in the Code of Conduct, University Housing Community Guides, Study Abroad Guidelines, and other policies regarding social events.

**Consumption or use of alcohol** refers to the act of drinking, ingesting, and/or any other method of introducing any amount of an alcoholic beverage into one's body.

**Distribution of alcohol or drugs** refers to the sharing of alcohol or illegal drugs/controlled substances with or giving them to others.

**Facilitating the possession/use of alcohol or drugs** refers to the act of allowing others to possess, consume, or use alcohol or illegal drugs/controlled substances in one's residence or automobile.

**Possession of alcohol or drugs** refers, but is not limited, to holding, no matter the duration, alcohol or illegal drugs/controlled substances in hand or, having them in one's clothing, purse/book bag (or similar case), automobile, residence, or other personal belonging.

**Sale of drugs** refers to the exchange of illegal drugs/controlled substances for money or other forms of compensation.

**Use of drugs** refers to the act of ingesting, inhaling, drinking, eating, and/or any other method of introducing an illegal drug/controlled substance into one's body.

A **Level I violation** is defined as possession, use, distribution, or facilitating the possession/use of alcohol.

A **Level II violation** includes, but is not limited to, any violation involving the operation of a motor vehicle after consumption of alcohol and/or use of drugs; acts of violence, destruction of property, or disorderly conduct while using alcohol or drugs; or intoxication level that requires medical treatment or results in medical personnel being called, even if treatment is refused; and any drug related violation.

**The University of Georgia considers Level II violations to be more egregious in nature than Level I.**

## III. UNIVERSITY AUTHORITY

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Generally, conduct regulations contained in this Code of Conduct shall apply to conduct which occurs on University premises and to conduct which occurs while a student is attending or participating in any University related activity wherever that activity may take place, or any behavior, on or off University premises, which adversely affects the University community or the pursuit of its objectives.

The conduct regulations shall also apply to students after receipt of an offer of admission but prior to arrival on campus for orientation or enrollment. Admission offices shall review an admission decision in light of allegations of misconduct that occur during this period.

Proceedings under this Code of Conduct may be instituted against students charged with a violation of a municipal, state or federal law, when the alleged conduct is also a violation of this Code. Proceedings under this Code may be carried out prior to, simultaneously with or following civil or criminal proceedings. Decisions about the timing of specific actions will be made by the Director for Student Conduct based on the status of the evidence and other relevant case factors.

## IV. OFFICE OF STUDENT CONDUCT AUTHORITY

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The Director for Student Conduct shall develop policies for the administration of the conduct program and procedural rules for conducting hearings that are not inconsistent with provisions of the Code of Conduct.

## V. CONDUCT REGULATIONS

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The following actions are prohibited and constitute a violation of the Code of Conduct. The Office of the Vice President for Instruction handles all cases involving alleged violations of Conduct Regulation I (Academic Dishonesty). The University's Equal Opportunity Office shall be responsible for administering and enforcing the University's Non-Discrimination and Anti-Harassment (NDAH) Policy, found online at <http://www.uga.edu/eoo/pdfs/NDAH.pdf>, and shall investigate and resolve any alleged violations of Conduct Regulation 3.4 pursuant to the NDAH Policy. The Office of Student Conduct handles all other allegations of conduct violations and any student or organization found to have committed a violation of these conduct regulations is subject to the sanctions outlined in this Code of Conduct.

To determine whether an organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to: a) whether the misconduct was committed by one or more members of the organization; b) whether officers of the organization had prior knowledge of the misconduct; c) whether organization funds were used; d) whether the misconduct occurred as a result of an organization-sponsored function; and e) whether members of the organization lied about the incident.

### 1. Academic Dishonesty

Knowingly performing, attempting to perform, or assisting another in performing any act of academic dishonesty.

The University of Georgia's Honor Code, a supplement to the University's academic honesty policy states, "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

A complete description of the regulations and procedures for handling matters of academic dishonesty appear in the policy manual, *A Culture of Honesty*, which is available in the Office of the Vice President for Instruction, in the Student Handbook under Academic Policies and Procedures, at The Office of Student Affairs for Gwinnett University Center, and online at <http://uga.edu/honesty/>.

### 2. Other Acts of Dishonesty

1. Furnishing false information to any University official, office, or other law enforcement officer.
2. Forgery, alteration, or misuse of any document, record, or instrument of identification, or possession of any false identification or identification belonging to another person with dishonest intent.
3. Causing, condoning, or encouraging the completion of any University record, document, or form dishonestly, including but not limited to omitting facts which are material for the purpose of which the record, document, or form is submitted.
4. Offering or causing to be offered any bribe or favor to a University official, office, or other law enforcement officer in order to influence a decision.
5. Tampering with the election of any University recognized organization.
6. Casting or attempting to cast more than one ballot in any election or referendum on campus.

### 3. Disorderly Conduct

The University of Georgia fully supports the marketplace of ideas and shall enforce its conduct regulations in accordance with the freedoms of speech and expression protected by the United States and Georgia Constitutions.

