



The Student Code of Conduct

2024-2025

The Student Code of Conduct

Cheyney University of Pennsylvania strives to maintain a learning environment that is designed to foster and support students' educational objectives, and that protects the health, safety, and welfare of all members of the University community. Moreover, Cheyney University works in collaboration with numerous stakeholders to nurture responsible, conscientious, and contributing citizens. To provide notice about the standards of conduct that Cheyney students must meet, Cheyney University has adopted the Student Code of Conduct.

The Student Code of Conduct is Cheyney University of Pennsylvania's formal policy pertaining to the adjudication of violations of the standards of behavior and conduct expected of students enrolled at the University. Every student is expected to uphold high standards of conduct and civility in his/her day-to-day contact with all members of the University community. Additionally, students must observe all established policies, procedures, rules, and regulations, which govern the institution, as well as all local, state, and federal laws. Reasonable efforts are made to foster the personal, educational, and social development of those students who are found in violation of the Student Code of Conduct.

The Division of Campus Life and Student Affairs is responsible for providing oversight of the process for protecting students' rights to live and learn in a safe, orderly, caring, and crime-free environment. All students may also be subject to disciplinary action by the Division of Student Affairs and Student Life.

Jurisdiction

The Code of Conduct applies to all students and student organizations of Cheyney University. "Student" for the purposes of the Code of Conduct refers to any person who accepts an offer of admission indicating his or her intent to enroll at the University, including participation in a course or participation in a university-sponsored program. A person who is not enrolled for a particular semester but who otherwise has a continuing relationship, including a student who is on a medical leave of absence with the University is a "student" for the purpose of this code. The classification of "student" is not limited to the physical campus of the University. Concern for the conduct of students extends to satellite and remote locations wherever University operations are conducted, including students enrolled in distance education courses. Students will also be held responsible for their conduct regardless of their place of residence or whether their conduct occurred on or off campus. The Code also applies to any group of students who have complied with the University's requirements for recognition as a student organization. Members of a student organization may be individually held responsible or charged as a group for infractions and violations of the Code.

Awareness of Policies

All students, including those who are participating in any university-sponsored program, on or off campus, must abide by the rules and regulations underlying the Student Code of Conduct. The rules and regulations listed here are available on the Division of Student Affairs and Student Life web pages at <http://www.cheyney.edu/student-life/.com>

Standards of Conduct

The bulleted list that follows identifies forms of conduct that are prohibited and constitute violations of the Student Code of Conduct. These acts, and in some cases, the failure to act, necessitate disciplinary attention and will subject students to disciplinary action through the student judicial process.

The list of policies and rules outlined herein is not exhaustive; students are advised that they are subject to additional policies and rules by Cheyney University of Pennsylvania. Students who reside on campus are reminded that, in addition to the policies and rules identified in the Student Code of Conduct, they must also adhere to the provisions of the Student Housing Agreement, as well as other procedures and regulations as directed by the Division of Student Affairs.

Violations

Alcohol Violations

The laws of the Commonwealth of Pennsylvania law prohibit possession, consumption, and distribution of alcoholic beverages by, and to, those under the legal drinking age of 21 years of age. Alcohol is prohibited at student-sponsored events. Cheyney University of Pennsylvania is a dry campus, which means that alcohol is not permitted on campus or any affiliated campus property, except in limited circumstances, and only with the prior approval of the University president. Accordingly, the possession, consumption, and/or distribution of an alcoholic beverage on campus and in the residence, halls are prohibited, regardless of an individual's age.

Underage students found to have consumed alcoholic beverages and students, who are publicly intoxicated, will be subject to disciplinary action, as well as other penalties under the law. In addition, Cheyney University prohibits the display of empty containers of alcohol in the residence halls by resident students. Empty alcohol containers, including those with trace amounts found in residence hall rooms, as well as other places on campus, will subject those students to disciplinary action. Furthermore, students found to be in possession, consumption, or who have distributed alcoholic beverages will also be subject to disciplinary action. Providing alcoholic beverages to minors is a violation of the Commonwealth of Pennsylvania and University policy.

Violations of this policy include, but are not limited to:

- Consumption
- Display of Empty Alcohol Containers
- Driving Under the Influence
- Excessive Alcohol (Keg, Liquor, Beer Ball, 30-pack or more...etc.)
- Open Alcohol Containers
- Possession and/or Distribution of Alcohol
- Public Intoxication
- Selling and/or Furnishing Alcohol to Minors
- Public Intoxication
- Selling and/or Furnishing Alcohol to Minors

Cheyney University is determined to provide a campus environment free of violence for all members of the campus community. For this reason, Cheyney University does not tolerate stalking

and will fully pursue the perpetrators of such acts possible. Cheyney University is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students of Cheyney University community. Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identities. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts, and/or letters, and can sometimes escalate to violence.

Dining Hall Violations

All Cheyney University students and their guests are expected to comply with all specified rules and regulations governing dining facilities on campus. Students are subject to disciplinary action for the following violations:

- Failure to comply with dining services policies.
- Failure to provide a Cheyney University identification card when entering the dining facilities.
- Involvement in food fights

Dishonesty

Acts of dishonesty include but are not limited to knowingly providing false information to or making false reports to University or government officials; misrepresenting oneself through written, verbal, electronic, and digital communication; misrepresenting oneself through social media, and falsifying records and documents, including, but not limited to, parking permits, University identification cards, meal cards, access card; and the misuse and unauthorized possession of keys and identification.

Fraudulent use and/or possession of university-issued property or use of the University's name or brand without proper authorization is prohibited. Violations of the University's policies on the unauthorized use of the University name, brand, and likeness will be handled by the Vice President of University Advancement and External Relations.

Disorderly/Disruptive Conduct

Any conduct that impedes, hinders, threatens, or prevents the orderly functioning of any of the University's academic or administrative operations and/or an individual's ability to work, study, or participate in activities of the University.

Violations of this policy include, but are not limited to:

- Causing a Public Disturbance
- Fighting or Engaging in a Brawl
- Leading, Instigating, and/or Inciting a Riot
- Lewd or Indecent Conduct
- Unreasonable Noise
- Disruptive Behavior in the Classroom
- Acts of Unlawful Discrimination

Environmental Health and Safety Violations, Including Fire Safety Violations

Students and their guests are expected to observe environmental health and safety mandates,

including fire safety rules and regulations.

Violations of this policy include, but are not limited to:

- Creating hazardous conditions
- Failure to evacuate and exit any building (upon the activation and sounding of a fire alarm, including failure to participate in a fire drill)
- Failure to secure an event permit (to include outdoor cooking/grilling with the use of an open flame on university premises)
- Activating false fire alarms (students can be expelled from the University for this offense)
- Possessing candles/incense
- Committing arson
- Otherwise setting or causing a fire
- Tampering with fire safety equipment (to include damage, destruction, misuse, or other interference with life-safety equipment. This includes, but is not limited to, emergency exit doors, fire extinguishers, pull stations, smoke detectors, sprinklers, etc.)
- Carrying a lit cigar, cigarette, pipe, or other smoking device

Failure to Comply with Sanctions

Violations of or failure to complete a sanction imposed by the Disciplinary Committee, Residence Life Hearing Officers, the Division of Campus Life and Student Affairs, and/or the designated University administrators can result in additional and more severe sanctions. Students who repeatedly violate the Student Code of Conduct, local, state, and federal laws, and University policies and procedures will be subject to imposed sanctions that are greater in severity with each offense.

Non-Compliance

Non-compliance is the failure to comply in any capacity when issued a verbal or written directive by a university official to include gross disobedience manifested by any of the following listed below. This includes hindering, obstructing, and interfering with the implementation of the Student Code of Conduct. A University official is defined as any individual who is serving within the scope of his/her employment responsibilities.

