Student Conduct Procedures

2026 – 2027 Academic Year



BROWN

Updated September 30, 2026

Table of Contents

1. Purpose 4
2. Complaints/Reports of Information 4
    2.1 Filing a Complaint 4
    2.2 Reports of Information 4
    2.3 Preliminary Review 4
    2.4 Investigative Review 4
3. Administrative Response Options 5
    3.1 No Response Warranted 5
        3.1.1. No Action 5
        3.1.2. Withdrawal of Charges 5
    3.2 Non-Disciplinary Response Options 5
        3.2.1 Reminder Letter 5
        3.2.2 University Directive Letter 5
        3.2.3 Expectation Meeting 5
        3.2.4 Mediation 5
        3.2.5 Restorative Dialogue 6
    3.3 Disciplinary Response Options, Lower Level 6
        3.3.1 Letter Resolution 6
        3.3.2 Restorative Conference 6
        3.3.3 Document Adjudication 7
        3.3.4 Administrative Review Meeting 7
    3.4 Disciplinary Response Options, Higher Level 7
        3.4.1 Higher-Level Restorative Conference 7
        3.4.2 Outcome Decision Meeting 8
        3.4.3 Student Conduct Board Hearing 8
        3.4.4 Administrative Hearing 9
4. Student Rights and Responsibilities 9
    4.1 Respondent Rights 9
    4.2 Complainant Rights 10
    4.3 Witness Rights 10
5. General Provisions for Disciplinary Procedures 10
    5.1 Confidentiality and Scope 11
        5.1.1 Closed Proceedings 11
        5.1.2 Privacy 11
    5.2 Key Roles and Personnel 11
        5.2.1 Case Administrator 11
        5.2.2 Chair 11
        5.2.3 Complainant 11
        5.2.4 Investigator 11

5.2.5 Qualifications and Responsibilities of Administrative and Document Reviewers 11
5.2.6 Qualifications and Responsibilities of Hearing Officers 12
5.2.7 Respondent 12
5.2.8 University Representative 12
5.2.9 Witnesses 12
5.3 Procedural Standards and Rules 12
5.3.1 Appeals 12
5.3.2 Attorneys 12
5.3.3 Disqualification and Exclusion 12
5.3.4 Multiple Students 13
5.3.5 Official Communication 13
5.3.6 Standard of Evidence 13
5.3.7 Statements of Impact and Mitigation 13
5.3.8 Timing and Deadlines 13
5.4 Special Circumstances and Safety Actions 13
5.4.1 Amnesty for Personal Ingestion of Alcohol or Other Drugs 13
5.4.2 Criminal/Civil Charges 13
5.4.3 Emergency Separation 14
5.4.4 Interim Measures 14
5.4.5 Students on Leave of Absence 14
5.5 Support and Advocacy 14
5.5.1 Advisors 14
5.5.2 Graduate Labor Organization 14
6. Student Conduct Board and Administrative Hearing Procedures 14
6.1 SCB Membership 15
6.2 Hearing Panels 15
6.3 Administrative Hearing Officer Membership 15
6.4 Case Administrator 15
6.5 Chair 15
6.6 Notice 15
6.7 Expedited Hearing(s) 15
6.8 Requests for Witnesses 15
6.9 Hearing Outline 16
6.10 Deliberations 16
6.11 Outcomes 16
6.12 Decision Notification 16
6.13 Appeals 16
7. Outcomes 16
7.1 Community Status 16
7.1.1 Probation 17

7.1.2 Voluntary Leave of Absence 17
7.1.3 Suspension 17
7.1.4 Expulsion 17
7.2 Written Warning 17
7.3 Terms and Restrictions 17
8. Appeal Process 18
8.1 Right to Appeal and Deadlines 18
8.2 Grounds for Appeal 18
8.3 Procedures 18
8.4 Authority of the Appeal Officer 18
8.5 Appeal Review 18
8.6 Power of Review in the President 18
9. Reporting and Record Retention 18
9.1 Reporting 18
9.2 Petition to Modify Transcript Entries 19
9.3 Record Retention 19

1. Purpose

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

2. Complaints/Reports of Information

2.1 Filing a Complaint

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

2.2 Reports of Information

The Office of Student Conduct & Community Standards receives reports containing allegations of prohibited conduct from several sources, including the Department of Public Safety, Providence Police, University offices/employees, students, and persons unaffiliated with the University. Reports of information are not considered complaints but will be reviewed to determine if the Office should proceed with any action. The Office may seek further information before making such a determination.

