

STUDENT CODE OF CONDUCT AND COMMUNITY STANDARDS

Monroe College is an academic community led by faculty and staff who collectively embrace the mission of preparing our students for continued scholarship, professional growth, and career advancement. The College values honesty and integrity, strong interpersonal relationships, and excellent learning outcomes for our students.

Enrollment at the College assumes an agreement by each student to comply with basic expectations that sustain an environment characterized by civility and conducive to learning.

Participation in the Monroe community requires that students understand not only their rights and privileges, but their responsibilities as well. Students have a right to pursue their studies in a teaching and learning environment that promotes academic, personal, and professional growth. They also have the responsibility to positively contribute to an atmosphere of respect, care, and professionalism.

Violations of our community standards, this Code of Conduct; applicable external regulations; and local, state and federal laws are subject to appropriate disciplinary action, including expulsion, and if necessary, the notification of outside authorities.

Student Code of Conduct

The Student Code of Conduct contains policies that establish standards of behavior for students at Monroe College relating to:

1. Academic Honesty

As an institution of higher education, Monroe College holds students and faculty to the highest standards of academic integrity. The College's policies on academic honesty are described in the **Code of Academic and Scholarly Integrity**, and are administered by the Office of Academic and Student Affairs. The full policy can be found here: [Code of Academic and Scholarly Integrity \(https://catalog.monroecollege.edu/catalog/academic-policies/undergraduate-academic-policies/#text\)](https://catalog.monroecollege.edu/catalog/academic-policies/undergraduate-academic-policies/#text)

2. Residence Hall Regulations

Students who reside in Monroe College residence halls are required to abide by the policies and regulations outlined in the **Housing Agreement** and the **Residence Life Handbook**, in addition to this Code.

3. Alcohol

As the College community prioritizes the intellectual, personal, and professional development of students and the health and safety of all its members, there are restrictions and regulations related to the use of alcohol and other drugs.

Alcohol is not permitted on campus with the exception of a limited number of College-sanctioned events. All students must comply with applicable federal and state laws pertaining to the consumption of alcohol.

The College prohibits any individual from being on campus intoxicated (regardless of age), as well as the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol, and driving while impaired due to alcohol consumption while on campus or residing in the residence halls. A student hosting or

attending an off-campus function should be aware of applicable laws regarding alcohol. Students should not return to the campus in a state of intoxication.

Important note regarding alcohol/drug use: The College will not sanction any student who is the victim or witness of sexual misconduct at or near the time while he/she is under the influence of alcohol/drugs. Please see the Alcohol/Drug Amnesty policy in the College's Sexual Misconduct Policy, Title-IX, Enough is Enough (Article 129A and 129B) and Sexual Misconduct (<https://www.monroecollege.edu/Title-IX-and-Sexual-Misconduct/>), for more information.

Specific violations of this standard include, but are not limited to:

- a. The possession, use, consumption, manufacture, sale, or distribution of alcohol under the legal age to do so;
- b. Possessing or consuming alcohol in the college residence halls, whether in common areas or individual rooms

4. Drugs

The term "drugs" broadly includes, but is not limited to, any stimulant, intoxicant (other than alcohol as it is covered above), depressant, hallucinogen, or other chemical substances, compound or combination, including any otherwise lawfully available product, which has not specifically been prescribed for that student at the dose consumed according with the current prescription, or used for any purpose other than its intended use.

The illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the College and may be reported to all appropriate law enforcement authorities. All College buildings, including residence halls, are designated as smoke-free for all substances, including smoking vapes and hookahs.

The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, bongos or marijuana pipes, grinders, smoking vaporizers, hypodermic needles, and syringes.

Specific violations of this standard include, but are not limited to:

- a. The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription, or prescription drug not prescribed to the student;
- b. The transfer, delivery, or manufacture or intent to transfer, deliver, or manufacture any drug or drug paraphernalia;
- c. The misuse, sale, delivery or transfer of a prescription or prescription drug;
- d. Driving while impaired by any drug, whether it be legal or illegal, while residing in the college housing;
- e. Violating any applicable local, state, or federal laws relating to drugs or drug paraphernalia.
- f. Returning to campus in a state of impairment from alcohol or drugs.
- g. Bringing guests to campus who are in a state of impairment from alcohol or drugs.

Important note regarding drug/alcohol use: The College will not sanction any student who is the victim or witness of sexual misconduct at or near the time while he/she is under the influence of drugs/alcohol. Please see the Alcohol/Drug Amnesty

policy in the College's Sexual Misconduct Policy, Title-IX and Sexual Misconduct (<https://www.monroecollege.edu/Title-IX-and-Sexual-Misconduct/>), for more information.

