Student Life Policies

Standards and Policies

Undergraduate Student Life Policies

This section contains many of the relevant rules and regulations governing undergraduate student nonacademic life on the Homewood Campus. Students are responsible for complying with these policies.

Introduction to the Undergraduate Student Conduct Code

The fundamental purpose of the University’s regulation of student conduct is to promote and to protect the health, safety, welfare, property, and rights of all members of the University community as well as to promote the orderly operation of the University and to safeguard its property and facilities.

Acceptance of membership in the University community carries with it an obligation on the part of each individual to respect the rights of others, to protect the University as a forum for the free expression of ideas, and to obey the law. This Undergraduate Student Conduct Code pertains to misconduct arising from offenses against persons and/or property committed on University property; to misconduct committed off University property against members of the University community; and to misconduct occurring off campus that causes significant harm to others. The University’s undergraduate student conduct system is designed to enforce the University’s conduct regulations.

The University reserves the right to institute disciplinary action whether or not the offense results or may result in action by a civil or criminal court.

Undergraduate Student Conduct Code

In addition to maintaining good academic standing, students are expected to refrain from conduct that injures persons or property. The University expects all students, including those living on or off campus, students studying abroad or at any off-campus university facility, or are on break to be law-abiding citizens, to respect the rights of others, and to refrain from behavior that impairs the University’s purpose or its reputation in the community. Students who have committed acts which are a danger to their own personal safety or which harm or have the potential of harming others, or who destroy, damage, or wrongfully appropriate property, will be disciplined and may forfeit their right to be members of the University community.

For example, students are expected to refrain from:

1. Conduct that disrupts or interferes with the orderly operation of teaching and research, or with other lawful or authorized activities.
2. Conduct that causes, or can be reasonably expected to cause, or threatens physical harm to a person.
3. Physical or verbal threats against or intimidation of any person which results in limiting her/his full access to all aspects of life at the University.
4. Conduct or a pattern of conduct in which a person approaches or pursues another person with intent to place the person in fear of physical harm or with intent to harass or to intimidate the person.
5. Conduct that violates the University’s hazing policy, or other conduct or a pattern of conduct that harasses a person or group.
6. Conduct that constitutes sexual abuse, assault, or rape of another person.
7. Conduct that constitutes sexual harassment of another person.
8. Theft or vandalism of University property, property of others, or knowingly possessing stolen property.
9. The unauthorized use, possession, or storage of any weapons, chemicals, or explosives, including fireworks, on University property.
10. The unauthorized distribution, possession, or use of any controlled substance (such as, but not limited to, illegal drugs).
11. The possession or consumption of alcohol by individuals under the legal drinking age in Maryland (21 years of age), or the provision of alcohol to minors.
12. The distribution or sale of alcohol to individuals under the legal drinking age.
13. Failure to comply with the directions of University officials, instructors, administrators, staff, or the Baltimore City Police acting in performance of their duties.
14. The unauthorized or improper use of University property, facilities, resources, or the University name or seal.
15. Failure to observe University policies, procedures, rules, or regulations.
16. Misuse or abuse of any University computer, computer system, computer or communications service, program, data, network, or resource.
17. Violation of any law of the United States, law of the State of Maryland, or municipal ordinance which occurs on or off campus which impinges on the rights of others or which impairs the University’s reputation.
18. Conduct that disturbs the peace or impinges on the rights of residents of neighborhoods where students reside, including, but not limited to: loud parties or excessive noise, shouting or talking that unreasonably disturbs other students or community members; public urination; drinking in public; littering or not disposing of trash appropriately; failure to reasonably maintain yard or premises.
19. Hosting or conducting an event in violation of university policies.
20. Conduct that hinders, obstructs, or interferes with investigations, hearings, sanctions, and other implementation processes of the Student Conduct Code.
21. Failure to appear for a University disciplinary hearing to respond to a charge or to testify as a witness when reasonably notified to do so.
22. Failure to comply with the terms of a judicial sanction. Other behavior may be equally inconsistent with the standard of conduct expected of a University student and the University’s commitment to providing an environment conducive to learning and research.

Student Conduct System

Overview

The Office of the Dean of Student Life has responsibility for disciplinary matters relating to the non-academic life of undergraduates in the Homewood Schools of Arts and Sciences and Engineering. Included in this are:

- formulating and refining a student conduct code;
- formulating and refining a system for addressing and adjudicating complaints of misconduct;
• educating the undergraduate community about conduct standards and resolution mechanisms; and
• upholding the conduct code and related policies governing undergraduate life, including residential living.

When a complaint is made alleging violation of the conduct code, the matter may be resolved by:

• the Student Conduct Board,
• the Dean of Student Life, or
• a designee of the Dean of Student Life, most frequently the Associate Dean of Students or the administrative staff in the Office of Residential Life.

Mechanisms used to resolve incidents or misconduct include:

• administrative resolution of minor, non-disputed conduct violations,
• Student Conduct Board hearings,
• administrative hearings with the Associate Dean of Students or a designee, or
• a mediation process, with an administrative mediator or through the University’s mediation service, when mediation is an appropriate alternative to a disciplinary hearing process.

**Authority of the Conduct Board**

Members of the University community have the responsibility to conduct themselves in a manner that upholds the law and respects the rights of others. The Student Conduct Code outlines the standards of behavior established by the University for undergraduates.

The conduct code is enforceable until the undergraduate degree is conferred on commencement day. The code governs behavior which occurs on or off University property. It is enforceable throughout the entire matriculation period, regardless of whether classes are in session or the student is enrolled in classes.

The University may institute action on a disciplinary matter when the interests of the University community are at stake. The conduct system is not intended to replace public law enforcement or to provide non-Hopkins community members with a personal redress mechanism.

Some acts of misconduct also may constitute violations of criminal law. The University’s policy is to cooperate fully with law enforcement authorities. The University’s conduction of its disciplinary proceedings is independent of any criminal proceedings arising out of the same incident.

The conduct system coordinated by the Office of the Dean of Student Life addresses alleged violations of the student conduct by individual undergraduate students. The disciplinary structures and processes of the Interfraternity Council and the Student Activities Commission address alleged violations by fraternity and student organizations of the policies of those groups. A student who commits misconduct that violates both the conduct code and student organization policies may be held accountable through both the conduct system and the disciplinary structure of their organization. Academic misconduct is addressed by the Undergraduate Academic Ethics Board.

**Complaint Process**

Conduct system complaints may be generated by:

• undergraduate and graduate students
• staff and faculty
• neighbors, landlords, and community groups
• law enforcement reports
• campus security reports
• individuals and entities not affiliated with the university community.
• An individual who wishes to make a complaint speaks to the Associate Dean of Students in the Office of the Dean of Student Life, or the administrative staff of the Office of Residential Life.

The Associate Dean manages complaints of major conduct code violations regardless of where they occur and of any violation that does not occur in University housing. The Director of Residential Life, or her designee, manages complaints of minor violations that occur in University housing.

As a preliminary step, the conduct process is explained to the complainant, options are discussed, and the complainant decides whether to pursue the complaint. If the complainant decides to do so, and in instances in which the University is the complainant, the process continues through the following steps:

The investigating administrator meets with the accused student and other individuals involved in the case as warranted.

The investigating administrator determines whether there is sufficient cause for charges to be initiated against the accused student.

If the accused student is charged, the investigating officer evaluates whether the case should be handled administratively, referred to the Student Conduct Board, or referred for mediation.

When warranted, the investigating officer works with the complainant and respondent to identify witnesses and to assemble information relevant to the case. The complainant and the respondent are given opportunity to review this information in preparation for the hearing.

The complainant and respondent are responsible for notifying their witnesses of the hearing date and time and for bringing all relevant evidence to the hearing. Minor disciplinary cases that occur in University housing in which the accused student admits to the misconduct are likely handled administratively by Office of Residential Life staff. In most other instances, cases are referred to the Student Conduct Board. Cases of high sensitivity and complexity may be referred to an administrative hearing with the Dean of Student Life or her designee, including cases alleging sexual assault or sexual harassment.

**The Student Conduct Board**

The Student Conduct Board is part of an undergraduate student conduct process created by the Dean of Student Life to assist her in resolving cases of non-academic misconduct. It is designed to give students a formal role in upholding the standards of community life at the University and to give students who are victimized by or accused of violations of these standards the opportunity to have their cases heard by their peers.