2.3 Preliminary Review

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

2.4 Investigative Review

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

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

3. Administrative Response Options

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

3.1 No Response Warranted

3.1.1. No Action

If there is no basis to file charges and no follow-up is warranted, the Director may recommend that the Office of Student Conduct & Community Standards close the case and take no action.

3.1.2. Withdrawal of Charges

The Director has the authority to withdraw charges once they have been made. Reasons for withdrawing charges include, but are not limited to, situations where the information that was provided was false or misleading and should not have resulted in charges being filed or the unavailability of material witnesses or evidence.

3.2 Non-Disciplinary Response Options

Non-Disciplinary response options are used for matters in which it has been determined that some communication or action is needed, but a disciplinary proceeding is not warranted. These actions do not become part of a student's official student conduct record.

3.2.1 Reminder Letter

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

3.2.2 University Directive Letter

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

3.2.3 Expectation Meeting

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

3.2.4 Mediation

Mediation is a voluntary, private means of resolving conflict in which a trained mediator assists the parties in discussing and seeking resolution of their dispute. Mediation is conducted in an informal, neutral setting and may involve joint meetings with the parties, separate meetings with individual parties, communication between the parties through the mediator, or a combination of approaches, as appropriate to the circumstances and agreed upon by the parties.

The mediator facilitates communication, helps the parties identify and understand the issues in dispute, and assists them in exploring options for a mutually acceptable and lasting resolution.

If a matter is referred to mediation, the timing/deadline requirements outlined in these procedures are suspended. If any party to a conflict is unwilling to engage in mediation, or if the parties are unable to resolve the conflict through mediation, the matter may be referred to a disciplinary proceeding.

When parties successfully resolve their dispute through mediation, the mediator will notify the Director that the matter has been resolved.

3.2.5 Restorative Dialogue

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

3.3 Disciplinary Response Options, Lower Level

Lower-Level response options are used for matters that would not result in a community status of suspension or higher.

3.3.1 Letter Resolution

Students charged with minor[2] prohibited conduct may, at the discretion of the Director, have the option of accepting responsibility and a proposed outcome. Students who choose not to accept responsibility will be heard through Document Adjudication or an Administrative Review Meeting at the discretion of the Director.

3.3.2 Restorative Conference

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

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

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

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

additional disciplinary action. If no agreement is reached during the conference, the case will be referred to Document Adjudication or an Administrative Review Meeting for resolution.

3.3.3 Document Adjudication

Students charged with prohibited conduct may, at the discretion of the Director, have their cases heard through Document Adjudication. In cases where it is determined that Document Adjudication is appropriate, a University administrator will review documents submitted by all parties

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

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

3.3.4 Administrative Review Meeting

Students charged with prohibited conduct may, at the discretion of the Director, have their cases heard through an Administrative Review Meeting. In cases where it is determined that an Administrative Review Meeting is appropriate, a University administrator will meet one-on-one with respondents (and sometimes complainants and witnesses).

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

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

3.4 Disciplinary Response Options, Higher Level

Higher-level response options are used for cases in which separation from the University and/or a transcript remark may be warranted. These cases may involve serious prohibited conduct in a single incident or a persistent pattern of less severe prohibited conduct.

3.4.1 Higher-Level Restorative Conference

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

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

Outcomes: Agreed upon outcomes, which must be acceptable to the Director, will be focused specifically on the particular harms associated with the incident and may include a leave of absence from the University to allow a period of healing and reflective growth for all parties. At the conclusion of the conference, the Director will determine what, if any, outcomes would apply if the agreement is not fulfilled. If the agreement is fulfilled, no official community status or further disciplinary action will result. If no agreement is reached during the conference, the case will be referred to an Outcome Decision Meeting for resolution.