Violations of this policy include, but are not limited to:

- Failure to comply with established rules and regulations.
- Failure to comply with a reasonable request by a university official
- Failure to provide a valid Cheyney University student ID
- Failure to provide information.

Gambling

Engaging in any game of chance or that which involves the exchange of money, goods, or services on university property or in university facilities is prohibited.

Guest Policy Violations

Visitors to the residence halls are expected to adhere to the procedures and regulations established by the Division of Student Affairs and the policies and rules established by Cheyney University of Pennsylvania. Students will be held accountable for their guest(s) actions and

behaviors. Students should not sign in individuals they do not know.

Violations of this policy include, but are not limited to:

- Violations of the Student Housing Agreement
- Violation of the Student Code of Conduct by the resident and/or guest
- Use of a member of the opposite bathroom
- Conduct that constitutes unlawful discrimination based on another person's race, color, sex, religion, age, national origin, or sexual orientation (those found to be in violation of this policy will be subject to severe sanctions)

Harassment and Intimidation

The University prohibits harassing behavior, including harassment based upon gender identity, meaning conduct directed at a specific individual(s) that is sufficiently severe or pervasive to substantially interfere with the individual's employment, education, or access to University programs, activities, and/or opportunities. Behavior is considered to be punishable harassment if: (1) it has a harmful effect on the individual in question; and (2) is behavior that would have a harmful effect on other reasonable individuals who experienced the same treatment.

Violations of this policy include, but are not limited to:

- Interfering with the freedom of any person to express his/her views if they are within legal limits.
- Interfering with conduct that limits or restricts a person's freedom to move about lawfully without consent; and
- Using technology to carry out any of the foregoing.

Hate Crime

Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, gender, sexual orientation, ethnicity, or physical/mental disabilities.

Hazing

The Pennsylvania Hazing Law mandates that colleges and universities across the Commonwealth adopt.

policies prohibiting hazing. Accordingly, participation in any activity that can be described as hazing is strictly prohibited.

Hazing, as defined by the Pennsylvania Hazing Law, is "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or recognized as, an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to

extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public property. Any activity upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding”.

Housing Agreement Violations

Residents and their guests are expected to be familiar with and abide by all policies, procedures, rules, and regulations governing the residential community, as established by the Division of Campus Life and Student Affairs and the University. These procedures and regulations apply to all Cheyney University residential students and their guests while in the residence halls. Furthermore, residential students and their guests are also expected to treat other students, faculty, staff, members of the Cheyney University community, and the Residence Life and Housing staff with dignity, civility, and respect always. Violations of any of the terms and conditions outlined in the Student Housing Agreement will result in disciplinary action at the discretion of the staff in consultation with the Director for Residence Life and Housing.

Violations of this policy include, but are not limited to:

- **Violations of Courtesy Hours/Quiet Hours Policy** - Members of the residential community and their guests are expected to exhibit respectful and civil conduct and be always mindful that others may be attempting to study and sleep. Courtesy Hours and Quiet Hours are designated hours where noise should be kept to a minimum and during the evening hours, not heard outside of a student's room.
- **Violations of CU Roommate Agreement** – Residential students will be required to complete a CU Roommate Agreement with their roommates(s) once they have moved into their rooms or any time a new roommate moves into a room. The CU Roommate Agreement is a binding contract between all roommates and students who will be held accountable for violations of the agreement.
- **Discarding Objects Out of a Residence Hall Window** – Due to safety concerns, students are prohibited from discarding any items outside of any residence hall windows.
- **Failure to Attend Advertised Mandatory Residence Hall Meetings** - Throughout the academic year and to protect the health and safety of the residential community, it may be necessary to schedule mandatory residence hall meetings where students will be required to attend.
- **Failure to Vacate During Official Check-Out** – It is expected that all members of the residential community will follow and adhere to all advertised check-out, closing procedures and guidelines when the University is closed for official University breaks.
- **Violations of Guest/Visitation Policy** – Students and their guests must adhere to all University guidelines, policies, procedures, and local, state, and federal laws. Students are responsible for the actions of their guests. All individuals visiting the residence halls will be required to sign in and out at the courtesy desk located in the lobby of each hall. Unescorted guests will be cited for trespassing.
- **Illegal Entry into a Residence Hall** - Students may enter their assigned residence hall by swiping, via the card access system, and producing a valid Cheyney University ID. Individuals not assigned to a particular residence hall must be signed in by a resident of the visiting residence hall. Any other entry into a residence hall is a violation.

- **Illegally Entering or Exiting Emergency Doors** – Emergency doors are marked and designated for use during emergency situations only, as designated by a university official. Use of these doors at any other time is prohibited.
- **Illegal, Prohibited, and Unauthorized Appliances and Equipment** - The University considers fire safety and the safety of all residential students as serious business. Students are prohibited from possessing any illegal and/or prohibited items that pose a health and safety risk in their room, to themselves, and/or the residential community.
 - **Pets** – Pets of any kind are not allowed, including fish.
 - **Pranks** - Mischievous acts that harass or harm another individual or cause that individual to have a reasonable fear of bodily harm or harm to his/her property is considered inappropriate behavior.
 - **Prevention of Authorized Room Assignment** – Housing Operations staff reserves the right to assign another student to a room at any time where empty spaces have been identified. Students who hinder, prevent, and/or exhibit uncivil behavior towards another student who has been assigned to the room will be held accountable.
 - **Propped Open Doors of a Secured Building** - For the safety of all members of the residential community, propping entrance and exit doors of a residence hall is prohibited.
 - **Removal of Window Screens** - Removal of window screens from any residential facility are prohibited.
 - **Repeated Room Lockouts (three or more per semester)** - Students are required to always carry their room key with them. Failure to provide your key on three or more occasions will be considered a violation.
 - **Unauthorized Event/Party** - All events, programs, and functions must be approved by completing the events policy guidelines and obtaining the approval of the Division of Student Affairs. Students are prohibited from hosting unauthorized events.
 - **Unauthorized Room/Hall Change** – Room and residence hall assignment changes must be approved by an assistant director or the director of residence life and housing.
 - **Unauthorized Selling or Solicitation** – Selling and the distribution of unauthorized items and goods in and/or near the residence halls is prohibited.
 - **Unnecessary Mess/Trash** – All members of the residential community are expected to take pride in their community, clean up after themselves, and discard all trash and unwanted items appropriately.
 - **Unsanitary/Unacceptable Conditions in a Residence Hall Room** – Students will violate the health and safety guidelines if their assigned room is in unsanitary, unsafe, and/or unacceptable conditions.
 - **Use of Bathrooms- Guests and students are expected to use the restroom facility that corresponds to their sex or gender identity.**
 - **Vandalism** - The intentional and/or reckless, but not accidental destruction of property; damaging, destroying, defacing, tampering, misuse, or abuse of university property and/or the property of any person and/or business is prohibited.
 - **Violations of Health and Safety Inspections** - Violations and/or conditions in a residence hall room that endanger the health, safety, and welfare of any member of the residential community are prohibited.
 - **Other** – Any violation of the Student Housing Agreement.

Illegal Drugs

State and federal laws prohibit the possession, consumption, and distribution of illegal drugs. This includes, but is not limited to, depressants, hallucinogens, narcotics, and opioids, (prescription drugs). Cheyney University of Pennsylvania has zero tolerance for illegal drugs on campus and in the residence halls.