The Board reports to the Associate Dean of Student Life. The Board is comprised of up to 20 students and 4 to 10 staff/faculty members who hear cases on a rotating basis in groups of five. These five-person hearing panels are composed of three student members and two staff/faculty members. A student member of each panel serves as the
circumstances of the offense, the student’s prior record, and other
or the student conduct code. In imposing sanctions, the nature and
up to and including expulsion, for any violation of University policy
sole discretion, may impose any sanction or combination of sanctions,
hearing panel or administrative hearing officer. The University, in its
Sanctions

Administrative Hearing Process

In hearings conducted by the Student Conduct Board and by
administrative hearing officers, the panel or hearing officer:

• Reads the charge to the respondent and asks the respondent to
  indicate whether s/he is responsible or not responsible for the
  misconduct in question
• Asks for a full statement from both the complainant and respondent
describing the incident and giving the incident and giving relevant
  background
• Hears statements from witnesses
• Questions the complainant, respondent, and witnesses.

The complainant and respondent have the opportunity to respond to all
statements and information presented to the panel or hearing officer. In
most cases, the respondent will be present when the complainant
presents his/her statement and is questioned by members of the panel
or the hearing officer. However, the Associate Dean of Student Life
directs that the complainant appear outside the presence of the
respondent for good cause.

The complainant and respondent are entitled to the same opportunities
to bring their parents or another individual to provide personal support
to a hearing. Legal counsel representing any participant is not permitted
in the hearing. In private session, the hearing panel or administrative
hearing officer:

Makes a determination of the responsibility or non-responsibility of the
respondent for the misconduct charged;

Determines a sanction, when there has been a finding of responsibility;

Students are given 5 days notice of the hearing except in the case
of a senior. In order to participate in graduation, a student hearing,
Administrative or Conduct Board must take place before graduation.

Sanctions

The following sanctions may be imposed singly or in combination by a
hearing panel or administrative hearing officer. The University, in its
sole discretion, may impose any sanction or combination of sanctions,
up to and including expulsion, for any violation of University policy
or the student conduct code. In imposing sanctions, the nature and
circumstances of the offense, the student’s prior record, and other
factors deemed pertinent may be considered.

1. Disciplinary Warning:
The student receives written notice that continuation or repetition
of conduct that has been judged wrongful or inappropriate,
within a period of time stated in the warning, will be cause for
more serious disciplinary action. A letter of warning creates a
disciplinary file in the Office of the Dean of Student Life that exists
until the student leaves the University by graduation or transfer.

2. Disciplinary Probation:
The student is notified that s/he is no longer in good conduct
standing with the University and that further violation of University
regulations during the probation will likely result in disciplinary
separation. A file is maintained in the Office of the Dean of Student
Life. Students on disciplinary probation are generally ineligible to
represent the University in intercollegiate activities, hold elected
or appointed office or campus committee chairpersonship, or
pledge a fraternity or sorority for a set period of time as set forth
in the notice of the probation.

3. Disciplinary Suspension:
A student must withdraw from the University for a specified length
of time. Suspension from academic coursework includes exclusion
from all academic privileges and co-curricular activities. A file is
maintained in the Office of the Dean of Student Life and a copy of
the notification letter is filed in the student’s academic records. A
notation on the student’s permanent record may also be ordered.
Parents will be notified of suspension.

4. Additional Sanctions in Cases of Warning, Probation, or
Suspension:
As part of either disciplinary warning or disciplinary probation, the
following conditions may be applied:
• Restitution
• Fines
• Compensatory services
• Restitution services
• Rehabilitative and/or educational activities
• Exclusion from specific aspects of community life such as
  participation in commencement exercises or entry into
  residence halls.

5. Expulsion:
An individual’s status as a student of the University is terminated.

6. Separation from the Residence Halls:
Students residing in University housing face an additional potential
sanction of expulsion from housing. If they are found to have
committed any of the following acts of misconduct:
• Knowingly or recklessly endangering the health or safety of
  other residents of University housing.
• Any activity involving firecrackers, explosives, or firearms; any
  act of arson within University housing.
• Throwing or dropping items from the buildings.
• Threatening, harassing, or abusing any member of the
  residential community.
• Distribution, possession, or use of illegal drugs
• Serious violations of the University’s alcohol policy
• Intentionally or recklessly destroying, damaging, disabling, or
  stealing University property
• Repeated violations of housing regulations
  If a student is removed from housing they will not receive a
  refund.

7. Off-campus and Community Violations and Sanctions:
As set forth in the student conduct code, students residing in
housing off-campus may be sanctioned for engaging in conduct
that impinges on the rights of other students, neighbors, and
community members. Violations of restrictions on noise, the
hosting of events, trash disposal, maintaining yard and premises,
underage drinking, distribution/sale of alcohol and other offenses
that impact or may impact negatively on the community will result
in sanctions as follows: for a first offense, at a minimum, a written
warning; for a second offense, at a minimum, university probation,
a fine and parental notification; for a third offense, suspension and
possible expulsion. As is the case with any violation of the student
conduct code, any violation, even a first offense, can be punished
with sanctions up to and including expulsion, depending on the
nature and circumstances of the violation, the prior record of the student, and other factors deemed pertinent.

**Transcript Notations**

Hearing panels and officers may order the entry of a notation explaining disciplinary action on the transcript of a student found responsible for misconduct. Hearing officials also may permit the student to appeal to the Dean of Student Life for removal of the notation after a specified period of time and upon completion of sanctions and fulfillment of other specified conditions.

**Post-Hearing Process**

Both the complainant and respondent are informed of the outcome of the hearing. The respondent is given written notification of the decision. The requirements of confidentiality of student records are observed. An appeal process is available for findings and/or sanctions, on limited grounds, to the complainant and the respondent.

**Options in Cases of Sexual Assault or Sexual Harassment**

Cases involving charges of sexual harassment or sexual assault shall be heard by the Dean of Student Life, unless, with the agreement of the complainant, the Dean deems the case appropriate for disposition by the board. In either case, the hearing procedures described above apply.

Both the complainant and respondent are informed of the outcome of the hearing, which means the final determination with respect to the alleged sex offense and any sanction that is imposed against the respondent. This notice will be provided to the complainant and the respondent in the same manner and in the same time frame.

In addition to the above, upon written request, the Dean of Student Life shall disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Persons who believe they have been sexually abused or assaulted by Johns Hopkins students are encouraged to contact the Office of the Dean of Student Life. Referrals to support services will be made and the disciplinary process for sexual assault complaints will be explained for those who wish to consider initiating a complaint. Students may bring complaints about acts of sexual harassment committed by Johns Hopkins students to the Office of the Dean of Student Life for disciplinary action. Students also may bring complaints of sexual harassment committed by faculty, staff or students to heads of departments, the dean or director of a division.

**Interim Suspension**

The Dean of Student Life or Associate Dean of Student Life reserves the right to suspend a student when his or her behavior indicates that his/her continued presence on campus constitutes a danger to the normal operation of the institution, or to the safety of himself or herself or others, or to the property of the University or of others. The suspension shall continue until the completion of disciplinary proceedings or until the behavior giving rise to the suspension is resolved.

**For More Information**

The Associate Dean of Student Life in the Office of the Dean of Student Life is available to provide students with more information about any aspect of the Student Conduct System.

**Undergraduate Academic Ethics Board**

**Constitution of the Krieger School of Arts and Sciences and the Whiting School of Engineering**

**Preamble**

Throughout its history, The Johns Hopkins University has enjoyed a distinguished reputation for academic excellence and integrity. Each member of the University bears a personal responsibility to uphold the ethical standards of the Institution. The Undergraduate Academic Ethics Board has adopted the following procedures for responding in a timely and impartial manner to infractions of the high ethical standards of the academic community. Faculty and undergraduate students in the Krieger School of Arts and Sciences and the Whiting School of Engineering are expected to understand their responsibilities as members of the Johns Hopkins University academic community and are bound by these procedures.

