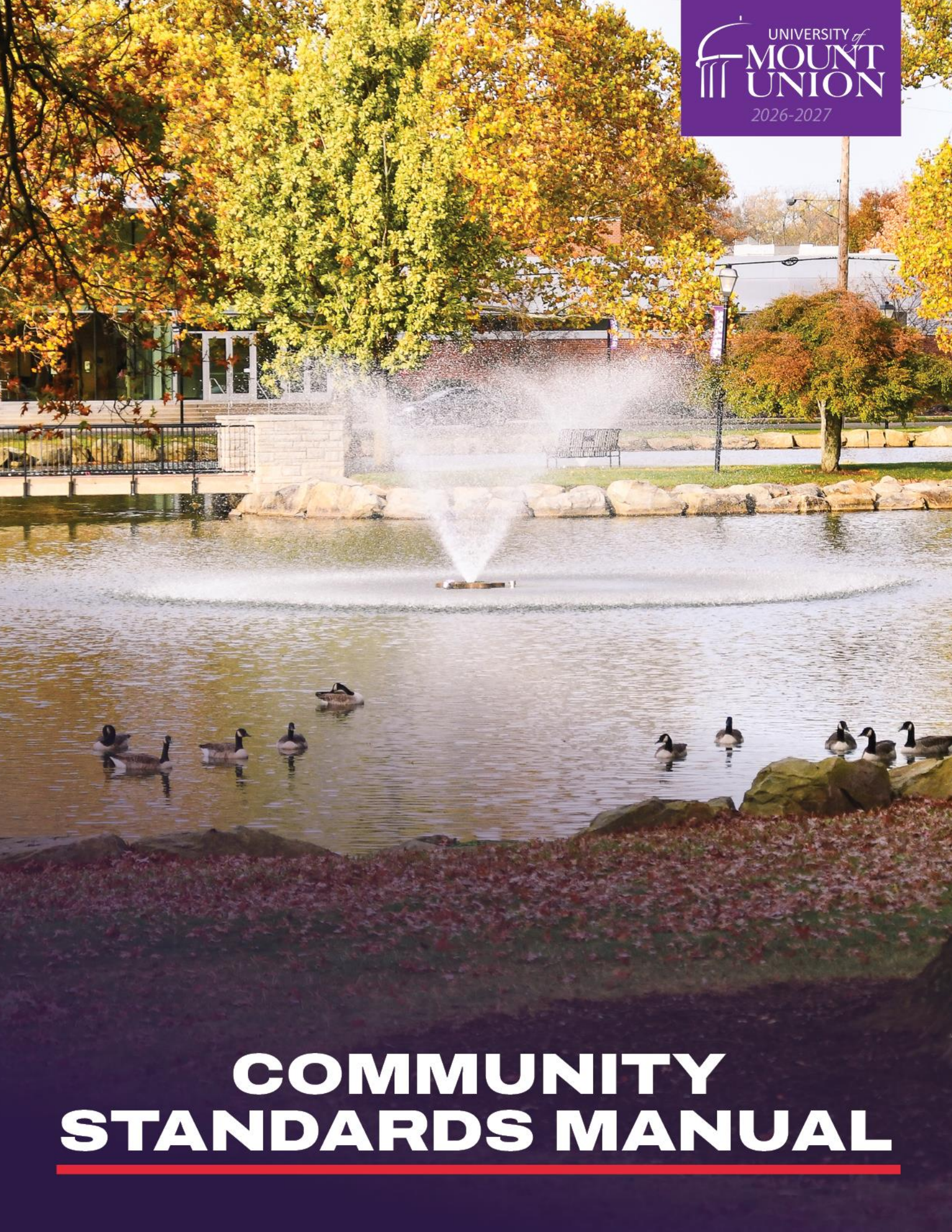




COMMUNITY STANDARDS MANUAL

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Accessibility Statement: The University of Mount Union is committed to creating a learning environment that meets the needs of its diverse student body. Fonts, font sizes and contrast of text and page color of this handbook have been considered to allow for greater accessibility. This handbook is available in hard copy and various modified formats upon request. Individuals with accessibility needs should reach out to StudentAccessibility@mountunion.edu for assistance in accessing the information in this handbook.

If you need, or are aware of someone who needs, additional assistance in accessing this handbook, please reach out to the Office of Student Accessibility Services. You can find more information about the Office of Student Accessibility Services, including contact information [here](#).

University Mission and Core Values

Mission

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship.

Core Values

Belonging

Motivated to foster a sense of **community** in a **family-oriented** atmosphere where people feel **cared** for, **respected**, and valued. Champions individuality and acceptance while emphasizing acts of **service**. Cultivates **relationships**, **collaboration**, and **teamwork**. Carries forward a **legacy** of progress deeply rooted in our history, **pride**, and mission.

Excellence

Committed to **quality** in an academic environment with **learning** and a quest for **knowledge** at the core. Fuels institutional and personal **growth** and **continuous improvement** while striving for **innovation**. Fosters holistic **achievement** and academic, athletic, and co-curricular **success**. Draws confidence from our longevity of **institutional and financial stability**.

Integrity

Driven to lead and to inspire others to realize their own **leadership** abilities and potential. Values **responsibility**, **accountability**, and **ethical** decision-making, both as individuals and as an institution. Honors **authenticity** and transparency. Displays **passion**, **perseverance**, and **adaptability** as we face the challenges of an ever-changing environment.

Introduction

The University of Mount Union is committed to creating a safe, respectful, and inclusive learning community where students can pursue academic success, personal growth, meaningful work, and responsible citizenship.

As a community dedicated to excellence, integrity, and belonging, we have high expectations for how we live, learn, and interact with one another. Demonstrating care for others and awareness of our impact, both within and beyond the University community, is the cornerstone for our community standards. For this community to thrive, each of us shares responsibility for fostering an environment that supports learning, belonging, well-being, and mutual respect. We must also hold ourselves and one another accountable so that harm can be addressed, relationships can be strengthened, and our community can continue to grow.

The University uses an educational and restorative approach to student conduct. When community standards are not met, the conduct process seeks to promote learning, accountability, and the repair of harm while protecting the well-being of the campus community. Students are expected to uphold University standards and are accountable for conduct that impacts themselves, others, or the community.

Student Conduct Definitions

1. An advisor is a person, whether University employee, fellow student, family member, or other person, who may be chosen by the responding party (person alleged to have violated a university policy or the Community Standards Manual) to accompany the responding party/respondent to student accountability proceedings. Advisors should not be otherwise involved in the incident (i.e. a witness or respondent) or have a law degree. The advisor is not an active participant in proceedings – they are not permitted to speak, advocate, or participate directly in any way during general conduct proceedings outlined in this manual. The presence of an advisor can be revoked by the conduct officer if it violates the rules of the proceedings. It is the responsibility of the student to identify and include their advisor, and resolution processes will not be altered to meet the schedule of an advisor.
2. A business day is any weekday that the University is officially open.
3. Community standards are any published policy, rule, or regulation found or referenced in, but not limited to, the most recent edition of the UMU Community Standards Manual, as well as Residence Life agreements and publications, and Undergraduate and Graduate catalogs.
4. Faculty member refers to any person hired by the University to teach or conduct classroom activities.
5. Finding refers to the decision, made by the conduct officer, appeals officer, or hearing or conduct board, about whether a student or student organization has been found responsible or not responsible for a violation of the Community Standards Manual or other conduct or University policy.
6. Organization refers to any number of students joined together for a common purpose. This is not limited to registered student organizations, but can also include other student groups, including but not limited to residence halls floors or wings, athletic teams, fine arts performance groups, or external groups or organizations with more than two (2) Mount Union students participating.
7. Outcome/sanctions refer to any educational activity, tool, or status used to promote learning, growth, and accountability, and/or to repair any harm done. These are generally used with a responding party/respondent is found responsible for a violation of university policy or the community standards manual.
8. Preponderance of evidence means the evidence available indicates a violation is more likely than not to have occurred. This is the standard of evidence used in all student conduct and accountability cases.
9. Report refers to the official sharing of information about an incident that may have or did violate university policy.
10. A reporting party is any University official, faculty member, or student who submits a report of a potential violation of the Community Standards. When the University or recipient of alleged behavior is acting as the reporting party, any other third parties who report information will be treated as witnesses or additional sources of information.
11. A responding party is any student alleged to have or charged with violating the Community standards or other University policy.
12. Student includes all admitted students who are enrolled in courses at the University either full or part-time, pursuing undergraduate, graduate or professional studies. Students who are admitted but not yet enrolled are not considered “students” but are obligated to comply with all expectations outlined for students in the Community Standards Manual.
13. University refers to the University of Mount Union
14. University official refers to any person employed by the University who performs administrative or professional responsibilities. Note: At times, and in certain circumstances,

a person may be both a “faculty member” and “University official” or a “student” and a “University official.”

