Student Life Policies

Standards and Policies

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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.

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.

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. Students who violate local, state, or federal laws will also be subject to discipline from the University. 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.

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/).

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 (p. ), or other conduct or a pattern of conduct that harasses a person or group.
6. Conduct that constitutes sexual abuse (p. ), assault, or rape of another person.
7. Conduct that constitutes sexual harassment (p. ) 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 (p. ),
• the Associate Dean for Student Conduct,
• a designee of the Dean of Student Life, 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 for Student Conduct or a designee, or
• a mediation process, with an administrative mediator, when mediation is an appropriate alternative to a disciplinary hearing process.

Authority of the Student Conduct System

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 Student 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 nor 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 disciplinary proceedings are 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 Code 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 may contact the Associate Dean for Student Conduct in the Office of the Dean of Student Life, the administrative staff of the Office of Residential Life, or the Office of Campus Safety and Security. The Associate Dean for Student Conduct manages complaints of severe conduct code violations (e.g. physical and/or sexual assault, major destruction of property, hazing, selling or distribution of illegal substances, stalking, harassment, etc.) regardless of where they occur and of any violation that does not occur in University housing. The Director of Residential Life, or a designee, manages complaints of violations that occur in University housing (e.g. noise violations, roommate concerns, first and second violations involving alcohol and/or illegal drugs).

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 Associate Dean for Student Conduct or a designee (in coordination with the Office of Institutional Equity), 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 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 for Student Conduct. 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 presiding official for that hearing. Membership on the Board is open to all full-time undergraduates through a selection process coordinated by the Associate Dean for Student Conduct.

**Student Conduct Board Hearing Process**

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

- Reads the charge(s) 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 providing 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 for Student Conduct may direct 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. Those providing personal support do not have a speaking role in the hearing. Legal counsel representing any participant is not permitted in the hearing.

Once the hearing concludes, 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. The hearing panel members or administrative hearing officer makes their determination
of responsible or not responsible based on a preponderance of evidence;
• 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 graduating 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. While serving a disciplinary suspension, academic work completed at another institution will not be recognized for credit transfer.

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, such as counseling
• 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:

1. for a first offense, a minimum, a written warning;
2. for a second offense, at a minimum, university probation, a fine and parental notification;
3. 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.

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.

Appeals
An appeal process is available for findings and/or sanctions, on limited grounds, to the complainant and the respondent. Appeals may be made on the grounds of procedural error or the severity of the sanction(s). All appeals involving the Student Conduct Code should be made in writing to the Dean of Student Life no later than 10 business days after receiving the decision. The dean will review any documentation related to the case, obtain an audio copy of the hearing, and may interview
panel members or administrative officers in determining the outcome
the appeal. The Dean of Student Life may uphold, overturn, or amend.

**Interim Suspension**

The Dean of Student Life or Associate Dean for Student Conduct
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 self 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 for Student Conduct 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 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 ethic 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. ) 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 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 pervious 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

Drug, Alcohol, and Firearms Policies for Students

The University, in keeping with its basic mission, recognizes that its primary response to issues of alcohol and drug abuse must be through educational programs, as well as through intervention and treatment efforts. In addition to providing appropriate educational programs throughout the year, each division of the University will include such programs as part of its orientation for new students.

The University further recognizes that alcoholism and drug addiction are illnesses that are not easily resolvable by personal effort and may require professional assistance and/or treatment. Participation in such programs may be required of a student as a “condition of continual enrollment.” The University will adhere to strict policies of confidentiality for all participants in drug/alcohol abuse rehabilitation programs as described in University and Federal regulations covering confidentiality of student health records. Maryland and District of
Columbia laws prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. The possession, use, or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited.

Students are expected to obey the law. Individuals who violate the law, in addition to being subject to criminal penalties, may be subject to University disciplinary measures. The University will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse.

Amnesty Policy (Effective January 4, 2016)

Note: The Amnesty provision described in this section applies beyond the confines of the off-campus party registration policy and is intended to encourage all students to immediately seek necessary medical attention or assistance for themselves or others in need.

