

necessary to ensure fairness. If there is no Director, the Vice President for Student Engagement &

D. Student Groups and Organizations The Code applies to the conduct of individual students as well as student organizations. Specifically, the conduct (which may be intentional or unintentional action) must involve one or more members of a student group or organization. Members may be general members, officers, new/associate members or alumni.

V. DEFINITIONS

A. Academic Exercise: all forms of work (oral, written, electronic, or otherwise) submitted as a draft, extra credit, or for credit, grading, continuance, graduation, honors, awards, scholarships, or recognition at the University as well as materials at, (,) -1 (w) (,) -1 () 11 (o4n2c83 (,) -6.4 (o)-2 () 10.8 (

- K. Conduct Conference resolution offered when an alleged violation will not result in a review for suspension or expulsion from the University.
- L. Conduct Hearing resolution offered when an alleged violation may result in a review for suspension or expulsion from the University.
- M. Consent as defined in [University Policy 1008: Policy on Title IX and Sexual Misconduct](#)

X.

- a. The conduct is sanctioned by the student organization/group and/or any of its officers. "Sanctioned by" may include but is not limited to active or passive consent or encouragement; prior knowledge that the conduct would likely occur; or helping to plan, advertise, or promote the conduct.
 - b. The conduct is committed during the course of an activity financed by the organization/group or financed as a result of one or more members of the student organization/group contributing personal funds in support of the conduct/activity.
 - c. The conduct occurred on property owned, controlled, rented, leased, or used by the organization/group or any of its members.
 - d. The purpose of the conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the student organization/group.
 - e. Non-members of the student organization/group learned of the activity through members, advertisements, or communications associated with the student organization/group, or a reasonable person would conclude that the conduct was affiliated with or sanctioned by the student organization/group.
 - f. Members of the student organization/group had an opportunity and failed to intervene, did not report the violation, attempted to conceal the conduct, or attempted to protect other members who were involved; or
 - g. One or more officer(s) of the organization/group had prior knowledge or reasonably should have known the conduct would occur.
- B. Student Athletes: As an NCAA member institution, student athletes must comply with Code of Student Conduct, all applicable rules, and regulations of the NCAA and Conference partners as published in the University Student Athlete Handbook. Sanctions may be imposed by both the Athletic Director and Office of Student Conduct & Academic Integrity for any NCAA violation that also violates the Code. Incidents under this provision will be reported annually to the Board of Visitors, in accordance with the [Code of Virginia § 18.1-1303](#).
- C.

A. Academic integrity violations include:

1. Cheating is defined as unauthorized access to or use of assistance, or collaboration in an academic exercise (including, but not limited to unapproved resources or assistance on an assignment, quiz, or exam; submission of the same or similar paper more than once without permission, etc.).
2. Plagiarism is defined as using someone else's language, ideas, or other material without a proper citation in an academic exercise (including but not limited to submitting work of another person, making minor changes to borrowed materials, taking credit for group work without participating, etc.). For more information about plagiarism, please visit the [Academic Integrity Tutorial](#)
3. Fabrication is defined as. Inventing, altering, or falsifying data, citation, or information in an academic exercise (including but not limited to citing a secondary source as primary; or inventing or altering data).
4. Facilitation is defined as helping a student commit an academic integrity violation (including, but not limited to sharing course materials without permission).

B. Improper use or possession of alcohol or other controlled substances, including:

1. Alcohol. Underage use or possession of alcohol or possession in a prohibited area.
2. The unlawful furnishing, distribution or manufacturing of alcohol.
3. Cannabis² Use or possession of cannabis.
4. Cultivating, growing, manufacturing, distributing, selling, or possessing any illegal/controlled substance with the intent to distribute.
5. Other Drugs. Possession or use of narcotics, controlled substances, or other illegal drugs.
6. The Possession of drug paraphernalia.

¹ "Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit their source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately" (Council of Writing Program Administrators, 2003). Faculty members may consider this misuse of sources when evaluating the student's academic performance.

² Federal law, including the [Drug Free Schools and Communities Act](#), continues to prohibit cannabis; therefore, the use and/or possession of cannabis (e.g., medical or recreational) is prohibited on

- C. Public Intoxication. Appearing in a public place significantly under the influence of a controlled or other intoxicating substance.
- D. Smoking. Smoking or vaping inside or within 25 feet of the entrance to a university facility.
- E. Tobacco. Underage use or possession of tobacco or possession in a prohibited area.
- F. Fire safety. Failure to evacuate a university building during a fire alarm; unauthorized use, possession, or tampering with University fire safety equipment; intentionally or recklessly causing a fire.
- G. Harassment. Unwelcome conduct that a reasonable person would consider to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.
- H. Hazing is defined as intentionally or recklessly endangering the health or safety of another person or causing injury with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in student organization/group [Student Organization](#)

