

CHAPTER FSU-3 STUDENT LIFE

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FSU-3.001 Student Governance.

(1) The Vice President for Student Affairs is the designated representative of the University President in matters pertaining to student life and governance.

(2) A Student Government Association shall be organized and maintained to represent the student body. All officers of the Student Government Association shall be enrolled at the Florida State University for a minimum of six credit hours and be in good standing. The Student Government Association shall establish and maintain a Student Body Constitution and implementing statutes to facilitate organizational integrity and cohesive administration.

(3) Legislation of the Student Government Association shall be subject to the approval of the Vice President for Student Affairs prior to implementation.

Specific Authority BOG Regulation 1.001(3)(j) Law Implemented 1004.26, 1009.24(10) FS. History– New 9-30-75, Amended 12-26-85, Formerly 6C2-3.01.

FSU-3.0015 Student Organizations and Activities

(1) Recognized student organizations are defined as organizations that have been approved by the Student Activities Center, as designee of the Vice President for Student Affairs, to function at Florida State University. Recognition does not constitute university endorsement, support, or concurrence.

(2) Each recognized student organization's purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules and regulations of the Board of Governors, the Florida State University Board of Trustees, Florida State University, and the Florida State University Student Conduct Code, and the purposes set forth in the Student Body Constitution, and the constitution of the student organization. The student organization and its officers are responsible and accountable for all actions of the organization. Any violation of law, Board of Governors' rules and regulations, Florida State University Board of Trustees rules and regulations, or Florida State University rules shall be considered as offenses committed by the organization. Its officers or members shall be subject to action pursuant to the provisions of the Florida State University Student Conduct Code. Any violation by a student organization shall render the organization's recognition subject to review and possible revocation. Benefits of recognition include but are not limited to, use of university name and facilities, eligibility for activity and service fee funding, and participation in university events.

(3) All students shall be free to join recognized student organizations.

(a) Recognized student organizations shall be limited to currently enrolled FSU students. Faculty and staff of Florida State University shall be free to participate in a manner that is consistent with the constitution and bylaws of the organization.

(b) Non-FSU students who are enrolled in joint FSU programs or participate in partnership programs approved by the University Registrar shall be eligible for limited membership in recognized student organizations and shall be free to participate in a manner that is consistent with university policies and the constitution and bylaws of the organization.

(4) Student organizations may be officially recognized when the student organization has met appropriate requirements as outlined by the Vice President for Student Affairs or designee.

(5) The Vice President for Student Affairs or designee may place other limitations on the continued recognition of student organizations.

(6) Recognized student organizations are required to have a primary advisor who is a full-time faculty or staff member of the University.

(7) All recognized student organizations shall be allowed to meet on campus and to use appropriate available university facilities.

(8) Recognized student organizations that are eligible for funding under the criteria set forth by the Student Government Association may apply to the Student Government Association for activity and service fee funds.

(9) Each recognized student organization shall re-register no later than the deadline set forth by the Student Activities Center in the fall semester of each year and shall concurrently provide the University with any changes in its constitution and officers.

(10) In order to hold an elected or appointed student office in a recognized student organization or the Student Government Association, a student must:

(a) Be registered for the minimum number of credit hours for the fall, spring, and summer terms as specified by the Student Activities Center for undergraduate and graduate students unless a greater enrollment is required by the organization;

(b) Be in good academic standing (maintain a 2.0 for undergraduate students and 3.0 for graduate students), and be free of academic probation;

(c) Be free of any obligation for fees or payments to the university;

(d) Recognized student organizations have the option to set standards that exceed the above stated minimum criteria.

(11) Recognized student organizations that wish to use the university's name as part of their organization's name may do so as long as sponsorship or endorsement by the university is not implied or stated. If used, organizations are restricted to the following:

(a) The university's name may only appear at the end of the organizations name and should be followed by the statement "a Recognized Student Organization" (i.e. Student organization at Florida State University, a Recognized Student Organization)

(b) The title should follow one of these forms: (1) Florida State University; (2) FSU.

(12) Student organizations at branch campuses will be required to follow the guidelines set forth by the branch campus with which they are affiliated.

(13) Student organizations charged with offenses or any act in violation of laws, rules, regulations, policies or procedures shall have their cases heard by the appropriate person or body as designated by the Vice President for Student Affairs.

(14) The university disclaims liability for any damage or injury that may arise out of the recognition of student organizations or their use of university facilities, whether arising out of the activities of students as individuals or whether participating with or as members of a recognized student organization or any other organizational part of the Student Government Association.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005 Law Implemented 1001.74 (2) (g), 1004.26 FS Law Implemented 1004.74(2) (f) History—New 9-7-86 Amended 2-6-2006

FSU-3.003 Freedom of Expression Rights and Responsibilities

(1) Policy Statement Concerning Freedom of Speech. The right of all students and individuals to seek knowledge, debate ideas, form opinions and freely express their views is recognized, both as an individual right and an important part of the University culture. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures, including lawful imposition of time, place, and manner restrictions that are consistent with the University's mission and the intent of this regulation.

(2) Policy Statement Concerning Freedom of Assembly. The right or freedom of peaceful assembly is recognized and shall be protected. Meetings, assemblies, picketing activities, protests, and gatherings that do not disrupt the orderly functioning of the University and related activities qualify as peaceful and are therefore protected.

(3) Planned Outdoor Assemblies. Certain outdoor areas of campus may be reserved by individuals or groups or otherwise may be restricted for official University use. Groups planning outdoor assemblies should provide advance notice per applicable event permitting processes to ensure space availability and the adequate provision of security; however, lawful, spontaneous assemblies may occur provided that they are in compliance with applicable time, place, and manner restrictions, do not materially and substantially disrupt university operations or the expressive activities of other individuals or groups, and do not present a threat to the health, safety, or welfare of the university community. Individuals and groups holding reservations may receive priority over spontaneous activities. Planned use of campus areas and facilities by groups and individuals is generally governed by Regulation FSU-2.007, Use of Campus Facilities.

(4) Amplification. Public address systems and other electrical amplification equipment may be utilized for events, subject to the provisions of Regulation FSU-2.007. All such use of public address systems or other amplification equipment shall maintain a

reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

(5) Circulation of Literature (Non-Commercial). Students' right to write and distribute literature and to express thoughts and beliefs is acknowledged. Individual students, recognized student organizations, and other student groups may circulate non-commercial literature, provided it is identified by authorship and sponsorship, subject to applicable provisions of Regulation FSU-2.0131 Posting, Chalking Advertising and Active Distribution of Materials on FSU Campuses.

(6) Circulation of Literature (Commercial). Commercial solicitations are governed by Regulation FSU-2.013.

(7) Speaker Invitations; Speaker Contracts; Security.

(a) University and University related persons, groups, and organizations, as defined in Regulation FSU-2.007, may invite persons from outside the University to speak to their memberships and the public. If University facilities are to be used for holding the meeting, prior scheduling and space reservations approval shall be obtained pursuant to Regulation FSU-2.007. Speakers wishing to express all varieties of opinions and viewpoints are welcome at the University.

(b) It is the responsibility of the group extending the invitation to negotiate speaker fees, riders, and any other requests or demands from the speaker. Reasonable notice of the event shall be given to the University in order to plan and coordinate for security and safety concerns. The university may impose reasonable costs for security required for any sponsored event held on campus, based on constitutionally permissible criteria.

(8) Political Activity. The Student Government Association (Tallahassee), Student Government Council (Panama City), recognized student organizations, and other student groups may sponsor speeches, rallies, or other events by or for political candidates for federal, state or local office, subject to availability of suitable location based on size of crowd and time of speech, and subject to Regulation FSU-2.007 and applicable FSU policies on political activity.

(9) Recordings. Recordings of speeches, gatherings, rallies, or other activities at the University may be restricted by copyright protection. Additionally, despite the open nature of some gatherings, participants may still enjoy the expectation of privacy in certain conversations. Any person who records an event or conversation is expected to understand and accept the civil and criminal risks associated with the recording, and/or to take steps to reduce those risks prior to making the recording.

(10) Authority of the President, Time, Place, and Manner Restrictions, Campus Safety. The President or his or her designee retains the authority to determine whether or not activities materially and substantially disrupt the functioning of the university or infringe upon the rights of other individuals or organizations to engage in expressive activities, as provided in section 1004.097, F.S., and more specifically as follows:

(a) If the President has reasonable grounds to believe that a planned speech, demonstration, or other event is likely to draw a large number of persons who are not Florida State University students, faculty, or staff; obstruct ingress or egress to or from University classrooms or other facilities or travel across campus; or interfere with the ability of students or faculty to study and enjoy a secure and peaceful academic atmosphere, the President is authorized to designate an area on University property, or secure an area off University property, that would mitigate such effects and is reasonably accessible to University students and faculty, and to limit the event to such location. Nothing in this section is intended to, nor shall be read to, imply an obligation on the part of the President or the University to secure or rent property for any speech, demonstration, or event, nor is it intended to indicate that any and all speeches, demonstrations, or events can be accommodated.

(b) If the President has reasonable grounds to believe that any event presents an imminent threat to the health, safety, and welfare of campus, the President may cancel the event provided that the threat cannot be mitigated using reasonable alternative means.

(c) No person, while participating in any demonstration, rally, picket line, or other public assembly shall carry or possess any of the following:

1. Signs exceeding the size restriction of 24" by 36". Only signs constructed of foam,

cardboard, or paper shall be permitted to be carried. Signs may be mounted on sticks or posts provided that the sticks or posts are constructed of wood, foam, or plastic and their dimensions do not exceed one-half inch in diameter (if round in shape) or one-fourth inch thick by two inches wide (if rectangular in shape).

2. Mace or pepper spray.

3. Bats or other club-like objects.

4. Face shields or gas masks.

5. Other masks or disguises that are worn with the intent of threatening the safety of others or of evading or escaping discovery, recognition, or identification in the commission of violations of University regulations or policies, or other applicable laws or ordinances.

6. Flammable liquids.

7. Torches or other open flames, except as authorized by University officials.

8. Wagons, carts, or ladders, except as authorized by University officials, or other items that could be used to barricade or to push or manipulate crowds.

9. Any other items reasonably determined by the President to be a public safety hazard.

Specific Authority BOG Regulations 1.001(3) (j), (7) (g). History–New 9-30-75, Formerly 6C2R-3.03, Amended 7-28-86, 6-17-2009, 3-8-2013, 2-22-2017, 1-18-2018, 8-4-2018

FSU-3.004 Student Conduct Code

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INTRODUCTION

The Student Conduct Code (further referred to as "Code") emphasizes Florida State University's (further referred to as "University") commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the tenets of the Seminole Creed and efforts to promote civility at the University, as students balance their pursuit of excellence and exploration with consideration to the impact of behavior on themselves and others.

The Student Conduct Authority at the University embraces the University's commitment to an educational experience that provides students with an understanding of the complex moral issues inherent in human life and develops the knowledge and skills for effective and responsible participation in the world. The Code reemphasizes the dignity and worth of each person and substantiates the need for an inclusive environment to support the betterment of all persons associated with the University. "The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties" (General Bulletin, Florida State University, 2016).

The University fully recognizes and values the right of all students and individuals to seek knowledge, debate ideas, form opinions, and freely express views in accordance with the expectations set forth in this Code. The University supports the principles of free speech and civil discourse outlined in the Board of Governors' "Statement of Free Expression" ("Statement of Free Expression", Florida Board of Governors, 2019). This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress (for more information, see the University's Freedom of Expression Rights and Responsibilities regulation). Additional expectations for student organizations are outlined in the Student Organization Conduct Code and other University rules, regulations, and/or policies.

The student conduct process is designed to be educational in nature and promotes the University's mission. Being a member of the University community is a privilege, and the conduct process will determine if a student's conduct warrants modification of or restriction upon that privilege.

I. DEFINITIONS

Terms specific to conduct prohibited by the Sex Discrimination and Sexual Misconduct Policy (FSU Policy 2-2 supplemented by 2-2a relating to Title IX specific requirements, also referenced as Title IX Compliance Policy) are defined in Appendix D of 2-2: Definitions and accessible at <https://regulations.fsu.edu/policies/office-president>

- A. **Advisor** - Any one person, who ~~which~~ may also be an advocate or legal representative, chosen by a respondent, complainant, or witness to provide guidance throughout the student conduct process, and who may be permitted to participate fully during a disciplinary proceeding. Individuals are highly encouraged to select an advisor with reasonable availability. The advisor serves at the individual's own expense and may present at any proceeding. An involved party may permit their advisor to directly participate in all aspects of a proceeding, including the presentation of relevant information and questioning of witnesses.
- B. **Allegation** - An assertion that someone has engaged in behavior that may be a violation of the Student Conduct Code.
- C. **Administrative Measure** - Actions taken by the University to address or remedy a behavior separate and apart from a Conduct outcome. Actions include but are not limited to holds on student accounts, No Contact Orders, and additional non conduct University Directives.
- D. **Administrative Panel** - A group of students in addition to faculty or staff selected and trained by Student Conduct and Community Standards who serve as a hearing body with responsibility for adjudicating student conduct cases. Students shall comprise at least one-half of the membership.
- E. **Consent** - Consent to sexual activity must be: knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act.

- I. Consent to one type of sexual activity does not imply consent to other types of sexual activity. There must be consent at every stage of the sexual encounter
- II. Past consent to sexual activity does not imply consent to future sexual activity.
- III. Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions. Meaning any indication of unwillingness, including but not limited to the following, terminates consent.
 - a. Any verbalization of no, stop, don't; I do not want, I am not sure, that hurts, etc.
 - b. Ceasing participation in sexual activity (e.g. freezing, or not actively engaging), pulling away, pushing someone away, removing someone's touch from a specific area, blocking someone from touching a specific area, etc.
- IV. Individuals who are not of legal age, are incapacitated, or are forced cannot give consent to sex (no matter what they say or do); see definition of incapacitation.
- V. Consent cannot be obtained by force. Force includes the use of coercion, intimidation, physical violence, and/or threats.
 - a. Coercion. Using an unreasonable amount of pressure, including alcohol or drugs, to have sexual contact with someone. Coercion is more than an effort to persuade, entice, or attract another person to have sexual contact. When a person makes clear a decision not to participate in a particular sexual activity, continued pressure can be coercive. In evaluating whether coercion was used, the University will consider frequency of the application; intensity; duration of the pressure and the degree of isolation imposed upon the individual being pressured.
 - b. Intimidation. An implied threat that menaces or causes reasonable fear in another person. A person's size alone does not constitute intimidation; however, it may be a contributing factor (e.g., blocking access to an exit.)
 - c. Physical violence. Use of physical violence and/or imposing on someone physically to control and engage in sexual contact or intercourse. Physical violence includes but is not limited to hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

- d. **Threats.** Words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.

- F. **Incapacitation** - A state where a person cannot make knowing, intelligent, unambiguous, and voluntary decisions and therefore cannot give consent (e.g. cannot understand the who, what, when, where, why, or how of the sexual interaction). An individual can be incapacitated by voluntary or involuntary use of drugs (legal, illegal, or prescription) or alcohol, illness, mental impairment/disability, or by a state of being asleep or unconscious.
 - I. Incapacitation is a state beyond drunkenness or intoxication. The impact of drug and alcohol use varies from person to person. Whether an individual was incapacitated by substance use will be assessed by the totality of the information. Relevant factors include but are not limited to: stumbling or otherwise exhibited loss of equilibrium; slurred speech or word confusion; combativeness or emotional volatility; vomiting; incontinence; being disoriented or confused as to time, place, etc.; and/or loss of consciousness. In matters of accountability/culpability, the University will consider whether a Respondent knew or should have known that the Complainant was incapacitated. However, the use of drugs or alcohol by the person initiating the sexual activity is not an excuse for failing to obtain consent.

 - II. **Legal age.** The legal age of consent in Florida is 18; however, this Policy recognizes exceptions as defined by section 794.05, Florida Statutes. Legal age of consent may differ in various jurisdictions.

- G. **Day** - Any weekday Monday through Friday in which the University is in operation. This includes days when the University is in operation, but classes are not in session.

- H. **Hearing** - Any informal or formal disciplinary proceeding, conducted by a hearing body in accordance with the Code, following which determinations on responsibility and/or outcomes are made with regard to alleged Code violations and outcomes are assigned as appropriate. Alternative resolutions, restorative resolutions, information sessions, investigation meetings, or other meetings conducted by the University are not considered to be a disciplinary proceeding.

- I. **Hearing Body** - Any person or persons authorized by the Code to conduct hearings, to make a finding of whether a student has violated the Code and recommend or assign outcomes as appropriate.
- J. **On-Campus** - All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets, sidewalks, and parking lots. See also the definition of "University" below.
- K. **Policy** – The written statements governing the University as found in, but not limited to, the State of Florida Board of Governors regulations, the University's Board of Trustees regulations, policies adopted by the President or Vice Presidents, the Student Conduct Code, the Undergraduate General Bulletin, the Graduate General Bulletin, the Student Policy Handbook, the Registration Guide, the University Housing Guide to Residence Living, the Anti-Sexual Misconduct Policy, the Title IX Compliance Policy, and other written requirements of departments, organizations, and clubs.
- L. **Preponderance of the Information** - The standard of evidence upon which a determination of "responsible" or "not responsible" is made and is used in adjudicating all hearings under this Code. It means that the information, as a whole, demonstrates it is more likely than not that the fact sought to be proved is true. The individual bearing the burden of proof must present evidence/information which is more credible and convincing than that presented by the other individual or which shows that the fact to be proven is more probable than not.
- M. **Complainant** - Any individual who is alleged to be the victim of conduct that could constitute one or more violation(s) of the Code. The complainant is the individual who is affected and files a report or formal complaint or on whose behalf a report or formal complaint is filed.
- N. **Non-Sexual Consent** - As related to alleged violations of the Code that do not involve sex discrimination or sexual misconduct, consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed upon behavior or activity.
- O. **Respondent** - A student who has been reported to be the perpetrator of conduct that could constitute one or more violation(s) of the Code.
- P. **Report** - Information submitted to a Student Conduct Authority alleging conduct that could constitute one or more violation(s) of the Code.

- Q. **Formal Complaint** - Information from a complainant or a University official alleging conduct that could constitute one or more violation(s) of the Code by a respondent.
- R. **Student** - Any individual meeting one or more of the criteria below. The term applies to all campuses, sites, locations and delivery methods of credit-bearing course offerings.
- I. Admitted. Any person, regardless of academic career, who is admitted to the University and is present on campus for the purpose of participating in any University program, course, or activity leading to enrollment, including but not limited to orientation, graduate student orientation, teaching assistant orientation, or workshops.
- II. Enrolled. Enrolled in any credit-bearing course or program offered by Florida State University at the time any alleged violation(s) occurred.
- III. Active student. Any person who has been enrolled at the University and continues to be associated with the University in order to complete the course or program in which the student was enrolled. "Active" status is determined by academic policy and is enforced by the Registrar's Office. This can include periods of non-enrollment during which the student is still eligible to enroll in classes. The term also includes any student who has been issued an Interim Health and Safety Action (IHSA) pending the outcome of a student conduct proceeding.
- IV. Dual enrollment. Any student enrolled in a credit-bearing course on a dual-enrollment basis. Jurisdiction over a dual-enrollment student's conduct will be determined in consultation with appropriate officials at the student's home institution.
- S. **Student Conduct Authority** - An individual or administrative unit whose administrative duties include the administration of the student conduct process, including formal or informal action. Please see the section on "Authority" for more information. This definition includes, but is not limited to, the Office of the Vice President for Student Affairs, the Department of Student Conduct and Community Standards, University Housing, and International Programs or their successors.

- T. **University** - Florida State University, each of the programs and activities under its control, and all property owned, leased, used, or controlled by the University, including all branch campuses, study centers, facilities, and University International Programs' locations and property.
- U. **University Community** - Any person who is a student, faculty member, University official, visitor, contractor, volunteer, representative of the University, or any person employed by the University.
- V. **University Official** - Any person assigned to engage in teaching, research, administrative, professional, or other responsibilities while acting within the scope of their employment, appointment, or volunteer role with the University.
- W. **Student Conduct Board** - A group of currently enrolled students in good conduct standing selected and trained by the Department of Student Conduct and Community Standards to adjudicate student conduct cases as a hearing body excluding cases of alleged violations of the Anti-Sexual Misconduct policy (2-2) or Title IX Compliance Policy (2-2a) and cases that may result in a respondent's separation from the University.
- X. **Single Hearing Administrator** - Any University Official designated and trained by Student Conduct Authority to facilitate meetings or information sessions and administer alternative resolutions, or to serve as the hearing body for informal or formal hearings.
- Y. **Residential Conduct Board** - A group of currently enrolled students in good conduct standing who each reside in University Housing and are selected and trained by University Housing to adjudicate student conduct cases for students residing in University Housing, excluding cases of alleged violations of the Anti-Sexual Misconduct policy (2-2) or Title IX Compliance Policy (2-2a) and cases that may result in a respondent's separation from the University.
- Z. **Student Organization** - An organization that has been approved by the Student Activities, as designee of the Vice President for Student Affairs, to function at the University. Further stipulations regarding recognition are outlined in FSU-3.0015 Student Organizations and Activities. For purposes of the Code, the term "student organization" also refers to a student group which is defined as any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. This includes, but is not limited to, student organizations that are no longer recognized by the University and/or (inter)national organization.

- AA. **Law Enforcement Statement** - A sworn statement or report by a duly authorized law enforcement officer that may be relied upon by a hearing body in a student conduct proceeding.
- BB. **University Official Report** - A narrative or document prepared by a University employee in the course of their employment that provides information about an incident. Examples include, but are not limited to, Office of Title IX investigation reports and University Housing Incident Reports.
- CC. **Witness Statement** - A narrative or document that is not part of a law enforcement statement or university official report and that is prepared and submitted as a part of the reporting of an incident or in lieu of a witness's live appearance at a conduct proceeding, which provides the information that the witness has regarding an alleged violation of the Code.
- DD. **Informal Resolution** - The process by which a student may accept responsibility and outcomes for an alleged violation of the Student Conduct Code. This resolution is noted as a finding of responsibility and results in a student conduct record for the respondent.
- EE. **Notice** - Notice is considered given to a student when it is sent to the student's official University email address, is hand-delivered to the student or current residence, or upon the University's receipt of a certified mail return receipt when communication is sent to the local address on file with the Office of the University Registrar or to the permanent address on file if a local address has not been provided.
- FF. **University Program or Activity** - Locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the conduct occurs, and also includes any building owned or controlled by a student organization that is recognized by the University. A program or activity may include events, programs, and circumstances that occur in person, on a virtual platform, or via electronic communication or publication including but not limited to phone, email, text, or social media.

II. AUTHORITY

- A. Authority for student conduct ultimately rests with the Florida State University Board of Trustees which has delegated such authority to the President of Florida State University (hereinafter "President"). The Board further assigns authority through this Code, a Board

Regulation. The President has delegated direct authority to the Vice President for Student Affairs (hereinafter "Vice President"). The Vice President delegates this authority to the Dean of Students and to the Executive Director of University Housing. Under the direction of the Dean of Students and the Executive Director of University Housing, the Associate Dean(s) of Students/Director of the Office of Student Conduct and Community Standards, the Assistant Dean(s) of Students, directors/program leaders of International Programs, and appropriate University Housing staff are responsible for implementing the student conduct system. Implementation includes, but is not limited to, selection and training of hearing bodies.

- B. The President, Vice President, Dean of Students, Executive Director of University Housing or their designees, or directors/program leaders in International Programs or their designees may take direct jurisdiction of any case when it is determined by the immediate circumstances that taking direct jurisdiction is in the best interest of the University.
- C. The President, Vice President, and Dean of Students or designee have the authority to designate individuals internal or external to the University as advisors or hearing or appellate officers, when appropriate.
- D. All hearing bodies have the authority to consult with other appropriate University officials in order to effectively resolve a student conduct case.
- E. The initial decision or recommendation of a hearing body is considered a hearing decision. If a hearing decision is not appealed as provided within the Code, the hearing decision becomes final agency action.
- F. The authority of appellate officers is further enumerated in the Code section on "Appeal Procedures." Appellate decisions are considered recommendations to the Vice President or designee and become final agency action upon approval by the Vice President or designee.
- G. Any reference in the Code to the role or responsibilities of a specific University official may be delegated by the University official to an appropriate designee.

III. SCOPE

Florida State University may address the alleged misconduct of any student as specified in the "Violations" section of this Code pursuant to the following:

- A. In any proceeding to determine whether a student has violated the Code, the University will apply the substantive Code provisions defining conduct violations that are in effect on the date the alleged conduct occurred. The University will apply the procedural standards, outlined in section VIII. "Procedural Standards", that are in effect at the time the student is provided notice of the specific allegation(s) of code, regulation, or other policy violations, regardless of the date of the alleged violation.
- B. The Code will apply to student conduct that occurs on University premises, at University-sponsored activities and off-campus as determined by the Student Conduct Authority. Factors that will be considered when determining whether to address off campus conduct include, but are not limited to, whether the incident is documented by a verifiable source, adversely affects the University community, occurs at a University program or activity, or endangers the health or safety of a student or others.
- C. The Code applies to the University as defined in this Code. Non-substantive procedural modifications that reflect the particular circumstances of each campus or international program are permitted as approved by the Student Conduct Authority.
- D. The Code includes procedural standards that apply specifically to the resolution of violations of the Student Conduct Code that are not encompassed under Sexual Harassment as defined in, or that fall outside of the jurisdiction of the Title IX Compliance Policy. The University reserves the authority to determine what level of procedural standards will apply to a report or formal complaint and whether application of the appropriate procedural standards should change based on new or evolving information regarding a specific case. The University may, in its discretion, address conduct that has been dismissed during or as a result of the Title IX investigation process if the conduct or circumstances fall outside of the jurisdiction of the Title IX Compliance Policy but would fall within the other jurisdictions and provisions of the Code.
- E. Student conduct proceedings may be initiated for alleged conduct that potentially violates both law and University policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, concurrently with, or following civil or criminal proceedings at the discretion of the Student Conduct Authority. Determinations made or outcomes imposed will not be subject to change because criminal charges or civil complaints arising out of the same facts giving rise to violation of University policy were dismissed, reduced, or resolved in favor of the respondent.
- F. The University may adopt the finding of fact in a criminal or civil proceeding with a similar or higher standard of proof and conduct an outcomes-only proceeding if appropriate.