15. University premises includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University.
16. University-sponsored housing is any housing controlled by the university. This includes, but is not limited to, residence halls, University-owned duplexes and houses, apartment-style housing, and townhouse-style housing.

Student Accountability System

Section 1: Jurisdiction and Applicability

To whom do the standards apply?

The Community Standards Manual and student accountability processes apply to the conduct of all admitted students who are enrolled in courses at the University either full or part-time, pursuing undergraduate, graduate or professional studies students, as well as all University-affiliated student organizations. Students who are admitted but not yet enrolled are not considered “students” but are obligated to comply with all expectations outlined for students in the Community Standards Manual.

Similarly, Mount Union retains conduct jurisdiction over students who maintain an ongoing relationship with the University, including those who choose to take a leave of absence, withdraw, or who have graduated, for any misconduct that occurred prior to the leave, withdrawal, or graduation. In the event of a retroactive withdrawal (i.e. student has not attended class and has been withdrawn at the end of the term for financial aid purposes), the institution still considers the individual a student at the time of case resolution. If sanctioned, a hold may be placed on the student’s ability to re-enroll and all educational sanctions/interventions must be satisfied prior to re-enrollment.

In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may initiate procedures to revoke that student’s degree.

Community standards apply to guests of community members. Not that community members will be held accountable for the misconduct of their guests. Visitors to and guests of Mount Union may seek resolution of violations of the Community Standards, or other University policies, committed against them by members of the University community.

Students at Mount Union are provided a copy of the Community Standards Manual annually in the form of a link on the University website. Hard copies are available upon request from the Office of Student Accountability and Restorative Practices. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The student’s assigned Mount Union email is the University’s primary means of communication with students. Students are responsible for all communication delivered to their university email address.

Where do the standards apply?

The Community Standards Manual applies to behaviors that take place on the campus and at university-sponsored events. They may also apply off-campus when the vice president for student affairs/dean of students or designee determines the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly and unlawfully breaches the peace; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University or a specific member of the Mount Union community.

The Community Standards apply to behavior conducted online, via email, or other electronic media. Students should also be aware that online postings, including video and photographs, such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These

postings can subject a student to allegations of standards violations if evidence of the policy violation is posted online. The University does not regularly search for this information but may act, if and when, such information is brought to the attention of university officials.

Most online speech by students not involving Mount Union networks or technology will be protected as free expression and not subject to the Code of Student Conduct, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the University or its community members that causes a significant on-campus disruption.

Section 2: Reporting Violations

Any violations of the Community Standards or University policy or local, state, or federal law, should be reported as quickly as possible to the Office of Student Accountability and Restorative Practices. Reports can be made online from the [Student Accountability webpage](#). Anonymous reporting is available through the online reporting system, however reporting parties should note that anonymous reporting may limit the University’s ability to investigate and respond to a complaint.

There is no time limit on reporting violations of the Community Standards; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations.

Section 3: Violations of the Law

The University may initiate conduct proceedings against a student for alleged violations of federal, state, and local laws. When an offense occurs over which the University has jurisdiction, the university conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University reserves the right to exercise its authority of interim action upon notification that a student is facing criminal investigation and/or conduct complaint (additional grounds for interim action are [outlined here](#)). Interim actions are imposed until a hearing can be held, typically within 10 business days. Within that time, the student recipient of the interim action may request an immediate hearing from the director of student accountability or designee to show cause why the interim action should be lifted. This hearing may resolve the allegation or may be held to determine if the interim action should be continued. The interim action may be continued if a danger to the community is posed and the University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will typically be no longer than 10 business days from notice of the incident, unless a longer delay is requested in writing by the reporting party to allow the criminal investigation to proceed before the University process.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and

- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Section 4: Community Standards

Mount Union is dedicated to holistic growth for all students and to fostering a safe and healthy community and environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The University seeks to achieve these goals through a restorative conduct model aligned with clear policies governing student rights and responsibilities. All students choosing to learn at Mount Union are bound by these expectations and standards set forth by the University.

Violations, or attempted violations, of the expectations below, or in related policies, are subject to disciplinary review and action by the University. A full list of relevant policies is available on the Student Accountability webpage. Please note that all policies, including interim policies, issued by the University will be considered a part of Community Standards.

Care for Self

1. Violating the **Alcohol** section of Alcohol and Other Drug Policies. This includes, but is not limited to:
 - a. Underage (under 21) students possessing or consuming alcohol
 - b. Students over the age of 21 furnishing to, sharing with, or bringing alcohol in the presence of students, guests, or others under 21. Individuals over 21 who have an underage roommate may consume alcohol in their residence hall space provided there are no additional guests present and the door is shut.
 - c. Engaging in drinking or simulated drinking games
 - d. Serving or consuming alcohol in a public space or at an athletic event.
2. Violating the **Illegal Drug** section of Alcohol and Other Drug Policies. This includes, but is not limited to:
 - a. Misuse of over-the-counter or prescriptions drugs
 - b. Possessing or using narcotics, other drugs, or any controlled substance illegally
 - c. Distributing, selling, or manufacturing narcotics, other drugs, or any controlled substance illegally
 - d. Possessing drug paraphernalia
3. Violating the **Tobacco Free Policy**. This includes but is not limited to:
 - a. Smoking or using tobacco products or electronic cigarettes in or on any University-owned or leased properties, including adjacent properties and sidewalks.
4. Violating the **Academic Honesty Policy**
5. Violating the **Gambling Policy**. This includes, but it not limited to:
 - a. Gambling for money or other items of value on campus or at University-sponsored activities
 - b. Placing sports bets or wagers on Mount Union athletic teams

Care for Others

1. Endangering, abusing, or harming any person, or endangering the mental or physical safety of any person, regardless of intent.
2. Threatening, bullying, intimidating, mistreating, or harassing any person physically or verbally, regardless of intent. This repeated and/or severe or pervasive behaviors that intimidate or

intentionally harm or control another person physically or emotionally and are not protected by freedom of expression. Behaviors can include but are not limited to physical actions, spoken or written words, typed messages, social media or other cyber posts, altered images, deep fakes, or other actions or communications that are not protected by freedom of expression.

3. Making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) (real or digitally created) or viewing or spying on a person(s) where there is an explicit expectation of privacy (such as in a residence hall or room, bathroom, locker room, university employee's office, etc.) without knowledge and prior consent of all participants.
4. Violating the [Equal Opportunity, Harassment, and Nondiscrimination for all faculty, students, employees, and third parties Policy](#). This includes but is not limited to:
 - a. Discriminating against any person based on that individual or group's actual or perceived status (sex, gender, gender expression, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.
 - b. Harassing someone by engaging in unwelcome conduct based on actual or perceived status including: sex, gender, gender expression, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status.
 - c. Creating a Hostile Environment by engaging in harassment that is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from the University's educational or employment program or activities.
 - d. Engaging in:
 - i. Sexual misconduct, including but not limited to sexual harassment, sexual assault, sexual exploitation, nonconsensual sexual contact,
 - ii. Intimate partner or relationships violence,
 - iii. Stalking,
 - iv. Public exposure, or
 - v. Other behaviors prohibited in this policy.
5. Violating the Hazing policy by participating in or failing to report hazing, which is defined as doing, participating in, allowing, causing, coercing or forcing an individual to do or engage in any act, which causes or creates risk – beyond what is reasonably expected in the context of participation in the institution or organizations (such as physical preparation for athletic teams) – of causing physical or psychological harm, regardless of that individual's willingness to participate, in the course of initiation into or affiliating with, maintaining or enhancing membership in, or reinstating affiliation with any student group. This includes coercion to consume alcohol or a drug of abuse.
6. Engaging in retaliatory behavior or taking adverse action against a complainant, staff member, participant, or supporter of a participant in a grievance proceeding, a conduct proceeding, or other protected hearing or process. The University strictly prohibits retaliation against an individual for reporting, supporting a party, bringing a claim, participating in an investigation, or providing information as a witness to an incident.
7. Possessing, using, or storing weapons or dangerous materials, or replica weapons or dangerous materials, anywhere on University of Mount Union property. This includes, but is not limited to: firearms, compressed-air guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, tasers, stun guns, brass (or other metal) knuckles, replica weapons, toy (including Nerf and water guns) weapons, or any other dangerous

"ordnance" as defined by Ohio law. While state legislation authorizes county sheriffs to issue licenses to carry concealed handguns, these firearms are still prohibited on University property. Exceptions to this policy for educational purposes (e.g. theater productions) must be granted by the vice president for student affairs/dean of students.