3.4.2 Outcome Decision Meeting

Students taking responsibility for the alleged behaviors and assigned charges may be referred to an Outcome Decision Meeting with the Director. The Director will meet one-on-one with respondents (and sometimes complainants and witnesses) before determining community status and terms.

Procedures: The charged student may accept responsibility for any of the charges at any point in the process up until the Director determines the appropriate disciplinary response option. Prior to the meeting, the Case Administrator will inform the Director of any prior disciplinary findings against the respondent and present them with statements of impact and mitigation. At the meeting, the respondent(s) has an opportunity to be heard, and the Director determines the appropriate outcome.

Outcome: When determining an appropriate outcome, the Director will consider the information provided by the parties, the nature of the incident and its context, as well as any prior disciplinary findings and outcomes.

3.4.3 Student Conduct Board Hearing

Each Student Conduct Board panel is composed of three hearing officers, including faculty, administrators, and at least one student.

Procedures: At least five (5) days before the hearing, the Case Administrator will provide the parties with written notice of the charge(s), the time and location of the hearing, and a redacted copy of the case materials. The Chair will decide upon matters related to witnesses, evidence, and procedures during the hearing. The Chair will oversee the decorum of the hearing and may exclude from a hearing any person in attendance who disrupts the hearing.

The Chair may consult with the hearing panel and other University officials as necessary. The Chair will participate in questioning witnesses during the hearing and will guide the panel during deliberations; however, they are not a voting member of the panel. At the hearing, the parties have an opportunity to be heard, and the hearing panel decides if the respondent is responsible for violation(s) of the Code of Student Conduct.

Outcomes: If the respondent is found responsible for any of the charges, the Chair will forward the decision to the Director who will determine the community status outcomes, up to and including expulsion from the University, and any terms (see 7. Outcomes). Prior to the determination of an outcome, the Chair will inform the Director of any prior disciplinary findings against the respondent and present them with statements of impact and mitigation. Within five (5) days of the conclusion of the hearing, the Director will notify the respondent(s), and the complainant(s) as permitted by applicable law, of the decision in the case.

3.4.4 Administrative Hearing

An Administrative Hearing will be conducted by a single dean or administrator of the University.

Procedures: At least five (5) days before the hearing, the Case Administrator will provide the parties with written notice of the charge(s), the time and location of the hearing, and a redacted copy of the case materials. The Chair will decide upon matters related to witnesses, evidence, and procedures during the hearing. The Chair will oversee the decorum of the hearing and may exclude from a hearing any person in attendance who disrupts the hearing. The Chair may consult with the Hearing Officer, and other University officials as necessary. The Chair will participate in questioning witnesses during the hearing and will guide the Hearing Officer during deliberations; however, they do not have a vote in the finding of responsibility. At the hearing, the parties have an opportunity to be heard, and the Hearing Officer decides if the respondent is responsible for violation(s) of the Code of Student Conduct.

Outcomes: If the respondent is found responsible for any of the charges, the Chair will forward the decision to the Director to determine the community status outcomes, up to and including expulsion from the University, and any terms (see 7. Outcomes). Prior to the determination of an outcome, the Chair will inform the Director of any prior disciplinary findings against the respondent and present them with statements of impact and mitigation. Within five (5) days of the conclusion of the hearing, the Director will notify the respondent(s), and the complainant(s) as permitted by applicable law, of the decision in the case.

4. Student Rights and Responsibilities

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

4.1 Respondent Rights

Students serving as respondents are afforded the following rights:

A. To be informed in writing of the charge(s) and alleged prohibited behavior.

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

4.2 Complainant Rights

Students serving as complainants are afforded the following rights:

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

4.3 Witness Rights

Students serving as witnesses are afforded the following rights:

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

5. General Provisions for Disciplinary Procedures

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

5.1 Confidentiality and Scope

5.1.1 Closed Proceedings

All proceedings will be closed to the public.