- G. The University has up to 180 calendar days to resolve an alleged violation(s) of the Code with a respondent upon receipt of a report of a possible violation that includes enough substantive information to conduct an investigation by the Student Conduct Authority or upon receipt of an investigation report from the Office of Title IX . However, the University has discretion to extend this time period if deemed necessary to perform a thorough investigation, preserve fundamental due process, or due to other extraordinary circumstances.
- H. The University may restrict a student's contact with specified individuals when determined appropriate based on the facts or information and circumstances of each unique incident. The Student Conduct Authority can administratively issue such a restriction to any individuals involved in a conflict or incident, regardless of whether a determination of alleged violations has been made. Such restrictions are valid and enforceable only with respect to individuals who are students at the University.
- I. The University may determine what University personnel have an educational need-to- know regarding the status and/or outcome of conduct processes and to provide notice to relevant University personnel as determined by the Student Conduct Authority.

IV. AMNESTY

- A. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of misconduct. Therefore, in order to remove potential barriers to reporting, the Student Conduct Authority, may in its discretion, not charge a complainant with a violation for conduct originating from the same incident if reported by that student in good faith to a University official, or otherwise discovered in investigation
- B. The University's highest priority is the physical and mental health and safety of students and members of the University community. Therefore, no student seeking assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency from alcohol or other drugs will be charged with violation of the alcohol, controlled substances, and illegal drug or hazing provisions of the Code if:
 - 1. The student calls local or University law enforcement or medical assistance;
 - 2. The student cooperates fully with University, law enforcement, and medical personnel as applicable; and

3. The student remains at the scene with the person in need until assistance has arrived.
- C. The University recognizes that during times of a public health emergency as declared by local, state, or national authorities the priority of gathering information regarding contact and exposure to contagion may be greater than resolution of a violation of the Student Conduct Code. Therefore, the University has discretion over whether a student will be charged with a violation of the Student Conduct Code if information is a result of providing important contact tracing information to University or public health officials.

V. VIOLATIONS

Each student is expected to abide by these rules of conduct and to be accountable for their behavior. Lack of familiarity with the Code is not a justification for violating any provision of this Code. Unless specifically noted, intent is not a required element to establish a Code violation. Intoxication or impairment from alcohol, drugs, or other substances is not a justification for violating any provision of this Code. These rules of conduct should be read broadly and are not designed to define prohibited acts in exhaustive terms. See section O for Title IX Compliance Policy violations.

A. Sex Discrimination and Sexual Misconduct

1. Sex/Gender-based Discrimination

- a. Disparate treatment toward a person based on sex, gender, sexual orientation, gender identity, or gender expression which adversely impacts academic, employment, or other decisions related to University programs and activities.
- b. Maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on academic or employment opportunities without a valid academic or business reason.

2. Sex/Gender-based Harassment. Conduct toward a person based on sex, gender, sexual orientation, gender identity, or gender expression that is so severe, pervasive, and objectively offensive that it creates a hostile work or educational environment for the person; and

- a. Unreasonably denies, interferes with, or limits an individual's ability to participate in or benefit from University programs, opportunities, or activities; or

b. Alters the terms, conditions, or privileges of the person's University employment.

The totality of the circumstances will be considered in determining whether conduct is harassment, including frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely offensive. These circumstances are considered from both subjective and objective viewpoints, considering not only the effect the conduct had on the person, but also the impact it likely would have had on a reasonable person in the same situation. Repeated incidents, where each would not, on its own, constitute harassment, may collectively constitute harassment. Harassment may also be found in a single severe incident, as well as a pattern of behavior.

3. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

a. Submission to such conduct is made an explicit or implicit term or condition of employment, academic status, receipt of University services, or participation in University programs or activities, or submission to or rejection of such conduct is used as a factor in, or the basis for, an academic or employment decision; or

b. The conduct is so severe, pervasive, and objectively offensive that it creates a hostile work or educational environment for the person; and

i. Unreasonably denies, interferes with, or limits an individual's ability to participate in or benefit from University programs, opportunities, or activities; or

ii. Alters the terms, conditions, or privileges of the person's University employment.

The totality of the circumstances will be considered in determining whether conduct is harassment, including frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely offensive. These circumstances are considered from both subjective and objective viewpoints, considering not only the effect the conduct actually had on the person, but also the impact it likely would have had on a reasonable person in the same situation. Repeated incidents, where each would not, on its own, constitute sexual harassment, may collectively constitute sexual harassment.

c. Sexual Harassment may also be found in a single severe incident, as well as a pattern of behavior. Examples of behavior that could constitute sexual harassment when it meets the standard set forth above include, but are not limited to:

- i. Verbal Conduct: sexual teasing, sexual jokes, sexual innuendoes, sexual remarks about a person's body or sexual attractiveness, unwelcome demands for sexual favors, continuing unwelcome sexual advances or flirting, and sexual whistling (cat-calling).
- ii. Non-Verbal Conduct: staring at someone's sexual body parts (breasts, buttocks, groin), sexual gestures, and inappropriate display of sexual graffiti, posters, pictures, cartoons, drawings, emails, texts, body parts, or objects.
- iii. Physical Conduct: unwelcome touching of another's body, not otherwise defined by Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact, such as massaging, patting, hugging, rubbing, etc.

4. Sexual Violence. Includes any sexual act performed without the consent of the Complainant (or when the Complainant is unable to give consent), whether referred to as sexual violence, rape, sexual battery, or sexual assault. For purposes of this policy, sexual violence includes:

a. Non-Consensual Sexual Contact. Any unwelcome, intentional contact of a sexual nature either under or over clothing, without consent with a person's breasts, buttocks, groin, genitals, mouth, or other intimate parts. This includes: touching of any of these intimate body parts; touching another with any of these body parts; forcing a person to touch you, or themselves, or another with any of these body parts; or any other intentional bodily contact in a sexual manner with any other body part.

b. Non-Consensual Sexual Intercourse. Any vaginal or anal penetration by a penis, tongue, finger, or object, or any mouth to genital contact, no matter how slight the penetration or contact, without consent.

5. Dating/Domestic Violence (Intimate Partner Violence). Is a single severe incident or pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner. Dating/Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes but is not limited to any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces,

threatens, hurts, injures, wounds someone, prevents an individual from doing what they wish, or forces them to behave in ways they do not want, or property damage. It can also include abuse through the use of technology.

a. Dating Violence. Violence between an individual who is or recently has been in a continuing and significant relationship of a romantic or sexual nature and the other party. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

b. Domestic Violence. Violence between family or household members. Family/household members are, or are similarly situated to, spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and person who are legal guardians of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating/Domestic Violence also includes assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal violation.

6. Stalking. Engaging in a course of conduct (i.e. more than one act) directed at a specific person which would cause a reasonable person (under similar circumstances and with similar identities to the Affected Individual), to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to, threats of harm to self, another, or property; pursuing or following; non-consensual communication by any means; unwanted gifts; trespassing; and surveillance or other related types of observation. Stalking also includes cyber-stalking through electronic means including electronic mail, social media, cell phones, text messages, other communication applications, or the internet.
7. Sexual Exploitation. Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another without their consent for their own benefit or for the benefit of anyone other than the person being exploited. Sexual exploitation includes but is not limited to:

- a. Causing or attempting to cause the incapacitation of another person for the purpose of gaining sexual advantage;
 - b. Prostituting another person (i.e., personally gaining money, privilege or power from the sexual activities of another) or sex trafficking;
 - c. Where there is a reasonable expectation of privacy, or without consent, the videotaping photographing or audio-recording of intimate, nude or sexual activity and/or distribution of these materials via media such as, but not limited to, the internet and other electronic/digital media;
 - d. Exceeding the boundaries of consent. Including but not limited to: deviation from the agreed upon sexual contact with regards to use of a birth control method/option or other medication for prevention of pregnancy and sexually transmitted disease/infection transmission; knowingly exposing another to a sexually transmitted disease/infection without their knowledge or consent; or other omissions or falsifications that would imminently endanger the health or safety of the other party.
 - e. Engaging in indecent exposure (i.e. intentionally exposing one's genitals in public, or via electronic communication) with the intention of alarming, distressing, and/or offending others.
 - f. Soliciting a minor, or creation, possession, transmission, or distribution of child pornography.
 - g. Voyeurism, such as, watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person being observed.
8. Retaliation. Any creation of a hostile environment or adverse action threatened or taken against an individual because they: make a report pursuant to this Policy; assist another person in making a report; participate in the investigation or resolution of such a report; in good faith and in a reasonable manner opposes conduct that they believe constitutes a violation of this Policy. An individual filing a good faith complaint, in and of itself is not retaliatory.
9. Complicity. Engaging in any action or behavior with the intent of aiding, facilitating, promoting, or encouraging the commission of an act of sexual misconduct.

B. Endangerment

1. Use of physical violence or unwelcome force against a person or the property of any person or group.
2. Action(s) that imminently endanger the health, or safety of another person or group.
3. Interference with the freedom of another person to move about in a lawful manner by force, threat, intimidation, or other means without consent.
4. Intentionally or negligently inserts or causes ingestion of a foreign substance into the body of another person without their consent. This includes, but is not limited to, drugs and substances not meant for human consumption.
5. Action(s) that endanger the health, safety, or well-being of an animal. This includes, but is not limited to, intentionally or unintentionally torturing or in a cruel manner killing or causing serious bodily injury to an animal; failing to provide necessary food, water, or care for an animal; unreasonably abandoning an animal in the student's custody; transporting or confining an animal in a cruel manner; causing one animal to fight with another animal; or inappropriately overworking an animal. This provision does not prohibit any activity conducted as part of an approved academic or research program within the University.

C. Harassment

1. Conduct, not of a sexual nature, including any gesture, written, verbal or physical act, or any electronic communication (includes text messages and postings on web-sites or social media), that places a person in reasonable fear of harm to their person or damage to their property, infringes upon rights of personal privacy, has the effect of substantially interfering with a reasonable person's academic performance or ability to participate in opportunities or benefits provided by the University, or has the effect of substantially interfering with the orderly operation of the University.
2. Stalking, not of a sexual nature, defined as a course of conduct (i.e. more than one act) directed at a specific individual which would cause a reasonable person to experience substantial emotional distress, or to fear for their safety or the safety of another.

D. Invasion of Privacy

1. Unauthorized intrusion upon a person's private property or communications.
2. Unauthorized appropriation and/or use of someone's identifying or personal data or documents.
3. Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent. This includes, but is not limited to, taking video or photographic images in shower /locker rooms, residence hall rooms, private bedrooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited. This section is not intended to restrict recordings of those expressive activities protected under s.1004.097, F.S. or other specific provisions of law.
4. Using electronic or other means to make an oral record of any person where there is a reasonable expectation of privacy without the person's consent. Such oral communications include, but are not limited to, recordings made using any device and any wire, oral, or electronic communication.

E. Hazing

1. Any individual action or situation, which occurs on or off University property, that intentionally, recklessly, or negligently endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any University student organization or other group whether officially recognized by the University, or the perpetuation or furtherance of a tradition or ritual of any such student organization or group. Hazing includes, but is not limited to:
 - a. brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drug, or other substance;
 - b. subjecting a person to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a reasonable person;
 - c. pressuring or coercing a person into violating local, state, federal law and/or University policy;

- d. interfering with or impeding a person's academic pursuits, employment, religious observances, or affiliation with other individuals, groups, or activities; or
 - e. otherwise infringing upon a person's personal or property rights or substantially interfering with a reasonable person's ability to participate in or benefit from the services, activities, or privileges provided by the University.
2. Soliciting another or aiding or assisting another to engage in any act of hazing as defined in this Code, or active involvement in the planning of such action.
 3. Observing or participating in any conduct defined as hazing pursuant to the Code by a member of the student organization or group who is not themselves a complainant, without reporting the incident to a University official.

Florida State University Hazing Policy, BOG 6.021, and Section 1006.63, Florida Statutes are considered part of this Code and incorporated as applicable.

F. Weapons and Dangerous Substances

1. On-campus possession or use of firearms, destructive devices, or other dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, or any dangerous chemical or biological agent. This section shall not apply to:
 - a. any law enforcement officer who is a student or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government; or
 - b. any student whose possession of a weapon as described above is approved by the FSU Police Department for a bona fide educational purpose; or
 - c. a concealed firearm or other weapon kept for lawful purposes with or without a license by persons 18 years or older within the interior of a private vehicle, provided that such a firearm is not carried on the person and provided that a firearm or other weapon must be kept securely encased; or otherwise not readily accessible for use, consistent with section 790.25(5), Florida Statutes; or

d. a student who possesses a concealed weapon or firearm license and is in possession of a stun gun or non-lethal electric weapon or device designed solely for defensive purposes and which weapon does not fire a dart or projectile as provided in Section 790.06(12) (a) 13., Florida Statutes.

e. Pepper spray/mace for the purpose of personal protection where permitted by local, state, or federal law.

2. On-campus possession or use of unauthorized knives. Bladed instruments or objects with longer than a four-inch blade are prohibited and include, but are not limited to, swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted. This also includes items that may be considered decorative in manner, such as sword-canes, ornamental daggers, and swords.

 ` a. Culinary knives used in designated areas for their intended purpose and common pocket knives with bladed of less than four inches are permitted

3. On-campus possession or use of fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to: firecrackers, skyrockets, rockets, roman candles, and cherry bombs.

4. Off-campus, unlawful, or unauthorized possession or use of firearms, explosives, or other weapons or dangerous articles or substances in violation of state or federal law.

This section is authorized by Section 790.115, Florida Statutes. In accordance with Section 790.33, Florida Statutes, nothing in this section is intended to prohibit or regulate the lawful possession of a weapon or firearm as defined in Section 790.002, Florida Statutes, except as permitted by law.

G. Fire and Safety

1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.

2. Unauthorized possession, or removal of, damage to, or tampering with fire, safety, or other emergency warning equipment.

3. Failure to evacuate a University building or facility within a reasonable amount of time after a fire alarm is sounded.

4. Setting or attempting to set any unauthorized fire or creating a safety hazard.
5. Obstructing the egress of an emergency exit or leaving exit, fire, and/or smoke doors propped open, or entering or exiting buildings through emergency-only doors or egresses during non-emergencies.
6. Presence on the roofs of University buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated as closed or where access is prohibited.
7. Unauthorized on-campus use of any remote-controlled aircraft or vehicle (i.e., drones) or failure to comply with established guidelines for authorized use of remote-controlled aircraft on or off-campus.

H. Alcohol, Tobacco, Controlled Substances, and Illegal Drugs

1. Unlawful possession, purchase or attempted purchase, misuse, or misappropriation of controlled substances, including prescription medication.
2. Possession, purchase or attempted purchase, or use of illegal drugs.
3. Actual or intended distribution, delivery, manufacture, or sale of illegal drugs or controlled substances.
4. Possession or use of drug paraphernalia.
5. Students must comply with all federal, state, and local laws pertaining to alcohol and tobacco. No person under the legal age may possess, purchase, attempt to purchase, consume, be under the influence of, distribute, sell, provide, or be provided alcoholic beverages or tobacco products.
6. Control or operation of a wheeled conveyance while under the influence of alcohol or any controlled substances or illegal drugs.
7. Disrupting the campus or off-campus community or engaging in any law or policy violation while under the influence of alcohol, controlled substances, or illegal drug.

8. Hosting by owners, residents, or others in control of the event or property where the underage consumption of alcohol, illegal use of controlled substances, or illegal drug use occurs, including in a residence hall room, residence hall common area, or off-campus personal residence or any space that is occupied by, under the control of, or reserved for the use of a student or student organization.
9. Any other violation of the University Alcohol Policy, FSU Regulation FSU-6.012.

I. Disruption and Obstruction

1. Failure to comply with the lawful order or reasonable request of an identified University official, any non-University law enforcement official, any non-University emergency responder, or any protective order.
2. Providing false or misleading information to a University official, law enforcement official, paramedics, or other medical staff. This may include allowing an advisor, advocate, or legal representative to submit false or misleading information on behalf of the student.
3. Commercial solicitation on campus without prior written approval from appropriate University officials.
4. Acts that disrupt the University student conduct process or other University investigation, adjudication, or resolution process. Examples may include but are not limited to: attempting to coerce or influence a person regarding the reporting of a student conduct violation or a person's participation in any student conduct proceeding; avoiding or impeding communication in regard to a conduct proceeding; or actively disrupting a meeting or proceeding.
5. Urination or defecation in a space not designated for such use.
6. The unauthorized sale or attempted sale of University provided resources or facilities, including but not limited to University-issued student tickets, seats in a class, etc.
7. Any disruption of normal University operations caused by a student's guest or animal.

8. Behavior which disrupts or obstructs student learning, instruction, research, administrative or other University operations or previously scheduled or reserved on-campus activities.
9. Obstruction of free flow of pedestrian or vehicular traffic.
10. Unreasonable disruption of peace, academic study, or sleep of others on or off campus.
11. Retaliation against another for making a report of conduct that may be in violation of this Code or other University policy, or for participating in an investigation, process, or hearing. Making a report that is not made in good faith may be considered retaliation. See the Title IX Compliance Policy or Anti-Sexual Misconduct Policy for prohibited conduct defined as retaliation in that policy.
12. Interfering or attempting to interfere with an individual's attempt to contact law enforcement, emergency responders, or other form of aid.

J. Falsification and Misrepresentation

1. Engaging in the falsifications or misrepresentation of identity, including but not limited to:
 - a. Possession, ownership, or use of false identification or another person's identification.
 - b. Impersonating or misrepresenting the authority to act on behalf of another individual, organization, group, or the University.
 - c. Manufacture, distribution, delivery, sale, or purchase of false identification.
 - d. Permitting another person to use any form of the student's identification.
2. Forgery, alteration, unauthorized duplication, or misuse of identification, documents, communications, event tickets, records, keys, or access codes.
3. Falsifying, or being party to the falsification of, any official identification card, record (including oral or written communication), or document. This includes providing false information in report, investigation, or University conduct resolution meeting or proceeding.

K. Property

1. Defacement, damage, or destruction of property.
2. Theft, defined as removing, relocating, or using the property or services of another person, off- campus entity, or of the University.
3. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen or obtained through unlawful means.
4. Entering or using the property or facilities of another person or entity without consent or authorization.

L. Computers

1. Unauthorized access or entry into a computer, computer system, network, database account, software, or data.
2. Unauthorized alteration of computer equipment, software, network, or data.
3. Unauthorized downloading, copying, or distribution of computer software or data.
4. Any other act that violates Florida law or the Florida State University Policies and Responsibilities for Use of Campus Computer and Network Resources.

M. Gambling

1. Engaging in or offering games of chance for money, property, goods, services, or other gain in violation of Florida law.

N. Other Violations

1. Violation of federal or state law, local ordinance, or laws of other national jurisdictions.
2. Violation of any Florida Board of Governors Regulation.

3. Aiding, abetting, furthering, conspiring, soliciting, inciting, or attempting to commit any other violation of University policy, federal law, state law, local ordinance, or laws of other national jurisdictions.
4. Violation of any other University regulation or policy as defined in “Definitions” in this Code.
5. Violation of the Academic Honor Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Honor Policy. Refer to the Academic Honor Policy for violations and descriptions.

O. Title IX Compliance Policy Violations

The alleged conduct listed below will be resolved under the jurisdiction of the Title IX Compliance Policy and applicable procedural standards if the conduct occurred within a University program or activity within the United States

Sexual Harassment. Conduct on the basis of sex that satisfies one or more of the following:

1. A student employee of the University conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity (may include sexual exploitation that also meets this definition); or
3. Sexual Assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - a. Forcible Rape. Penetration, or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant, or
 - b. Forcible Sodomy. Oral or anal sexual intercourse or attested intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity; or

c. Sexual Assault With An Object. To use or attempt to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity; or

d. Forcible Fondling. The touching or attempted touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against the person's will (non-consensually), or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity; or

e. Incest: Nonforcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by state law; or

f. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent; or

4. Dating Violence: violence, not limited to sexual or physical abuse or the threat of sexual or physical abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: i) the length of the relationship, ii) the type of relationship, and iii) the frequency of interaction between the persons involved in the relationship; or
5. Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of their jurisdiction; or
6. Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

VI. PROCEDURAL STANDARDS

A. Advisors

1. An advisor may participate in any disciplinary proceedings or speak on behalf of the respondent, complainant, or witness. Advisors will conduct themselves in compliance with Rules of Decorum. In Title IX hearings only, the advisor must conduct questioning as described in the Title IX Compliance Policy.
2. Consultation with an advisor during a meeting, proceeding or hearing must take place in a manner that is not disruptive.
3. Identity of an advisor is required to be reported to the Student Conduct Authority at least three business days prior to a meeting, proceeding, or hearing.
4. Advisors may not be individuals who serve other roles in the process as outlined in this Code (i.e. hearing administrator, witness, etc.), or if service in an advisory capacity would unreasonably conflict with the fair administration of the student conduct process as determined by the appropriate Student Conduct Authority.
5. The University is not responsible for selecting or compensating an advisor for any student navigating the student conduct process. If a student does not have access to an advisor for purposes of student conduct procedural standards, a list of trained University community members is available upon request for the student to utilize if desired. In a process falling under the Title IX Compliance Policy, if a student does not have access to an advisor for purposes of the student conduct hearing, the University will provide a University representative to serve as an advisor.
6. The availability of an advisor to attend a student conduct meeting, proceeding, or hearing will not unreasonably interfere with or delay the student conduct process. For Title IX hearing proceedings, if a student's advisor does not appear the University will assign an advisor or delay proceedings as outlined in the Title IX Compliance Policy.
7. Once a meeting, proceeding, or hearing has been scheduled it will rarely be rescheduled due to unavailability of an advisor.
8. A representative from the University's Office of the General Counsel may also be present at any meeting, proceeding, or hearing.

9. An advisor will be required to comport with the expectations and guidelines outlined in the Rules of Decorum Policy to participate in any administrative meeting, investigation meeting, alternative resolution process, or disciplinary proceeding at the University.

B. Reports

1. Anyone may file a report with the University alleging that a student has violated the Code. Any report should be submitted as soon as possible after the incident takes place, preferably within 60 calendar days. When there is significant delay, the Student Conduct Authority's ability to resolve an incident may be difficult due to access to reliable information and witnesses. Therefore, the Student Conduct Authority has discretion whether to pursue resolution of a report and will only pursue a significantly delayed report when:

- a. The behavior falls under the Anti-Sexual Misconduct Policy (2-2) or Title IX Compliance Policy (2-2a); or
- b. the conduct or respondent are deemed to pose a potential threat to the health or safety of an individual or the University community or other exceptional circumstances.

2. The Student Conduct Authority may receive reports or information pertaining to criminal or civil cases from the FSU Police Department, Tallahassee Police Department, Leon County Sheriff's Office, Division of Alcoholic Beverages and Tobacco, other law enforcement agency, or any municipal, state, or federal court.

3. Reports may be accepted through alternate reporting mechanisms at the discretion of the Student Conduct Authority including but not limited to written communication, published information, or referral from another University department.

4. For reports alleging sex discrimination or sexual misconduct, the reporting process can be found in the Anti-Sexual Misconduct Policy and/or the Title IX Compliance Policy. If a report alleges sexual misconduct and is reported via report.fsu.edu, the Student Conduct Authority will report the matter to the appropriate Office of Title IX authority, in accordance with the University's Anti-Sexual Misconduct Policy and/or Title IX Compliance Policy. The Office of Title IX will evaluate the report pursuant to the policy before it will be referred to Student Conduct and Community Standards to review for possible violations of the Code.

C. Review and Investigation

1. All reported information will be reviewed by the Student Conduct Authority to determine appropriate next steps.

2. Interim Health and Safety Actions may be issued pursuant to the Administrative Measures section of the Code.

3. Investigation

a. Upon receipt of a report, except for reports that are referred to the Office of Title IX, a prompt, thorough, and impartial investigation may be conducted by the Student Conduct Authority, other designated staff, or FSUPD if further information is required to determine appropriate resolution by the Student Conduct Authority.

b. Investigations will include a review of the submitted report, and other additional information, such as that gathered from investigation meetings with involved individuals or groups. Any involved individuals or groups will be interviewed and asked to share information they have regarding the incident including documents (text messages, emails, photos, etc.) and identification of any additional witnesses who may provide direct information regarding the incident.

c. Students may be accompanied by an advisor of their choice. Individuals are highly encouraged to participate in the process in order to allow for as thorough an investigation as possible; however, an individual may decline to participate in the investigation process.

d. At the conclusion of an investigation, the investigating office or designated staff will produce an incident/investigation report and forward to the Student Conduct Authority for determination of appropriate referral, resolution or dismissal in accordance with University policy.