5. Endangering the Safety of Others

The College values the welfare and safety of all members of the community. Students may not behave in a way that compromises their own well-being or that of others.

Specific violations of this standard include, but are not limited to:

- a. Creating an unsafe condition or environment that could cause harm to the student or others;
- b. Acting in a manner that endangers or reasonably could endanger the health, safety, or welfare of the student or anyone else; or
- c. Instigating, participating or otherwise encouraging others to engage in a fight, riot, or other disruption.

6. Discriminatory Behaviors and Other Harassment

Any verbal, written or physical conduct toward another that unreasonably creates an intimidating, hostile or offensive learning, living, or working environment or unreasonably interferes with an individual's academic or work performance is prohibited.

7. Disruptive Conduct

A student shall not impair, interfere with, or obstruct the orderly conduct, process or function of the College or any of its students, faculty members, staff, guests, or the surrounding community.

Specific violations of this standard include, but are not limited to:

- a. Committing or threatening to commit any act of physical violence against self or another. This includes, but is not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning, or restraining;
- b. Threatening the health, safety, or welfare of another;
- c. Interfering with the freedom of movement of another;
- d. Invading the privacy of another;
- e. Interfering with the right of another to enter, use, or leave any College building, facility, property, service, resource, or activity;
- f. Interfering with a faculty member or College staff member in the performance of their duties;
- g. Interfering with the freedoms of speech, religion, or association of another;
- h. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior or cursing in public places on the campus;
- i. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the College;
- j. Exhibiting public nudity or lewd behavior;
- k. Utilizing cell phones or other electronic devices in a way that causes disruption to the learning environment or public spaces on campus;
- l. Behaving in a manner that disrespects the role of the professor or disrupts the learning of others, whether in the virtual learning setting or on-ground classroom.

8. Failure to Comply

It is a violation to ignore, disregard, or otherwise refuse to comply with the provisions of this Code of Conduct; processes related to student conduct hearings or proceedings; other regulations of the College; or directives from College administrators, College public safety officers, or law enforcement officials.

9. False Information

Knowingly making a false or misleading oral or written statement to any College official, staff member, or faculty member is prohibited. This includes, but is not limited to, providing false or misleading information on an application for admission, financial aid documents, employment or internship timesheets, documentation (such as medical notes) provided for class attendance.

10. Fire Safety

A student shall not engage in any behavior that creates a fire hazard nor shall a student inhibit or impede another person who is responding to a fire hazard.

Specific violations of this standard include, but are not limited to:

- a. Setting or causing a fire;
- b. Tampering with, misusing or damaging fire or safety equipment, such as fire alarms, heat sensors, smoke detectors, fire extinguishers, or hoses;
- c. Blocking or otherwise preventing the use of a fire exit, including hallways, windows, doors, and stairwells;
- d. Failing to immediately exit any College facility or building when a fire alarm has been activated, or hindering or impairing the orderly evacuation of any College building or facility; or
- e. Not complying with the directives of any college official or faculty member in connection with a fire, alarm or other safety or security measure.

11. Guests on Campus

Students are responsible for the conduct of their guests and must ensure that guests comply with College regulations, including the standards in this Code.

Guests visiting residents of college housing must comply with specific days and times established by the Office of Residence Life. Guests are **not permitted** in the residence halls overnight.

12. Misuse of Materials, Services or Property

A student shall not misuse any material, service, or property belonging to the College or another party.

Specific violations of this standard include, but are not limited to:

- a. Destroying, damaging, or misusing any property belonging to another;
- b. Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, College-provided key or access card, residence hall key or access card, laboratory equipment, emergency phone, athletic equipment, or any material issued or owned by the College;
- c. Destroying, damaging, or defacing any College building, facility or property;
- d. Impairing or otherwise hindering another's use of a College material, service, or property.

13. Sexual Misconduct

Sexual misconduct includes sexual assault, sexual harassment, domestic violence, dating violence, stalking, and sex discrimination. All incidents of sexual misconduct will be resolved through the College's Sexual Misconduct Policy, which can be found online at Title-IX-and-Sexual-Misconduct (<https://www.monroecollege.edu/Title-IX-and-Sexual-Misconduct/>)

Where a student is found 'responsible' for a violation involving certain types of violence, including sexual violence such as rape or sexual assault, and is then subjected to expulsion from the College, the student's transcript may receive a notation stating "Expelled

after a finding of responsibility for a Code of Conduct violation,” as appropriate. Where a student withdraws from the College while such charges are pending, the student’s transcript may receive a notation stating “Withdrew with conduct charges pending.” Transcript notations regarding expulsion are permanent.

