

# UNO-Innsbruck Student Rules and Regulations

(These rules and regulations supplement those stated in the Policy Manual for International Study Abroad Programs)

## PROGRAM ID CARDS

All participants on the International Summer School are required to have and possess at all times the International Summer School ID card. Failure to produce or surrender this ID card when requested by university or dormitory officials and failure to report a lost or stolen card may result in disciplinary actions by university officials.

## GENERAL RULES

In keeping with the expectation of responsible citizenship by all participants in The International Summer School, the University does not permit:

- Drunkenness or disorderly conduct on any occasion, either in public or in the dormitory
- Dishonesty in any form (including cheating)
- Illegal use, sale or furnishing of drugs or possession of drug paraphernalia
- Possession of firearms or other weapons, ammunition, explosives or fireworks
- Failure to comply with the official regulations or orders of a duly designated authority
- Disregard for the physical well-being, rights and property of others
- Forgery, alteration or misuse of university documents, records or identification cards
- Curfew violations
- Alcohol and drugs in the dormitory or on any program-sponsored excursions and events
- Sexual misconduct and harassment
- Smoking, flammables, candles, incense or any flames in the dormitory
- Behavior which poses a clear and present threat to anyone

## CURFEW

The International Summer School will have a curfew on **all class nights**. Students will be required to surrender their ID card when returning to the dormitory between 2:00 am and 6:00 am. Students will never be prevented from entering the dorm. It is considered a curfew infraction if a student arrives in the dormitory after 2:00 am because of a late or delayed return from weekend travel. Students may not leave the dormitory for any reason between the hours of 2:00 am and 6:00 am, unless there is an emergency. Any curfew infraction(s) may result in disciplinary procedures by university officials.

## CLASS ATTENDANCE POLICY

Class attendance is mandatory. Due to the very intense nature of this program and the ample free time scheduled on weekends, **NO unexcused absence is permitted.** An excused absence for medical or other legitimate reasons can be obtained from the program nurse or the program administration. Please see your class syllabi for further details.

## EXCUSED ABSENCE

To request an excused absence for medical reasons, you have to see the nurse BEFORE the start of your class. A student who receives an "Excused Absence" for any class, from the program nurse or authorized medical person and approved by the Academic Director, shall be required to report to, sign in and remain within the student dormitory "The Rössl in der Au" (Rössl) not later than 10 PM the same day. The student is curfewed in the dormitory until 6 AM the following day. This rule is applicable to any day/date the student acquires an "Excused Absence" from the nurse or medical person in charge. A violation of the 10 PM – 6 AM curfew will result in disciplinary action against the student.

## ROOM DAMAGES & LOST KEY CARDS

All participants in The International Summer School are held responsible for any damages caused to property in their rooms or on the premises of the Rössl. You will be held financially responsible for any damages caused by you. To avoid being charged for existing damages in your room, you must submit a 'Room Damage Report' by the deadline. You will receive a key card that opens your room and the main dorm entrance. If you lose your key card, notify the front desk immediately. Do not loan your card to anyone.

## NO GUESTS IN DORM

For safety and liability reasons, persons not part of the UNO-Innsbruck program are not allowed in the dormitory. The Rössl is the temporary residence for all students on our program and you may be asked to produce your ID card to verify your right to be here – especially in the late evening hours. Please cooperate when asked. For security reasons, you are not allowed to bring **any non-program participants** into the dormitory. Strangers may be subject to arrest by local authorities and this may also result in your own expulsion from the program by university officials. Any visiting family and friends must remain in the lobby area of the dormitory and are not allowed in any other areas of the facility.

## QUIET HOUR

'Quiet Hour' (Nachtruhe) after 10:00 p.m. (It's the law!). By Austrian law, people must reduce noise levels throughout the city and residential areas after 10:00 p.m. (You will notice that live and electronic music is discontinued at this time except in private clubs, discos, and remote areas). You are subject to the observance of this law in the dorms as well as in other parts of the city. In addition, refrain from any loud talk or music in your room or in the halls of the dorm after 10:00 pm. Doors are to be kept closed at all times.

## SANCTIONS

Sanctions for disciplinary infractions include, but are not limited to: Warning, early curfew on weekdays, early curfew on weekends, notification of home institution, expulsion from the program and the dormitory.

# UNO Policy Manual for International Study Abroad Programs

As a guest in a foreign country, you are an ambassador of the United States. You should make a real effort to try to understand and adapt to the customs of your host country. In Austria, as well as in other European countries, there are laws and standards of behavior different from your own. Learning to recognize and appreciate these differences will enhance your experience abroad with The International Summer School as well as with those who extend to you their hospitality and friendship.

