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Welcome to the Office Student Conduct!

Emory University has one unified Undergraduate Code of Conduct for all academic units: Emory College, the Goizueta School of Business and the Woodruff School of Nursing. For a hard copy of the Code please contact the Office of Student Conduct.

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Philosophy and Purpose

Emory University is an institution dedicated to providing educational opportunities, transmitting and advancing knowledge, and providing a range of services to both students and the general community. The University endeavors to foster in each student love of learning, commitment to fair and honorable conduct, and respect for the safety and welfare of others. It also strives to protect the community from the influence of those who do not embody these values in their conduct, and to protect the integrity of the University and its property for the benefit of all. For this purpose, and in accordance with the bylaws of the University, the President of the University has defined the interests of the University community to be promoted and protected and has delegated to the Senior Vice President and Dean for Campus Life the responsibility of implementing such a system via the Undergraduate Code of Conduct, hereafter referred to as the Code.

The activities of students beyond the classroom influence the educational process and learning environment, just as the intellectual atmosphere of the campus contributes to students' personal growth and development. Many forms of nonacademic conduct, as well as all academic affairs, are therefore areas of proper concern and regulation by the University community. The guiding principle of University regulation of undergraduate conduct is the responsible exercise of freedoms and privileges. Members of the University community are granted the greatest possible degree of self-determination correlative to acceptance of the full responsibility for their conduct and the consequences of their actions.

Because the University is an institution of learning, the Code has education as its foremost aim; it is not intended to be a solely punitive process nor a substitute for the law. The Code aims to sustain a safe environment conducive to learning, promote a climate of mutual respect, foster open dialogue that promotes learning and understanding, promote individual well-being and personal development, and encourage the application of ethical decision-making in the daily life of undergraduates.

Authority and Coverage

This Code applies to undergraduate students enrolled in Emory College, the Woodruff School of Nursing, and the Goizueta Business School, in their conduct both on and off campus. Furthermore, the Senior Vice President and Dean for Campus Life is delegated responsibility pertaining to all student organizations, student government, and fraternities and sororities. In addition, the Senior Vice President and Dean for Campus Life has the responsibility and authority to discipline students and organizations and may choose to handle such matters in a direct and expedient manner, including taking interim action.

Academic misconduct falls within the jurisdiction of the individual academic units of Emory University, not this Code. Allegations of non-academic misconduct will be resolved in accordance with the procedures outlined in this Code. Other units within the University may choose to implement more rigorous standards (for example, members of fraternities and sororities, or student organizational leaders), but such standards and penalties shall be in addition to, not a replacement of, this Code.

Continuation as a student is conditional upon compliance with the expectations of student conduct expressed or implied in this Code.

Expectations of Conduct

Emory University expects that all students act honorably, demonstrating a keen sense of ethical conduct. The University expects that its students behave respectfully, providing particular consideration for other people and for property. As members of a community, Emory University expects that students act responsibly, being accountable for the safety and well-being of themselves and others. University students are expected to be trustworthy, demonstrating honest character upon which others may rely with confidence.

Although it is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student, the following are examples of the types of behavior that are considered violations of this Code.

I. Honor and Ethics

- a. Attempting, assisting, knowingly permitting, or encouraging any conduct in violation of Emory University's expectations of undergraduate students' conduct.
- b. Interfering with normal University functions, University-sponsored activities, or any function or activity on University premises, including the rights of others to free expression.
- c. Disregarding or failure to comply with the directive of a University official, including but not limited to faculty, staff, Emory police officers, and Residence Life staff members.
- d. Failing to complete sanctions assigned by the Office of Student Conduct and/or knowingly violating the terms of any disciplinary sanction imposed or any mutual agreement reached in accordance with this Code.
- e. Interfering with normal University business operations, including but not limited to unauthorized stay in a University facility.
- f. Engaging in violation of Academic and Administrative Information Technology (AAIT) policies, including disrupting or altering University or other computer systems or material; gaining or providing unauthorized electronic access to University or other computer systems or material; or violating copyright or proprietary material restrictions.
- g. Violating Residence Life & Housing policies or the Undergraduate Housing Agreement.
- h. Violating University or school rules, regulations, or policies.
- i. Violating any government laws or ordinances.

