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# INTRODUCTION

In a University community it is essential that safeguards be provided for each community member's freedom to teach and freedom to learn. In protection of these freedoms, the University must establish certain standards of personal conduct. The University may apply sanctions or take other appropriate action when the conduct of individuals interferes with the freedom to teach and learn, the safety and health of persons in the community, the maintenance or protection of property, the maintenance of necessary records, the provision of living accommodations and other services, and the sponsoring of non-classroom activities such as lectures, concerts, athletic events, and social functions.

Students are members of the University community, as well as citizens of the city of Waltham and the Commonwealth of Massachusetts. As citizens, students are responsible to the community of which they are a part and the University neither substitutes for nor interferes with regular legal processes. Students are also accountable for offenses against the academic community. Therefore, an action involving a student in a legal proceeding in a civil or criminal court does not free the student from responsibility for his/her conduct in a University proceeding. If a student is charged in both jurisdictions, the University will proceed with its internal review according to its own timetable. These policies and procedures are set forth in writing in order to give students general notice of community standards. The University reserves broad latitude in defining and interpreting standards of behavior, and in construing these policies and procedures.

## COMMUNITY STANDARDS OF BEHAVIOR

### 1. Personal Identification and Representation

- 1.0 The climate of life in the academic community must be one of honesty, acceptance of responsibility, and willingness to represent clearly and accurately oneself, one's own work (including academic assignments—see Section 3), and one's activities.

A student is expected and required to:

- 1.1 furnish correct, truthful and complete information to University officials or boards.
- 1.2 preserve and maintain evidence so as not to deny its presentation to University offices, officials or boards.
- 1.3 appear before a board or University official when properly notified to appear.
- 1.4 preserve the integrity, legitimacy and accuracy of all records, documents, writings and identifications used or maintained by the University so as to avoid injury, fraud, or misrepresentation.
- 1.5 identify himself or herself with a University Identification Card when requested by an authorized University official. The official must provide identification if the student requests it.
- 1.6 utilize the University Identification Card exclusively for his/her own use in obtaining University services and privileges.
- 1.7 seek and/or obtain only those University privileges or services (check cashing, student elections, athletic events, group examinations, registration, library, cable service, etc.) to which s/he is properly entitled.

- 1.8 refrain from encouraging, enticing, influencing or enlisting another student to violate any of the University standards or policies listed in this handbook or other official University documents.

## **2. Respect for the Health, Safety, and Rights of Community Members**

2.0 All members of the community share the responsibility for protecting and maintaining community health and safety and the rights of other persons. Concentrated housing, varied activities, and the needs of students and faculty for freedom to pursue their own educational tasks, free from hazards and intrusions, require the cooperation of all in maintaining these standards.

A student is expected and required to:

- 2.1 respect the integrity and personal rights of individuals. Intimidation of, threats to, physical abuse of, or harassment which threatens to or endangers the health, safety or welfare of oneself or any other person on or off campus is unacceptable (see also Section 6 on harassment).
- 2.2 refrain from sexual misconduct. Sexual contact that occurs without the explicit consent of each student involved may be considered sexual misconduct. Consent must be clearly communicated, mutual, non-coercive, and given free of force or the threat of force. A student who is physically or mentally incapacitated by drugs, alcohol, or other circumstances is not capable of giving consent. A student must be fully conscious and awake in order to give consent.
- 2.3 comply with instructions of University officials.
- 2.4 conform with the final decision of a conduct board or administrative action.
- 2.5 use safety equipment and/or initiate safety procedures only when it is necessary (this includes, but is not limited to, fire equipment, fire alarms, fire drills, exit lights, initiating a false fire alarm, or submitting a bomb threat).
- 2.6 refrain from setting fire to personal or University property.
- 2.7 vacate a building during a fire alarm.
- 2.8 avoid and refrain from discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status, or genetic information.
- 2.9 recognize and allow for the legitimate functions of the University. Obstructing or disrupting teaching, research, administrative, public service, disciplinary or other authorized functions is unacceptable.
- 2.10 avoid and refrain from hazing: initiating or disciplining fellow students by means of horseplay, practical jokes, and tricks often in the nature of humiliating or painful ordeals (see Appendix A for related Massachusetts law).
- 2.11 observe the fact that the on-campus possession of firearms (including blank pistols and replicas), explosives, knives, fireworks, nun-chuks, paintball guns, and other articles or substances useable as weapons is prohibited.

- 2.12 obtain clearance from the Department of Student Activities for the use of loud speakers or other sound amplification equipment at outdoor events.
- 2.13 display posters, banners, handbills, or notices only on spaces designated for that purpose. Placement of posters, handbills, or notices on trees, lawns, sidewalks, motor vehicles, permanent University signage, or exterior doors is prohibited.
- 2.14 refrain from bringing any dog onto the University campus without a leash, allowing any unrestrained animal to enter any campus building, or allowing any restrained or unrestrained animal (other than guide and service animals) to enter dining service buildings, residence halls, or libraries.
- 2.15 assume responsibility for the actions, damage caused by, or costs incurred for the services related to hosting a guest on campus. The University reserves the right to impose requirements related to the safety or security concerns of a visit by a guest, and to assess the host for the costs of meeting these requirements.
- 2.16 comply with the regulations enumerated in other official University publications and documents (e.g., library policies, computer use policies, dining services policies, residence halls and dining services license, parking policies, financial aid policies).

### **3. Maintenance of Academic Integrity**

- 3.0 Every member of the University community is expected to maintain the highest standards of academic integrity. A student shall not receive credit for work that is not the product of the student's own effort. Infringement of academic honesty by a student subjects that student to serious penalties that may include failure in the course (with or without a notation on the transcript) as well as other sanctions (see Section 20). A student who is in doubt regarding standards of academic honesty in a course or assignment should consult the faculty member responsible for that course or assignment before submitting the work.
  - 3.1 A student's name on any written exercise, (e.g., examination, report, thesis, theme, notebook, laboratory report, computer program, etc.) or in association with an oral presentation constitutes a representation that the work is the result of that student's own thought and study, stated in the student's own words, and produced without the assistance of others, except as quotation marks, references, and footnotes accurately acknowledge the use of other sources (including sources found on the internet). Aid from personnel associated with University-sanctioned tutoring services is acceptable; tutor-assisted work submitted for a grade should be done with approval of the instructor.
  - 3.2 In some instances, a student may be authorized by a faculty member to work jointly with (an)other student(s) in solving problems or completing projects. However, to provide, either knowingly or through negligence, one's own work to assist another student in satisfying a course requirement constitutes an infringement of academic honesty. Obviously, talking during an examination or possession or use of unauthorized materials during an examination constitutes an infringement of academic honesty.
  - 3.3 Unless permission is received in advance from the faculty member in charge of the course involved, a student may not submit, in identical or similar form, work for one course that has been used to fulfill any academic requirement in another course at Brandeis or any other institution. A student who perceives the possibility of overlapping assignments in courses should consult with the appropriate faculty members before presuming that a single effort will fulfill requirements of both courses.

- 3.4 A student's lack of understanding is not a valid defense to a charge of academic dishonesty. This includes, but is not limited to, instances of plagiarism, multiple submission of written work, unacknowledged or unauthorized collaborative effort, false citation, or falsified data. Attempting to receive credit for work not originally submitted also constitutes an infringement of academic honesty.

## 4. Responsible Use of Tobacco, Alcohol and Other Drugs

- 4.0 A commitment to promoting the health and safety of all members of the Brandeis community, combined with the University's obligation to uphold local, state and federal laws, create a need for clear policies on the possession and use of tobacco, alcohol, and other drugs. Members of the community who sponsor or host programs assume responsibility for compliance with the policies outlined below, and are required to be familiar with guidelines for event sponsorship.

Brandeis University recognizes that use or abuse of tobacco, alcohol and other drugs may present conditions that require professional counseling, assistance or treatment. If any member of the community is at risk because of use or abuse of these substances, many individuals and programs on campus are available to provide immediate or longer-term assistance. The University's brochure, *Maintaining a Drug Free Environment*, contains related information about laws, policies and resources for the community, and can be obtained through the Office of Equal Opportunity, Stoneman 143 or [www.brandeis.edu/departments/affirmaction/drug-free.html](http://www.brandeis.edu/departments/affirmaction/drug-free.html).

- 4.1 **Smoking and Tobacco Use:** Cigarettes and other tobacco products present clear health risks to members of the community, both for users and those experiencing second-hand smoke. All Brandeis campus buildings are completely smoke-free. Smoking is prohibited in all University buildings (including the residence halls), in outside areas adjacent to the entrances of University buildings, and in University vehicles. Members of the community who choose to smoke are expected to dispose of these materials in proper receptacles, and without risking harm to the campus environment. Those who use any tobacco products must show respect for the community, and are expected to comply with reasonable requests from other members of the community regarding their exposure to second-hand smoke.
- 4.2 **Alcohol on Campus:** Brandeis University upholds and supports local, state, and federal laws with regard to alcoholic beverages. Students of legal drinking age may choose to drink within stated campus guidelines, and in accordance with procedures for event sponsorship. Students are expected to obey the law and all University policies regarding the possession, consumption, and serving of alcoholic beverages, and every student is responsible for his or her own conduct. Behavior while intoxicated which causes public disturbance, damage, nuisance, or which places a student in personal danger or causes an undue burden to the community will not be tolerated. Brandeis students are reminded that they are responsible for the conduct of their guests.