4. Administrative Measures

a. Interim Health and Safety Actions. Interim actions may be initiated to protect the health or safety of individuals involved in an incident or investigation or in circumstances when a student is alleged to have engaged in conduct that poses a substantial risk to the University community or operations. IHSAs may be issued in conjunction with, or pending the outcome of, an investigative or adjudicative process of the Student Conduct Code, Student Organization Conduct Code, Anti-Sexual Misconduct policy, or Title IX Compliance Policy. For cases falling under the jurisdiction of the Title IX Compliance Policy, an interim health and safety action temporarily separating a student from the University or precluding participation in a course or courses must only be assigned when there is an immediate threat to

physical health or safety of an individual that arises out of a report or formal complaint, or other aspect of the procedures described in the Title IX Compliance Policy. Other supportive measures and remedies may be instituted as described in the Title IX Compliance Policy.

- i. Interim action(s) will be communicated in writing consistent with the notice provisions of this Code.
 - ii. Interim action(s) are temporary measures applied through the duration of an investigation and/or resolution process and do not replace a resolution process as outlined in this Code.
 - iii. A student may request a review of an interim action in writing to the Department of Student Conduct and Community Standards. The scope of the request is limited to whether the interim action(s) should remain in place, based on the information available. The respondent in an IHSA is afforded an opportunity to request a review of the allegations or information presented by the University as the basis for the Interim Health and Safety Action. The Dean of Students, or designee, will schedule a review meeting with the requesting student within three business days of receiving the written request. The requesting student may provide information including reports, witness statements, communications, or other documentation in the meeting. When applicable, a complainant may provide information to the Department of Student Conduct and Community Standards for purposes of this review. Interim actions may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Dean of Students or designee will communicate the final decision in writing within one business day of the review meeting.
 - iv. Interim Action(s) may include any actions deemed appropriate to mitigate the threat to health, safety, or welfare of the University community or individuals involved in an incident, ranging from interim suspension to restrictions on participation in university-sponsored programs or activities or presence on campus.
- b. Termination or reassignment of housing. Removal or reassignment of an individual in University housing after a specific date and for a specified period of time. If removed, the student may be restricted from entering all University residence halls. This status constitutes a disciplinary record that will remain on file with the

Student Conduct Authority in a manner consistent with University records retention policies.

- c. No contact directive/extension of existing no contact directive. A no contact directive is an official University directive that serves as notice to an individual that they must not have physical contact with or proximity to, or direct verbal, electronic, written, and/or indirect communication intentionally made through another individual for a specified period of time. This may be a new directive, extension of an existing directive, or include altered or additional parameters or instructions to an existing directive. No contact directives may only be removed prior to the specified period of time at the discretion of the Student Conduct Authority and at the written request of all involved individuals.
- d. University Directive. As an administrative measure, the University, at its discretion, may adopt the terms and conditions of a court order or other similar directive, with reasonable modification to apply to the University setting. The University Directive may be issued independently, preceding, or concurrent with the University conduct process. For the duration of the directive, an involved individual may submit documentation of any modifications issued by the originating source. The University may adjust the University Directive as new information becomes available.
 - i. An individual may request reconsideration of the University Directive. The Dean of Students, or designee, will schedule a review meeting with the requesting individual within three business days of receiving the written request. The requesting individual may provide information including reports, witness statements, communications, or other documentation in the meeting. When applicable, a complainant may provide information to the Department of Student Conduct and Community Standards for purposes of this review. The University Directive may be affirmed, modified, or lifted as a result of a requested review. The Dean of Students, or designee, will communicate the final decision in writing within one business day of the review meeting.
 - ii. University Directives issued as a result of a signed Restorative Resolution Agreement signed by all necessary parties are considered final and are not subject to any further review or appeal.

D. Notice of Alleged Violation(s)

1. Written notice given to any complainant(s) or respondent(s) will include the following:
 - a. Sufficient detail to allow the individual to prepare a response (including source of information if possible, description of the alleged behavior(s), and specific alleged Code violation(s)); and the date, time, and location of a disciplinary proceeding to address the allegations. Absent exigent circumstances, the Student Conduct Authority will notify a respondent of any alleged Code violation(s) a minimum of within seven business days before a disciplinary proceeding.
 - b. The date, time, and location of an information session, during which the complainant or respondent may review all known inculpatory or exculpatory information related to the allegation, a listing of all known witnesses who have or will provide information in a proceeding, receive instruction regarding the student conduct process and the student's rights, and discuss the type of resolution process to be utilized.
 - c. . The identity of the hearing body and a listing of all relevant known witnesses will be made available a minimum of five business days in advance of the disciplinary proceeding.
 - d. Applicable deadlines for submissions by the individuals including, but not limited to, impact statements, information, objections, and witness identification where not otherwise specified will be specified in the notice letter. The University may adjust these deadlines with written notice in a reasonable amount of time prior to the disciplinary proceeding.
2. Legal Guardians of any student under the age of eighteen at the time of the alleged violation(s) may also be notified of pending alleged violation(s).

E. Information Session

1. During the information session the complainant or respondent may view all materials related to the case, review procedural standards, and discuss available options for resolution.

2. The Student Conduct Authority will determine what resolution process is appropriate after considering the expressed preferences of any complainants and respondents, and the totality of the circumstances.

3. If a respondent elects to resolve the allegation and the Student Conduct Authority deems appropriate, the administrator conducting the information session may immediately facilitate a resolution or schedule the resolution to take place within a reasonable time. Options for resolution will be scheduled no sooner than five days after the information session unless a student waives their right for a resolution to be scheduled sooner.

4. A formal hearing process will be utilized if elected by the respondent or if determined by the Student Conduct Authority to be the appropriate resolution process based on the totality of the circumstances of the case. If selected, a single hearing administrator is the only option for a formal hearing if the incident alleges violations of the Sex Discrimination and Sexual Misconduct policy.

5. In cases involving a complainant, the administrator will gather the necessary information and conduct an appropriate resolution within a reasonable time.

6. When a respondent has two or more outstanding incidents, those incidents may be heard as a single case at the discretion of the Student Conduct Authority.

F. Resolutions

1. Alternative Resolution

- a. If deemed appropriate by the Student Conduct Authority a student may agree to resolve their student conduct process with an Alternative Resolution. Factors that the University will consider when determining whether a student is eligible for an Alternative resolution include, but are not limited to, the following:
 - i. Whether the respondent has a previous conduct record.
 - ii. Whether the respondent has previously resolved an allegation with an alternative resolution or restorative resolution.
 - iii. The number and severity of the alleged violations.

- b. In an Alternative Resolution, the respondent accepts responsibility for the behaviors and agrees to complete the assigned outcomes. Once the Alternative Resolution Agreement is signed by the respondent, it constitutes a University Directive.
- c. A respondent may be charged with a violation of the Code or have a hold placed on their account for failure to adhere to the required outcomes of an Alternative Resolution.
- d. Cases resolved through an Alternative Resolution are not categorized as a student conduct record at the University but may be referred to as an aggravating factor in assigning outcomes if a future violation occurs.

2. Restorative Resolution

- a. Participation is voluntary and both the Responsible Party and the Impacted Party must consent in writing to participate in a Restorative Resolution via the Restorative Resolution Opt-In Form.
- b. The Restorative Resolution process is used for incidents which allege behavior that violates a specific University policy.
- c. The Restorative Resolution process will not be used for incidents that allege violence against a member of a vulnerable population, the use of a dangerous weapon, or significant physical injury.
- d. The Responsible Party must acknowledge responsibility for having violated the alleged policy to participate in a Restorative Resolution.
- e. The University will not pressure or compel any party to participate in any form of Restorative Resolution.
- f. The Restorative Resolution process is not a disciplinary proceeding and therefore, a Supporting Party may not speak on behalf of the Responsible Party, Impacted Party, or Affected Party.
- g. Any party may withdraw from the Restorative Resolution process until the signing of the Restorative Resolution Agreement.
- h. In the event that any party withdraws from the Restorative Resolution or if parties are not able to reach an agreement through the Restorative Resolution

Agreement, the incident will be referred back to the Student Conduct Authority Office of Title IX, or other relevant University department based on the nature of the allegation, for further action.

- i. Information obtained through the Restorative Resolution process may not be utilized in any other form of investigation or resolution. Additionally, information obtained through the Restorative Resolution will be kept confidential except when otherwise required by the University.
- j. Separate meetings in the Restorative Resolution process may be merged by the Facilitator based on their discretion and the needs of the students or University.
- k. A Restorative Resolution concludes with the drafting of a Restorative Resolution Agreement detailing the agreed upon outcomes for the Responsible Party. Restorative Resolution Agreements must be signed by both the Responsible Party and the Impacted Party as well as the Facilitator. Restorative Resolution Agreements signed by all necessary parties are considered final and are not subject to any further review or appeal. Upon signing, the outcomes agreed upon in the Agreement constitute a University Directive.
- l. Cases resolved by a signed Restorative Resolution Agreement through the Restorative Resolution process are not categorized as a student conduct record at the University but may be referred to as an aggravating factor in assigning outcomes if a future violation occurs. Further, parties agreeing to a final resolution waive the ability to utilize a formal investigation and disciplinary proceeding through the University to resolve the same matter.
- m. Involved Parties may be accompanied by a Supporting Party at any meeting during the alternative resolution process.
- n. The Responsible Party may be charged with a violation of the Code or have a hold placed on their account for failure to adhere to the requirements agreed upon in the signed Restorative Resolution Agreement.

3. No-Contest Resolution

- a. A respondent may elect to resolve an outstanding violation(s) through a no-contest resolution in lieu of a hearing if deemed appropriate by the Student Conduct Authority and if the student accepts the finding of responsibility for the alleged violation(s).
- b. In a no-contest resolution, because the student accepts the finding of responsibility, the proceeding will be focused on potential appropriate outcomes.
- c. No-contest resolutions may take place during the information session or scheduled within a reasonable time thereafter.
- d. No-contest resolutions are noted as a finding of responsibility for violation(s) of the Code and are considered a student conduct record.
- e. No-contest resolutions are not permitted for cases falling under the jurisdiction of the Title IX Compliance Policy.

4. Informal Hearing

- a. A respondent may elect to resolve an outstanding violation(s) through an informal hearing if deemed appropriate by the Student Conduct Authority. Informal hearings are typically utilized when there is not conflicting, complex, or additional information that would be best examined through a formal hearing setting.
- b. Informal hearings may take place as an element of the information session or scheduled within a reasonable time.
- c. The respondent may provide information including reports, witness statements, communications, or other documentation in the hearing.
- d. A hearing administrator may temporarily adjourn the informal hearing if the administrator determines that further review of clarification is necessary including, but not limited to interviewing the complainant or witnesses.
- e. A hearing administrator may utilize information gathered from information sessions, investigation meetings, or other proceedings involving students from the same incident in making a determination on responsibility. If such information is

under consideration, a respondent will be informed of the information and have an opportunity to respond.

- f. Informal hearings are not permitted for cases falling under the jurisdiction of the Title IX Compliance Policy.

5. Formal Hearing

- a. A formal hearing may be heard by a single hearing administrator, Student Conduct Board, Administrative Hearing Panel, or Residential Conduct Board. For cases that include allegations of sex discrimination or sexual misconduct either under the Student Conduct Code or the Title IX Compliance Policy, if a formal hearing is selected, the hearing will be conducted by a single administrator.
- b. Notice of a formal hearing, including the identity of the hearing administrator or body, will occur at least five business days prior to the hearing. Any objection regarding selected hearing administrator or hearing body must be submitted by the deadline specified in the notice.
- c. Formal Hearing Guidelines
 - i. Private hearing. A formal hearing is conducted in private. The complainant(s) (if applicable), respondent(s), and advisor(s) are allowed to attend the entire portion of the hearing at which information is presented. Admission of any other individual to the hearing is at the discretion of the Student Conduct Authority.
 - ii. Scheduling. Formal hearings are scheduled based on the availability of the complainant(s) (if applicable), respondent(s), person providing information on behalf of the University, and the hearing body. Student availability is determined based on academic class schedules and requirements. Absent exigent circumstances, lack of availability based upon personal matters, employment schedules, or the availability of an advisor, advocate, or legal representative are not considered in scheduling a formal hearing. A student should select as an advisor a person whose schedule reasonably allows attendance at the scheduled date and time for the hearing.

Witnesses. Appropriate witnesses identified by the Student Conduct Authority, complainant(s), or respondent(s) may be invited to the hearing to provide information in support of, or challenging responsibility of the alleged violation(s). Absent extraordinary circumstances, any witnesses must be identified at the information session or by the date otherwise given in a notice of allegations or other communication from the Student Conduct Authority. Potential witnesses who could have been reasonably known or identified during the course of the University investigation, but who were not otherwise provided by the individual afforded the opportunity to do so, will not be invited to a Formal Hearing.. Only witnesses providing relevant and permissible information will be invited. Witnesses identified solely on the basis of character reference will not be allowed to participate in the fact-finding portion of a hearing. In identifying appropriate witnesses, individuals shall supply the name, email and a summary of information the witness will provide to address the student conduct code allegations. Witnesses will be invited by the Student Conduct Authority. Formal hearings will be scheduled within a timeframe to allow witnesses reasonable notice to participate, but a proceeding will not be unreasonably delayed or disrupted based on the availability of witnesses. The University will make reasonable efforts to secure in-person testimony from law enforcement officers in cases where a student conduct charge results from an incident that was reported to law enforcement, and any University personnel who were involved in investigating a matter. However, sworn statement of law enforcement officers and official university reports may be considered by a hearing body in the absence of in-person testimony of the law enforcement officer or appropriate University employee(s), provided that the hearing body reasonably finds that the statement or report is otherwise reliable, and the respondent has an adequate opportunity to respond to all facts alleged in the statement. If the witness does not attend, other written witness statements will be accepted for review in a formal hearing at the discretion of the hearing administrator or body. However, such statements will not be considered as having equal weight as witness information presented in a hearing and cannot be used as the sole information supporting a finding of responsibility .

iii. Questions. The hearing administrator or body may pose questions directly to any individual providing information in the hearing. The complainant(s) (if applicable), respondent(s), and/or advisors may propose questions to be answered by any individual providing information during a disciplinary proceeding. At their discretion, the hearing administrator or chair will retain the responsibility to determine whether questions or potential information are appropriate for review as part of the formal hearing at their discretion. In formal cases falling under the jurisdiction of the Title IX Compliance Policy,

questioning of participants in the hearing and determinations of relevancy will be made as described in the Title IX Compliance Policy.

iv. Information

1. Additional information, including, but not limited to, reports, witness statements, communications, or other documentation may also be reviewed in a hearing. Any such documentation that was reasonably available during a University investigation, but which was not provided during the course of the investigation by individuals afforded an opportunity to do so, will not be considered. Any additional information must be submitted to the Student Conduct Authority immediately upon discovery of such information.
2. Individuals may decline to provide information or answer questions posed in a hearing. However, the hearing body will make a decision on responsibility after considering the information that is shared as a part of the formal hearing.
3. Past behavior of the respondent(s) or complainant(s) will be excluded from the hearing unless deemed relevant by the administrator or chair of the hearing body.
4. Past behavior of a respondent may be reviewed as an aggravating or mitigating factor for consideration in assigning appropriate outcomes if the respondent is found responsible for a violation.
5. Complainants and respondents may submit an impact statement to the appropriate Student Conduct Authority by the deadline set in the notice letter. Impact statements are considered an element of the hearing record and accessible for review by a complainant and respondent in the event there is a finding of responsibility. If applicable, the complainant and respondent may review the impact statement and provide a response within a reasonable time and by such method as determined by the Student Conduct Authority.
6. Consideration of information for a determination regarding responsibility is limited to that information presented in the formal hearing. Information that is discovered in a separate hearing or

proceeding originating from the same reported incident may be introduced in a formal hearing.

6. Asynchronous Hearing

- a. At the discretion of the Student Conduct Authority, hearings may be conducted asynchronously by written statements. This format is generally only offered in cases where a court order or other protective order prevents contact between one or more of the involved parties or key witnesses. Other possible circumstances may be reviewed upon request.
- b. To resolve the allegation through an asynchronous hearing, the respondent, and complainant if applicable, must agree to participate in writing and waive their ability to conduct live questioning. The respondent, and complainant if applicable, may submit their questions for the other involved parties and witnesses by the specified deadline.
- c. All relevant individuals will be given the opportunity to submit written statements in lieu of live hearing participation. The respondent, and complainant if applicable, will be given the opportunity to review and submit a response to the hearing officer about the received statements and hearing record.

7. Outcomes-Only Hearing

- a. The Student Conduct Authority may determine that an outcomes-only hearing is appropriate to resolve a case in the following scenarios:
 - i. where a student is found guilty or at fault in a criminal or civil court based on a preponderance of the evidence or higher standard; or
 - ii. there has been a determination by another investigation/disciplinary proceeding at Florida State University for the same or comparable policy violation based on a preponderance of information or higher standard.
- b. Outcomes-only hearings may take place as an element of the information session, be scheduled within a reasonable time, or be conducted in writing with the consent of the student. If a student does not participate in the hearing, the Student Conduct Authority will issue the appropriate outcomes based on the information available.

- c. The respondent may provide information, including an impact statement, for consideration.
- d. An outcomes-only hearing is not permitted for violations charged under the jurisdiction of the Title IX Compliance Policy.
- e. An outcomes-only decision is not eligible for appeal on the basis of information review.

8. General Guidelines

- a. Basis for decision(s). The basis for any decision of responsibility in an informal or formal hearing will be whether upon a preponderance of the information, it is more likely than not that a violation or violations of the Code occurred. The burden to demonstrate that this standard has been met rests with the University, and all respondents are considered to be not responsible for a violation until and unless a hearing body makes a finding of responsibility.
- b. Informal procedural standards. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in student conduct proceedings.
- c. Personal health and safety accommodations. The Student Conduct Authority may accommodate individuals with concerns for their personal health or safety during a proceeding or hearing by providing separate facilities or physical dividers, and/or by permitting participation by video conference or other viable means as determined by the Student Conduct Authority as appropriate and do not infringe upon fundamental due process.
- d. Accommodations for qualified individuals with a disability. Any student with a qualified disabling condition may work with the Office of Accessibility Services (OAS) to request a reasonable accommodation in order to equally participate in the student conduct process. All requests for reasonable accommodations must be made either through the Student Conduct Authority or the OAS. All accommodation requests must be made in a timely manner and coordinated with the student's appropriate disability specialist within the OAS. Non-students may make a reasonable request for accommodation with the Student Conduct Authority.

e. Decision in absentia. If a complainant, respondent, or witness does not appear for a proceeding or hearing after notice, the Student Conduct Authority or hearing body may postpone the proceeding or review any information in support of or challenging the violations in the individual's absence and determine a finding regarding responsibility and any related outcomes based upon the available information.

f. Status pending conduct proceedings.

i. A respondent will remain eligible to attend classes and university activities pending the final outcome of a student conduct matter with the exception of when a Student Conduct Authority determines that an Interim Health and Safety Action, restricting a respondent from classes or activities is necessary to preserve the health, safety, or welfare of the community.

ii. If a respondent's eligibility to attend classes or university activities are temporarily suspended as noted above but are subsequently found not responsible for any violation of the Student Conduct Code, the University will correct any record of enrollment status and refund a pro rata portion of any charges for tuition and out-of-state fees as appropriate.

iii. An individual who leaves the University before a conduct matter or assigned outcomes are resolved or completed may be prohibited from future enrollment or obtaining University records until the matter is resolved. Degrees, credentials, transcripts, enrollment certifications, diplomas, or other academic records may be withheld until the matter is resolved including completion of any assigned outcomes or suspension period. Final determination in a case that occurs after the awarding of an academic degree or credential with a result of expulsion may result in revocation of the academic degree or credential.

g. Any question of application of or objection to procedural standards, authority, scope or other provisions of the Code must be referred to the Director of Student Conduct and Community Standards by the deadline specified in the notice letter.

h. A hearing body or the Student Conduct Authority may impose other reasonable procedural requirements for the orderly administration of student conduct proceedings, provided that such requirements are not inconsistent with this Code and do not infringe upon a student's procedural due process rights.

- i. Joint hearing. In cases involving more than one respondent, whether a formal or informal hearing, the hearing body may permit the hearing concerning each student to be conducted either separately or jointly.
- j. Hearing audio record. There will be a single record, such as a digital audio recording of all disciplinary proceedings. Deliberations will not be recorded. This recording will be the property of the University but will be made available for the complainant(s) or respondent(s) to review upon request. Any recordings of the hearing without the acknowledgement and permission of involved individuals is prohibited.
- k. The decision of any hearing or resolution must be presented to the respondent and complainant (if applicable) in writing and within a reasonable period of time after the conclusion of the proceeding.

G. Outcomes

Outcomes are status designations or education assignments that alone or in any combination are assigned to a student as a final outcome at the conclusion of a resolution process.

The purpose of outcomes through the student conduct process is to facilitate student accountability, learning, and overall wellness. The outcomes listed below are not intended to serve as an exhaustive list of all outcomes the University may be able to utilize regarding a given student conduct concern.

1. Status Outcomes.

- a. Reprimand. A notice in writing to the student that the student is violating or has violated University expectations for behavior and that further violations may result in more severe disciplinary action.
- b. Housing Probation. This status is assigned to a student for a specified period of time. While on this status, any further violation(s) may result in termination or reassignment of housing. In addition, this status constitutes a disciplinary record that will remain on file in a manner consistent with University records retention policies.
- c. Disciplinary Probation. This status is assigned to a student for a specified period of time. While on this status, any further violations may result in suspension or expulsion from the University. Other restrictions may apply when a student is on

disciplinary probation including but not limited to: participation in University or student activities, representation of the University on athletic teams or in other leadership positions, entrance into University facilities or campus areas, or contact with any specified individual(s). In addition, this status constitutes a disciplinary record that will remain on file in a manner consistent with University records retention policies.

- d. **Suspension.** Separation from the University after a specific date and for a specified period. Through the duration of the suspension period the individual may be restricted from University property and may be required to provide prior notice and receive approval from the Student Conduct Authority for the purpose of conducting University business. In addition, this status constitutes a disciplinary record that will remain on file indefinitely. The University will withdraw the student from any current courses and cancel any future enrollment. Whether an individual is eligible for a refund upon withdrawal or cancellation is dependent upon the University's refund schedule. Depending on the length of the suspension, a suspended student may be subject to University policies and requirements regarding readmission. If a student is required to apply for readmission, readmission is not guaranteed after a period of suspension is completed; and the student is responsible for communicating with the Office of Admissions to identify appropriate process(es) for re-entry at the expiration of the suspension period and when any terms of suspension or other outcomes are satisfied.
- e. **Expulsion.** Separation from the University without the possibility of readmission. The University will withdraw the student from any current courses and cancel any future enrollment. Whether an individual is eligible for a refund upon withdrawal or cancellation is dependent upon the University's refund schedule. In addition, the individual may be restricted from University property. This status will be noted on the individual's academic transcript and will constitute a disciplinary record that will remain on file indefinitely.
- f. **Degree Withdrawal or Revocation.** A degree may be withdrawn or revoked when a student has graduated and an incident occurred before graduation in the following circumstances:
 - i. The student has a pending conduct hearing that was scheduled before or as the student graduated; or

- ii. At any time after the student has graduated or received a degree, the University becomes aware of an incident involving an alleged violation of this Code that took place before the student graduated or received a degree from the University.

The student will receive the degree once the matter is resolved and any outcomes (when applicable) are completed unless the outcome is expulsion, in which case the degree may be revoked.

2. Educational Outcomes

- a. Reflective Outcomes. Assignments, essays, presentations, research projects, conduct contracts, or other discretionary assignments.
- b. Restorative outcomes. Completion of service or work assignments under the supervision of a University or outside agency.
- c. Educational Plan. Develop an educational plan with the aid of the Student Conduct Authority and assigned mentor with continuous evaluation and support for a specified period of time.
- d. Counseling Assessment. Referral for assessment at University Counseling Center for alcohol/drug concerns, general mental health, or other wellness concerns.

3. Administrative Directive Outcomes

- a. Restitution. Compensation for loss, damage, or injury to University property. This may take the form of appropriate service, monetary, or material replacement.
- b. Termination or reassignment of housing. Removal or reassignment of an individual in University housing after a specific date and for a specified period of time. If removed, the student may be restricted from entering all University residence halls. This status constitutes a disciplinary record that will remain on file with the Student Conduct Authority in a manner consistent with University records retention policies.
- c. Restrictions. Denial or modification of any specified privilege for a specified period of time. Examples include, but are not limited to: guest privileges, restriction from a University event or program, or restriction from an area or building.

- d. Guardian notification. Notification may be sent to family, guardians, or the emergency contact of a student who is under 18 years of age, or financially dependent on their legal guardians, depending on the circumstances surrounding the incident. Legal guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting outcome.
- e. Behavioral Plan. This is a directive to the student from the Student Conduct Authority and/or in consultation with another appropriate office (including, but not limited to Housing, Title IX, etc.) which outlines expected behaviors to aid in a student's success.

