



BROWN

OFFICE OF STUDENT CONDUCT &
COMMUNITY STANDARDS

Box 2014

Providence, RI 02912

March 20, 2025

Alexander Shieh
Sent electronically to [REDACTED]

PERSONAL AND CONFIDENTIAL

Dear Alexander,

The Office of Student Conduct & Community Standards has received information alleging that on or about March 18, 2025, you accessed a proprietary University data system which maintains confidential human resources, financial, and student information and used this information to produce a publicly available website, resulting in emotional distress for several University employees. In addition, you misrepresented yourself to University staff and administrators as a reporter for the Brown Spectator, a student organization that is not currently recognized by the University. This alleged behavior may have violated one or more University policies and may constitute violations of the following prohibited conduct:

- 3.4.11.2 Emotional/Psychological Harm**
- 3.4.13 Invasion of Privacy**
- 3.4.14 Misrepresentation**
- 3.4.24 Violation of Operational Rules**

It has been determined that a Preliminary Review into these allegations will be conducted. It is requested that you submit a list of all other people present for or involved in the behavior under review to the Case Administrator by **9:00 AM on Monday, March 24, 2025**. You are also given the opportunity to provide the names of material witnesses who were not present for or involved in this behavior. Your lists of people present and any material witnesses may be emailed to [REDACTED]

It is also requested that you submit to the Case Administrator a written statement about this incident. Your statement and any other information collected during the Preliminary Review will be used in determining whether or not there is a reasonable basis to file student conduct charges, and, if so, at what venue the matter should be heard. **The deadline for submitting your information is 9:00 AM on Monday, March 24, 2025.** If the matter is referred for disciplinary action, the Administrative Reviewer, hearing officer or body will determine whether or not you violated the Code of Student Conduct.

In the meantime, you need to return or provide evidence of deletion of any confidential information obtained from any proprietary University data system. Your access to University data systems may also be restricted.

If additional conduct is alleged during the Preliminary Review that may also violate Brown University's Code of Student Conduct, you will be notified and given an opportunity to respond to those allegations.

If you would like to request a reasonable accommodation based on a disability in order to fully participate in the student conduct process, please complete the [Request for Reasonable Accommodations form](#) and we will follow up with you. For your convenience, I have attached a copy of the Code of Student Conduct and the Student Conduct Procedures.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirsten Wolfe", written in a cursive style.

Kirsten N. Wolfe

Associate Dean and Associate Director of Student Conduct & Community Standards

 BROWN	Code of Student Conduct	POL 12.05.06
		Effective Date: August 18, 2024

1.0 Policy Purpose

The purpose of this policy (“the Code”) is to set the standards of Student conduct that help maintain a Campus environment where ideas are freely exchanged, Brown University (“Brown” or “the University”) property and processes are respected, and conflicts are peacefully resolved.

2.0 To Whom the Policy Applies

This policy applies to Students, as defined in Section 4.0.

3.0 Policy Statement

This Code is based on the following primary principles as provided for in the [University Code of Conduct](#):

- We Respect Academic Freedom and the Freedom of Expression and Inquiry
- We Treat Each Other with Respect and Dignity
- We Act with Integrity
- We Respect the Use of University Resources and Property

All members of the Brown community are expected to foster a safe environment where Students can thrive. The conduct described in Section 3.4 has the potential to jeopardize that safe environment and is prohibited. Students who are in the presence of prohibited conduct are urged to address or report that conduct and remove themselves from the situation. A commitment to this principle is an investment in a healthy and caring community.

3.1 Scope

This Code covers all behaviors, including online, by all Students and all Student Organizations or groups, no matter where the behavior occurs or whether the University is in session. This includes, but is not limited to, behaviors that occur off-Campus but cause potential or actual harm to individuals (whether or not those individuals are affiliated with the University), the University community, or to institutional reputation, or that suggest a Student’s presence on Campus may pose a safety risk. Students are also responsible for the behavior of their guests on Campus. The determination of whether behavior is subject to this Code will be made by the Dean of Students or their designee.

3.2 Student Conduct Procedures

The Code serves as an educational and socially just framework to address allegations of prohibited conduct. Allegations of prohibited conduct against Students will be resolved pursuant to the Student Conduct Procedures. This Code and the Student Conduct Procedures are administered by the Office of Student Conduct & Community Standards (“OSCCS”).

3.3 Additional Considerations

3.3.1 Withdrawals/Leaves of Absence

If a Student withdraws or takes a leave of absence from the University with an investigation or resolution process pending, the University may proceed with the investigation and resolution to the fullest extent possible and may make an entry on the Student's academic transcript indicating that the Student withdrew or is on a leave of absence with a non-academic disciplinary matter pending. The University may place a hold on the Student's official and unofficial academic transcripts for up to three (3) years until the matter is resolved. Students may petition the Dean of Students to have this hold removed before three (3) years have passed.

3.3.2 Sex Discrimination

Allegations of sex discrimination (as that term is defined in the Title IX Policy) will generally be subject to the [Title IX Policy](#) and the [Title IX Grievance Procedure](#) administered by the Title IX and Gender Equity Office. In cases for which there are alleged violations of the Title IX Policy and the Code of Student Conduct, OSCCS and the Title IX and Gender Equity Office will discuss and assign the cases on a case-by-case basis. Allegations of sex discrimination that are not subject to the Title IX Policy and/or Title IX Grievance Procedure but may constitute violations of the Code will be subject to the Code and Student Conduct Procedures.

3.3.3 Discrimination and Harassment

Allegations of discrimination or harassment based upon a person's race, color, religion, sex, age, national or ethnic origin – including actual or perceived shared ancestry or ethnic characteristics or citizenship or residency in a country with a dominant religion or distinct religious identity – disability, veteran status, sexual orientation, gender identity, gender expression, or any other characteristic protected under applicable law, and caste which is protected under [The Corporation of Brown University's Policy Statement on Equal Opportunity, Nondiscrimination and Affirmative Action](#), will generally be subject to the [Nondiscrimination and Anti-Harassment Policy](#) and the [Discrimination and Harassment Complaint Resolution Standard Operating Procedures administered by the Office of Equity Compliance and Reporting \("OECR"\)](#). In cases for which there are alleged violations of the Nondiscrimination and Anti-Harassment Policy and the Code, the two offices will discuss and assign the cases on a case-by-case basis. Allegations of discrimination or harassment based on a person's membership in a protected category that are not subject to the Nondiscrimination and Anti-Harassment Policy and/or Discrimination and Harassment Complaint Resolution Standard Operating Procedures but may constitute violations of the Code will be subject to the Code and Student Conduct Procedures.

3.3.4 Legal Issues

The University may pursue matters through the Student Conduct Procedures that may also be addressed in law enforcement investigations and the civil or criminal legal system. Proceedings under the Code may be carried out prior to, simultaneously with or following civil or criminal proceedings. Decisions about the timing of University proceedings will be at the sole discretion of the Director of Student Conduct & Community Standards or their designee.

3.4 Prohibited Conduct

3.4.1 Alcohol

Violation of the [Student Alcohol and Other Drugs Policy](#). The following charges may apply under this Code:

3.4.1.1 Illegal or Unauthorized Possession or Use of Alcohol

3.4.1.2 Manufacture of Alcohol

3.4.1.3 Illegal Provision of Alcohol

3.4.1.4 Possession of Mass Alcohol Consumption Paraphernalia on Campus

The use of any drug, including alcohol, related to any prohibited conduct will be considered an aggravating circumstance independently of whether the drug was used legally or illegally by the offending party. This factor in a case may result in a more severe status outcome and/or the imposition of terms requiring evaluation or treatment.