II. Respect and Consideration

- a. Causing physical harm to any person.
- b. Threatening harm to any person, or behaving in a manner that a reasonable person would consider alarming or intimidating.
- c. Behaving in a manner that a reasonable person would consider indecent or disorderly.
- d. Violating the University Sexual Misconduct Policy.
- e. Violating the University's Discriminatory Harassment Policy, that includes provisions against sexual harassment.
- f. Intentionally or unintentionally causing harassment, ridicule, physical discomfort, or harm for another student for the purpose of initiation into or affiliation with any organization, team, or group, regardless of whether that student consents to such treatment.
- g. Exposing one's own genitals, buttocks, or breasts in a public place (unless specifically authorized for activities such as theater productions or class).
- h. Any unauthorized use of electronic or other devices to make an audio or video recording of any person while on University premises without his/her prior knowledge, or without his/her effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

III. Responsibility and Accountability

- a. Violating the University's Alcohol and Drug Abuse Policy.
- b. Using, possessing, or storing any weapon on campus without authorization.
- c. Using, possessing, or storing fireworks or any incendiary, dangerous, or noxious devices or materials without authorization.
- d. Intentionally misusing or damaging fire or other safety equipment.

IV. Trustworthiness and Honesty

- a. Purposefully misrepresenting oneself or deceiving others; making false reports of emergencies; lying; or creating and/or using false documents, identification, or access devices.

- b. Using or being in or on University premises, facilities, or property without authorization.
- c. Stealing or misusing property or services, or knowingly possessing stolen property or using stolen services.
- d. Destroying, damaging, or vandalizing property.
- e. Inappropriately participating in the Code of Conduct and/or hearing processes, including falsification of information before a hearing body; interference with conduct proceedings; instituting conduct proceedings without cause; attempting to influence the impartiality of a conduct officer, council member, or chair prior to or during the course of the conduct proceeding; harassment or intimidation of a conduct officer, council member, or chair prior to, during, or after a conduct proceeding; or influencing another person to commit an abuse of the conduct process.
- f. Joining, administering, representing, paying dues to, residing in housing affiliated with, or claiming membership in a banned student organization.

Hearing Bodies

Conduct Officers

The Senior Vice President and Dean for Campus Life shall appoint a number of conduct officers as he deems advisable for the effective maintenance of the conduct process. Conduct officers shall be authorized to investigate and resolve all conduct cases arising under this Code.

Boards and Councils

The Senior Vice President and Dean for Campus Life shall establish a number of councils and boards as he deems advisable for the effective maintenance of the conduct process. There shall be a pool of council and board members. The pool of faculty and staff members shall be from Emory College, the Goizueta Business School, the Woodruff School of Nursing, or the Division of Campus Life. The pool of undergraduate students shall be from Emory College, the Goizueta Business School, or the Woodruff School of Nursing.

The following standing boards and councils are established:

1. Conduct Council
 - a. Jurisdiction: the Conduct Council is established as the general hearing body for all conduct cases arising under this Code.
 - b. Membership: the University Conduct Council shall be comprised of the following members:
 1. a chair, who shall be either a faculty or staff member and shall not vote except in cases of a tie;
 2. two faculty or staff members;
 3. three undergraduate students.
2. Alcohol and Other Drug Review Board
 - a. Jurisdiction: the Alcohol and Other Drug Review Board is established as the hearing body for conduct cases involving an alleged violation of the University's Alcohol and Drug Abuse Policy or other conduct offenses substantially related to the use of alcohol, as determined by the Director of Student Conduct.
 - b. Membership: the Alcohol and Other Drug Review Board shall be comprised of the following members:
 1. a chair, who shall be either a faculty or staff member and shall not vote except in cases of a tie;
 2. two faculty or staff members;
 3. three undergraduate students.
3. Peer Review Board
 - a. Jurisdiction: the Peer Review Board is established as the hearing body for allegations of minor conduct violations as determined by the Director of Student Conduct. Such violations include, but are not limited to, vandalism, some residence hall policy violations, and minor alcohol violations.
 - b. Membership: the Peer Review Board shall be comprised of the following members:
 1. a chair, who shall be a student and shall not vote except in cases of a tie;
 2. five undergraduate students;
 3. an advisor, who shall be the Director of Student Conduct or his/her designee, but shall not vote.
4. Appeal Board
 - a. Jurisdiction: the Appeal Board is established as the hearing body for considering appeals for all cases resolved under this Code. The function of the Board is to review appeals and make recommendations to the Senior Vice President and Dean for Campus Life.
 - b. Membership: the Appeal Board shall be comprised of the following members:
 1. one faculty member;
 2. one staff member;
 3. one undergraduate student.