Care for Community

1. Violating the **Residence Life Rights and Responsibilities Policy**, including but not limited to provisions regarding abandoned property, active sports, use of unapproved appliances, cleanliness, decorations, entrance to buildings, guests, open flames, mandatory hall meetings, power strips, quiet hours, removal of university property, solicitation, and windows.
2. Failure to inform guests, student and non-student of university policies. Note: Students assume responsibility for the conduct of their guests on or in university property and at functions sponsored by the University or any recognized student organization;
3. Engaging in behavior that is disruptive to the living and learning environment of campus, which includes but is not limited to
 - a. Disruptive behaviors
 - b. Excessive noise or loud music,
 - c. Odors, chemical irritants, or smoke,
 - d. Disrupting the aesthetics of the University,
 - e. Improperly disposing trash or waste of an approved, registered animal,
 - f. Hosting large, open parties, or
 - g. Activities that might cause danger to others. This might include, but is not limited to:
4. Intentionally interfering with any normal function of a University-sponsored activity or process.
5. Creating health or safety hazards.
6. Action or inaction with another or others to violate the Code of Student Conduct.
7. Failing to comply or cooperate with the directives of a University official acting in the performance of their duties, particularly where non-cooperation may create a safety concern. This includes, but is not limited to:
 - a. Not being forthcoming and honest with information and not responding to phone or email requests.
8. Interference with, or failure to comply in, University processes including conduct and academic dishonesty hearings including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information;
 - b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
 - c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e. Failure to comply with the sanction(s) imposed by the campus conduct system; or
 - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system;
9. Engaging in forgery, alteration, falsification, or unauthorized use of University records, documents, or instruments of identification, or providing false information to a University official. This includes but is not limited to:
 - a. Refusing to show or surrender University identification upon request by University officials acting in the performance of their duties.
 - b. Knowingly furnishing false identification to the University
 - c. Misrepresenting information about oneself or others when providing information to a University official acting in the performance of their duties.

10. Knowingly furnishing, possessing, or disseminating false, falsified, or forged materials, documents, accounts, records, identification, photos, videos, or financial instruments;
11. Pledging or associating with a student organization without having met eligibility requirements established by the University or acting as an organization or organization member when an organization has not been appropriately approved or has been removed from campus.
12. Complicity with or failure of any student or organized group to appropriately address known or obvious violations of the Code of Student Conduct or law.
13. Misusing financial assistance (aid) through fraud and/or abuse.
14. Irresponsible use of a vehicle on campus, which includes but is not limited to:
 - a. Engaging in excessive parking violations.
 - b. Operating a vehicle dangerously or in a way that may or does result in harm to others or damage to property, which can include driving at high rates of speed or causing an accident.
 - c. Using possessing, charging, or storing hoverboards, self-balancing scooters, battery powered two-wheeled scooters, and other similar devices on campus or in any campus building.
 - d. Using wheeled devices, including but not limited to skateboards, roller blades, roller skates, bicycles, and scooters inside University buildings, on athletic spaces such as the tennis or pickle ball courts, or on railings, curbs, benches, or other fixtures that may be damaged by this activity.
15. Violating the **Student Organization Policy**.
16. Violating the **Use of Drones Policy**.
17. Violating the **IT and Acceptable Use Policy**.
18. Unauthorized use or misuse of University or organizational names and images.
19. Engaging in acts or omissions that violate federal, state, or local laws or ordinances.
20. Violating other published University of Mount Union policies or rules, including all Residence Life policies, and Student Organization policies.

Care for Property

1. Violating the **Residence Life Rights and Responsibilities Policy**, including but not limited to provisions regarding abandoned property, active sports, use of unapproved appliances, cleanliness, decorations, entrance to buildings, guests, open flames, mandatory hall meetings, power strips, quiet hours, removal of university property, solicitation, and windows.
2. Possessing or housing an animal on campus with the exception of animals that provide assistance (service animals), animals with prior approval from Student Accessibility Services to function as a service animal (as outlined in the **Emotional Support Animal policy**), and pets as outlined in the **Residence Life Rights and Responsibilities Policy**. Please refer to the **Animals on Campus policy** and the other policies linked above for more detail.
3. Misusing or causing intentional, reckless, and/or unauthorized damage or destruction to University, group, or private property, including the possessions of another person.
4. Engaging in the attempted or actual theft of institutional, group, or private property. This includes possessing the property of another, such as room keys, University identification, or stolen property.
5. Allowing for or engaging in unauthorized entry into, use of, or occupancy of University premises, including but not limited to:
 - a. Leaving residence halls or other buildings unsecured or propping locked doors,
 - b. Duplicating, selling, or loaning keys to University-sponsored housing or Purple Plus cards to any person, including other students.
 - c. Accessing roofs, ledges, and balconies or using these areas for storage, or

- d. Utilizing windows as an exit except in emergency situations.
6. Creating fire safety concerns or violating federal, state, local, or campus fire policies, including but not limited to:
 - a. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
 - b. Improper use of University fire safety equipment, including removing, tampering with, or improperly engaging a fire alarm or fire detection/control equipment,
 - c. Failure to follow fire drill or evacuation or other emergency procedures, or
 - d. Causing, making, or circulating a false report or warning of fire, explosion, or other crisis or emergency;

Section 5: Student Conduct Authority

The vice president for student affairs/dean of students is vested with the authority over student conduct and accountability by the president. The vice president for student affairs/dean of students appoints a designee, the director of student accountability and restorative practices, to oversee and manage the student accountability process. The vice president for student affairs/dean of students and director of student accountability and restorative practices may appoint resolution coordinators as deemed necessary to efficiently and effectively supervise the student conduct process.

The director of student accountability and restorative practices or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a reporting party's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

A. Resolution Coordinators

Resolution coordinators (RC) are chosen from a pool of annually trained administrators or staff members selected by the director of student accountability and restorative practices to conduct investigations and facilitate the student conduct process. The director of student accountability and restorative practices also serves in the role of an RC.

C. Composition of the Student Conduct Board Hearing Panel

The director of student accountability and restorative practices or designee will be responsible for assembling the Student Conduct Board Hearing Panel according to the following guidelines:

- The Board is comprised of a pool of at least 4 students selected through an interview process coordinated by the director of student accountability and restorative practices or designee, faculty members from the Academic Policies Committee, and staff members nominated and trained by the director of student accountability and restorative practices or designee with approval from the vice president for student affairs/dean of students.
- For each complaint, as appropriate, a Student Conduct Board Hearing Panel will be chosen from the available pool, and is usually comprised of three students, one faculty members, one staff member, and the director of student accountability and restorative practices or designee. The director of student accountability and restorative practices or designee serves as an advisor to the board and is a non-voting panelist. Availability may determine a different composition for the Student Conduct Board Hearing Panel.

E. Student Conduct Board Pool and the Appeal Panel

Student Conduct Board and Appeal Panels are drawn from the Student Conduct Board pool. Those chosen for an appeal panel must not have served on the initial Student Conduct Board Hearing Panel. Appeal Panels review appeal requests submitted by the appeal review officer.

1. To serve in the Student Conduct Board pool, students must:
2. Undergraduate students must have at least a sophomore standing. Graduate student members must be in at least the second semester of their program.
3. Students must have and maintain a minimum 2.5 GPA, be full-time students, and be making satisfactory academic progress.
4. Students must be and remain in good standing with the University.
5. Student members of the board shall be selected through the following process
 - An application and interview.
 - The applications will be reviewed by the Office of Student Affairs to verify the applicant's eligibility.