3.4.2 Bribery

Offering or causing to be offered any bribe or favor to any member of the University community in an attempt to influence a decision or action. This includes attempting to unduly influence a University proceeding, including a disciplinary proceeding outcome or appeal process.

3.4.3 Collusion

Knowingly or recklessly aiding, abetting, assisting, or attempting to aid or assist another individual to commit a violation of any University policy.

3.4.4 Discrimination

Discrimination as defined in the [Nondiscrimination and Anti-Harassment Policy](#). Refer to section 3.3.3 for information about jurisdiction.

3.4.5 Disruption of Community

Actions that are unreasonably disruptive to the University community and/or its neighborhoods. Examples include, but are not limited to, off-campus disturbances or nuisances in residential and commercial areas surrounding Campus, any disturbances that interfere with the quiet use and enjoyment of Campus or nearby properties, and behaviors that require the deployment of significant Campus resources.

3.4.6 Disruption of Safety

3.4.6.1 Disruption of Fire Safety

Examples include, but are not limited to, tampering with or improper activation of a fire alarm, covering or otherwise compromising the proper functioning of a smoke detector or fire sprinkler, deliberately or recklessly igniting or attempting to ignite an unauthorized fire on Campus, and failure to evacuate during a fire alarm or fire drill.

3.4.6.2 Disruption of General Safety

Behavior that creates fear of or actual hazardous conditions that threaten the safety and well-being of members of the Campus community. Higher-level examples of this conduct include, but are not limited to, false reporting of an emergency or terroristic threat in any form and using or threatening to use a bomb or a chemical or biological agent. Lower-level examples include, but are not limited to, the propping of doors of Campus buildings, creating slip-and-fall hazards, tampering with the lights or electricity of Campus buildings, and food fights. The University has the discretion, based upon surrounding circumstances, to determine whether disruptive behavior is properly classified as a higher-level offense or a lower-level offense.

3.4.7 Disruption of University Activities

Behavior that prevents, disrupts or materially interferes with the educational functions of the University. Examples include, but are not limited to, halting a lecture, debate, or any public forum, obstructing the passage of others, or creating an imminent threat of such disruption or obstruction.

3.4.8 Drugs

Violation of the [Student Alcohol and Other Drugs Policy](#). The following charges may apply under this policy:

3.4.8.1 Illegal or Unauthorized Possession or Use of Drugs

3.4.8.2 Manufacture of Drugs

3.4.8.3 Illegal Provision of Drugs or Drug Paraphernalia

3.4.8.4 Possession of Drug Paraphernalia on Campus

The use of any drug, including alcohol, related to any prohibited conduct will be considered an aggravating circumstance independently of whether the drug was used legally or illegally by the offending party. This factor in a case may result in a more severe status outcome and/or the imposition of terms requiring evaluation or treatment.

3.4.9 Failure to Comply

Failure to comply with the proper directive(s) of a University official. Examples include, but are not limited to, refusing to identify oneself or refusing to present University identification to a University staff member, failing to submit immunization records to University Health Services, and failing to attend mandatory meetings or trainings.

3.4.10 Harassment

Harassment as defined in the [Nondiscrimination and Anti-Harassment Policy](#). Refer to section 3.3.3 for information about jurisdiction.

3.4.11 Harm to Person(s)

3.4.11.1 Physical Harm

Actions that result in or can be reasonably expected to result in physical harm to a person or persons. Examples include, but are not limited to, throwing, hurling, or firing of projectiles without regard for the safety of others and

physical assault. Assault is defined as any unwelcome physical contact that is intentional or reckless including, but not limited to, striking, slapping, hitting, biting, punching, shoving, or kicking another person.

3.4.11.2 Emotional/Psychological Harm

Behavior that is intended to or can reasonably be expected to result in significant emotional or psychological harm. Examples include, but are not limited to, subjecting another person or group to abusive, threatening, bullying, intimidating, harassing, or humiliating actions.

3.4.12 Hazing

Hazing as defined in the [Hazing Policy](#). Examples include, but are not limited to, compulsory alcohol or drug consumption, physical brutality, psychological cruelty, public humiliation, morally degrading activities, forced confinement, creation of excessive fatigue, required removal or destruction of public or private property, or any other activity that endangers the physical, mental, or academic well-being and/or safety of an individual.

3.4.13 Invasion of Privacy

Intrusion into the personal life of another, in ways that are reasonably likely to cause injury or distress, in places where one would have a reasonable expectation of privacy. Amnesty may be granted to individuals who use recording devices to document abuse against themselves or others, provided those recordings are not distributed. A determination of someone's reasonable expectation of privacy will be at the discretion of the Office of Student Conduct and Community Standards. Examples include, but are not limited to, making, viewing, listening to, or distributing secret recordings or installing the equipment for such recordings, secretly monitoring others in their living quarters or bathrooms either in person (e.g., window peeping) or digitally (e.g., drones, pen cameras), intrusion on a person's property or communications, and the appropriation or use of someone's likeness, identifying personal data, or documents.

3.4.14 Misrepresentation

Lying or materially misrepresenting information to an official University body or officer, including a member of the Department of Public Safety. Examples include, but are not limited to, providing false identification of oneself or others, lying in the course of a student conduct investigation or hearing, filing a knowingly false report, or submitting altered, manipulated, or otherwise falsified information to any University official. This also includes the possession of a fake ID, even if it is not used, and the creation or distribution of fake IDs.

3.4.15 Noncompliance with Terms

Noncompliance with the terms or outcome of any student conduct proceeding. Examples include, but are not limited to, failing to complete assigned educational or restorative terms assigned as outcomes to a disciplinary proceeding.

3.4.16 Participation in Derecognized Student Groups

Knowingly affiliating with groups, teams, or organizations that have had their University recognition suspended or permanently revoked by the University for disciplinary reasons. Affiliation includes joining, rushing, pledging, promoting, or being involved in any activity that would normally be associated with being a member of such an organization. This applies to organizations that were created by members of a derecognized organization in an attempt to continue its presence in the University community and/or its neighborhoods.

This prohibited conduct does not apply to unrecognized Student groups who have never had University recognition or who are currently not recognized by the University because of non-disciplinary disbandment. However, known members of unrecognized Student groups may be held accountable for any prohibited conduct by these groups.

Please see the [Student Activities Office website](#) for a list of derecognized Student groups.

3.4.17 Property Damage

Actions that result in or can be reasonably expected to result in damage to property. This includes, but is not limited to, property owned by the University, property owned by individuals affiliated with the University, and property owned by individuals or entities not affiliated with the University.

3.4.18 Retaliation

Retaliation is defined as any adverse action or threat taken or made against an individual, including through third parties, for making a report of a policy violation or participating in any investigation or proceeding related to any policy. Examples include, but are not limited to, threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from seeking services, receiving protective measures and accommodations, and/or reporting policy violations. Retaliation also includes maliciously and purposefully interfering with, threatening, or damaging the academic, professional, or living environment of another individual before, during, or after the investigation and resolution of a report of a policy violation in response to and/or on account of the report of the policy violation.