1. Intentional or reckless disruption or obstruction of teaching, research, administration or other University activities, including its public service functions on or off campus, or other authorized non-University activities taking place on University property with the exception of constitutionally protected freedom of speech and expression.
2. Conduct that intentionally or recklessly causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
3. Conduct that threatens or endangers the health or safety of another person, including but not limited to physical violence, abuse, intimidation, and/or coercion; or violation of a legal protective order.
4. Sexual assault, illegal sexual harassment (which includes domestic violence, dating violence, and stalking), other forms of illegal

harassment, and discrimination of individuals outside of the University community.

5. Violation of published University policies, rules, or regulations.
6. Failure to comply with directions of any University official, office or other law enforcement officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Participation in a campus demonstration that violates the University's Policy on Freedom of Expression, intentionally or recklessly disrupts the normal operations of the University or infringes on the rights of other members of the University community.
8. Intentional or reckless obstruction, which unreasonably interferes with the freedom of movement of an individual or group.
9. Entering an athletic contest, dance, social or other event without the proper credentials for admission (ticket, identification, invitation).
10. Circulation of any advertising media that violates the University's Policy on Freedom of Expression, intentionally or recklessly disrupts the normal operations of the University or infringes on the rights of other members of the University community.

#### **4. Alcohol & Other Drug Related Misconduct**

1. Use or possession of alcoholic beverages except as permitted by law and University Alcohol and Other Drug Policies.
2. Providing, distributing, selling, or facilitating the use or possession of alcoholic beverages except as permitted by law and University Alcohol and Other Drug Policies.
3. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
4. Use or possession of narcotic or other controlled substances except as permitted by law and University Alcohol and Other Drug Policies.
5. Providing, distributing, selling, or facilitating the use or possession of narcotic or other controlled substances except as permitted by law and University Alcohol and Other Drug Policies.

#### **5. Theft, Damage & Disregard for Property**

1. Taking, attempting to take, or keeping in one's possession any property or item, including but not limited to any tangible possession, information, or account, without proper authorization.
2. Malicious or unwarranted damage or destruction, or attempted damage or destruction, of any property or item, including but not limited to any tangible possession, information, or account.
3. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.

4. Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

#### **6. Fire Safety & Sanitation**

1. Misusing, damaging or tampering with fire safety equipment.
2. Setting or causing to be set any unauthorized fire.
3. Possessing or using fireworks, explosives or other incendiary devices without authorization.
4. Making or causing to be made a false fire alarm.
5. Intentionally or recklessly obstructing a fire exit in any University building.
6. Failure to exit a University building when the fire alarm sounds.
7. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.

#### **7. Weapons**

1. Possessing firearms, explosives, other weapons, or dangerous chemicals on University property unless permitted by law. The weapons policy can be found at <http://www.police.uga.edu/weapons.html>.

#### **8. Unauthorized Entry or Use**

1. Unauthorized entry or attempted entry into any property, including but not limited to any building, office, or other facility, automobile, backpack, or account.
2. Making or attempting to make unauthorized use of any building, office, or other facility, information, or accounts.
3. Unauthorized possession, use, or duplication of keys or other methods of controlled access (i.e. cards, codes).

#### **9. Student Housing**

1. Unauthorized entry, attempted entry, or remaining in restricted areas, including roofs, of any University-owned student residence.
2. Failure to comply with policies established in various residence halls for the protection of the privacy, rights, privileges, health or safety of the community. University Housing community guides can be found at [housing.uga.edu/about/publications/guides](http://housing.uga.edu/about/publications/guides).

#### **10. Computer Use**

1. Failure to comply with University computer use policies. Computer use policies can be found at <https://infosec.uga.edu/policies/aup.php>.

#### **11. Gambling**

1. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy.

## **12. Hazing**

1. Participating in, condoning, encouraging, requiring, or allowing opportunity for hazing.

## **13. Interference with the Orderly Operation of the Conduct Process**

1. Unreasonably delaying the conduct process by failing to schedule or appear for a meeting as requested by a conduct officer.
2. Intentionally providing false, distorted, or misrepresented information to a conduct officer or Hearing Panel or knowingly initiating a false complaint.
3. Disrupting the orderly operation of a conduct proceeding.
4. Attempting to discourage an individual's proper participation in, or use of, the conduct process.
5. Harassing and/or intimidating a conduct officer, Panel Member, or any participant in a conduct proceeding prior to, during, or after that proceeding.
6. Failure to comply with the sanctions imposed under the Code of Conduct.

## **14. Shared Responsibility for Violations**

1. Acting in concert to violate University conduct regulations.
2. Knowingly condoning, encouraging, or requiring behavior that violates University conduct regulations.
3. Allowing, condoning, permitting or providing opportunity for a guest to violate University conduct regulations.

# **VI. CONDUCT PROCEDURES**

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## ***Filing a Report***

Incidents of alleged violations of conduct regulations are reported to the Director for Student Conduct, Office of Student Conduct, or a designee. Individuals or groups filing a report should do so in writing and the report should be submitted as soon as possible after the alleged violation. Reports not submitted in writing will be independently verified prior to beginning a conduct investigation. For individuals filing a report, a meeting can be arranged with a conduct officer in the Office of Student Conduct to discuss the conduct process. For incidents to be reported in University Housing, individuals or groups filing a report may contact the Community Office where the incident took place.

After receiving a report, a conduct officer will be assigned to investigate the circumstances of the incident and determine what conduct regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior does not violate any conduct regulation(s) may result in no action being taken. Additionally, lack of sufficient information may result in no action being taken.