Students found to have consumed illegal drugs, as well as those students who are found to be in possession of, consumption of, and/or distributing (including those with the intent to sell) illegal drugs, will be subject to disciplinary action, arrest, and criminal prosecution. Possession of drug contraband and paraphernalia is also a violation and will be subject to disciplinary action.

Additionally, the use of substances that give off odors like illegal drugs (e.g., marijuana) that cause university officials to respond because of suspected use, and which causes material and substantial disruption or interference with the day-to-day operations of the residence halls, will also be considered a violation of this policy whether or not actual illegal drugs are recovered.

Violations of this policy include, but are not limited to:

- Consumption and/or Use of Illegal Drugs
- Possession and/or Distribution of Illegal Drugs
- Possession with the Intent to Sell Illegal Drugs
- Public Intoxication / Under the Influence
- Misuse or abuse of Prescription Drugs

Illegal Use of Electronic Equipment

The University recognizes that most CU students will have cell phones and other electronic devices with video, camera, or voice recording capabilities. In consideration of each member of the university community, and for purposes of compliance with laws, CU students are discouraged from using video and camera features without the consent of the individual (s) who are intended subjects. In addition, students are advised that any voice recording of another individual without consent constitutes a violation of federal wiretapping laws.

Infliction of Harm

Any willful and deliberate or negligent act that results or which may result in the infliction of harm to another person, the property of another person, or to university property. Such acts include physical assault or abuse, attempted physical assault or abuse upon another person, and reckless behavior that may result in injury.

Retaliation

Threatening or attempting or committing the infliction of harm upon a person or persons as a result of the person or person's exercise of his or her rights.

Sexual Misconduct

Sexual Misconduct includes a variety of acts that are perpetrated against another without consent or when an individual is unable to give consent freely. Violations of this policy include, but are not limited to:

Dating Violence

Dating violence, which is a violation of the University's Sexual Harassment policy, is violence by a person who is or has been in a romantic or intimate relationship with the complainant. Whether

such a relationship exists or exists will be gauged by the length, type, and frequency of interaction between the complainant and respondent.

Rape

Rape is forcing or coercing another, regardless of gender or gender identity, to engage in a sexual act

(anal, oral, or intercourse) without that person's consent or when the act is deemed without the person's consent because the person was incapable of consenting or understanding the nature of the act for any reason.

Sexual Assault

Sexual assault is touching without the person's consent of any of the intimate parts of another person's body with the intent to commit a sexual act.

Sexual Harassment/Sexual Violence

Cheyney University does not tolerate sexual harassment of any kind, including sexual violence and gender identity harassment. All students are required to be familiar with the University's policy on Preventing and Addressing Sexual Harassment, available at:

<http://www.cheyney.edu/policy-register/documents/1PolicyonPreventingandAddressingSexualPolicies-HarassmentandSexualViolenceFinal7.29.14.pdf>

Violations of this policy include, but are not limited to:

- Engaging in unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors – either verbal or non-verbal, or physical conduct of a sexual nature.
- Committing an act of sexual violence, including, but not limited to: rape, sexual assault, sexual battery, and sexual coercion or other sexual acts committed against a person's will, where a person is incapable of giving consent (as explained in the University's Sexual Harassment Policy).
- Committing an act that constitutes dating violence, domestic violence, or stalking.

Domestic Violence

Domestic Violence is a violation of the University's Sexual Harassment policy and includes the ongoing pattern of physical violence (misdemeanor and felony offenses) occurring between a complainant and

- The complainant's current or former spouse.
- The complainant's current or former cohabitant, including same-sex partner;
- A person similarly situated under domestic or family violence laws; or
- Anyone else against an individual protected under domestic or family violence laws

Stalking

Stalking is engaging in a course of conduct directed at a specific person that causes that individual to fear for his/her safety or the safety of others, or cause said individual to suffer substantial

emotional distress. Stalking is also a violation of the University's Sexual Harassment Policy. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face, telephone calls, voice messages, e-mails, written letters, gifts, or any other method of communication that is undesirable and causes fear in an individual;
- Use of online, electronic, or digital technologies, including the posting of pictures or information in chat rooms or on websites, sending unwanted/unsolicited email or talk requests.
- Posting private or public messages on internet sites, social networking sites, and/or school bulletin boards;
- Installing spyware on a victim's computer;
- Sending unwanted/unsolicited email or talk requests;
- Posting private or public messages on internet sites, social networking sites, and/or school bulletin boards;
- Installing spyware on a victim's computer;
- Using Global Positioning Systems (GPS) to monitor a victim;
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;
- Surveillance or other types of observation, including staring or "peeping";
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family and/or co-workers;
- Threats to harm self or others; and
- Defamation – lying to others about the victim.

Report Stalking

Cheyney University encourages the reporting of all incidents of stalking to Campus Police, Residence Life and Housing or any representative of the University. Stalking is a crime in Pennsylvania and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action through the Cheyney University Judicial Affairs (or appropriate division office). This can include expulsion from Cheyney University and/or criminal prosecution simultaneously.

Theft

For this policy, theft shall be defined as knowingly taking, receiving, or attempting to take or receive the property of an individual or the University, without the expressed consent of the owner. Additionally, the removal of any university-owned items and furniture from classrooms, dining hall, lounges, or other public areas without the permission of a university official will also constitute a violation.

Trespassing

Entering and remaining in a university building, including University residence halls without authorization.

Vandalism

Causing damage to or destroying University property or the property of an individual.

Violations of Civil or Criminal Law

Students are reminded that they should positively represent the University, both on campus and off campus. A violation of any provision of federal or state law that adversely affects the University or members of the University community constitutes a violation of the Code of Conduct.

Weapons

The possession or carrying of any deadly or offensive weapon by any person is prohibited in university academic buildings, administrative buildings, student residence buildings, dining facilities, or while attending a sporting, entertainment, or educational event on the University's property or sponsored by the University. Entry upon University property in violation of this prohibition is expressly forbidden and will result in the individual being directed to remove the weapon immediately from university property. Failure to comply with such a directive may result in further disciplinary action for students or employees.

A deadly or offensive weapon is defined as "any device designed to produce death or serious bodily injury". Offensive weapons may be any devices so defined under the Pennsylvania Crimes Code Section 908 (c), i.e., those that serve no common lawful purpose. Deadly and offensive weapons may include, but are not limited to:

- Firearms, loaded or unloaded
- Paint, BB, pellet, flare, tranquilizer, stun, spear, or dart guns
- Knives with blades larger than a small folding knife
- Any cutting instrument where the blade is exposed in an automatic way
- Daggers or swords
- Striking instruments, including clubs, truncheons, and blackjacks
- Fireworks and any explosive devices
- Any weapon or item that has been adapted or modified for use as a weapon
- Martial arts weapons
- Bow and arrow combinations
- Ammunition or components to manufacture ammunition

Offensive weapons not included are devices sold commercially such as aerosol dispensers or non-lethal chemical irritants, small pocketknives, or general tools not designed as weapons and used for their lawful and intended purposes.

Due to the risk of being identified as a real weapon, any item that looks like a weapon and is used for any purpose on university property must be reported to and approved by campus police prior to use in any activity. Examples of such activities include official ROTC military exercises, color guard, intercollegiate athletics, class instruction or presentations, dramatic plays, and similar artistic events. Weapons brought to campus for the activities so noted must be stored in a manner approved by Public Safety with appropriate notification by the student's advisor/professor of the need for such items to be on campus. Failure to comply with such directives may result in further disciplinary action for students.