14. Student Clubs and Organizations

Student clubs and organizations must adhere to the same standards of conduct applicable to individual students while on campus and when participating in off campus activities.

15. Theft

Students may not take or possess the property of the College, its guests, or any member of the College community without right or permission.

16. Weapons, Dangerous Instruments, and Explosive Chemicals or Devices

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

- a. Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- b. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded) or ammunition; even those students with a valid carrying permit;
- c. Any BB gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
- d. Any knife or blade (with the exception of culinary students bringing tools to and from class in appropriate carrying case);
- e. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.

Note: Students who are active law enforcement officers must conceal their weapons while on campus and notify Public Safety at the start of each semester. In addition, students are required to sign in on the “carry log” with public safety anytime they are armed upon entering any campus building. (Carry log instructions will be explained to students when they notify public safety at the start of each semester.)

Disciplinary Process

Upon learning of a potential violation of the Student Code of Conduct, an administrative review will be conducted by an appropriate dean or vice president.

The administrative review may involve various college officials appropriate to the student violation and campus involved. The specific aspects of the review may vary as appropriate to the alleged violation, but may include interviewing the student in question, interviewing other students or individuals who may have witnessed the incident or have other relevant knowledge, and gathering relevant evidence such as photographs, security camera video footage, social media, text messages, and other information. The student will be given the opportunity to explain their alleged actions. Depending on the nature

of the conduct alleged, temporary sanctions may be imposed, as appropriate, during the review.

Upon receiving the determination of the administrative review, the student will receive written notice describing the conduct alleged. It will articulate the Code of Conduct provision that such conduct violates, the determination of the student’s responsibility, and any sanctions imposed.

College administration reserves the right to determine appropriate sanctions to be imposed upon a student for any violation of the Student Code of Conduct. The sanctions explained in the following section may be cumulative, and no sanction needs to be exhausted before any other sanction may be imposed. Sanctions may be determined based on a past disciplinary record, the severity of behavior, the impact upon the community, any combination of these considerations, or other relevant factors. Sanctions may be tailored to specific situations.

Note: The disciplinary process for sexual misconduct violations has certain features that are relevant only to the Sexual Misconduct Policy. Unless stated otherwise, those features do not apply to the Disciplinary Process described above.

Outcomes of the Administrative Review

The following list of possible consequences/sanctions is not exhaustive, and these consequences/sanctions may be imposed singularly or in any combination. Different and/or additional consequences or sanctions may be imposed as appropriate.

The College’s highest priority is the welfare of the College community and the student involved. The College believes strongly that sanctions imposed are appropriate to the situation, support the personal and professional well-being of all concerned, and provide opportunities for personal reflection, growth, and development.

- **No Consequences/Sanctions:** In the case where the Administrative Review results in a determination that a student is “not responsible” for the violation, the student conduct charges against the student will be dismissed.
- **Written Warning:** The student receives a written notice stating that his/her conduct is in violation of College regulations and that the continuation of said conduct during a stated period of time may be cause for more serious disciplinary action, such as community service, probation, or suspension.
- **Counseling and/or Training:** The student is required to undergo appropriate counseling and/or training in order to remain a member of the College community.
- **Restitution:** The student must make financial reimbursement for damages to, or loss of, property.
- **Community Service:** The student is required to participate in suitable community service activity or setting as set in writing and commensurate with the conduct violation.
- **No Contact Order:** The student receives an order from the College requiring the student to stay away from another individual for a stated period of time. The impacted students’ academic schedules may also be amended.
- **Disciplinary Probation:** The student is placed on probation for a stated period of time, set in writing. Failure to demonstrate appropriate conduct during that period may subject the student to further consequences/sanctions, such as community service and/or suspension.
- **Suspension:** For a stated period of time, set in writing and not to exceed one academic year, the student is excluded from attending

classes, visiting the College, living in and/or visiting the residence halls. Upon the expiration of the suspension period, the student may be subject to a probation period, during which the student is expected to demonstrate appropriate conduct as a member of the College community. During residence hall suspension, a student may or may not also be concurrently suspended from classes and/or campus activities.