**The Undergraduate Academic Ethics Board**

**Section A**

The Undergraduate Academic Ethics Board (hereinafter “The Ethics Board”) is a subcommittee of the Academic Council and an independent committee of the Student Council. The Ethics Board is comprised of eight full-time faculty members (four from each school) and twelve undergraduate students, as well as a Presiding Official and a Chairman, both of whom are undergraduate students. The faculty members are selected by the dean of the school and the undergraduate members are selected by the Student Council’s Committee on Leadership Appointments. Undergraduate members shall serve terms of one academic year, beginning on September 1st. A board member may be removed from the Ethics Board if they have not met the expectation of the board.

**Section B**

The Ethics Board is responsible for the maintenance of the academic integrity of the undergraduate programs in the Krieger School of Arts and Sciences and the Whiting School of Engineering and for all matters concerning adherence to this Constitution, including but not limited to: receiving reports of suspected violations, consulting with members of the University community on ways to reduce possible violations, appointing hearing panels, maintaining confidential records, orienting new students to the ethical standards of the community.

**Section C**

1. The duties of the Chairman are:
   a. to plan and oversee all general meetings of the Board
   b. to be available for contact by the accused student to answer any questions or concerns
   c. to organize training of the board members selected for the subsequent year
d. to assist in the selection of new board members when requested

e. to act as Presiding Official when needed and to provide assistance to the Associate Dean of Student Life and the Presiding Official in their duties when requested

2. The duties of the Presiding Official are:
   a. to oversee all Ethics hearings and to make procedural decisions as outlined in Article VI
   b. to provide assistance to the Associate Dean of Student Life and the Chairman in their duties when requested.

Jurisdiction

The Ethics Board shall have jurisdiction over all undergraduates in the Krieger School of Arts & Sciences and the Whiting School of Engineering. The Ethics Board may assume jurisdiction over a case involving a full time undergraduate in a class in the School of Education and the Carey School of Business.

Violations of Academic Integrity

Undergraduate students enrolled in the Krieger School of Arts and Sciences or the Whiting School of Engineering at the Johns Hopkins University assume a duty to conduct themselves in a manner appropriate to the University’s mission as an institution of higher learning. Students are obliged to refrain from acts which they know, or under circumstances have reason to know, violate the academic integrity of the University. Violations of academic ethics include, but are not limited to: cheating; plagiarism; submitting the same or substantially similar work to satisfy the requirements of more than one course without permission; submitting as one’s own the same or substantially similar work of another; knowingly furnishing false information to any agent of the University for inclusion in academic records; falsification, forgery, alteration, destruction or misuse of official University documents or seal.

Responsibilities of Students and Faculty

Section A

Faculty members are responsible for specifying at the beginning of each semester the basic rules and procedures for any and all coursework, examinations, and other academic exercises. They are also responsible for exercising a reasonable degree of caution while writing, transporting and administrating examinations and other graded work. All faculty members and teaching assistants are responsible for taking appropriate actions in accordance with the Constitution in all cases of suspected violations of academic ethics.

Section B

It is the responsibility of each student to report to the professor in charge of the course or to the Ethics Board any suspected violations of academic ethics.

Procedures for Handling Suspected Violations of Academic Integrity

Section A

If a student is suspected of a possible violation of academic ethics, the professor in charge of the course will review the evidence and the facts of the case promptly with the student. If, after speaking with the student(s), the professor believes that a violation of academic ethics has occurred, the professor may (a) settle the case directly with the student with appropriate notification to the Office of the Dean of Student Life or (b) promptly notify the Ethics Board in writing, through the Office of the Dean of Student Life, setting forth the details of the case.

Section B

1. A professor has the authority to settle a case with a student if (a) the current offense does not constitute a second or subsequent offense, and (b) the settlement does not call for a notation on the student’s transcript. It is the responsibility of the professor to check with the Office of the Dean of Student Life to determine whether the student has any prior record of misconduct. If the circumstances surrounding the case do not satisfy the above criteria, then the professor must send the case to the Ethics Board for resolution.

2. If the professor settles a case with the student(s), the penalty or penalties imposed may only be selected from items (b) through (e) listed under the Penalties section. If the professor feels that none of these penalties are appropriate, he/she must submit the matter to the Ethics Board for resolution.

3. If a case is settled directly between the student and the professor, then the professor must submit the name of the student and the settlement agreed upon to the Office of the Dean of Student Life.

Section C

1. If the student(s) and professor are unable to reach a settlement, then the professor must file a written charge of a violation of academic ethics to the Office of the Dean of Student Life for resolution. Professors should make every effort to take such action within one week of the alleged occurrence of academic misconduct.

2. In the event that a case arises near the end of a semester, the professor must submit a charge (as outlined above) at least one week before the official last day of classes. Any charge received after this date may be held over until the following semester. When possible, hearings could be held during intersession and summer. For summer hearings, officers and board members may be drawn from the Board for the subsequent academic year at the discretion of the Associate Dean of Student Life.

Section D

Upon receipt of a charge of a violation of academic ethics from a professor, the Associate Dean of Student Life shall appoint a hearing panel to consider the charge(s). The panel shall decide the issue of responsibility and, if the student is found responsible or not responsible, shall impose an appropriate penalty, as specified in Penalties.

Section E

When the Associate Dean of Student Life receives a charge of a violation of academic ethics from a professor, he/she shall:

1. file the professor’s written charge in the Ethics Board’s file in the Office of the Dean of Student Life.
2. collect all pertinent evidence.
3. set a hearing date, time, and location.
4. notify the accused student(s) of the charge and hearing date, time, and location.
5. select members of the Ethics Board to serve on the hearing panel.
Hearing Panels

Section A
When required under the conditions warrant a hearing, the Associate Dean of Student Life shall appoint a hearing panel of unbiased persons to consider the case.

Section B
A hearing panel shall consist of two faculty members and three students and shall ordinarily be selected from the members of the Ethics Board. A Presiding Official shall conduct the proceedings of the hearing panel. He or she is responsible for maintaining records of all procedural decisions.

Section C
If any member of the panel feels they are unable to treat all parties fairly, they should remove themselves from the board, and the Associate Dean of Student Life may appoint a hearing panel of faculty or full-time undergraduate students from the Krieger School of Arts and Sciences and the Whiting School of Engineering who are not members of the Ethics Board. Such a circumstance might occur if a panel could not be appointed from among the members of the Ethics Board.

Section D
The professor shall submit all relevant documents to the Associate Dean of Student Life at least five business days prior to a hearing. The accused student shall submit all relevant documents to the Associate Dean of Student Life at least two business days prior to the hearing. If any evidence is submitted after this date, both parties will be notified of its addition.

Section E
The accused student shall be notified in writing of a charge of a violation of academic ethics at least five business days prior to a hearing. Upon receipt of notification, the accused student(s) shall have the opportunity to inspect all documents under the supervision of the Associate Dean of Student Life.

Section F
The hearing panel members shall not be informed of details of the charge(s) before the hearing is convened and shall keep all information confidential.

Section G
The accused student may discuss procedures with the Presiding Official, the Chairman, or the Associate Dean of Student Life but may not approach members of the panel, the accuser, or the accuser’s witnesses concerning any matter directly or indirectly related to the hearing.

Section H
1. Students charged with misconduct arising from a single incident or occurrence may have their hearings joined at the discretion of the Associate Dean of Student Life. Charges of academic misconduct against a single student arising from several incidents or occurrences may also be heard at one hearing at the discretion of the Associate Dean of Student Life.
2. The accused student shall receive written notification of a joinder of charges.
3. When a hearing involves a joinder of charges, the guilt or innocence of each student shall be ruled upon separately.
4. Similarly, joined charges against a single student shall be ruled upon individually.

Section I
1. If an accused student fails to appear for the hearing after having been duly served with notice, or withdraws from a hearing before its conclusion without the written permission of the Associate Dean of Student Life, immediate suspension from the University may be imposed. Such a suspension shall continue until the Hearing can be concluded with the student present.
2. Students are responsible for appearing as witnesses before a hearing panel as requested by the Ethics Board, and no student may willfully interfere with the processes of the Ethics Board or its hearing panels. A student’s failure to appear and tell the truth in response to all relevant questions, or his or her interference with the processes of the Ethics Board or its hearing panels constitutes a violation of academic ethics.