The following general policies apply:

- a. No student under the legal drinking age of 21 is allowed to possess or consume alcoholic beverages on campus (see also Section 4.3).
- b. In compliance with the laws of the Commonwealth of Massachusetts, the University and its agents will not serve or provide alcoholic beverages to any student or other individual younger than the legal drinking age of 21.
- c. Alcoholic beverages may not be served at any public event on University property at which there are underage individuals unless there is advance approval by University officials and reasonable precautions are taken to assure that alcohol is served only to those of legal drinking age. Individuals dispensing alcohol assume serious liability if alcohol is

served to anyone who is not of legal drinking age, or anyone who is of age but is intoxicated. Alcohol will not be served at any time to individuals who are or appear to be intoxicated.

- d. The sponsor of the event is responsible for providing food and non-alcoholic beverages at any event where alcohol is served. Sponsors should consult with Conference and Events Services and the Department of Student Activities to plan any event at which alcohol will be served, to assure that the event complies with campus policies and the laws of Massachusetts. Sponsors of events bear full responsibility and liability for adherence to these policies.
  - e. In compliance with local laws, alcoholic beverages may not be sold or served at any function requiring an admission charge without a valid liquor license for that event (see also Section 4.4 regarding purchase of alcohol on campus). The University's liquor license covers the Stein, Sherman Function Hall, Levin Ballroom and Alumni Lounge, and events in these facilities may include alcohol if properly arranged through Conference and Events Services. In all other facilities, the sale of alcoholic beverages is prohibited without a temporary license from the City of Waltham.
- 4.3 **Alcohol in the Residence Halls.** Brandeis students living in the residence halls share the responsibility for upholding community standards (see Section 8 for additional guidelines for the residence halls). The following policies regarding alcohol apply specifically to the residence halls:
- a. No student under the legal drinking age of 21 is allowed to possess or consume alcoholic beverages in University residence halls. No alcohol is permitted in private residence hall rooms or in any public spaces in first-year or sophomore areas (East, Massell, North, and Rosenthal Quads, and 150 Charles River Apartments). In all other areas, use of alcoholic beverages must comply with the guidelines outlined in Section 4.2 above.
  - b. Alcoholic beverages may not be consumed in any public area (inside or outside of the residence halls) unless part of an authorized event in conformance with the University regulations regarding events at which alcohol is served or present.
  - c. Any student or group of students wishing to sponsor a party with alcohol in the residence halls must request permission for the event from the Quad Director responsible for that area by submitting a Private Residence Party Registration Form at least seven days before the event is to take place. See also Section 8.12 regarding social gatherings and parties in the residence halls.
  - d. Large quantities of alcoholic beverages (e.g., kegs, beerballs, cases of liquor) are not permitted in residence halls.
- 4.4 **Age Verification for Purchase or Consumption of Alcohol on Campus:** Beer and wine are available for sale to students of legal drinking age at some University events and at the campus restaurant/pub. One of the following pieces of identification is required for students and their guest: a valid, original Massachusetts driver's license; a valid passport; a valid, original Massachusetts state liquor identification card; or a valid, original Massachusetts state identification card.
- 4.5 **Drugs, Drug Paraphernalia, and Other Substances:** The use of illicit drugs or the abuse of legally-obtained drugs can cause serious and permanent risk to one's health and ability to function, and to the community. A student is expected and required to observe the fact that the on-campus manufacture, distribution, dispensation, possession, sale or use of marijuana or its derivatives, or any other illegal narcotic, stimulant, depressant, or hallucinogen, is prohibited in or on the Brandeis campus, in vehicles owned by Brandeis, or as part of any Brandeis activities. Possession or use of bongs, pipes or other drug paraphernalia is

prohibited. Misuse of prescription drugs is also prohibited (see brochure on *Maintaining a Drug Free Environment* for state and federal laws).

## 5. Care of University and Personal Property

5.0 Maintaining and preserving University grounds, academic and administrative buildings, residence halls, dining facilities, and associated structures is an obligation of all members of the community. Similarly, maintaining and preserving personal property is an obligation of all members of the community.

A student is expected and required to:

- 5.1 respect, maintain and care for property belonging to others. Vandalism, theft, attempted theft, destruction of, damage to, unauthorized possession of, or inappropriate use of property (including intellectual property) belonging to the University, a member of the University community, or any other individual or entity is unacceptable.
- 5.2 respect, maintain and care for library materials, or other academic materials or equipment. Destruction, mutilation, defacement, or tampering with any of the above is unacceptable.
- 5.3 observe University guidelines and policies regarding the occupancy and use of University property, facilities, name, seal or logo (see Appendix C).
- 5.4 operate a bicycle, motorcycle, automobile or any other manual or powered vehicle safely, and only on established, authorized roadways and parking areas.

# UNIVERSITY POLICIES

## 6. Equal Opportunity and Affirmative Action

6.0 Under the policies of Equal Opportunity and Affirmative Action, all decisions regarding academic and employment opportunities and performance are made on the basis of merit and without discrimination. The University declares that based on its commitment to Affirmative Action, it will make efforts to ensure that minorities, women, disabled persons and veterans are given full opportunity to participate in all University-sponsored programs and social activities. Further, under its Policy Statement on Non-Discrimination and Harassment, the University is committed to providing its students, faculty and staff with an educational and work environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free from discrimination and harassment on the basis of race, color, ancestry, religious creed, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, Vietnam Era veteran, qualified disabled veteran or other eligible veteran status. Because the University is responsible for providing an educational and work environment free from harassment and discrimination, the University retains the right to pursue any complaint of discrimination or harassment of which it becomes aware. Determination of whether particular conduct is harassment subject to disciplinary action under this policy is made on an individual basis, in light of all the known facts and circumstances. The Policy on Non-Discrimination and Harassment forbids harassing/discriminatory conduct even when it does not rise to the level of a violation of law. Violations of this policy will not be tolerated and may result in internal disciplinary actions up to and including dismissal of a student from the University and/or termination of employment. Likewise, acts of retaliation will be subject to the same range of disciplinary actions.



- 6.1 **Harassment** on the basis of any protected category is unlawful and strictly prohibited. Under this policy, harassment is any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, color, ancestry, religious creed, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, Vietnam Era veteran, qualified special, disabled veteran or other eligible veteran status that: (1) has the purpose or effect of creating an intimidating, hostile or offensive environment in which to work, study or live; (2) has the purpose or effect of unreasonably interfering with a person's education or work performance; or (3) otherwise adversely affects a person's employment or educational opportunities. For examples of behaviors that may constitute discrimination or harassment, see the Brandeis University Policy Statement on Non-Discrimination and Harassment ([www.brandeis.edu/departments/affirmaction/non-discrim.html](http://www.brandeis.edu/departments/affirmaction/non-discrim.html)).
- 6.2 **Sexual Harassment** is one form of harassment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are considered sexual harassment when: (1) submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity; (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of interfering unreasonably with an individual's work or academic performance or creating an intimidating, hostile or offensive academic, University-related work, or living environment. At Brandeis any faculty member, staff member, or student who sexually harasses a member of the University community shall be subject to disciplinary action, up to and including termination of employment or dismissal of a student from the University. For examples of sexual harassment see the Brandeis University Policy Statement on Non-Discrimination and Harassment ([www.brandeis.edu/departments/affirmaction/non-discrim.html](http://www.brandeis.edu/departments/affirmaction/non-discrim.html)).
- 6.3 **Racial Harassment** is another form of harassment. Derogatory comments, epithets, or other behaviors are racial harassment if the conduct: (1) demeans the race or ethnicity of the individual or individuals; and (2) creates an intimidating, hostile or offensive environment for education, University-related work, living, social, or other University authorized activity; or (3) otherwise adversely affects a person's employment or educational opportunities. At Brandeis, any faculty member, staff member or student who racially harasses a member of the University community shall be subject to disciplinary action, up to and including termination of employment or dismissal of a student from the University.
- 6.4 **Retaliation is Prohibited.** Brandeis prohibits retaliation against any person who in good faith initiates a complaint of harassment or discrimination or cooperates in the investigation of a complaint of harassment or discrimination. Retaliation is also prohibited by federal and state law.
- 6.5 **Grievance Procedures:** The University has established specific grievance procedures if any student, faculty member, or staff believes that s/he has been discriminated against or harassed on the basis of race, color, national origin, religion, age, gender, genetic information, sex, sexual orientation, disability, special disabled, Vietnam Era Veteran or other eligible veteran status. A copy of the procedures for filing a grievance complaint are available from the Office of Equal Opportunity, Stoneman 143, at 781-736-3015 and on the web site at [www.brandeis.edu/departments/affirmaction/griev.html](http://www.brandeis.edu/departments/affirmaction/griev.html).
- 6.6 As stated in the grievance procedure, if any member of the University community feels that s/he has been discriminated against or harassed by an undergraduate student or graduate student in his/her non-instructional or staff supervisory capacity, s/he should contact the Department of Student Development and Judicial Education at 781-736-5070. If any member of the University community feels that s/he has been discriminated against or harassed by a staff member, faculty member, or graduate student in his/her

instructional or staff supervisory capacity, s/he should contact the Office of Equal Opportunity at 781-736-3015.