Disciplinary Procedures

Introductory Information

Student conduct that is prohibited by university policies will be addressed under the disciplinary procedures designed to facilitate a fair and impartial resolution of each case. The procedures include disciplinary hearings. Disciplinary hearings, whether held before a Judicial Affairs Officer or the University Disciplinary Committee, are unlike court hearings. Disciplinary hearings involve a full discussion of charges and circumstances. Rules of evidence and procedure differ from those applicable to proceedings before criminal or civil authorities. Therefore, students should familiarize themselves with these procedures to ensure that they are aware of their rights and responsibilities.

To ensure impartiality in student disciplinary proceedings, a University Disciplinary Committee member or Judicial Affairs Officer, who has a conflict of interest or a bias toward either side or party is required to recuse him/herself. All potential facts that may give rise to a question of disqualification should be provided to the Chairperson of the University Disciplinary Committee for final resolution. The decision of the Chairperson shall be final. If the Chairperson has a conflict, such conflict shall be disclosed to the Dean of Students. The decision of the Dean of Students as to the Chairperson 's participation, is final.

Disciplinary Process

1. Complaint is made
2. Notice is provided to the student against whom the complaint is made
3. Hearing is held
4. Decision is rendered
5. Student has five days to appeal
6. Disciplinary Appeals Committee makes decisions, etc.

When a student is charged with a violation of conduct regulations, the disposition of the student 's case shall occur in accordance with the requirements outlined below:

Complaint Procedures

Complaints of alleged violations by a student shall be made in writing and submitted to Campus Police or the Office of Judicial Affairs. Infractions that take place in the Residence Life and Housing community may be addressed by the Judicial Affairs Officer, depending upon the severity of the infraction.

- Preliminary investigations of charges against students shall be made by the University Disciplinary Committee through its Chairperson or the Judicial Affairs Officer.
- Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state all regulations which the student is alleged to have violated.
- The Chairperson of the Disciplinary Committee or the Judicial Affairs Officer shall expeditiously set the time and place for a hearing and shall notify the other members.

Immunity

The University encourages victims of serious crimes to report incidents and also encourages all students to report violations of the Code of Conduct. Consistent with these objectives, the University reserves the right to grant amnesty for misconduct that is secondary to the reported misconduct.

Note: Title IX sexual misconduct cases are subject to additional requirements (see Section E of the Code, following). To the extent that there is a conflict between Title IX requirements and Student Code of Conduct requirements, Title IX requirements take precedence.

Notice to the Accused

- The Chairperson of the Disciplinary Committee shall provide notice of the hearing date to the student against whom the Complaint has been filed. The student shall be notified of the alleged violation in writing by the Chairperson of the Disciplinary Committee at least 72 hours in advance of the hearing. If the student is being placed on interim suspension, the procedures in the next section of this policy shall apply.
- Notices shall include the date, time, and location of the hearing; a statement of the specific charges and notice to the student that/she is entitled to bring witnesses and one advisor of his/her choosing.
- When a student has been accused of minor violations, the Notice will explain that he/she is afforded the opportunity to waive his/her right to a hearing, admit responsibility for the violation, and accept the sanction or to request a formal hearing. A student who agrees to these terms shall be required to sign the Waiver of Rights to a Hearing form.
- Notices will be delivered to the residence halls or sent to the home address, where appropriate. Where there is reasonable proof that a letter has been delivered, the student will be held responsible for honoring the hearing date.

Interim Suspension

The University may impose an interim suspension and/or loss of privileges including removal from university-owned housing upon any student whose presence on campus constitutes an immediate threat to the health, safety, and welfare of the student or others, or the welfare of the University, its property, or personnel. In such cases, an administrative hearing will be convened within 10 University days unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date. Please note that Interim Suspension is applied prior to any judicial proceeding.

Hearing Date

Students who fail to appear at the scheduled hearing on the assigned date will have the hearing rescheduled only if a written excuse is submitted to the chair of the Disciplinary Committee or the Judicial Affairs Officer, and a new date is approved by the same. A student's failure to appear for the second scheduled hearing will result in the hearing being conducted in the student's absence, which might result in additional violations and sanctions including a determination of the student's Failure to Comply.

Student Rights

At hearings of the University Disciplinary Committee or with the Judicial Affairs Officer, a student shall be afforded all rights required of due process, including:

- The right to one advisor of his/her choice.
- The advisor may not speak during the hearing to the University Disciplinary Committee or the Judicial Affairs. However, the advisor may consult privately with the student.

Parental Notification Policy for Alcohol

The Family Educational Rights and Privacy Act (FERPA) protects against the disclosure of a student's educational record absent the written consent of the student. However, FERPA permits disclosure without consent when disclosure is determined to be necessary to protect the health or safety of the student or others. FERPA also gives the University the discretion to disclose to any parent or legal guardian of a student under the age of 21, information about a violation of any policy of the University governing the use or possession of alcohol or a controlled substance. The University also has discretion to disclose findings and sanctions imposed for conduct violations involving violence or non-forcible sex offenses.

Alcohol and Drug Incidents

The policy of Cheyney University is to notify parents or guardians of underage students found in violation of alcohol or drug policies, as outlined in the Code of Student Conduct, at the time of infraction. As part of the conduct sanction, students may be enrolled in an alcohol education program presented by staff in the Office of Student Wellness or Guidance and Counseling. Serious or repeated violations related to the alcohol or drug policies may result in an assessment and intervention by a licensed clinician by an agency external to the University or involuntary withdrawal from Cheyney University. Suspension and/or expulsion from the University is also a possible sanction for repeat violations.

The University Disciplinary Committee

The composition of the University Disciplinary Committee shall be as follows:

- Faculty members to be approved by the Provost of the university.
- Full-time enrolled students who have been at the university for one academic year;
- Administrative staff members to be approved by the Dean of Student.
- Students who serve as members of the University Disciplinary Committee must have a minimum cumulative grade point average (GPA) of 2.50 and be in good judicial standing.

The Right to Question the Complainant

- The right to present evidence on his/her behalf.
- The right to call witnesses on his/her behalf and cross-examine other witnesses.
- The right to remain silent and have no inference of guilt drawn from such silence.
- The right to request a Waiver of Rights to a Hearing Form.
- The right to be advised of his/her right to appeal against the decision of the University Disciplinary Committee or the Judicial Affairs Director.
- The right to review the Student Code of Conduct before the scheduled hearing.
- The right to request mediation with approval from the chair of the University Disciplinary Committee or the Judicial Affairs Director.
- Mediation will not be permitted, under any circumstances, when the alleged misconduct is an act(s) of sexual violence, dating violence, domestic violence or stalking.
- In cases where mediation is permissible, requests for mediation may be granted only when all parties agree to the mediation process.

- The right to attend classes and university functions until a hearing is held and a decision is rendered unless an interim suspension is in effect or unless the right must be limited or modified if necessitated by the implementation of remedial actions taken pursuant to the University's Policy on Addressing and Preventing Sexual Harassment, Including Sexual Violence.
- The right to receive a copy of the hearing proceedings upon submission of a flash drive.

