

# STUDENT LIFE POLICIES

## Standards and Policies

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### Student Conduct Code and Non-Academic Policies

The fundamental purpose of Johns Hopkins 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. As members of the University community, students accept certain responsibilities which support the educational mission and create an environment in which all students are afforded the same opportunity to succeed academically. View the full text of the Student Conduct Code and Non-Academic Policies (<https://studentaffairs.jhu.edu/policies/student-code>).

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.

### 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.

## 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 a minimum of twelve undergraduate students, as well as a Presiding Official (up to three presiding officials may be trained to fill the role), who is an undergraduate student. The faculty members are selected by the Vice Deans of Education for KSAS and WSE, respectively, and the undergraduate members are selected by the Student Council's Committee on Leadership Appointments. Undergraduate members shall serve terms of one academic year or more, beginning on September 1st. A board member may be removed from the Ethics Board if he or she has 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**

The duties of the Presiding Official are:

1. to plan and oversee all general meetings of the Board
2. to assist in training of the board members selected for the subsequent year
3. to assist in the selection of new board members when requested
4. to provide assistance to the Associate Dean for Student Conduct in his or her duties when requested
5. to oversee all hearings of the Undergraduate Academic Ethics Board and to make procedural decisions

**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 administering 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 (the Professor may also ask the Associate Dean for Student Conduct to serve as a mediator in such instances) 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 (p. 4) section. If the professor feels that none of these penalties is 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 for Student Conduct.

**Section D**

Upon receipt of a charge of a violation of academic ethics (that constitutes a student's second violation) from a professor or an egregious charge that if found responsible would require the student's removal from the University, the Associate Dean for Student Conduct 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, shall impose an appropriate penalty, as specified in the Penalties section.

**Section E**

When the Associate Dean for Student Conduct 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 the conditions warrant a hearing, the Associate Dean for Student Conduct 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 for Student Conduct 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 for Student Conduct at least five business days prior to a hearing. The accused student shall submit all relevant documents to the Associate Dean for Student Conduct 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 for Student Conduct.

### 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 Associate Dean for Student Conduct or a designee 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 for Student Conduct. 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 for Student Conduct.
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. 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 for Student Conduct, 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). Any witness called by either party may be present only when their testimony is required. The Associate Dean for Student Conduct 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 via digital audio 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 for Student Conduct 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 responsible 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 wishes 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 not responsible, 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 for Student Conduct 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 for Student Conduct.
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 for Student Conduct 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. A copy will also be filed in the Office of the Dean of Student Life.

**Penalties****Section A**

If a student is found responsible for 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 responsible for 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. In most cases, 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 responsible for 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 responsibility 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. Self-reporting is defined as reporting a violation of academic ethics without prompt by an instructor.

**Appeals****Section A**

A student found responsible for 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, 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. A student may appeal due to procedural error and/or the severity of the sanction(s). The Vice Dean may disallow an appeal of any procedural error if that error did not cause harm to the accused student. Upon receipt of an appeal, the Vice Dean will review any and all documentation related to the case, obtain and audio recording of the hearing, and may interview panel members in determining the outcome of the appeal. The Vice Dean may uphold, overturn, or amend any or all sanctions based on his/her findings. 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 for Student Conduct.

## 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 for Student Conduct.

### 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. It is strongly encouraged that 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.

## 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 inclusion in academic records; falsification, forgery, alteration, destruction or misuse of official University documents or seal.

### 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 for Student Conduct 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, provided the student does not have a previous violation of academic ethics on file with the Office of the Dean of Student Life (the Associate Dean for Student Conduct may be requested by the professor or student to mediate in such instances)
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 responsibility. Written notification of the

violations and the settlement, signed by the professor and countersigned by the student, should be sent to liaison for 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, due to either a dispute of the charge, a second charge, or a faculty referral, 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 Office of the Dean of Student Life. 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.

The hearing panel members are not informed of the details of the charges until the hearing is convened. The accused student may not approach the members of the panel, the accuser, or the accuser's witnesses regarding any matter related to the hearing.

The hearing is conducted in an orderly fashion with testimony taken in turn from the accuser, the accused, and from witnesses. Cross-examination and closing statements are allowed. The decision of the hearing panel on responsibility shall be based upon a preponderance of the evidence. At least three votes are required for a finding of responsible, otherwise the case is dismissed.