## 7. Campus Protests and Demonstrations

7.0 The University community is a community of inquiry and persuasion. A member of the University community may protest, rally or demonstrate provided such protest or demonstration does not disrupt University operations or obstruct physical movement to, from, or within any place on the campus, including University property located off the main campus. While the campus must be open to the free exchange of ideas, the University may limit the time, place and manner of demonstrations. All members of the community are expected to conduct dialogues with dignity and courtesy.

Students must allow other community members freedom of movement on campus and the freedom to engage in the performance of their duties or the pursuit of their educational activities.

- 7.1 The Dean of Student Life or his/her designee must be notified in advance of any planned demonstrations, and may instruct organizers regarding the guidelines for such activity.
- 7.2 A protest, rally, or demonstration must not interfere with the missions, processes, procedures or functions of the University. Therefore, protesters must recognize and allow the staff and faculty of the University to engage in the performance of their duties, and for students to pursue their educational activities. Impeding or restricting these activities by making noise, blocking entrances or exits from University facilities, or by coercion, intimidation or threats or use of violence is unacceptable.
- 7.3 An activity that is neither disruptive nor obstructive is permitted in public areas of campus buildings only during the hours when the buildings are normally open. An activity that is neither disruptive nor obstructive is permitted in outdoor areas of the campus. Placement on University property of structures or displays requires permission of the Dean of Student Life or his/her designee.
- 7.4 The number of persons who may be safely accommodated in any area where demonstrations occur shall be determined by the Waltham Deputy Chief for Fire Prevention. Occupancy information is available from the Department of Public Safety and the Department of Conference and Events Services.
- 7.5 Students are expected and required to vacate an area or facility of the University when directed to do so by an authorized official of the University.

## 8. Living in the Residence Halls

8.0 Rules governing conduct within the residence halls are based on the principle that the exercise of one person's rights must not infringe upon the exercise of another's rights in the ordinary course of daily living. Each student is expected to behave in a manner which respects and considers the rights of others in the University community. Policies and procedures relating to residence halls are contained in previous sections of this publication, the Residence Halls and Dining Services License, and in other publications issued from time to time. These policies and procedures carry the force of University regulations. All students are expected to comply with these policies and procedures as well as the ones listed below.

- 8.1 **Room Vacancies:** If a vacancy occurs in a room/suite/apartment during the academic year, the remaining occupant(s) have 48 hours or two (2) class days in which to inform the Department of Residence Life, in writing, of the desired new

occupant of the room. After this time, the Department of Residence Life reserves the right to assign a new roommate without prior notification. If, at the beginning of a semester, there are still students not yet housed, the Department of Residence Life will assign a new occupant to any vacancy as required. Any conduct, including deception or harassment, designed to dissuade potential residents or roommates is unacceptable.

- 8.2 **Room Transfers:** The Department of Residence Life recognizes that not all roommates are compatible and at times a room transfer may be the only solution to a persistently difficult situation. For administrative purposes, room changes are not allowed during the first two weeks of a semester. The Department of Residence Life maintains a record of available spaces in the residence halls. In order to begin the process of a room transfer or to visit rooms with vacancies, students must contact their Quad Director. In order to move into a new space, students must complete a Room Transfer Form available through the appropriate Quad Director. As stated in the Residence Halls and Dining Services License, a student may be reassigned for the purpose of consolidation or to meet other assignment needs as determined by the Director of Residence Life or his/her designee.
- 8.3 **Involuntary Reassignment of Housing:** Pending the outcome of a disciplinary proceeding, the Department of Residence Life reserves the right to reassign students to other locations or remove them outright from University housing. The decision to reassign or remove a student shall be made by the Director or Associate Director of Residence Life after consultation with the Dean of Student Life or his/her designee. If a student is reassigned or removed outright, the procedures outlined in Section 19.1 shall begin within 10 class days after the reassignment/removal (see also Section 21).
- 8.4 **Door, Key and Lock Security:** Keys for hall entrances and rooms are distributed by the Residence Life staff. An entrance key provides access to all residence halls except the Foster Mods and Ridgewood apartments. Any lost key must be reported to the Department of Residence Life immediately. If the key is not located within 24 hours, the Department of Residence Life may change the lock and bill the responsible student \$50 for the cost of the lock change. There is an additional \$20 charge to replace a lost entrance key. Failure to return keys when vacating an assignment will result in a lock change and the appropriate charge(s) to the student. For the safety of all residents, keys to the residence halls may not be duplicated or distributed to others.
- 8.5 **Lock-outs:** If a student is locked out of his or her room, he or she may go to the Department of Residence Life in Usdan 114 between the hours of 9 a.m. and 5 p.m. Monday through Friday, and temporarily check out a loaner key after presenting proper identification. On holidays, weekends, and after 5 p.m. on weekdays, the Department of Public Safety in Stoneman will unlock student rooms upon presentation of proper identification. Custodial staff are instructed not to open locked doors for students.
- 8.6 **Right of Entry:** The University reserves the right to inspect rooms and perform maintenance at reasonable times, and to enter rooms at any time in case of emergency, in response to a complaint of a disturbance, or when there is reason to believe that a violation of University policy is occurring within the room (see also Sections 16.2 and 16.3). Residents are not permitted to change or add private locks or security devices to their rooms or to any part of the building. University personnel may enter a room after knocking and identifying themselves.
- 8.7 **Room and Common Area Accountability:** Damage to property in a University residence hall is the responsibility of the residents. Each student is responsible for any damages caused by him/herself and his/her guests. When damage can be attributed to the responsible person(s), the cost of repair or replacement is billed to the individual(s) involved. When damage occurs in a student's room, corridor, or

- apartment but cannot be attributed to a specific party, the costs are billed in equal parts to all residents of that area. Each student is responsible for completing and returning to the appropriate Quad Director his/her Room Condition Report at the beginning of the year (or when occupying a new assignment). To avoid billing upon termination of the Residence Halls and Dining Services License, all rooms and corridors must be left clean, neat, and in order. All pieces of furniture must be intact and in their original locations.
- 8.8 **Room and Furniture Alterations:** Any student seeking reasonable physical alterations to his or her room or furniture must request permission from the Department of Residence Life. Residence Life may consult with the Health Center and the Department of Facilities Management before permission is granted.
- 8.9 **Decorations:** Decorations in residence hall rooms must comply with safety and security guidelines for the residence halls as described in Section 8.21. The outside of a door is considered part of the hallway or common area, and, as such, subject to posting regulations.
- 8.10 **Storage:** The University does not provide storage facilities for students. Bicycles, motorbikes, furniture, or other items may not be stored in corridors, stairwells, or entryways. All personal property, whether in a student's room or elsewhere in the University, shall be kept at the sole risk of the student. The University strongly recommends that all valuable belongings be taken home or stored in a private storage facility during breaks.
- 8.11 **Visitation and Guests:** Overnight guests are permitted in the residence halls, provided that consideration is given to the rights of all permanent occupants. Any student whose guest remains within the residence hall for more than three consecutive days must notify the Quad Director responsible for that area. One week per semester is the maximum length of time permitted for each guest. Public spaces are reserved for use by all residents, and therefore may not be used to accommodate overnight guests. Residents assume responsibility for the actions of their guests.
- 8.12 **Social Gatherings and Parties:** The Department of Residence Life encourages social gatherings in the residence halls. However, large gatherings, events with alcohol (see Section 4.3), and other events which may impact the community must be registered in advance with the Quad Director responsible for the area in which the event is to be held. Such gatherings may require additional approval from the Department of Public Safety. University staff members may enter to inspect an event at any time (see Section 8.6). Residents sponsoring events assume responsibility for the actions of their guests. Approval of a gathering does not constitute permission to violate any other University policy.
- 8.13 **Noise:** Quiet hours are established for all residence halls from 11 p.m. to 8 a.m. Sunday through Thursday, and from 1 a.m. to 10 a.m. Friday and Saturday. During these times a student should be able to study, read, relax, or sleep in his/her room without being disturbed by outside noise. At all other times, residents are expected to be respectful of others with regard to noise.
- 8.14 **Solicitation and Peddling:** Students may not use or permit the use of their room for any purpose except as approved by the Department of Residence Life. All peddlers must have written permission from the Department of Residence Life. Soliciting in the buildings or on the grounds without permission is prohibited (see Section 14).
- 8.15 **Video Cassettes, DVDs, and Other Media:** In compliance with copyright laws, video cassettes, DVDs and other media intended for home/private use may be shown in public areas within the residence halls only if no admission is charged, no advertising is associated with the viewing, and no University funds (including Students Activities Fee funds) are used to rent or purchase the videotape.