If the conduct officer, following his/her investigation, finds that the report alleges violations of the conduct regulations, he/she will initiate the conduct process.

When an organization is referred to the Office of Student Conduct and an investigation of alleged violations occurs, the conduct officer handling the case will notify the president of the organization. The president will act as the representative of the organization throughout the conduct process. The president may designate this responsibility to another active member of the organization by notifying the Office of Student Conduct in writing.

## ***Interim Contact Restrictions***

If the Office of Student Conduct receives a report which alleges that a student has threatened the safety, wellbeing, or educational experience of a member of the University community, or poses a threat of disruption of or interference with the student conduct process, the Director for Student Conduct, or designee, may issue an interim contact restriction. This is a mutually binding restriction that requires the complaining student or students and the allegedly offending student or students to have no direct contact, indirect contact including through another person, or electronic contact or communication with one another and is enforceable through the Code of Conduct. If any student subject to the restriction desires to appeal the restriction or its terms, that student may appeal in writing to the Assistant Vice President for Student Engagement, or designee, within two business days of notification of the restriction. The interim contact restriction will be resolved during the student conduct process as described in this Code of Conduct, and if necessary, the Office of Student Conduct will make reasonable arrangements to facilitate communication it deems necessary to conduct a formal hearing.

## ***Initiating the Conduct Process***

When a report has been filed, and an investigation begins, the student or organization will receive written notification (includes notification sent via email to UGA mail, an official form of communication for the University of Georgia) of the charges from the conduct officer assigned to the case. That notification will include the date of the report, the alleged conduct regulation violation(s), a request to make an appointment, the contact information for the conduct officer, and an electronic link to the Code of Conduct (physical copies of the Code of Conduct are available in the Office of Student Conduct and upon request). The student or organization will be able to provide information about the incident during the meeting.

The student or organization is responsible for arranging this requested meeting within the parameters stated in the notification. The purpose of the meeting is to insure that the student or organization is sufficiently familiar with the Code of Conduct

(including the conduct regulations and conduct process) in order to accurately prepare and present a response to the charges. At this meeting the student or organization will be:

- advised of the right to decline to make any statements or answer questions and that in doing so, no inference to responsibility will be drawn;
- advised of the pending charges;
- advised of the report submitted;
- advised of the procedures through which conduct charges are resolved including the options for and conditions of handling the matter either through informal or formal resolution;
- advised that an Advisor may be present at any formal resolution hearing. The Advisor may not address the judicial body or other persons at the hearing. The role of the Advisor will be to consult with the student or organization at reasonable intervals during the hearing; and
- advised to consult further with the Director for Student Conduct or a designee concerning any question or interpretation of procedure.

### ***Resolution of the Conduct Process***

During the meeting the conduct officer will determine which, if any, of the alleged charges are to be resolved through the conduct process and advise the student or organization about the options for resolving conduct charges. Resolutions of the University's conduct process neither establish nor are based upon precedent. Further, matters of local, state or federal law are independent of the conduct process. There are two available options from which the student or organization can choose: (1) informal resolution, or (2) formal resolution (hearing).

#### ***Informal Resolution***

If the student or organization agrees that the violation(s) of the conduct regulations cited occurred, he/she/it may decide to have the case resolved through the informal process. A student or organization always has the right to refuse the informal process and proceed with a formal hearing. Final resolution of the informal process must meet the following criteria: (1) the conduct officer handling the case and the student or organization agree that informal resolution is a reasonable option given the circumstances; (2) the student or organization must accept responsibility for the violation(s) of the specified conduct regulation(s); (3) the student or organization must agree with the sanctions resulting from the violation(s); (4) if applicable, the victim should agree with the sanctions issued for the violation(s) and may propose sanctions that are reasonable and in accordance with the Code of Conduct. Cases that do not meet all four criteria for the informal resolution will be referred to formal resolution (hearing).

Some reports received by the Office of Student Conduct involve possible violations of conduct regulations, but clearly are the result of an unresolved, on-going dispute between students. Other reports do not involve violations of regulations, but they too reflect student disputes. In either of these situations, the students will be informed of the option to resolve the matter through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome. The Office of Student Conduct can provide information regarding the University's mediation processes.

#### ***Decisions for Informal Resolution***

If the student or organization decides to resolve the conduct charges informally, and all conditions for such resolution are met, the student or organization will receive a written copy of the decision. The decision will be completed by the conduct officer handling the case, and upon review, the student will sign the decision indicating agreement with the method of resolution.

#### ***Formal Resolution***

If the student or organization disputes the investigative finding that a violation of conduct regulations has taken place, rejects the informal resolution, or does not agree with the sanctions resulting from the informal resolution, the case shall be resolved through the formal resolution procedures as follows:

1. A written "Notification of Hearing" shall be delivered to the student or organization. The notice shall include (1) the specific conduct regulation(s) which the student or organization is alleged to have violated; (2) the alleged factual circumstances supporting the charges; (3) the date, time and place of the hearing; (4) a list of potential witnesses and any information that may be presented against the student or organization at the hearing; and (5) notice that the University Advocate has the right to gather and present additional evidence and witnesses for use in the formal hearing; accordingly, the University Advocate will notify the student of such evidence and witnesses by the deadline stated in the Notification of Hearing.
2. The notice of hearing must be received by the student or organization at least five (5) business days prior to the hearing date. The student or organization, with the consent of the Director for Student Conduct or a designee, may waive the minimum notice requirements as long as the waiver is in writing.
3. The student is deemed to have received notice when he/she is personally given a copy of the notice or, in the case of an organization, when any officer of the organization is personally given a copy. If it is not possible to deliver the notice in person, the

written notification shall be sent by certified mail, return receipt requested, to the student's or organization's most recent local address of record and shall be considered delivered on the date indicated on the signed return receipt. If the notice is returned as undeliverable, the notice will then be sent by certified mail, return receipt requested, to the permanent address of record and shall be considered delivered on the date indicated on the signed return receipt or after fifteen (15) business days have passed from the date of mailing.