H. Appeal Procedures

1. Student appeal. Both a complainant (if applicable) and a respondent are afforded a single opportunity to appeal decisions and/or any outcomes issued by a hearing body within five business days of the date of the written decision and outcomes. Only complainants who are students are eligible to submit an appeal request with the exception of cases of sex discrimination or sexual misconduct or Title IX Compliance Policy violations in which a complainant may submit an appeal regardless of student status. Any interim actions will remain in effect at the discretion of the Student Conduct Authority, however any outcome(s) resulting from the original hearing decision will be held in abeyance pending the conclusion of the Florida State University appeal process. A complainant (when applicable) and a respondent will be notified of an appeal submission by the other individual, given the opportunity to review the submitted appeal request, and given the opportunity to submit a response.
2. Required Format. All appeal requests must be in writing using the appropriate form, identify the basis or bases for appeal, and include any supporting documentation the appealing individual or student wishes to be considered.
3. Scope of Review. Deference is given to the original hearing body's findings of fact and decision on responsibility and/or any outcomes; therefore, the burden is on the individual filing an appeal request to sufficiently demonstrate cause to alter the decision of the hearing body or any outcomes. An appeal review will generally be limited to a review of the record of the hearing and supporting documents for one or more of the bases of appeal listed below, provided however, that under extraordinary circumstances the appeal administrator may request additional information or clarification from the

University, investigator(s), hearing body, Student Conduct Authority, complainant, respondent, or witnesses for purposes of this review.

4. Appellate Administrator(s). The Vice President for Student Affairs designates University administrators to facilitate policies and procedural standards as outlined in this Code, including appellate review. All intermediate appellate reviews are considered recommendations for review and action for the Vice President for Student Affairs' final agency action on behalf of Florida State University.
 - a. Decisions of the Administrative Hearing Panel, Student Conduct Board, or hearing administrators appointed by Student Conduct and Community Standards may be appealed to the Dean of Students.
 - b. Decisions of the Residential Conduct Board or administrators appointed by University Housing may be appealed to the Executive Director of University Housing.
 - c. Decisions of the Dean of Students may be appealed to the Vice President.
5. Bases for Appeal. Appeal reviews are not a "re-hearing" of a student conduct matter, rather, a review of process and submitted information to ensure stated procedural standards were followed. Appeal considerations are limited to one or more of the following bases:
 - a. Process Review. That the proceeding was not conducted in accordance with established procedural standards. Such procedural errors must have substantially affected the outcome of the hearing.
 - b. Bias Review. That the proceedings were not conducted without bias or prejudice on the part of the hearing body. May include but is not limited to demonstration of a conflict of interest, or failure to objectively evaluate all relevant information.
 - c. Information Review. That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code exists.
 - d. Outcome Review. That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.

- e. New Information. That new information exists that was not known to the individual appealing and could not reasonably have been know or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from a complainant or respondent who did not appear for a proceeding or hearing.

For cases falling under the jurisdiction of the Title IX Compliance Policy, the appeal grounds are limited to those identified in the policy.

- 6. Appeal Decision. An appeal administrator reviewing an appeal request may make one of the following recommendations:
 - a. Affirm. The administrator may affirm the decision and/or outcomes of the original hearing body.
 - b. Alter outcome. The administrator may alter the outcome(s) issued by the original hearing body. Alteration in the outcome may include reducing or increasing the severity of outcome(s) or requirements.
 - c. New hearing. The administrator may determine a new hearing by a different hearing body is warranted to correct procedural irregularity or to consider new information. A student may appeal any decision by a hearing body assigned to adjudicate a new hearing.
 - d. Remand. The administrator may direct the original hearing body to review their original decision subject to any instructions from the appeal administrator, including the requirement of further clarification of the rationale supporting the decision. The hearing body may affirm its original decision or render a new decision consistent with those instructions. A student may appeal a decision made on remand; however, if a hearing body affirms its original decision, a student may not appeal the decision on the same grounds as in the previous appeal.
- 7. Final Agency Action. The appeal administrator will forward findings and recommendations to the Vice President for Student Affairs for review. The Vice President's review and decision is considered the final decision of the University and will be communicated in writing within fifteen business days to the respondent and if applicable, simultaneously to the complainant. This timeline may be extended if necessary, in consideration of the record on appeal. Final agency action decisions are

only appealable by writ of certiorari to the Second Judicial Circuit in and for Leon County, Florida.

I. Record Keeping Practices

1. File maintenance. A student who participates in a student conduct process as a complainant, respondent or witness has a file created and maintained by the Department of Student Conduct and Community Standards or University Housing, respectively. Files are maintained in a manner consistent with University record retention policy and in compliance with Florida Public Record Law. Files regarding cases resulting in a respondent's suspension or expulsion are maintained indefinitely.
2. Access to and Copies of Records. Students are permitted access and review of their records pursuant to FERPA for the purpose of reviewing information that is subject to consideration as part of a student conduct proceeding.
3. Transcriptions of hearings. Any student desiring a transcript of a recorded hearing that is a part of their education record should contact the Office of the General Counsel, which will arrange for the preparation of the transcript by a court reporting service. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requester shall bear the cost of the transcript preparation and confidentiality review.
4. Petition for clearing a disciplinary record. Student conduct records may be cleared upon review and approval by the Dean of Students, or designee. When a record is cleared, the information it contains is no longer considered a disciplinary record. However, the University may be required to produce the record regardless of its status in order to comply with a subpoena or other information request consistent with federal or state law. The University is required by law and policy to retain student education records for specified periods of time, and for certain purposes. Clearing a record affects only information maintained by the Department of Student Conduct and Community Standards and University Housing, respectively. Copies of letters distributed by or to other University departments, incident reports, police reports, and the results of previous background checks reported outside of the Student Conduct Authority are not affected by this process.

Petitions for clearing a record may be made no sooner than one year after the date of the respondent's last finding of responsibility from the student conduct process or one

calendar year prior to their anticipated graduation, whichever is later. The request must be made in writing to the Dean of Students and will not be granted for conduct that resulted in suspension or expulsion from the University. A petition may also be denied for any records related to conduct that posed a threat to a member of the University community or serious damage to University property.

J. Amendments

1. This Code will be reviewed in its entirety every two years. Any substantive changes will be reviewed by the Vice President for Student Affairs and presented to the Board of Trustees for approval. Any amendments can be proposed by University community members for review by submitting to the Vice President for Student ' Affairs.
2. If any portion of state or federal statute or regulation is stayed or held invalid by a court of law, any impacted elements of this policy will be deemed revoked as of the publication date of the opinion or order.

Law implemented 1011.48 FS **History**-New 9-30-75, Formerly FSU-3.04, Amended 9-4-86, 3-20-88, 7-18-96, 7-20-99, 11-13-00, 5-9-2007, Substantially Rewritten, 6-9-2012, Amended 3-4-2016, Substantially rewritten 2-22-2017, Amended 6-8-2018, Substantially Rewritten 9-20-2019, Amended 9-11-2020, 9-24-2021, 9-23-22

FSU-3.0041 Student Organization Conduct Code

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I. INTRODUCTION

The Student Organization Conduct Code (further referred to as “Code”) emphasizes Florida State University’s (further referred to as “University”) commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the tenets of the Seminole Creed and efforts to promote civility at the University, as students balance their pursuit of excellence and exploration with consideration to the impact of behavior on themselves and others.

The University is proud of the plethora of student organizations thriving on campus. Student organizations play a key role in the campus culture at the University and are valuable in upholding the values of the University. Student organizations are the backbone of student engagement at the University. Students can select academic, social, service, honorary, sports clubs, political, religious and many other organizations to connect with during their time at the University.

Student organizations at the University are actively involved in leading, supporting, and serving the University community. Student organizations foster interpersonal relationships, explore educational opportunities, develop professional skills, and enhance academic experiences. Student organizations provide student spaces to develop skills for life after graduation as active citizens.

The Student Conduct Authority at the University embraces the University’s commitment to an educational experience that provides students with an understanding of the complex moral issues inherent in human life. The *Student Code of Conduct* and *Student Organization Code of Conduct* reemphasize the dignity and worth of each person and substantiates the need for an inclusive environment to support the betterment of all persons associated with the University. “The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties” (*General Bulletin*, Florida State University, 2016).

The University fully recognizes the values and right of all students and individuals to seek knowledge, debate ideas, form opinions, and freely express views in accordance with the expectations set forth in this Code. The University supports the principles of free speech and civil discourse outlined in the Board of Governors’ “Statement of Free Expression” (“Statement of Free Expression”, Florida Board of Governors, 2019). This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University or their lawful use of University facilities, including ingress and egress (for more information see the University’s Freedom of Expression Rights and Responsibilities regulation). Additional expectations for student organizations are outlined in University rules, regulations, and/or policies.

The student conduct process is designed to be educational in nature and promotes the University’s mission. Being a member of the University community is a privilege, and the conduct process will determine if a student organization’s conduct warrants modification of or restriction upon that privilege.

II. DEFINITIONS

Terms specific to conduct prohibited by the *Sex Discrimination and Sexual Misconduct* policy (FSU Policy 2-2 supplemented by 2-2a relating to Title IX specific requirements, also referenced as Title IX Policy) are defined in Appendix D of 2-2: Definitions and accessible at <https://regulations.fsu.edu/policies/office-president>

- A. **Advisor.** Any one person, which may also be an advocate or legal representative, chosen by a complainant, student organization representative any one person chosen by a complainant, student organization representative, or witness to provide guidance throughout the student organization conduct process and may be permitted to participate fully during a disciplinary proceeding. Individuals are highly encouraged to select an advisor with reasonable availability. The advisor serves at the student's or student organization's own expense and may present at any proceeding. An involved party may permit their advisor to directly participate in all aspects of a disciplinary proceeding, including the presentation of relevant information and questioning of witnesses.
- B. **Allegation.** An assertion that someone has engaged in behavior that may be a violation of the Student Conduct Code.
- C. **Administrative Measure.** Actions taken by the University to address or remedy a behavior separate and apart from a Conduct outcome. Actions include but are not limited to holds on student accounts, No Contact Orders, and additional non-conduct University Directives.
- D. **Administrative Panel.** A group of students in addition to faculty or staff selected and trained by Student Conduct and Community Standards who serve as a hearing body with responsibility for adjudicating student conduct cases. Students shall comprise at least one-half of the membership.
- E. **Day.** Any weekday, Monday through Friday, in which the University is in operation. This includes days when the University is in operation, but classes are not in session.
- F. **Hearing.** An informal or formal disciplinary proceeding, conducted by a hearing body in accordance with the Code, following which determinations of "responsible" or "not responsible" are made with regard to alleged Code violations and outcomes are assigned as appropriate. Alternative dispute resolution proceedings, information sessions, investigation meetings, or other meetings conducted by the University are not considered to be a disciplinary proceeding.
- G. **Hearing Body** Any person or persons authorized in the Code to conduct hearings, make a finding of whether or a Student Organization has violated the Code, and recommend or assign outcomes as appropriate.

- H. **On-Campus.** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets, sidewalks, and parking lots. See also the definition of 'University' below.
- I. **Organization Facility.** The location where organization events occur. This may include a live-in component for members.
- J. **Organization Event.** An organization event is defined as any event consisting of prospective, new, active, recently active, and alumni members (or some combination thereof) that a reasonable observer would associate with the Student Organization, or was sponsored, financed, or endorsed by the Student Organization, or required advanced planning on behalf of the Student Organization.
- K. **Policy.** The written statements governing the University as found in, but not limited to, the State of Florida Board of Governors regulations, the University's Board of Trustees regulations, policies adopted by the President or Vice Presidents, the *Student Organization Conduct Code*, the *Undergraduate General Bulletin*, the *Graduate Bulletin*, the *Student Policy Handbook*, the *Registration Guide*, the *Guide to Resident Living*, the *Sex Discrimination and Sexual Misconduct* policy, and other written requirements of departments, organizations and clubs.
- L. **Preponderance of the Information.** The standard of evidence upon which a determination of 'responsible' or 'not responsible' is made and is used in adjudicating all hearings under this Code. It means that the information, as a whole, demonstrates it is more likely than not that the fact sought to be proved is true. The individual bearing the burden of proof must present evidence/ information which is more credible and convincing than that presented by the other individual or which shows that the fact to be proven is more probable than not.
- M. **Student Organization.** A Student Organization that has been approved by Student Activities, as designee of the Vice President for Student Affairs, to function at the University. Further stipulations regarding recognition are outlined in FSU-3.0015 Student Organizations and Activities. In this Code, the term 'student organization' also refers to a student group which is defined as any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. This includes, but is not limited to, student organizations that are no longer recognized by the University and/or (inter)national organization.
- N. **Complainant.** Any individual or student organization who is alleged to be the victim of conduct that could constitute one or more violation(s) of the Code. The complainant is the individual or student organization who is affected, and files a report or formal complaint, or on whose behalf a report or formal complaint is filed.

- O. **Responding Student Organization.** A student organization that has been reported to be the perpetrator of conduct that could constitute one or more violation(s) of the Code.
- P. **Report.** A Student Conduct Authority alleging conduct that could constitute one or more violation(s) of the Code.
- Q. **Formal Complaint.** A complaint or a University official alleging conduct that constitute one or more violation(s) of the Code by a responding student organization.
- R. **Student.** Any individual meeting one or more of the criteria below. The term applies to all campus, sites, locations, and delivery methods of credit-bearing course offerings.
1. **Admitted.** Any person, regardless of academic career, who is admitted to the University and is present on campus for the purpose of participating in any University program, course, or activity leading to enrollment, including but not limited to orientation, graduate student orientation, teaching assistant orientation, or workshops.
 2. **Enrolled.** Enrolled in any credit-bearing course or program offered by Florida State University at the time any alleged violation(s) occurred.
 3. **Active Student.** Any person who has been enrolled at the University and continued to be associated with the University in order to complete the course or program in which the student was enrolled. 'Active' status is determined by academic policy and is enforced by the Registrar's Office. This can include periods of non-enrollment during which the student is eligible to enroll in classes. The term also includes any student who has been issued an Interim Health and Safety Action (IHSA) pending the outcome of a student conduct proceeding.
 4. **Dual Enrollment.** Any student enrolled in a credit-bearing course on a dual-enrollment basis. Jurisdiction over a dual-enrollment student's conduct will be determined in consultation with the appropriate officials at the student's home institution.
- S. **Student Conduct Authority.** An individual or administrative unit whose administrative duties include the administration of the student conduct process, including formal, informal action, or alternative resolution. See the section on 'Authority' for more information. This definition includes, but is not limited to, the Office of the Vice President of Student Affairs, Student Conduct and Community Standards, University Housing, and International Programs or their successors.
- T. **Student Organization Representative.** A student designated by a Student Organization to serve as its representative through any Student Organization conduct proceedings. Typically, this individual serves on the executive board of a Student Organization and may particularly serve in the role of president. In some cases, a representative of the (inter)national headquarters or leadership may be designated by a(n) (inter)national organization to represent the Student Organization, however this role is separate and apart from that of an advisor, including but limited to legal counsel. The Student Conduct Authority may choose to require a Student Organization to designate a non-

student representative or designate a different student representative when deemed necessary.

U. **University.** Florida State University, each of the programs and activities under its control and all property owned, leased, used, or controlled by the University, including all branch campuses, facilities, and University International Programs' locations and property

V. **University Community.** Any person who is a student, faculty member, University official, visitor, contractor, volunteer, representative of the University, or any person employed by the University. It also includes student organizations and their members (active or inactive), officers, guests, contractors, and agents.

W. **University Official.** Any person assigned to engage in teaching, research, administrative, professional, or other responsibilities while acting within the scope of their employment or volunteer role with the University.

X. **Student Conduct Board.** A group of currently enrolled students in good conduct standing selected and trained by the Student Conduct and Community Standards to adjudicate student organization conduct cases as a hearing body excluding cases of alleged violations of the Anti-Sexual Misconduct policy (2-2) or Title IX Compliance Policy (2-2a) and cases that may result in a responding student organization's suspension or loss of recognition.

Y. **Single Hearing Administrator.** Any University Official designated and trained by Student Conduct Authority to facilitate meetings or information sessions and administer alternative resolutions, or to serve as the hearing body for informal or formal hearings.

Z. **Residential Conduct Board.** A group of currently enrolled students in good conduct standing who each reside in University Housing and are selected and trained by University Housing to adjudicate student conduct cases for students residing in University Housing, excluding cases of alleged violations of the Anti-Sexual Misconduct policy (2-2) or Title IX Compliance Policy (2-2a) and cases that may result in a respondent's separation from the University.

AA. **Non-Sexual Consent.** As related to alleged violations of the Code not involving sex discrimination or sexual misconduct, consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon behavior or activity.

BB. **Law Enforcement Statement.** A sworn statement or report by a duly authorized law enforcement officer that may be relied upon by a hearing body in a student organization conduct proceeding.

CC. **University Official Report.** A narrative or document prepared by a university employee in the course of their employment that provides information about an incident.

Examples include, but are not limited to, Office of Title IX investigation reports and University Housing Incident Reports.

DD. **Witness Statement.** A narrative or document that is not part of a law enforcement statement or university official report and that is prepared and submitted as a part of the reporting of an incident or in lieu of a witness's live appearance at a conduct proceeding, which provides the information that the witness has regarding an alleged violation of the Code.

EE. **Student Organization Member.** A University student currently enrolled in classes who participates in a Student Organization. Student Organization participation may include, but is not limited to, paying dues, being listed on a roster, participating in activities or meetings, or receiving communication from the Student Organization.

FF. **Informal Resolution.** The process by which a student organization may accept responsibility and outcomes, or not contest responsibility for an alleged violation of the Student Organization Conduct Code. This resolution is noted as a finding of responsibility and results in a conduct record for the responding student organization.

GG. **Notice.** Notice is considered given to an organization when it is sent to the student organization representative's official University email address, is hand-delivered to the student organization representative or current residence, or upon the University's receipt of a certified mail return receipt when communication is sent to the local address on file with the Office of the University Registrar, to the permanent address on file if a local address has not been provided, or to the address of the national organization when applicable.

HH. **University Program or Activity.** Locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the conduct occurs, and also includes any building owned or controlled by a student organization that is recognized by the University. A program or activity may include events, programs, and circumstances that occur in person, or a virtual platform, or via electronic communication or publication including but not limited to phone, email, text, or social media.

III. **AUTHORITY**

- A. Authority for student organization conduct ultimately rests with the Florida State University Board of Trustees which has delegated such authority to the President of Florida State University (hereinafter "President"). The Board further assigns authority through this Code, a Board Regulation. The President has delegated direct authority to the Vice President for Student Affairs (hereinafter "Vice President"). The Vice President delegates this authority to the Dean of Students and the Director of Student Conduct and Community Standards.
- B. The President, Vice President, and Dean of Students have the authority to designate individuals internal and external to the University as hearing or appellate officers when appropriate.

- C. All hearing bodies have the authority to consult with other appropriate University officials in order to effectively resolve a Student Organization conduct case.
- D. The hearing decision or recommendation of a hearing body is considered a hearing decision. If a hearing decision is not appealed as provided within the Code, the hearing decision becomes final agency action.
- E. The authority of appellate officers is further enumerated in the Code section on "Appeal Procedures." Appellate decisions are considered recommendations to the Vice and become final agency action upon approval by the Vice President.
- F. Any reference in the Code to the role or responsibilities of a specific University official may be delegated by the University official to an appropriate designee.

IV. SCOPE

Florida State University may address the alleged misconduct of any Student Organization specified in "Violations" section of this Code pursuant to the following:

- A. In any proceeding to determine whether a student organization has violated the Code, the University will apply the substantive code provisions defining conduct violations that are in effect on the date the alleged conduct occurred. The University will apply the procedural standards outlined in section VI. "Procedural Standards", that are in effect at the time the student organization is provided notice of the specific allegation(s) of code, regulation or other policy violations, regardless of the date of the alleged violation.
- B. The Code will apply to student organization conduct that occurs on university premises, at university-sponsored activities and off-campus as determined by the Student Conduct Authority. Factors that will be considered when determining whether to address off campus conduct include, but are not limited to, whether the incident is documented by a verifiable source, adversely affects the University community, occurs at a university program or activity, or endangers the health or safety of a student or others
- C. The Code applies to the University as defined in this Code. Non-substantive procedural modifications that reflect the particular circumstances of each campus or international program are permitted as approved by the Student Conduct Authority.
- D. The Code includes procedural standards that apply specifically to the resolution of violations of the Student Organization Conduct Code that are not encompassed under Sexual Harassment as defined in, or that fall outside of the jurisdiction of the Title IX Policy. The University reserves the authority to determine what level of procedural standards will apply to a report or formal complaint and whether application of the appropriate procedural standards should change based on new or evolving information regarding a specific case. The University may, in its discretion, address conduct that has been dismissed during or as a result of the Title IX investigation process if the conduct or circumstances fall outside of the

jurisdiction of the Title IX Policy but would fall within the other jurisdictions and provisions of the Code.

- E. Student Organization conduct proceedings may be initiated for alleged conduct that potentially violates both law and University policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, concurrently with, or following civil or criminal proceedings at the discretion of the Student Conduct Authority. Determinations made or outcomes imposed will not be subject to change because criminal charges or civil complaints arising out of the same facts giving rise to violation(s) of University policy were dismissed, reduced, or resolved in favor of an individual or student organization.
- F. The University may adopt the finding of fact in a criminal or civil proceeding with a similar or higher standard of proof and conduct an outcomes-only proceeding if appropriate.
- G. The University has up to 180 calendar days to resolve an alleged violation(s) of the Code with a responding student organization upon receipt of a report of a possible violation that includes enough substantive information to conduct an investigation by the Student Conduct Authority or upon receipt of an investigation report from the Title IX Office. However, the University has discretion to extend this time period if deemed necessary to perform a thorough investigation, preserve fundamental due process, or due to other extraordinary circumstances.
- H. Student Organization decisions and outcomes may be published by the University.
- I. The University may restrict a student's or student members of a student organization's contact with specified individuals when determined appropriate based on the facts or information and circumstances of each unique incident. The Student Conduct Authority can administratively issue such restrictions to any individuals involved in a conflict or incident, regardless of whether a determination of alleged violations has been made. Such restrictions are valid and enforceable only with respect to individuals who are students at the University.
- J. The University may determine what University personnel have an educational need-to-know regarding the status and/or outcome of student organization conduct processes and to provide notice to relevant University personnel as determined by the Student Conduct Authority.

V. Amnesty

- A. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of misconduct. Therefore, in order to remove potential barriers to reporting, the Student Conduct Authority may in its discretion, not charge a complainant with a violation for conduct originating from the same incident if reported by that student in good faith to a University official, or otherwise discovered in investigation.

- B. The University's highest priority is the physical and mental health and safety of students and members of the University community. Therefore, no student seeking assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency from alcohol or other drugs will be charged with violation of the alcohol, controlled substances, and illegal drug or hazing provisions of this Code if:
 - 1. That student calls local or University law enforcement or medical assistance;
 - 2. That student cooperates fully with University, law enforcement, and medical personnel, as applicable; and
 - 3. That student remains at the scene with the person in need until assistance has arrived
- C. Amnesty provisions may extend beyond individual students to a student organization at the discretion of the Student Conduct Authority.
- D. The University recognizes that during times of a public health emergency as declared by local, state, or national authorities the priority of gathering information regarding contact and exposure to contagion may be greater than resolution of a violation of the Student Organization Conduct Code. Therefore, the University has discretion over whether a student organization will be charged with a violation of the Student Organization Conduct Code if information is a result of providing important contact tracing information to the University or public health officials.

VI. Student Organization Responsibility

A Student Organization may be held responsible for the actions of those affiliated with the organization, including but not limited to one or more of its members (active or inactive), new members, former members, alumni, guests, contractors, and agents if action on behalf of, in the interest of, or as affiliates of the student organization. Every Student Organization has the duty to take all reasonable steps to prevent violations of university regulations and state laws growing out of or related to the activities of the Student Organization. Each Student Organization is expected to educate its member regarding their risk management policy and all applicable University policy and all applicable University policies and state laws.

- A. In determining whether a Student Organization may be held collectively responsible for the individual actions of its members, guests, contractors, and/or agents, all the available factors and circumstances surrounding the specific incident will be reviewed and evaluated. There is no minimum number of student organization members who must be involved in an incident to determine group responsibility. A Student Organization may be subject review under the provisions of this Code for activities not sponsored by the Student Organization where persons present or responsible for the activity are members or guests of members of the Student Organization.

B. Misconduct on the part of the Student Organization may be addressed when factors including, but not limited to the following are found:

1. Members of the Student Organization (active or inactive), new members, alumni, former members, agents, contractors, or guests act together to violate the Student Conduct Code or Student Organization Conduct Code; or
2. Officers or members of a Student Organization are present at a student organization -sponsored, financed, or otherwise supported activity or event; or
3. Student Organization leadership had knowledge or should have had knowledge of the event, or planned unlawful conduct and/or conduct in violation of the Student Conduct Code or the Student Organization Conduct Code before it occurred and failed to take preventative or corrective action or failed to stop unlawful behavior as it occurred at such event; or
4. An event or conduct in violation of the Student Conduct Code or the Student Organization Conduct Code occurred on premises and/or transportation owned, operated, controlled, or rented by the Student Organization; or
5. A pattern of individual violation(s) occurred and/or continues to occur without adequate control, response, or discipline on the part of the Student Organization or its leaders; or
6. The Student Organization or members interfere with the investigation or conduct proceedings; of any individuals who are members (active or inactive), new members, alumni, former members, agents, contractors, guests, of the Student Organization.

C. Other Student Organization Privileges and Expectations

1. There are many privileges and expectations associated with being a Recognized Student Organization (RSO) at Florida State University. Refer to Student Activities regarding the privileges afforded RSO's on campus and refer to the RSO Handbook for expectations of an RSO.
<https://union.fsu.edu/sites/g/files/upcbnu1456/files/Documents/RSOManual2018.pdf>

VII. Violations

Each Student Organization is expected to abide by these rules of conduct and to be accountable for the behavior of student organization members. Lack of familiarity with University policy is not a justification for violating any provision of this Code. Unless specifically noted, intent is not a required element to establish a Code violation. Intoxication or impairment from alcohol, drugs, or other substances is not a justification for violating any provision of this Code. These rules of conduct should be read broadly and are not designed to define prohibited acts in exhaustive terms.