General Hearing Procedures

- There are two types of hearings at the University: An Administrative Hearing and a Disciplinary Committee hearing. An Administrative Hearing is where the Judicial Affairs Director or designee makes the decision. The outcome of a Disciplinary Committee hearing is decided by the University Disciplinary Committee. The purpose of the hearing is to hear the facts and circumstances of the alleged incident.
- The hearings shall be closed except for the respondent, the complainant, an advisor for the respondent, the University Disciplinary Committee or the Judicial Affairs Director, the University official presenting the case, and Witnesses asked to testify should only be present for the portion of the hearing that involves their testimony and questions arising from that testimony.
- A quorum will be necessary to hold a hearing. A quorum shall consist of three members: consisting of faculty/staff, students, and the Committee Chair or Designee.
- The University Disciplinary Committee or Judicial Affairs Director shall open the proceedings by reading the statement of charges.
- The Chair of the University Disciplinary Committee or the Judicial Affairs Director shall be responsible for maintaining order and room decorum and making all rules reasonable and necessary for the orderly and efficient disposition of the cases. All hearings are closed proceedings.
- Before presenting any testimony, each witness must submit to an oath where he or she swears and affirms the truth of statements to be made.
- The student will have the opportunity to enter a plea of guilty or not guilty.
- The charging party shall then present its case against the respondent. This shall be done by the submission of written, physical, and testimonial evidence. The referred party and the University Disciplinary Committee or Judicial Affairs Director shall have the right to conduct reasonable and pertinent questioning of the charging party and the charging party's witnesses.
- At the conclusion of the charging party's presentation, the referred party shall present a response to the charges. This shall be done by the submission of written, physical, and testimonial evidence. The charging party and the University Disciplinary Committee or the Judicial Affairs Director shall have the right to conduct reasonable and pertinent questioning of the referred party and the referred party's witnesses.
- Witnesses will be allowed in the hearing to testify and answer questions posed by the University Disciplinary Committee or the Judicial Affairs Officer. Witnesses will be asked to leave after their testimony has been given and before closing statements are made.
- Each party will have the opportunity to make a closing statement.

Deliberative Process

The University Disciplinary Committee or the Judicial Affairs Officer will determine the outcome of the case based on all materials, testimony, and evidence presented. Hearsay shall not be used as the sole evidence to establish any fact found necessary to establish responsibility in any case. The decision in the case shall be based upon a preponderance of the evidence. This means that it is more likely than not that the accused committed the alleged misconduct. A majority vote shall be required.

- If the University Disciplinary Committee or the Judicial Affairs Officer determines that the student is guilty, the University Disciplinary Committee or the Judicial Affairs Officer may consider the following elements before imposing a sanction:
- Evidence presented during the hearing.
- Academic record and class year of the student.
- Previous discipline record including that which is public record
- Demeanor of the accused during the hearing.
- Members of the University Disciplinary Committee shall execute a Statement of Confidentiality as to information received concerning any student disciplinary matter.

Communication of Decision and Appeal Rights

- The decision reached at the hearing will be communicated, in writing, to the student by the University Judicial Officer. If the decision is that the student is guilty, the assigned sanctions shall also be communicated to the student. Additionally, the student shall be notified, in writing, of his/her right to appeal against the decision of the University Disciplinary Committee or Judicial Affairs Officer. In cases of appeal, any action assessed by the hearing body or officer shall remain in effect, pending the outcome of the appeal by the University Appeals Committee.
- A brief determination letter shall be sent to the student(s), the Vice President for Student Affairs and Leadership Development, and others as appropriate, within twenty (20) business days after the hearing.

Disciplinary Appeal Procedures

A respondent, or, in limited circumstances, a complainant, may appeal a decision of the University Disciplinary Committee or the Judicial Affairs Officer by filing a written Statement of Appeal with the Assistant Director of Student Conduct or his/her designee, within five (5) business days of receipt of the determination based upon one or more of the following grounds:

- The respondent alleges that the hearing process was conducted unfairly and not in accordance with established procedures.
- Respondent alleges that there is new evidence or relevant information, not available at the time of the original hearing, which may alter the outcome of the case.
- Respondent alleges that the University policies, procedures, rules, or regulations alleged to have been violated were not properly interpreted or applied by the University Disciplinary Committee or the Judicial Affairs Officer.
- Respondent alleges that the sanction imposed was not proportionate to the gravity of the misconduct.

- The respondent and complainant have the right to appeal in cases of alleged sexual misconduct.
- The appeal must be filed within five (5) business days of receipt of the determination of the University Disciplinary Committee or the Judicial Affairs Officer.
- Respondent shall clearly state his/her grounds for appeal in his/her written Statement of Appeal. Committee. The disposition of the appeal shall be governed by following the guidelines below:
 - Within five (5) business days of receiving the student 's written appeal, the Executive Director of Campus Life and Student Affairs or his/her designee, will notify the Chair of the University Disciplinary Appeals Committee.
 - The Chair of the University Disciplinary Appeals Committee will convene the Disciplinary Appeals Committee and review all the information presented (written summaries, audiotapes, and/or transcripts, any party involved to include the Chair of the University Disciplinary Committee) in the case file and make a final decision.
 - Within ten (10) days from the receipt of the appeal the chairperson of the University Disciplinary Appeals Committee shall convene the committee to decide and forward the Committee 's decision regarding the appeal to the Vice President for Student Affairs and Leadership Development
 - The Executive Director of Campus Life and Student Affairs or his/her designee, will inform the student, in writing, of the outcome of the appeal. The decision of the University Disciplinary Appeals Committee is the final decision.

SECTION E: STUDENT SEXUAL MISCONDUCT VIOLATIONS OF TITLE IX

Situations involving allegations of violations of sexual misconduct can be very difficult for both the complainant and the respondent. Title IX of the Education Amendments of 1972 and its underlying regulations mandate that educational institutions prevent and address cases of sexual misconduct against students, whether perpetrated by peers, employees of the institution or other individuals.

Cheyney University has appointed Robin Coward, Esquire, as the Campus Title IX Coordinator. Alleged violations must be immediately reported to the Title IX Coordinator, Robin Coward, Esq. Rcoward@cheyney.edu, 610-399-2430, Office of the President, Biddle Hall, First Floor.

Alleged violations must be immediately reported to the Title IX Coordinator.

Outline of Process for Sexual Misconduct Violations:

- Step 1: Incident report is submitted.
- Step 2: Assessment of interim measures take place.
- Step 3: Assessment of a timely warning notification takes place.
- Step 4: Preliminary review of the incident occurs.
- Step 5: Determination of whether the incident is a policy violation.
- Step 6: Notification of fact-finding investigation is given.
- Step 7: Fact finding investigation begins.

- Step 8: Reassessment of timely warning notification occurs.
- Step 9: A fact- finding report is submitted to the Office of Judicial Affairs.
- Step 10: An administrative hearing takes place with the respondent.
- Step 11: Outcome is reached by the hearing officer.
- Step 12: Compliance discussion is held with the Title IX Coordinator.
- Step 13: Determination is concluded by the hearing officer.
- Step 14: Accountability measures are assigned if applicable.
- Step 15: Students are notified of the outcome and informed of their appeal rights.
- Step 16: Implementation of any further remedies take place.
- Step 17: Sanctions are enforced if applicable.
- Step 18: The process is complete, and the case is closed.

STATEMENT OF RIGHTS OF THE COMPLAINANT IN CASES INVOLVING SEXUAL MISCONDUCT

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- The right to be treated with respect by university officials;
- The right of both accuser and respondent to have the same opportunity to have others present (in support or advisory roles) during a campus investigation;
- The right to be promptly informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct and/or any violent crime offenses;
- The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the complainant and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to have any complaint of sexual misconduct fairly adjudicated and not mediated;
- The rights to make a victim-impact statement during the investigation and to have that statement become a part of the report submitted to the Judicial Affairs Officer or his/her designee.
- The right to a campus no contact order against another person who has engaged in or threatens to engage in stalking, threatening, harassing or other improper conduct that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual misconduct responded to quickly and professionally by campus law enforcement, Judicial Affairs and the Title IX Coordinator;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law and/or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to an adequate, reliable and impartial investigation closed to the public;
- The right to bring a victim advocate or advisor to all phases of the investigation;
- The right to give testimony in a campus hearing by means other than being in the same room with

the respondent student;

- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to have the university compel the presence of student and employee witnesses, and the right to challenge documentary evidence;
- The right to have complaints investigated and heard by Judicial Affairs investigators and administrators who have received annual sexual misconduct training;
- The right to appeal the findings and sanctions given to the respondent in accordance with the standards of appeal established for sexual misconduct cases ;
- The right to have university policies and procedures followed without material deviation;
- The right to be considered for amnesty of other Code of Conduct violations when reporting a sexual misconduct incident.
- The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that is allowed by the Family Educational Rights and Privacy Act and its regulations. You can find out more information about the disclosing of information by clicking here: <http://www.cheyney.edu/registrar/FERPA.cfm>.