4. The student or organization will be assigned an Advisor from the University Judiciary. However, the student or organization is responsible for presenting his/her/its own case. The Advisor may be present, but is not permitted to speak or participate directly in any hearing before a judicial body. The role of the Advisor will be to consult with the student or organization before the hearing and at reasonable intervals during the hearing.

The student or organization may elect to waive his/her/its right to an Advisor from the University Judiciary in order to be assisted in the hearing by an Advisor of the student's or organization's choosing. In order to waive his/her/its right to an Advisor from the University Judiciary, the student or organization must notify the Office of Student Conduct in writing prior to the hearing.

5. Two or more students or organizations will be scheduled to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The conduct regulation(s) alleged to have been violated and/or the alleged factual circumstances of the violation need not be identical for participation in a joint hearing.
6. Any student or organization required to participate in a joint hearing may file a request for a separate hearing, citing specific reasons that a joint hearing would unfairly prejudice the case. A request for a separate hearing must be submitted in writing to the Director for Student Conduct or a designee within two (2) business days after receipt of the "Notice of Hearing." The Director for Student Conduct or a designee will make the decision regarding the request and notify the student or organization.
7. The student or organization shall be presumed not to have violated a conduct regulation until such a violation is proven. The standard of proof shall be preponderance of the evidence.
8. The student or organization or University Advocate may request a delay in the hearing. Such a request must be in writing and submitted to the Director for Student Conduct no later than one (1) business day prior to the hearing. Reasons for a delay and the proposed length of the delay must be included in the request and a delay is not guaranteed. The

Director for Student Conduct or a designee will consider the request and determine whether a delay will be granted. If the reason given for the request includes the need for more time to prepare for the hearing AND it is determined that adequate notice of hearing was given in accordance with the Code of Conduct, a delay will not be granted. If it is determined that the reasons for requesting the delay show it to be necessary and a delay is granted, the student or organization, University Advocate and the Hearing Panel will be notified no less than one (1) business day prior to the hearing. The student or organization will receive written notification of the new hearing date, time and location at least five (5) business days prior to the new hearing.

9. If the Office of Student Conduct needs to delay the hearing, the student or organization, University Advocate, and Hearing Panel will be notified no less than one (1) business day prior to the hearing. The student or organization will receive written notification of the new hearing date, time and location at least five (5) business days prior to the new hearing.
10. If a student or organization fails to attend a scheduled hearing, the Hearing Panel may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.
11. If the University Advocate fails to attend a scheduled hearing, the Hearing Panel may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.
12. The Hearing Panel, members of the University Judiciary, the student or organization going through the formal hearing process, an Advisor, and approved University officials are allowed to be in the formal hearing room during formal hearing proceedings. Witnesses will be invited at the designated times as specified in the order of the hearing, defined in Paragraph 18 below. All formal hearings are closed to the public.
13. It is expected that all persons making statements or answering questions at the hearing do so truthfully.
14. Witnesses may not be present in the hearing room until called for their presentation. Each witness will be advised, by the Hearing Panel, to refrain from discussing with any other witness what transpired in the hearing room during his/her presentation. Failure to respect this request may result in witnesses being charged with a conduct regulation violation. Witnesses will be expected to remain available in the event they are recalled or until they are excused by the Hearing Panel, but they will not be restricted to a particular room and will not be supervised.