Section J
Those present at a hearing of the Ethics Board are limited to the following: the Presiding Official, panel members, the member of the University bringing charges, the accused student(s), and not more than one representative of the accused student(s) who is a full-time student presently enrolled in either the Krieger School of Arts and Sciences or the Whiting School of Engineering. Any witness called by either party may be present only when their testimony is required. The Chairman may attend the hearing at the request of the Presiding Official, to assist the Presiding Official with any and all matters concerning the Official, to assist the Presiding Official with any and all matters concerning the hearing, but not to exercise final authority on procedural questions. The Associate Dean of Student Life or other administrative officer may also attend the hearing but cannot decide responsible or not responsible regarding the accused.

Section K
A full and complete record shall be made of the proceedings by tape recording. No record of the deliberation shall be made. The hearing panel may, however, prepare a brief written report detailing the reason(s) for the finding of guilt or innocence and any penalties imposed. The Office of the Dean of Student Life will maintain a permanent file of all such reports. If a student is found responsible, they will receive written notification of their sanction(s).

Section L
1. The Presiding Official shall conduct the hearing in an orderly fashion. He/She shall have the authority to rule on peremptory challenges, exclude testimony and evidence that is repetitious or irrelevant to the charges, and shall make final decisions of all questions of procedure. They may ask the Associate Dean of Student Life questions for clarification.
2. The Presiding Official may recess the hearing when it is deemed necessary. During a recess of a hearing, no discussion of the case by panel members, the accused student, the accuser, or witnesses will be permitted.

Section M
The accused student shall be presumed not responsible until found responsible. A determination should be reached during deliberations based solely upon the information presented during the hearing, and not upon any preconceived assumptions.
Section N
Upon calling the hearing to order and introducing the panel, the Presiding Official shall read the charge(s) and ask the accused student to enter a plea of responsible or not responsible.

Section O
If the accused student pleads guilty to the charge(s), the professor shall present testimony which can aid the hearing panel in determining the severity of the offense. The student shall then be given the opportunity to present information to the hearing panel which he/she wish to be considered in determining a penalty. The hearing panel may also ask questions of both parties in order to ascertain the severity of the offense.

Section P
1. If the plea is one of innocence, the professor shall present testimony and evidence in support of the charges. Evidence may include documents, the professor's own testimony, and that of any witnesses. Before calling a witness, the professor should be prepared to establish that the witness will present evidence relevant to the case at hand. Only the panel may ask questions of the accused or the professor. The Associate Dean of Student Life may curtail questioning if it is determined to be irrelevant or repetitious.
2. Following the professor's presentation, the accused student shall present testimony and evidence under the same restrictions.
3. Following the accused student's presentation, the professor and the accused student may recall witnesses if they can establish the need to do so. Such a recall of witnesses shall be subject to the discretion of the Associate Dean of Student Life.
4. After testimony from both sides has been heard, the professor and the accused student shall be given the opportunity to present a closing statement and any mitigating circumstances which they feel are appropriate. If the charge being heard constitutes a second or subsequent offense by the student, the student shall have the opportunity to comment on each prior offense individually.
5. Following the closing statements, the professor, the accused student, his/her representatives, and all witnesses are excused. All parties shall remain available and shall inform the Presiding Official of their whereabouts.

Section Q
1. The panel shall deliberate the charge(s) until each member is ready to vote or the Associate Dean of Student Life determines that any further deliberation will not be productive.
2. The accused student, professor, and/or any witnesses may be recalled for further testimony at any time during the panel's deliberation.
3. The individual decision of each hearing panelist on responsible/not responsible shall be based upon a preponderance of the evidence.
4. Voting of the hearing panel may be by secret ballot or verbally. Majority of votes will determine responsible or not responsible.
5. The accused student will be asked to return, and told of the results of the panel.

Section R
Notice of the outcome of the hearing shall be sent to the student(s), professor, and the Dean of the Krieger School of Arts and Sciences or the Whiting School of Engineering, depending on the school in which the student is enrolled.

Penalties
Section A
If a student is found guilty of a violation of academic ethics, whether by direct settlement with the professor, by pleading guilty at a hearing, or by a ruling of a hearing panel, a notification of the violation must be made in the student's file explaining the violation.

Section B
1. One or more of the following penalties may be imposed upon students found guilty of violations of academic ethics:
   a. A notation placed on the student's permanent transcript explaining the violation and punishment.
   b. Retake of the examination, paper or exercise involved.
   c. Score of zero on the examination, paper, or exercise involved.
   d. Lowering of the course grade.
   e. Failure in the course.
   f. Failure in the course with a notation on the transcript that the grade was for a violation of academic ethics.
   g. Failure in the course with suspension from the University.
   h. Failure in the course with suspension from the University and notation on the transcript that the failing grade was for a violation of academic ethics.
   i. Suspension from the University for at least one Semester.
   j. Suspension from the University for at least one Semester with a notation on the transcript that the cause was a violation of academic ethics.
   k. Expulsion from the University with a notation on the transcript that the cause was a violation of academic ethics.
2. Hearing panels shall make every effort to select a penalty appropriate to the severity of the offense, and may take into consideration any mitigating circumstances brought to its attention, as well as any record or absence of prior misconduct. A hearing panel may also impose a penalty that is not enumerated above if to do so would appropriately reflect the severity of the offense.
3. The penalty for a second or subsequent finding of guilt must be selected from items (f) through (k) of Section B-1 above.

Section C
The penalty decided upon by the hearing panel must be agreed upon by the majority of the panel.

Section D
A student found guilty of a violation of academic ethics in a course forfeits the right to withdraw from the course or to change a graded course to pass/fail, and any withdrawal from that course or change effected prior to the finding of guilt shall be voided.

Section E
A student who has committed a violation of academic ethics has the option of making a timely and personal report of the offense to the professor in charge of the course or to the Dean of the respective
school. A self-reported violation of academic ethics reported and dealt with under this section shall not constitute a first offense.

**Appeals**

**Section A**
A student found guilty of a violation of academic ethics may appeal the decision of the hearing panel to the Vice Dean of Undergraduate Education (or his or her designee) of the Krieger School of Arts and Sciences, the Vice Dean of Education of the Whiting School of Engineering, or the respective Deans of the School of Education or the Carey School of Business, whichever is applicable. The appeal must be filed within 10 business days from the date of the decision from which the appeal is taken. The appeal must be in the form of a written statement setting forth the grounds for the appeal. The Vice Dean may disallow an appeal of any procedural error if that error did not cause harm to the accused student. A full written report of the disposition of each appeal shall be made by the Vice Dean of the respective school and to the Associate Dean of Student Life.

**Records**

**Section A**
Records of the Ethics Board are available to members of the Board, faculty, and administrative staff, including the pre-medical and pre-law advisors. Records will only be released if a written request has been made and approved by the Associate Dean of Student Life.

**Section B**
The records of the Undergraduate Academic Ethics Board shall be held in the Office of the Dean of Student Life.

**Section C**
1. If formal charges have not been brought against an accused student within three months or within the first month of the fall semester for charges carried over from the previous academic year, then any references to the accusation(s) shall be eliminated from all files into which they had been placed.
2. A case file concerning an accused student shall be retained for seven (7) years after that student graduates or otherwise leaves the University.

**A Summary of Procedures for Responding to Infractions of the Academic Ethics Code**

**Violations of Academic Integrity**
Violations of academic ethics include, but are not limited to: cheating, plagiarism; submitting the same or substantially similar work to satisfy the requirements of more than one course without permission; submitting as one’s own the same or substantially similar work of another; knowingly furnishing false information to any agent of the University for the purpose of gaining admission, or use of the University for the purpose of preparing an appeal. No recording of the deliberation is made, although a brief written report is prepared detailing the reason(s) for the panel’s decision and the penalties imposed.

**Suspicion of a Violation of Academic Integrity**
Faculty members and teaching assistants have a responsibility to act in accordance with the ethics code in all cases of suspected violations of academic ethics. Students have a responsibility to report suspected violations of the ethics code to the professor in charge of the course or to the Ethics Board.

The Associate Dean of Student Life in Mattin Suite 210, 410-516-8208, is the liaison for the Ethics Board. If a student is suspected of a violation of academic ethics, the professor in charge of the course must contact the liaison for the Ethics Board to determine whether the student has a record of a previous violation of academic ethics. The professor will review the evidence with the student. If the professor believes that a violation of academic ethics has occurred, the professor may

1. settle the case directly with the student
2. promptly request a hearing by the Ethics Board (by contacting the liaison) and submitting a written charge, describing the details for the case.