To encourage students to immediately seek necessary medical attention or assistance for themselves or others in need, the University will not impose disciplinary action for a violation of student alcohol or drug policies against individual students or Recognized Student Groups/Organizations when they report to or seek assistance from the University or law enforcement for a medical emergency or condition, or against the student who is subject of such medical emergency or condition, if: (1) the University determines that the violation occurred during or near the time of the alleged medical emergency or condition; (2) the student or Recognized Student Group/Organization is determined to have made the report or sought assistance in good faith; and (3) the University determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk. However, repeated or serious medical emergencies arising from or in connection with Parties may result in disciplinary action against students and/or Recognized Student Groups/Organizations under applicable procedures.

This amnesty does not preclude disciplinary action for other violations of applicable policies including but not limited to the University Sexual Misconduct Policy and Procedures, and applicable student codes of conduct. Further, it does not preclude action by local, state and federal authorities.

In order for amnesty to apply, a student must agree to timely completion of any recommended alcohol and other drug educational requirements, assessment, treatment (depending on the level of concern for student health and safety), and/or other corrective measures. Similarly, Recognized Student Groups/Organizations must agree to implement any measures for responsible hosting of Parties in a timely manner, and to complete any recommended educational and training requirements and/or other corrective measures. Typically, the student and/or Recognized Student Group/Organization will first attend a mandatory meeting with a staff member of the Homewood Office of Student Life. This meeting is not considered a part of the disciplinary process, but rather an opportunity to discuss corrective measures around the student’s and/or Recognized Student Group’s/ Organization’s decisions related to alcohol or other drugs. Repeated or serious incidents will result in additional corrective measures from the Homewood Office of Student Life. A failure to complete any corrective measures may result in disciplinary action against students and/or Recognized Student Groups/Organizations, up to and including revocation of recognition as a University recognized student group or organization.

A failure to seek assistance for a member of our community in medical need may have serious and lasting consequences for that individual. Disciplinary sanctions will be severe for any student and/or student group/organization who interfere with an individual’s attempt or ability to take responsible action.

Homewood Undergraduate Off-Campus Party Registration and Safety Policy (Effective January 4, 2016)

The Johns Hopkins University Homewood Undergraduate Off-Campus Party Registration and Safety Policy (the “Policy”) is one of a group of policies that apply to parties and student safety at the University. The primary aim of University policies in general, and this Policy specifically, is to ensure the safety and well-being of students and party attendees at off-campus residences. For information on events held at off-campus third party venues http://web.jhu.edu/studentlife/leadership_involvement/index.html

This Policy applies to Homewood undergraduate students, and University recognized student groups or organizations (“Recognized Student Groups/Organizations”). By way of example, Recognized Student Groups/Organizations include but are not limited to fraternities, sororities, athletic groups, and common interest clubs.

1. Definitions
   a. House: The term “House” means an off-campus house, apartment or other residence in which four (4) or more members of a Recognized Student Group/Organization reside.
   b. Party: The term “Party” means any party, activity, or other event at a House (as defined above) that is attended by twenty-five (25) or more individuals, whether residents or non-residents of the House, and at which alcohol is provided, served, and/or consumed. No party or other event’s attendance may exceed any fire code occupancy limit for that House.
   c. JHU Affiliate: The term “JHU Affiliate” means a current student, a visiting student, a student who has matriculated at the University, and/or an individual who has completed all requirements needed to graduate but has not yet graduated.
   d. Policy: The term “Policy” means this Homewood Undergraduate Off-Campus Party Registration and Safety Policy.
   e. SPM: The term “SPM” means a Sober Party Monitor who meets the requirements described in this Policy.
   f. Recognized Student Groups/Organizations: The term “Recognized Student Groups/Organizations” means Homewood undergraduate University recognized student groups and organizations.

2. Party Registration Requirements
   a. Before a Party may be held at a House, the individual student(s) who reside in the House must have a check of the House performed annually by Campus Safety and Security (410-516-4671) to assess points of entry and exit, overall safety and security conditions of the facility, and provide guidance on the optimal deployment of SPMs. A Party may not be held at a House if this check has not been performed (or there is a lapse of more than twelve (12) months from the date of the prior check).
b. The individual student(s) who reside in the House must file a registration form at http://web.jhu.edu/studentlife/eventreport.html for a Party with the Homewood Office of Student Life at least seventy-two (72) hours prior to date and time of the Party. A Party registration form must be reviewed by the Homewood Office of Student Life to verify the party requirements are met and that the organization is in good disciplinary standing.