15. The Hearing Panel may, at the beginning of the hearing, announce times when they shall recess for meals and announce the time the hearing shall conclude or be continued. No hearing shall last beyond 10:00 p.m. or a reasonable time thereafter. The Hearing Panel shall set the date and time for the hearing to resume while all parties are present.
16. Any individual participating in the hearing may request a recess. Recesses should be kept short and to a minimum. If they become excessive in number or in length, the person asking for a recess may be asked to provide a reason for his/her/its request. The Hearing Panel may approve or deny a request for a recess.
17. All hearings will be recorded. A copy of the record may be requested at the student's or organization's expense. The original will be considered the official record of the hearing. Recesses and deliberations are not recorded.
18. The order of the hearing shall proceed as follows:
  - A. The Presiding Justice begins the hearing.
  - B. The parties are introduced, and the charges (alleged violations) are read. The Presiding Justice will confirm that the student was given notice and understands the charges (alleged violations).
  - C. The Presiding Justice will explain the order of the hearing.
  - D. The University Advocate and student or organization will be asked to present information truthfully.
  - E. The Presiding Justice reviews each side's witness and evidence list for changes to the list or the order in which witnesses will be called. The Hearing Panel will consider the addition of witnesses and/or evidence that were not previously submitted according to procedure as well as the reason for the late addition(s). The decision to allow the addition(s) is at the discretion of the Hearing Panel.
  - F. The University Advocate is asked to share information regarding the alleged violation and pending charges (make an opening statement summarizing alleged charges and introduce witness and evidence information to be presented at the hearing).
  - G. The University Advocate presents his/her evidence and/or witnesses.
  - H. Information and/or witnesses should be presented in the order indicated on the witness and evidence list.
  - I. After each piece of evidence is presented by the University Advocate, the student or organization may comment on it or ask questions at the time it is presented.
  - J. The Hearing Panel may ask questions regarding the University Advocate's information.
  - K. The University Advocate will call his/her witnesses. Each witness, after being asked to present information truthfully, may make a statement and/or respond to questions from the University Advocate.
  - L. The student or organization is given an opportunity to question each witness.
  - M. The Hearing Panel may also ask questions of each witness. When the questioning is concluded, the Presiding Justice will ask if anyone (University Advocate/student or organization/Hearing Panel) wants to recall the witness later in the hearing. If such is not the case, the witness is excused from the hearing.
  - N. After the University Advocate and all other witnesses sharing information regarding an alleged violation have made statements and/or answered questions, the student or organization is asked to make his/her/its opening statement (a summary of witnesses and evidence to be presented).
  - O. The student or organization presents his/her/its evidence and/or witnesses.
  - P. Evidence and/or witnesses should be presented in the order indicated on the witness and evidence list.
  - Q. After each piece of evidence is presented by the student or organization, the University Advocate may comment on it or ask questions at the time it is presented.
  - R. The Hearing Panel may ask questions regarding the student's or organization's evidence.
  - S. The student or organization will call his/her witnesses (including his/herself if listed). Each witness may make a statement and/or respond to questions from the student or organization.
  - T. The University Advocate will have the opportunity to question all witnesses presented by the student.
  - U. The Hearing Panel may also ask questions of each witness. When the questioning is concluded, the Presiding Justice will ask if anyone (University Advocate/student or organization/Hearing Panel) wants to recall the witness later in the hearing. If such is not the case, the witness is excused from the hearing.
  - V. The Presiding Justice will again ask each side if they have additional witnesses or information to add to the witness and evidence list. The Hearing Panel will consider the addition of witnesses and/or evidence that were not previously submitted according to procedure as well as the reason for the late addition(s). The decision to allow the addition(s) is at the discretion of the Hearing Panel.
  - W. After all witnesses and evidence have been presented for the first time, witnesses may be

recalled by the University Advocate, the student or organization, or the Hearing Panel.

- X. The Presiding Justice will call for a recess after all evidence and witnesses have been presented to allow the University Advocate and the student or organization to prepare for closing statements.
- Y. The University Advocate makes his/her closing statement. No new evidence is allowed; this is an opportunity to summarize key points already made.
- Z. The student or organization makes his/her/its closing statement. No new evidence is allowed; this is an opportunity to summarize key points already made.

### *Decisions for Formal Resolution*

At the conclusion of the hearing, the Presiding Justice will call for a recess so that the Hearing Panel can deliberate. After deliberation and by majority vote the Hearing Panel will determine whether or not a preponderance of the evidence presented at the hearing indicates that a violation occurred.

If no violation occurred, the Hearing Panel will indicate that the student or organization was found not in violation of the charge(s). This decision is recorded on a Formal Hearing Decision Form. The Hearing Panel will then reconvene the hearing and inform the student or organization of the decision. The student or organization (president) will be asked to sign the Formal Hearing Decision Form to indicate receipt of (not agreement with) the decision. The student or organization will receive a copy of the decision.

If the Hearing Panel finds that a violation(s) did occur, deliberations will then move to a discussion concerning appropriate sanctions. If the Hearing Panel has made the decision that a student or organization was in violation of the charge(s) they will then have access to prior record information. Prior record will be considered when determining sanction(s). The decision, including the sanctions, is recorded on a Formal Hearing Decision Form and the Hearing Panel will reconvene the hearing and inform the student or organization of the decision. The student or organization (president) will be asked to sign the Formal Hearing Decision Form to indicate receipt of (not agreement with) the decision. The student or organization will receive a copy of the decision.

All deliberation sessions are closed and are not recorded. Delivery of the decision is considered part of the hearing and is, therefore, recorded and subject to all policies governing the process.

After the decision is given, the hearing is officially concluded.

If a student or organization does not attend the hearing or the delivery of decision, their absence will be noted on the Formal Hearing Decision Form and it will be

sent to student or organization by certified or hand delivered mail. Notice of the Formal Hearing Decision shall be considered delivered on the date indicated on the signed return receipt or after fifteen (15) business days have passed from the date of mailing.

### **Sanctions**

When a student or organization has violated a conduct regulation, the conduct officer or Hearing Panel will assign one or more sanctions. The findings of fact, any particular circumstances, and prior record of the student or organization will be the factors considered by the conduct officer or Hearing Panel when determining any appropriate sanctions.