Appointments

The appointments of conduct officers as well as chairs and staff to each of the hearing bodies and the Appeal Board shall be for a period of one academic year, and will be made by the Senior Vice President and Dean for Campus Life. Faculty appointments shall be for a period of one academic year, and will be made by the dean of the appropriate school in consultation with the Senior Vice President and Dean for Campus Life. Student appointments shall be for a period of one academic year, and will be made by the Senior Vice President and Dean for Campus Life. Appointments may be renewed at the discretion of the Senior Vice President and Dean for Campus Life.

There shall be a pool of board and council members. If a sufficient number of board or council members is not available, substitutes may be appointed by the Senior Vice President and Dean for Campus Life.

Procedures

Reporting Alleged Misconduct

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Director of Student Conduct. Reports generated by Sorority and Fraternity Life and Residence Life and Housing, as well as Emory Police, will be forwarded to the Director of Student Conduct for review. The Director of Student Conduct reviews all reports of alleged misconduct. A determination of whether action should be taken in response to a report will be made by the Director of Student Conduct. This determination may result in the report being assigned to a conduct officer for investigation, or in assignment to the Alcohol Review Board or the Peer Review Board for an informal hearing. Reports of alleged misconduct which meet the criteria for medical amnesty may be resolved as outlined within the Medical Amnesty Policy.

For reports that result in assignment to a conduct officer for investigation, the Office of Student Conduct will notify the accused student in writing that he or she must make an appointment for a preliminary meeting within five days of the date on the written notice. Failure to schedule or attend this meeting will result in a formal hearing on the alleged misconduct before either a conduct officer or the University Conduct Council.

For reports that result in assignment to either the Alcohol and Other Drug Review Board or Peer Review Board for a hearing, the Office of Student Conduct will notify the accused student in writing of his or her scheduled hearing date, time, and location. Failure to attend this hearing will result in the board making a decision on the alleged misconduct without the benefit of the accused student's involvement.

For reports alleging misconduct by an organization, the president of that organization shall be the designated representative of the organization in all conduct proceedings. In this Code, all references to an accused student may also refer to an accused organization.

Preliminary Meeting

For cases assigned to a conduct officer for investigation, a preliminary meeting shall occur between a conduct officer and the accused student to review the report as well as to ascertain the accused student's perspective on the incident. The purpose of this meeting is to review the alleged misconduct with the accused student, and to determine if, in the conduct officer's determination, the accused student violated the Code. If the conduct officer determines this Code was not violated by the accused student, then the case shall be dismissed. If the conduct officer determines it is likely that the Code was violated by the accused student then the accused student will be advised of the alleged violations and shall have the opportunity to accept or not accept responsibility for each alleged violation of this Code.

If a student accepts responsibility for having violated this Code, the conduct officer will make a recommendation of sanction(s).

If a student does not accept responsibility for an alleged violation or declines to make a decision, then the student shall have a formal hearing. The accused student shall have the right to select a formal hearing before either a conduct officer or the University Conduct Council. Failing to choose shall result in the Director of Student Conduct making this choice.