c. The individual student(s) who reside in the House will receive certain provisions (e.g., water, snacks) for an approved Party from the Homewood Office of Student Life.

d. Any other Homewood undergraduate student(s) in private off-campus residences are also encouraged to register a party, activity or other event pursuant to this Policy. Further, the Homewood Office of Student Life will upon request provide student(s) with information on hosting responsible parties and available resources, emergency contact information, and other applicable educational materials.

e. For policies pertaining to on-campus parties, activities or other events, please see http://web.jhu.edu/studentlife/leadership_involvement/policies/Event_Planning_Guide.

f. Nothing in this policy restricts the Homewood Office of Student Life from limiting individual students or an organization from hosting a party for reasons of community safety and well-being.

3. Party Requirements. A Party must meet all of the following requirements:

a. Points of Entry and Exit. A Party may have only one (1) designated point of entry, which must be under active access control (see below). A Party may have more than one point of exit, but those points of exit may not serve as additional points of entry. Any points of exit or entry should not be blocked in a way that might create unsafe conditions or violate any fire codes or other local and state laws; Campus Safety and Security can provide helpful information on safe party management, as well as fire codes and other local or state laws.

b. Access Control: A Party must have active access control in place for the entire duration of the Party that includes the presence of at least one (1) SPM (or a qualified third party vendor) at the point of entry, measures to check identification prior to allowing individuals to enter, and measures to ensure that individuals who are visibly and severely under the influence of alcohol and/or drugs are not permitted to attend the Party. SPMs must promptly communicate with Campus Safety and Security, the Community Liaison, HERU, and/or the Baltimore Police Department, as appropriate, and communicate with other SPMs regarding the foregoing; and
d. Attendees: Open Parties are not allowed. Only JHU Affiliates and/or invitees of JHU Affiliates may attend a Party. All attendees must be eighteen (18) years of age or older, or if younger than eighteen (18), must have a valid college identification card. The total number of attendees at a Party may not exceed the fire code capacity of the House or twenty-five (25) individuals per SPM as outlined above.

e. Guest Lists: Each Party must maintain and provide to the University on request a guest list of all attendees.

4. Sober Party Monitors (SPM). First-Year students are not permitted to serve as SPMs. In addition to the responsibilities outlined above, SPMs must meet and comply with all of the following for the duration of the Party:

a. Completed training provided by the University Center for Health Education and Wellness within the last twelve (12) months;
b. Wear a neon shirt provided by the University or another University-approved method of identification;
c. Carry a phone on their person at all times in case of emergencies, and have the phone numbers for Campus Safety and Security, the Community Liaison, HERU, and 911 programmed on their phones or immediately accessible;
d. Must not consume alcohol and/or illegal drugs and remain free of these substances for the entire duration of the Party and for eight (8) hours prior to the start of the Party;
e. Verify that the number of attendees does not exceed the fire code capacity of the House or twenty-five (25) individuals per SPM;
f. Circulate throughout the Party (including points of entry and exit), be vigilant for situations that may endanger the health, safety, or welfare of individuals, promptly obtain assistance from Campus Safety and Security, the Community Liaison, HERU and/or the Baltimore Police Department, as appropriate, and communicate with other SPMs regarding the foregoing; and
g. Speak with law enforcement and any neighbors who come to the House and ask to speak with someone regarding the Party.

5. Alcohol/Drug-Related Policies/Restriction on Use of Hard Alcohol. Consistent with current Homewood Student Life policies, only beer and/or wine may be served at Parties. http://e-catalog.jhu.edu/undergrad-students/student-life-policies/#DAF_Policies. In particular, no “hard alcohol” (i.e. alcohol that is 30 proof or higher) may be provided or served at Parties.

6. Responsibility for violations of this policy. Individuals who violate this policy will be held responsible under the student code of conduct. Additionally, Recognized Student Groups/Organizations can be held accountable when members of the student group or organization violate this or other University policies. For student groups or organizations, possible sanctions include but are not limited to: a warning, probation, suspension, or de-recognition. For more information, see the student conduct code, located at http://e-catalog.jhu.edu/undergrad-students/student-life-policies/.