### Penalties and Records

If a student is found responsible for a violation of academic ethics, either by direct settlement with the professor, or by a ruling of a hearing panel, a notation explaining the violation must be made in the student's academic advising records. Penalties for a violation that is heard by a Hearing panel may include those available to a professor who reaches a direct settlement with the student, plus others including notations on a transcript and suspension or expulsion from the University. A student found guilty of a violation of academic ethics in a course forfeits the right to withdraw from the course, to change the graded course to satisfactory/ unsatisfactory, or to absolve the grade by repeating the course.

### Self-Reports of Violations

A student who reports his/her own violation of academic ethics to the professor in charge of the course, or the Dean of the school, is subject to penalties, but the violation is not considered a first offense.

## Student Life Policies

### Student Activities Alcohol Provisions

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 unless they are managed and served by a third-party vendor and approved by University officials.
2. The organization must agree to follow the procedures for assuring that persons attending the event who are underage will not be served (e.g. the employment of a licensed third-party security vendor). 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. News-Letter 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 for Student Conduct 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 to individuals; "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. Free drink vouchers are 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.

### Sexual Misconduct Policy

*Effective August 19, 2015, these procedures no longer apply to cases of sexual misconduct, which includes sexual harassment, sexual assault, relationship violence, and stalking. Complaints of sexual misconduct are processed pursuant to The Johns Hopkins University Sexual Misconduct Policy and Procedures (see <http://sexualassault.jhu.edu/policies-laws/>).*

### Open Space Policies

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.
- 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.
- 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.
- 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.
- 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.

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 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 Johns Hopkins Office of Campus Safety and Security 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 will be confiscated.
- Beer kegs will be confiscated.
- Glass bottles will 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 additional 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.

### Student Organization Room Reservation Policy

At the conclusion of each semester, registered student organizations may reserve space for the subsequent semester during scheduling period. All groups are limited to reserving one ninety-minute weekly meeting and two special events. Any weekly meeting request not submitted during scheduling period may need to request classroom space at the beginning of the semester. Groups may submit requests for additional event space at the beginning of the semester through the online link listed below. Each student organization will designate two people per academic year who will take responsibility for reserving rooms with Scheduling and Events. All space reservations must be submitted 10 business days prior to the event date to Scheduling and Events and through Hopkins Group with the office of Student Leadership and Involvement. These are two separate online processes that must be completed. Any group failing to use a confirmed room for two consecutive meetings without cancelling in writing with Scheduling and Events, will be notified their remaining reservations are canceled for that semester. In addition, if your group has a non-active status, please

resolve those issues before submitting your space request, otherwise your request will not be processed. If your group does not appear on the list of recognized student organizations, please contact the office of Student Leadership and Involvement.

If you have further questions regarding scheduling and space requests, please call 410-516-8209 for further assistance or visit the Scheduling and Events website (<https://studentaffairs.jhu.edu/community-living/scheduling-event-services>). To complete an online space request, please visit [eventscheduling.jhu.edu](https://eventscheduling.jhu.edu).

### Posting Policy

Posting 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 poster, 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 Office of Student Activities in Mattin 161. Please email [studentactivities@jhu.edu](mailto:studentactivities@jhu.edu) for reservations or more information.

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 Director of Levering Hall & the Mattin Center located in Levering 102. The Director of these facilities retains the right to determine the appropriate vending times, locations, and goods sold. Vendors are required to sign a license agreement with the Director. 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.

## 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 7 a.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 infraction 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

### 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 networked 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, authorized 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.

For the comprehensive policy go to <http://it.jhu.edu/policies/itpolicies.html>.

### Residence Requirement

The Homewood Schools' freshman and sophomore residence requirement applies to students engaged in their first two years of full-time undergraduate study. Transfer students entering the university with freshman or sophomore status are subject to this same requirement. Since students cannot complete their residence requirement in the middle of the academic year, transfer freshmen entering the university in January must live in the residence halls their entering semester and the following academic year. Transfer sophomores entering in January fulfill the residence requirement by living in the residence halls their entering



semester. Exceptions to this policy are made for individuals living at home in the Baltimore area with parents or guardians.

The benefits of the residence requirement are many. It is designed to provide the students with a variety of services and conveniences. Living oncampus supports the academic mission of the university and affords students the opportunity to interact, socialize, and unwind with their classmates.