The advisor to the Student Conduct Board is the director of student accountability and restorative practices with responsibility for training the Student Conduct Board, conducting preliminary investigations, and ensuring a fair process. Decisions made, and sanctions/interventions imposed, by the Student Conduct Board will be final and implemented, pending the normal appeal process.

F. Interpretation and Revision

The director of student accountability and restorative practices will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The director of student accountability and restorative practices may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the Code of Student Conduct. The director of student accountability and restorative practices may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the vice president for student affairs/dean of students, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the director of student accountability and restorative practices with a comprehensive revision process being conducted every 3 years.

Section 6: Overview of the Conduct Process

This overview gives a general idea of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University rules. In all conduct meetings, the responding student may have a support person, known as an advisor, present. An advisor present for any meeting in the conduct process must follow the guidelines found in Section 7.

For conduct issues that are deemed violations of the [Policy for Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees, and Third-parties](#), see the resolution process found on the [Mount Union Title IX webpage](#).

Any member of the University community, visitor, or guest may allege or report a policy violation(s) by any student for misconduct under the Community Standards Manual at on the [Student Accountability webpage](#).

Notice may also be given to the director of student accountability and restorative practices, the director of campus safety and security, and/or to the Title IX Coordinators, when appropriate.

Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

NOTICE. Once notice is received from any source (security, RA, 3rd party, online, etc.), the University may proceed with a preliminary investigation and/or may schedule an initial educational conference with the responding student.

A. Preliminary Inquiry

University conducts a preliminary inquiry into the nature of the incident, complaint, or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Community Standards Manual, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, when it is clear more information must be gathered (see detailed procedures in Section 7);
3. Initiating the resolution process with the responding student.
4. A determination that the case is eligible for a diversion program in lieu of the resolution process (see details in Section 6, subsection D)

B. Notification

Students accused of a possible violation of the code of conduct will be notified via email to the University account. Students are responsible for maintaining their student-issued email account. Notification will include the date of the incident in question, the specific code(s) in question, and instructions on how to resolve the matter. The notification will also include the name of the Resolution Coordinator the student is to meet with or details pertaining to a possible diversion program.

Any further communications pertaining to the case resolution or the forwarding to a hearing will also be sent to a student's University email account.

C. Resolution Process

The Resolution Coordinator (RC) will meet with the responding student to explain the possible violation(s) and the resolution process. This meeting is called an Educational Conference. The student will inform the responding student (1) that statements the student makes to the RC may be reviewed and considered at a formal hearing, (2) that the student does not have to make a statement at the initial meeting, (3) that all Office of Student Accountability, Safety, and Restorative Practices records are confidential to the extent permitted by law, (4) that students have the right to know the potential sanctions/interventions they may be facing.

The RC is able to find a student Not Responsible or Complicit after an initial review and weighing of the evidence otherwise the responding student has a choice of the following methods of dispute resolution.

D. Resolution Options

Acceptance of Responsibility and Entering into an Agreement

If the responding student is in general agreement with the allegations of the possible violation(s) and is in general agreement with the harmed party and/or community (as represented by the RC) about how to resolve the harm and restore the community, the responding student has the option of entering into an agreement. In resolution by agreement, the responding student accepts responsibility for the possible code violation(s) and agrees to complete sanctions/interventions that are developed with the input of the responding party and the RC. The responding student has the right to discuss potential sanctions/interventions before entering into an agreement. Once an agreement has been reached, it may not be appealed. The respondent also has the option of entering into an agreement by accepting responsibility for the alleged code violation(s) and request a Sanctions/Interventions Only Hearing (see Hearing section)

If the RC conducting the Educational Conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding the case is forwarded to a Hearing. Additionally depending on the egregiousness of the case or if the case involves a student organization, the case may be forwarded to a Hearing regardless of the acceptance of responsibility.

Adaptive Conflict Resolution

Adaptive conflict resolution (ACR) processes such as conflict coaching, mediation, facilitated dialogue, and restorative justice circles allow individuals in a conflict to have significant influence over the resolution process and control of any outcome.

If (1) all persons personally and directly affected by the conflict agree to attempt resolution through one of these processes, and (2) the RC believes the process in an appropriate form of resolution, then the executive director of student accountability will make arrangements for the chosen ACR pathway. The nature of some conflicts, especially those involving violence, may render ACR inappropriate.

Participation in an ACR process is voluntary and may or may not result in an agreement or resolution. When mutually satisfactory resolution is reached by the parties, the case is resolved and parties are encouraged to use the RC as a resource for future questions. Resolution reached through ACR may not be appealed and the student disciplinary record for the case will be non-reportable.

If a resolution is not achieved through an attempt at ACR and the matter involves a pending code of conduct violation, the responding student has the choice of accepting responsibility and entering into an agreement or proceeding to a hearing.

Hearing

NOTICE: The burden of proof utilized is Preponderance of evidence. The respondent is presumed not responsible unless the evidence presented demonstrates that it is more likely than not that violation of the code of conduct has occurred.

The director of student accountability and restorative practices will determine if the case will be heard by a Resolution Coordinator or the Student Conduct Board. In case which involve more than

one responding student, the students will have the option of choosing whether they have the same or separate hearings. If students cannot agree, the hearings will be separate. Hearings are not made public to the University community.

All participating parties may have access to a case packet prior to and during the hearing. The case packet will include the incident report, relevant meeting notes, supporting evidence, written statement(s), and/or witness statement(s). More information regarding case packets can be found in Section 8 subsection J. The executive director of student accountability will prepare and distribute this case packet prior to the hearing. The distributed copy will be redacted of names, specific locations, and identifiable characteristics for privacy purposes.

During the hearing, the RC or Student Conduct Board members have the right to question the responding student if they choose to participate and any potential witnesses or harmed parties. Witnesses or harmed parties may only be present in the hearing when they are presenting information through questioning. In order to serve as a witness, an individual must submit a written witness statement prior to the convening of the hearing. Additionally, any witnesses that the responding party wishes to be made available must be invited by the responding party. The RC or Student Conduct Board does not need to call upon a witness if they believe they will not get additional information and the questioning would be redundant. In addition to questions being asked, the responding party will have the opportunity to provide an opening and closing statement. At any time during the hearing, the responding party may request a recess to consult with their support person if they brought one.

An audio recording will be made of Hearings as a part of the record of the case to aid in deliberations. No other recordings are permitted. Upon request, the responding party can also listen to the recording in the Office of Student Accountability, Safety, and Restorative Practices.

The RC or Student Conduct Board will have access to a student or student organization's disciplinary file to ensure fairness and equity with any potential sanctions/interventions.

In hearings facilitated by an RC, the responding party will receive a finding from the RC at the conclusion of the hearing and receive information regarding a potential appeal. In hearings facilitated by the Student Conduct Board, the Board will move into closed door deliberations after the responding party has departed. Findings by the Student Conduct Board are voted and approved by a majority vote. The decision made by the Student Conduct Board will be shared with the responding party by the director of student accountability and restorative practices one business day after the hearing. At this results meeting, the director of student accountability and restorative practices will share the Student Conduct Board's rationale and review the process for any potential appeal.

Appeals Process

An appeal process is an essential safeguard for an imperfect human process that attempts very hard to be fair, reasonable, and equitable. Appeals may be filed for the following reasons:

1. a procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantial bias, material deviation from established procedures, etc.),
2. to consider new evidence, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction/intervention. A summary of this new evidence and explanation for why it was not available at the time of the original hearing and its potential impact must be included,
3. the sanctions imposed are excessive or substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student,

4. a suspension or expulsion was issued. A summary of why this sanction/intervention is not appropriate from the responding party's perspective.

Appeals must be filed via the Appeal form (found at cm.maxient.com/reportingform.php?MountUnion&layout_id=9 or in the outcome letter to the student) within five (5) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the associate dean of students.

The director of student accountability and restorative practices or designee will refer the request(s) to the University's designated appeal review coordinator, the associate dean of students. The director of student accountability and restorative practices or designee will also draft a response memorandum to the appeal request(s), based on the appeal review coordinator's determination that the request(s) will be granted or denied, and why.