In keeping with the spirit of international study programs offered by the Division of International Education at UNO, we expect all students to live up to the added responsibilities that come with life and travel in a foreign country. Our basic approach is to establish a self-regulating community abroad, insofar as that is possible. You will be expected to comply with and conduct yourself according to the University of New Orleans Code of Student Conduct, the Division of International Education's Code of Student Conduct, and the laws of Innsbruck, Austria.

**In Innsbruck**, as anywhere, it is good sense to take basic precautions to protect yourself especially since the language and culture are new for you; you should stay vigilant. In the unlikely event of an assault or criminal event, including anything that may require confidentiality, we strongly encourage you to notify any of the UNO-Innsbruck program administrators as soon as possible. Your safety and well-being are our top priority.

Should you find yourself in a situation where you need immediate assistance and we are not close by, you can contact the Worldwide Travel Assistance 24-hour network included in your program health insurance policy. The telephone numbers are on your insurance card issued to you. The following services are included in this program:

1. Referral to the nearest, most appropriate medical facility, and/or provider.
2. Medical monitoring by board-certified emergency physicians in the United States.
3. Urgent message relay between family, friends, personal physician, school, and insured.
4. Guarantee of payment to provider and assistance in coordinating insurance benefits.
5. Arranging and coordinating emergency medical evacuations and repatriations.
6. Emergency travel arrangements for disrupted travel as the consequence of a medical emergency.
7. Referral to legal assistance.
8. Assistance in locating lost or stolen items including lost ticket application processing.

**Insurance Coverage:** All students are covered by a comprehensive study abroad medical insurance plan that is included in the cost of the program. During the course of our program, this policy provides for accident, medical expenses, emergency medical help and evacuation, repatriation of remains, and family assistance coverage. The student will have to prepay and then file a claim upon return. Extended coverage at additional cost is also available. A brochure fully detailing the insurance plan has been provided to each student well in advance of departure and is available on our website. The policy does not cover trip cancellation or baggage loss. Such a policy is available for purchase through a travel agent, and it is strongly recommended.

**Theft and Other Crimes:** The University of New Orleans and its staff are not liable for damage or loss of personal possessions, injury, illness, or death arising out of crimes during the period of the program.

**Political Unrest:** In cases of political unrest, an official representative of the University of New Orleans will take all practical measures for the protection of program participants. The University assumes no responsibility for damage to or loss of property, injury, or death arising out of political unrest.

**Medical Responsibility:** The university cannot assume responsibility for all or certain activities during traveling. Students must be aware of their personal medical needs while abroad. The "Report of Medical History" form must be completed prior to departure to a UNO study abroad program. Should changes in the student's medical history arise prior to or during the study abroad program, the program nurse or program administration must be informed.

## Academic Dishonesty

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the University. All faculty members should encourage and maintain an atmosphere of academic honesty. They should explain to students the regulations defining academic honesty and the sanctions for violating these regulations.

Students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have a responsibility to bring the matter to the attention of the course instructor and/or the Academic Director.

Academic dishonesty includes, but is not limited to, the following:

**Cheating:** The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include: copying or allowing someone else to copy from another student; unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or possession of specially prepared materials during an academic exercise, such as notes or formula lists.

**Plagiarism:** The unacknowledged inclusion of someone else's actual words or paraphrasing ideas or data as one's own. This means sources of information whether published or unpublished, copyrighted or uncopyrighted.

**Academic Misconduct:** The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples are: stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the University; unauthorized entry into a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

**Falsification/Fabrication:** The intentional use of false information or the falsification of research, findings, personal or university documents with the intent to deceive. Examples include citation of information not taken from the course indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

**Accessory to Acts of Academic Dishonesty:** The act of facilitating, supporting or conspiring with another student to commit or attempt to commit any form of academic dishonesty.

## Sexual Violence

UNO is committed to creating a community free from sexual violence. Please note that we are using "sexual violence" to denote incidents which can be defined as sexual assault, sexual harassment, stalking, and/or intimate partner abuse/domestic violence. For definitions of these terms and the complete handbook "Resources for Victims of Sexual Assault" please see:

[http://www.uno.edu/student-affairs/documents/Resources\\_for\\_Survivors\\_rv\\_11\\_2015.pdf](http://www.uno.edu/student-affairs/documents/Resources_for_Survivors_rv_11_2015.pdf)

## Sexual Misconduct Reporting and Resolution Procedures

The University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free from sexual misconduct as provided in Title IX and other applicable laws. The University believes in a zero tolerance procedure for sexual misconduct. Members of the University community, guests and visitors have the right to be free from sexual misconduct. While the information in the handbook (see link below) is quite detailed and specific, the expectations of this community can be summarized in this simple sentence: In order for individuals to engage in sexual activity of any type with each other, there must be clear consent.