- 8.16 **Athletic Endeavors:** For the safety of all residents, athletic endeavors of any nature are not permitted in the residence halls.
- 8.17 **Fire Safety: Fire Alarms.** When an alarm sounds, all students must vacate the building (see Section 2.7). Students may not return until instructed to do so by a University official. Periodic fire drills will be conducted in the residence halls during the academic year.
- 8.18 **Fire Safety: Cooking Equipment.** With the exception of microwave ovens, cooking equipment of any kind is not allowed in individual student rooms. This includes hot plates, toaster ovens, indoor grills, hot pots, immersion heaters, and other items with open coils.
- 8.19 **Fire Safety: Open or Enclosed Flames.** Open or enclosed flames, including the burning of incense, are prohibited in the residence halls. Students wishing to light candles for religious reasons must register their intention with the Chaplaincy Office. Religious candles must be handled according to the *Safety Procedures for Lighting Religious Candles*, available through the Chaplaincy.
- 8.20 **Pets:** For the health and safety of all residents, fish are the only pets permitted in the residence halls. Fishtanks may have a maximum capacity of ten gallons of water. See also Section 2.14 regarding exceptions for guide and service animals.
- 8.21 **Safety Restrictions:** To protect the safety of all residents, certain items and actions are strictly prohibited in the residence halls. Other items may also be considered unsafe and may be similarly restricted. Strictly prohibited are:
- torchiere-style halogen lamps which use tubular halogen bulbs
  - overloading of electrical outlets, including using extension cords (use UL multiple power strips instead)
  - tampering with electrical or lighting fixtures
  - furniture closer than 12 inches to an electric heating unit in the Foster Mods or the Charles River Apartments
  - storage or use of flammable fluids in buildings
  - large fabric ceiling hangings and other flammable decorations
  - propping furniture using cinder blocks or other unsafe methods
  - air conditioners without medical authorization
  - standard size refrigerators
  - water beds
  - installation of outside antennae or other exterior devices
  - throwing items from windows, stairwells, ledges, etc.

## 9. Campus Dining Services

- 9.1 **Meal Contracts:** Each student living in University housing, except a student with a license for the Foster Mods, Ridgewood Apartments, 5 67 South Street, or Charles River Apartments, is required to purchase a meal plan. Meal plans are accessed through a student's Identification Card, which is issued at the Campus Card Office at the beginning of the student's first academic year. A student's meal plan is not transferable. A student's Identification Card and its applications are also not transferable. Lost Identification Cards should be reported to the Campus Card Office and the Department of Public Safety and then replaced as soon as possible. Damaged cards will be replaced free of charge but there is a fee to replace a lost card. (The student must turn in the damaged card to the Campus Card Office.)
- 9.2 **Meal Contract Usage:** A student with a meal contract may eat in any operating University dining hall (Kosher service is available in the Sherman dining center). To use a dining hall, a student must present his/her Brandeis Identification Card bearing his/her photo identification to a checker located at the entrance of a closed

- access dining hall or a cashier at the end of the line in a cash operation. A student using an Identification Card other than his/her own is in violation of University regulations and the Identification Card may be confiscated.
- 9.3 **Special Diets:** A student who needs a special diet for medical reasons must provide documentation of his or her specific needs to the Medical Director of the Health Center.
- 9.4 **Loud or Abusive Action** (including participation in “food fights”): Action which disturbs or threatens the peaceful assembly of students in Dining Services facilities is unacceptable (see Sections 2.1, 2.9, and 5.1).
- 9.5 **Health Precautions:** To maintain health standards required by law, dogs and other animals other than guide and service animals (See Section 2.14) are not allowed into the dining halls, and no one may enter a dining area with bare feet or bare chest.
- 9.6 **Miscellaneous:** All reusable food service utensils and equipment are for use in dining areas only, and may not be removed for personal use.

## 10. Using the Libraries

- 10.1 **Library Cards:** The Brandeis Identification Card also serves as a library card. Patrons must present this card at the Main or Science Library Circulation Desks in order to check out library materials. No other form of identification may be substituted for the Brandeis Identification Card. Library cards are not transferable. Patrons are held responsible for all material checked out on their cards. Lost Identification Cards should be reported to the Campus Card Office as soon as possible.
- 10.2 **Circulation:** Not all library materials circulate. Non-circulating materials must be used in the library. Materials that circulate must be properly charged out from the library. Removal of non-circulating materials or materials not properly charged out from the library is considered theft by the person possessing the materials. Theft or mutilation of materials will be grounds for referral to the Student Judicial System.
- 10.3 **Copyright:** The Brandeis University Libraries copyright policies are designed to respect the rights of copyright holders while providing for the fair use of library materials by Brandeis faculty and students. For information about the Libraries' copyright policies, see the web page "Copyright Information and Resources" located on the Libraries' web site at [www.library.brandeis.edu/access/copyright/copyright.html](http://www.library.brandeis.edu/access/copyright/copyright.html).
- 10.4 **Fines:** Fines are imposed for material returned beyond the due date. Fines are assessed at a rate of 25 cents per day, up to a maximum of \$20 per item. A lost book / material fee (\$100 minimum) is assessed for all items not returned. The lost book / material fee may be substantially higher for materials borrowed from other libraries through the Interlibrary Loan Service.
- 10.5 **Recalls:** All books are considered to be University property and are subject to recall. The original borrower will have a maximum of 14 days for use of recalled materials. Recalled items are subject to significantly higher fines if returned late.
- 10.6 **Renewals/Notices:** Books can be renewed a limited number of times. Books should be renewed on or before the due date. Patrons are expected to keep track of their own due dates and should not depend on overdue notices, which are sent out as a courtesy.
- 10.7 **Inspection:** A Brandeis Identification Card or similar identification must be shown to library staff upon request. All books, briefcases, bags and other receptacles large enough to hold library materials (books, journals, CD's, etc.) may be inspected as

patrons leave the library. Persons found leaving the library with library materials that are not properly checked out may be referred to the Student Judicial System.

- 10.8 **Food and Drink:** Food is not allowed in the Brandeis University Libraries. Drinks are allowed, in rigid spill-proof mugs only, in study areas throughout the building. No drinks are to be placed or consumed in the Electronic Research Center area, at CIMTECH workstations, or near any terminals, keyboards, photocopy machines, microfilm / fiche readers / printers, or other mechanical devices. Failure to comply may result in the loss of library privileges, including interlibrary loan and document delivery services, for the remainder of the semester in which violation occurred.
- 10.9 **Quiet Environment:** The libraries strive to provide an atmosphere conducive to study and research. Social conversation is inappropriate in open study areas, and should be kept to a minimum in public areas. Behavior which disturbs others will be grounds for referral to the Student Judicial System.
- 10.10 **Confidentiality/Privacy:** Library services and transactions are confidential in nature. The libraries will not divulge such information to another patron or to an outside party. When using the libraries' public computer workstations, students should be aware that their privacy cannot be assured, as passers-by may be able to view text and /or images displayed on the public workstation monitors.
- 10.11 **Use of Public Computer Workstations in the Libraries:** Brandeis University provides access to a large number of conferences, lists, bulletin boards, home pages, etc. Some contain material which students may find objectionable. Brandeis takes no responsibility for the content of these resource materials, and has consciously decided not to censor any of these postings.
- 10.12 **Use Policies:** The Libraries may establish reasonable use policies (including time limits, sign up sheets, priority for users of certain limited resources) for workstations in the libraries. Library workstations are not provided for word processing.
- 10.13 **Ethical Behavior:** Brandeis students are expected to respect intellectual property and make ethical use of computer systems on campus. See also Section 10.3 and the *Ethical Behavior* section of the "Policies of Computing Services" available on the University's web page for guidelines on ethical behavior. Examples of unethical activities include, but are not limited to, damaging the integrity of systems, compromising the privacy of electronic networks, unauthorized use of computer resources, and using computer facilities to harass, threaten or violate the rights of others.
- 10.14 **Solicitation:** Vending, lobbying, electioneering and polling are not permitted in the libraries.

## 11. Use of Campus Facilities

- 11.0 University facilities are available for activities consistent with the University's educational, social, and cultural goals. The University does not impose prior restraints upon the subject matter or point of view expressed by any person or group using its facilities. Its facilities, however, may not be used for activities contrary to federal, state, or local laws, activities conflicting with University regulations and policies, or activities that may create an undue risk or harm to persons and /or property. The University requires reasonable advance notice for the use of facilities and reserves the right to determine the time, place and manner for any event.
- 11.1 The priority of activities to be carried out in any facility is influenced by the relevance of the request to the University's goals, the timing of the request, and the kinds of functions for which the facility is used.