Informal Hearings

Accused students who are referred to the Alcohol and Other Drug Review Board or Peer Review Board shall have informal hearings. The purpose of an informal hearing is to examine the report of misconduct, make a determination of responsibility and, if necessary, recommend sanction(s).

The following procedures and rules shall apply to all informal hearings:

- At least a majority of members of the board must be present in order to hear and decide a case.
- Failure on the part of the accused student to attend this hearing will result in the board making a decision on the alleged misconduct without the benefit of the accused student's involvement.
- The proceedings shall be non-adversarial in nature. The chair of the board is empowered to take such steps as may be necessary to preserve the non-adversarial character of the hearing.
- Hearing proceedings may not be recorded.

- The chair of the board shall determine the admissibility of all evidence and testimony, as well as the relevance of all questions posed by the board. This determination shall be based on relevance. Rules of evidence applicable to court proceedings shall not apply.
- The accused student shall have the right to be present at all times during the hearing, except when the board enters into deliberations.
- The board may require any student of the University to attend to give testimony relevant to the case under consideration. The board may request the attendance of a faculty or staff member, or alternatively request that a faculty or staff member furnish a written statement.
- After evidence has been reviewed the board shall deliberate to decide the case. The accused student shall be found "in violation" or "not in violation" by a majority vote. The standard that shall be used is one of preponderance of evidence.
- If the accused students is found "in violation," the board shall deliberate to make a recommendation of sanction(s). The sanction recommendation shall be determined by a majority vote. All recommendations shall be reviewed by the Director of Student Conduct.
- At the conclusion of the process the student will be notified in writing of the outcome of his or her case by the Office of Student Conduct.

Each board may adopt additional procedures and rules as deemed necessary to the orderly operation of the hearing, provided that those procedures and rules do not conflict with the provisions of this Code.

Formal Hearings

Students who are formally charged with misconduct or who do not participate in the conduct process by scheduling or attending a preliminary meeting or by making elections regarding the disposition of their case shall have a formal hearing. The purpose of a formal hearing is to examine the report of misconduct, the results of the initial conduct officer's investigation and additional evidence or testimony relevant to the case in order to make a determination of responsibility, and if necessary to make a sanction recommendation.

The following procedures and rules shall apply to all formal hearings:

- Notification of the date, time and location of the hearing; a list of witnesses asked by the University to testify; and notification of the allegations of possible violations shall be sent in writing to the accused student, and the complainant if any, at least seven calendar days before the scheduled date of the hearing.
- Failure on the part of the accused student, complainant, advisor, or witnesses to attend this hearing will result in the hearing body making a decision on the alleged misconduct without the benefit of the accused student's involvement, the advisor's support, or witnesses' testimony.
- For cases assigned to the University Conduct Council at least a majority of members of the board must be present in order to hear and decide a case.
- There shall be a single verbatim record, such as a tape recording, of all formal hearings (not including deliberations). The recording shall be the property of the University.
- The proceedings shall be non-adversarial in nature. The conduct officer or chair of the Council is empowered to take such steps as may be necessary to preserve the non-adversarial character of the hearing.
- The conduct officer or chair of the Council shall determine the admissibility of all evidence and testimony, as well as the relevance of all questions. This determination shall be based on relevance, and rules of evidence applicable to criminal or civil court proceedings shall not apply.
- The accused student, and the complainant if any, shall have the right to be present at all times during the hearing, except when the conduct officer or the council enters into deliberations.
- The University may require any student of the University to attend and to give testimony relevant to the case under consideration. Signed, written statements of witnesses who cannot attend the hearing may be accepted at the discretion of the chair and/or Director of Student Conduct. The University may request the attendance of a faculty or staff member, or alternatively request that a faculty or staff member furnish a written statement.
- After all admissible evidence has been reviewed, the conduct officer or the council shall deliberate to decide the case. For cases assigned to the University Conduct Council, the accused student shall be found "in violation" or "not in violation" for each alleged violation and by a majority vote. For all cases, the standard that shall be used is one of preponderance of evidence.
- If found "in violation" the conduct officer or the Council shall deliberate to make a recommendation of sanction(s). For cases assigned to the University Conduct Council, the recommendation of sanction(s) shall be determined by a majority vote. All recommendations shall be reviewed by the Director of Student Conduct.
- At the conclusion of the process the student will be notified in writing of the outcome of his or her case by the Office of Student Conduct.