For the complete Handbook on Sexual Misconduct Reporting and Resolution Procedures at the University of New Orleans please see: [http://www.uno.edu/student-affairs/documents/Sexual\\_Misconduct\\_Reporting\\_and\\_Resolutions\\_Procedures\\_rev\\_10\\_15.pdf](http://www.uno.edu/student-affairs/documents/Sexual_Misconduct_Reporting_and_Resolutions_Procedures_rev_10_15.pdf)

## Alcohol and Drug Policy

Laws concerning consumption of alcohol vary from country to country. In many cases, consumption laws are much more lenient in foreign countries and access to alcohol is easy. Cultural attitudes are also different from our own. Be sensitive to local laws and customs and be aware of the regulations regarding alcohol on this program: **The possession, sale, distribution, or use of any alcohol or drugs in the UNO-Innsbruck dormitory or on any program-sponsored event is strictly prohibited.** Any alcohol container, opened or unopened, with or without alcohol contents, discovered in a dormitory room is legally presumed to be owned and possessed by the student(s) registered in that room regardless of who placed it in that room or how it was placed in there. This regulation will be enforced even if the student intended the container to be a souvenir or a gift. Any conduct caused by alcohol or drugs such as disrespectful conduct, fighting, public or private intoxication in or outside of the Rössl and during program events is a violation of the Student Code of Conduct. The use of alcohol or drugs to solicit donations or entice anyone to non-school events violates the Student Code of Conduct.

## UNO Drug Free Campus Policy

The University of New Orleans prohibits the possession and/or use of drugs. It is unlawful to possess, use, or distribute illicit drugs on UNO property or any University sponsored events, whether or not the event occurs on campus.

## Student Rights on International Study Programs

**Any student charged with violation of the Student Code of Conduct has the right:**

1. To first participate in a resolution conference.
2. To be notified of the charges in writing by the program's Academic Director or the Asst. to the Director for Student Conduct.
3. To have the case heard by the Faculty-Student Committee on Discipline.
4. To have the case heard quickly, normally within **2 working days** after notification.
5. To appear alone or with any person to advise and to assist him or her before the committee.
6. To refuse to testify if the answer may tend to establish against him/her a violation of the rules or Student Code of Conduct.
7. To be present during all phases of the hearing except during the committee's deliberations; to be confronted with all evidence introduced against him/her; to have a reasonable number of witnesses testify in his/her behalf; and to have reasonable cross-examination of the witnesses appearing against him/her.

# Violations of the Student Code of Conduct

Action may be initiated by university or program personnel or by any member of the university community. Sanctions may be imposed upon any student found in violation of the code. Even the most severe sanction, including expulsion, can be imposed upon the first violation of any of the following rules and regulations.

1. **Academic dishonesty**, including, but not limited to, cheating and plagiarism.
2. **Physical, mental, or verbal abuse**, including assault and/or battery, by any person who poses a clear and present threat to the health, safety, or well-being of any person on the program. This may be a single incident or a series of incidents.
3. **Behavior by any person which poses a clear and present threat** to the health, safety or well-being of any person, including one's self, on the study abroad program.
4. Failure to follow any University Housing or Rössl policy and/or regulation. **In particular, admitting and attempts to admit non-program participants** into the student housing facility and/or allowing them to sleep in the student's room, or allowing them access to any other place or section in the dorm. Student housing includes all areas within the Rössl, including the garage, patio, gates, fences and any parcel owned or operated by the Rössl. In addition, by reference, incorporated herein, the students must follow all rules and regulations issued by the Rössl management for conduct during the UNO-Innsbruck program. This includes maintaining their dorm room in a neat and orderly appearance in order that Rössl staff can perform routine housekeeping duties.
5. **Sexual misconduct** of any person.
6. **Harassment** of any person based on race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law that poses a clear and present threat to the health and safety or well-being of any person on the study abroad program. This may be a single incident or a series of incidents.
7. **Hazing**, defined as initiation rites involving physical abuse or mental anguish.
8. **Disrupting/jeopardizing the safety** of the study abroad program community e.g., tampering with elevators, tampering with fire safety equipment, falsely reporting a bomb or fire, or engaging in behavior that creates a fire or safety hazard.
9. **Possession, use or threatened use of dangerous items** including, but not limited to, firearms, weapons, fireworks, any gas liquid, or any other substance or instrumentality which, in the manner used, is calculated or likely to produce death or great bodily harm.
10. **Participating in demonstrations that disrupt** the program operations or infringe on the rights of others including, but not limited to, rioting or inciting a riot.
11. **Vandalism, malicious destruction, damage, or misuse of** program, university, or private property, including, but not limited to, the housing facility.
12. **Unauthorized use or misuse of university and dormitory property**, including but not limited to, the university computer facilities: e.g., access to facilities and/or rooms; access to computers, software, systems, databases; making false entries; unauthorized transfer of a file; unauthorized use of another's password or ID number; defacing or destroying computer information or stored records.
13. **Manufacture, distribution, sale, possession or use** of illegal drugs and/or paraphernalia, or drug intoxication of any kind anywhere.
14. **Forgery, alteration, or misuse** of official documents records, or program Identification Card.
15. **Intentionally failing to meet financial obligations** to any authorized university office, including issuing bad checks or falsely reporting vending machine losses.
16. **Dishonesty** by providing inaccurate, incomplete or information which is deceiving, including admission application and/or financial aid information.
17. **Theft, fraud, shoplifting, embezzlement, or possession** of stolen property (including buying and receiving stolen property).
18. **Misuse or unauthorized use of library materials**, including but not limited to, theft, vandalism or malicious destruction.