5.1.2 Privacy

Except as permitted or required by law (for example, in response to a lawfully issued subpoena or court order), information disclosed during these proceedings will remain private unless there is a need to disclose it to others within the University (e.g., Residential Life in the case of a housing relocation).

5.2 Key Roles and Personnel

5.2.1 Case Administrator

A Case Administrator is a University official designated by the Director to manage these procedures. Additionally, the Case Administrator will respond to requests from respondents and complainants during the pre-hearing phases of the student conduct procedures.

5.2.2 Chair

A Student Conduct Administrator will serve as the hearing Chair for any higher level hearings.

5.2.3 Complainant

The complainant is often the person who has filed a complaint and must be a Brown University student, staff, or faculty member. For incidents in which the reporting party is not a Brown University student, staff, or faculty member, a University official may serve as the complainant. The complainant is entitled to be present during the course of the hearing concerning their complaint for higher-level hearings. The complainant will not be present during other meetings designed to gather information from the respondent(s) or witnesses. For matters heard by the Student Conduct Board or by an Administrative Hearing Officer in which there is no complainant, a University official other than the Case Administrator may serve in that capacity. For lower-level proceedings, the complainant will not be present during a respondent's Administrative Review Meeting but may have a separate meeting with the Administrative Reviewer. In restorative proceedings, the complainant will be referred to as the harmed party.

5.2.4 Investigator

For most cases in which allegations could result in a separation from the University, as determined by the Office of Student Conduct & Community Standards, the University will use an investigator model to conduct an Investigative Review of allegations. This will include interviews with the complainant(s), respondent(s), and any relevant witnesses. These interviews may be conducted by Student Conduct & Community Standards Deans or an appointed internal or external investigator if deemed appropriate by the Dean of Students[3]. Complainant(s) and respondent(s) will have an opportunity to provide information to the investigator. If the complaint is not complex in nature, it may be reviewed by collecting written statements and/or any relevant documents from complainant(s), respondent(s), and any relevant witnesses. The Director will decide, based on the severity of the behavior, relevant circumstances of the case, and resources available, how a case will be investigated.

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

5.2.5 Qualifications and Responsibilities of Administrative and Document Reviewers

All Administrative and Document Reviewers will be employees of the University and will be required to maintain privacy related to all aspects of their proceedings. The University may choose to contract with an external Administrative or Document Reviewer. The Director is responsible for handling any violations of privacy by Administrative and Document Reviewers.

5.2.6 Qualifications and Responsibilities of Hearing Officers

Student members of hearing bodies must be currently enrolled and in good standing, that is, not on academic warning or currently on any community status. All administrative and faculty members will be employees of the University. The University may choose to contract with an external Hearing Officer. All Hearing Officers will be required to maintain privacy related to all aspects of the proceedings. The Director is responsible for removing any Student Conduct Board member who violates privacy and may refer the matter for disciplinary action. If the specific member(s) of a Student Conduct Board panel cannot be identified, the Director may determine that the panel in question be disbanded.

5.2.7 Respondent

The respondent is the charged student(s) and is entitled to be present during the course of any disciplinary proceeding. The respondent will not be present during other meetings designed to gather information from complainants or witnesses. The Administrative Reviewer or Hearing Officer(s) may decide to hold a proceeding even if a respondent fails to appear despite proper notification. In restorative proceedings, the respondent will be referred to as the responsible party.

5.2.8 University Representative

In cases for which there is no complainant, a University official may participate in the hearing process as the complainant at the discretion of the Case Administrator.

5.2.9 Witnesses

Members of the University community, including respondents, are expected to appear at a hearing or participate in an investigative review if they have knowledge or information regarding the incident in question and they have been notified to appear. Individuals who are not members of the University community will generally be permitted to appear at a hearing only if they have direct knowledge or information regarding an incident that is not otherwise available. Members of the University community who may have knowledge or information regarding an incident or complaint may be asked to meet with a University official to share information or with the Administrative Reviewer, Investigator, or Hearing Officer(s) to inform the outcome of a disciplinary proceeding.