IX. PROCEDURES

A. Reports of Violations

1. Those who are aware of misconduct are encouraged to report it promptly to the [Office of Student Conduct & Academic Integrity](#) and/or [Old Dominion University Police Department](#). There is no time limit on reporting violations; however, it may be difficult for the University to obtain information and witness statements and make a determination regarding alleged violations as time progresses after an incident. While anonymous reports may be difficult to investigate, the University takes all concerns and reports seriously. Incidents involving sexual harassment, including but not limited to sexual assault, stalking, dating and/or domestic violence and sexual exploitation should be reported directly to the [Office of Institutional Equity & Diversity Title IX Coordinator](#). [University Policy 1008: Policy on Title IX and Sexual Misconduct](#) addresses the Title IX Coordinator's review of incidents of this nature.
2. Members of student organizations/groups are expected to promptly report violations by other members of the student organization/group of the Code or other University policies to the [Office of Student Conduct & Academic Integrity](#) including the following information:
 - a. detailed description of the concerning conduct including date, time, and location.
 - b. name(s) of individual(s) involved; and
 - c. description of any internal actions taken by the student organization/group (e.g., chapter and/or inter/national organizational governing body), if applicable.
3. When concerning behavior is reported, the Office of Student Conduct & Academic Integrity may facilitate an investigation with the individual(s) included in the report. If information indicates the conduct was affiliated with or sanctioned by the student organization/group, the investigation may continue into the student organization/group. The Office of Student Conduct & Academic Integrity may assign violations to be heard by a trained hearing body, if appropriate.
4. After reviewing a report, the Office of Student Conduct & Academic Integrity, will determine whether sufficient information exists to indicate that a student and/or student organization/group engaged in any prohibited conduct and, if so, identify applicable violations and appropriate resolutions.
5. If necessary, the Office of Student Conduct & Academic Integrity, may request a mandatory meeting with a student to discuss a report and/or gather additional information. If the Office of Student Conduct & Academic Integrity subsequently determines the report lacks merit, it will be dismissed. Additionally, the Office of Student Conduct & Academic Integrity may also require a student to attend a mandatory meeting prior to returning to class for reports of classroom disruption. Investigation information and timelines may be found on the Office of Student Conduct & Academic Integrity [website](#).
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B. Notice

Respondents will receive a written Notice of Alleged Violation ("Notice") including alleged prohibited conduct documentation to be considered and information about a resolution meeting sent to the respondent's ODU email. Notice for student organizations/groups will be emailed to the organization/group's representative (e.g., president/representative/captain) on file with the Office of Student Engagement & Traditions, Recreation & Wellness and University Intercollegiate Athletics. Witnesses invited by the Office of Student & Academic Integrity will receive a written Notice with information about the resolution meeting.

C. Interim Measures

1. To ensure continuity of university operations, the ~~well~~ing of the University or of a student, the Vice President of Student Engagement & Enrollment Services, Office of Student Conduct & Academic Integrity or designee may impose certain interim measures upon a student or student organization/group. These actions may include suspension (or ~~sepa~~ from the University), no contact directives, temporary termination or modification of the housing assignment, or alteration of academic or work schedules.
2. The Office of Student Conduct & Academic Integrity will notify the student or student organization in writing about the reported incident and that an interim suspension is being imposed. The student or student organization will be given a prompt opportunity to discuss with the Director of Student Conduct & Conduct or a designee in order to ~~the~~ ~~ing~~ issues only:
 - a. the reliability of the information concerning the student/student organization/ groups conduct, including the matter of their student's identity;
 - b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student/student organization on university premises poses a substantial and immediate threat to safety or the stability and continuance of normal University functions.
3. A student or student organization may appeal an interim ~~meas~~ to the Vice President of Student Engagement & Enrollment Services, Office of Student Conduct & Academic Integrity or designee by submitting an appeal to the Office of Student Conduct & Academic Integrity. Based on this review. ni.9 (t)-3 ()Tj DC -4 (s)- on t sal ancdf

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2. To request a withdrawal due to pending felony, the student should email the Office of Student Conduct & Academic Integrity oscai@odu.edu. Prior to submitting the request, the Office of Student Conduct & Academic Integrity recommends that students interested in a withdrawal during pending felony speak with the Office of Finance to discuss any implications for financial aid. The request for a withdrawal during pending felony does not have a deadline. The request should include the following:
 - a. A request to be withdrawn from classes due to the pending felonies, including information about each felony
 - b. an understanding that a conduct hearing must occur and any applicable sanctions must be completed prior to enrollment; and
 - c. any supporting documentation about the pending court case. If the request is approved, the Office of Student Conduct & Academic Integrity will facilitate the administrative process with the Office of Student Outreach & Support. Readmission to a specific college or academic degree program is subject to that college or program's approval.