19. **Littering or endangering** the environment.
20. **Lewd, indecent, obscene or disorderly conduct**, including but not limited to, conduct resulting from drug or alcohol use.
21. Violation of University and **program alcohol regulations**: Please refer to the Program Alcohol and Drug Policy above.
22. **Undue noise** or behavior that results in unreasonable annoyance.
23. Any obstruction or disruption of teaching, research, or administrative functions, student accountability procedures, living and learning environment or other University activities, including public service functions or other authorized activities on University property or at University sponsored events.
24. **Storing anything flammable/combustible** inside a University building or program housing facility, including but not limited to, gas powered vehicles.
25. **Gambling** in violation of law.
26. **Failure to comply with university and program policies, rules or regulations** as pronounced by university and program officials acting in the performance of their official duties (such as timely attendance at conferences, classes, and events.)
27. **Unauthorized release of private and confidential information** from student, faculty, or staff records, such as health, educational or financial information, unless permitted by law.
28. **Violation(s) of student organization rules**, as stated in the group's constitution, Student Organization Handbook, and/or UNO Student Policy Manual by any student organization or member of a student organization.
29. **Abuse or blatant disregard of the Student Accountability system**, including failure to comply with the terms of any university sanction, disrupting a student accountability hearing or conference, harassment of any witness or providing false or inaccurate information at any student accountability conference or student accountability hearing.
30. **Breaking and entering**, trespassing or unauthorized entry.
31. **Attempt to commit any violation of the Student Code of Conduct** or other university and program policy or regulation.
32. Accessory to any violation of the Student Code of Conduct or other university policy or regulation.
33. **Attempt to commit or the commission of any local, state, or federal crime**, or the violation of any ordinance or law in any country. It is not necessary that the student be charged or convicted of a crime or violation in order to file a complaint through the university student accountability process.
34. **Failure to follow any program policy or regulation. Failure to comply with rules and regulations** of any entity involved in the program, including institutions cooperating with the University of New Orleans in sponsoring the program, and other areas available to students.

## University Sanctions

If a student is found to be in violation of the code, or any other rule or regulations, the following university sanctions may be imposed either singularly or in combination for any violation. If a student is suspended from housing or the university, **refunds will not be issued.**

**Warning:** The student is given written notice that their conduct is in violation of university policies, rules or regulations. Future violations of the code may result in the imposition of additional sanctions.

**Community Service:** The student may be required to complete a designated number of hours in the service of the university.

**Restitution:** The student is required to replace (replacement cost) or restore damaged, stolen or misappropriated property.

**Probation:** The student is placed on supervisory status for a specified period of time.

**Probation with the Loss of Some Privileges:** The student is placed on supervisory status for a specified period of time, along with the loss of one or more privileges such as participation in or sponsorship of university recognized activities, holding any student office or committee chair, or use of university facilities or services.

**Probation in University Housing:** The student or non-student resident is placed on supervisory status for a specified period of time.

**University Wide Probation:** The student is placed on supervisory status for a specified period of time. The loss of some privileges, such as participation in or sponsorship of university recognized activities, holding any student office or committee chair, or use of university facilities or services may occur. This status will appear as a notation on the student's transcript with the specified term of the probation.

**Suspension from University Housing:** The student is removed from University Housing and/or may lose University Housing visitation rights for a specified period of time.

**Suspension:** The student's status is temporarily terminated and all privileges, including access to the university and its resources, are removed for a specific period of time. For individual students, this sanction appears as a notation on the student's transcript until graduation.