5.3 Procedural Standards and Rules

5.3.1 Appeals

See 8. Appeal Process.

5.3.2 Attorneys

Students may retain legal counsel for advice outside of these procedures; however, attorneys may not participate in any aspect of these procedures. Attorneys may not serve as a student's advisor under these procedures.

5.3.3 Disqualification and Exclusion

Any member of a hearing body who believes that they are prejudiced by association with the case, the participants, or by information or belief will disqualify themselves from hearing the case. A respondent or complainant may request, in writing, that a member of a hearing body be disqualified

from hearing a case. The request will be made to the Case Administrator by 9:00 AM no more than two (2) days after receiving the charge letter and will include an explanation as to why the member is unable to render an impartial decision in the case. The Case Administrator will determine whether to grant or deny the request for disqualification.

5.3.4 Multiple Students

Cases in which more than one student is charged with violating the Code and which depend on common facts or a set of evidence may either be considered jointly in a single proceeding with the consent of all parties or be assigned to separate, individual proceedings as determined by the Director.

5.3.5 Official Communication

All communication made to parties and witnesses will be made to their official University-issued brown.edu email address and/or an email address designated in University records by the party or witness. A party or witness is deemed to be on notice of the communication on the date said communication was sent. Failure to acknowledge or respond to any communication will not delay the processes described herein. Parties who fail to respond to a communication or notice will continue to receive notices prescribed in these procedures but may not receive an extended time to respond to or comply with the request or information provided in the notice. Failure to acknowledge or respond to any communication is not grounds for appeal of the outcome of any process described in these procedures.

5.3.6 Standard of Evidence

In determining whether or not an offense has been committed, the decision maker(s) will base determinations on the standard of preponderance of the evidence (more likely than not).

5.3.7 Statements of Impact and Mitigation

A person making a complaint shall have the right to submit an impact statement to the Administrative Reviewer or Hearing Officer(s) to be considered after a finding of responsibility but prior to a determination of outcome(s). A respondent in a higher-level proceeding may submit a statement of mitigation. Impact and mitigation statements shall not be considered as evidence that the incident in question was in fact committed, and shall not be the basis for examination in any proceeding. However, the Administrative Reviewer or Hearing Officer(s) may consider the impact and mitigation statements in making a determination as to the appropriate outcome to be imposed upon a finding that the Code has been violated.

5.3.8 Timing and Deadlines

“Days” in these procedures refer to business days, not weekends or University holidays. Any requirement in these procedures must be completed by 3:00 PM on the day specified, unless otherwise noted in writing. A hearing or deliberations may be conducted on a Saturday, Sunday, or University holiday, if necessary.

5.4 Special Circumstances and Safety Actions

5.4.1 Amnesty for Personal Ingestion of Alcohol or Other Drugs

Brown University generally will offer amnesty to a reporting student, whether as a complainant or a witness, for the personal ingestion of alcohol or other drugs in violation of the Code. Please refer to the Student Alcohol and Other Drug Policy for more information.

5.4.2 Criminal/Civil Charges

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

5.4.3 Emergency Separation

Emergency separation may be used for matters in which a student poses a risk to the immediate safety or well-being of themselves or the University community, or participates in actions that create a substantial disruption of University functions. The President, the Vice President for Campus Life, and the Dean of Students or their designees have the authority to impose an emergency separation including any additional conditions deemed necessary.

5.4.4 Interim Measures

The University may authorize interim measures prior to and following the resolution of a matter under these Procedures. Such measures may include, but are not limited to, no contact orders, housing relocation, change in housing permissions, as well as restrictions on campus, including participation in activities. Interim measures may be modified as deemed appropriate as a matter proceeds to resolution.

5.4.5 Students on Leave of Absence

University disciplinary proceedings may be initiated in cases where a student charged with violations of the Code takes a leave from the University. In cases where a student takes a medical leave, the Director may pause the case in order to allow the student time to address their medical needs before proceeding with the case.

5.5 Support and Advocacy

5.5.1 Advisors

Students or student groups are entitled to have an advisor during Investigative Reviews and higher-level hearings. Advisors must be faculty or staff members of the University but may not be attorneys. Advisors may accompany students to any meeting or proceeding outlined in the Student Conduct Procedures.