A. Sex Discrimination and Sexual Misconduct

The Student Organization will not participate in, tolerate, or condone any actions defined as "prohibited conduct" in the Anti -Sexual Misconduct Policy.

B. Title IX Compliance Policy Violations

The Student Organization will not participate in, tolerate, or condone any actions defined under "sexual harassment" in the Title IX Compliance Policy. Title IX Compliance Policy violations are resolved through specific procedural standards outlined in the Title IX Compliance Policy as well as applicable standards in the Student Organization Conduct Code not in conflict with specific Title IX Policy provisions. Alleged conduct will be resolved under the jurisdiction of the Title IX Compliance Policy and applicable procedural standards if:

- i. The alleged conduct may meet one or more of the violations defined as sexual harassment in the Title IX Compliance Policy, and
- ii. The conduct occurred within the context of a University program or activity within the United States.

C. Endangerment

1. The Student Organization will not participate in, tolerate, or condone any of the following actions:
 - a. Physical violence or unwelcome force against a person or the property of any person or group.
 - b. Action(s) that imminently endanger the health, or safety of another person or group.
 - c. Interference with the freedom of another person to move about in a lawful manner by force, threat, intimidation, or other means without consent.
 - d. Intentionally or negligently inserts or causes ingestion of a foreign substance into the body of another person without their consent. Includes, but not limited to, drugs, substances not meant for human consumption.
 - e. Action(s) that endanger the health, safety, or well-being of an animal. This includes, but is not limited to, intentionally or unintentionally torturing or in a cruel manner killing or causing serious bodily injury to an animal; failing to provide necessary food, water, or care for an animal; unreasonably abandoning an animal in the student's custody transporting or confining an animal in a cruel manner; causing one animal to fight with another animal; or inappropriately overworking an animal. This provision does not prohibit any activity conducted as part of an approved academic or research program within the University.

D. Harassment

1. The Student Organization will not participate in, tolerate, or condone any of the following actions:
 - a. Physical Conduct, not of a sexual nature, including any gesture, written, verbal or physical act, or any electronic communication (includes text messages and postings on web-sites or social media), that places a person in reasonable fear of harm to their person or damage to their property, infringes upon rights of personal privacy or property, has the effect of substantially interfering with a reasonable person's academic performance or ability to participate in opportunities or benefits provided by the University, or has the effect of substantially interfering with the orderly operation of the University.
 - b. Stalking, not of a sexual nature, defined as a course of conduct (i.e. more than one act) directed at a specific individual which would cause a reasonable person to experience substantial emotional distress, or to fear for their safety or the safety of another.

E. Invasion of Privacy

1. The Student Organization will not participate in, tolerate, or condone any of the following actions:
 - a. Unauthorized intrusion upon a person's private property or communications.
 - b. Unauthorized appropriation and/or use of someone's identifying or personal data or documents.
 - c. Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, private bedrooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited.

F. Hazing

The Student Organization will not participate in, tolerate, or condone any Student Organization or individual action or situation, which occurs on or off University property, that intentionally, recklessly, or negligently endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any

University student organization or other group whether or not officially recognized by the University, or the perpetuation or furtherance of a tradition or ritual of any such student organization or group.

1. Hazing includes, but is not limited to:
 - a. Brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drug, or other substance;
 - b. Subjecting a person to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a reasonable person;
 - c. Pressuring or coercing a person into violating state or federal/national law and/or University policy;
 - d. Interfering with or impeding a person's academic pursuits, employment, religious observances, or affiliation with other individuals, groups, or activities; or
 - e. Otherwise infringing upon a person's personal or property rights or substantially interfering with a reasonable person's ability to participate in or benefit from the services, activities, or privileges provided by the University.

A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this Code. The following circumstances are not a defense to a violation of this provision: express or implied consent of a victim, the conduct or activity was not part of any official organizational event or otherwise sanctioned or approved by the student organization, or the conduct or activity was not a condition of membership into a student organization.

2. Soliciting another or aiding or assisting another to engage in any act of hazing as defined in this Code, or active involvement in the planning of such action.

3. Observing or participating in any conduct defined as hazing pursuant to the Code by a member of the Student Organization or group who is not themselves a complainant, without reporting the incident to a University official.

Florida State University Hazing Policy, BOG 6.021, and Section 1006.63, Florida Statutes, are considered part of and incorporated as applicable.

G. Alcohol, Controlled Substances, and Illegal Drugs

1. The Student Organization, members, and guests must comply with all federal, state, and local laws pertaining to alcohol. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. The Student Organization, members, and guests must follow federal, state, and local laws regarding illegal drugs, controlled substances and drug paraphernalia. No person may possess, use, purchase, provide, distribute, sell, and/or manufacture illegal drugs, other controlled substances, or drug paraphernalia while on the premises of or premises under the control of the Student Organization, while attending an organization event, or engaging in Student Organization activities or business, or acting within the scope of membership. The Student Organization maybe held responsible for the distribution of illegal drugs and controlled substances in or adjacent to any organization facility or any facility operating as the organization's facility or in the control of the organization.
3. Alcoholic beverages must either be
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% by volume ("ABV") is prohibited at any organization event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed an insured third-party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with student organization funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.)

6. A Student Organization must not co-host or co-sponsor an organization event with a bar, event promoter or alcohol distributor; however, a student organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.
7. Attendance by non-members at any event where alcohol is present must be by invitation only, and the student organizations must utilize a guest list and identification/banding system. Attendance at events with alcohol is limited to a reasonable guest-to-member ratio and must not exceed local fire or building code capacity of the student organization facility or host venue.
8. The Student Organization, members, and guests must not permit, encourage, coerce, or participate in any activities involving the rapid consumption of alcohol, including, but not limited to, drinking games and rapid consumption.
9. Any organization event or activity related to the new member joining process (e.g., recruitment, intake, rush) must be substance free. No alcohol, illegal drugs, or controlled substances may be present if the organization event or activity is related to new member activities, meetings, or initiation into the Student Organization, including, but not limited to, "bid night," "Big/Little" events or activities, "family" events or activities, and any ritual or ceremony.
10. Hosting by owners, residents, student organization members, or others in control of the organization event where the underage consumption of alcohol, illegal use of controlled substances, or illegal drug use occurs, including in a residence hall room, residence hall common area, or off-campus personal residence or any space that is occupied by, under the control of, or reserved for the use of a Student Organization.
11. Failure of a Student Organization to take all necessary steps to ensure no person under the legal drinking age possesses alcoholic beverages at organization events or within any property or transportation it owns, operates, occupies, and/or rents, or is in control of is a violation of this policy.
12. Any violation of the University Alcohol Policy, FSU Regulation FSU-6.012.

H. Disruption and Obstruction

1. Student Organizations and student organization members must comply with the lawful order or reasonable request of an identified University official, any non-University law enforcement official, any non-University emergency responder, or any protective order.
2. The Student Organization will not engage in, tolerate, or condone:

- a. Providing false or misleading information by members of the Student Organization, or on behalf of the Student Organization to a University official, law enforcement official, paramedics, or other medical staff. This may include allowing an advisor, advocate, or legal representative to submit false or misleading information on behalf of the student organization.
- b. Providing false or misleading information in a University and/or law enforcement investigation or hearing process.
- c. Acts that disrupt the University student organization or student conduct process or other University investigation, adjudication, or resolution process. Examples may include but are not limited to: attempting to coerce or influence a person regarding the reporting of a student or Student Organization conduct violation, or a person's participation in any conduct proceeding; avoiding or impeding communication in regard to a conduct proceeding; or actively disrupting a meeting or proceeding.
- d. Informed participation in an event with another student organization and failing to take necessary actions to determine whether a Student Organization is currently on disciplinary probation, recognition is suspended with restrictive conditions, or the student organization has lost recognition
- e. Unreasonable disruption of peace, academic study, or sleep on or off campus
- f. Behavior which disrupts or obstructs student learning, research, administrative, or other University operations or previously scheduled or reserved on-campus activities
- g. Retaliation against another for making a report of conduct that may be in violation of this Code or other University policy, or participating in an investigation, process, or hearing. Making a report that is not made in good faith may be considered retaliation. See the Anti-Sexual Misconduct policy for prohibited conduct defined as retaliation in that policy.
- h. Interfering or attempting to interfere with an individual's attempts to contact law enforcement, emergency responders, or other form of aid.

I. Property

1. The Student Organization will not engage in, tolerate, or condone:
 - a. defacement, damage, or destruction of property
 - b. Theft, defined as removing, relocating or using the property or services of another person, off-campus entity, or of the University without authorization
 - c. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen or obtained through unlawful means.
 - d. Entering or using the property or facilities of another person or entity without the consent or authorization.

J. Gambling

Engaging in or offering games of chance for money, property, goods, or services or other gain in violation of Florida law.

K. Other Violations

1. Student Organizations will not engage in, tolerate, or condone the violation of; or the aiding, abetting, furthering, conspiring, soliciting, inciting, or attempting to commit any of the following:
 - a. Violation of Federal or State Law, local ordinance, or laws of other national jurisdictions
 - b. Violation of any Florida Board of Governors Regulation
 - c. Violation of any other University regulation or policy as defined in section II. Definitions, J. Policy in this Code.
 - d. Violation of the Academic Honor Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Honor Policy. Refer to the Academic Honor Policy for violations and descriptions.
 - e. Violation of policy of local or (inter)national governing entities including but not limited to member councils and (inter)national organizations

VIII. Procedural Standards

A. Advisors

1. An advisor may be present to advise a student organization, complainant, or witness and may participate in all aspects of any disciplinary proceedings but shall not testify on behalf of the student organization. In Title IX hearings only, an advisor must conduct the questioning as described in the Title IX-Compliance Policy.
2. Consultation with an advisor during a meeting, proceeding or hearing must take place in a manner that is not disruptive.
3. Identity of an advisor is required to be reported to the Student Conduct Authority at least three business days prior to a meeting, proceeding, or hearing.
4. Advisors may not be individuals who serve other roles in the process as outlined in this Code (i.e. hearing administrator, witness, etc.), or if service in an advisory capacity would unreasonably conflict with the fair administration of the student conduct process as determined by the appropriate Student Conduct Authority.
5. The University is not responsible for selecting or compensating an advisor, for any student organization navigating the student conduct process.
6. The availability of an advisor, advocate, or legal representative to attend a student conduct meeting, proceeding, or hearing will not unreasonably interfere with or delay the student organization conduct process. For Title IX hearing proceedings, if a student organization's advisor does not appear the University will assign an advisor or delay proceedings as outlined in the Title IX Policy.
7. Once a meeting, proceeding, or hearing has been scheduled it will rarely be rescheduled due to later unavailability of an advisor, advocate, or legal representative.
8. A representative from the University's Office of the General Counsel may also be present at any meeting, proceeding, or hearing.

B. Reports

1. Anyone may file a report with the University alleging that a student organization has violated the Code. Any report should be submitted as soon as possible after the incident takes place, preferably within 60 calendar days. When there is significant delay, the Student Conduct Authority's ability to

resolve an incident may be difficult due to access to reliable information and witnesses. Therefore, the Student Conduct Authority has discretion whether or not to pursue resolution of a report and will only pursue a significantly delayed report when the conduct or responding student organization are deemed to pose a potential threat to the health or safety of an individual or the University community, or other exceptional circumstances.

2. The Student Conduct Authority may receive reports or information pertaining to criminal or civil cases from the FSU Police Department, Tallahassee Police Department, Leon County Sheriff's Office, Division of Alcoholic Beverages and Tobacco, other law enforcement agency, or any municipal, state, or federal court.
3. Reports may be accepted through alternate reporting mechanisms at the discretion of the Student Conduct Authority including but not limited to written communication, published information, or referral from another University department.
4. For reports alleging sex discrimination or sexual misconduct, the reporting process can be found in the Anti-Sexual Misconduct policy and/or Title IX Compliance Policy. If a report alleges sexual misconduct and is reported via report.fsu.edu, the Student Conduct Authority will report the matter to the appropriate Title IX Office authority, in accordance with the University's Anti-Sexual Misconduct Policy and/or Title IX Compliance Policy. The Office of Title IX will evaluate the report pursuant to the policy before it will be referred to the Department of Student Conduct and Community Standards to review for possible violations of this Code.

C. Review and Investigation

1. All reported information will be reviewed by an appropriate Student Conduct Authority to determine appropriate next steps.
2. Interim Health and Safety Actions may be issued pursuant to section the Administrative Measures section of this Code.
3. Investigation
 - a. Upon receipt of a report, except for reports that are referred to the Office of Title IX, a prompt, thorough, and impartial investigation may be conducted by the Office of Investigations and Assessment or FSUPD if further information is required to determine appropriate resolution by the Student Conduct Authority.
 - b. Investigations will include a review of the submitted report, and other additional information, such as that gathered from investigation

meetings with involved individuals or groups. Any involved individuals or groups will be interviewed and asked to share information they have regarding the incident including documents (text messages, emails, photos, etc.) and identification of any additional witnesses who may provide direct information regarding the incident.

- c. Students and student organization representatives may be accompanied by an advisor of their choice. Individuals are highly encouraged to participate in the process to allow for as thorough an investigation as possible; however, an individual may decline to participate in the investigation process.
- d. At the conclusion of an investigation, the Office of Investigations and Assessment will produce an investigation report and forward to the Student Conduct Authority for determination of appropriate referral, resolution, or dismissal in accordance with University policy.

4. Administrative Measures

- a. Interim Health and Safety Actions. Interim actions may be initiated to protect the health or safety of individuals involved in an incident or investigation or in circumstances when a student is alleged to have engaged in conduct that poses a substantial risk to the University community or operations. IHSAs may be issued in conjunction with, or pending the outcome of, an investigative or adjudicative process of the Student Conduct Code, Student Organization Conduct Code, Anti-Sexual Misconduct policy, or Title IX Compliance Policy. For cases falling under the jurisdiction of the Title IX Compliance Policy, an interim health and safety action temporarily separating a student from the University or precluding participation in a course or courses must only be assigned when there is an immediate threat to physical health or safety of an individual that arises out of a report or formal complaint, or other aspect of the procedures described in the Title IX Compliance Policy. Other supportive measures and remedies may be instituted as described in the Title IX Compliance Policy.
 - i. Interim action(s) will be communicated in writing consistent with the notice provisions of this Code.
 - ii. Interim action(s) are temporary measures applied through the duration of an investigation and/or resolution process and do not replace a resolution process as outlined in this Code.
 - iii. A student organization may request a review of an interim action in writing to the Department of Student Conduct and Community Standards. The scope of the request is limited to whether the interim action(s) should remain in place, based on the information available. The student organization representative of a responding student organization on an IHSA is afforded an opportunity to request a review of the

Interim Health and Safety Action. The Dean of Students, or designee, will schedule a review meeting with the requesting student within a reasonable timeframe of receiving the written request. The requesting student may provide information including reports, witness statements, communications, or other documentation in the meeting. When applicable, a complainant may provide information to the Department of Student Conduct and Community Standards for purposes of this review. Interim actions may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Dean of Students or designee will communicate the final decision in writing within a reasonable timeframe of the review meeting.

- v. Interim Action(s) may include any actions deemed appropriate to mitigate the threat to health, safety, or welfare of the University community or individuals involved in an incident, ranging from interim suspension to restrictions on participation in university-sponsored programs or activities or presence on campus.
- e. Termination or reassignment of housing. Removal or reassignment of an individual in University housing after a specific date and for a specified period of time. If removed, the student may be restricted from entering all University residence halls. This status constitutes a disciplinary record that will remain on file with the Student Conduct Authority in a manner consistent with University records retention policies.
- f. No contact directive/extension of existing no contact directive. A no contact directive is an official University directive that serves as notice to an individual that they must not have physical contact with or proximity to, or direct verbal, electronic, written, and/or indirect communication intentionally made through another individual for a specified period of time. This may be a new directive, extension of an existing directive, or include altered or additional parameters or instructions to an existing directive. No contact directives may only be removed prior to the specified period of time at the discretion of the Student Conduct Authority and at the written request of all involved individuals.
- g. University Directive. As an administrative measure, the University, at its discretion, may adopt the terms and conditions of a court order or other similar directive, with reasonable modification to apply to the University setting. The University Directive may be issued independently, preceding, or concurrent with the University conduct process. For the duration of the directive, an involved student organization may submit documentation of any modifications issued the

originating source. The University may adjust the University Directive as new information becomes available.

- i. A student organization may request reconsideration of the University Directive. The Dean of Students, or designee, will schedule a review meeting with the requesting student organization within a reasonable timeframe of receiving the written request. The requesting student may provide information including reports, witness statements, communications, or other documentation in the meeting. When applicable, a complainant may provide information to the Department of Student Conduct and Community Standards for purposes of this review. The University Directive may be affirmed, modified, or lifted as a result of a requested review. The Dean of Students, or designee, will communicate the final decision in writing within a reasonable timeframe following the review meeting.

University Directives issued as a result of a signed Restorative Resolution Agreement signed by all necessary parties are considered final and are not subject to any further review or appeal.

D. Notice of Alleged Violations

1. Written notice given to any reporting individual(s) or responding student organizations will include the following:
 - a. Sufficient detail to allow a student organization representative to prepare a response (including source of information, description of the alleged behavior(s), specific alleged Code violation(s); and date, time, and location of a disciplinary proceeding to address the allegations. Absent exigent circumstances, this notice will be provided a minimum of seven business days before the disciplinary proceeding.
 - b. The date, time, and location of an information session, during which the complainant or responding student organization may view all exculpatory or exculpatory information related to the allegation, receive instruction regarding the student organization conduct process and the student organization's rights, and discuss the type of resolution process to be utilized. Absent exigent circumstances, the information session will be scheduled a minimum of five business days prior to the disciplinary proceeding. The identity of hearing body and a listing of all relevant witnesses will be sent a minimum of five business days in advance of the disciplinary proceeding. This information may alternatively be included in the written notice.
 - c. Applicable deadlines for submissions by the involved parties including, but not limited to, impact statements, information, objections, and witness identification where not otherwise specified. For cases

involving a complainant, these deadlines will typically be required further in advance to allow both parties adequate notice to prepare for the disciplinary proceeding. The University may adjust these deadlines with written notice in a reasonable amount of time prior to the disciplinary proceeding.

E. Information Session

1. During the information session the complainant or responding student organization representative may view all materials related to the case, review procedural standards, and discuss options for resolution. The Student Conduct Authority will determine what resolution process is appropriate after considering the expressed preferences of any complainants and responding student organization, and the totality of the circumstances.

If a responding student organization elects to resolve the allegation and the Student Conduct Authority deems appropriate, the administrator conducting the information session may immediately facilitate a resolution or schedule the resolution to take place within a reasonable time. Options for resolution will be scheduled no sooner than five days after the information session, unless a student organization waives their right for a resolution to be scheduled sooner.

2. In cases involving a complainant, the administrator will gather the necessary information and conduct an appropriate resolution within a reasonable time.
3. When a responding student organization has two or more outstanding incidents, those incidents may be heard as a single case at the discretion of the Student Conduct Authority.

F. Resolutions

1. Alternate Resolution

- a) In an Alternative Resolution, the responding student organization accepts responsibility for the behaviors and agrees to complete assigned outcomes. Once the Alternative Resolution Agreement is signed by the student organization representative, it constitutes a University Directive. By agreeing to resolve the allegation with an alternative resolution the responding student organization waives their right to resolve the allegation through a hearing and the signed agreement constitutes final agency action.
- b) Failure to complete the agreed upon outcomes by their specified deadline may result in a violation of this Code other administrative restriction.

- c) Alternative Resolution Agreements are not categorized as a student organization conduct record at the University but may be referred to as an aggravating factor in assigning outcomes if a future violation occurs.
- d) If deemed appropriate by the Student Conduct Authority a student organization may agree to resolve an allegation violation with an Alternative Resolution. Factors that the University will consider when determining whether a student is eligible for an Alternative resolution include, but is not limited to, the following:
 - i. Whether the pending student organization has recent conduct record.
 - ii. Whether the responding student organization has recently resolved an allegation with an alternative resolution.
 - iii. The number and severity of the alleged violations.
- e) Allegations involving an identified complainant will not be eligible for an Alternative Resolution.

2. Restorative Resolution

- a. Participation is voluntary and both the Responsible Organization Representative and the Impacted Party must consent in writing to participate in a Restorative Resolution via the Restorative Resolution Opt-In Form.
- b. The Restorative Resolution process is used for incidents which allege behavior that violates a specific University policy.
- c. The Restorative Resolution process will not be used for incidents that allege violence against a member of a vulnerable population, the use of a dangerous weapon, or significant physical injury.
- d. The Responsible Organization must take responsibility for having violated the alleged policy to participate in a Restorative Resolution.
- e. The University will not pressure or compel any party to participate in any form of Restorative Resolution.
- f. The Restorative Resolution process is not a disciplinary proceeding and therefore, an advisor may not speak on behalf of the Responsible Organization Representative, Impacted Party, or Affected Party.
- g. Any party may withdraw from the Restorative Resolution process until the signing of the Restorative Resolution Agreement.

h. In the event that any party withdraws from the Restorative Resolution or if parties are not able to reach an agreement through the Restorative Resolution Agreement, the incident will be referred back to the Student Conduct Authority or Office of Title IX, based on the nature of the allegation, for further action.

i. Information obtained through the Restorative Resolution process may not be utilized in any other form of investigation or resolution. Additionally, Information obtained through the Restorative Resolution will be kept confidential except when otherwise required by the University.

j. Separate meetings in the Restorative Resolution process may be merged by the Facilitator based on their discretion and the needs of the students or University.

k. A Restorative Resolution concludes with the drafting of a Restorative Resolution Agreement detailing the agreed upon outcomes for the Responsible Organization. Restorative Resolution Agreements must be signed by both the Responsible Organization and the Impacted Party as well as the Facilitator. Restorative Resolution Agreements signed by all necessary parties are considered final and are not subject to any further review or appeal. Upon signing, the outcomes agreed upon in the Agreement constitute a University Directive Cases resolved by a signed Restorative Resolution Agreement through the Restorative Resolution process are not categorized as a student conduct record at the University but may be referred to as an aggravating factor in assigning outcomes if a future violation occurs.

The Responsible Organization may be charged with a violation of the Code t for failure to adhere to the requirements agreed upon in the signed Restorative Resolution Agreement.

3. No-Contest Resolution

- a. A responding Student Organization may elect to resolve an outstanding violation(s) through a no contest-resolution in lieu of a hearing if deemed appropriate by the Student Conduct Authority and if the student organization representative accepts the finding of responsibility for the alleged violation(s).
- b. In a no-contest resolution, because the student organization accepts the finding of responsibility, the proceeding will be focused on potential appropriate outcomes.

- c. No-contest resolutions may take place during the information session or scheduled within a reasonable time thereafter.
- d. No-contest resolutions are noted as a finding of responsibility for violation(s) of the Code and are considered a student organization conduct record.
- e. No-contest resolutions are not permitted for cases falling under the jurisdiction of the Title IX Compliance Policy.

4. Informal Hearing

- a. A responding Student Organization may elect to resolve an outstanding violation(s) through an informal hearing if deemed appropriate by the Student Conduct Authority. Informal hearings are typically utilized when there is not conflicting, complex, or additional information that would be best examined through a formal hearing setting.
- b. Informal hearings may take place as an element of the information session or scheduled within a reasonable time.
- c. The responding student organization representative may provide information including reports, witness statements, communications, or other documentation in the hearing.
- d. A hearing administrator may temporarily adjourn the informal hearing if the administrator determines that further review or clarification is necessary including, but not limited to interviewing the complainant or witnesses.
- e. A hearing administrator may utilize information gathered from information sessions, investigation meetings, or other proceedings involving individuals associated with the incident in making a determination on responsibility. If such information is under consideration, a responding student organization representative will be informed of the information and have an opportunity to respond.
- f. Informal hearings are not permitted for cases falling under the jurisdiction of the Title IX Compliance Policy.