STATEMENT OF RIGHTS OF THE RESPONDENT IN CASES INVOLVING SEXUAL MISCONDUCT

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- The right to be treated with respect by university officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules, and procedures of the campus conduct process and to the timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement during the investigation and to have that statement become a part of the report submitted to the Judicial Affairs Officer or his./her designee;
- The right to appeal the findings and sanctions given to the respondent, in accordance with the standards for appeal established for sexual misconduct cases;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law and or cannot be revealed for compelling safety reasons, at least 48 hours prior to the hearing;
- The right to an adequate, reliable, and impartial hearing closed to the public;
- The right to have the university compel the presence of students, and the right to challenge documentary evidence.
- The right to have complaints investigated and heard by investigators and conduct administrators who have received annual sexual misconduct training;
- The right to have university policies and procedures followed without material deviation;

- The right to have an advisor or advocate accompany and assist in the campus hearing process. This advisor can be anyone, including an attorney (provided at the respondent student's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the respondent student as necessary;
- The right to a campus conduct outcome based solely on evidence presented during the investigation process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to have the disclosure of this information governed by the Family Educational Rights and Privacy Act and to only permit exceptions that is allowed by FERPA legislation. You can find out more information about the disclosing of information by clicking [here](#).

ADMINISTRATIVE FACT-FINDING (TITLE IX)

Upon notification of an alleged sexual misconduct violation, the University's Title IX Coordinator or designee will coordinate an Administrative Fact-Finding process. This investigation will include interviews with the complainant, the respondent, and any witnesses. When the alleged perpetrator is a Cheyney University student, a report of this investigation will be submitted to the Judicial Affairs Officer (or designee) for an Administrative Hearing. Included in the report will be a summary of the allegations, a list of university policies that may have been violated, and a synthesis of the facts outlining what questions remain and elements that are in dispute or agreement. Also, investigators will assess the credibility of both the complainant and respondent and provide an objective credibility statement based on the interviews and other facts of the case. Respondents and Complainants will be informed of the outcome of the Administrative Fact-Finding process.

DISCIPLINARY HEARING PROCEDURES

It is important to note that our campus disciplinary process is a type of administrative procedure, not a criminal procedure. It is a university proceeding designed to hold students responsible for their role in violations of the Student Code of Conduct.

As in all other Administrative Hearings, the University will apply a "preponderance of the evidence" standard in determining whether a violation of the student code of conduct occurred in cases of alleged sexual misconduct. A preponderance of the evidence standard simply means that it is "more likely than not" that the respondent committed the violation. In addition, the University has chosen to utilize an investigation model for resolving sexual misconduct complaints. The investigation model is non-adversarial and minimizes re-victimization by discouraging interaction between the complainant and respondent. Investigations are conducted with all involved parties separately. Pertinent notes are synthesized and compiled into a Fact-Finding Report. If a Code of Conduct violation is prevalent in the Fact-Finding report, the respondent (also known as the accused student) will be afforded an administrative hearing by the Office of Judicial Affairs. Outlined below are the additions to the existing Administrative Hearing procedures adhered to in cases of alleged sexual misconduct:

1. Upon receipt of the accusations in the Administrative Fact-Finding Report, an Administrative Hearing will be held.
2. In cases of alleged sexual misconduct, the respondent:

- a. May select an advocate to guide them through the judicial process;
 - b. Shall be advised of their responsibility to tell the truth before speaking to the charges;
 - c. May decline to answer questions posed during a hearing. The refusal of the respondent to answer questions shall not be considered as evidence of a violation of the Code; however, such refusal may be considered in assessing credibility;
 - d. Shall be allowed to introduce witness testimony, relevant evidence, and his/her version of the events that resulted in the accusation of a violation of the Code of Conduct;
 - e. May question and examine the relevant statements, evidence, and documents presented. The Judicial Officer, designee, or Hearing Officer will determine if questions will be submitted in writing prior to the hearing;
 - f. May bring an advisor or Judicial Advocate who may consult with and advise the student/student organization but may not otherwise participate in the hearing.
3. Hearing decisions and penalties imposed shall be provided to the respondent or student organization in writing and shall include information about the student's rights to an appeal hearing. Complainants of sexual misconduct violations shall also be notified of hearing decisions and their rights to appeal in accordance with FERPA requirements and Title IX guidelines.
 4. All hearing procedures shall be carried out in a timely fashion adhering to the following guidelines:
 - a. All charges of a violation as well as the date, time, and place of the hearing shall be provided in writing to the complainant, respondent, or student organization.
 - b. The Hearing Officer shall consider the evidence presented within the Administrative Fact-Finding Report and provided by the hearing with the respondent to determine if a violation of the Student Code of Conduct occurred. The Hearing Officer shall inform both the respondent and the complainant of the decision. If additional time is required to make a decision, the respondent and complainant shall be informed of the decision within five (5) business days of the hearing conclusion. All decisions will be communicated in writing;
 - c. The respondent and complainant have the right to an appeal in cases alleging sexual misconduct;

APPEALS

A student may appeal the Administrative Hearing decision, in writing to the University's Appeal Committee within five (5) class days following the decision.

1. Appeals to the University Appeal Committee or designee must be based on one or more of the following:
 - a. Alleged violations of hearing procedures.
 - b. New information about the case that was not available at the time of the hearing may substantially change the decision.

- c. Sanctions imposed were arbitrary or capricious for the violation of the Student Code of Conduct.
2. The Committee will review the existing record and may:
 - a. Uphold the findings and sanctions.
 - b. Modify some or all the findings and sanctions.
 - c. Reverse all the findings of the Administrative Hearing decision.
 - d. Order a new hearing.
3. The Decision rendered by the Committee or Vice President of Student Affairs and Enrollment Management is final.

In matters of a safety and/or security risk to the campus, the Executive Director of Campus life & Student Affairs or designee reserves the right to institute measures to protect the safety and well-being of the campus. In such matters, the Executive Director of Campus Life and Student Affairs or Judicial Affairs Officer or designee will have sole discretion to ensure the safety of the University, including but not limited to an interim suspension.

Disciplinary Sanctions

Violations of the Student Code of Conduct will result in a sanction being imposed. Sanctions are intended to serve as a deterrent to misconduct, to provide educational experiences that will foster the development of conduct demonstrative of responsible citizenship, and, most importantly, to protect the safety and welfare of the University Community and to maintain an environment that is conducive to learning. Accordingly, sanctions are levied relative to the nature and scope of the violation. Repeat offenders will be subject to more severe sanctions than first-time offenders.

To ensure that an educational environment characterized by collaboration, collegiality, and cooperation is maintained, Cheyney University of Pennsylvania has the right to levy sanctions against any student or student organization, including Greek letter and social organizations, found responsible for violating the standards of behavior and conduct established by the University. Students who aid, abet, encourage, request, initiate, assist, or have knowledge of any other student, non-student, or student organization in acts that violate this or student organization has actually committed the violation. Elected student officials, more specifically, class and Student Government Cooperative Association (SGCA) officers who are found responsible for a violation of the Student Code of Conduct by the University Disciplinary Committee or a Residence Life Hearing Officer may be subject to removal from the elected office.