3.4.19 Sex Discrimination

Sex discrimination as defined in the [Title IX Policy](#). Sex discrimination under the Title IX Policy includes sex-based harassment, sexual assault, dating violence, domestic violence, and stalking. Refer to section 3.3.2 for information about jurisdiction.

3.4.20 Stalking

Engaging in a course of conduct toward another person under circumstances that would cause a person to fear bodily injury or experience substantial emotional distress. Course of conduct means two or more instances including, but not limited to, unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish. Stalking includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Stalking as a form of sex-based harassment will generally be addressed under the [Title IX Policy](#). Refer to section 3.3.2 for information about jurisdiction.

3.4.21 Theft

Theft or attempted theft of property and/or possession of stolen property. Examples include, but are not limited to, attempted or actual unauthorized use of a credit card, debit card, Student identification card, cell phone, personal identification number, University account, or personal check.

3.4.22 Unauthorized Entry or Use of Space

Examples include, but are not limited to, the unauthorized entry into or occupation of any University room, building, or area of the Campus, including such entry or occupation at any unauthorized time; any unauthorized or improper use of any University property, equipment, or facilities; refusal to leave a space at the request of a University official; assisting another individual to enter a restricted area without authorization; and the unauthorized possession, use, or duplication of University keys, cards, codes, or other methods of access.

A Student's residence hall room is considered a restricted area where permission to enter must be obtained on every occasion, even if the resident's door is not closed.

3.4.23 Violations of Law

Violation of any federal, state, or local law, as determined by a court of law.

3.4.24 Violation of Operational Rules

Violation of operational rules governing various offices, departments, and facilities of the University (e.g., Residential Life, Student Activities Office, Dining Services, Office of Information Technology, the Libraries). This applies to any policy, rule, or standard operating procedure published in hard copy or available electronically on the University website. Examples include, but are not limited to, illegally downloading copyrighted material on the University's network, possessing prohibited items in residence hall rooms, and failing to register a group event with the Student Activities Office.

3.4.25 Weapons

Possession, use, or distribution of firearms, ammunition, explosives, or other weapons on Campus or while participating in University-sponsored activities or travel. This extends even to individuals licensed to carry such weapons. This includes any object or implement designed or used for inflicting bodily harm or physical damage, including those that have been made inoperable and those used for display or decorative purposes; all fireworks; chemicals used or intended to cause harm to others; and knives, except those that are designed and used for food preparation and multi-tools with knife blades shorter than 3 inches. A firearm is defined as any projectile-firing device including, but not limited to, conventional firearms (devices using gunpowder); all types of air rifles; any slingshot device; or any device firing BBs, pellets, darts, bolts, arrows or other hard or sharp objects.

Facsimile firearms are also prohibited. This refers to any device or object made of plastic, wood, metal or any other material that is a replica, facsimile or toy version of, or is otherwise recognizable as, a pistol, revolver, shotgun, sawed off shotgun, rifle, machine gun, rocket launcher or any other firearm. Examples of facsimile firearms include, but are not limited to, toy guns (including Nerf guns), movie props, hobby models (either in kit form or fully assembled), starter pistols, air guns, inoperative firearms or any other device which might reasonably be perceived to be a real firearm.

No use of prop weapons or staged combat of any kind is allowed for theater productions, in rehearsal or performance, without the advance, express, written permission of the supervising office or department.

The use or brandishing of any real or perceived weapon, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others is prohibited.

4.0 Definitions

For the purpose of this policy, the terms below have the following definitions:

Campus: Property owned, leased, used, or controlled by Brown University, as well as the streets, sidewalks, and pathways adjacent to or in their immediate vicinity.

Student: Refers to the following individuals:

- Undergraduate Students begin their Student status when they first engage in official University programs or activities (e.g., taking an online course, arriving to Campus for Orientation or athletic participation, etc.) and end their Student status when they withdraw from the University or their enrollment is terminated with all requirements complete.
- Graduate and Medical Students begin their Student status when they accept an offer of admission and end their Student status when they withdraw from the University or their enrollment is terminated with all requirements complete.
- Students enrolled in executive and professional education programs through the School of Professional Studies are considered to be Students from the time they accept an offer of admission into their programs until they withdraw from the University or their enrollment is terminated with all requirements complete.
- Students enrolled in the IE Executive MBA program will be subject to IE's policies and procedures when the behavior occurs in Madrid but will be subject to this Code if the behavior occurs on Brown's Campus. Administrators on both Campuses will collaborate to determine which institution's policy and procedures will govern incidents that occur elsewhere.
- Students enrolled in Pre-College programs should refer to [the Pre-College Code of Conduct](#).
- Students who have taken a leave of absence from their studies or who have completed their residency requirement but have not yet fulfilled all degree requirements and have not graduated are considered Students under this definition.

5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors and employees with student oversight duties are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure and enforce compliance with it.

Office of Student Conduct and Community Standards: Will ensure the processing and adjudicating of violations of the Code of Student Conduct, provide support and education to Students as they navigate difficult and contentious situations, and invest in their learning and character development in order to prepare and educate them to discharge the offices of life with usefulness and reputation.

6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

7.0 Related Information

Brown University is a community in which individuals are encouraged to share concerns with University leadership. Complaints can be submitted via the [Campus Incident Complaint Form](#). Members of the surrounding community can submit reports via the [Off-Campus Incident Reporting Form](#). Additionally, [Brown's Anonymous Reporting Hotline](#) allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 Related Policies:

- [Academic Code](#)
- [Academic Code, Graduate Edition](#)
- [Acceptable Use of Information Technology Resources](#)
- [Clery Compliance and Crime Reporting](#)
- [Digital Millennium Copyright Act \(DMCA\) Compliance Policy](#)
- [Drug-Free Schools and Communities Act](#)
- [Drug-Free Workplace Policy](#)
- [FERPA Policy](#)
- [Graduate Student Handbook](#)
- [Green Space Usage](#)
- [Hazing Policy](#)
- [Living Off Campus](#)
- [Medical Student Handbook](#)
- [Nondiscrimination and Anti-Harassment Policy](#)
- [Non-Retaliation Policy](#)
- [On-Campus Housing Requirement Policy](#)
- [Political Activity Policy](#)
- [Pre-College Code of Conduct](#)
- [Protest and Demonstration Policy](#)
- [Residential Life Policies and Rules](#)
- [Smoking on University Property](#)
- [Student Alcohol and Other Drugs Policy](#)
- [Student Event Registration, Planning & Management](#)
- [Student-run Business or Student Enterprise](#)
- [Title IX Policy](#)
- [University Code of Conduct](#)
- [University Green Space Usage Policy](#)

- [University Posting Policy](#)

7.2 Related Procedures:

- [Student Conduct Procedures](#)
- [Student Conduct Procedures for Student Groups](#)
- [Petition to Re-Enroll](#)
- [Consent for Release of Non-Academic Disciplinary Record Information](#)
- [Title IX Grievance Procedure](#)
- [Discrimination and Harassment Complaint Resolution Standard Operating Procedure](#)

7.3 Related Forms:

- [Campus Incident Complaint Form](#) (for general incidents, mostly used by Brown Students and staff)
- [Off-Campus Incident Reporting Form](#) (for use by off-Campus neighbors)
- [Gender Discrimination and Sexual Violence Incident Reporting Form](#)
- [Bias, Discrimination and Harassment Incident Reporting Form](#)

7.4 Frequently Asked Questions (FAQs):

- FAQs on the Student Conduct and Community Standards Website

7.5 Other Related Information:

- [Student Accessibility Services](#)

8.0 Policy Owner and Contact

8.1 Policy Owner: Vice President for Campus Life & Student Services

8.2 Policy Approved by: President

8.3 Contact Information: Office of Student Conduct and Community Standards

- student-conduct@brown.edu
- 401-863-2653

9.0 Policy History

9.1 Policy Issue Date: August 15, 2010

9.2 Policy Effective Date: August 18, 2024

9.3 Policy Update/Review Summary: Minor edits and clarifications to Prohibited Conduct. Edited to reference other University policies where applicable.