The appeal review coordinator will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the director of student accountability and restorative practices or designee on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and educational sanctions/interventions will stand, and the decision is final. If the appeal has standing, the appeal review coordinator determines whether to refer the appeal to the vice president for student affairs/dean of students, an Appeal Panel comprised of the vice president for student affairs/dean of students, a student board member who did not serve on the hearing, and a faculty member from the APC who did not serve on the hearing, or remand it to the original decision-maker(s), typically within 3-5 business days.

On reconsideration, vice president for student affairs/dean of students or designee, Appeal Panel, or original decision-maker may affirm or change the findings and/or educational sanctions/interventions of the original hearing body according to the permissible grounds.

Procedural or substantive errors should be corrected, new evidence should be considered, and educational sanctions/interventions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions are to be made within five (5) days of submission by the appeal review coordinator and are final.

Diversion Programs

There are two types of diversion programs offered to students who choose to participate. The first is the TIPS Program, designed for low-level offenses, and the second is the Medical Amnesty Program, which gives the student access to resources while receiving medical assistance related to substance use. These programs are offered as a courtesy to students and are intended to provide certain types of possible code violations with an educational intervention without the student incurring a conduct record reflecting a violation. The student must be invited to participate in one of these programs in order to participate. Invitations to diversion programs are offered in cases where the content of the original report meets the criteria for the program, and the director of student accountability and restorative practices believes that if the behavior occurred, it could be best remediated with education provided through the appropriate diversion program.

Students whose cases meet the criteria to participate in one of the two diversion programs are offered the opportunity to have the adjudication of the case withheld as long as they complete the program as specified. The offer comes with an expiration date. Students who do not attend/participate as directed after choosing to attend a diversion program will be forwarded through the Student Conduct System and will not be given a second opportunity to attend the

program. The University is not obligated to offer diversion to any particular case and has the right to determine if a situation meets the criteria of a diversion program. The following are criteria for invitation:

TIPS Program

The TIPS Program is an alternative to the Student Conduct System for first-time incidents of a minor nature. The program covers the Student Conduct System, the Code of Conduct, substance education, and other relevant codes. To receive an invitation to participate in TIPS Program, the following criteria must be met:

- a. It must be the first time the student has been reported for a possible violation of the Code of Conduct.
- b. Accused violations must be of a minor nature and cannot involve a complainant, a victim, or behavior that the University has determined to be egregious.
- c. The individual cannot be in possession of an open or unopened container of alcohol, possession of marijuana or marijuana paraphrenia, or noted in the report with descriptions indicate consumption/intoxication (e.g., slurred speech, bloodshot eyes, strong smell of alcohol on or about the person, vomiting, erratic behavior, swaying, or difficulty following or keeping up with conversations).
- d. The individual must have complied and been respectful with the documenting party.

Requirements: Students who are invited to choose and attend the program must:

- a. Respond to their notification by indicating they would like to participate in the program rather than have the case resolved in the Student Conduct System.
- b. Follow the instructions provided by the Resolution Coordinator found in the notification.
- c. Successfully complete all steps related to the program.

The invitation to attend the TIPS Program expires as indicated in the student's notification or invitation. Failure to attend (even with good reason) will push the case back to the Student Conduct System.

Medical Amnesty Program

The University encourages students to seek medical attention for themselves and others when needed and recognizes that the potential for disciplinary action may be a barrier to seeking medical assistance for issues involving the use of alcohol or drugs. It is for this reason the Office of Student Accountability, Safety, and Restorative Practices offers the Medical Amnesty Program as a form of diversion.

Students who gain access to medical attention for substance usage due to peer intervention are eligible to receive an invitation to the program. Additionally, students who call for themselves are also eligible for the program. It should be noted that a history of alcohol or drug related medical transport remains of concern to the University. Any student who becomes a danger to themselves with regard to the use and abuse of these substances may require ongoing medical attention and could disqualify themselves from amnesty for habitual medical transport at the discretion of the executive director of student accountability and the associate dean of students.

Requirements: Students who are invited and choose to participate in the Medical Amnesty Program must:

- a. Respond to the invitation by indicating that they would like to accept the invitation to the program. This invitation will be offered in an Educational Conference.
- b. Agree to the terms set forth in the Education Conference to participate in the program rather than have the case resolved in the Student Conduct System.
- c. Follow instructions for the action steps in the program and complete all expectation set forth.

The invitation to enroll in the Medical Amnesty Program expires as indicated in the student's invitation. Failure to attend or complete requirements (even with good reason) will push the case back to the Student Conduct System.

Section 7: Related Procedures, Programs, and Information

A. University as Convener

The University is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The reporting party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to participate in the process as a witness, unless the case falls under the [Policy for Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees, and Third-parties](#).

Witnesses may offer information regarding the allegation. The University is represented by the director of student accountability and restorative practices or designee in all student conduct board hearings. In administrative hearings, the university may be represented by documentation provided to the AHO and responding party.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

The director of student accountability and restorative practices has the discretion to forward an organizational hearing to the appropriate organizational hearing board, based on the circumstances of the violation. When retained in student conduct, hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and educational consequences may be assigned collectively and individually and will be proportionate to the involvement of each individual and/or the organization. In all such conduct matters, the president of the student group or organization as documented in the Office of Student Involvement & Leadership will represent the student group or organization. The student group or organization's president may be accompanied by an additional member and/or an organization advisor.

C. Amnesty

1. *For Reporting Parties:* The University provides amnesty to victims who may be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.
2. *For Those Who Offer Assistance:* To encourage students to offer help and assistance to others, Mount Union pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the director of student conduct or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result. In situations where the student needing assistance is at an event being hosted by a student organization, the organization's efforts to seek medical assistance will likewise be taken into account with regard to this protocol and a similar educational response will result.

The organization involved in the incident must agree to take recommended steps to address the concerns that contributed to the situation in order to remain in good standing.

3. *For Those Who Report Serious Violations:* Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.
4. *Safe Harbor:* The University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or educational consequences and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes may be initiated.

Abuse of amnesty requests can result in a decision by the director of student accountability and restorative practices or designee not to extend amnesty to the same person repeatedly.

D. Investigation

The director of student accountability and restorative practices or designee will appoint a trained investigator for allegations under this Code. The investigator will take the following steps, if not already completed:

1. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a. Preliminary investigation usually takes between 1-7 business days to complete;
2. If indicated by the preliminary investigation and authorized by the director of student accountability and restorative practices, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - b. A comprehensive investigation usually takes between one day and two weeks.

E. Findings

Only findings of *Responsible* are reportable violations to those outside the University. See Records Retention subsection N for more information.

Findings: The final outcomes with regard to responsibility or lack thereof for violations of the Code of Conduct are as follows:

- a) *Not responsible:* There is not enough evidence/information to indicate that the student or student organization is/was in violation of the Code.
- b) *Responsible:* The evidence/information available to the University indicates a violation of the code or the student accepted responsibility for a violation of the code.
- c) *Complicit:* While a student was initially suspected of being in direct violation, it is now clear that the student witnessed, was present at, or was determined to be responsible for hosting/encouraging violations.
- d) *Adjudication Withheld:* The case was resolved through adaptive conflict resolution or a diversion program.

F. Special Hearing Provisions for Title IX Violations, Discrimination, and Other Complaints of a Sensitive Nature

These investigations, hearings, and appeals follow the process outlined in the [Policy for Equal Opportunity, Harassment, and Nondiscrimination for all Faculty, Students, Employees, and Third-parties](#), can be found on the [Mount Union Title IX webpage](#).

G. Special Hearing Provisions for Academic Dishonesty Complaints.

These investigations, hearings and appeals follow the process outlined in the Academic Honesty Section in the Student Handbook.

H. Interim or Emergency Administrative Action

Under the Code of Student Conduct, the vice president for student affairs/dean of students or designee may impose restrictions and/or separate a student from the community pending the scheduling of the student conduct process for alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property, and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct.