Serious violations that threaten the health, safety, and welfare of individuals or the welfare of university property may result in immediate suspension (interim suspension) from Cheyney University. The Executive Director of Campus Life and Student Affairs may expel students from the University for violations that threaten the health, safety, and welfare of the University or for repeated violations of the Student Code of Conduct that are disruptive to the learning environment.

The following are disciplinary sanctions, which may be imposed for a violation:

Disciplinary Reprimand:

- Students will be informed, in writing as an official warning that their conduct is unacceptable and the behavior displayed violates one or more of Cheyney University of Pennsylvania 's policies, procedures, rules, or regulations.

Disciplinary Probation:

- Students will be informed, in writing, that their conduct is unacceptable, and the behavior displayed warrants probation for a specified period of time. Students to whom a sanction of disciplinary probation is imposed are not considered in good standing with the University. Disciplinary probation is a period of review during which the student must demonstrate the ability to comply with university policies, rules, and all other requirements, as stipulated.

Restrictions on Participation/Attendance at Activities and Events:

- Students and student organizations will be informed, in writing, that student(s) is/are banned from specific University sponsored and/or approved activities and events for a specified period of time.

Restitution:

- Students will be required to provide reimbursement for repair of damage or replacement of property that was stolen, defaced, lost, or damaged because of a violation of the Code of Conduct. Restitution may take the form of appropriate service or other compensation. Either full payment or an agreement for partial payment according to a schedule agreed to by the Judicial Affairs Director and/or the University Disciplinary Committee is required before the student may register for classes again, or in the case of seniors, before the student may graduate.

Residence Hall Reassignment:

- Students will be informed in writing that they are being involuntarily reassigned to a new housing assignment on campus. This action may include restriction from entering specific University-owned or affiliated buildings for a designated period of time.

Educational/Developmental Assignments:

- Students may be given the responsibility of completing an assignment or project that offers an educational benefit or other opportunity for growth. Students may be required to demonstrate responsibility as a member of the university. Educational assignments are based on an individual assessment of each case. Educational/developmental assignments include, but are not limited to:

Individualized and/or group sessions to address alcohol consumption and its adverse consequences, promote healthy choices and develop coping skills for risk reduction.

Community Service:

- Students will be assigned a specific number of hours to perform service for the Cheyney University of Pennsylvania community on campus. The department supervisor must submit

written approval for service, as well as confirmation upon completion.

Written Assignment:

- Students can reflect on a violation in writing. If the paper does not meet the minimum requirements and/or is not satisfactory in its content, the Residence Life Hearing Officer or University Disciplinary Committee can return the paper and require it to be rewritten. All assignments need to be submitted electronically and a hard copy to the Residence Life Hearing Officer or University Disciplinary Committee on or before the due date.

Letter of Apology:

- Students will be required to write a letter of apology to the individual(s) that the violation was transgressed against. All letters of apology must be reviewed by the Residence Life Hearing Officer or the Chair of the University Disciplinary Committee before they can be distributed to the designated student(s).

Collaborate and Coordinate an Educational Program with an Office on Campus:

- Students will be assigned to an on-campus office to collaborate and assist with the facilitation of a university-sponsored program.

Educational Assignment:

- Students will be assigned and given written directions to attend, assist, create, and/or complete an educational project and/or university-sponsored event that will benefit the student as well as the University community.

Interview of an on-campus Professional:

- Students will be assigned the task of interviewing an on-campus professional to gain a better understanding of a specific topic or policy.

Mentorship Program:

- Students will be assigned to volunteer professional University mentors for a specified period of time.

Referral:

- Students may be required to seek evaluation through off-campus counseling resources and comply with the recommendations that result from the evaluation.

No Contact Directive:

- This action is implemented to avoid initiating contact with another member of the university community and may include limited access to areas to avoid incidental contact including direct interactions in person or through technology as well as the use of third parties to interact (i.e., family, friends, etc.). Under the guidelines of Title IX, a victim may request limitations and contact between parties. The Title IX Coordinator or Judicial Affairs Director may consider measures to ensure the safety of the victim(s) and the university community.

Residence Hall Suspension:

- Students will be involuntarily separated from the Residence Life program at Cheyney University

of Pennsylvania for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Students residing on campus will be required to schedule an appointment with the Director of Residence Life and Housing to discuss receiving approval and to be reinstated into housing. When a suspension from the University of its residence hall is imposed, the student loses the privilege to reside in the residence halls of Cheyney University, as specified by the University Hearing Officers and/or the University Disciplinary Committee. Students who are suspended from the residence halls forfeit room and board charges that have been paid. See REFUND POLICY in the Cheyney University Student Handbook. Students suspended from the residence halls, or the University are prohibited from entering or visiting any University residence halls.

Fines:

- Fines levied are sanctioned to deter unacceptable and unsafe behavior. All fines will be paid directed to the Business Office. These funds will be used to create education programs for the University community. Students found in violations of these policies may be subject to the following fines:

Fighting/Infliction of Harm:

First Offense - \$100

- **Second Offense - \$200**

Possession or Use of Drugs and Drug Paraphernalia Violations

- **First Offense - \$100**
- **Second Offense - \$200**

Possession or Use of Alcohol and Alcohol Containers Violations

- **First Offense - \$100**
- **Second Offense - \$200**
- **Third Offense - \$300**

Failure to Provide Residence Hall Room Key after Three Lockouts

- **First Offense - \$10**
- **Second Offense - \$10**

Improper Check-Out and/or Excessive Trash in Residence Hall Room

- **First Offense - \$50**

Conduct Requiring Excessive Cleaning and Removal of Trash Charges in a Residential Area: \$30/hour.

Failure to Evacuate the Residence Halls during a Fire Alarm

- **First Offense - \$100**
- **Second Offense - \$200**

Interim Suspension:

- This action will be imposed if it is determined that the student 's continued presence constitutes an immediate threat of harm to the student, other students, university personnel, or university property. Students will be informed, in writing, that he/she is suspended from Cheyney University of Pennsylvania, pending final disposition of the student 's case.

Suspensions can be issued by the following persons:

- Executive Director of Campus Life and Student Affairs
- Judicial Affairs Director

If an interim suspension is imposed, a hearing shall be convened within ten (10) business days, unless extenuating circumstances warrant an extension, in which case, a hearing shall be provided at the earliest possible date. Students will be required to return their Cheyney University ID card and room key (if applicable) before they vacate the University premises. Students suspended from Cheyney University are prohibited from visiting all affiliated University premises and facilities during the term of the suspension and will be considered to be trespassing if they violate this directive.

Deferred Suspension:

- Students will be informed, in writing, that even though their conduct is unacceptable, and the behavior displayed warrants suspension, a suspension is being deferred at this time. Students to whom a sanction of deferred suspension is imposed are not considered in good standing with the university. Deferred suspension, like disciplinary probation, is a period of review during which the student must demonstrate the ability to comply with university policies, rules, and all other requirements, as stipulated. If during the period of deferred suspension, a student is again found responsible for a violation of the Student Code of Conduct or violating an order of the University Disciplinary Committee or Residence Life Hearing Officer, the student can be immediately suspended from Cheyney University of Pennsylvania.

Disciplinary Suspension:

- Students will be involuntarily separated from the University for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. This action involves the following: loss of the privilege to be enrolled as a student at Cheyney University, from one to eight semesters; notation of the suspension on the student's disciplinary records; withdrawal from all courses under university policy; and forfeiture of tuition and fees. See REFUND POLICY in the Student Handbook. Students will be required to return their Cheyney University ID card and room key (if applicable) before they vacate the University premises. Students suspended from Cheyney University are prohibited from visiting any affiliated University premises and facilities as they will be considered trespassing.