Previous policy version(s) superseded by this policy:

- Code of Student Conduct, Effective Date: August 15, 2019
- Code of Student Conduct, Effective Date: August 15, 2015
- Code of Student Conduct, Effective Date: August 15, 2010

Student Conduct Procedures

2024 – 2025 Academic Year



Updated September 2024

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1. Introduction

These Student Conduct Procedures (“Procedures”), which are meant to be educational in nature, are designed to provide processes to investigate and resolve alleged violations of the Code of Student Conduct (“the Code”) as pertains to individual student behavior. For information about procedures involving allegations against student groups, please see the Student Conduct Procedures for Student Groups.

2. Complaints/Reports of Information

Filing a Complaint

Written complaints alleging violations of the Code may be submitted online at [CICE.brown.edu](https://cice.brown.edu). Individuals who are unable to access or use the online form should contact the Office of Student Conduct & Community Standards at student-conduct@brown.edu or 401-863-2653. Complaints must include the name(s) of all known witnesses or others who may have information concerning the allegation of prohibited conduct and all known facts about the incident. There is no time limit by which complaints must be submitted after an incident. However, the ability of the Office of Student Conduct & Community Standards to fully investigate an incident is impacted by how much time has elapsed since an incident occurred. In addition, a complaint alleging a Code violation by an individual who is no longer a student at the University will be reviewed but may not be investigated unless that individual re-enrolls at the University. Complaints that are submitted anonymously will be reviewed; however, anonymity may limit or prevent the ability of the Office of Student Conduct & Community Standards to fully investigate an incident.

Reports of Information

The Office of Student Conduct & Community Standards receives reports containing allegations of prohibited conduct from several sources, including the Department of Public Safety, Providence Police, University offices/employees, students, and persons unaffiliated with the University. All reports are reviewed before a resolution method is determined.

Preliminary Review

Some complaints/reports do not contain sufficient information to determine a resolution method upon initial review. For such cases, a Preliminary Review may be conducted to gather more information. This may include meeting with involved parties or witnesses and requesting statements and/or documents that will help determine whether charges, an Investigative Review, or no actions are warranted.

Investigative Review

An Investigative Review is utilized when the Office of Student Conduct & Community Standards receives allegations that, if substantiated, could warrant a student’s separation from the University. The review, which includes interviews with the parties and relevant witnesses and a collection of all relevant documents and other evidence, may culminate in a comprehensive report that will be reviewed by the Director of Student Conduct & Community Standards (“the Director”)¹. If the complaint is not complex in nature, it may be reviewed by collecting statements and documents from the parties and any relevant witnesses before a summary and packet of information are provided to the Director for review. After review, the Director will determine whether there is a basis to file charges against a student and at what level, if any, the matter should be resolved. The possible resolution recommendations from the Director are as follows:

¹ All references to the Director of Student Conduct & Community Standards (“the Director”) throughout this document will be understood to include their designee.

1. **Disciplinary, Higher Level.** Matters that may result in a community status of suspension or higher will be resolved through an Administrative Hearing, a Student Conduct Board Hearing, or a Higher-Level Restorative Conference.
2. **Disciplinary, Lower Level.** Matters that will not result in a community status of suspension or higher may be referred to Letter Resolution, an Administrative Review Meeting, Document Adjudication, or a Restorative Conference.
3. **Non-disciplinary Actions.** If it is determined that a disciplinary proceeding is not warranted, the matter may be handled with a Reminder Letter, a University Directive Letter, an Expectation Meeting, or may be referred to mediation, counseling, alcohol/drug education, restorative dialogue, or other referrals as appropriate.
4. **No Action.** If there is no basis to file charges and no follow up is warranted, the Director may recommend that the Office of Student Conduct & Community Standards close the case and take no action.
5. **Withdrawal of Charges.** The Director has the authority to withdraw charges once they have been made. Reasons for withdrawing charges include, but are not limited to, situations when the information that was provided was false or misleading and should not have resulted in charges being filed or the unavailability of material witnesses or evidence.

3. Administrative Response Options

The Director may refer allegations of violations of the Code to one of the following options for resolution. The Director may reassign a matter after referral if the information or circumstances change in such a way as to warrant a different response:

3.a Non-Disciplinary Response Options

Reminder Letter

Students will receive an official written notice that specifies that a particular behavior(s) may have violated the Code and, if repeated, such behavior may be subject to the disciplinary process.

University Directive Letter

Students alleged to have participated in prohibited behavior may be sent a University Directive Letter with assigned terms. Failure to complete these terms could result in disciplinary action.

Expectation Meeting

Students will meet with a University administrator to discuss the behavior that is of concern. During the meeting, students will be informed about particular provisions in the Code that may have been or may be violated should the behavior of concern continue. As a result of an Expectation Meeting, students may be assigned terms. If terms are assigned, the student(s) will be notified, in writing, within five (5) business days of the conclusion of the meeting(s). The administrator may also suggest additional resources for the student. Failure to attend an Expectation Meeting or to complete any terms could result in disciplinary action. An Expectation Meeting is not a prerequisite for referral to a Disciplinary Response Option.

Mediation

Mediation is a voluntary, private means of resolving conflict. It brings the parties together with a trained mediator in an informal, neutral setting to discuss their dispute and to find a lasting solution to it. If a matter is referred to mediation, the timing/deadline requirements outlined in these procedures are suspended. If any party to a conflict is unwilling to engage in mediation or

if the parties are unable to resolve the conflict through mediation, the matter may be referred to a disciplinary proceeding for resolution if it involves allegations of prohibited conduct. When parties successfully resolve their dispute through mediation, the mediator will notify the Director that the matter has been resolved.

Restorative Dialogue

Students will meet with trained facilitators for a mediated dialogue aimed at resolving conflict and addressing behaviors that may not rise to the level of a Code violation but have caused individual or community harm. Participation in restorative dialogue is voluntary and may or may not result in a formal agreement between students or groups of students.

3.b Disciplinary Response Options, Lower Level

Letter Resolution

Students charged with minor² prohibited conduct may, at the discretion of the Director, have the option of either accepting responsibility and a proposed outcome or going to an Administrative Review Meeting.

Restorative Conference

Students who take responsibility for engaging in prohibited conduct that has caused minor harm (e.g., minor theft, property damage, community disruptions) may be offered the opportunity to participate in a restorative conference. These proceedings bring students who have caused harm together with harmed parties, community members, and co-facilitators to explore ways that the harm can be redressed and mitigated. This process is voluntary for all parties. If the harmed party decides not to participate, the case may be referred to an Administrative Review Meeting, depending on the particular circumstances. If the responsible party decides not to participate, the case will be referred to an Administrative Review Meeting.