**Direct Settlement between the Professor and Student**
If this is a first offense, the professor may settle the case with the student if the student admits guilt. Written notification of the violations and the settlement, signed by the professor and countersigned by the student, should be sent to the Ethics Board. The penalty imposed may be selected from the following: retake the examination, paper or exercise involved; earn a lower grade in the course; or fail the course. If the professor or student feels that none of these penalties is appropriate, the case must be submitted to the Ethics Board for resolution. If this is a student’s second violation of academic ethics, the case must be submitted to the Ethics Board.

**Ethics Board Hearings**
When direct settlement is not possible, the case is brought before the Ethics Board. A hearing panel of two faculty and three student members is then scheduled. The accused student will be notified of the charge(s) and hearing date, time and location. If the case is reported at the end of the semester, when students and faculty are busy with examinations or have left campus, the case may be held over until the start of the next semester.

The professor submits all relevant documents to the liaison of the Ethics Board prior to the hearing. The accused student is given an opportunity to inspect all documents prior to the hearing under the supervision of an official of the ethics board. The student may also bring one representative to the hearing. The representative must be a full-time student presently enrolled in the School of Arts and Sciences or the School of Engineering. A tape of the hearing is made and can be furnished to the accused student for the purpose of preparing an appeal. No recording of the deliberation is made, although a brief written report is prepared detailing the reason(s) for the panel’s decision and the penalties imposed.

**Penalties and Records**
If a student is found guilty of a violation of academic ethics, either by direct settlement with the professor, or by a ruling of a hearing panel,
conditions under which permission will be granted are as follows: the Director of Student Activities prior to the event taking place. The affiliated student groups. If a student group does desire to sponsor an event, it must agree to follow the procedures for assuring the reservation of adequate security and age verification procedures. In addition, the organization must agree to follow the procedures for assuring the proper control of alcohol or drug abuse.

Generally, alcohol is not served at events sponsored by University-affiliated student groups. If a student group does desire to sponsor an event at which alcohol will be served, it must receive permission of the Director of Student Activities prior to the event taking place. The conditions under which permission will be granted are as follows:

1. Only beer and/or wine may be served. Kegs and other bulk quantities are not permitted.
2. The organization must agree to follow the procedures for assuring that persons attending the event who are underage will not be served. In addition, the organization and/or individuals in the organization may be subject to University disciplinary action if underage patrons are served alcoholic beverages.
3. Publicity (posters, etc.) for events at which alcoholic beverages are served must not include any mention of beer/wine. "Refreshments available" or some facsimile thereof will be acceptable. Newspaper ads may publicize beer/wine, but it cannot be the main thrust of the ads.
4. Persons who violate or attempt to violate these regulations (restrictions) will be asked to leave the event and may be subject to university disciplinary action. The Associate Dean of Student Life limits the number of events at which alcohol may be served. Organizations that violate the alcohol policy will lose the privilege of serving alcohol at their events and may be subject to university disciplinary action.
5. No alcoholic beverages may be purchased through student organization funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization.
6. The sale of alcoholic beverages at Johns Hopkins' student organization events must be through a State of Maryland licensed vendor and must be sold on a "per drink" basis; "open bar" events are prohibited. Beverages should be sold at reasonable market value and prices should be included in the event contract. Profit sharing is prohibited. The distributing of drink tickets/vouchers at student organization events is prohibited.
7. No member of Johns Hopkins' student organizations, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21. It is the role of the third party vendor to acquire, distribute and monitor the alcohol.
8. Alcohol events hosted on campus by Johns Hopkins' student organizations must comply with university policies regarding the reservation of adequate security and age verification procedures.
9. All recruitment activities hosted by a Johns Hopkins' student organization must be dry, meaning no alcoholic beverages will be served.
10. Johns Hopkins University student organizations may not collect admissions fees (cover charges) in order to defray the cost of alcohol.

Policy on Firearms
The possession, wearing, carrying, transporting, or use of a firearm or pellet weapon is strictly prohibited on University premises. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in a disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of faculty and staff. Disciplinary action for violations of this regulation will be the responsibility of the divisional student affairs officer, Dean or Director, or the Vice President for Human Resources, as may be appropriate, in accordance with applicable procedures. Any questions regarding this policy, including the granting of exceptions for law enforcement officers and for persons acting under the supervision of authorized University personnel, should be addressed to the appropriate chief campus security officer.

Policy Against Sexual Harassment
A. Preamble
The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The university is committed to providing such an
environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy and for refraining from conduct that violates this policy.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual violence and other behavior of a sexual nature when:

1. submission to such conduct is made implicitly or explicitly a term or condition of an individual’s employment or participation in an educational program;
2. submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Fundamental to the University’s purpose is the free and open exchange of ideas. It is not, therefore, the University’s purpose, in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

B. Policy

The University will not tolerate sexual harassment, a form of discrimination, a violation of federal and state law and a serious violation of university policy. In accordance with its educational mission, the university works to educate its community regarding sexual harassment.

The University encourages reporting of all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Individuals who either believe they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with the university’s equity compliance director. Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the University’s legal obligation to respond appropriately to any and all allegations of sexual harassment.

The University prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the university considers filing intentionally false reports of sexual harassment a violation of this policy.

The University will promptly respond to all complaints of sexual harassment. When necessary, the university will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of university affiliation.

Complaints of sexual harassment may be brought to Caroline Laguerre-Brown, Vice Provost for Institutional Equity for the university, Allison J. Boyle, Title IX Coordinator and Director for Equity Compliance & Education, Garland Hall 130, Telephone: 410.516.8075, TTY: Dial 711.

The Johns Hopkins University Sexual Violence Policy

The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff, and students. The University is particularly concerned about the increase in reports of sexual offenses occurring on the nation’s campuses. The University has adopted this policy addressing sexual violence [1] (includes sexual assault) in order to inform faculty, staff, and students of their rights in the event they are involved in an incident of sexual violence, and of the services available to victims of sexual violence. Members of the University community who are the victims of, or who have knowledge of, an incident of sexual violence occurring on University property, or occurring in the course of a University sponsored activity (including academic, educational, extracurricular, athletic or other programs), or perpetrated by or against a member of the University community, are urged to promptly report the incident to campus authorities identified in this policy.

This policy applies to all members of the University community, including, but not limited to students, faculty and staff, and also applies in certain instances, to certain third parties (e.g., visitors, volunteers, vendors, and contractors while on University property, participating in a University sponsored activity, or providing services to the University, applicants for admission to or employment with the University, and former employees of the University).

All academic and administrative units of the University (including all schools, divisions, departments and centers) must comply with, and ensure that their policies and procedures comply with, this policy.

“Sexual violence” encompasses sexual assault (see examples below) and is a form of sexual harassment.

Sexual harassment, which is a form of discrimination, violates federal and state law and University policy (see the University’s Policy Against Sexual Harassment)

Sexual violence includes physical sexual acts that are performed against a person’s will or where a person cannot give consent.

A person may be unable to give consent to a sexual act for a number of reasons, including, but not limited to: if he or she is physically or psychologically pressured, forced, threatened, intimidated, unconscious, drunk, or drugged; due an intellectual or other disability or health condition; or by operation of laws governing the age of consent. Physical resistance need not occur to fulfill the definition of sexual violence. Examples of sexual violence include, but are not limited to:

• Sexual intercourse or other sexual acts that one party says “no” to;
• Rape (including “date rape”) or attempted rape;
• Someone forcing you to perform oral sex or forcing you to receive oral sex; or
• Sexual assault, sexual battery, or sexual coercion.

Persons who are the victims of sexual violence may pursue internal University disciplinary action against the perpetrator in accordance with the University’s Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints The University’s disciplinary process may be initiated by bringing a complaint of sexual violence to the attention of a Dean, department chairmain or director, supervisor, divisional personnel office, security officer, administrative officer, or the University’s Title IX Coordinator:

Allison J. Boyle, JD, MPH
The Johns Hopkins University
Office of Institutional Equity
Garland Hall, Suite 130
3400 North Charles Street
A victim of sexual violence should also immediately notify campus security. Campus security contact information for the following campuses is available at:

Homewood Campus Safety and Security (http://www.jhu.edu/security/contact.html)

Shriver Hall
3400 N. Charles Street
Baltimore, MD 21218
Telephone: 410.516.4600 or 410.516.7777


550 N. Broadway
Suite 503
Baltimore, MD 21205
Telephone: 410.614.3473

Peabody (http://www.peabody.jhu.edu/campussecurity)

Schapiro House Basement
Peabody Campus
Baltimore, MD 21202
Telephone: 410.234.4605 or 410.234.4600

For security contacts at other University locations, please call Lt. Mark E. Long, Investigations Section, Homewood Campus Safety and Security, at: 410.516.6629.