During an interim suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the director of student accountability and restorative practices or designee. As determined appropriate by the vice president for student affairs/dean of students or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the vice president for student affairs/dean of students or designee and with the approval of, and in collaboration with, the appropriate dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

1. If a responding student fails to attend their initial meeting as scheduled by the director of student accountability and restorative practices or designee, the director of student accountability and restorative practices or designee may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. The director of student accountability and restorative practices or designee will schedule a formal hearing for the student and/or the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their university account, deeming them ineligible to register for courses or university housing until such time as the student responds to the initial complaint.
2. At least two (2) days before any scheduled formal hearing, the following will occur:
 - The responding student will deliver (via studentconduct@mountunion.edu) to the director of student accountability and restorative practices or designee a written response to the complaint (failure to deliver this response will not delay a scheduled hearing – it will go forward without the response);
 - The responding student will deliver (via studentconduct@mountunion.edu) to the director of student accountability and restorative practices or designee a written list of all witnesses they will call at the hearing (the student is responsible for ensuring the presence of their witnesses at the hearing);
 - The responding student will deliver (via studentconduct@mountunion.edu) to the executive director of student accountability, safety and restorative practices or designee a list of all physical evidence the student intends to use or needs to have present at the

- hearing and if the University has possession of this evidence, the student will indicate that and the executive director of student accountability or designee will provide the evidence or pictures of the evidence, as appropriate;
- The responding student will deliver (via studentconduct@mountunion.edu) to the director of student accountability and restorative practices or designee the name of their anticipated support person, should they choose to have one (this can change up to the start of the hearing).
3. that their bias precludes an impartial hearing of the complaint. Additionally, any administrative resolution coordinator or student conduct board hearing panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

I. Advisor/Support Person

In all conduct related meetings, students have the right to an advisor/support person of their own choosing. An advisor can be anyone other than a lawyer or attorney. They may confer quietly with their advisee, exchange notes, clarify procedural questions, and suggest questions to their advisee. Should the advisor disrupt the orderly progression of the meeting, they will be given one (1) warning. A second disruption, by the advisor, will result in the removal of the advisor from the meeting or the discontinuation of the meeting.

J. Hearing/Appeal Document Submission

Students are able to submit the following documents to be included as part of the case packet for a hearing:

1. Written Account: A detailed account/description of the incident. This can include relevant events leading up to or occurring immediately after the incident.
2. Witness Statement(s): The witness described what they witnessed from start to finish. This should not include what they “understand” to have occurred, but rather what they observed.
3. Character Letters: Introduction of who they are to the student and a detailed description of their understand of the student’s character.
4. Personal Impact Statement: Detailed description of how the incident under review has affected you since it occurred, what you have reflected on since, and content concerning how your decision-making or behavior has changed since the incident. Consider including concrete actions you have taken to benefit yourself moving forward.

In addition to the previously listed documents, students are able to submit the following additional documents to be included as a part of the case packet for an appeal:

1. Appeal Request: A detailed description of why you believe the issued outcome is not appropriate.

K. Educational Sanctions/Interventions

In cases involving discrimination, recommended educational consequences will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community.

One or more of following educational sanctions/interventions may be imposed upon any student for any single violation of the Code of Student Conduct:

1. *Warning*: An official written notice that the student or organization has violated the Code of Student Conduct, that such behavior is unacceptable, and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
2. *Restitution*: Compensation for damage caused to the University or any person’s property. This could also include situations such as failure to return a reserved space to proper

condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen. This may take the form of appropriate service and/or monetary replacement.

3. *Fines*: Reasonable fines may be imposed.
4. *Community Service Requirements*: For a student or organization to complete a specific supervised university and/or community service.
5. *Loss of Privileges*: The student or organization will be denied specified privileges for a designated period of time.
6. *Confiscation of Prohibited Property*: Items whose presence is in violation of University policy will be confiscated and will generally become the property of the University. Prohibited items may be returned to the owner at the discretion of the appropriate university administrator or designee. For more information see the [Confiscation Policy](#) in the Student Handbook.
7. *Other Educational Sanctions*: This includes, but is not limited to, required activities such as seeking counseling or substance abuse screening, writing a letter of apology, etc.
8. *Educational Program*: Requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. *Housing Probation*: Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
11. *Housing Reassignment*: Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details in collaboration with the director of student conduct or designee. When a student is reassigned within University housing, they are banned from the building or hall they were reassigned from for the rest of the academic year unless otherwise noted in their decision letter.
12. *Housing Suspension*: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. When assigned this educational consequence, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the director of residence life. This educational consequence may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the director of residence life or designee. When a student is suspended from University housing, they are banned from all housing facilities until they have received permission from the director of residence life to return to University housing.
13. *Housing Expulsion*: The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This educational consequence may be enforced with a trespass action if deemed necessary.
14. *University Probation*: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face more severe educational sanctions/interventions, including suspension or expulsion. Regular probationary meetings may also be imposed. A student on University probation is deemed "not in good standing" with the institution.
15. *Suspension*: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended

upon application to, and at the discretion of, the director of student conduct or designee. During the suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the director of student conduct or designee. This educational consequence may be enforced with a trespass action as necessary.

16. *Expulsion*: Permanent separation from the University. The student is banned from all university property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
17. *Degree revocation or Withholding*: the termination of a student's degree based on a violation that the University becomes aware of after a student graduates or the withholding of a degree due to a violation that occurs prior to graduation as the conduct process proceeds and/or until educational consequences are completed.
18. *Other educational sanctions/interventions*: Additional or alternate educational sanctions/interventions may be created and designed as deemed appropriate to the offense with the approval of the director of student conduct and community standards or designee.

The following educational sanctions/interventions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

1. One or more of the educational sanctions/interventions listed above; and/or
2. Deactivation, loss of recognition, and/or loss of all privileges (including status as a University registered group/organization), for a specified period of time.

Parental /Guardian Notification

The University may notify the parents/guardians of students who are under the age of 21 of alcohol and/or other drug violations when the student is found responsible for an alcohol or other drug related offense and/or an educational consequence of university probation or a more severe conduct educational consequence is imposed. Parental notification may also be utilized discretionarily by administrators when permitted by the Federal Education Rights and Privacy Act (FERPA) or consent of the student. Students who are under 18 are treated, in most cases, no differently than any other student in the conduct process.

L. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. In cases where FERPA allows for release of decisions to reporting parties, the University may release this information as it deems appropriate. Such release of information may only include the responding student's name, the alleged violation, the rationale for the outcome and the educational consequences assigned (if applicable).

M. Failure to Complete Educational Consequences

All students, as members of the University community, are expected to comply with conduct educational consequences within the timeframe specified by the director of student accountability and restorative practices or designee, Resolution Coordinator, Student Conduct Board Chair or the Appeal Chair. Failure to follow through on conduct educational sanctions/intervention by the date specified, whether by refusal, neglect, or any other reason, may result in additional educational sanctions/interventions and/or suspension from the University. In such situations, residential students may be required to vacate University housing within 24-hours of notification by the director of student accountability and restorative practices or designee, though this deadline may be extended upon application to, and at the discretion of, the director of residence life and/or the director of student accountability and restorative practices. A suspension will only be lifted when compliance with conduct educational sanctions/interventions is satisfactorily achieved. This determination will be made by the executive director of student accountability or designee.

N. Records Retention For Student Conduct

Upon a student's graduation or permanent separation from the University, it is the practice of the Office of Student Accountability, Safety, and Restorative Practices to seal the record of any disciplinary action that did not result in suspension or expulsion. Information contained in sealed records is not disclosed and/or reportable beyond graduation unless the University has a legal obligation to do so. However, the record will be maintained by the University to a) be in compliance with federal law, b) be used for the purposes of institutional research and c) be used as institutional knowledge should the student choose to return to the Mount Union community. Records that include suspension or expulsion will not be sealed but will not be disclosed without the student's signed request for disclosure outside the University (barring a legal mandate of disclosure). After 7 years from the date of the last incident, post-graduation, it is the practice of the University of Mount Union to expunge all disciplinary records that did not result in suspension or expulsion. Student conduct files that include a case that ended in suspension or expulsion will be maintained indefinitely. Lastly, this practice only applies to records held and maintained in the Office of Student Accountability, Safety, and Restorative Practices.