Expulsion:

- The student is separated from the university permanently. There are no revisions for the readmission of students in the future. See REFUND POLICY in the Student Handbook. Students will be required to return their Cheyney University ID card and room key (if applicable) before they vacate the University premises. Students expelled from Cheyney University are prohibited from visiting any affiliated University premises, as well as completing all requirements about withdrawing from the University.

Stops on Accounts/Records:

- The University may withhold transcripts, diplomas, or other official records and/or suspend certain privileges such as class registration, and moving into the residence halls, pending the disposition of cases and completion of sanctions if such action is reasonably necessary to preserve the University's ability to enforce its disciplinary rules.

Inactivation:

- Temporary loss of university recognition and campus privileges for a designated time not to exceed five (5) years, imposed upon a student organization.

Termination of University Recognition of a Student Organization:

- The organization is not eligible for reinstatement for a minimum of five (5) years. The Executive Director of Campus Life and Student Affairs or Director of Student Activities can grant reinstatement of an organization's recognition. Consideration of reinstatement must be accompanied by a written proposal developed under the guidance of the Director of Student Activities. The proposal for reinstatement must also include the following criteria: a letter of endorsement/support from a proposed faculty/staff advisor and the Student Government Association (SGA).

University Policies for Students

Computer Technology/Policy on Acceptable Use of Technology

Cheyney University strongly encourages the free exchange of ideas and information among all members of its university community and with members of other communities. Information Technology resources can stimulate intellectual, social, and cultural growth, but they can also be a means to destroy and harass. Therefore, students, faculty and staff, and the university community are expected to exercise responsible use, computing resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of university policies and codes of conduct. While the university recognizes the role of privacy there should be no expectation of privacy of information stored on or sent through university-owned information technology resources, except as required by state or federal law. The university may be required to provide information stored in its information technology resources to someone other than a user as a result of a court order, investigatory process, or in response to a request authorized under Pennsylvania's Right-To-Know statute (65 P.S. §67.101 et seq). Responsibilities prohibited uses and disciplinary consequences of this policy can be found in the register FE 2010-4030.

Event Policy (Students/Student Organizations)

Policy: All student/student organization activities/events must be approved by the appropriate University official(s) using the procedure below.

Definitions:

Event (standard or special): Any activity or program sponsored by a student/student organization. The size, number in attendance, location, and purpose of the activity are considered in the determination of event type (standard or special) and the need for police presence.

Enrolled students: Students who are currently registered for classes at Cheyney University.

Active organization: An organization that is registered with the Office of Student Activities and currently in good standing with the University, the parent organization, and the Office of Student Activities.

Activity Procedures:

- Reservations - Students/Student Organizations will complete an Activity/Event Permit in the office of Student Activities twenty-one (21) calendar days in advance of the special event. Activity/Event Permits for standard events may be completed up to 48 hours before the program.
- Student Activities staff will review and enter activity/event permit requests in school.
- Permits must be signed, and the activity must be approved by the organization advisor before being presented to Student Activities.
- Events must end no later than 1:00 AM, with lights, music, and guests out by 1:30 AM. This includes dances.
- Homecoming/May Week - Activity permits and arrangements for Homecoming and May Week events must be submitted thirty- five (35) calendar days in advance. Events scheduled for Homecoming and May Week can be extended until 2:00 AM.
- Security - Student Activities staff will confer with the office of Campus Police referencing contracted security, the cost, and arrangements for same. Security should be requested once the permit is received, but no later than fourteen (14) calendar days before the event.

Student organizations are responsible for security costs.

- Advertising -. The event and advertisement must be approved by the organization advisor and the Office of Student Activities before the advertisement can begin. This includes advertisement by social media. Students are reminded to take into consideration the depth of social media and the venue when advertising. Advertisement should include:
 - ID requirement
 - Age requirement
 - Dress Code/Requirements (no bags, backpacks, large pocketbooks, hats, hoodies)
 - Food/Beverage restrictions
 - Alcohol/Drug restrictions
- Equipment - Equipment must be secured by a work order through the Cheyney helpdesk icon at the time the Event/Activity Permit is submitted (21 calendar days in advance). The provision of equipment or services will be determined by availability, scheduling, and CBA.

- **Contracts** - Students/Student organizations are encouraged to obtain contracts when securing services from vendors. The University name should not be used for contract purposes where individual organizations are concerned. Student organizations can't sign contracts nor make purchases for or under the name of Cheyney University. Individual organization guidelines, constitutions, and by-laws should be followed.
- **Food** - Events that include food and beverage items above the amount of \$100.00 must be discussed with the campus food service company. The on-campus food service company has "first right of refusal". They must be contracted to provide food and beverage items totaling \$100.00 or more unless they decline to provide the service.
- **Identification** - College ID cards are required for Cheyney University students and guests at university dances. Identification cards may be required, and off-campus guests may be invited to other events, as determined by Student Activities staff and as advertised.

Chaperones MUST BE PRESENT AT ALL STUDENT EVENTS. Student organization events must have a specified number of chaperones which is determined by the activity, venue, and expected attendance. Students are responsible for securing chaperones.

- Student dances require no less than four (4) chaperones.
- Chaperones can be a combination of faculty, staff, administration, and organization/alumni volunteers. No less than two (2)
- Cheyney University employee chaperones are required at student dances.
- Chaperones must arrive at the event one-half hour before the start time to participate in an activity briefing and must remain until the end of the activity.
- Chaperones must be visible both inside and outside of the event.
- Chaperones must monitor the behavior of the attendees at the event. Any major problems or concerns (fights, arguments, public drunkenness, lewd or suspicious behavior, etc.) should be reported to the event security and Cheyney Police.
- Cheyney University Police will determine if an event should be shut down and will report the same to chaperoning staff.
- Proper lighting must be maintained in all facilities during events.
- Cheyney University Police will coordinate this safety feature.

Volunteers

All volunteers who will be working with students under 18 years of age must go through background checks. The Office of Human Resources is responsible for establishing and maintaining a registry of university-authorized adults for programs for minors.

Alcohol/Drugs/Decorum

Individuals attending the event who are found to have consumed alcohol or drugs or have the same will be denied entrance to or will be removed from the event and will receive citations and judicial complaints.

Individuals who are not properly dressed for the event will be denied entrance to or will be removed from the event. This determination is made by the host organization and chaperones.

Fighting will not be tolerated at student activities. Individuals engaging in this behavior may be removed or denied entrance without reimbursement.

Title IX Policy

Title IX protects against discrimination and harassment based on sex. Cheyney University of Pennsylvania will not tolerate sex discrimination or harassment of applicants, students, or employees, by students, faculty, staff, administrators, contractors, or others working for or with the University.

Likewise, the University will not tolerate any form of retaliation against any applicant, student, or employee for reporting discrimination or harassment or assisting in the investigation of a discrimination or harassment complaint. This policy will be posted online.

Cheyney University of Pennsylvania Title IX Coordinator is responsible for coordinating the efforts of the University to comply with Title IX. The current Title IX Coordinator for the University is Dr. Lakiyah Chambers, Associate Director of Human Resources. The Title IX Coordinator's office is located on the 3rd Floor of Biddle Hall. Students, faculty, and staff may contact the Title IX Coordinator's Office at titleix@cheyney.edu or 610-399-2581 to inquire about their rights under the College's policies, request mediation or counseling, or seek information about filing a complaint.

Other student-related policies

Guidelines on fire safety, smoking, solicitation, visitation, and weapons, can be found under Residence Life and Housing.