5.5.2 Graduate Labor Organization

Graduate students who are members of the graduate student union bargaining unit may request that a union representative be present as an advisor at an Administrative Review Meeting. Requests may be made by completing this Request for Union Representative at Conduct Meeting form and must be submitted 1 business day before the meeting. Requests will be approved if they meet the following requirements:

a. Status
   i. The student is in a semester-length appointment as a Research Assistant, Teaching Assistant, or Proctor; AND
   ii. The meeting is related to the employment relationship between the University and the graduate student employee for said position.

AND

b. Timing
   i. The alleged incident occurred during a semester when the student was a member of the union; OR
   ii. The meeting takes place during a semester when the student is a member of the union.

6. Student Conduct Board and Administrative Hearing Procedures

6.1 SCB Membership

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

6.2 Hearing Panels

Each panel will consist of three members - one must be a student, while the other two panel members may be deans, administrators, or members of the faculty. In general, the status of the student on the board (undergraduate, graduate, or medical) will correspond with that of the respondent(s).

6.3 Administrative Hearing Officer Membership

Administrative Hearing Officers may be drawn from across the campus community so long as they are University faculty or staff members.

6.4 Case Administrator

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

6.5 Chair

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

6.6 Notice

At least five (5) days before the hearing, the Case Administrator will provide the respondent(s) and complainant(s), if applicable, with written notification of the charges, the time and place of the hearing, and a copy of the case materials.

6.7 Expedited Hearing(s)

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

6.8 Requests for Witnesses

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

be admitted to the hearing. The Case Administrator will also notify the parties of any other witnesses who have been called to appear at the hearing. The Case Administrator will make all decisions about witnesses appearing at the hearing.

6.9 Hearing Outline

Administrative and Student Conduct Board Hearings proceed as follows:

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

6.10 Deliberations

Following the closing statements, the Hearing Officer(s) adjourns into closed session to determine if the respondent(s) is responsible for violation(s) of the Code. Decision(s) of the Student Conduct Board will be made by majority vote. Student Conduct Board and Administrative Hearing decisions will be forwarded to the Director.

6.11 Outcomes

If the respondent is found responsible for any of the charges, the Chair will forward the decision to the Director who will determine the community status outcomes up to expulsion from the University and any terms (see 7. Outcomes). Prior to the determination of an outcome, the Chair will inform the Director of any prior disciplinary findings against the respondent and present them with statements of impact and mitigation.

6.12 Decision Notification

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

6.13 Appeals

Please see 8. Appeal Process.

7. Outcomes

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

7.1 Community Status

Violations of the Code may result in one or more community statuses. When determining whether a community status is appropriate, the Administrative Reviewer or Director will consider the nature of the incident and its context as well as any prior disciplinary findings. Violation of any community status or

terms will warrant a review by the Director and may result in forwarding the matter to the Student Conduct Board or an Administrative Hearing.

7.1.1 Probation

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

7.1.2 Voluntary Leave of Absence

Voluntary Leave of Absence is an agreed to separation from the University for a designated period of time, after which the student may petition the Director for re-enrollment to the University. The petition must demonstrate that the student has satisfied any terms assigned with the Voluntary Leave of Absence. A student on a Voluntary Leave of Absence is prohibited from participating in any University activity or program. Voluntary Leaves of Absence result in an entry on the internal academic record and official academic transcript maintained by the Registrar. A student can request a modification of the notation on the academic transcript through the Petition to Modify Transcript Entries process.

7.1.3 Suspension

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

7.1.4 Expulsion

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

7.2 Written Warning

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

7.3 Terms and Restrictions

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

Additionally, in cases where there is a community status assigned, the Administrative Reviewer or Director may impose university restrictions. Examples of university restrictions include, but are not limited to, transcript remark, removal from or reassignment of housing, denial of off-campus permission,

restriction from representing the University for a period of time, restriction from student leadership positions, and/or limitation of access to University-sanctioned events.