Procedures. Co-facilitators will conduct pre-conference meetings with all parties to review the expectations of the conference and answer questions. Dialogue during the conference will be regulated by the co-facilitators. All parties will be asked to describe their experience of the incident and its impact before the group considers ways the student who caused harm could repair and mitigate that harm. Co-facilitators will guide the conversation toward agreements that are appropriate and manageable.

Outcomes. If the parties reach an agreement, which is subject to the Director's approval, it is considered binding and the student who caused harm will be expected to fulfill the terms of the agreement. If the agreement is fulfilled, no official community status outcomes or further disciplinary action will result. If the agreement is not upheld, community status outcomes determined by the Director will be implemented and the student may face additional disciplinary action. If no agreement is reached during the conference, the case will be referred to an Administrative Review Meeting for resolution.

² A determination about what constitutes "minor" or "serious" prohibited conduct or harm will be made by the Director of Student Conduct & Community Standards or their designee. Factors considered in making this assessment include, but are not limited to, impact to the campus community, harm caused to individuals, and the magnitude of the response necessary to address the issue.

Document Adjudication

Students charged with prohibited conduct may, at the discretion of the Director, have their cases heard through Document Adjudication. In cases where it is determined that Document Adjudication is appropriate, a University administrator will review documents submitted by all parties to address matters involving prohibited conduct that do not involve possible separation from the University. Repeated offenses of any kind, however, may result in a determination that the matter should be resolved through higher-level disciplinary proceedings, for which separation from the University is a possible outcome.

Procedures. The Case Administrator provides the respondent with written notice of the charge(s), any evidence in the file, and any deadlines for submitting a response. The respondent(s) have the opportunity to be heard through the submission of a written response which will become part of the file. The Document Reviewer will review all information and may decide to request further information or interview the respondent or other parties if more information is needed. After review of all the information, the Document Reviewer decides if the respondent is responsible for a violation(s) of the Code. The Document Reviewer has the discretion to assess the relevancy, credibility, and weight to be afforded to all submitted information.

Outcomes. If the respondent is found responsible, the Document Reviewer will impose an outcome, which may include a community status of probation and/or terms (see 7. Outcomes). When determining an appropriate outcome, Document Reviewers will consider the nature of the incident and its context as well as any prior disciplinary findings and outcomes. Within five (5) days of the conclusion of the review, the Case Administrator will notify the respondent in writing of the decision in the case.

Administrative Review Meeting

A University administrator will meet one-on-one with respondents (and sometimes complainants and witnesses) to review matters involving prohibited conduct that do not involve possible separation from the University. Repeated offenses of any kind, however, may result in a determination that the matter should be resolved through higher-level disciplinary proceedings, for which separation from the University is a possible outcome. In general, matters involving undergraduates will be handled by designated Administrative Reviewers within Campus Life; matters involving graduate students will be handled by Administrative Reviewers from the Graduate School; and matters involving medical students will be handled by Administrative Reviewers from the Medical School.

Procedures. The Case Administrator provides the respondent with written notice of the charge(s), a summary of the evidence, and any assigned meeting dates or information on scheduling the meeting. The student can review all evidence prior to the meeting upon request. At the meeting, the respondent(s) has an opportunity to be heard, and the Administrative Reviewer decides if the respondent is responsible for violation(s) of the Code.

Outcomes. If the respondent is found responsible, the Administrative Reviewer will impose an outcome, which may include a community status of probation and/or terms (see [7. Outcomes](#)). When determining an appropriate outcome, Administrative Reviewers will consider the nature of the incident and its context as well as any prior

disciplinary findings and outcomes. Within five (5) days of the conclusion of the review, the Case Administrator will notify the respondent in writing of the decision in the case.

3.c Disciplinary Response Options, Higher Level

Higher-Level Restorative Conference

Students who take responsibility for engaging in prohibited conduct that has caused serious harm (e.g., physical assault, serious and/or bias-related harassment, major theft or property damage) may be offered the opportunity to participate in a Higher-Level Restorative Conference if deemed appropriate by the Director. Such proceedings will focus on the harm that was caused and ways that the student(s) who caused it can address and repair that harm.

Procedures. Co-facilitators will conduct a minimum of two (2) pre-conference meetings with all participants to review the expectations of the conference and answer questions. During these pre-conference meetings the co-facilitators will discuss with all parties the range of outcomes in similar incidents at Brown. The conference will be administered by the co-facilitators and informed by the pre-conference meetings with the participants. All participants will be asked to describe their experience of the incident and its impact before the group considers ways the student who caused harm could repair that harm. Co-facilitators will guide the conversation toward agreements that focus on active accountability, rebuilding trust, and repairing harm.

Outcomes. Agreed upon outcomes, which must be acceptable to the Director, will be focused specifically on the particular harms associated with the incident and may include a leave of absence from the University to allow a period of healing and reflective growth for all parties. If the agreement is fulfilled, no official community status outcomes or further disciplinary action will result. If the agreement is not fulfilled, the Director will determine an appropriate community status outcome. If no agreement is reached during the conference, the case will be referred to an Administrative Hearing or Student Conduct Board Hearing for resolution.

Student Conduct Board Hearing

The Student Conduct Board, composed of students, faculty, and administrators, will hear matters involving prohibited conduct that may result in separation from the University and/or a transcript remark. Cases before the Student Conduct Board may involve serious prohibited conduct in a single incident or a persistent pattern of less severe prohibited conduct.

Procedures. The hearing procedures will be informal, but they will be consistent with the basic rights afforded to students (see “Student Rights and Responsibilities”). At least seven (7) days before the hearing, the Case Administrator will provide the parties with written notice of the charge(s), the time and location of the hearing, and a redacted copy of the case materials. The Chair will decide upon matters related to witnesses, evidence, and procedures during the hearing. The Chair will oversee the decorum of the hearing and may exclude from a hearing any person in attendance who disrupts the hearing. The Chair may consult with the hearing panel and other University officials as necessary. At the hearing, the parties have an opportunity to be heard, and the hearing panel decides if the respondent is responsible for violation(s) of the Code of Student Conduct.

Outcomes. If the respondent is found responsible, the Hearing Officers will recommend a range of community status outcomes up to expulsion from the University and any

terms (see [7. Outcomes](#)) to the Director for final determination. After a determination of responsibility and prior to the recommendation of an outcome, the Chair will inform the panel of any prior disciplinary findings against the respondent and present them with statements of impact and mitigation. This information will also be provided to the Director. Within five (5) days of the conclusion of the hearing, the Director will notify the respondent(s), and the complainant(s) as permitted by applicable law, of the decision in the case.

Administrative Hearing

An Administrative Hearing will be conducted by a single dean or administrator of the University for matters involving prohibited conduct that may result in separation from the University and/or a transcript remark. Cases resolved through an Administrative Hearing may involve serious prohibited conduct in a single incident or a persistent pattern of less severe prohibited conduct.

Procedures. The hearing procedures will be informal, but they will be consistent with the basic rights afforded to students (see “Student Rights and Responsibilities”). At least seven (7) days before the hearing, the Case Administrator will provide the parties with written notice of the charge(s), the time and location of the hearing, and a redacted copy of the case materials. The Chair will decide upon matters related to witnesses, evidence, and procedures during the hearing. The Chair will oversee the decorum of the hearing and may exclude from a hearing any person in attendance who disrupts the hearing. The Chair may consult with the Hearing Officer and other University officials as necessary. At the hearing, the parties have an opportunity to be heard, and the Hearing Officer decides if the respondent is responsible for violation(s) of the Code of Student Conduct.