O. The Shield Program

This program allows a student to have their student conduct record become non-reportable prior to graduation. This means that the University will maintain the record as required by law or other compliance requirements, but it will be kept for internal purposes only. When requested to provide a student conduct record to outside parties (e.g. graduate schools, employers), the Office of Student Accountability, Safety, and Restorative Practices response would be *No Reportable Record*. The record(s) in question cannot contain any cases that ended in suspension or expulsion. The record(s) in question also cannot include cases where a victim was notified of an outcome of 'responsible' (ex. Nondiscrimination/Anti-Harassment cases). The student making the request must complete all portions of the Shield Program to the approval of the director of student accountability and restorative practices. Any student who has a violation following the approval of the Shield Program will nullify participation, and the record will return to a *Reportable* status. The Shield Program is not repeatable; therefore, a student cannot participate again if there is a violation, and the process was nullified. Students wishing to enroll in the program must begin by schedule a meeting with the director of student accountability and restorative practices.



P. Restorative Raider Program

This program is designed to help students mitigate the length of a yearlong University disciplinary probation. Participation in the Restorative Raider Program is a choice, not a requirement. Students will return to good disciplinary standing with Mount Union upon completion of all requirements of the program, which must be reviewed and approved. In order to participate in Restorative Raider, the student must have completed no less than six months of the probationary period. Students are not eligible for Restorative Raider in cases that involve acts of violence (harm to persons) or violations of the Nondiscrimination and Anti-Harassment policy. Additionally, the director of student accountability and restorative practices and the associate dean of students have the authority to disallow participation in the program.

Q. Raider Legacy Program

The Raider Legacy program is designed to welcome students back to the University of Mount Union after a separation from the community as a result of a disciplinary suspension. The goal of the program is to give participants a well-rounded educational program, which focuses not on the students' past, but rather future successes and providing them with campus resources to set them up for success.

R. Approval and Implementation

This Code of Student Conduct was approved on July 11, 2023, by the vice president of student affairs/dean of students and implemented on August 18, 2023. It is reviewed and updated yearly, the most recent date being July 31, 2025.

Section 8: Academic Honesty Conduct Process

Policy on Academic Honesty

The University views the moral and ethical education of its students as being equal in importance to their intellectual development. The codes of conduct and ethical habits individuals practice as students are likely to guide them for their entire lives. Consequently, a significant part of the University's mission is to support in its students a belief in the importance of personal honesty and integrity and a strong commitment to high standards in those areas. In all their academic pursuits, Mount Union students are expected to be responsible members of the academic community.

Community Responsibility for Promoting Academic Honesty

1. Administrative responsibility
All department chairs, supervisors, and deans are expected to make sure that the employees under their supervision understand and carry out the responsibilities for developing, supporting, and maintaining academic honesty in the Mount Union Community.
2. Faculty responsibility
It is the responsibility of all faculty to remind their students about the University's academic honesty policy, to help their students develop documentation and cooperative learning skills appropriate to the faculty's disciplines and subject matter. In this effort, all faculty should tell students when it is appropriate for them to collaborate on an assignment and when it is not, carefully explaining the reasons for the distinctions and the penalties for inappropriate cooperation. They should also provide the students with models for documentation that are based upon the newest revision of the chosen style guide and are consistent with current usage within the discipline.
3. Staff Responsibility
All staff persons are responsible for supporting the faculty's teaching and assessment of academic honesty in student work. Staff should help to explain to students why academic honesty is important in academic life and the workplace and should refer students back to their professors or to the DWOC for any additional instruction that the students need.
4. Student Responsibility
It is the students' responsibility to pay attention to the instruction in class, to learn the principles and mechanics of academic honesty, and to apply that knowledge in all their work across the curriculum and outside the classroom. Students are expected to understand and comply with the limits of collaboration imposed by each faculty member, and to know when to document appropriately in the assigned style for each course. Students who are unclear about the rules and mechanics of documentation are expected to seek clarification for their professors or from the DWOC.

Academic Honesty Violations

Unless clearly documented with citations indicating otherwise, all academic work is expected to be the student's own. Plagiarism and/or any other form of cheating or dishonesty will subject the student involved to sanctions ranging from failure of an assignment to possible suspension or dismissal from the University.

Academic work comprises all activities including, but not limited to, examinations, tests, assignments, group work, projects, and presentations. Academic work also incorporates timeframes

of before, during and after an academic activity. Any students found to have committed or attempted to engage in the following misconduct is subject to intervention and conduct action. Below are types of academic misconduct with examples of each. Please note that this list is not exhaustive.²

Alteration or attempted alteration of University Documents

- Entering a University building or office for the purpose of obtaining an administered or non-administered test
- Any unauthorized action taken for the purpose of changing a grade or grade record
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic record of the University that relates to grades
- Forgery of an instructor's signature on a letter of recommendation or any other document
- Submitting an altered transcript of grades to or from another institution or employer
- Putting your name on another person's exam or assignment
- Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process

Cheating

An act or an attempted act of deception by which a student seeks to misrepresent that one has mastered information or a skill on an academic evaluation instrument, such as (by example, not limitation) a test, exam, or quiz, that has not, in fact, been mastered. Below are some examples:

- Copying or attempting to copy from another student's examination paper or assignment
- Communicating answers with another person during an exam.
- Allowing another student to copy from your examination paper, text, quiz, or similar evaluation instrument
- Unauthorized use of a course textbook or other materials, such as (by example, not limitation) a notebook, to complete an examination or other assignment
- Collaborating on an examination, test, quiz, or other project with any other person(s) without authorization
- Using or processing specifically prepared materials during an examination such as (by example, not limitation) notes, formula lists, notes written on the students clothing, calculators, and/or smart devices, that are not authorized
- Taking an examination for someone else or permitting someone else to take an examination for you
- Submission of the same assignment for more than one course without prior approval of all the instructors involved
- Stealing, buying, or otherwise obtaining all or part of an administered or non-administered examination

Collusion

Action or inaction with another or others to submit academic work as your own that is not solely yours. Below are some examples:

- Unsanctioned collaboration with another person or persons in preparing any academic work offered for credit
- Bribing a person to obtain an administered or non-administered test or any information about the test
- Lending your assignment to another student(s)
- Copying and/or sharing of individual reports among group members associated with group projects (except for instructor-approved assignments)
- Allowing others to copy your work or share your answer to an assessment task

- Allowing another person to write or edit your work (except for the use of a scribe approved by the Office of Student Accessibility Services or instructor-approved tasks including DWOC and peer review). *NOTE:* Use of Artificial Intelligence software to complete writing assignments is permitted only within the boundaries of specific courses; instructors will provide clear rules about the use of AI on their course syllabi.
- Writing or editing work for another student (except for instructor approved tasks including DWOC and peer review)
- Offering to complete work or seek payment for completing academic work for other students
- Selling or distributing all or part of an administered or non-administered test, including questions and/or answers
- Buying or otherwise acquiring in any way a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic artwork, and submitting it as your own work to fulfill academic requirements
- Selling, distributing, or otherwise supplying in any way a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic artwork to another

Plagiarism

Plagiarism occurs when you represent the work or ideas of another person as your own. Below are some examples:

- Quoting verbatim another person's words (published or unpublished) without acknowledgement of the source
- Paraphrasing another person's idea(s), opinions, or theory(ies) without giving sufficient reference
- Including facts, statistics, or other illustrative materials that are not common knowledge without acknowledgement of the source; students are expected to clarify with their instructor appropriate criteria for "common knowledge"
- Submitting another person's assignment, paper, essay, test answer, computer program, and/or project as one's own. *NOTE:* Work produced using Artificial Intelligence must comply with the course instructor's requirements and expectations as spelled out in the course syllabus.
- The presenting of one's own work previously submitted for another class (or previously published) as though it were new, or referring to your work from previous classes or assignments without appropriate citation

Sabotage

The unauthorized interference with, modification of, or destruction of the work of others. Below are some examples:

- Acts that deny others access to scholarly resources or deliberately impede the progress of another student or scholar
- Tampering with laboratory experiments or research
- Giving misleading information
- Knowingly deceiving other members of a project team or group
- Disrupting class work
- Making library material unavailable to others
- Altering the computer files of another

Process for Adjudicating Academic Honesty Violations

This overview gives a general idea of how the University's Academic Conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these

procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority.