Campus security will arrange for transportation to the nearest hospital. Victims in Baltimore City will be taken to Baltimore City's designated rape treatment center: Mercy Hospital, 301 St. Paul Place (410.332.9000). Mercy Hospital is equipped with the State Police Sexual Assault Evidence Collection Kit. Victims in other cities will be taken to a local hospital designated as a rape treatment center. Persons who are victims of sexual violence will also be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the offense occurred. Campus security and the University's Title IX Coordinator will provide assistance to a complainant wishing to reach law enforcement authorities. Information on local and state law enforcement units and databases maintained by them is available on the Homewood Campus Safety and Security website (http://www.jhu.edu/security/emergency_preparedness.html).

The University will provide counseling to any member of the Hopkins community who is a victim of a sexual violence, and also will provide information about other victim services. Students can seek the assistance of counseling through their divisional counseling offices, and members of the faculty and staff can seek assistance through the Faculty and Staff Assistance Program (FASAP) (http://www.jhu.edu/hr/fasap).

A student who is a victim of sexual violence may request a transfer to alternative classes or housing if necessary to allay concerns about security. The University will try to accommodate the request if such classes and housing are reasonably available.

The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed an offense of sexual violence or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending. Disciplinary actions against students accused of sexual violence will be processed by the appropriate student affairs office of the School or campus attended by the accused student in accordance with the University’s Procedures on Discrimination, Harassment, Sexual Harassment and Sexual Violence Complaints and established disciplinary procedures pertaining to the School in which the student is enrolled. Disciplinary actions against staff members will be governed by the University Procedures and procedures set out in the University’s personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of Dean of the appropriate academic division according to the University Procedures and procedures established by that division.

Both a complainant and the person accused of a sexual violence will be afforded the same opportunity to have others present during a University disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in University disciplinary proceedings. In cases alleging a sex offense, both the complainant and the accused will be informed of the disciplinary board or panel’s final determination with respect to the alleged sex offense and any sanctions imposed against the accused [2]. The University will, upon written request, disclose to the alleged victim of any crime of violence [3] or a non-forcible sex offense [4], the report on the results of any disciplinary proceeding conducted by the University against a complainant who is the alleged perpetrator of such crime or offense with respect to such crime or offense.

The disciplinary measures which may be imposed for a sexual violence offense will vary according to the severity of the conduct, and may include expulsion of a student from the University and termination of the employment of a member of the staff or faculty.

[1] The term “sexual violence” as used in this policy includes “sex offenses.” A forcible sex offense is any “sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent” and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. A non-forcible sex offense means “unlawful, nonforcible sexual intercourse” and includes incest and statutory rape. 34 CFR Part 668, Subpart D, Appendix A.[4] See footnote 1 for the definition of a non-forcible sex offense.

Open Space Policy
This policy governs any open space on campus, and applies to all Johns Hopkins University students, alumni, employees, and visitors.

Alcoholic beverages are prohibited in open spaces at all times, except by written permission of the Office of the Dean of Student Life.

Glass bottles of any kind are prohibited in open spaces after dark.

All trash must be disposed of in trash cans or removed from open space.

Parking along Goodnow Drive is prohibited at all times except as designated by officially-posted signs. The operation of any non-University vehicle in open space is strictly prohibited.
Disorderly conduct, disruptive or mischievous behavior, vandalism, fights, assaults, or any other violation of University policy, the Student Conduct Code, state law or city ordinance is prohibited in open spaces.

All persons on open spaces, including Johns Hopkins University students and guests, must comply promptly and completely with the requests of university staff acting in accordance with their duties, including, but not limited to, requests for identification, for noise or activity abatement, dispersal, and for the surrender of beverages for examination and/or confiscation.

While voluntary compliance with open space policy is expected, where violations are found, enforcement staff may, at their discretion, issue a warning, or, without warning require any person or group of people to leave open space for a policy violation and/or for exigent circumstances.

Enforcement staff, at their discretion, may confiscate alcoholic beverages from persons in open spaces.

Violators of state law or city ordinances may be subject to arrest by Campus Security Officers or Baltimore City Police.

Students are responsible for informing their guests of all University policies in and out of buildings, and are accountable for the actions of their guests.

Students who are found in violation of the alcoholic beverage restriction in this policy may be subject to disciplinary action, including up to a $50 fine for a first violation, and may face additional sanctions based upon the nature and circumstances of the misconduct incident. Additional violations of the policy will bring more severe sanctions. In addition to fines, sanctions for misconduct may range from a warning through expulsion.

Students who violate other sections of this policy, or who fail to comply with Campus Security Officers and other staff acting to enforce this policy, may face disciplinary action. Open Space Policy Enforcement Procedures Undergraduate students suspected of violating an open space policy may be referred to the Office of the Dean of Student Life and may face disciplinary action. Graduate students may be referred to their academic Dean. The Hopkins Security Department is working in conjunction with the division of Homewood Student Affairs to ensure enforcement of this policy. Campus Security Officers will patrol open spaces regularly to promote adherence to the open space policy. The following guidelines will be used:

- Alcoholic beverages may be confiscated.
- Beer kegs will be confiscated.
- Glass bottles may be confiscated or their proper disposal directed.
- Individuals who possess alcoholic beverages may be asked for personal identification. Individuals found violating policy or individuals who fail to comply with request of enforcement staff acting in performance of their duties, may be asked for personal identification and/or directed to leave the area.

If proof of identity is not provided:

- the individual may be escorted from University property as a trespasser
- the individual may be detained at the discretion of Campus Security Officers in order to establish his or her identity.

Reports of violations of open space policies will be submitted to the Office of the Dean of Student Life and will include the identity of the person involved. Undergraduate first-time violators may be subject to disciplinary action including, but not limited, a fine of up to $50. Undergraduate violators who have committed a prior offense, or have committed misconduct in open spaces, in addition to an alcohol possession violation, may face disciplinary action. Individuals who violate state law or city ordinance on open space may be subject to arrest by Campus Security Officers or Baltimore City police. Trials for arrested persons are conducted in the State Courts of Maryland.

Skateboarding is permitted on paved and bricked paths only. Skateboarding on stairs, benches, railings, and any other than paved or bricked paths is prohibited. Skateboarders are urged to use caution and yield to pedestrians.

University Policy on Hazing

The Johns Hopkins University prohibits hazing. The Johns Hopkins University prohibits hazing. Hazing is defined to be:

- Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student; or willfully destroys or removes public or private property for the purpose of affiliation, initiation, admission or as a condition of continued membership in any organization recognized as a fraternity, sorority, athletic team or student organization by Johns Hopkins University, on or off University, fraternity, or sorority property.

Examples of conduct that would violate this policy may include but are not limited to:

1. All forms of physical activity not part of an organized, voluntary athletic context or not specifically directed toward constructive work
2. Any activity (including voluntary athletic contests and constructive work) that might reasonably bring harm to the individual
3. Paddling, beating, or otherwise permitting undergraduate or alumni members to hit individuals
4. Depriving individuals of the opportunity for sufficient sleep, decent and edible meals, or access of means of maintaining bodily cleanliness
5. Activities that interfere with an individual’s academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time
6. Requiring individuals to consume alcohol or drugs
7. Forcing, coercing, or permitting individuals to eat or drink foreign or unusual substances
8. Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual’s moral and/or religious beliefs, or contrary to the Student Code of Conduct and/or policies and regulations of the University.

Groups such as fraternities, athletic teams, and student organizations may be held accountable for misconduct by individuals committed in the context of group membership.