### *Sanctions for Individuals*

The following sanctions may be imposed against a student for the violation of a University conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. **Expulsion:** Permanent severance of the student's relationship with the University.
2. **Suspension:** Temporary severance of the student's relationship with the University for a specific period of time. The period of time and any requirements that must be satisfied prior to eligibility for readmission or registration are to be specified in the decision of the judicial body.
3. **Probation:** Notice that further finding of responsibility for the violation of any conduct regulation(s) as specified in the decision of the Hearing Panel or informal resolution agreement may result in suspension or expulsion from the University. The period of probation shall be specified in the decision of the judicial body.
4. **Reprimand:** Stated disapproval or a warning issued to the student.
5. **Restitution:** Reimbursement for a loss caused by the student's actions.
6. **Community Service:** Assignment to work a specific number of hours at a community service site approved by the judicial body and/or the Office of Student Conduct. Community Service locations exist on and off campus.
7. **Restrictions:** Terms of probation or reprimand restricting privileges. Such restrictions may include, but are not limited to, identification card privileges and/or parking privileges.
8. **Housing Restrictions:** Terms of a sanction indicating the loss or restriction of the student's privilege to live in University-owned residences. Such restrictions include, but are not limited to, expulsion (permanent separation) from University housing; suspension (time-specific separation) from University housing; University housing probation (notice that further finding of responsibility could

result in housing suspension or expulsion), and/or University housing relocation.

9. Other Educational Sanctions: Projects or assignments designed to educate a student in connection with the effect of his/her behavior. Educational assignments include, but are not limited to, papers, letters of apology, and/or alcohol education (e.g. BASICS, DUI School).

### ***Sanctions for Alcohol or Drug Related Violations***

The Division of Student Affairs at the University of Georgia promotes a community of student learning, success, and well being. The abuse and illegal use of alcohol or other drugs jeopardize this community by placing the health and safety of individuals at risk and undermining the university's academic mission. Therefore, we expect all students to act responsibly and in accordance with the law and the university's Code of Conduct.

In recognition of the concerns that may arise from the use of alcohol or other drugs, the University of Georgia supports a program of alcohol and other drug education in conjunction with other sanctions that may be appropriate. All students found in violation of Alcohol and Other Drug Related Misconduct (see Conduct Regulation 4) through the University's conduct process will receive sanctions as outlined below.

#### **First Violation Sanctions for Individual Students** *These minimum sanctions will be imposed for all first violations listed below.*

First violation for possession (not consumption) of alcohol, or facilitating the possession (not consumption) of alcohol by others: Alcohol and Other Drug (AOD) education program and probation for six (6) months from the date of resolution.

First violation for consumption, use, or distribution of alcohol, facilitating the use of alcohol by others, or disruptive or disorderly conduct caused by the influence of alcohol: Alcohol and Other Drug (AOD) education program and probation for twelve (12) months from the date of resolution.

First violation for illegal use, possession or distribution of illegal drugs/controlled substances: Alcohol and Other Drug (AOD) education program and probation for twelve (12) months from the date of resolution.

First violation for sale of illegal drugs or controlled substances: Suspension from the institution.

#### **Subsequent Violation Sanctions for Individual Students**

*Sanctions will likely include at least ONE of the following:*

Subsequent violations while on probation: Alcohol and Other Drug (AOD) education program, additional probation, community service hours, suspension from the institution.

*\*Additional sanctions may be determined by the level of the violation (Level I or II), circumstances of the case and the student's prior record, including the conditions of probation from any prior record.*

#### **Subsequent Violation Sanctions Involving the Operation of a Motor Vehicle**

Any subsequent violation, while on probation for a prior alcohol/drug violation, involving the operation of a motor vehicle after consumption of alcohol and/or use of drugs: Suspension from the institution.

Any second violation, regardless of probation status, involving the operation of a motor vehicle after consumption of alcohol and/or use of drugs when a prior violation also involved the operation of a motor vehicle after consuming alcohol and/or using drugs: Suspension from the institution.

#### **Violations after Suspension**

*Sanctions will likely include at least ONE of the following:*

Any alcohol or drug related violation after suspension: Suspension from the institution, probation, appropriate AOD program, expulsion from the institution.

*\*Additional sanctions may be determined by the level of the violation (Level I or II), circumstances of the case and the student's prior record, including the conditions of probation from any prior record.*

#### **Two or More Violations (separate incidents) while Not on Probation**

In cases where students are referred to the Office of Student Conduct for an additional alcohol/drug related violation that occurs before the resolution of any prior alcohol/drug related violation or pending case – sanctions will be determined by the conduct officer or Hearing Panel but should be no less than those outlined under the heading subsequent violation sanction based on the type of violation.

#### **Additional Sanctions**

The findings of fact, any particular circumstances, and prior record of the student will be factors considered when determining other appropriate sanctions that may be imposed.

#### **Possible Ramifications of Suspension**

Students who are suspended from the University for any length of time should be aware that this action may have an impact on the following:

- tuition, Residence Hall costs and fees (suspension does not forgive financial obligations);
- student financial aid including HOPE Scholarship;
- athletic participation and eligibility;

- health insurance (contact your personal health care provider);
- University housing;
- meal plan;
- use of University resources and access to University facilities;
- immigration status for international students;
- status and benefits of veterans and dependents of veterans;
- internships, assistantships, and study abroad; and
- class withdrawal.