Each conduct officer or council may adopt additional procedures and rules as deemed necessary to the orderly operation of the hearing, provided that those procedures and rules do not conflict with the provisions of this Code.

Student Rights

While participating in formal hearings, complainants and respondents shall have the following rights:

- a. The right to a written notice of charges.
- b. The right to a list of witnesses who will be asked by the University to testify at a hearing as well as the opportunity to review all written evidence.
- c. The right to present evidence, or to call witnesses not already called by the University to testify or submit written statements. Additional witnesses must have the prior approval of the Director of Student Conduct or chair of the Council. It is the responsibility of the accused student to notify any additional witnesses not called by the University of the time, date, and location of the hearing.
- d. The right to suggest questions for the conduct officer or chair of the Council may pose to a witness. The officer or chair of the Council has the discretion to decline to ask a question if he or she deems it not relevant.
- e. The right to assistance from an advisor who is a current member of the Emory community (faculty, staff, or student) and is not a lawyer or law student.
- f. The right to be present at the hearing until such time as the conduct officer or the council retires to deliberate. A student may voluntarily elect to waive some or all of these rights. Such an election must be made in writing to the Office of Student Conduct.

Advisors

To protect the educational and non-adversarial nature of the conduct process, guidelines for participation of advisors will be strictly enforced. In general, participation of advisors is only allowed on behalf of respondents or complainants during formal hearing proceedings. Requests to have advisors present during other elements of the conduct process may be granted at the discretion of the Director of Student Conduct. At all times, advisors must follow the guidelines for their participation.

The term advisor is defined as a current member of the Emory University community—faculty, staff, or student—who provides assistance to an accused student or complainant at that student's request during a formal hearing. An advisor may not be an attorney or a law student. The role of the advisor is to support the student. An advisor may not play an active role such as giving statements or questioning witnesses. An advisor may not speak for or on behalf of the student. A student may consult with his/her advisor during breaks in the hearing, or an advisor may make whispered or written comments to the student during the hearing, provided such comments do not interfere with the hearing process.

Sanctions

In determining appropriate sanctions, consideration may be given to:

- a. the nature of, severity of, and circumstances surrounding the violation,
- b. the student's acceptance of responsibility;
- c. conduct history of the student or organization;
- d. the impact of a sanction on a student;
- e. previous cases involving similar conduct; and
- f. any other information deemed relevant by the hearing body or the Director of Student Conduct.

Conduct officers, boards and councils may make recommendations of sanctions for students who have accepted responsibility or been found in violation of this Code. These recommendations shall be reviewed by the Director of Student Conduct, or the Special Assistant to the Senior Vice President and Dean for Campus Life in the event that the Director of Student Conduct is the assigned conduct officer or chair of the Council. Based on this review, the recommended sanctions or sanctions of greater or lesser severity may be imposed.

The dean of the school in which a student is enrolled will be advised of any decision resulting in the student's suspension or expulsion.

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated this Code:

- a. **Expulsion** – permanent separation of the student from the institution. An expelled student will be removed from all classes and not permitted to re-enroll. Expulsion will be reflected on the student's dean's certification. Expelled students may be barred from campus following their expulsion.
- b. **Suspension** – temporary separation of the student from the institution for a period of time. A suspended student will be removed from all classes and not permitted to re-enroll while the suspension is in effect. Suspension may either be definite –for a specific period of time, such as a number of semesters- or indefinite, meaning the suspension is in effect until certain conditions are met by the student that allow for readmission. Suspension will be reflected on the student's dean's certification. Suspended students may be barred from campus and/or from utilizing campus services during the term of their suspension.
- c. **Disciplinary Probation** – formal recognition that the student is not currently in good disciplinary standing with the University. Probation may impact the student's eligibility to participate in certain programs or services. Probation may either be definite –for a