5. Formal Hearing

- a. A formal hearing may be heard by a single hearing administrator or Administrative Hearing Panel. For cases that include allegations of sex discrimination or sexual misconduct either under the Sex Discrimination and Sexual Misconduct Policy or the Title IX Compliance Policy, if a formal hearing is selected, the hearing will be conducted by a single administrator.
- b. Notice of a formal hearing, including the identity of the hearing administrator or body, will occur at least five business days prior to the hearing. Any objection regarding selected hearing administrator or hearing body must be submitted by the deadline specified in the notice
- c. Formal Hearing Guidelines
 - i. Private hearing. A formal hearing is conducted in private. The complainant(s) (if applicable), responding student organization representative, and advisor(s) are allowed to attend the entire portion of the hearing at which information is presented. Admission of any other individual to the hearing is at the discretion of the Student Conduct Authority.
 - ii. Scheduling. Formal hearings are scheduled at the earliest availability of the complainant(s) (if applicable), responding student organization representative, person providing information on behalf of the University, and the hearing body. Student availability is determined based on academic class schedules and requirements. Absent exigent circumstances, lack of availability based upon personal matters, employment schedules, or the availability of an advisor, advocate, or legal representative are not considered in scheduling a formal hearing. A student or student organization should select as an advisor a person whose schedule reasonably allows attendance at the scheduled date and time for the hearing.
 - iii. Witnesses. Appropriate witnesses identified by the Student Conduct Authority, reporting individual(s), or the responding student organization representative may be invited to the hearing to provide information in support of, or challenging responsibility of the alleged violation(s). Absent extraordinary circumstances, any witnesses must be identified at the information session or by the date otherwise given in a notice of allegations or other communication from the Student Conduct Authority. Witnesses will be invited by the Student Conduct Authority. Potential witnesses who could have been reasonably known or identified during the course of the

University investigation, but who were not otherwise provided by the organization or individual afforded the opportunity to do so, will not be invited to a Formal Hearing. Only witnesses providing relevant and permissible information will be invited. Witnesses identified solely on the basis of character reference will not be allowed to participate in the fact-finding portion of a hearing. In identifying appropriate witnesses, the student organization representative or complainant shall supply the name, email and a summary of information the witness will provide to address the student conduct code allegations. Witnesses will be invited by the Student Conduct Authority. Hearings will be scheduled within a timeframe to allow witnesses reasonable notice to participate, but a proceeding will not be unreasonably delayed or disrupted based on the availability of witnesses. In the case of a formal hearing, the University will make reasonable efforts to secure in-person testimony from law enforcement officers in cases where a student conduct charge results from an incident that was reported to law enforcement, and any University personnel who were involved in investigating a matter. However, sworn statements of law enforcement officers and official university reports may be considered by a hearing body in the absence of in-person testimony of the law enforcement officer or appropriate University employee(s), provided that the hearing body reasonably finds that the statements or report is otherwise reliable, and the responding student has an adequate opportunity to respond to all facts alleged in the statement. Other written witness statements will be accepted for review in a formal hearing if the witness does not attend at the discretion of the hearing administrator or body. However, such statements will not be considered as having equal weight as witness information presented in a hearing and cannot be used as the sole information supporting a finding of responsibility.

- iv. Questions. The hearing administrator or body may pose questions directly to any individual providing information in the hearing. The complainant(s) (if applicable) and responding student organization representative may propose questions to be answered by one another, but questions must be directed to the hearing administrator or chair of the hearing body rather than to the individual directly. The advisor may propose questions to be answered by a complainant, responding student organization, or witness on behalf of the student organization they are representing, but questions must be directed to the hearing administrator or chair of the hearing body rather than to the individual directly. The hearing administrator or chair will determine whether questions or potential information are

appropriate for review as part of the formal hearing at their discretion. In formal hearings falling under the jurisdiction of the Title IX Compliance Policy, questioning of participants in the hearing and determinations of relevancy will be made as described in the Title IX Compliance Policy.

v. Information.

- a. Additional information, including, but not limited to, reports, witness statements, communications, or other documentation may also be reviewed in a hearing. Any such documentation that was reasonably available during a University investigation, but which was not provided during the course of the investigation by the student organization representative or other individuals afforded an opportunity to do so, will not be considered. Any additional information must be submitted to the Student Conduct Authority immediately upon discovery of such information.
- b. Individuals may decline to provide information or answer questions posed in a hearing. However, the hearing body will make a decision on responsibility after considering the information that is shared as a part of the formal hearing.
- c. Past violations of the responding student organizations, witnesses, or reporting individual(s) will be excluded from the hearing unless deemed relevant by the administrator or chair of the hearing body.
- d. Past behavior of a responding student organization may be reviewed as an aggravating or mitigating factor for consideration in assigning appropriate outcomes if the responding student organization is found responsible for a violation.
- e. Complainants and responding student organization representatives may submit an impact statement to the appropriate Student Conduct Authority by the deadline specified in the notice letter. Impact statements are considered an element of the hearing record and accessible for review by a complainant and responding student organization in the event there is a finding of responsibility. If applicable, the complainant and responding student organization representative may review the impact statement and provide a response within a reasonable time and by such method as determined by the Student Conduct

Authority.

- f. Consideration of information for a determination regarding responsibility is limited to that information presented in the mishearing. Information that is discovered in a separate 1-mtgor proceeding originating from the same reported incident may be introduced in a formal hearing.

6. Asynchronous Hearing

- a. At the discretion of the Student Conduct Authority, hearings may be conducted asynchronously by written statements. This format is generally only offered in cases where a court order or other protective order prevents contact between one or more of the involved parties or key witnesses. Other possible circumstances may be reviewed upon request.
- b. To resolve the allegation through an asynchronous hearing, the responding student organization, and complainant if applicable, must agree to participate in writing and waive their ability to conduct live questioning. The responding student organization, and complainant if applicable, may submit their questions for the other involved parties and witnesses by the specified deadline.
- c. All relevant individuals will be given the opportunity to submit written statements in lieu of live hearing participation. The responding student organization, and complainant if applicable, will be given the opportunity to review and submit a response to the hearing officer about the received statements and hearing record.

7. Outcomes-Only Hearing

- a. The Student Conduct Authority may determine that an outcomes-only hearing is appropriate to resolve a case in the following scenarios:
 - i. where a student organization as an entity is found guilty or at fault in a criminal or civil court based on a preponderance of the evidence or higher standard; or
 - ii. there has been a determination by another investigation/disciplinary proceeding at Florida State University for the same or comparable policy violation.

- b. Outcome resolutions may take place as an element of the information session or be scheduled within a reasonable time. If a student organization representative does not participate in the hearing, the Student Conduct Authority will issue the appropriate outcomes based on the information available.
- c. In cases involving an identified complainant, the Outcome Resolution may not be conducted as a part of the information session.
- d. The responding student organization representative and complainant(s) may provide information, including an impact statement, for consideration.
- e. An outcomes-only hearing is not permitted for violations charged under the jurisdiction of the Title IX Compliance Policy.
- f. . An outcomes-only decision is not eligible for appeal on the basis of information review.

4. General Guidelines

- a. Basis for decision(s). The basis for any decision of responsibility in an informal or formal hearing will be, whether upon a preponderance of the information, it is more likely than not that a violation or violations of the Code occurred. The burden to demonstrate that this standard has been met rests with the University, and all responding student organizations are considered to be not responsible for a violation until and unless a hearing body makes a finding of responsibility.
- b. Informal procedural standards. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in student organization conduct proceedings.
- c. Personal Health and Safety Accommodations. The Student Conduct Authority may accommodate individuals with concerns for their personal health or safety during a proceeding or hearing by providing separate facilities or physical dividers, and/or by permitting participation by video conference or other viable means as determined by the Student Conduct Authority as appropriate and do not infringe upon fundamental due process.
- d. Accommodations for qualified individuals with a disability. Any student with a qualified disabling condition may work with the Office of Accessibility Services (OAS) to request a reasonable accommodation in order to equally participate in the student or

student organization conduct process. All requests for reasonable accommodations must be made either through the Student Conduct Authority or the OAS. All accommodation requests must be made in a timely manner and coordinated with the student's appropriate disability specialist within the OAS. Non-students may make a reasonable request for accommodation with the Student Conduct Authority.

- e. Decision in absentia. If a complainant, responding student organization representative, or witness does not appear for a proceeding or hearing after notice, the Student Conduct Authority or hearing body may postpone the proceeding or review any information in support of or challenging the violations in the individual's absence and determine a finding regarding responsibility and any related outcomes based upon the available information. VI. Holds. The Student Conduct Authority may place a hold on the privileges of recognition of any student organization who fails to resolve allegations of a violation(s) of the Code in a timely manner.
- f. Holds. The Student Conduct Authority may place a hold on the privileges of recognition of any student organization who fails to resolve allegations of a violation(s) of the Code in a timely manner.
- g. Any question of application of or objection to procedural standards, authority, scope or other provisions of the Code must be referred to the Student Conduct Authority by the deadline specified in the notice letter.
- h. A hearing body or the Student Conduct Authority may impose other reasonable procedural requirements for the orderly administration of student conduct proceedings, provided that such requirements are not inconsistent with this Code and do not infringe upon a student organization's procedural due process rights.
- i. Joint hearing. In cases involving more than one responding student organization, whether in a formal or informal hearing, the hearing body may permit the hearing concerning each student organization to be conducted either separately or jointly.
- j. Hearing record. There will be a single record, such as a digital audio recording of all disciplinary proceedings. Deliberations will not be recorded. This recording will be the property of the University but will be made available for the complainant(s) or responding student organization representatives to review upon request. Any recordings of the hearing without the acknowledgement and permission of involved individuals are prohibited.

- k. The decision of any hearing or resolution must be presented to the respondent and complainant (if applicable) in writing and within a reasonable period of time after the conclusion of the proceeding.

G. Outcomes.

Outcomes are status designations or education assignments that alone or in any combination are assigned to a student organization as a final outcome at the conclusion of a resolution process.

The purpose of outcomes through the student organization conduct process is to facilitate accountability, learning, and overall wellness. The outcomes listed below are not intended to serve as an exhaustive list of all outcomes the University may be able to utilize regarding a given student conduct concern.

1. Status Outcomes

The outcomes listed below are not intended to serve as an exhaustive list of all outcomes the University may be able to utilize regarding a given student conduct concern.

- a. Reprimand. A notice in writing to the student organization that the group is violating or has violated University expectations for behavior and that further violations may result in more severe disciplinary action.
- b. Disciplinary Probation. This status is assigned to a student organization for a specified period of time. While on this status, any further violations may result in suspension or loss of recognition from the University. Other restrictions that may be placed upon a student organization on disciplinary probation may include, but are not limited to the following:
 - i. Participation in University or student activities,
 - ii. Representation of the University in leadership positions or eligibility for awards or honors,
 - iii. Use or entrance into university facilities or campus areas,
 - iv. Contact with any specified individual(s), and/or
 - v. Student Organization events under the auspices of the Student Organization such as organization social events and tailgates.

c. Suspension of recognition. Suspension of recognition with the University after a specific date and for a specified period. Through the duration of the suspension period the student organization will be prohibited from utilizing the support and services afforded by a recognized student organization and will be restricted from the following:

- i. Participation in University or student activities,
- ii. Representation of the University in leadership positions or eligibility for awards or honors,
- iii. Use or entrance into university facilities or campus areas,
- iv. Student organization events under the auspices of the student organization such as organization social events, and tailgates.

To regain recognition at the conclusion of the suspension period, a student organization must demonstrate compliance with any terms of the suspension and meet requirements of any applicable recognition processes(es) through Student Activities and fraternity and sorority life governing councils (if applicable).

Loss of recognition. Loss of recognition from the University after a specific date and for an indefinite period of time. During which time, the student organization will be prohibited from utilizing the support and services afforded a recognized student organization and privileges as outlined under the "suspension of recognition" section. The University may set a designated timeframe during which the organization will not be eligible to apply for re-recognition. This timeframe may be extended if there are further violations of university policy by the student organization or student organization members.

2. Educational Outcomes

- a. Service Hours. Completion of service under the supervision of a University department or outside agency.
- b. Discretionary outcomes. Work assignments, essays, presentations, research projects, conduct contracts, or other discretionary assignments.

3. Administrative Directive Outcomes

- a. Restitution. Compensation for loss, damage, or injury to University property. This may take the form of appropriate service, monetary, or material replacement.

- b. No contact directive/extension of existing no contact directive. A no contact directive is an official University directive that serves as notice to an individual or individual(s) that they must not have physical contact with or proximity to, or direct verbal, electronic, written, and/or indirect communication intentionally made through another individual with an identified individual for a specified period of time. This may be a new directive, extension of an existing directive, or include altered or additional parameters or instructions to an existing directive. No contact directives may only be removed prior to the specified period of time at the discretion of the Student Conduct Authority and at the written request of all involved individuals.
 - c. Loss of privilege. Denial of any specified privilege for a specified period of time.
 - d. Behavioral Plan. This is a directive to the student organization from the Office of Student Conduct and Community Standards and/or in consultation with another appropriate office (including, but not limited to Student Activities, Fraternity and Sorority Life, Housing, Title IX, etc.) which outlines expected behaviors.
- a.

H. Appeal Procedures

1. Both a complainant (if applicable) and a responding student organization are afforded a single opportunity to appeal decisions and/or any outcomes issued by a hearing body within five business days of the date of the written decision and outcomes. Only complainants who meet the definition of a student are eligible to submit an appeal request with the exception of cases of sex discrimination or sexual misconduct in which a complainant may submit an appeal regardless of student status. Any interim actions will remain in effect at the discretion of the Student Conduct Authority, however any outcome(s) resulting from the original hearing decision will be held in abeyance pending the conclusion of the Florida State University appeal process. A complainant (when applicable) and a responding student organization will be notified of an appeal submission by the other, given the opportunity to review the submitted appeal request, and given the opportunity to submit a response.

2. **Required Format.** All appeal requests must be in writing, identify the basis or bases for appeal, and include any supporting documentation the appealing individual or student organization wishes to be considered.

3. **Scope of Review.** Deference is given to the original hearing body's findings of fact and decision on responsibility and/or any outcomes; therefore, the burden is on the individual or Student Organization filing an appeal request to sufficiently demonstrate cause to alter the decision of the hearing body or any outcomes. An appeal review will generally be limited to a review of the record of the hearing and supporting documents for one or more of the bases of appeal listed below, provided however, that under extraordinary circumstances the appeal administrator may request additional information or clarification from the University, investigator(s), hearing body, Student

Conduct Authority, reporting individual, responding student organization, or witnesses for purposes of this review.

4. **Appellate Administrator(s).** The Vice President designates University administrators to facilitate policies and procedural standards as outlined in this Code, including appellate review. All intermediate appellate reviews are considered recommendations for review and action for the Vice President for Student Affairs' final agency action on behalf of Florida State University.
 - a. Decisions of the Administrative Hearing Panel, Student Conduct Board, or hearing administrators appointed by the Office of Student Conduct and Community Standards may be appealed to the Dean of Students.

 - b. Decisions of the Dean of Students may be appealed to the Vice President.

5. **Bases for Appeal.** Appeal reviews are not a "re-hearing" of a student organization conduct matter, rather a review of process and submitted information to ensure stated procedural standards were followed. Appeal considerations are limited to one or more of the following bases:
 - a. Process Review. That the proceeding was not conducted in accordance with established procedural standards. Such procedural errors must have substantially affected the outcome of the hearing.

- b. Bias Review. That the proceedings were not conducted without bias or prejudice on the part of the hearing body. May include but is not limited to demonstration of a conflict of interest, or failure to objectively evaluate all relevant information.
- c. Information Review. That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code occurred.
- d. Outcome Review. That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.
- e. New Information. That new information exists that was not known to the individual or student organization appealing and could not reasonably have been known or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from a complainant or responding student organization representative who did not appear for a proceeding or hearing.

6. **Appeal Decision.**

An appeal administrator reviewing an appeal request may make one of the following recommendations for final agency action:

- a. Affirm. The administrator may affirm the decision and/or outcomes of the original body.
- b. Alter outcome. The administrator may alter the outcome(s) issued by the original hearing body. Alteration in the outcome may include reducing or increasing severity of outcome(s) or requirements.
- c. New hearing. The administrator may determine a new hearing by a different hearing body is warranted to correct procedural irregularity or to consider new information. An individual or student organization may appeal any decision by a hearing body assigned to adjudicate a new hearing.
- d. Remand. The administrator may direct the original hearing body to review their original decision subject to any instructions from the appeal administrator, including the requirement of further clarification of the rationale supporting the decision. The hearing body may affirm its original decision

or render a new decision consistent with those instructions. An individual or student organization may appeal a decision made on remand; however, if a hearing body affirms its original decision, an individual or student organization may not appeal the decision on the same grounds as in the previous appeal.

7. Final Agency Action

The appeal administrator will forward findings and recommendations to the Vice President for Student Affairs for review. The Vice President's review and decision is considered the final decision of the University and will be communicated in writing within fifteen business days to the responding Student Organization and if applicable, simultaneously to the complainant. This timeline may be extended if necessary, in consideration of the record on appeal. Final agency action decisions are only appealable by writ of certiorari to the Second Judicial Circuit in and for Leon County, Florida.

I. Record Keeping Practices

- 1. File Maintenance.** Records of all Student Organization conduct cases will be maintained in the Student Conduct and Community Standards indefinitely.
- 2. Release of Records.** The release of Student Organization conduct records will be governed by applicable federal and state laws regarding the privacy of education records. General information regarding the outcome of Student Organization conduct proceedings (without identifying information) may be released to the public.
- 3. Access to and Copies of Records.** A student organization representative is permitted access and review of information in the conduct file for the purpose of reviewing information that is subject to consideration as part of a student organization conduct proceeding.
- 4. Transcriptions of hearings.** Any student organization representative or a student desiring a transcript of a recorded hearing that is a part of their education record should Contact the Office of the General Counsel which will arrange for the preparation of the transcript by a court reporting service. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requester shall bear the cost of the transcript preparation and confidentiality review.

Law implemented 1011.48 FS **History**-New 9-30-75, Formerly FSU-3.04, Amended 9-4-86, 3-20-88, 7-18-96, 7-20-99, 11-13-00, 5-9-2007, Substantially Rewritten, 6-9-2012, Amended 3-4-2016, Substantially rewritten 2-22-2017, Amended 6-8-2018, Substantially Rewritten 9-20-2019, Amended 9-11-2020, September 24, 2021, 9-23-22

FSU- 3.0045 Involuntary Medical Withdrawal.

(1) Students are considered adults when attending the University, and students have a responsibility to not cause harm to themselves or others and to participate in University life safely. A student whose conduct, actions, or statements pose a significant danger of serious harm to the health or safety of themselves or others at the University may be subject to involuntarily withdrawal from the University by the Dean of Students or designee. Such action will be taken only after an individualized assessment of the student and his or her conduct and consultation with appropriate colleagues (or designee) including but not limited to: Director of the Student Health Care Center, Director of the University Counseling Center, Office of the General Counsel and Chief of Police. Involuntary withdrawal of a student is intended as a last resort, when all other options have been considered and are inapplicable, incompatible, or ineffective. Nothing in this policy shall, nor is intended to, override or interfere with a student's right to reasonable accommodations under the Americans with Disabilities Act. The University restates here its commitment to providing reasonable accommodations for students with disabilities.

(2) A student subject to involuntary withdrawal shall be afforded written notice of the University's intended decision to seek an involuntary withdrawal stating the reasons for the action and the opportunity to provide a response to the notice for consideration by the Vice President for Student Affairs or designee within ten (10) days of the notice.

(3) Should circumstances warrant, a student may be subject to an immediate temporary withdrawal, pending a further determination. A student subject to an immediate temporary withdrawal shall be provided notice of such withdrawal stating the reasons and an

opportunity to respond to the Dean of Students or designee as soon as reasonably possible after such withdrawal. After so responding, the temporary withdrawal may be rescinded, modified, or allowed to stand pending further determination. Notice of this decision shall be given to the student.

(4) Failure of a student to take the opportunity to respond at the time and in the manner provided by the University shall not affect the validity of or delay any decision made under this Regulation.

(5) A student subject to involuntary withdrawal may receive a refund of tuition and fees.

(6) A student subject to involuntarily withdrawal shall have a hold placed on his or her records and enrollment, and the University may impose conditions for readmission, including but not limited to one or more of the following:

(a) Requiring the student to provide the Dean of Students or designee a complete written assessment (using the form provided by the University) from student's treating physician or independent licensed psychiatrist or other licensed mental health provider that the student is ready and able to safely return to his or her educational pursuits;

(b) When necessary, a determination from an outside independent licensed psychiatrist or other licensed mental health provider retained by the University and at the cost of the student, that the student is ready and able to safely return to the University;

(c) A written agreement from the student to attend and participate in any treatment/programs/meetings to the extent recommended by student's treating physician or licensed mental health provider and/or an independent licensed psychiatrist or other licensed mental health provider retained by the University; and/or

(d) A determination by a University official or officials, made after consultation with appropriate personnel, that student has met conditions for readmission and that the University has appropriate resources to support and meet any ongoing needs of the student.

Authority: BOG Regulation 1.001, 6.001; Florida Statutes 1006.60, 1001.61 History-New 6-12-2014

FSU-3.005 Academic Honor Policy.

(1) INTRODUCTION

The statement on *Values and Moral Standards* says: “The moral norm which guides conduct and informs policy at The Florida State University is responsible freedom. Freedom is an important experience which the University, one of the freest of institutions, provides for all of its citizens—faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.”

The statement also addresses academic integrity: “The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one’s claims and representations and honesty in one’s activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.” (*Values and moral standards at FSU* retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>.)

Guided by these principles, this Academic Honor Policy outlines the University’s expectations for all students’ academic work on each campus and all virtual platforms, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. This policy is educational in nature and strives to provide students due process at every level. Please refer to memos outlining necessary procedural modifications of the process for the Panama City and Republic of Panama campuses. The Academic Honor Policy Committee may take direct jurisdiction of a case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate.

If a student observes a violation of the Academic Honor Policy, they should report the incident to the instructor of the course. Allegations that come to the instructor’s attention after the semester has ended should be communicated to the Office of the Vice President for Faculty Development and Advancement (FDA) for guidance. The scope of the Academic Honor

Policy applies to any student enrolled in any credit-bearing course or program. This includes students completing coursework to satisfy “Incomplete” grades and candidates for the degree completing their dissertations. False, fraudulent, or incomplete information and/or statements by an applicant related to admission or residency are addressed by the University Admissions Committee, not by the Academic Honor Policy.

Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

(2) FSU ACADEMIC HONOR PLEDGE

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at the Florida State University. I will abide by the Academic Honor Policy at all times.

(3) ACADEMIC HONOR VIOLATIONS

Note: Instructors are responsible for following and reinforcing the importance of the Academic Honor Policy in their courses and for clarifying in writing their expectations regarding collaboration and multiple submission of academic work.

(a) Examples have been provided for the purpose of illustration and are not intended to be all-inclusive. All charges include attempting to commit the alleged violation. Failed violation attempts will be construed as similar to completed violations in determining charges and sanctions.

1. PLAGIARISM. PRESENTING THE WORK OF ANOTHER AS ONE'S OWN (I.E., WITHOUT PROPER ACKNOWLEDGEMENT OF THE SOURCE).

Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs,

charts, or information without acknowledgement of the source; utilizing ghostwriting or pay-for-paper services; submitting another's work through online thesaurus software.

2. CHEATING. IMPROPER ACCESS TO OR USE OF ANY INFORMATION OR MATERIAL THAT IS NOT SPECIFICALLY CONDONED BY THE INSTRUCTOR FOR USE IN THE ACADEMIC EXERCISE.

Typical Examples Include: Copying from another student's work or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams. This includes unauthorized actions taken on any social media platform.

3. UNAUTHORIZED GROUP WORK. UNAUTHORIZED COLLABORATING WITH OTHERS.

Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor. This includes unauthorized actions taken on any social media platform.

4. FABRICATION, FALSIFICATION, AND MISREPRESENTATION. UNAUTHORIZED ALTERING OR INVENTING OF ANY INFORMATION OR CITATION THAT AFFECTS GRADES GIVEN FOR ACADEMIC WORK OR ATTENDANCE.

Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for a class absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. MULTIPLE SUBMISSION. SUBMITTING THE SAME ACADEMIC WORK (INCLUDING ORAL PRESENTATIONS) FOR CREDIT MORE THAN ONCE WITHOUT INSTRUCTOR PERMISSION. It is each instructor's responsibility to make expectations regarding whether students may incorporate existing work into new assignments clear to the student in writing.

Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. ABUSE OF ACADEMIC MATERIALS. INTENTIONALLY DAMAGING, DESTROYING, STEALING, OR MAKING INACCESSIBLE LIBRARY OR OTHER ACADEMIC RESOURCE MATERIAL.

Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (*This refers only to abuse as related to an academic issue.*)

7. COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to COMMIT AN ACT OF ACADEMIC DISHONESTY.

Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

(4) STUDENT RIGHTS

Students have the following due process rights, which may have an impact on the appellate process:

1. To be informed of all alleged violation(s) and to be given access to all relevant materials pertaining to the case.
2. To receive an impartial hearing or a meeting with an administrator in a timely manner (as appropriate) where the student will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

1. When possible and appropriate, to discuss the allegations with the instructor.

2. Privacy, confidentiality, and personal security.
3. To be assisted by a support person who may accompany the student throughout the process but may not speak on the student's behalf; a witness may not serve as a support person.
4. To choose not to answer any question that they do not wish to answer.
5. To dispute the sanctions of a Student & Instructor resolution and to appeal both the decision and sanctions of an Academic Honor Policy hearing or an Administrative Case Resolution.
6. To have an opportunity to provide information in writing to the FDA administrator, prior to a hearing, if they have reason to believe any panel member would not be able to review the case objectively without bias or prejudice.

The student should continue in the course in question during the entire process. Once an alleged violation of the Academic Honor Policy is discovered, or when a student has been found "responsible" for an Academic Honor Policy violation, they are not permitted to withdraw or drop the course or request that the grading basis be changed to a "Satisfactory/Unsatisfactory" grade if the course is letter-graded.

Students who provide false information when requesting to drop a course may be subject to allegations of Student Conduct Code violations. Should no final determination be made in an Academic Honor Policy case before the end of the term, the grade of "Incomplete" will be assigned until a decision is made.

Students who need assistance should seek guidance from a list of volunteers who have been trained in the Academic Honor Policy, which can be found on this website: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.

(5) STUDENT RESPONSIBILITIES

Students should read the Academic Honor Policy and follow each of its requirements, seek clarification from the instructor as needed, and participate actively and appropriately in the resolution of any Academic Honor Policy allegations. All email messages related to cases are sent to official FSU email accounts, which students are required to check and respond to regularly, as

stated in the General Bulletin. Students are also expected to communicate respectfully with instructors, fellow students, and staff members throughout the process.