- 11.2 The University requires ten days advance notice for the reservation of space unless waived by the Department of Conference and Event Services. The University reserves the right to withhold its approval of any requested use of a facility, to establish financial charges for any use, and to require a security deposit or impose other such requirements including, but not limited to, security personnel and equipment. Such charges and policies will be made based upon a review of the event plans by the Department of Conference and Event Services.
- 11.3 The requirements for safety and security at the event will be based upon a timely review by the Director of Public Safety. Requirements may be appealed to the Associate Vice President for Campus Operations, who will make the final decision. This review will be based upon such factors as the possibility of criminal acts, the risk of harm to persons or property, and crowd control.
- 11.4 In general, the University will allow scheduling of as many events as facilities will allow. However, if the Department of Student Activities determines that cross-programming in close proximity to traditional major events will be detrimental to such programs, the scheduling of space may be limited.
- 11.5 Programs held on campus and open to the community must end by 2 a.m. unless the venue for the program has a prior condition requiring an earlier ending time. Exceptions to this standard limit for specific purposes may be made by the Department of Student Activities after consultation with the Department of Public Safety.
- 11.6 The person or group requesting the facility is responsible for harm to persons or property resulting from the use of the facility, indemnifying the University from any and all liability for injury to any person attending an event in a University facility, or for any damage or loss of personal property occurring on the University campus resulting from use of the facility. The University reserves the right to charge the sponsor or host for the costs of providing any extraordinary services.
- 11.7 Facilities must be used for the purposes stated in the request application. The person signing the Conference and Event Services Reservation Form will be held responsible for all matters related to the activity. The person or organization requesting the facilities or services shall be responsible for all expenses associated with the event. Sponsors must be able to prove that adequate financial resources are available to meet all anticipated costs, including any non-Brandeis contractual obligations associated with the event.
- 11.8 Any event involving an off-campus speaker or speakers must indicate the name of the speaker(s) on the reservation form when submitted. Any change in the speaker requires notification and a re-filing of the form. The person or the organization requesting the facilities will be held responsible for the actions of the non-Brandeis speaker or guest. In addition, the host is responsible for the direct costs related to providing safety or security requirements.
- 11.9 In accordance with the above, University facilities may be reserved by a member of the faculty, a member of the administrative staff, an authorized officer of an undergraduate or graduate student organization recognized by the appropriate student government, any other person or group who, in accordance with these regulations, receives permission from the Department of Student Activities.
- 11.10 Approval of a requested use of a facility does not relieve the applicant from satisfying such additional requirements set forth in other sections of these regulations.
- 11.11 Reservation procedures and regulations governing the use of University facilities are available at the Department of Conference and Event Services.



## 12. Telephone Service

- 12.0 The handbook defining telecommunications services, policies, and procedures for the University is available from Information Technology Services in the Feldberg Communications Center. These policies apply to all students enrolled at the University during any term and carry the force of University regulations. The Brandeis telecommunications website contains current information regarding billing, collections and personal security code assignments at [www.brandeis.edu/its/phone](http://www.brandeis.edu/its/phone).
- 12.1 The Brandeis telephone system serves all on-campus residences. Dial tone is provided to all rooms with residents who are registered during any term and to rooms with residents who have made special arrangements with Information Technology Services. Access to the University's long distance carrier is provided to all campus residents and non-residents.
- 12.2 Each student is assigned a Personal Security Code (PSC) which is needed to place outgoing calls from campus. Students are held responsible for the payment of all charges associated with that code. Each student is also responsible for any collect, third party, or other charges billed directly to her/his extension.
- 12.3 Student billing and collections and PSC assignment are managed by AT&T ACUS. Student bills are sent monthly to the student's Brandeis e-mail account unless otherwise specified. Students are responsible for notifying AT&T ACUS when a bill is not received by the 22nd of each month. Unpaid bills will become subject to collection by AT&T ACUS within 90 days of the bill date.
- 12.4 Fraudulent use or misuse of one's own Personal Security Code, or unauthorized use of any other PSC, is prohibited. Disciplinary action may be taken against violators, including, but not limited to, referral to the Student Judicial System.

## 13. Parking and Traffic

- 13.0 The parking and traffic regulations of the University are available at the Department of Public Safety. These regulations apply to any person operating a motor vehicle, and carry the force of University regulations.
- 13.1 The improper or reckless operation of a motor vehicle poses a major threat to safety and carries with it the possibility of legal action and/or campus disciplinary proceedings (including the possible loss of driving/parking privileges).
- 13.2 The Department of Public Safety authorizes a Parking Committee to hear appeals of parking and traffic violations. The Student Judicial System may adjudicate cases involving the behavior of students involved in traffic incidents but does not hear appeals of the actual traffic violations.

## 14. Commercial Enterprises

Brandeis University does not discourage student entrepreneurship. However, permission is required for personal income-generating activity that uses University property, including (but not limited to) student and campus centers, lobbies, cafeterias, residence hall rooms, campus phone and data lines, internet servers and student mailboxes. Use of the Brandeis name in connection with such activity also requires authorization.

Any student selling a product, providing a service for a fee, or representing a for-profit entity shall be considered to be involved in a commercial enterprise, and is therefore required to follow the same procedures as outside companies wishing to access Brandeis services and

facilities. All plans for personal income-producing activity on the part of individual or groups of students and involving University property must be approved in advance by the Department of Student Activities (see also Section 8.14).

## **15. Conduct Affecting the Tax-Exempt Status of the University**

- 15.1 A member of the Brandeis community shall not speak or act in the name of the University in a political campaign on behalf of a candidate for public office. Any person speaking for the University in an official capacity should make it clear when expressing an individual opinion that s/he is not stating a University position.
- 15.2 The name or seal of Brandeis University shall not be used for political purposes on any letters or other written material, or electronic media.
- 15.3 In political activity, the University title of a member of the faculty, staff, or student body may be used only for identification, and should be accompanied by a statement that the person is speaking individually, and not as a representative of the University.
- 15.4 Unauthorized use of University facilities, equipment, or supplies for commercial, political or other non-University related purposes is strictly prohibited (see Section 11).
- 15.5 Unauthorized use of the University tax-exempt numbers or postal permit is prohibited.

## **16. Protection of Privacy**

- 16.1 The privacy of every individual in his or her person, and in his or her room and/or office must be respected. Malicious or unauthorized entry into rooms, offices, personal files, electronic files (see Section 16.4), drawers, or locked spaces, such as lockers, etc., is strictly forbidden.
- 16.2 Unless there is an emergency situation, authorized entry for the purpose of searching the space requires advance permission from the Dean of Student Life, the Senior Vice President for Students and Enrollment, or an appropriate designee. Each statement of permission to enter shall clearly set forth the purpose and objectives of the search, and shall specify the office(s), room(s), or space(s) to be entered. The search shall be limited to the purpose, objective, and location set forth in the statement of permission. The University official making the search shall show the statement of permission to the occupant at the time of entry or, in the occupant's absence, shall leave a copy of the statement in the room(s), office(s), or space(s) entered. Immediately on conclusion of the search, the official shall prepare and give to or leave for the occupant(s) a receipt for any property seized.
- 16.3 Student residence hall rooms are inspected by members of the residence staff periodically during the academic year to evaluate the safety, security, and health conditions of the rooms and to check for illegal possession of University-owned public area furniture. These inspections will be conducted by floor, by section of building, or by building. Public notification of such inspections will be provided 24 hours in advance and will specify the date and time of the inspection for a given area. A student may be present in his/her room when the inspection takes place (see also Section 8.6).
- 16.4 Access to the public computer systems at the University may be provided to students either to be used in conjunction with course work or to be used as part of their work assignments in various University offices. Computer time and the disk space on these systems are a limited resource. In order to prevent abuses of these resources, the administration reserves the right to check on their usage by all users, including students. Such checking may involve reading files in user's directories. If, in the

course of checking for proper usage, it is discovered that a student is using the computer in a manner to contravene University regulations or to break the law, access privileges will be revoked and the situation reported to the appropriate University authorities for action.

- 16.5 **Student Records:** The Federal Family Educational Rights and Privacy Act of 1974 (informally known as "FERPA" or the "Buckley Amendment") gives each enrolled student at Brandeis certain rights, including access to the student's educational records, the right to request amendment of those records where the student believes a record is inaccurate or misleading, and the right to add a statement presenting the student's view if the records are not amended. A detailed statement of the rights and responsibilities of a student under the Act, the location of all records pertaining to a student, and the procedures for requesting access and invoking student rights to control access are contained in the Brandeis University Records Policy. Copies are available from the University Registrar and are on reserve in the University Library.

## STUDENT JUDICIAL SYSTEM

### 17. Initial Procedures

Disciplinary action against a student (any person enrolled in any academic program at Brandeis University, up to and including his or her commencement day) may be implemented only through referral of a violation to the appropriate administrator within the Department of Student Development and Judicial Education (SDJE). Where infractions of University standards and policies are involved, written reports of violations or complaints shall be submitted to SDJE from the accuser in a timely manner. In all cases, the available facts shall be gathered from the accuser (the complainant or the reporting agency), and a careful evaluation of these facts, as well as the credibility of the person reporting them, shall be made. If, at this point, in the judgment of the administrator in SDJE, there is insufficient evidence of a violation, or the case lacks merit, or it was not reported in a timely fashion, a decision not to refer the matter to the judicial system may be made. If a case is referred to the judicial system, it must be presented by the accuser. The Dean of Student Life may appoint, as needed, ad hoc judicial boards in addition to the boards described in Section 18.