Student Activities Policies Room Reservation Policy for Levering Hall, Shriver Hall and the Mattin Center Meeting Rooms 160, 161 and 162

At the conclusion of each semester, recognized student groups may reserve space for the subsequent semester during scheduling week. All groups are limited to reserving one ninety-minute weekly meeting
and two special events. Two weeks after scheduling week, groups may reserve additional spaces with the approval of the Scheduling Coordinator. Each student organization will designate not more than two people per academic year who will take responsibility for reserving rooms with the Scheduling Coordinator. Please contact Pat Forster, Scheduling Coordinator, at 410-516-8018 or e-mail her at pataf@jhu.edu, with your scheduling representative’s name, telephone numbers and e-mail address.

Any group failing to use a confirmed room for 2 consecutive meetings without formally canceling the room with the Scheduling Coordinator may have their remaining reservations canceled for that semester. In addition, if your group has been suspended and appears on the FROZEN ACCOUNT list, please resolve those issues before coming to reserve rooms. If your group does not appear on the list of Recognized Student Groups, please see the Student Activities Office staff so that your status can be verified.

**Poster Policy**

Postering is one of many ways to publicize your group’s events. There are a number of community bulletin boards in the Mattin Center Courtyard and Levering Hall. Academic and other departments may maintain their own bulletin boards. When you post, be sure you know on whose board you are placing the flyer, and follow that group’s rules. These rules and regulations govern posters and other forms of advertising on campus in a fair manner. In addition, posters and other forms of advertising should not disrupt academic classes, programs, or activities and should not damage the property of JHU. Failure to comply with the following guidelines may result in removal of poster, fines, and/or disciplinary measures.

1. Posters and flyers may be placed on campus bulletin boards only.
2. Bulletin board flyers should be 8.5” x 11” and not fixed over another flyer. Requests for exceptions for larger flyers or posters must be forwarded to the Office of Student Activities in the Mattin Center.
3. Flyers advertising expired events or not meeting this policy’s criteria, may be removed.
4. Chalk is allowed to promote events on sidewalks only. Any group that uses chalk anywhere other than the sidewalks will receive a bill from Plant Operations charging the group for the clean up. This is not negotiable. Chalking should only be done in areas that can be rain-soaked. Check with the Office of Student Activities for allowable locations.
5. Banners may be hung on approved campus structures. Contact the Office of Student Activities in the Mattin Center for scheduling, approval, and necessary arrangements for hanging banners on campus.
6. Painted mural boards are coordinated by the Center for Social Concern located in Levering Hall.

*Note: The University considers placing posters on glass to be a fire hazard and custodians are instructed to remove any potentially hazardous posters. These restrictions exist in order to improve the appearance of the Hopkins campus and to maximize the usefulness of the bulletin boards.*

Check with Residential Life Office before posting in any residential area, designated boards excepted, and check with department offices before posting on their boards. Flyers posted in residence halls must include all necessary information; no teasers.

**Poster Locations (Subject to Change)**

- Levering Hall: Outside Levering Market (Garland and Arellano sides), lower Levering hallway, and Union Desk
- MSE Library: M-Level by pay phones, on B, C, and D levels near elevators
- Remsen: First and third floors
- Residences: A & B, each AMR house, Wolman, McCoy: one board per floor, AMR and Wolman mailrooms, McCoy lobby, and the top steps next to the Snack Bar
- Maryland Hall: First floor
- Shaffer: Next to rooms 3 and 100
- Outside: Outside Levering, and between MSE and the Remsen - Charles Street Gate.

**Vending and Solicitation Policy**

All vendors who wish to sell their goods in the Levering Union, on the Levering Patio, or on the quadrangles during special events such as Commencement must apply to the Department of Student Life in Levering 102. Student Life retains the right to determine the appropriate vending times, locations, and goods sold. Vendors are required to sign a license agreement with the Department of Student Life. Vendors will refrain from selling goods displaying the name Johns Hopkins University or the Johns Hopkins University seal or logo. Vendors will be prohibited from selling compact discs, tapes and other items that directly compete with items sold in other establishments on campus. Sales of computer and telecommunications equipment must be coordinated through the Purchasing and Telecommunications departments. Credit card promotions to students are prohibited.

**Group Members and Leaders Academic Policy**

All undergraduate student organization leaders must maintain a minimum Grade Point Average of 2.0 in order to remain in or to be elected/selected to a student leader position. All undergraduate student organization members and leaders must be enrolled in at least 6 credit hours.

**Fundraising**

Any group that solicits funding from outside agencies (i.e. businesses, corporations, foundations) must submit all requests to the Office of Student Activities for review and approval.

**Student Responsibility**

It is the students’ responsibility to familiarize themselves with the policies of the University, and those contained within these policies and procedures. Failure to become acquainted with this information will not excuse any student from responsibility for abiding by the rules and procedures described herein. Personal difficulties, illnesses, or advice contradicting the rules and procedures described herein contained do not constitute automatic grounds for exemption from these policies.

Any waivers to the policies and procedures must be reviewed and approved in advance and are effective only when accepted by the Office of the Dean of Student Life.

The University reserves the right to make changes to these policies and procedures, and other information contained herein as it deems appropriate. Students are urged to consult the Office of the Dean of Student Life and Homewood Student Affairs about any questions that
they may have concerning student activities, student life, and student affairs. These standards and procedures are not to be regarded as a contract.

University Policy on Automobiles and Parking

Undergraduate resident students are strongly discouraged from bringing cars to campus. The City will not grant residential parking permits to students residing in University housing and students who are residing in University housing are not eligible for University parking permits. Without campus or residential parking access, resident students with cars face ticketing and towing.

Violators are subject to the applicable University and City penalties, which include substantial fines, "Denver boots", and towing fees, which typically amount to several hundred dollars. Students who live more than one mile from campus can purchase a parking access card to park on campus while using University facilities. Owners of two-wheeled motor vehicles must also pay for parking.

The parking rules are in effect Monday through Thursday from 7a.m. to 8:30 p.m., Friday 7 a.m. to 7 p.m., and on Saturday and Sunday the campus is open. Those who are eligible for paid parking must bring with them the following to show proof of eligibility:

• A valid J-CARD
• Vehicle registration in your name, your parent’s name or your spouse’s name
• Proof of local address
• Paid registration form (permit to register receipt)

University Policy on Pets

No pets of any kind are permitted in university housing. The University also has the following policy on dogs:

1. While on university property, dogs must be leashed, licensed, and under the control of their owners or handlers at all times.
2. Dogs are not allowed in the common areas of any University building, including classrooms, except when being taken to and from non-public areas. (Guide dogs for the visually impaired are permitted in common areas.)
3. Dogs may not be tied up and left unattended on any campus grounds.
4. Owners or handlers are responsible for the removal of excrement deposited by their animals on University property.

If any infractions of these rules is observed, Campus Security should be notified (410-516-4600), and they will attempt to resolve the problem with the owner. If unsuccessful, or unable to locate the owner, the Municipal Animal Shelter will be notified to impound the dog in accordance with applicable animal control laws. Owners will be responsible for all impoundment fees.

The University strongly encourages students not to bring their pets to school unless they have cleared it with both their landlord and their roommates and are sure they have the means to care for their pets properly. Pets are often abandoned because there is no one to care for them over vacations, or the landlord threatens to evict the owner. If you do own a pet and cannot keep it, contact Animal Rescue (410) 636-1360, the Humane Society (410) 833-8848, or Baltimore SPCA (410) 235-8826 which will do its best to find the animal a new place to live.

Information Technology Policies

The Student Technology Policies listed below represent a consolidated version of IT Policies at Johns Hopkins. For the comprehensive policy go to http://it.jhu.edu/policies/itpolicies.html.

Student Technology Policies

The Johns Hopkins University is committed to providing a robust information technology environment to support its students and faculty in the pursuit of their research and instructional objectives. In general, undergraduate and graduate students are afforded the same access to computing and networking resources as are faculty and staff.

Understanding that for the University to maintain an environment of open access to networking computing resources is important, those who use these facilities must comply with the written policies coercing their use as well as the “spirit and intent” of these policies. Appropriate use of the resources includes instruction, independent study, authorizes research, and the official work of the offices, departments, recognized student organizations, and the agencies of the University. Any activity that intentionally obstructs or hinders the authorized use of campus computing and network resources is prohibited.