A. Step 1: Preliminary Inquiry

The faculty member who becomes aware of the potential violation will conduct a preliminary inquiry into the nature of the incident, complaint, or notice, the evidence available, and the parties involved. This preliminary investigation need not be in depth, but just enough to determine if there is a potential violation. Identification of a potential violation will result in initiation of an Academic Honesty Incident Form and notification of the student conduct officer of the University.

The student conduct officer will determine the academic honesty background of a responding student and whether the incident should be addressed by the faculty member and, in the case of a previous academic honesty violation, referred to the Academic Policy Committee (APC) Chair.

B. Step 2: Educational Conference

When the faculty member deems that a potential violation has occurred, the faculty member will meet with the responding student within a week of determining there is a potential violation. The possible outcomes include:

- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below); or
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If the faculty member’s finding is that the responding student is in violation, and the responding student accepts this finding (the responding student can have up to 48 hours to decide if they accept or reject this finding), the University considers this an “uncontested allegation.” The faculty member conducting the initial educational conference will then determine the sanction(s) for the misconduct. The professor will assign course sanctions and forward the Academic Honesty Incident Report to student conduct officer or designee, and the process ends. There is no appeal for the student should they accept responsibility for the violation.

If the responding student rejects that an academic honesty violation has occurred in whole or in part, then it is considered a contested allegation and the process moves to [Step 3](#).

Prior to forwarding the Academic Honesty Incident Report to the APC Chair, the faculty member will assign a grade for the assignment that triggered the Academic Honesty Incident Report. That grade will be the grade of record until the process is complete. The Faculty member always decides the grade given on an assignment or in a course. Sanctions regarding grades are solely recommendations of the APC Hearing Panel or Appeal Panel. Incompletes may not be given or withdraws taken in any class where the responding student has an Academic Honesty Incident Report started.

C. Step 3: Formal Hearing

In a contested allegation, the student conduct officer will commence any necessary additional investigation to determine if there is reasonable cause to believe that a rule or rules have been violated. If reasonable cause exists, the student conduct officer will issue a formal notice of the complaint to the student. A hearing will be held before an APC Hearing Panel, and a finding will be determined. If the finding is that the responding student is not responsible, the process ends, though a record of the allegation will be maintained in the Office of Student Accountability. Applicable appeal options are described in the Appeal Review Procedures.

Composition of the APC Hearing Panel

The APC Chair will be responsible for assembling the APC Hearing Panel according to the following guidelines:

- The APC Hearing Panel pool consists of the members of the Academic Policies Committee, and, when needed, members of the Student Conduct Board.
- For each complaint, the APC Hearing Panel will be chosen from the available pools, and it will comprise of at least one student, two faculty members, and student conduct officer or designee, who serves as a convener with no vote.

D. Notice of Hearing

Once the student conduct officer makes a determination that severity of the incident or the responding student's conduct history requires a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: emailed to the student's University-issued email account (primary form of notification); in person by the student conduct officer or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student's university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- Include the alleged violation and notification of where to locate the Academic Honesty Policy and University procedures for resolution of the complaint;
- Include the time, date, and place of the formal hearing (with at least three business days notice); and
- Include the names of all hearing panel members and directions for the responding student to contest bias.

E. Formal Hearing Procedures

For an APC Hearing, the APC Chair will select the APC Hearing Panel from the pool and appoint one APC hearing panelist as the APC Hearing Panel Chair for the hearing (generally the faculty member most experienced with academic hearing procedures). The responding student has the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the APC Chair no fewer than two business days prior to the scheduled hearing to arrange for another date, time, and location. Generally, APC hearings will only be rescheduled for academic or health reasons with documentation. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum two (2) day notice with required documentation, or if the responding student fails to appear, the hearing will proceed as scheduled.

The APC Hearing Panel will conduct formal hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the APC Chair may permit separate hearings. In joint hearings, separate determinations of responsibility will be made for each responding student.
3. The responding student has the right to an advisor/advocate of their own choosing. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the APC Hearing Panel Chair and suggest questions to their advisee. Should the advisor disrupt the orderly progression of the hearing, the APC Hearing Panel Chair or student conduct officer or designee will give them one (1) warning. A



second disruption, by the advisor, will result in the removal of the advisor from the hearing or the discontinuation of the hearing.

4. The responding student and the APC hearing panel members will have the privilege of questioning all present witnesses and questioning all present parties. Unduly repetitive witnesses can be limited at the discretion of the APC Hearing Panel Chair and/or the student conduct officer or designee.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the APC Hearing Panel. Formal rules of evidence are not observed. Character references will not be accepted for consideration.
6. All procedural questions are subject to the final decision of the student conduct officer or designee.
7. After an APC Hearing, the APC Hearing Panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Academic Honesty Policy. The student conduct officer will be present and/or available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the APC Hearing panel will determine appropriate sanction(s). The student conduct officer or designee is responsible for informing the APC Hearing Panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The APC Hearing Panel Chair will prepare a written deliberation report, detailing the recommended finding, how each member voted, the information cited by the APC Hearing Panel in support of its recommendation, and any information the APC Panel excluded from its consideration and why. This report should conclude with sanctions, including grade recommendations. This report should not exceed two pages in length and must be submitted to student conduct officer or designee at the end of deliberations.
8. The student conduct officer or designee will inform the responding student of the final determination within five (5) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: emailed to the student's University-issued email account (primary form of notification); in person by student conduct officer or designee; mailed to the Mount Union campus box, local, or permanent address of the student as indicated in official University records; or hand delivered to the student's university residence. Once emailed, mailed, delivered, and/or received in-person, such notice will be presumptively delivered.
9. There will be a single verbatim record, such as an audio recording, for all formal hearings. Deliberations will not be recorded. The record will be the property of the University and maintained by the student conduct officer or designee. Recordings will be erased sixty (60) days after the hearing unless an appeal is still pending. In this case, recordings will be erased thirty days after the final appeal decision.

F. Grounds for Appeal

Both the faculty member who submitted the Academic Honesty Incident Report and the responding student can appeal the APC Hearing Panel decision.

Student appeal requests are limited to the following grounds:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence, an explanation for why it was not available at the time of the original hearing, and its potential impact must be included.

- The sanctions imposed are excessive or substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Faculty appeal requests are limited to the following grounds:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence, an explanation for why it was not available at the time of the original hearing, and its potential impact must be included.

Appeals must be filed from the faculty member or responding student using the form found at cm.maxient.com/reportingform.php?MountUnion&layout_id=9 within five (5) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the assistant dean or designee.

The student conduct officer or designee will refer the request(s) to the University's designated academic appeal review officer, the vice president of student affairs or designee. The student conduct officer or designee will also draft a response memorandum to the appeal request(s), based on the appeal review officer's determination that the request(s) will be granted or denied, and why.

The appeal review officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the student conduct officer or designee on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final. If the appeal has standing, the appeal review officer determines whether to refer the appeal to the Appeal Panel or to remand it to the original decision-makers (i.e. the APC Hearing Panel), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new APC Hearing Panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeal Panel are not permitted. Where new evidence is presented or the sanction is challenged, the appeal review officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeal Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear error. The Appeal Panel must limit its review to the challenges presented.

On reconsideration, the Appeal Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing panel according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the Appeal Panel are to be made within five (5) days of submission by the appeal review officer and are final, as are any decisions made by the original hearing body as the result of reconsideration consistent with instructions from the appeal review officer.

Decisions made by the Appeal Panel are final.

The Appeal Panel

The Appeal Panel is comprised of an academic dean and two faculty members from APC who were not on the original APC Hearing Panel. Should any member of this group have a bias in a case, they will recuse themselves and appoint an appropriate replacement for the appeal hearing.

The presumptive stance of the University is that all decisions made, and sanctions imposed by the original decision-maker are to be implemented during the appellate process. In addition, Incomplete grades may not be given, and withdrawals may not be taken, in any class where the responding student has an Academic Honesty Incident Report started. At the discretion of the vice president of academic affairs or designee, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the appeal review officer and vice president of academic affairs or designee, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

The University of Mount Union Code of Student Conduct is adapted from TNG Model Developmental Code of Student Conduct and is used here with permission. Sections of the Code of Conduct are also adapted from the University of Michigan and University of Dayton. Sections of the Academic Honesty Policy were adapted from the Baldwin Wallace University Academic Honesty Policy and the Capital University Academic Honesty Policy.