- **Residence Hall Expulsion:** The student permanently loses privileges to live and/or visit the campus residence halls.
- **Disciplinary Dismissal Pending Appeal:** The student is excluded from classes and/or campus activities for a stated period of time while a review is process and an appeal process is being pursued. Upon the expiration of the dismissal period, the student may be subject to a probation period during which the student is expected to demonstrate appropriate conduct as a member of the College community.
- **Disciplinary Dismissal from the College (Expulsion):** The student is permanently expelled from the College, based on the decision from the Appeals Panel, terminating all rights and privileges as a student of the College.
- Students may be subject to other consequences and/or sanctions, as deemed appropriate following the Administrative Review and/or Appeal Hearing.

Appeal Process

All students have the right to appeal the outcome of the Administrative Review. Students who wish to appeal must submit a written appeal request to the Chair of the Appeals Panel (i.e., one of the College's Vice Presidents) within 10 calendar days of receiving the outcome of the review. The written appeal request should state the basis for the appeal, whether the student objects to the entire finding of responsibility or only to the sanction imposed, and new arguments or information that supports the student's position.

Upon receiving the appeal request, the Appeals Panel will review all information relevant to the case, including information gathered during the Administrative Review and any information or arguments submitted by the appealing student. If appropriate, the Appeals Panel may convene a hearing at which the student may state his/her case, if desired.

After its review (and the hearing, if applicable), the Appeals Panel will render a decision to uphold, overturn, or modify the decision of the Administrative Review Panel. The decision of the Appeals Panel is final and not subject to further appeal. The student will receive written notice of the final decision.

Documentation Related to Student Code of Conduct Alleged Violations, Processes, Sanctions and Appeals

All documents related to a code of conduct violation will be stored on a confidential secured repository, organized with individual folders by student ID number. Folders will include all relevant information regarding the violation; including interviews, evidence, letters and statements. Access to the repository will be limited to key administrators.

Student Grievance Policy and Procedures

This policy ensures that student grievances are resolved in an orderly and timely manner. A grievance is a formal difference or dispute between a student and a Monroe employee or department regarding a non-academic issue that is perceived as negatively affecting the student. Issues may include the provision of services or the interpretation and/or application of policies and procedures by members of the College's faculty or staff. A

grievance differs from an appeal of an academic decision as it deals with service issues and not academic coursework or grades.

Typically, a grievance may be based on one of the following claims:

- Failure to provide services
- Arbitrary and/or capricious actions by a College employee or administrative office
- A policy or procedure applied unfairly and/or in a different manner than it was applied to others
- An administrative error in the application of the policy or procedure

The student is strongly encouraged to first seek informal resolution of a grievance by bringing it to the attention of the relevant supervising administrator or office.

If a student is not satisfied with the attempt at informal resolution, they may make a formal, written grievance to **Jacqueline Ruegger, Vice President Public Affairs** at: jruegger@monroecollege.edu

Ms. Ruegger will review the grievance and provide a written response within 15 business days, indicating how the matter was resolved and what steps, if any, the student should take next. Students will be informed if extenuating circumstances require additional time to resolve the complaint. If the student is dissatisfied with the formal grievance decision, the student may appeal in writing to the appropriate Senior Vice President, whose decision is final.

Online Students Enrolled in New York Programs

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a nonprofit organization that helps expand students' access to postsecondary educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. As an institution participating in the State Authorization Reciprocity Agreement (SARA), Monroe College students have the opportunity to report relevant grievances using the process detailed on the NC-SARA website (<https://nc-sara.org/student-complaints/>). Note that the SARA complaint process only applies to students studying online in Monroe's programs from outside New York State. Students must first direct their complaint to Monroe College for investigation and resolution. If the complaint remains unresolved after all institutional procedures have been exhausted, complaints may be appealed directly to the SARA State Portal Entity within two years from the date of the incident about which the complaint is made. Complaints regarding grade appeals or conduct are subject to Monroe College procedures and will not be addressed by the State Portal Entity.

SARA State Portal Entity:

Attn: Supervisor, Higher Education Programs New York
State Education Department 89 Washington Avenue Albany,
NY 12234 (518) 474-1551 IHEauthorize@nysed.gov ([https://
catalog.monroecollege.edu/catalog/student-services/
studentcodeofconduct/IHEauthorization@nysed.gov](https://catalog.monroecollege.edu/catalog/student-services/studentcodeofconduct/IHEauthorization@nysed.gov))

For more information on how to file a complaint in New York State, visit the New York State Education Department website ([https://
www.nysed.gov/college-university-evaluation/complaints/](https://www.nysed.gov/college-university-evaluation/complaints/)).