(6) DEFINING EGREGIOUS ALLEGATIONS

The decision regarding whether an allegation is egregious is made by an FDA administrator and the instructor. Allegations of academic dishonesty involving egregious allegations will be referred to a formal hearing. The following list of egregious allegation examples is provided for illustrative purposes, but is not all-inclusive:

(a) Coercing current classmates or former course enrollees to provide exam questions and/or answers.

(b) Stealing or disseminating exam questions and/or answers from an instructor.

(c) Operating an ongoing, organized scheme to help others violate the Academic Honor Policy in some manner.

(d) Using analog or technological methods to alter grades for oneself or others.

(e) Violating the Academic Honor Policy while fulfilling one's graduate program milestones.

(7) PROCEDURES FOR RESOLVING CASES—FIRST OFFENSE THAT IS NOT CONSIDERED AN EGREGIOUS VIOLATION

(a) Student and Instructor Resolution. When an instructor believes that a student has violated the Academic Honor Policy in one of the instructor's classes, the instructor must first contact the FDA Office to discover whether the student has a prior record of academic dishonesty and thus whether proceeding with a Student & Instructor Resolution is appropriate. The instructor must also inform the department chair or dean (Teaching assistants must seek guidance from their supervising faculty member and adjunct instructors must seek guidance from their department chair). However, faculty members or others who do not have administrative authority to enforce the Academic Honor Policy should not be informed of the allegation, unless they have established a legitimate need to know. If pursuing a Student & Instructor Resolution determined to be possible, the instructor shall share and discuss the

evidence of academic dishonesty with the student in as private and confidential a setting as possible and explore the possibility of a resolution. Instructors are responsible for outlining all resolution options available to the student. After this discussion, the instructor may drop the charge if it appears to be unsubstantiated, which does not create a record or

The student may accept responsibility for the violation and accept the academic sanction proposed by the instructor. If a Student & Instructor Resolution is agreed to, the matter goes no further and the process is concluded. The signed Student & Instructor Resolution Form becomes a confidential student record of academic dishonesty that is subject to the conditions described in the Records section. Any grade imposed as the result of an academic sanction will remain on the student's transcript indefinitely. Students will not be eligible for a course drop, withdrawal, or modification of grading basis, including changing the grading basis to "Satisfactory/Unsatisfactory."

(b) Disputing the Sanctions. The student may accept responsibility for the alleged violation but contest the proposed academic sanction. In this circumstance, the instructor must submit the "Disputing the Sanction" form along with supporting documentation to the FDA Office. The student's written statement must demonstrate specific reasons why the student believes that the proposed sanction is extraordinarily disproportionate to the offense committed for any modification of the sanction to be considered. An FDA administrator (or designee) will review the submitted written documentation to determine whether the proposed sanction should be imposed. The Vice President (or designee) may affirm or lessen the severity of the instructor's proposed sanction as determined to be appropriate in the circumstances. The decision that results from this review is final.

(c) Administrative Case Resolution. For cases in which the student denies responsibility and after receiving a Hearing Referral, the Office of Faculty Development and Advancement (FDA) administrator will assess the case to determine whether it could be suitable for Administrative Case Resolution rather than the hearing process. Such cases will be straightforward cases that do not require extensive additional information, explanation, or evidence beyond what is contained in the charge letter and documentation provided by the instructor. These cases would also not reasonably result in serious sanctions, such as suspension or expulsion, if the student were to be found responsible. If the FDA administrator determines that the case is eligible for Administrative Case Resolution, the administrator will ask the instructor if they have any objection to the case

being resolved by the student meeting with an academic administrator from FDA in lieu of a hearing. If the instructor does not object, the student will have the option to meet with an FDA administrator to discuss the case and attempt to resolve it. If it is possible to resolve in this manner, the administrator will determine whether to find the student “responsible” or “not responsible” for the allegation(s) based on a preponderance of evidence standard, as well as what sanctions to impose, if appropriate. In certain cases when a second allegation against a student meets the criteria above, especially if the student admits responsibility for the alleged violation, an

Administrative Case Resolution may be appropriate. A finding of “responsible” creates a formal record that is subject to the conditions described in the Records section. Any grade imposed as the result of an academic sanction will remain on the student’s transcript indefinitely and will not be eligible for a course drop, withdrawal, or modification of grading basis, including changing the grading basis to “Satisfactory/Unsatisfactory.”

(d) Hearing at Student’s Request.

The student may deny responsibility for the alleged violation, making a hearing the appropriate resolution procedure. In this circumstance, the instructor submits the “Academic Honor Policy Hearing Referral” form along with supporting documentation to FDA in preparation for an Academic Honor Policy Hearing. Refer to the section entitled *Hearing Process*.

(8) PROCEDURES FOR RESOLVING CASE—SECOND OFFENSE (OR FIRST OFFENSE CONSIDERED EGREGIOUS)

(a) General Conditions Requiring a Hearing

The student may deny responsibility. In this circumstance, the instructor submits the “Academic Honor Policy Hearing Referral” form along with supporting documentation to FDA in preparation for an Academic Honor Policy Hearing.

If the student is found to have a prior record of academic dishonesty the student is a graduate student who allegedly violated the Policy in any culminating milestone of their degree program, or the egregious nature of the allegations merits a formal hearing, the instructor must refer the matter to for an Academic Honor Policy Hearing by submitting the “Academic Honor

Policy Hearing Referral” form and appropriate documentation to FDA.

(b) Allegations involving Graduate Student Culminating Milestones

All alleged violations of academic dishonesty involving a graduate student engaged in any phase of the preliminary or comprehensive examination, thesis, or dissertation are treated as egregious and are resolved through the Academic Honor Policy Hearing process, in which the major professor will serve as the “instructor” under the hearing procedures. The Vice President for Faculty Development and Advancement, the student’s academic dean, (as well as the Vice President for Research in cases involving grant-funded research), and the Dean of the Graduate School or designee, should be informed as soon as possible of all such allegations. The decision regarding whether to submit a hearing referral will be made by a committee consisting of the department chair and two faculty members appointed by the academic dean, one of whom should be the student’s committee member serving as the University (outside) representative if one has been identified, excluding the major professor. In rendering its charging decision, this committee should review all available information and consult with the major professor and the academic dean.

(c) Hearing Process.

For cases that were not or could not resolved by one of the other alternatives outlined above, the hearing process will be conducted. The student will be provided notice of the charge(s) in advance of the hearing and, at the hearing, will have the opportunity to provide information, to present documentation, to respond to the evidence presented, and/or to provide witnesses to testify.

Specifically, the student is issued a letter detailing the charges within 20 class days of the receipt of the referral, and the schedule for the hearing will be set as soon as possible and within 120 days from the date of the letter. These timelines may be modified in unusual circumstances. Unless all parties agree, the hearing will not be held any sooner than 10 class days from the student’s receipt of the charge letter.

A panel consisting of four ~~five~~ members shall hear the case. The panel shall include: One faculty member appointed by the dean from the unit in which the academic work is conducted; one faculty member, who is not from the academic unit, appointed by the Office of the Vice President for Faculty Development and Advancement; and two students. An FDA Administrator manages the logistics of the hearing process.

The hearing will be conducted in a non-adversarial manner with a clear focus on finding the facts within the academic context of the academic work. The student is presumed innocent going into the proceeding. After hearing all available and relevant information from the student, instructor, and any witnesses, the panel deliberates and determines whether or not to find the student “responsible” for the alleged violation using the “preponderance of the evidence” standard. If the student is found “responsible” for the violation, the panel is informed about any prior record of Academic Honor Policy violations and determines sanctioning. The range of sanctions available in the hearing process is broader than in a Student & Instructor Resolution or in an Administrative Case Resolution. In the case of a tie vote amongst the panelists, the student will be found “not responsible” for the allegations.

In cases where a Student & Instructor Resolution is appropriately proposed (i.e., the student has no prior record) and the student denies responsibility of the alleged violation, an Academic Honor Policy Hearing is convened. If the student is found “responsible” in these cases, the panel should uphold the faculty member’s proposed a sanction unless there is clear justification for imposing a sanction different than what was proposed during the Student & Instructor Resolution process. The rationale for modifying those sanctions should be written in the decision letter.

If the student is found responsible after a hearing, the hearing panel will issue a decision letter, which will address each charge, outline the basis for the finding of “responsible” or “not responsible,” and explain the sanctions determined to be appropriate. The facilitator of the Academic Honor Policy hearing panel will report the decision to the student, the instructor, the instructor’s academic unit, the supervising faculty member of a teaching assistant or an adjunct instructor, the student’s dean, the Office of Student Conduct and Community Standards and the Registrar, if appropriate. If the student is found “responsible” at a an Academic Honor Policy Hearing, the outcome will be recorded by FDA and becomes a confidential student record of an Academic Honor Policy violation that is subject to the conditions described in Records section. Any grade imposed as the result of an academic sanction will remain on the student’s transcript indefinitely and will not be subject to course drop, withdrawal, or grade change, including changing the grading basis to “Satisfactory/Unsatisfactory.”

(9) SANCTIONS

(a) STUDENT & INSTRUCTOR RESOLUTION AND ADMINISTRATIVE CASE RESOLUTION SANCTIONS

The following sanctions are available in the Student & Instructor Resolution and Administrative Case Resolution procedures and may be imposed singly or in combination. The instructor should consider the seriousness of the violation, the student's circumstances, potential opportunities for learning, and consistency with past sanctions in determining a proposed sanction.

1. Additional academic work, including re-doing the assignment
2. A reduced grade (including "0" or "F") for the assignment
3. A reduced grade (including "F") for the course
4. Educational activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, development of an academic plan with the assistance of the Academic Center for Excellence, participation in ethics workshops, interviews with appropriate faculty or administrators, or writing educational or reflective essays. Fees may be charged to cover the ethics workshops. Please contact FDA before implementing educational sanctions.

(b) ACADEMIC HONOR POLICY HEARING SANCTIONS

The following sanctions are available in the Academic Honor Policy Hearing process and may be imposed singly or in combination:

1. Additional academic work, including re-doing the assignment
2. A reduced grade (including "0" or "F") for the assignment
3. A reduced grade (including "F") for the course
4. Educational activities. Examples include, but are not limited to, referrals to improve future educational outcomes, tutoring regarding proper citation practices, development of an academic plan with the assistance of the Academic Center for Excellence, participation in ethics workshops, interviews with appropriate faculty or administrators, writing educational or reflective essays. Fees may be charged to cover the cost of educational activities.

5. Restitution, letter of accountability, or other restorative acts.
6. Disciplinary Probation – a period of time during which any further violation of the Academic Honor Policy puts the student’s status with the University in jeopardy. If the student is found “responsible” for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion. Restrictions that may be placed on the student’s activities during this time period include but are not limited to: participating in student activities; representing the University on athletic teams or in other leadership positions; and participating in practice for athletic or other competitions.
7. Suspension – Separation from the University for a specified period, not to exceed two years.
8. Expulsion – Separation from the University without the possibility of readmission. Expulsion is noted on the student transcript.
9. Withholding of diplomas, transcripts, or other records for a specified period of time.
10. Suspension of degree, in cases where an offense is discovered after the degree is posted.
11. Revocation of degree, in cases where an offense is discovered after the degree is posted.

(Note that Dismissal has been deleted.)

(10) RECORDS

An Academic Honor Policy record results from a finding of “responsible” within all resolution routes described in this Policy. Records are kept in a confidential database and will be removed five years from the final decision in the case, except in instances described below. Students who have a single violation on their record and are within one year from graduating (determined and verified by official program-mapping documentation) may petition the FDA Office to request that their Academic Honor Policy record be removed from the confidential database. Requests may be sent to FDA-Faculty@fsu.edu, outlining what they have learned from their experience with the Academic Honor Policy. Requests to remove records of single violations early are not automatically approved. On the initial referral form submitted to the FDA Office (i.e., the Student–Instructor Agreement, Disputing the Sanction form, or Hearing Referral), the instructor

may indicate whether they are supportive of the student being eligible for early record expungement—if the student does not incur a subsequent AHP offense. This written input from the instructor of record will be the primary consideration taken into account

when the FDA Office determines whether a student’s record will be expunged early. Records pertaining to egregious cases (see Pages 3-4) will not be removed at the student’s request and will stay remain on file for five years. Records involving expulsion will be retained permanently. Records are maintained in a manner consistent with University record retention policy and in compliance with Florida Public Records Law

(11) APPEALS

Decisions of the Academic Honor Policy Hearing Panel may be appealed to the Academic Honor Policy Faculty Appellate Officer. The Appellate Officer will be appointed annually by the President may be removed at the discretion of the President. On appeal, the burden of proof shifts to the student to prove that an error has occurred. The only recognized grounds for appeal are:

1. Due process errors involving violations of a student’s rights that substantially affected the outcome of the initial hearing.
2. Demonstrated prejudice against the charged student by any panel member. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3. A sanction that is extraordinarily disproportionate to the offense committed.
4. The preponderance of the evidence presented at the hearing does not support a finding of “responsible.”

All appeals will be limited to a review of the record of the initial hearing and appeal documentation submitted by the student. The student will not be invited to appear before the Appellate Officer.

(a) Procedures. The procedures followed during the appeals process are:

1. The student must file a written letter of appeal to the Office of the Vice President for Faculty Development and Advancement, in care of an FDA Administrator, within 10 class days after being notified of the Academic Honor Policy Hearing Panel decision. This letter should outline the grounds for the appeal (see 1-4 above) and should provide all supporting facts and relevant documentation that the student wishes to be

considered by the Appellate Officer.

2. The AHP Faculty Appellate Officer will review all material related to the case, including the student's letter of appeal and supporting documentation and will recommend a final decision to the Provost. The Appellate Officer may also gather any additional information deemed necessary to make a determination in the case. The instructor is not typically involved in the appellate process.
3. The Faculty Appellate Officer may affirm, reduce, or reverse the initial panel decision, or they may order a new hearing to be held. This decision becomes final agency action issued via the Agency Clerk if and when it is approved by the Provost (or designee.) In cases where the Appellate Officer upholds a finding of "responsible," the decision becomes a confidential student record of academic dishonesty as described in the Records section.
4. Appellate decisions are communicated in writing to the student, the instructor, the instructor's academic unit, the supervising faculty member of a teaching assistant or an adjunct instructor, the Office of the Vice President for Faculty Development and Advancement, the student's academic dean, the Office of Student Conduct and Community Standards, and the Registrar, if necessary, within 30 class days of the appellate decision.

(12) ACADEMIC HONOR POLICY COMMITTEE

An Academic Honor Policy Committee shall be appointed by the University President. The Committee will include three faculty members, selected from a list of six names provided by the Faculty Senate Steering Committee; and three students, selected from a list of six names provided by the Student Senate. The Vice President for Faculty Development and Advancement or designee and the Director of the Office of Student Conduct and Community Standards or designee shall serve *ex officio*. Faculty members will serve three-year staggered terms, and students will serve one-year terms. The committee will meet at least once a semester during the academic year. It will monitor the operation and effectiveness of the Academic Honor Policy, work with the Faculty Senate and the Student Senate to educate all members of the community regarding academic integrity, and make recommendations for changes to the policy.

(13) AMENDMENT PROCEDURES

Amendments to the Academic Honor Policy may be initiated by the Academic Honor Policy Committee, the Faculty Senate, the Student Senate, the Office of Faculty Development and Advancement, or the Provost . Amendments to the policy must be approved by the Faculty Senate, the Student Senate, and the Board of Trustees, as appropriate.

Authority BOG Regulation 1.001(3)(j), (4)(a)10.; Related Laws 1002.22, 1006.52, 1006.62 FS.; History– Formerly 6C2--3.05, New 9-30-75, Amended 1-26-87, 11-25-87, 8-3-05. 6-25-2010, 6-12-2014, amended and converted from Regulation by reference 2-13-2020, Amended, 6-22-22

FSU-3.006 The University Defender.

(1) The University Defender shall be appointed by the Chief Justice of the Supreme Court, subject to ratification by the Student Senate.

(2) It shall be his function to:

(a) Serve as Chief Defense Counsel for the Student Judicial System.

(b) Maintain and supervise a staff of defense investigators.

(c) Counsel each defendant as to his rights under the law, and to appoint a defense counselor to the case.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005 Law Implemented 1001.74(2)(f), , 1006.60 FS. History–New 9-30-75, Formerly 6C2-3.06.

FSU-3.035 Activity and Service (A & S) Fee Fund Management.

(1) Purpose. The purpose of this rule is to provide a procedure which:

- (a) Assures full and complete implementation of Section 240.235(1), F.S.;
- (b) Assures that continued compliance with other law and regulation is not impeded; and
- (c) Facilitates effective interaction between the University staff and the Student

Government Association (SGA) in the allocation and expenditure of funds derived from Activity and Service (A & S) Fees.

(2) A & S Recipient. The term A & S recipient as used throughout this rule means:

A & S RECIPIENT	A & S RECIPIENT
NAME	HEAD
Campus Recreation	Director, Campus Recreation
Student Activities and Organizations (SA&O)	President of Student Body
Oglesby Union (OU)	Director, Oglesby Union

Other units, offices, and activities may be allocated A & S funds regularly or sporadically but are not identified as designated A & S recipients.

(3)General Policies.

(a)The allocation and expenditure of the student activity fund shall be determined by the Student Senate provided that it shall act in accord with the applicable provisions of the Florida State University rules and the laws of the State of Florida.

(b)The authority and responsibility of SGA to determine the allocation and expenditure of A & S funds does not include:

- 1. Administrative authority over the expenditure of funds by the A & S recipients; Campus Recreation and the Oglesby Union.
- 2. Authority to enter into contractual agreements not otherwise authorized;
- 3. Authority to in any way deviate from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida;

4. Authority to impose upon Campus Recreation and the Oglesby Union a requirement to obtain SGA approval prior to expenditure of budget;

5. Authority to hire, supervise, or terminate personnel of the A & S recipients; and

6. Authority to make operational decisions of the A & S recipients; Campus Recreation and the Oglesby Union.

(c) No A & S fee recipient may discriminate, as defined by the Student Body Constitution and Statutes, in membership or otherwise.

(d) The Student Senate President and the Vice President for Student Affairs (VPSA) or their designees will schedule a joint orientation training workshop for the new Student Senate in each senate session.

(e) A & S fees, minus any applicable association Dues, paid by students enrolled at Panama City Campus, and Florence/ London Study centers will be remitted to the appropriate campus.

(f) The allocation and expenditure of Panama City Campus (PCC) A & S fees shall be determined by the PCC Student Government Council in accord with the applicable provisions of the Florida State University policies and procedures, the Board of Regents rules, and the laws of the State of Florida, and shall not be subject to the A & S Guidelines that govern the Tallahassee SGA. The policies, procedures, and controls governing the allocation and expenditure of PCC A & S fees shall be delineated in the FSU-PCC A & S Guidelines, Chapter 603 of the Student Body Statutes, and the PCC-SGC bylaws.

(4) Depreciation and Reserve Accounts.

(a) Campus Recreation and the Oglesby Union will be required to establish a depreciation account for repair, replacement, and renovation of physical plant, furniture/equipment, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by student statute. The required contribution will be the first priority on self-generated funds from these two departments.

(b) The Vice President for Student Affairs' Office will be required to establish a reserve account or A & S fees. This reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. The minimum amount for the funds shall be established by student statute. In order to bring the reserve account for the A & S fees up to the required minimum, it shall have first claim on A & S dollars unencumbered or unexpended on June 30.

(c) In the event the A & S Reserve Accounts fall below the required level, the Vice President for

Student Affairs (chair, no-voting), the recipient heads, the Student Senate President, and the Student Body Comptroller shall decide on an equitable contribution schedule.

(5) Allocation Procedure.

(a) Projected collections of A & S fees for the period July 1 through June 30 comprise the A & S funds available for allocation for the first year. The VPSA will determine in collaboration with the University Budget Officer, the projected enrollment and projected collections. The VPSA will estimate the amount of A & S fees to be available and explain the estimate to Student Government.

(b) APPROXIMATE CALENDAR

April 15VPSA informs Student Senate and each recipient of the projected credit hours for FY2.

April 25The schedule of budget hearings, budget request forms, and instructions are delivered to A & S recipients.

May 2Deadline for receipt of all budget requests.

JuneStudent Senate conducts budget hearings.

July.....Student President submits recommended A & S budget and fee level to VPSA.

OctoberA & S fee Committee meets and recommends A & S fee level. If a higher fee level is approved than is recommended by Student Senate, any additional revenue over the approved budgets shall go to the Senate for reallocation. If a lower fee is approved, all three recipients budgets shall be reduced at the same percentage. Exception to this procedure shall be allowed for increases/decreases in legislative mandate.

(c) The Oglesby Union Board and Campus Recreation Board will each approve their budget and will present the budget to the Student Senate at the category (OPS, Expense, Salary, OCO) level. The Student Senate will allocate the Oglesby Union Board and the Campus Recreation Board by

category. Budget policies and procedures for the Union Board and the Campus Recreation Board will be established by their respective boards and approved by Student Senate.

(d) Student Activities and Organization (SA & O) will present their budget requests as determined by the Student Senate procedures.

(e) Special A & S requests may be submitted to the Student Senate by any recipient and an ensuing allocation may be submitted to the VPSA at any time that unallocated funds are available.

(f) Upon approval of allocations by the University President, or his designee, the VPSA shall notify the recipients and authorize them to establish budget accordingly.

(g) If the University President, or his designee, vetoes the budget, a rationale must be provided to the Student Senate at the time of the veto with suggested alternatives for reallocation.

(6) Expenditure Control.

(a) Expenditures shall be consistent with the purpose and intent expressed in the allocation. After an allocation is approved by the VPSA, budget for SA & O may be transferred from one account to another and may be revised from one expenditure category to another with prior approval by Senate action. Prior approval is not needed for the Oglesby Union Board or Campus Recreation Board for changes within category. Changes from one category to another shall require the prior approval of the Student Body President and the Senate President.

(b) A & S recipients shall maintain separate accounting of A & S funds to facilitate audit and/or review by Student Senate President and others. The departmental ledger and supporting documents shall be reconciled each month and shall be available for review by the Student Body Comptroller to ascertain propriety of A & S expenditures.

(c) At the end of each fiscal year, each recipient shall determine the amount of A & S funds expended, the amount encumbered and not yet expended, and the amount available for sweepings. This information plus similar information on non-A & S income will be reported to the Student Body Comptroller two weeks after the inauguration of the fall Senate. The format will be decided upon by the recipients and Student Government.

(d) Both the Oglesby Union and Campus Recreation shall be required to report to the Student Senate, all their revenue on a monthly basis. This shall include, but is not limited to A & S Fees, E & G Funds and all self generated revenue.

(7) Sweepings.

(a) After required allocation to the reserve account, the next priority on sweepings that come

from the Oglesby Union and Campus Recreation will be to restore amounts expended from the Oglesby Union and Campus Recreation's replacement and renovation (R&R) accounts in that fiscal year. The remaining balance will be remitted to Student Senate.

(b) All recipients shall be informed of the sweepings amount available and shall be eligible to request additional funding.

(c) Once allocated funds, monies may be returned to Student Senate only through sweepings or by prior approval of the recipient.

(8) Amendment Procedure. These guidelines will be reviewed on a timely basis. Amendments to the A & S Guidelines may be considered at any time upon the written request of any recipient, Student Senate, or the VPSA. At that time a committee shall be formed, composed of VPSA or his designee, each A & S recipient head, the Student Body Comptroller, the Student Senate President, Chair of the Union Board, Chair of the Recreation Board, a representative of the University Budget Office, and the head of SA & O Accounting. The committee shall prepare the proposed amendment and submit it to the Student Senate for approval. Following Student Senate approval, the amendment will be forwarded to the VPSA for approval and initiation of formal rule promulgation.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005. Law Implemented 1004.74(3), 1009.24 FS. History—New 9-30-75, Amended 4-7-83, 1-6-86, Formerly 6C2-3.35, Amended 4-18-96.

FSU-3.037 Financial Aid.

(1) Introduction. Florida State University operates a comprehensive program of student aid consisting of grants and scholarships (gift aid), loans, fee waivers and employment. The program provides assistance to students who without such aid would be unable to attend or remain in the University and has as a goal the attainment of equality of educational opportunity. It is the policy of the Office of Financial Aid to administer financial aid awards uniformly and equitably in accordance with existing regulations and without regard to sex, race, color or creed.

Financial assistance is awarded on the basis of demonstrated need. Assistance is normally provided as a package combining a loan, a grant or scholarship to those who qualify, and a work-study award. The Office of Financial Aid follows the requirements of both state and federal law

pertaining to student financial aid including the requirements that students meet standards of satisfactory progress and academic good standing to be eligible to receive funds.

(2) Definitions.

(a) Academic Good Standing – a status in which grade point average (GPA) is high enough to allow a student continued enrollment in a degree granting program at FSU.

(b) Deferment – an authorized delay in payment of fees owed the university.

(c) Dependent Student – one who is not an independent student.

(d) Documented Financial Need – the amount of financial aid needed by a student to supplement the student resources to meet a standard budget as determined by the University.

(e) Full-time Student – one enrolled for a minimum of 12 semester hours.

(f) Guaranteed Student Loan – moderately low interest loans made available to students through private lenders such as banks and S & L associations. An analysis of financial need must be submitted.

(g) Independent Student – a student who:

1. Has not been claimed and will not be claimed as an exemption for federal income tax purposes by his/her parents;

2. not received and will not receive financial assistance of more than \$750 in each year from his or her parent(s); and

3. Has not lived and will not live for more than six weeks (a total of 42 days) in each year in the home of his or her parent(s).