### 18. Composition of Boards

- 18.1 **The University Board on Student Conduct:** The UBSC shall hear cases of alleged violations of community standards of behavior or University policies referred to it by SDJE. Procedures to be followed are enumerated in Sections 19 and 22.
- 18.2 In hearing cases of alleged violations of policies on academic integrity (see Section 3), a voting panel of three students and two faculty members must be present; at hearings for alleged violations of all other standards or policies, a voting panel of four students and one faculty member must be present. The voting requirements in this section may be waived by mutual consent of the UBSC, the accuser and the accused.
- 18.3 A pool of at least four faculty members appointed by the Chairperson of the Faculty Senate shall be considered as members. The term of appointment for all four faculty members shall be two years, and shall be made on a staggered basis. If alternate faculty members are needed, the Chairperson of the Faculty Senate shall be asked to make additional appointments.
- 18.4 Students shall be selected by the existing Board (including continuing faculty) at a meeting near the end of the spring semester. Vacancies for student members shall be widely publicized to the campus community at least seven days prior to the selection,

and applications shall be solicited. In selecting members of the Board, the goal should be to have many backgrounds and interests represented. At least one student member of the Board must be a student enrolled in a graduate school or program at Brandeis. A student member shall remain on the Board as long as s/he is a full-time student in good academic standing, and as long as s/he does not resign. If a vacancy occurs prior to the regularly scheduled selection, a special meeting shall be held to select a new member.

18.5 The UBSC shall be chaired by two student co-chairs, each elected by a majority vote of the Board to serve one-year terms.

18.6 Any member of the UBSC may be impeached for malfeasance or misconduct. A formal impeachment hearing shall be chaired by an SDJE administrator, who shall not vote. Following the hearing, the member may be removed from the UBSC by a two-thirds vote of all voting members present.

18.7 **The University Appeals Board on Student Conduct:** This Board shall hear all appeals of administrative actions (see Sections 19.3 - 19.5), appeals of decisions of the University Board on Student Conduct, and appeals of decisions of any ad hoc Board which may be formed at the discretion of the Dean of Student Life.

18.8 The University Appeals Board (UAB) shall be comprised of one full-time student appointed by the President of the Student Senate, one member of the faculty appointed by the Chairperson of the Faculty Senate, and a chairperson holding the rank of Assistant Professor or above appointed by the Dean of Student Life. Alternates for the faculty positions shall be appointed by the appropriate authorities. The alternate student member shall be appointed by the President of the Graduate Student Association.

18.9 Members and alternates on the UAB shall be appointed for two-year terms on a staggered basis with one student and two faculty members completing their terms each year. Vacancies occurring in UAB positions shall be filled by the alternates for the remainder of the term. If a board position becomes vacant, and no alternate is available, the original appointing authority shall appoint a replacement for the remainder of the term.

18.10 A member of the UAB may be impeached according to the procedures outlined in Section 18.6, with the University Appeals Board (including alternates) conducting the formal impeachment hearing.

18.11 **Board Adviser:** All Conduct Boards shall have an administrator from SDJE serving as adviser in all stages of the judicial process including hearings and deliberations. Responsibilities of the SDJE Adviser shall include: (a) advising the Board regarding the requirements and provisions of the University's judicial system; (b) providing information relevant to procedures or sanctions; (c) providing continuity in board operations and procedures; (d) facilitating the implementation of judicial procedures at all levels of the judicial system; (e) acting as a liaison between Boards and the University community; and (f) assisting the Board in fulfilling its educational responsibilities.

## 19. Procedural Standards in the Judicial Process

19.1 In cases where SDJE decides that there is evidence of a violation which warrants referral to the judicial system, the accused student may accept responsibility and choose administrative action (see Section 19.3) or may accept or deny responsibility and request a hearing before the University Board on Student Conduct (UBSC). The accused student must choose one of the options (for all allegations) within 72 hours of delivery of the written charge(s) to the student, the student's campus mailbox, the student's e-mail account, or the student's home address. Prior to making this choice, the student shall be advised of the name of the administrator

- who would recommend the appropriate sanction. If a student fails to choose one of the options within 72 hours, the SDJE administrator may either refer the matter to the UBSC or grant additional time for the choice, depending upon the circumstances.
- 19.2 **Deferral of Proceedings:** The staff of SDJE may defer judicial action at any stage of the process for a period not to exceed ninety calendar days unless the student is unable to participate due to documented illness or incapacity, or unless agreed upon by mutual consent of the accuser, the SDJE administrator, and the accused student. Pending charges may be discontinued thereafter dependent upon the conduct of the accused student.
- 19.3 **Administrative Action :** Within 30 class days from the date the student chooses administrative action, the student shall meet with the SDJE administrator to discuss the full circumstances of the charge(s); under the Administrative Action option, this is the only opportunity to present evidence. Summer instruction does not constitute class days unless the student is enrolled in summer school at Brandeis. SDJE shall notify the student by letter of the decision, confirming the action taken and the reasons for the decision.
- 19.4 A record of the administrative action, comprised of a summary of the evidence presented and decision rendered, shall be made by the administrator. Such records are confidential and shall be maintained by the Director of Student Development and Judicial Education for five years from the date of the administrative action, after which they will be destroyed, unless the student is involved in further judicial action. In all cases, the records will be maintained for five years from the date of the last judicial action involving that student, after which they will be destroyed. Access to such records is governed by the University Records Policy (see Section 16.5).
- 19.5 If the student fails to attend a scheduled meeting with an SDJE administrator after having chosen administrative action, the administrator may complete the process in the student's absence and notify him/her by letter of the decision. A student shall have the right to one rescheduled meeting if s/he fails to attend the originally scheduled meeting through no fault of her/his own as determined by the administrator in SDJE.
- 19.6 **Procedures for Hearings before the University Board on Student Conduct (UBSC):** A hearing shall be held within 30 class days from the date the student chooses the Board hearing. Summer instruction does not constitute class days. All hearings will be closed. Notice of the hearing date shall be delivered to the student in person, to the student's campus mailbox, to the student's e-mail account, or the student's home address at least 72 hours in advance of the hearing. An administrator from SDJE shall be available prior to the hearing at the request of the student to provide information regarding the alleged violation and procedural matters. To provide adequate notice to all parties, names of any advisers and/or witnesses will be submitted by the accuser and/or the accused student(s) to the SDJE administrator at least 24 hours prior to the hearing.
- 19.7 Each Board member shall be informed of the student's name and charges at the time of the hearing. Any Board member may disqualify him/herself and either party to the case may request to disqualify a prospective member if s/he can satisfy the remaining members of the Board that there is good cause for disqualification. An alternate member may take the place of the disqualified member.
- 19.8 **Advisers:** The accused student and the accuser may each bring an adviser of his/her choice from the University community. The lack of availability of any particular adviser will not be considered a legitimate reason to reschedule the hearing (see Section 19.15). To avoid even the appearance of undue influence, SDJE staff who advise the boards, members of the UBSC, and members of the Appeals Board are not eligible to serve as adviser for the accused or accuser. An adviser may not serve as a witness. Neither party shall be permitted to employ professional legal counsel or other persons from outside the University community to present the case before the Board or to advise the student during the hearing. However, passive assistance of legal counsel may be allowed when coexisting criminal charges are pending resulting from the same incident (see SDJE staff for details).

- 19.9 The accused student must be present at the hearing (except as provided in Section 20.15). S/he and/or her/his adviser may present evidence and introduce witnesses on behalf of the accused student. It is the responsibility of the accused student to notify his/her witnesses regarding the time, date and location of the hearing.
- 19.10 The accused student and/or his/her adviser shall have the right to question all witnesses and to view and question all evidence presented to the Board during the hearing. Written testimony from absentee witnesses may be received for consideration only upon mutual consent of the Board, the accuser and the accused. Proof of authorship but not content of such testimony must be made by certification of a notary public.
- 19.11 All persons giving evidence are obligated to be truthful. The Board shall rule on the admissibility of evidence. Unduly repetitious or irrelevant evidence may be excluded. Rules of procedure and evidence applicable to civil or criminal cases in court do not apply.
- 19.12 In cases where the accused student denies responsibility, the burden of proof shall rest upon the accuser.
- 19.13 The Board shall make one of the following decisions upon completion of the hearing: (a) a finding of not responsible; (b) a finding of responsible (based only upon clear and convincing evidence) and determination of the penalty; (c) continuance of the case to obtain additional information or for further consideration. Decisions shall be based solely upon evidence and testimony introduced at the hearing. All decisions shall be made by a majority vote. Except during hearings conducted by the University Appeals Board on Student Conduct, the chairperson shall vote only to break a tie.
- 19.14 A written Hearing Report, comprised of a summary of evidence presented at the hearing and decision rendered by the Board, shall be made by the SDJE adviser to the Board. Hearing Reports are confidential and shall be maintained by the Director of Student Development and Judicial Education for five years from the date of the hearing, after which they will be destroyed unless the student is involved in further judicial action. In all cases, the records will be maintained for five years from the date of the last judicial action involving that student, after which they will be destroyed. Access to these records is governed by the University Records Policy (see Section 16.5).
- 19.15 An accused student shall have the right to a rescheduled hearing if s/he fails to attend the originally scheduled hearing through no fault of his/her own as determined by the SDJE adviser to the Board. If the SDJE adviser to the Board concludes that the failure to attend was the fault of the student, the student shall be deemed to have accepted responsibility, and the case will be referred for administrative action (see Section 19.3). If a hearing is rescheduled, it will take place after proper notification. If the accused student fails to attend the rescheduled hearing, the student shall be deemed to have accepted responsibility, and the case will be referred for administrative action (see Section 19.3).
- 19.16 **Appeal Procedures:** Following approval or modification of the sanction(s) by the Dean of Student Life or the Director of Student Development and Judicial Education (see Section 20), an accused student shall have the right to submit an appeal request concerning the decision of a Board or an administrator to the University Appeals Board on Student Conduct. Such appeal requests shall be based only on specific evidence, presented in writing, of fraud, denial of rights under this process, procedural error, or on the claim of new evidence not previously available which would have materially affected the decision. Appeal requests must be filed within one week of delivery of the letter announcing the judicial action to the student in person, or to the student's campus mailbox, home address or email address. If the Appeals Board determines that a written request for appeal has merit, it shall completely rehear the case. Upon completion of the appeal hearing, the Appeals Board may uphold the original decision and sanction imposed, find the student not responsible, or increase or decrease the sanction. Any sanctions shall not take effect until approved or modified by the Dean of Student Life or the Director of Student Development and Judicial Education (see Section 20).