Outcomes. If the respondent is found responsible, the Hearing Officer will recommend a range of community status outcomes up to expulsion from the University, including any terms (see [7. Outcomes](#)), to the Director for final determination. After a determination of responsibility and prior to the recommendation of an outcome, the Chair will inform the Hearing Officer of any prior disciplinary findings against the respondent and present them with statements of impact and mitigation. This information will also be provided to the Director. Within five (5) days of the conclusion of the hearing, the Director will notify the respondent(s), and the complainant(s) as permitted by applicable law, of the decision in the case.

For matters serious enough to warrant a higher-level hearing, the Director will determine whether the charged student will be given the option to have the matter resolved through an Administrative Hearing or a Student Conduct Board Hearing. For charges involving [3.4.10 Harassment](#) or [3.4.11 Harm to Person\(s\)](#) of the Code of Student Conduct, students will not be offered a choice and will have their cases resolved through a Student Conduct Board Hearing, except as provided for below. In determining whether a student will be offered a choice, the Director may take into consideration factors which include without limitation the complexity, severity, and community impact of the case. In some cases, including those involving charges of [3.4.10 Harassment](#) or [3.4.11 Harm to Person\(s\)](#), the Director may refer a case directly to an Administrative Hearing if convening a Student Conduct Board Hearing would result in a significant delay in the resolution of the matter (e.g., during academic recesses).

4. Student Rights and Responsibilities

The [Principles of the Brown University Community](#) expect community members to act with integrity in all facets of University life, including involvement with matters being addressed by the Student Conduct Procedures.

Respondent Rights

Students are afforded the following rights in Student Conduct proceedings:

- A. To be informed in writing of the charge(s) and alleged prohibited behavior.
- B. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
- C. To have an advisor during a formal Investigative Review, a hearing before the Student Conduct Board, an Administrative Hearing, or a Higher-Level Restorative Conference.
- D. To request reasonable accommodations through Student Accessibility Services to participate in these proceedings.
- E. To have a reasonable length of time to prepare a response to any charges.
- F. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
- G. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence before the Administrative Reviewer or Hearing Officer(s). (Students have the right to prepare a written statement in matters that may result in separation from the University.)
- H. To be afforded privacy, in accordance with University practices and legal requirements.
- I. To request that an Administrative Reviewer, Document Reviewer, Hearing Officer, Restorative Conference Facilitator, or member of a Student Conduct Board be disqualified on the grounds of personal bias.
- J. To appeal a decision based on the specified permissible grounds in the appeals process.
- K. To refrain from providing information that is self-incriminating.

Complainant Rights

Students serving as complainants in University proceedings are afforded the following rights:

- A. To be informed in writing of the charge(s) and alleged prohibited behavior for Student Conduct Board Hearings, Administrative Hearings, or Higher-Level Restorative Conferences.
- B. To have an advisor during a formal Investigative Review, a hearing before the Student Conduct Board, an Administrative Hearing, or a Higher-Level Restorative Conference.
- C. To request reasonable accommodations through Student Accessibility Services to participate in these proceedings.
- D. To have a reasonable length of time to prepare for a proceeding.
- E. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence before the Administrative Reviewer or Hearing Officer(s).
- F. To be afforded privacy, in accordance with University practices and legal requirements.
- G. To request that an Administrative Reviewer, Document Reviewer, Hearing Officer, Restorative Conference Facilitator, or member of a Student Conduct Board be disqualified on the grounds of personal bias.
- H. To appeal a decision in cases of *3.4.10 Harassment* or *3.4.11 Harm to Person(s)*.
- I. To refrain from providing information that is self-incriminating.

Witness Rights

Students serving as witnesses in University proceedings are afforded the following rights:

- A. To request reasonable accommodations through Student Accessibility Services to participate in these proceedings.
- B. To have a reasonable length of time to prepare for a meeting with an investigator or hearing body.
- C. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence to an investigator or hearing body.
- D. To be afforded privacy, in accordance with University practices and legal requirements. Information the witness shares with an investigator or hearing body may be shared with the respondent and complainant, if appropriate.
- E. To refrain from providing information that is self-incriminating.

5. General Provisions for Disciplinary Procedures

All non-restorative disciplinary proceedings will be conducted in accordance with the following:

1. **Closed Proceedings.** All hearings and Administrative Review Meetings will be closed to the public.
2. **Privacy.** Except as permitted or required by law (for example, in response to a lawfully issued subpoena or court order), information disclosed during these proceedings will remain private unless there is a need to disclose it to others within the University (e.g., Residential Life in the case of a housing relocation).
3. **Qualification and Responsibilities of Hearing Officers.** Student members of hearing bodies must be currently enrolled and in good standing, that is, not on academic warning or currently on any community status. All administrative and faculty members will be employees of the University. All Hearing Officers will be required to maintain privacy related to all aspects of the proceedings. The Director is responsible for removing any Student Conduct Board member who violates privacy and may refer the matter for disciplinary action. If the specific member(s) of a Student Conduct Board panel cannot be identified, the Director may recommend to the Dean of Students³ that the panel in question be disbanded.
4. **Qualification and Responsibilities of Administrative and Document Reviewers.** All Administrative and Document Reviewers will be employees of the University and will be required to maintain privacy related to all aspects of their proceedings. The Director is responsible for handling any violations of privacy by Administrative and Document Reviewers.
5. **Disqualification and Exclusion.** Any member of a hearing body who believes that they are prejudiced by association with the case, the participants, or by information or belief will disqualify themselves from hearing the case. A respondent or complainant may request, in writing, that a member of a hearing body be disqualified from hearing a case. The request will be made to the Case Administrator by 9:00 AM no more than two (2) days after receiving the charge letter and will include an explanation as to why the member is unable to render an impartial decision in the case. The Case Administrator will determine whether to grant or deny the request for disqualification.
6. **Standard of Evidence.** In determining whether or not an offense has been committed, the Administrative Reviewer or Hearing Officer(s) will base determinations on the standard of preponderance of the evidence (more likely than not).

³ All references to the Dean of Students throughout this document will be understood to include their designee.