*This is not an exhaustive list.*

### ***Sanctions for Student Organizations***

The following sanctions may be imposed against an organization for the violation of a University conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
2. Revocation of University Registration: Permanent severance of the organization's relationship with the University.
3. Suspension of University Registration: Temporary severance of the organization's relationship with the University for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration, must be specified in the decision of the conduct officer or Hearing Panel.
4. Probation: Notice that further finding of responsibility for the violation of any conduct regulation(s) as specified in the decision of the Hearing Panel or informal resolution agreement will likely result in suspension or revocation of University Registration. The period of probation shall be specified in the decision of the Hearing Panel or the informal resolution agreement.
5. Reprimand: Stated disapproval or warning issued to the organization.
6. Restitution: Reimbursement for a loss caused by the organization's actions.
7. Community Service: Assignment to work a specific number of hours at a community service site approved by the judicial body and/or the Office of Student Conduct. Community Service locations exist on and off campus.
8. Restrictions: Restriction of some or all of the organization's activities or privileges, including, but not limited to, social privileges and recruitment privileges.

9. Other Educational Sanctions: Projects or assignments designed to educate an organization in connection with the effect of its member's actions. Educational assignments include, but are not limited to, alcohol awareness programs, and/or risk management programs.

### ***Interim Suspension***

In certain circumstances, the Director for Student Conduct, or a designee, may impose an interim suspension from the University prior to a hearing before a judicial body. Interim suspension may be imposed upon individual students or organizations only:

1. to ensure the safety and well-being of members of the University community or preservation of University property; or
2. if the student or organization poses a definite threat of disruption of or interference with the normal operations of the University.

During an interim suspension, the student shall be denied access to the campus (including classes and residential buildings) and/or all other University activities or privileges for which the student might otherwise be eligible. During the interim suspension, the student will be permitted on campus for scheduled meetings with the Director for Student Conduct and/or other meetings approved by the Director for Student Conduct.

If an organization is placed on interim suspension, it will be expected that all organization activities stop. Members of the organization are not suspended from the University unless individual suspensions have been imposed.

### ***Notification of Interim Suspension***

Upon receiving a report indicating any of the conditions that warrant interim suspension exist and upon an evaluation of the reliability of that report, the Director for Student Conduct shall immediately notify the student, in writing, of the interim suspension. The written notification will be hand delivered or sent by certified mail, return receipt requested. The following information will be contained in that notification:

1. the University conduct regulation(s) that are alleged to have been violated;
2. a description of the circumstances of the incident as reported to the Director for Student Conduct;
3. an explanation of the conduct process;
4. an explanation of the restrictions placed on the student or organization while on interim suspension;
5. notification that an appeal of the interim suspension may be made to the Vice President for Student Affairs or a designee within two (2) University business days ;

6. contact information for the Director for Student Conduct and the Vice President for Student Affairs; and
7. clarification that if no appeal of the interim suspension is made by the student, the interim suspension and conduct charges would be resolved through the conduct process, either informally or formally, as established in the Code of Conduct.

The student or organization president will have two (2) University business days from the date of receipt of the notification to submit an appeal of the interim suspension. In order for the appeal to occur, the student or organization president must submit a written appeal within that two (2) business day period to the Vice President for Student Affairs, or a designee. The written appeal should contain information that challenges or disputes the interim suspension. The challenge/dispute should be based on procedural error, the suspension is overly harsh based on the charge(s), or other similar claims. The written appeal may be accompanied by any evidence the student or organization deems relevant (which may include but is not limited to witness statements, written reports, and applicable documentation). The interim suspension will remain in effect until the appeal is submitted to the Vice President for Student Affairs or a designee AND a decision regarding the interim suspension has been made. After consideration of the appeal of the interim suspension, the Vice President for Student Affairs or a designee may:

1. Overturn the interim suspension. The student/organization would be immediately reinstated and conduct charges would be handled through the normal conduct process as described in section VI (Conduct Procedures) of the Code of Conduct. The student or organization would schedule a meeting with the Director for Student Conduct or a designee to begin that process.
2. Uphold the interim suspension and the conduct process will proceed. The restrictions placed on the student or organization during the interim suspension would remain in place pending the resolution of the conduct process. The student or organization would schedule a meeting with the Director for Student Conduct or a designee to begin that process.

Following the decision of the Vice President for Student Affairs or a designee, or if an appeal of the interim suspension is not submitted, the interim suspension and the conduct charges would be resolved through the conduct process, either informally or formally, as described in section VI (Conduct Procedures) of the Code of Conduct. If the criteria for informal resolution are met, the action will be resolved upon the completion of a resolution agreement.

If the criteria for informal resolution are not met, the matter will be referred to the University Judiciary for a formal hearing. Given the serious nature of the interim suspension, formal hearings will take place as soon as

possible and within a reasonable and practical time for all parties concerned.

## ***Appeals of Formal Hearings***

The student or organization may appeal the decision from a formal conduct hearing. Appeal information will be included with the decision issued to a student or organization. Appeal forms are available in the Office of Student Conduct and at <http://conduct.uga.edu/students/forms.html>. All appeals must be in writing and submitted to the Office of Student Conduct within five (5) University business days of receipt of the decision. The purpose of appeal procedures is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. The appeal process is not intended to grant a new hearing at a higher level. Dissatisfaction with a decision is not grounds for an appeal.

All levels of appeal described in these procedures involve written appeals only. Students or organizations neither meet with nor make oral presentations to the appellant officer. There may be times, however, when the appellant officer requests a meeting in order to gather further information relative to the matters associated with the appeal.