- 19.17 Accused students who obtain information at their hearing which might lead to new evidence shall ask for a continuance of the case at that time, rather than wait to raise the matter for the first time as the basis for an appeal request.

## **20. Range of Judicial Actions and Sanctions**

20.0 A variety of actions may be taken as a consequence of being found responsible for a violation of community standards. When determining these actions, an SDJE administrator or the UBSC may consider all facets of the specific individual situation, including but not limited to the seriousness of the offense, prior history of violations, impact of the offense on others, the student's class year, and/or evidence of intent. Because the purpose of this system is to uphold and promote community standards, a learning component is also a part of the sanctioning process whenever appropriate. These learning components may include:

- Failure in a course or on an assignment
- Workshops on note-taking, footnoting, or writing a research paper
- Training in conflict resolution
- Seminars on ethical decision-making
- Education on the consequences of alcohol and drug use
- Community service projects
- Restitution for damages
- Parental notification

Learning components may be imposed in combination with other disciplinary action, and may include a required completion date. Failure to complete any designated learning component, as with any other sanction, could result in further judicial action. Sanctions listed in Sections 20.1 through 20.6 shall not take effect until approved by the Director of Student Development and Judicial Education or his/her designee, who can modify the sanction. Sanctions listed in Sections 20.7 and 20.8 shall not take effect until approved by the Dean of Student Life, who can modify the sanction.

### **20.1 No Further Action**

In cases where the student is found responsible and the discussion with the administrator, or the hearing before the Board, has been sufficient in and of itself, further action may not be deemed necessary. However, the responsible finding is noted in the student's record in the Department of Student Development and Judicial Education.

### **20.2 Disciplinary Warning**

The student may be warned in writing of the possible consequences of continuing inappropriate behavior. Additional conditions may be applied as appropriate.

### **20.3 Residence Probation**

A student who is placed on residence probation is not in good standing with his/her living unit for a specified period of time, and conditions may be placed on his/her actions. The status of residence probation reminds the student that his/her infraction has become part of his/her record and that repetition of similar or other unacceptable behavior may be cause for removal from the residence halls.

### **20.4 Removal from Living Unit**

This action precludes the student's continued residence either in a particular living unit or in any campus living unit. Such action would normally be taken after one serious violation or repeated violations related to the living unit environment.

## **20.5 Loss of University Privileges**

A student may be denied certain University privileges including, but not limited to, early arrival on campus, extended stays in the residence halls, participation in campus activities, representing the University in competition or other official capacities, campus employment, and campus leadership opportunities. Loss of such privileges extends over a specified period of time, and is designed to reflect a specific community concern about the student's behavior.

## **20.6 Disciplinary Probation**

A student who is placed on disciplinary probation is permitted to remain enrolled at the University, often under certain stated conditions depending upon the nature of the violation and potential learning value that may be derived from such conditions. The probation usually extends over a stated period, during which it is clearly understood that the student is subject to further disciplinary actions, including suspension or dismissal, if s/he violates the terms of the probation or in any way fails to conduct her/himself as a responsible member of the University community. Probation is a final warning to the student to help her/him reevaluate her/his behavior.

## **20.7 Suspension**

An involuntary separation of the student from the institution, suspension differs from dismissal since it defines conditions under which return will be possible. Suspension may extend for a semester, until a designated date, and/or until a stated condition is met. During the suspension period, degrees/certificates will not be issued and credit will not be granted for courses taken elsewhere. Following the suspension period, return to Brandeis requires initial approval of the Dean of Student Life and then approval by the Committee on Academic Standing regarding academic suitability for readmission.

## **20.8 Dismissal**

Dismissal is the permanent, involuntary separation of the student from the institution.

# **21. Administrative Actions and Sanctions**

## **21.1 Protection of Individuals and the Community**

Whenever the University has reason to believe that a student's conduct or behavior may pose a significant threat to his/her physical or emotional safety or well-being, or may disrupt the safety or well-being of the University community, the University may take any action that it believes to be appropriate and reasonable under the circumstances, including, but not limited to, notification of the student's parents, removal of the student from a residence hall, or other action deemed necessary to remove or minimize the threat or disruption.

In the event the University takes such action, the University shall notify the student of the action taken and the basis for the action. Within 3 class days of notification, the student shall have an opportunity to speak with the Dean of Student Life, or his or her designee, to discuss the situation and provide information, including documentation by a health care provider, to contest the action(s) taken. The Dean of Student Life shall then decide, in his or her discretion, whether to reinstate or restore the student's privileges, to consider further action under this procedure, or to take additional reasonable and appropriate steps.



## 21.2 Emergency Suspension

Pending final action on violation of University regulations, the status of a student shall not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons of imminent danger to his/her physical or emotional safety or well-being, or for reasons of imminent danger to the safety or well-being of the University community. The decision to separate a student from the campus under these conditions shall be made by the Dean of Student Life or, in the Dean's absence, by his/her designee. If a student is separated from the campus by this authority, the procedures outlined in Section 19.1 shall be implemented within 10 class days after the separation.

## 21.3 Indefinite Suspension

In the event the Dean of Student Life learns that a Brandeis student has been charged with or convicted of a crime, the Dean or his/her designee may immediately remove the student from campus housing, restrict the student's access to the campus, and/or indefinitely suspend the student from the University pending the final outcome of a criminal proceeding. In making this decision, the Dean must consider the nature of the crime and the risk to the safety or well-being of the University community. A student suspended under this authority may request a meeting with the Dean and the University Board on Student Conduct (UBSC). The UBSC shall assess the risk to the safety or well-being of the Brandeis community and advise the Dean. The final decision on continuation of the suspension shall be made by the Dean of Student Life or, in the Dean's absence, by his/her designee. The procedural standards set forth in Section 19 do not apply to Indefinite Suspensions.

## 21.4 Dean's Sanctions

Brandeis University expects students to conduct themselves at all times as good citizens and good neighbors in a manner that is consistent with the laws of Massachusetts and local ordinances. Off-campus actions which, in the judgment of the Dean of Student Life, constitute behavior that is inconsistent with this expectation and adversely affects the University community may result in disciplinary action up to and including dismissal. A student disciplined under this authority may request a meeting with the Dean and the University Board on Student Conduct (UBSC). The UBSC shall advise the Dean on the appropriateness of the sanction. The final decision shall be made by the Dean of Student Life or, in the Dean's absence, by his/her designee. The procedural standards set forth in Section 19 do not apply to off-campus behavior or Dean's Sanctions.

## 22. Hearing Procedures for the Student Judicial System

- 22.1 All hearing participants are brought into the Board meeting room.
- A. Chairperson invites all present to introduce themselves.
  - B. Chairperson explains philosophy of peer judgment and Board procedures (a copy of this statement is available from the Department of Student Development and Judicial Education).
  - C. Chairperson gives statement of the student's rights to fairness under this process:
    1. To bring one adviser of his/her choice from the University community (the adviser may not serve as a witness);
    2. To present witnesses on his/her own behalf;
    3. To question witnesses appearing against him/her;
    4. To submit verbal arguments;
    5. To remain silent and not testify against him/herself. The student should remember that if he/she remains silent, the Board is compelled to hear the case and render a decision based upon the evidence presented.
  - D. Witnesses leave the room.

- 22.2
  - A. Chairperson gives statement of accusations.
  - B. Accused asked if he/she understands the accusations.
  - C. Accused accepts or denies responsibility.
  
- 22.3 Initial presentations:
  - A. Accuser's description of incident
  - B. Accused's description of the incident  
(in the event that there is more than one accused, the Board may bring them into the hearing room either individually or as a group for descriptions of the incident in alphabetical order; this system shall prevail throughout the remainder of the hearing procedures):
  - C.
    - 1. Accused may ask questions of the accuser;
    - 2. Board members may ask questions of the accuser.
  - D.
    - 1. Accuser may ask questions of the accused;
    - 2. Board members may ask questions of the accused.
  
- 22.4 A. Accuser's opportunity to call witnesses:
  - 1. Accuser may ask questions of the witnesses;
  - 2. Accused may ask questions of the witnesses;
  - 3. Board members may ask questions.
 B. Accused's opportunity to call witnesses:
  - 1. Accused may ask questions of the witnesses;
  - 2. Accuser may ask questions of the witnesses;
  - 3. Board members may ask questions.
  