Examples of inappropriate activities include (but are not limited to):

1. Interfering with system security or integrity by
   • Breaking into a system and/or accessing data files and programs without authorization
   • Releasing a virus or other program that disables system performance or hinders other clients
   • Exploiting security gaps
   • Hindering supervisory or accounting functions of the systems
   • Tapping phone or network lines.

2. Obstructing users from authorized services by
   • Monopolizing computing resources or computer access
   • Obtaining, possessing, using, or attempting to use someone else’s account or password without notification or permission
   • Accessing, or attempting to access, another user’s data or information without proper authorization

3. Harassment
   • Sending unsolicited e-mail, junk mail, or propagating chain letters
   • E-Mail “bombing,” spamming, “ etc.
   • Ethnic, racial, and sexual harassment

4. Forging Electronic Information
   • Creating, altering, or deleting the attribution of origin (e.g., “from” in e-mail, IP address in headers)
   • Sending messages under someone else’s address (e.g., hoax messages, even if intended as a joke).

Using University computers and networking resources for personal or private commercial purposes or financial gain

The dramatic increase in the use of computers and shared networks during the past few years has correspondingly increased the potential for abuse of the system. As a matter of policy and sound security practices, the University routinely logs the use of its shared computing resources for students, faculty, and staff.
systems and monitors the traffic and performance of the campus network. So that the entire campus community can benefit from the shared systems as they are intended to be used, all users are expected to follow them as well. If you know someone who is willfully performing any of the inappropriate activities listed above and need assistance dealing with them, send an e-mail to abuse@jhu.edu.

Student Privacy on JHU computer systems and networks means that each account, and the contents of files associated with that account, belong to the designated user(s); they must not be used or intruded upon by anyone else without the explicit permission of the designated owner; however, pursuant to the Electronic Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510 and following, notice is hereby given that there are no facilities provided by the University that guarantee the confidentiality of files. The University reserves and intends to exercise the right to review, audit, intercept, access and disclose messages created, received or sent over its computer and/or email systems for any purpose.

A user of the University’s computer systems has no right of privacy in e-mail messages or other communications that are created, sent, received or stored on these systems. Users of the University’s computer systems and networks are advised that they should not assume the confidentiality of any message. Further, a personal password does not guarantee the confidentiality of e-mail messages. Even when a message is deleted or erased, it is still possible to retrieve and read the message. However, it is not the routine policy of the university administrator’s or designees to view others’ files, and the intention is to keep files private, even though such privacy cannot be guaranteed.

Computer access for students is for educational purposes only. In general, educational use is interpreted loosely; however, abuse for economic gain or uses of a computer or network that adversely affects others will not be tolerated. If a concern emerges or there is a complaint regarding the usage of networks or university computers, the University or designated administrator has the right to review the contents of your computer memory and storage, trace information, backups, file server accounts and any multi-user computer account contents, to determine your involvement. Use of files or other software that is solely for the purpose of harassing other persons is considered just cause for administrative action. Possession of software solely intended to compromise system security or performance is also prohibited and will not be tolerated.

Descriptions of Sample Violations (Not Exclusive) E-Mail

You must not overload the communications servers; do not abuse your communication privileges. E-mail is a fast, convenient form of communication. That makes it easy to send mail to multiple recipients and puts a strain on shared systems. Note: If abuse is suspected, some e-mail is saved and is subject to examination by proper authorities as evidence.

Do not help propagate chain e-mail letters

Forwarding chain e-mail is a violation of University Computer policy. Chain e-mail can usually be identified by phrases in the subject line, such as "Forward- do not delete," "don’t break the chain," etc. Some chain e-mails promise good luck, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is a chain e-mail. Do not be fooled. Delete all chain e-mail from your account. Contact abuse@jhu.edu with any questions.

Do not "bomb" e-mail accounts

Sending numerous or large e-mail messages to one person is considered "e-mail bombing." This may or may not be done in an attempt to disrupt the recipient’s network services. Sometimes e-mail "bombs" are used as a method of retaliation. Even if no harm was intended or it was simply a "harmless prank," a single e-mail "bomb" can cause service disruptions to thousands of users.

Forgery

You must not alter any form of electronic communication (especially via forged electronic mail and news postings). Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings should meet the same standards for distribution or display as if they were tangible documents or instruments. Forgery includes using another person’s identity.

Forgeries intended as pranks or jokes are still violations. Attempts to alter the attribution of origin (e.g., the "from" or "addresssee" lines) in electronic mail, messages, or postings, will be considered trespassing of University rules. You are free to publish your opinions, but they should be clearly and accurately identified as from you, or, if you are acting as the authorized agent of a group recognized by the University, as coming from the group authorized to represent.

Commercial Use of University Resources

The use of University resources, such as, but not limited to, e-mail or any shared computing system in order to advertise or solicit sales is strictly prohibited. Any commercial use of the University’s systems (through a network connection or stored on an e-mail account) resulting in a financial gain to yourself or someone else is a violation of this policy.

Copyright Violations

Copyright exists in any original work that exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs, and articles are some of the things subject to copyright. A copyright notice is not required. Subject to exceptions, it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright (for information about copyright law and various exceptions, see http://www.library.jhu.edu/researchhelp/general/copyright/index.html#howusecopyrightteach).

Transmission electronically includes both copying and distributing. Such things as downloading music or displaying photographs without authority of the copyright owner may be a violation. Civil penalties can be substantial. Under the Digital Millennium Copyright Act (DMCA), Johns Hopkins is permitted to immediately take down any infringing site on the Johns Hopkins network and block access to any infringing sites on other networks, upon proper notice from the copyright owner or upon actual knowledge of infringement.

Learn more about DMCA at http://www.copyright.gov/onlinesp/.

Learn more about copyright law in general at http://www.copyright.gov/.
Harassment
Any repeated or unwanted communication may constitute harassment. Any communication with the direct intention of harassing, threatening, implying or otherwise causing harm to individuals, classes of individuals is a violation of University policy. If you should receive any harassing messages electronically, you may consider notifying the sender. Many times the sender may not realize that their communication is unwanted or offensive unless you tell them. However, if the sender continues after being notified, you do not wish to contact the sender, or if the situation is serious, you should contact abuse@jhu.edu. If the situation requires immediate attention, call University Security at 6-4600. Be sure to save copies of all harassing material.

Unauthorized Access
Legitimate use of the University’s computer systems does not extend to what one is capable of doing on that system. In some cases, there may be security loopholes through which people can gain access to a system or to data on that system, a network, or data. This is unauthorized access. If a student accidentally permits access to his or her files through the network, you do not have the right to access those files unless you have been given explicit authorization to access the material. This is similar to accidentally leaving your dorm room unlocked. You wouldn’t expect your neighbor to use that as an excuse for entering your room.

Interfering with a User’s Authorized Services
Any activity that causes disruptions in service to other users is considered interference. In some cases, using more resources than you are entitled to can also be considered interference (e.g., using excessive storage space on shared systems, flooding chat channels or newsgroups.) More importantly, you must not monopolize computing resources for leisure activities such as game playing and other trivial applications locally or over an affiliated network; printing excessive copies of documents, files, images or data. You should refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times because you have not checked thoroughly for all errors and corrections; or run grossly inefficient programs when efficient alternatives are known to be available. You should be sensitive to special needs for software and services available in only one location, and cede place to those whose work requires the special items.

Sharing Resource Accounts and Passwords
Your network login and password are for your personal use. If you share your login and password with your spouse, family members, friends or roommates, then you are giving them access to services they are not authorized to use. They may embarrass you by sending an email, posting messages, or even chatting with people while posing as you. Do not share your account or password with anyone. If you suspect that someone may have obtained your password, change it immediately. If you suspect that someone has repeatedly accessed your login and password, contact the Helpdesk at 410-516-HELP (4357) immediately or send an email to help@jhu.edu. Conversely, using someone else’s password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else’s password, account, or e-mail.

Disruption of System Security or Integrity
Tampering with the operation of any server or network resource is prohibited. Any such activity constitutes a threat to the normal operation of that resource and can potentially affect thousands of users. Any attempt will be regarded as malicious in intent and will be pursued in that perspective.

Tapping Phone or Network Lines
Running a network “sniffer” program to examine or collect data from the network is considered tapping a network and may constitute a violation of State or Federal civil and criminal statutes. The University will pursue any suspected cases of network “tapping” accordingly.