- specific period of time, such as a number of semesters- or indefinite, meaning the probation is in effect until certain conditions are met by the student that allow for readmission. Disciplinary probation will be reflected on the student's dean's certification.
- d. Organizational Suspension or Dissolution – restriction for a specified time period from activities sponsored, co-sponsored, performed, or attended by an organization's members, or complete loss of University recognition of an organization.
 - e. Formal Warning – a notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
 - f. Loss of Privileges – denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the University in such things as student leadership capacities or sports teams, denial of the use of campus facilities, or denial of parking privileges, or loss of privileges to participate in organizations, activities, or events.
 - g. Housing Restriction/Relocation
 - h. No Contact Order – prohibition against having any form of contact with another student for a defined period of time. Such contact includes in person communications, telephone calls, e-mails, or sending messages through a third party.
 - i. Restitution – compensation for loss, damage, or injury. This may take the form of service, monetary compensation or material replacement.
 - j. Community Service – completion of either a specific number of hours of community service or the completion of a service project under the direction of the Volunteer Emory Office. Independent service projects may also be approved at the discretion of the Director of Student Conduct.
 - k. Educational Projects/Initiatives – projects, classes or assignments designated to educate a student or organization in connection with the effects of his/her behavior.
 - l. Other – other sanctions as deemed appropriate by a hearing body and approved by the Director of Student Conduct or Special Assistant to the Senior Vice President and Dean for Campus Life.

The University reserves the right to place a "hold" on the diploma, degree certification, official transcripts, or registration of the accused student even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until any allegations of misconduct are resolved and/or sanctions as well as other conduct obligations completed.

Appeals

The respondent may appeal findings of responsibility and/or sanctions. Appeals are considered by the Appeal Board, which makes a recommendation to the Senior Vice President and Dean for Campus Life, who then makes the final decision on all appeals. The Appeal Board only reviews documents; it does not hear testimony. To initiate an appeal, the respondent must submit a written statement of the specific reason(s) for appeal to the Director of Student Conduct within seven days of receipt of the hearing decision. The Office of Student Conduct will then convene the Appeal Board to consider the appeal.

Students who accept responsibility for their violation may not appeal based on this ground, but they may appeal the sanctions imposed. The right to appeal findings of responsibility and/or sanctions is reserved for the respondent.

The Appeal Board will review the documents pertaining to the case to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in this Code of Conduct.
2. Whether or not the interpretation of the Code was appropriate.
3. Whether or not the sanction(s) imposed were appropriate.

After reviewing the documents pertaining to the case, the Appeal Board will issue a written review of the hearing decision within a reasonable period of time from the receipt of the request for review. The Appeal Board shall recommend one of the following courses of action:

1. Affirm the hearing decision and affirm the recommended sanction(s).
2. Affirm the findings of the hearing decision, but impose a different set of sanction(s), which may be of greater or lesser severity.
3. Remand the case to the Director of Student Conduct to assign a hearing body to conduct a new hearing.

The recommendation of the Appeal Board shall be referred to the Senior Vice President and Dean for Campus Life. After considering the recommendation for the Appeal Board, the Senior Vice President and Dean for Campus Life shall make a decision on the appeal. This decision shall be final.

Definitions

When used in this Code:

1. The term **complainant** can be used to refer to a person, a group, an entity, or the University. When the complainant is a group, any one of the following may be appointed by that body to represent it: the University, an entity, or a single person, provided that person is a member of the Emory community.
2. The term **respondent** can be used to refer to a person, a group, or an organization.

When the respondent is a group or organization, a single person may be appointed by that body to represent it. This term may be used interchangeably with "accused student" or "accused organization."