## ***Grounds for Appeal***

Appeals must be based on substantive or procedural errors that are allegedly or believed to be prejudicial and were committed during the process or if new evidence not presented at the hearing is discovered. These errors should be addressed in the written appeal and are described as follows:

1. Procedural errors - when the published procedures of the conduct process were not followed and the error(s) egregiously violated the student's or organization's rights.
2. Substantive errors - when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student.
3. New evidence - when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.

When an appeal is received in the Office of Student Conduct, it will be forwarded to the Vice President for Student Affairs or a designee for review. In addition to the written appeal, the Vice President for Student Affairs or a designee will receive:

1. the record of the hearing;
2. all documents and evidence presented at the hearing;
3. the written notice of the hearing;
4. the Hearing Panel's decision; and

5. any other documents that pertain to the case.

The Vice President for Student Affairs or a designee shall determine the method of reviewing these materials and make one of the following determinations:

1. Find no error and uphold the original decision.
2. Find that errors did occur and reverse the decision.
3. Uphold the original finding, but modify the sanction(s).
4. Find that errors did occur and send the case back to the Office of Student Conduct for a new hearing. In this event the matter will be referred to the Director for Student Conduct and will follow published conduct procedures for formal hearings.

The Vice President for Student Affairs or a designee will notify the student or organization, in writing, of the decision. The case materials, including a copy of the decision, will be returned to the Office of Student Conduct. The decision of the Vice President for Student Affairs or a designee is considered final and all imposed sanctions take effect, unless the sanction includes a suspension, expulsion, or organization revocation.

### *Further Review for Cases Resulting in Suspension, Expulsion, Charter Suspension/Revocation and Revocation of University Registration*

Students or organizations may apply for further review by the President of the University only if one of the following sanction(s) was issued by the original judicial body AND upheld by the Vice President for Student Affairs or a designee:

1. Suspension from the University (individual student)
2. Expulsion from the University (individual student)
3. Charter Suspension/Revocation (organization)
4. Revocation of University Registration (organization)

If these conditions exist, the student or organization may submit a written request for further review to the Office of Student Conduct within five (5) business days of receiving the decision of the Vice President for Student Affairs or a designee. Any request for Presidential review must be based on procedural or substantive error(s) made by either the original hearing body or the Vice President for Student Affairs or a designee and must involve the sanctions listed above. A review by the President is not considered a matter of right, but is within the sound discretion of the President. If the application for review is granted, the President will appoint a committee comprised of three faculty members or utilize the services of an existing committee to review the case and make a recommendation to the President. Following his/her review of the committee's recommendation, the President will issue his/her decision.

This is the final appeal at the institution and, if applicable, all imposed sanctions take effect after the President issues his/her decision.

### *Application for Review by the Board of Regents*

Only cases that have met the requirements for appeal to the President AND where the sanction was upheld by the President may be permitted to apply for review by the Board of Regents' Office of Legal Affairs ("Legal Affairs"). The application for review shall be submitted in writing to Legal Affairs within twenty (20) calendar days of the date of the President's decision. A review is not considered a matter of right, but is within the sound discretion of Legal Affairs. If the application for review is granted, a Committee shall review the decision of the President. Said Committee shall consist of the Vice Chancellor for Legal Affairs or his or her designee, the Vice Chancellor for Academic Affairs or his or her designee, the Vice Chancellor for Human Resources or his or her designee, and any other person or persons deemed appropriate by the Committee. Legal Affairs may issue guidelines governing the process for review. The decision of the Committee shall be final and binding for all purposes.

Nothing within the Board of Regents' Application for Discretionary Review policy (the "Policy") shall be construed to extend to any party substantive or procedural rights not required by federal or state law. The Policy shall not be construed to extend to any party any expectation of employment, admission, or additional due process rights. The Policy is not part of the due process rights afforded to students or employees of the University System; those rights have been fully afforded upon the decision of the President.

## VII. PARENTAL NOTIFICATION

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The Family Educational Rights and Privacy Act (FERPA) has given colleges/ universities the option to notify parents or guardians about specific types of information from a student's conduct record.

The Office of Student Conduct will notify parents or guardians the first time and every subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other drugs when he/she is under the age of 21 (except in certain circumstances as determined by the Director for Student Conduct or a designee).

## VIII. RECORDS

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### *Confidentiality of Records*

A student may authorize the release of his/her disciplinary record to any party by making a written request.

### *Destruction of Records*

All records of cases in the Office of Student Conduct shall be maintained in a location designated by the Office of Student Conduct until such time as they are destroyed in accordance with the destruction schedule established by the Board of Regents of the University System of Georgia.

## IX. ADOPTION and AMENDMENTS

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Procedures to be followed in conjunction with University conduct hearings and appeals are developed through the efforts of the Office of Student Conduct in conjunction with the University Judiciary and the Vice President for Student Affairs. These procedures, and any amendments to the procedures, are formally adopted when recommended by the Director for Student Conduct and approved by the Vice President for Student Affairs. Those wishing to propose new procedures or amendments to existing procedures should contact the Director for Student Conduct.

University Conduct Regulations are formally adopted by approval of the University Council or Cabinet. For more information regarding this process, contact the Director for Student Conduct.



January 25, 2016

Victor K. Wilson  
Vice President for Student Affairs