- 22.5 Accuser, accused, or Board members may recall witnesses or requestion participants (following same order as in Section 22.4).
  
- 22.6 Final statement of accuser.
  
- 22.7 Final statement of accused.
  
- 22.8 Accuser, accused, and their respective advisers leave meeting room.
  
- 22.9 Board deliberates on responsibility.
  
- 22.10 All return to meeting room to hear decision on responsibility.
  
- 22.11 Recommendation on sanction(s) if responsible:
  - A. Past judicial system involvement, if any, described by Board adviser.
  - B. Board hears recommendation from accuser regarding possible sanction(s):
    - 1. Accused may question accuser on the recommended sanction(s);
    - 2. Board may question accuser on recommended sanction(s).
  - C. Accused's reaction to recommended sanction(s):
    - 1. Accuser may question accused on his/her reaction;
    - 2. Board may question accused on his/her reaction.
  
- 22.12 Accuser, accused and their respective advisers leave meeting room.
  
- 22.13 Board deliberates on sanction(s).
  
- 22.14 All return to meeting room to hear Board's recommendation(s) on sanction(s):
  - A. Board chairperson gives reason for selection of sanction(s) to be recommended to the Director of Student Development and Judicial Education or the Dean of Student Life (see Section 20);
  - B. Board chairperson or adviser explains approval and appeal procedures.

## **23. Suggestions for Hearing Participants**

- 23.1 How important is what you wear? Think of how a participant's appearance would add or detract from his/her testimony if you were a member of the Board. A jacket and tie or dress probably isn't necessary; neat and clean clothes should suffice.
- 23.2 There is no need to memorize what you want to say. It is suggested that you review your presentation so you can remember to emphasize what you think is important. Try to anticipate those questions which members of the Board or other parties are likely to ask of you.
- 23.3 Hearings are as informal as the situation will permit. Both parties to a case, as well as the Board, will be able to ask questions of you. The Board is responsible for maintaining order and decorum.
- 23.4 If a question is unclear to you, ask for clarification. Don't answer an unclear question. It is okay to say that you don't understand.
- 23.5 Restrict your response to the question asked. Do not volunteer information about prior and/or unrelated incidents known to you. Such information could be judged irrelevant to the specific charges.
- 23.6 State in a positive manner that information of which you are certain.
- 23.7 You are obligated to be truthful. Intentionally providing the Board with false information will result in your being charged with violating University regulations.
- 23.8 Try not to be argumentative, as it may hurt your credibility.
- 23.9 Don't look for cues from others as to how you should answer questions. You should give a truthful response to all questions asked of you.
- 23.10 Remember, it is the job of the Board to evaluate the information presented and determine whether a violation occurred. During your time in the hearing room, you may feel as if you are "on trial." The Board itself is not accusing you; rather, it is simply doing its job. Participants should expect to be required to substantiate their testimony.

## **APPENDIX A**

### **Massachusetts Act Prohibiting the Practice of Hazing (Chapter 269 of the General Laws)**

**Section 17.** Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19.** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that the institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## APPENDIX B

### University Policy on Fraternities and Sororities

On May 28, 1988, the Board of Trustees of Brandeis University unanimously approved the following resolution: The Board of Trustees reaffirms University policy of recognizing only those student organizations which are open to all students on the basis of competency or interest. Exclusive or secret societies are inconsistent with the principles of openness to which the University is committed. Therefore, social fraternities and sororities, in particular, are neither recognized nor permitted to hold activities on campus or use University facilities.

## APPENDIX C

### **Guidelines Concerning Use of University Facilities, Name, Seal, or Logo**

On March 13, 1947, the Secretary of State of the Commonwealth of Massachusetts officially recognized and gave legal validity to the action of the Board of Trustees of Middlesex University in voting to change the name of that institution from the Trustees of Middlesex University to Brandeis University.

*Guidelines:*

- A. Student organizations recognized by the Student Union Senate or Graduate Student Association (or otherwise recognized by the Division of Student Life) may use the name of the University, its seal or logo for purposes of identifying the organization.
- B. Student organizations recognized by the Student Union Senate or Graduate Student Association (or otherwise recognized by the Division of Student Life) may use University facilities for meetings, programs, events, or other activities subject to the standards and policies published elsewhere in this handbook.
- C. Regulations concerning use of University facilities, name, seal or logo in political campaigns are included in Section 16.

## APPENDIX D

### **Services Available to Victims of Sexual Assault and Other Sex Offenses**

This appendix lists services, summarizes relevant policies, and illustrates the University's compliance with the requirements of the 1992 Higher Education Reauthorization Act, section 485 (f).

- Students should report rape, sexual assault or other sex offenses to the Department of Public Safety. The Department of Public Safety has full police powers and the staff is trained to provide accurate information on preserving evidence and the options for criminal prosecution, campus disciplinary proceedings, or both.
- The staff in the Department of Public Safety and the staff in the Division of Student Life are available to assist students in notifying local police if the student chooses.
- Campus disciplinary proceedings may be initiated against a student through the Department of Student Development and Judicial Education (cite Section 2.1, 2.2 and/or Section 6 of this publication). Disciplinary proceedings may be initiated against an employee through the Office of Equal Opportunity.
- Section 19.8 of this publication describes the right of an accused student as well as the accuser to bring an adviser of his/her choice from the University community. This section also permits the passive assistance of legal counsel by either party but only if coexisting criminal charges are pending resulting from the same incident.
- Possible sanctions to be imposed following the completion of campus disciplinary proceedings are included in Section 20. The accuser will be informed of the outcome of disciplinary proceedings in which sexual assault is alleged.

- A brochure published by the Division of Student Life lists many helping services both on campus (e.g., Rape Crisis Hotline, Office of Equal Opportunity, Psychological Counseling Center) and off campus (e.g., Boston Area Rape Crisis Center).
- The staff in the Division of Student Life is available after an alleged sexual assault incident to assist students in making any reasonably available changes in academic or living situations.
- Educational programs on sexual assault are offered regularly by the Division of Student Life and the Equal Opportunity Officer.

### **Helpful Telephone Numbers**

Brandeis Counseling and Rape Crisis Hotline	781-736-4774 pager: 781-845-HELP
Department of Public Safety	
General	781-736-5000
Emergencies	781-736-3333
Director of Public Safety	781-736-4240
Department of Student Development and Judicial Education	781-736-5070
Office of the Dean of Student Life	781-736-3600
Office of Equal Opportunity	781-736-3015
Psychological Counseling Center	781-736-3730

# RELATED PUBLICATIONS

The following publications or statements of guidelines are referenced in the University regulations. The policies and procedures stated therein carry the force of University regulations. They may be obtained at the locations indicated below.

<b><u>Publication or Guideline:</u></b>	<b><u>Where it can be found:</u></b>
Brandeis University Records Policy	Department of the University Registrar Kutz 124
Graduate Student Housing Policies	Department of Residence Life Usdan 114 <a href="http://www.brandeis.edu/studentlife/grad/index.html">www.brandeis.edu/studentlife/grad/index.html</a>
Equal Opportunity and Affirmative Action Grievance Policies and Procedures	Office of Equal Opportunity Stoneman 143 <a href="http://www.brandeis.edu/departments/affirmaction/griev.html">www.brandeis.edu/departments/affirmaction/griev.html</a>
Maintaining a Drug Free Environment	Office of Equal Opportunity Stoneman 143 <a href="http://www.brandeis.edu/departments/affirmaction/drug-free.html">www.brandeis.edu/departments/affirmaction/drug-free.html</a>
Library Copyright Policy	Libraries <a href="http://www.library.brandeis.edu/access/copyright/copyright.html">www.library.brandeis.edu/access/copyright/copyright.html</a>
Library Policies	<a href="http://www.library.brandeis.edu/about/policies.html">www.library.brandeis.edu/about/policies.html</a>
Motor Vehicle Regulations (Parking and Traffic)	Department of Public Safety Stoneman 109 <a href="http://www.brandeis.edu/departments/public_safety/park2.htm">www.brandeis.edu/departments/public_safety/park2.htm</a>
Policies and Procedures for Computing Services	Department of Information Technology Services Feldberg 112
Residence Halls and Dining Services License	Department of Residence Life Usdan 114
Residence Hall Room Selection Procedures	Department of Residence Life Usdan 114 <a href="http://www.brandeis.edu/studentlife/reslife/roomselection02-03.pdf">www.brandeis.edu/studentlife/reslife/roomselection02-03.pdf</a>
Room Reservation Procedures	Department of Conference and Event Services Kutz 9 <a href="http://www.brandeis.edu/departments/ces">www.brandeis.edu/departments/ces</a>
Safety Procedures for Lighting Religious Candles	Chaplaincy Usdan 133
Software Copyright Policy	Department of Information Technology Services Feldberg 112
Student Guide to Dining Services	Department of Dining Services Kutz 9 <a href="http://www.brandeis.edu/dining">www.brandeis.edu/dining</a>
Telecommunications Handbook	Department of Information Technology Services Feldberg 20 <a href="http://www.brandeis.edu/its/phone/index/html">www.brandeis.edu/its/phone/index/html</a>