Sanctions and Corrective Actions: Alcohol Policy Violations (Effective January 4, 2016)

Note: The Sanctions and Corrective Actions described in this section apply beyond the confines of this Policy to all students, whether on or off-campus when they are found in violation of Student Life alcohol...
policies. This section further clarifies the sanctions listed in the student conduct code http://e-catalog.jhu.edu/undergrad-students/student-life-policies/.

**Individual-level Actions**

**1. Progressive Sanctioning**

The University has adopted a progressive sanctioning process for student conduct code violations and this Policy is in accordance with that process. Depending on the nature of the alcohol policy violations, students may be required to participate in a mandatory meeting with staff member(s) from Homewood Student Life and/or Residence Life. The sanctions below apply to violations of all applicable alcohol policies, including this Policy. The University reserves the right, at its discretion, to impose more stringent or different sanctions depending on the facts and circumstances of a particular case. Further, consistent with the student conduct process, this Policy does not limit the University’s authority to impose disciplinary sanctions, up to and including expulsion, in cases where a student is charged with violating student conduct policy and/or other University policy in addition to a violation of this Policy. Violations of this Policy will be addressed through the Homewood Student Life disciplinary procedures available at http://e-catalog.jhu.edu/undergrad-students/student-life-policies/.

**1st Minor Alcohol Violation**

**Formal Written Warning**

Student is officially notified in writing that his or her actions constitute a violation of University policies.

**2nd Minor or 1st Major* Alcohol Violation**

**Probation**

Student is notified that his or her status with the University for a specified period of times is such that further violations of any applicable University policies will result in his or her being considered for a "higher level" sanction including suspension or expulsion from the University. If at the end of the specified time period no further violations have occurred, the student is removed from active probationary status.

**3rd Minor or 2nd Major* Alcohol Violation**

**Deferred Suspension**

In some cases, a sanction of suspension may be deferred for a specified period. This means that, if the student is found responsible for any violation during that period, he or she will be subject to suspension in addition to the disciplinary action appropriate to the new violation.

**4th Minor or 3rd Major* Alcohol Violation**

**Suspension or Expulsion**

Student is notified that he or she is separated from the University for a specified period of time. Students who are suspended must leave campus within the time prescribed by the University. Permission must be granted by the University before a student will be permitted to re-enroll. If the decision to suspend a student is made, imposition of the suspension may be delayed until the following semester at the discretion of the University, if the decision occurs very late in the semester.

*Major Alcohol Violations involve excessive and high-risk alcohol consumption that endangers the health, safety, or welfare of oneself or others.

**2. Corrective Measures**

The University reserves the right, in its discretion, to impose additional or different corrective depending on the facts and circumstances of a particular case.

**Minor Violations**: Corrective measures include but are not limited to one or more of the following: educational intervention programs; reflection papers; parental/family notification (see below); and/or, notification to coaches (for members of athletic teams).

**Major Violations or Repeat Minor Violations**: Corrective measures include but are not limited to one or more of the following: parental/family notification and consultation (see below); notification to coaches (for members of athletic teams); educational intervention programs; referral to the Homewood Counseling Center; and/or completion of a treatment program prior to return from period of suspension.

**3. Parent or Family Notification for Alcohol Violations**

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents or legal guardians may be notified that their student was found responsible for disciplinary violation(s) of applicable law or policies governing the use or possession of alcohol or controlled substance(s) with respect to any such use or possession if the student is under the age of 21 at the time of disclosure to the parents, and/or whenever the University, in its discretion, determines such notification is necessary for the purpose of the health or safety interests, and/or as otherwise permitted by applicable law. Notification generally takes place via phone call within 48-72 hours once the determination of responsibility has been made. It is strongly recommended that students inform their parents of all incidents of conduct violations.

**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.

**University Policy on Hazing**

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

- any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate.

If you’re not sure whether or not something happening to you or to someone else is hazing, ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would I get in trouble if a school/college administrator walked by and saw us?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional or physical distress or stress to myself or to others?
- Am I going to be able to get a job if I have to put a criminal arrest on my application?

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 will be notified that their remaining reservations are 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.

**Postering 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 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 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, 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.

For the comprehensive policy go to [http://it.jhu.edu/policies/itpolicies.html](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.