8. Appeal Process

8.1 Right to Appeal and Deadlines

Within five (5) days of notification of any non-restorative proceeding outcome, the respondent(s) may appeal, in writing, the decisions in the case, setting out the reason(s) for the appeal. If the case involves charges under *3.4.10 Harassment* or *3.4.11 Harm to Person(s)*, the Complainant will also have the right to appeal. Written requests for appeals submitted by one party will be shared with the other party. Each party may respond in writing to any appeal submitted by the other party. Written responses to an appeal must be submitted within three (3) days following delivery of the notice of the written appeal.

8.2 Grounds for Appeal

Appeals will be considered only when: (1) there is relevant new evidence that was not reasonably available to be presented to the original Administrative Reviewer or Hearing Officer(s) and that would have changed the decision by the original decision maker(s); (2) when a substantial procedural error by the University, Administrative Reviewer, or Hearing Officer(s) is demonstrated and such error is sufficient enough that it would have affected the decision of the original decision maker(s); or (3) the determination of responsibility or the outcome is contrary to the weight of the evidence or disproportionate to the violation.

8.3 Procedures

The appeal officer will review the submitted appeal(s) along with the case documents. They may also request to hear the recording, if applicable. In determining the merits of the appeal, the appeal officer may also speak to the Case Administrator, the Investigator, the Director of the Office of Student Conduct & Community Standards, the parties, or the original decision maker(s), depending on the basis of the appeal.

8.4 Authority of the Appeal Officer

If it is determined that the appeal has merit, the appeal officer may: modify the findings, community status, or terms, remand the matter to the original decision maker with instructions regarding the nature and extent of what is to be considered; or remand the matter to another appropriate decision maker with instructions regarding the nature and extent of what is to be considered.

If the matter is remanded, the parties will have the same appeal rights as with the original review.

8.5 Appeal Review

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

8.6 Power of Review in the President

After the appeal process has concluded, the President may review at their own initiative outcomes pertaining to charges under the Code of Student Conduct. The President has the authority to affirm, reverse, or modify the outcome, including the findings and any community status and/or accompanying terms. If the President decides to review the case, notification will be sent to the respondent(s), the complainant(s), the Dean of Students, and the Director of the Office of Student Conduct and Community Standards of the intent to review. The President will notify the respondent and the complainant, as permitted by applicable law, of the final determination. There will be no appeal from a decision rendered by the President.

9. Reporting and Record Retention

9.1 Reporting

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

Information about any violations and their resulting outcomes will only be reported[4] if a community status of Probation or above was assigned and any of the following is true:

A. the Community Status is active;
B. Terms assigned with the Community Status are incomplete;
C. there is a Term assigned that requires continued reporting; or
D. the Community Status is noted on the student's academic transcript (i.e., suspension and expulsion).

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

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

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

9.2 Petition to Modify Transcript Entries

When a student who has been suspended or has a required or voluntary leave of absence per Campus Life petitions to re-enroll or at any time after they have been approved to re-enroll, they may also petition to have the transcript entry of "Suspended for Disciplinary Reasons", "Required Leave of Absence per Campus Life", or "Voluntary Leave of Absence per Campus Life", modified to "Not Enrolled". The Director will review the petition, case file, current standing, and any other relevant information and determine whether to modify the transcript entry to "Not Enrolled." No modifications will be made to the transcript entry until a student has completed their term of suspension or leave of absence and been approved for re-enrollment.

Petitions to modify a transcript entry will only apply to cases resolved by the Office of Student Conduct & Community Standards. Petitions will not be considered for any cases where there was a finding of responsibility for charges involving (1) sexual assault, sexual or gender-based harassment, dating violence, domestic violence, stalking, or any other form of sexual misconduct, or (2) discrimination, harassment, or retaliation based on a protected class.

9.3 Record Retention

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

[4]Please note that disclosure requirements may vary depending on the specific language used in a conduct history inquiry. As a result, conduct outcomes may need to be reported regardless of the assigned community status. Students should always provide complete and honest information when responding to conduct history questions.