(h) Half-time Student – one enrolled for a minimum of 6 semester hours but fewer than 12 hours.

(i) Probationary/warning – notification of impending ineligibility for future receipt of financial aid.

(j) Resided in – means principal presence in Florida exclusive of temporary periods of absence such as vacations or study abroad.

(k) Resources – resources include, but are not limited to:

1. Funds a student may be entitled to receive from a Pell grant upon application.

2. Tuition and fee waivers.

3. Scholarships or grants, including athletic scholarships.

4. Fellowships or assistantships.

5. Insurance programs for the student's education.
 6. Social Security benefits (except that part included as a part of student's estimated family contribution).
 7. student loans.
 8. Parent Loans for Undergraduate Students (PLUS), or Auxiliary Loans to Assist Students (ALAS).
 9. term loans made by the University.
 10. Net earnings from employment (gross earnings minus taxes and job related costs).
- (l) Satisfactory Progress – academic credit progression toward successful completion of course requirements for a degree or certificate.
- (m) Suspension – a temporary status creating ineligibility of student to continue receiving financial aid.
- (n) Termination – cessation of financial aid eligibility.
- (3) Financial Aid Committee. The Vice President for Academic Affairs shall periodically appoint a Financial Aid Committee which shall make policy recommendations regarding the administration of scholarships, grants, loans and student employment. The Committee shall recommend specific financial aid programs' objectives and shall facilitate the operation of financial aid activities.
- (4) The University has been designated to certify student eligibility and to verify financial aid information and applications for federal and state financial aid available under Title IV Pt B of the Higher Education Act of 1965 and through Chapter 240, F.S.
- (5) All information and data collection coordination regarding financial aid, except fee waivers, shall be available through the Office of Financial Aid. Information about fee waivers is available through the departments or divisions offering the waivers. For students on the Panama City campus, all information is available from the Office of Student Services on that campus. The Office of Financial Aid shall publish annually, and shall make available upon request a list of financial aid sources available through that office including grants, scholarships, loans, and work-study programs and shall include criteria for application and selection. It shall also distribute information about financial aid resources available through state and federal aid programs. The Office of Financial Aid shall publish, distribute and post application deadline dates not later than January 15 of each year.

(6) Application Procedure.

(a) All student aid applicants must file a University application for assistance. A completed application should be in the Office of Financial Aid on or before April 1 for the following school year. Those who complete the application process after that date and who are eligible will be considered and assisted to the extent that funds permit.

(b) The student and/or his/her parent(s) must submit a need determination form, either the American College Testing Program (ACT) Family Financial Statement (FFS) – the preferred document – or the College Scholarship Service (CSS) Financial Aid Form (FAF). The parent(s), the student, or both complete(s) the information form based upon the student's dependency status as specified now or in the future by the U. S. Department of Education.

In addition to the ACT FFS or CSS FAF, other forms required for University financial aid assistance include:

1. Application for admission (if applicable);
2. Financial aid transcripts from previously attended institutions (if applicable);
3. Copies of signed income tax forms for the previous year;
4. Alien registration card (if applicable);
5. Veterans benefit documentation (if applicable);
6. Social security benefit documentation (if applicable);
7. Certification of registration with selective service or certification that student is not required to register;
8. Signed statement of educational purpose. The financial aid award process cannot begin until all required documentation has been received by the Office of Financial Aid. Failure to accurately report information such as one's financial aid history, including previous loan defaults, may result in the suspension or termination of financial aid eligibility.

(c) Financial assistance is normally granted by the University on an academic year basis. It is necessary to file a new application for all types of financial aid each year. Reapplications should be filed annually beginning no earlier than January 1st. Applications for summer term assistance are available each year on or about February 15.

(d) A student does not have to be accepted for admission to the University before applying for financial assistance. Awards, however, are not made until the student is admitted to the University. Admission decisions are made without regard to the financial need of the applicant.

(7) Family Contribution. The applicant and the applicant's parents have the primary responsibility to finance a college education. Financial assistance from the University is to be used to supplement, not replace, the resources of the student. Students who need financial assistance are expected to provide self-help through programs of borrowing and/or employment. Any changes in the student's personal or family financial status must be reported immediately to the Office of Financial Aid. Failure to properly notify the Office of Financial Aid of changes in financial situations may result in cancellation, reduction or repayment of financial aid.

(8) Awarding. Students are notified of awards by the Office of Financial Aid as soon as possible. This notification date depends on a number of factors, the most significant of which is receipt of federal and state allocations. In awarding assistance, financial need and academic merit as appropriate shall be given primary consideration.

(9) Overawards. A student is considered overawarded if he receives assistance that is \$200.00 greater than his demonstrated need. All financial assistance including fee waivers, scholarships, fellowships, assistantships, on and off-campus employment shall be considered as part of a student's assets. Adjustments in award amounts will be made when a student is found to be receiving more than their determined need or the allowable cost of attendance. Special needs (e.g. medical bills, burial expenses and other emergencies documented by the student or counselor, and approved by the director), may result in review and possible recalculation of demonstrated need.

(10) Tuition Fee Payments.

(a) Current semester tuition charges are assessed against each student's financial aid check(s) at the time of check distribution. When the student signs all checks, a deduction for the assessed tuition amount will be made.

Financial aid students who pay tuition in advance of check distribution should get a receipt to present at the check distribution site for clearance. The student must present proof of payment to avoid being charged twice for tuition. Acceptable proof of payment consists of a receipt, cancelled check, or copy of billing or waivers. A validated ID is not proof of payment.

(b) Deferments. Tuition fee deferments may be granted only to student aid recipients whose authorized aid is unavoidably delayed. Students seeking a deferment of tuition payments must complete an application for a tuition deferment by the last scheduled day of check distribution in each school term to avoid payment of the \$25 late fee. Deferments expire no later than the last day of classes for the semester. Failure to pay the deferred tuition fees will result in cancellation of

the student's registration. Tuition deferments may not be given when a student, due to his own fault, does not receive his assistance on time. Deferments are good for only one (1) semester and do not extend across semesters.

(c) University Housing Deferment Policy. Students receiving enough aid to cover both tuition and a portion of their housing may have payments on their housing deferred until check distribution week. The housing office will defer payment until check distribution based on a listing provided by the Office of Financial Aid of students receiving financial aid.

(d) Installment Plan. Financial aid recipients unable to pay a tuition bill can apply for the tuition installment plan. The initial installment payment must include the health fee (if required by law as a separate fee) and half of the total tuition fees less waivers and third party billing. The balance of tuition fees is due by the end of the seventh week of classes regardless of whether financial aid checks have been received. Failure to pay by that date will result in the cancellation of registration. Students on the installment plan cannot be issued deferments.

(11) Confidentiality. All records and conversations between an aid applicant, his family and financial aid administrators are confidential and no public announcement shall be made of amounts awarded. Requirements set forth in Section 228.093, F.S. and in 20 USC 1232(g) with regard to confidentiality of student records will be adhered to.

(12) Financial Need Determination. Student need will be determined by subtracting family and student financial contributions, plus other outside resources and assistance, from budgets as shown on the standard budget description, available from the Office of Financial Aid.

(13) Emergency and Delayed Delivery Loans.

(a) The Office of Financial Aid may provide emergency loans in order to ease undue hardships or contingencies. The maximum loan is \$150 and a cosigner is required; however, a cosigner is not required for loans of \$100 or less. Emergency loans have an interest charge and must be repaid within three (3) months. Exceptions may be made at the discretion of the Director of Financial Aid. Other emergency loan funds may be available to students from other offices and the purpose and intent of those loans and the eligibility criteria may vary.

(b) Delayed Delivery Loan. If a student's awarded financial aid is not available at the time fees are to be paid, the student may be eligible for a delayed delivery loan, to a maximum of \$150. Delayed delivery loans are available to full-time students enrolled in the current semester whose anticipated financial aid is sufficient to cover all charges owed to the University plus the amount of

the loan. Delayed delivery loans accrue no interest and must be repaid when the financial aid check is received. Exceptions may be made at the discretion of the Director of Financial Aid.

(14) Student Contributions. All applicants are expected to work and to save funds to be used in meeting their educational needs. The expected yearly contribution from a student's earnings and savings is \$900 for dependent students and \$1200 for independent students. Special family circumstances as determined by a financial aid professional counselor may alter the student's contribution.

(15) Required Hours of Enrollment. Registration for twelve hours is considered full-time enrollment and registration for six to eleven hours is considered half-time for financial aid eligibility purposes. All half- or full-time students receiving financial aid must meet the Standards of Satisfactory Progress and Academic Good Standing as outlined below. Students in attendance for less than six hours are ineligible for financial aid. Special students are categorically ineligible for financial aid with the exception of Guaranteed Student Loans.

(16) Standards of Satisfactory Progress. Standards of satisfactory progress and academic good standing are applied to the cumulative academic record of the student. Undergraduate students must:

(a) Meet the cumulative grade point average required by the retention policy of the university. Cumulative grade point averages are reviewed at the end of each term from academic retention data furnished by the Office of Records and Registration. Students who are allowed to continue a degree granting program are eligible for future financial aid consideration.

(b) Complete their educational objectives within a time frame of 240 semester hours attempted. The 240 hour time frame evaluation will be made at the end of each term.

(c) Progress toward earning a degree by satisfactorily completing at least 50 percent of all hours attempted (cumulative) as calculated by the university. The 50 percent progress increment (the ratio of hours completed to hours attempted) will be calculated annually at the completion of the spring term. Graduate and professional students must meet the intent of the policy and procedures outlined above. The time frame for each graduate or professional degree is 120 hours attempted and the progress increment is 50 percent. Attendance in a degree granting program attests to academic good standing.

(17) Financial Aid Probation, Suspension and Termination. Student financial aid may be suspended or terminated under the following conditions:

(a) Suspension. Students who do not meet the minimum standards of satisfactory progress and academic good standing described above will be notified in writing of their probationary status or of the suspension or termination of their financial aid eligibility. The communication will be sent to the address on record for the student in the Office of Records and Registration. Students placed on academic warning or probation by the University are considered to be on financial aid probation. Students who do not meet the minimum incremental progress requirement of 50 percent will also be placed on financial aid probation until the following annual review. Financial aid eligibility will be suspended or terminated when the student has:

1. Been academically dismissed by the university.
2. Attempted the equivalent of 240 course hours of study as determined by the university, or
3. met the 50 percent incremental requirement following the one-year probationary period.

The suspension period will remain in effect until the student meets the standards of satisfactory progress and academic good standing. Students in attendance in a degree granting program via academic exception or reinstatement may be eligible for financial aid. Students who regain financial aid eligibility may apply for available funds at that time.

(b) Effects of Incompletes, Remedial and Repeated Courses. Students who receive "I" or "NG" grades at the time of evaluation will receive a one-semester grace period on financial aid. Records will be re-evaluated at the end of the next semester for which the student is enrolled. If the "I" or "NG" has not been changed to a letter grade and the Office of Records and Registration has not been informed of an extension, the student will be assigned the grade of "IE" or "NG" which will be computed as an "F". Such action may result in the student being placed on financial aid probation or suspension. All grades, including remedial coursework, will be considered at face value for the purpose of determining the cumulative grade point average for financial aid eligibility.

(c) Effect Of Withdrawal. Withdrawal from classes may result in failure to meet the Standards of Satisfactory Progress and Academic Good Standing. Students who officially withdraw from classes because of mitigating circumstances such as, but not limited to, medical, military or death in the family, may appeal their financial aid probationary or suspension status. Upon withdrawal from the University all or part of a financial aid award may have to be repaid. If the withdrawal occurs before classes begin, all financial aid issued must be returned. If withdrawal

occurs after classes begin, repayment of the disbursed aid is expected on a pro-rated basis. If a student withdraws before full financial aid disbursement has occurred, the financial aid sources specified in the University financial aid refund/repayment procedures will be applied to University charges accrued by the student, including housing and tuition and fee costs.

(d) Overaward. If a student has been overawarded, further financial aid may be suspended.

(18) Appeals from the decisions of the Office of Financial Aid with regard to financial aid status or awards may be made in the following ways:

(a) Appeal of Award Decision. If a student believes the award request was not given proper or adequate consideration, the student is afforded the opportunity to appeal.

1. If a student upon receiving notice of an award decision disagrees with that decision, the student must first attempt to resolve the issue through discussion with a financial aid officer within 10 work days of the date of notice from the University.

2. If the problem results from policy, the student shall meet with an Assistant Director of Financial Aid who will review the student's file in detail and attempt to resolve the student's concern. Such meeting shall be within 10 work days of the above meeting with a financial aid officer. If the matter is not resolved, the student shall submit an appeal form to the Assistant Director who will prepare a recommendation for the Associate Director. Such recommendation shall be filed with the Associate Director within 5 work days of receipt of the appeal form.

3. The Associate Director of Financial Aid will review the appeal and recommendation and take action within 5 work days of receipt.

4. Associate Director will notify the student of the decision in writing.

5. If the student is dissatisfied with the appeal decision, the student may request in writing to have the appeal file forwarded to the Director of Financial Aid for review and reconsideration. The Director will make the final departmental decision concerning the appeal within 5 work days and notify the student in writing.

6. If the student is still dissatisfied with the decision, the student may file a written request for review by the Dean of Undergraduate Studies within 10 work days after the date of decision from the Director of Financial Aid.

(b) Appeal upon Failure to Meet Standards of Academic Progress.

1. receipt from the University of notice of suspension or termination of financial aid a

student may file a written appeal with the Office of Financial Aid. Such appeal must be filed within 15 work days from the date of the suspension/termination notice from the University. The written appeal shall state with specificity the basis on which the student is appealing and should include all documentation of mitigating circumstances such as change in program of study, illness, etc.

2. Written appeals will be reviewed by an Appeals Committee appointed by the Director of Financial Aid. The Appeals Committee shall approve or deny the student's appeal.

3. The Appeals Committee shall notify the student in writing of approval or denial of the appeal within 10 work days of the receipted date of that appeal. Notification will be sent to the address on file in the Office of Records & Registration.

(c) Appeal of Financial Aid Probation/Suspension Based on Academic Probation/Suspension. Grade point averages are calculated by the Office of Records & Registration and probation or suspension status is determined by that office. All appeals with regard to grade point averages, academic status, and total hours attempted are governed by Rule 6C2-5.004, F.A.C.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005. Law Implemented 1002.22, 1009.27, 1009.42, 1011.43 FS. History—New 9-30-75, Amended 1-19-86, Formerly 6C2-3.37.

FSU-3.045 College of Law Student Conduct Code.

(1) Definitions and Violations. This Code defines and prohibits:

(a) Cheating. Cheating is receiving or giving unauthorized aid or assistance in the completion of examinations or of any other work used in evaluating a student's academic performance.

(b) Plagiarism. Plagiarism is representing the work of another as the student's own. Students are expected to know and employ accepted conventions of citation and attribution. Failure to indicate quoted or paraphrased sources constitutes plagiarism. More specific definitions of plagiarism for particular courses or in particular contexts may be supplied by a course instructor, editor, or faculty employer of a student. A student should request clarification in case of doubt. Any student charged under this section may prove by a preponderance of the evidence that the misrepresentation of work resulted from mistake or inadvertence as a complete defense.

(c) Library Offenses. Library offenses are sequestering, hiding or mutilating library materials, or

using the library or library materials in a manner which violates official library rules on manner or length of use.

(d) Disruption. Disruption is disturbance of or interference with the scholarly pursuits of the College. It includes, but is not limited to, interference with the conduct of an examination, defiance of rulings or instructions issued by an instructor or proctor in the course of an examination, and defacing or destroying class notes, drafts, or any other scholarly or administrative work product of faculty, fellow students, or other users of College facilities.

(e) Fraud. Fraud is material falsification of documents or any other form of deceit or misrepresentation committed in regard to the administrative or academic processes of the College of Law.

(f) Serious Misconduct. Other serious misconduct is intentional and serious offenses involving acts for which criminal or other punitive sanctions are provided by federal, state, or local law, or ordinance that directly relate to a student's fitness to continue as a student at the College.

(2) Procedures.

(a) Initiation of Code Violation Investigation. Students, faculty and staff of the College are expected to inform the Dean of any facts constituting cause to believe a violation of this Code has been committed, or will be committed. Failure to report information is not a violation of this Code. The information required under this section may be communicated in confidence, and the fact that such a communication has been received shall not be disclosed until the Dean determines that probable cause exists.

(b) Investigation.

1. The Dean shall appoint a faculty member as investigator upon determining that the reported facts constitute probable cause to believe a violation of this Code has occurred. The investigator should not be either an accuser or anticipated witness in the matter.

2. The investigator shall:

a. Notify the accused of the allegations, the investigation, and the accuser;

b. Interview all persons believed to have knowledge of the facts and circumstances surrounding the alleged offense, provided such persons are within the reach of the investigator without subpoena powers;

c. Interview the accused if considered appropriate and if the accused agrees, provided that the accused may terminate the interview at any time;

d. Report findings and recommendations to the Dean. A recommendation to proceed shall be supported by a complaint. A recommendation to terminate shall give reasons. In either case, a recommendation shall be supported by documentation as to the findings.

(c) Dean's Review of Recommendations. The Dean shall review the investigator's findings and recommendations. The Dean may accept or reject recommendations in whole or in part, and may adopt or revise a proposed complaint. The Dean may also initiate a complaint although the investigator has recommended a termination of proceedings, but the Dean must provide a statement of reasons and documentation explaining the decision to proceed.

(d) Proceedings After Dean's Review.

1. After review the Dean shall advise the accused in writing of a decision to terminate proceedings or to proceed with a complaint. A decision to terminate is final and concludes the matter. A decision to proceed shall be accompanied by copies of the complaint, the investigator's findings and recommendations, and the documentation supporting them. The accused shall also be provided with a copy of this Code.

2. Unless the accused admits guilt in writing within fifteen school days after receiving a decision to proceed, the Dean shall appoint a panel to hear the case. The accused, upon admission of guilt, may also demand a hearing for the sole purpose of presenting matters in mitigation.

3. Every hearing panel shall consist of three permanent faculty members and two students, all of the College of Law. Student members shall be appointed after consultation with the Student Bar Association. Notice of appointment shall be given to panel members and to the accused, with the notice designating the Chair. The Chair shall make arrangements for meetings, the attendance of witnesses, the reproduction of necessary documents, and the recording of proceedings.

4. Unless the Dean directs otherwise, the investigator shall present the case against the accused. The investigator shall also present any evidence tending to exonerate the accused. However, no accuser or potential witness may present the case.

(e) Hearings.

1. Hearings shall be scheduled at the convenience of all participants, and upon notice to the accused. Unless the accused consents, the first hearing shall not be scheduled within ten school days of the appointment of the panel.

2. Hearings shall not be governed by formal rules of evidence. An accused is entitled to present evidence in person, or through an attorney or other counselor, or both. No faculty member shall

represent an accused. Paid counsel must be supplied by the accused. An accused is entitled to present witnesses and documentary evidence, to cross-examine any witnesses, and to inspect and inquire concerning any evidence. Upon request, the Chair shall make every reasonable effort to secure the presence of witnesses or documentary evidence for the accused. In exercising any of these procedural rights, an accused may address both innocence and matters in mitigation.

(f) Panel Procedure After Hearings.

1. After final hearing the panel shall meet in closed session upon call of the Chair to discuss and consider the case, to determine guilt or innocence, and to consider sanctions upon determination or admission of guilt. One or more sessions may be held.

2. The standard of proof for conviction is clear and convincing evidence. Findings of fact shall be based exclusively on evidence of record.

3. A vote to convict and a vote as to any sanction requires the concurrence of at least four members.

4. The panel shall submit to the Dean a written summary of its factual findings, its finding of guilt or innocence, and its recommendations as to sanctions. The panel may also recommend terms for suspension of any sanctions. This summary should be made within five school days of the final hearing. The Dean shall make available to the accused a copy of the panel's recommendation and shall allow the accused at least ten calendar days in which to submit written exceptions to the recommendation. When a case involves multiple charges and/or multiple accused persons, each charge and accused shall be separately covered in the findings and recommendations.

(g) Sanctions. A student convicted of a violation of this Code is subject to one or more of these sanctions:

1. Expulsion from the College of Law;
2. Suspension from the College of Law for a specified period of time;
3. Loss of privileges to participate in any nonrequired course, program or activity of the College of Law;
4. Replacement, repair or restitution for damaged, destroyed or stolen property;
5. Written reprimand to be included in the student's permanent records;
6. Oral reprimand;
7. Disclosure by the Dean to the College of Law and Bar agencies.

(h) Disclosure. Disclosure to the Bar of any proceeding, regardless of the result, by the

Dean or the accused student, may be required by Bar rules.

(i) Imposition of Sanctions.

1. A panel finding of innocence as to any charge terminates the proceedings, upon delivery of the written report to the Dean. A panel recommendation that no sanctions be imposed upon a finding of guilt as to any charge terminates the proceedings as to sanctions.

2. The Dean shall review all findings as to guilt and mitigating matters, and all recommendations to impose sanctions. Rejection by the Dean of a finding of guilt terminates the proceedings.

3. When sanctions have been recommended, the Dean may determine to impose them or to reduce or suspend them in whole or in part. The Dean shall promptly communicate this determination to the student in writing.

4. Upon being informed of sanctions proposed by the Dean, the student may request a faculty review provided five faculty members join in the request. If faculty review is requested, the faculty by majority vote may reduce or suspend the proposed sanctions in whole or in part. Faculty review must be requested in writing within five school days after a student is informed of proposed sanctions.

5. The Dean imposes those sanctions not reduced or suspended as a result of faculty review.

(j) Action by Dean's Representative. Whenever this Code specifies that any action is to be taken by the Dean, it may be performed by an Associate Dean, except that only the Dean or an Acting Dean designated by the University may perform those duties specified in subsection (i) of this rule (Imposition of Sanctions).

(k) Timeliness. All actions prescribed or authorized by this Code shall be accomplished as expeditiously as possible, except where the Code expressly provides otherwise or where prejudice to an accused or convicted student would result.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005. Law Implemented 1001.74(2)(f), 1002.22, 1006.52, 1006.60, 1006.62, 1006.63 FS History—New 8-25-83, Formerly 6C2-5.146.

FSU-3.050 Educational Research Center for Child Development.

(1) The Educational Research Center for Child Development (Center) operates under the supervision of the Division of Student Affairs at the Florida State University (FSU).

(a) The Center's goals are:

1. To provide quality affordable child care;
2. To give an educational experience to children;
3. To conduct child research; and
4. To provide a setting for experimental learning.

(2) The Center shall be governed by a Board of Directors.

(a) The Board of Directors (Board) shall include the University President, the Student Body President, the Chairman of each Department participating in the Center, or their designees, one parent representing each 50 students; and the Director of the Center shall serve as an ex officio, nonvoting member.

(b) The University President designates the Vice President of Student Affairs to be his representative on the Board of Directors.

(c) The parent member(s) of the Board shall be elected as follows:

1. One parent shall be elected to represent 50 children enrolled in the Center.
2. Each January all parents shall have the opportunity to nominate a representative for placement on an election ballot.
3. An election ballot shall be prepared and ballot shall be sent to each parent for voting.
4. In the case of a tie, a runoff election shall be held.

(d) The Board shall:

1. Adopt admission policies;
2. Adopt criteria for identifying major research projects; and
3. Not allow major research projects to be conducted at the Center without the Board's prior approval.
4. responsible for ensuring that the Center is operated in accordance with the laws of the State of Florida and the rules of the Board of Regents and FSU.

(3) The Center's admission policy shall be designed to provide educational opportunities for a cross-section of the University and local communities. The Center may admit students whose

parents are not students, faculty or staff at FSU, when necessary to achieve a balance of characteristics for research purposes.

(4) The establishment and operation of the Center may be funded from the Capital Improvement Trust Fund, grants, donations, user fees and other sources consistent with existing law and rules.

(5) The Center may charge user fees. The Board may adopt a sliding scale and a procedure for calculating user fees based on the parents ability to pay and other relevant factors. The calculation process and the sliding scale adopted by the Board shall not be implemented until approved by the Board of Regents. Any subsequent changes in the sliding scale, the calculation process, or the factors upon which they are based, shall not be implemented until approved by the Board of Regents.

(6) Center furnishes internships and clinical experiences for FSU graduate and undergraduate students who may be classified as participating or work-study students, or interns.

(a) Interns shall be supervised primarily by an academic faculty member and secondarily by the Center's staff. To establish an internship program the Center and the academic department shall jointly adopt guidelines for the use and supervision of student interns. No internship program shall be implemented until the Board has adopted guidelines for that program.

(b) The Board shall also adopt guidelines for the use and supervision of work-study and participating students. The Center shall be primarily responsible for all supervision of work-study and participating students. Students may be appointed to the roles of teacher aide, teacher assistant, graduate assistant or research assistant. The student's role shall be based on:

1. The student's needs and skills;
2. The academic requirements of the student's degree program; and
3. The staffing needs of the Center.

(c) Students may also visit the Center for the purpose of observation. To preserve the orderly functioning of the Center, student observers shall be required to follow any instructions given by the Center's staff.

(7) Research projects shall meet all Florida State University rules, policies and procedures addressing experimentation on human subjects. No research project shall be implemented unless the Board's prior approval has been obtained.

(8) Guidelines for the receipt and monitoring of funds. The Center shall comply with all

applicable state laws, FSU and Board of Regents rules, policies and procedures for receiving, disbursing, monitoring, accounting for, and auditing funds. The Center's annual budget, and any significant changes, shall not be implemented until approved by the Board.

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005. Law Implemented 1011.48 FS 6C-10.004 History—New 6-10-86.