- 7. Multiple Students.** Cases in which more than one student is charged with violating the Code and which depend on common facts or set of evidence may either be considered jointly in a single proceeding with the consent of all parties or be assigned to separate, individual proceedings as determined by the Director.
- 8. Case Administrator.** A Case Administrator is a University official designated by the Director to manage these procedures. Additionally, the Case Administrator will respond to requests from respondents and complainants during the pre-hearing phases of the student conduct procedures.
- 9. Chair.** A Student Conduct Administrator will serve as the hearing Chair for any higher level hearings.
- 10. Investigator.** For most cases in which allegations could result in a separation from the University, as determined by the Office of Student Conduct & Community Standards, the University will use an investigator model to conduct an Investigative Review of allegations. This will include interviews with the complainant(s), respondent(s), and any relevant witnesses. These interviews may be conducted by Student Conduct & Community Standards Deans or an appointed internal or external investigator if deemed appropriate by the Dean of Students. Complainant(s) and respondent(s) will have an opportunity to provide information to the investigator. If the complaint is not complex in nature, it may be reviewed by collecting written statements and/or any relevant documents from complainant(s), respondent(s), and any relevant witnesses. The Director will decide, based on the severity of the behavior, relevant circumstances of the case, and resources available, how a case will be investigated.
- 11. Respondent.** The respondent is the charged student(s) and is entitled to be present during the course of any disciplinary proceeding. The respondent will not be present during other meetings designed to gather information from complainants or witnesses. The Administrative Reviewer or Hearing Officer(s) may decide to hold a proceeding even if a respondent fails to appear despite proper notification. In restorative proceedings, the respondent will be referred to as the responsible party.
- 12. Complainant.** The complainant is often the person who has filed a complaint. For incidents in which the reporting party is not a Brown University student, staff, or faculty member, a University official may serve as the complainant. The complainant is entitled to be present during the course of the hearing concerning their complaint for higher-level hearings. The complainant will not be present during other meetings designed to gather information from the respondent(s) or witnesses. For matters heard by the Student Conduct Board or by an Administrative Hearing Officer in which there is no complainant, a University official other than the Case Administrator may serve in that capacity. For lower-level proceedings, the complainant will not be present during a respondent's Administrative Review Meeting but may have a separate meeting with the Administrative Reviewer. In restorative proceedings, the complainant will be referred to as the harmed party.
- 13. University Representative.** In cases for which there is no complainant, a University official may participate in the hearing process as the complainant at the discretion of the Case Administrator.
- 14. Attorneys.** Students may retain legal counsel for advice outside of these procedures, however attorneys may not participate in any aspect of these procedures. Attorneys may not serve as a student's advisor under these procedures.
- 15. Witnesses.** Members of the University community, including respondents, are expected to appear at a hearing or participate in an investigative review if they have knowledge or information regarding the incident in question and they have been notified to appear. Individuals who are not members of the University community will generally be permitted to appear at a hearing only if they have direct knowledge or information regarding an incident that is not otherwise available. Members of the University community who may have knowledge or

information regarding an incident or complaint may be asked to meet with a University official to share information or with the Administrative Reviewer or Hearing Officer(s) to inform the outcome of a disciplinary proceeding.

- 16. Amnesty for Personal Ingestion of Alcohol or Other Drugs.** Brown University generally will offer amnesty to a reporting student, whether as a complainant or a witness, for the personal ingestion of alcohol or other drugs in violation of the Code. Please refer to the [Student Alcohol and Other Drug Policy](#) for more information.
- 17. Appeals.** See [8. Appeal Process](#).
- 18. Timing and Deadlines.** “Days” in these procedures refer to business days, not weekends or University holidays. Any requirement in these procedures must be completed by 3:00 PM on the day specified, unless otherwise noted in writing. A hearing or deliberations may be conducted on a Saturday, Sunday, or University holiday, if necessary.
- 19. Advisors.** Students or student groups are entitled to have an advisor during Investigative Reviews and higher-level hearings. Advisors must be faculty or staff members of the University but may not be attorneys. Advisors may accompany students to any meeting or proceeding outlined in the Student Conduct Procedures.
- 20. Graduate Labor Organization.** Graduate students who are members of the graduate student union bargaining unit may request that a union representative be present as an advisor at an Administrative Review Meeting. Requests may be made by completing this [Request for Union Representative at Conduct Meeting form](#) and must be submitted 1 business day before the meeting. Requests will be approved if they meet the following requirements:
 - a. Status
 - i. The student is in a semester-length appointment as a Research Assistant, Teaching Assistant, or Proctor; AND
 - ii. The meeting is related to the employment relationship between the University and the graduate student employee for said position.AND
 - b. Timing
 - i. The alleged incident occurred during a semester when the student was a member of the union; OR
 - ii. The meeting takes place during a semester when the student is a member of the union.
- 21. Statements of Impact and Mitigation.** A person making a complaint shall have the right to submit an impact statement to the Administrative Reviewer or Hearing Officer(s) to be considered after a finding of responsibility but prior to a determination of outcome(s). A respondent in a higher-level proceeding may submit a statement of mitigation. Impact and mitigation statements shall not be considered as evidence that the incident in question was in fact committed, and shall not be the basis for examination in any proceeding. However, the Administrative Reviewer or Hearing Officer(s) may consider the impact and mitigation statements in making a determination as to the appropriate outcome to be imposed upon a finding that the Code has been violated.
- 22. Emergency Separation.** Emergency separation may be used for matters in which a student poses a risk to the immediate safety or well-being of themselves or the University community, or participates in actions that create a substantial disruption of University functions. The President, the Vice President for Campus Life, and the Dean of Students or their designees have the authority to impose an emergency separation including any additional conditions deemed necessary.
- 23. Interim Measures.** The University may authorize interim measures, prior to and following the resolution of a matter under these Procedures. Such measures may include, but are not limited

to, no contact orders, housing relocation, change in housing permissions, as well as restrictions on campus, including participation in activities. Interim measures may be modified as deemed appropriate as a matter proceeds to resolution.

- 24. Criminal/Civil Charges.** University disciplinary proceedings may be initiated and proceed in cases involving conduct that potentially violates both criminal and/or civil laws and the Code, even though a legal investigation or court proceeding might be pending. University proceedings may occur before, during, or after the criminal/civil court process.

6. Student Conduct Board and Administrative Hearing Procedures

SCB Membership. The membership of the Student Conduct Board will consist of faculty members, undergraduate deans, graduate deans, deans from the Division of Biology and Medicine, School of Engineering, School of Professional Studies, and School of Public Health, other University administrators, undergraduate students, graduate students, and medical students. The appropriate student governance bodies will appoint student members for the upcoming academic year. If a student governance body fails to appoint sufficient members, the Director may select students to fill the positions. If there is a vacancy among the members of the SCB or if an additional member or members are needed to hear a case, the Director may appoint a temporary member. All student members are subject to the approval of the Director.

Hearing Panels. The composition of the hearing panel will correspond, in general, to the University status (undergraduate, graduate, and medical) of the respondent(s). Each panel will consist of three members - one must be a student while the other two panel members may be deans, administrators, or members of the faculty.

Administrative Hearing Officer Membership. Administrative Hearing Officers may be drawn from across the campus community so long as they are University faculty or staff members. In general, matters involving undergraduates will be heard by Hearing Officers from Campus Life and/or The College; matters involving graduate students will be heard by Hearing Officers from the Graduate School; matters involving medical students will be heard by Hearing Officers from the Medical School.

The Case Administrator. The Case Administrator organizes the hearing procedures, including recruiting the panel, communicating to all parties about hearing date and time, and distributing case materials to all parties.

Chair. The Chair of higher-level hearings is responsible for conducting the hearing and deciding upon matters related to witnesses, evidence, and procedures. The Chair will oversee the decorum of the hearing and may exclude from a hearing any person in attendance who disrupts a hearing. The Chair may consult with the hearing officer(s) and other University officials as necessary. The Chair may ask questions at the hearing and will participate in the deliberations but will not have voting rights.

The Chair may be the Case Administrator for a case but will not be the Investigator.

Notice. At least seven (7) days before the hearing, the Case Administrator will provide the respondent(s) and complainant(s), if applicable, with written notification of the charges, the time and place of the hearing, and a copy of the case materials.

Expedited Hearing(s). If the Director determines that an expedited hearing is necessary (e.g., end of the academic year), deadlines may be shortened.