3. The term **days** means calendar days.
4. The term **group** means a two or more persons who are associated with each other who have not followed University requirements for recognition as an organization.
5. The term **hearing body** means any person(s) authorized by the Senior Vice President and Dean for Campus Life to hold a disciplinary hearing, to determine whether a student has violated the Code, and to impose sanctions. This term includes the Conduct Council, the Alcohol and Other Drug Review Board, the Peer Review Boards, and conduct officers.
6. The term **conduct officer** means any person(s) authorized by the Office of Student Conduct to hold preliminary meetings, conduct investigations, hold conduct hearings, and determine whether a student has violated the Code as well as recommend sanctions. This term includes the Assistant Director and Director of Student Conduct.
7. The term **organization** means a number of persons who have followed the University requirements for recognition.
8. The terms **notify in writing** or **transmit in writing** mean to mail (U.S. or campus) written notice to the student's most recent address of record, to hand deliver written notice to the student, or to send via electronic mail.
9. The term **preponderance of evidence** means it is more likely than not that a violation occurred.
10. The term **student** means any person pursuing undergraduate studies at the University. At the discretion of the Senior Vice President and Dean for Campus Life, the term may be extended to mean: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, has been enrolled in Emory University and may reasonably seek enrollment at a future date, (3) a person who has applied or been accepted for admission to Emory University and may reasonably be expected to enroll, or (4) a person enrolled in the Emory University Pre-College Program on a credit or non-credit basis.
11. The terms **University** and **institution** mean Emory University.
12. The term **University premises** means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the University.
13. The term **University-sponsored activity** means any activity, on or off campus, that is initiated, aided, authorized, or supervised by the University.
14. The term **weapon** means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, or ice picks.
15. References to **Senior Vice President and Dean for Campus Life**, **Dean of Emory College**, **Dean of Goizueta Business School**, or **Dean of Woodruff School of Nursing**, or **Director of Student Conduct** include his or her designee.
16. The term **banned organization** means a student group (in whatever form or reconstituted form) that has committed or has a history of significant and/or repeated violations of the law or University regulations and policies, such that its formal recognition by the University (in whatever form or reconstituted form) has been permanently or temporarily revoked or banned because its conduct has been determined to have irreparable adverse effects on the University and members of the University community. Examples may include but are not limited to an organization that holds itself out to the University community as a fraternity or sorority but which does not adhere to the Office of Sorority and Fraternity Life policies and procedures.

Notices

Interim Actions

The University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. The Senior Vice President and Dean for Campus Life is charged with the welfare of all students. Accordingly, in emergency situations, the Senior Vice President and Dean for Campus Life has full authority to deal with student conduct according to the exigencies of the situation and for its duration.

Limitations Regarding Rehabilitation

The University is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution's relationship with them, as provided in this Code.

Interpretation

Any question of interpretation or application of this Code shall be referred to the Senior Vice President and Dean for Campus Life or his designee for final determination.

Confidentiality, Maintenance, and Retention of Records

Students' conduct records are confidential and will not be released outside the University without the student's specific written permission, except as provided by applicable law. To the extent permitted by law, the complainant or victim shall also receive notice of the outcome of the conduct process.

Conduct records may be shared within the University with those individuals with an educational need to know, as provided by federal law. Students should be aware that the outcome of

conduct proceedings may result in actions by other departments of the University over which the Office of Student Conduct has no direct control.

Formal notification of conduct action resulting in University probation, suspension, and expulsion shall be forwarded to the dean of the student's appropriate academic unit by the Director of Student Conduct. The dean of each school shall determine how this documentation will be stored and referenced within the school.

The Director of Student Conduct shall:

1. maintain files on all undergraduate student conduct reports, records, and hearing proceedings according to procedures established by the Office of Student Conduct and Emory University;
2. be the official custodian of records relating to the non-academic misconduct of undergraduate students;
3. retain records of all conduct cases that result in a finding of responsibility for at least the entire tenure of a student's enrollment with the University; and
4. establish additional policies regarding the retention and maintenance of student conduct records, and such policies shall conform to established University policies on record retention.

Violations of the Law and the Code

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal allegations of possible violations, civil actions, or other University proceedings regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities when appropriate.

Nature of and Changes to the Code

Nothing in this document constitutes a contract or creates a contractual obligation on the part of Emory University. The University reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the University. The University further reserves the right to alter or modify any statement contained in this document without prior notice.