E. Conduct Hearings

1. General Provisions

- a. All conduct meetings are closed. Only individuals with relevant information will be permitted to attend and participate in the meeting. Conduct administrators or chairpersons will determine the relevance of information and credibility of participants.
- b. A respondent, complainant, or witness may participate in a meeting remotely if their identity is confirmed.
- c. Students may submit a request to use aids, services, or other reasonable accommodations to participate in the conduct process by emailing the Office of Student Conduct & Academic Integrity at

- viii. Failure to complete any action by an assigned deadline;
- ix. Influencing or attempting to influence another person to abuse of the conduct process;
- x. Helping a student violate, or attempt to violate, the Code; and Retaliation.

2. Conduct Administrator/Chairperson

- a. The conduct administrator or chairperson maintains order and determines the proper sequence of events

Academic Integrity at oscai@odu.edu a completed Release of Information form no later than 3 business days prior to the conduct meeting for approval. A conduct administrator or chairperson may also be assisted by an advisor.

- c. A respondent may request to postpone a conduct meeting by emailing the Office of Student Conduct & Academic Integrity oscai@odu.edu no later than 3 business days prior () TJ EMC 7423 2.261j EMC /LBtm

determine whether it is more likely than not that the respondent violated any policies contained in the Notice and will provide a written outcome via the respondent's official

3. Formal Resolution If no conduct conference or meeting is offered to a respondent, or the conference or meeting does not result in a final resolution, the respondent will be afforded an opportunity for a hearing in accordance with the Code.

G. Academic Integrity Procedures

1. Reporting Faculty members who believe that a student may have engaged in academic integrity violation are encouraged to consult with the Office of Student Conduct & Academic Integrity regarding the applicability of this Code, potential courses of action, and guidance on imposing appropriate sanctions.

Faculty who suspect a graduate student may have violated one or more standards of

faculty member's sanction recommendations. Faculty may recommend suspension or expulsion as a sanction of a graduate student, even for a first violation.

- a. The faculty member will be asked to attend the hearing as a witness to give insight
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- ii. The student has successfully completed the University's "Academic Integrity Matters" seminar, or alternate educational activity approved by the Director, and anyother outstanding sanctions; and
- iii. The student has not been found to have engaged in other Academic Integrity violations during the student's tenure at the University.
- h. The Director will normally notify the student of the decision whether to remove the notation within 15 business days of receiving the petition. The notation will not be removed from the student's transcript when the violation involved substantial premeditation of deliberate conduct.
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I. Holds

When a student has failed to complete sanctions by assigned deadlines, is suspended or expelled from the University, is not presently enrolled and a ~~conduct~~ meeting is pending, or the student has a pending conduct case that must be resolved prior to graduation, a hold will be applied to prevent course registration and/or graduation.

J. Appeals Procedures

1. Only respondents who attend and participate in a formal resolution can appeal an outcome. Appeal procedures for cases involving discrimination may be found in [University Discrimination Policy 1005](#) and cases involving sexual misconduct may be found in Policy 1008: Policy on Title IX and Sexual Misconduct.
2. Only outcomes involving separation (e.g., termination of Housing & Dining agreement, revocation of admission and/or ~~dege~~, conduct suspension, dismissal or expulsion) may be appealed.
3. Appeal requests must be submitted within five (5) business days from the date of the outcome letter using the Appeal Request Form. An appeal is an administrative review of the written documentation and will not involve a ~~red~~judication of the case. The appellate administrator may uphold, modify, overturn, or return the case to a conduct administrator or panel to remedy errors or consider new information. The decision of the appellate administrator is final.
4. A respondent may request an appeal for the following reasons:
 - a. To determine whether sanctions involving separation were appropriate considering all relevant factors.
 - b. To determine whether a significant departure from procedure has ~~oedura~~ occurred and impacted the outcome of the resolution.
 - c. To determine whether a finding of responsibility was reasonable based on the information available; and
 - d. To consider new information not known or available to the respondent at the time of the resolution ~~impactg~~ impacting the outcome.

X. SANCTIONS

The following sanctions may be applied to any student or student organization/group.

- A. Reprimand: a written notice indicating the respondent violated the Code.
- B. Conduct Probation: a period of time a respondent is not in good conduct standing with the University.
- C. Educational or Restorative Measures ~~s~~sanctions designed to educate a respondent about the expectations of the University community.
- D. Loss of privileges includes denial or restriction of privileges for a ~~desig~~ designated period of time. Loss

university premises or University activities, or from hosting visitors or guests on University premises. Withdrawal or transfer from a co

XI. TRANSCRIPT NOTATIONS

A. The Office of Student Conduct & Academic Integrity may issue a transcript notation for