Requests for Witnesses. The respondent(s), complainant(s), and hearing officer(s) will provide the Case Administrator with a written list of witnesses they would like to appear at the hearing at least four (4) days prior to the hearing by 9:00 AM. For cases in which an investigator is not used, all witnesses will provide a written statement and/or any relevant documents at least four (4) days prior to the hearing by 9:00 AM. If, after the four-day deadline, either party believes that there is new information which may substantially influence the outcome of the hearing, they will request of the Case Administrator that the information be admitted to the hearing. The Case Administrator will also notify the parties of any other witnesses who have been called to appear at the hearing. The Case Administrator will make all decisions about witnesses appearing at the hearing.

Hearing Outline. Administrative and Student Conduct Board Hearings proceed as follows:

1. The Chair reads the charge(s) and informs the respondent(s) of the right to remain silent.
2. The Chair is available to answer questions about the case materials.
3. The complainant or their advisor may make an opening statement.
4. The respondent or their advisor may make an opening statement.
5. The Hearing Officer(s) examines the evidence and the testimony of any witnesses, including the respondent, complainant, and the Investigator, if applicable. The respondent(s) and the complainant(s) may submit written questions to the Case Administrator in advance of the hearing. Additional questions may also be submitted during the proceedings. The Chair will determine what questions to put forth and how to present them during the proceeding. At the discretion of the Chair, witnesses may be recalled.
6. The complainant or their advisor may make a closing statement.
7. The respondent or their advisor may make a closing statement.

Deliberations. Following the closing statements, the Hearing Officer(s) adjourns into closed session (1) to determine if the respondent(s) is responsible for violation(s) of the Code and, if so, (2) to recommend a range of appropriate community status outcomes up to expulsion from the University and any terms (see [7. Outcomes](#)) to the Director. After a determination of responsibility but prior to the recommendation of outcomes, the Chair informs the Hearing Officer(s) of any prior disciplinary finding(s) against the respondent(s) and shares any impact or mitigation statements with them. Decision(s) of the Student Conduct Board will be made by majority vote and will be forwarded to the Director. Administrative Hearing Officers will also forward their decision(s) to the Director. The Chair may ask questions at the hearing and will participate in the deliberations but will not have voting rights.

Decision Notification. Within five (5) days of the conclusion of the hearing, the Director will notify the respondent(s), and the complainant(s) as permitted by applicable law, of the decision in the case.

Appeals. Please see [8. Appeal Process](#).

7. Outcomes

A finding of responsibility will result in appropriate outcomes being assigned. These outcomes may include community statuses and/or terms.

Community Status

Violations of the Code may result in one or more community statuses. When determining whether a community status is appropriate, the Administrative Reviewer or Hearing Officer(s) will consider the nature of the incident and its context as well as any prior disciplinary findings. Violation of any community status or terms will warrant a review by the Director and may result in forwarding the matter to the Student Conduct Board or an Administrative Hearing.

Probation

Probation is a designated period of time during which the student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Code. Students on this community status are considered to not be in good community standing.

Suspension

Suspension is separation from the University for a designated period of time, after which the suspended student may petition the Director for re-enrollment to the University. The petition must demonstrate that the student has satisfied any terms assigned with the suspension. A student who has been suspended may not be on University property without the prior written approval of the Director. A suspended student is prohibited from participating in any University activity or program. Suspensions result in a permanent entry on the internal academic record and official academic transcript maintained by the Registrar. These entries cannot be removed once applied.

Expulsion

Expulsion is permanent separation from the University. A student who has been expelled is prohibited from entering any University property and participating in any University activity or program. Expulsions result in a permanent entry on the internal academic record and official academic transcript maintained by the Registrar. These entries cannot be removed once applied.

No Community Status Assigned

In cases where no community status is assigned, the student's letter of responsibility and outcomes will serve as a written notice that the Code has been violated. In these cases, the student is still considered to be in good community standing.

Terms

The Administrative Reviewer or Hearing Officer(s) may assign terms designed to ensure responsible behavior and the well-being of the University community, help the responsible student learn from the experience, and ameliorate the effects of the conduct on the aggrieved community member(s). Examples of terms include but are not limited to restitution, reflection or research papers, letters of apology, restorative dialogues, attending or presenting educational programs, No Contact Orders, or referrals to other offices and resources on campus.

Additionally, in cases where there is a community status assigned, the Administrative Reviewer or Hearing Officer(s) may impose university restrictions. Examples of university restrictions include, but are not limited to, removal from or reassignment of housing, denial of off-campus permission, restriction from representing the University for a period of time, restriction from student leadership positions, and/or limitation of access to University sanctioned events.

8. Appeal Process

Deadlines. Within five (5) days of notification of any non-restorative proceeding outcome, the respondent(s) may appeal, in writing, the decisions in the case, setting out the reason(s) for the appeal. If the case involves charges under *3.4.10 Harassment* or *3.4.11 Harm to Person(s)*, *this appeal will be shared with the complainant(s). Complainants may submit a response to an appeal within three (3) business days.*

Grounds for Appeal. Appeals will normally be considered only when: (1) there is relevant new evidence that was not reasonably available to be presented to the original Administrative Reviewer or Hearing Officer(s) and that in the judgment of the appeal officer the introduction of the information may have changed the finding by the original Administrative Reviewer or Hearing Officer(s); or (2) when a substantial procedural error by the University, Administrative Reviewer, or Hearing Officer(s) is demonstrated and in the reasonable judgment of the appeal officer such error is sufficient enough that it may have affected the decision of the original Administrative Reviewer or Hearing Officer(s). If it is determined that the appeal has merit, the appeal officer may modify the findings, community status, terms, or may remand the matter to an appropriate Administrative Reviewer or Hearing Officer(s).

Complainant Appeals. For proceedings involving charges under *3.4.10 Harassment* or *3.4.11 Harm to Person(s)*, the complainant shall have the right to appeal on the same terms as the respondent. If it is determined that the complainant's appeal has merit, the appeal officer may modify the findings, community status, terms, or may remand the matter to an appropriate Administrative Reviewer or Hearing Officer(s). Complainant appeals will be shared with the respondent(s). Respondents may submit a response to an appeal within three (3) business days.

Appeal Review. All Administrative Review Meeting appeals will be heard by the Director or designee. Appeals for higher-level hearings will be heard by the Dean of Students or designee.

9. Reporting and Record Retention

Reporting

The Office of Student Conduct & Community Standards will report information as delineated below. For external reporting there must be a properly signed authorization by the student. For internal reporting there must be a legitimate educational interest provided to the office in writing.

Information about any violations and their resulting outcomes will only be reported if a community status of Probation or above was assigned and any of the following is true:

1. the Community Status is active;
2. Terms assigned with the Community Status are incomplete;
3. there is a Term assigned that requires continued reporting; or
4. the Community Status is noted on the student's academic transcript (i.e. suspension and expulsion).

In cases where there is a Term that requires continued reporting, a student may petition the Director of Student Conduct & Community Standards or designee to remove that Term. However, hearing officers in higher-level hearings may assign a Term that cannot be petitioned for removal.

We will not report any charges for which a student is found not responsible or any non-disciplinary response.

For requests from other offices internal to Brown University, information typically not reported may be shared so long as there is a legitimate educational interest or there is a properly signed authorization by the student.

Record Retention

Conduct records will be kept in an electronic file database within the Office of Student Conduct & Community Standards. Records for any violations resulting in a community status which is visible on a student's academic transcript will be kept indefinitely. All other records will be kept as active files for a period of seven years post graduation.