**Suspension with Review:** This sanction is the same as Suspension outlined above but, in addition, the student must meet with the Academic Director or the Discipline Committee for approval prior to regaining full student status or readmission to the University. A notation will appear on the student's transcript until graduation.

**Denial of Degree:** The university may not award the student an academic degree. For example, a student may be denied an academic degree if found guilty of academic dishonesty. This is noted permanently on the student's transcript.

**Revocation of Degree:** An academic degree previously awarded by the university may be revoked on proof that it was obtained by fraud or dishonesty or that a significant part of the work submitted in support of the degree was plagiarized. This is noted permanently on the student's transcript.

**Expulsion:** The student is removed from the university and the program, including access to the university and its resources, for a specific period of time. The student may request in writing through the Assistant Provost for International Education a review of the sanction of expulsion. The President may: Deny the request for review altogether, or upon proof of exceptional and/or extenuating circumstances, may request that the Discipline Committee recommend altering the student's sanction, or may change the sanction. This is noted permanently on the student's transcript.

**Important Notice:** All rules, regulations, and statements contained in this manual as well as the official rules and regulations of the University of New Orleans and its policies regarding students are applicable to international study programs offered by the Division of International Education. The Academic Director in consideration with the Program Administration has the authority to institute these rules, regulations, and policies as he/she sees fit.

## Disciplinary Procedures

Any student accused of violating the Student Code of Conduct or any part of the UNO Policy Manual for International Study Abroad Programs **MUST** first participate in a resolution conference. If the case is not resolved, the student may request a student accountability hearing (appeal) with the Discipline Committee. If the student is further aggrieved, s/he may appeal to the Assistant Provost for International Education.

Any student charged with violation of the rules listed above has the right:

1. To be notified of the charges in writing by the program's Academic Director or the student conduct committee members.
2. To first participate in a resolution conference.
3. To appeal the findings of the resolution conference.
4. To have the case heard by the Faculty-Student Committee on Discipline.
5. To have the case heard quickly, normally within **2 working days** after notification.
6. To appear alone or with any person to advise and to assist him or her before the committee.
7. To refuse to testify if the answer may tend to establish against him/her a violation of the rules or the Student Code of Conduct.
8. To be present during all phases of the hearing except during the committee's deliberations; to be confronted with all evidence introduced against him/her; to have a reasonable number of witnesses testify in his/her behalf; and to have reasonable cross-examination of the witnesses appearing against him/her.

## Disciplinary Actions

The president of the University of New Orleans has authorized the appointment of a Faculty-Student Committee on Discipline to serve on an ad hoc basis during summer study abroad programs.

A student who violates any of the Student Code of Conduct or any of the program rules and regulations stipulated above, who brings discredit upon other students, whose behavior provokes suspicion of misconduct or whose behavior is contrary to the best interests of other students, and who jeopardizes his/her position in the program, may be summoned to appear before the Faculty-Student Committee on Discipline. If the student is found to be in violation of the Student Code of Conduct or any program rules and regulations, he/she will be subject to disciplinary action, which may result in any of the following:

1. Probation
2. Suspension from the dorm or housing facility without refund of room or board.
3. Suspension or termination of the student's enrollment from the study abroad program **without refund of program fees.** (Such suspension may automatically extend back to UNO or the home campus of guest students.)
4. Expulsion may involve permanent separation from the University of New Orleans as well as becoming part of the permanent file.
5. For non-UNO students, their home university will be notified of any disciplinary action taken against them and such information will be made part of their permanent file.

## Resolution Conference

The purpose of the resolution conference is to resolve alleged violations in an informal setting. Once a written complaint is lodged, from any creditable source, with the Academic Director or the student conduct committee members, the accused will be notified in writing of the complaint within a reasonable period of time. The notice will indicate the time and place of the conference and a statement of the charge(s). Should the respondent student fail to appear at the resolution conference or fail to appear timely, without having been excused by the Academic Director for just cause, the respondent will be subject to further sanctions.

The resolution conference will consist only of the accused respondent and the student conduct committee members. However, the student conduct committee members have the discretion to invite the Academic Director and/or the Program Director to the conference. If the respondent is a student of one of the student conduct committee members, the Academic Director will also participate in the resolution conference. The Academic Director will always participate in the resolution conference when the allegations arise out of academic dishonesty, academic misconduct, or any other academic violations. If the respondent is a student of the Academic Director, the Program Director will also participate in the resolution conference.

At the resolution conference, the complainant or the student conduct committee members may make a statement, followed by the accused's statement. The student may call any witness(es) or produce any evidence to support his/her defense. Questions and answers may follow by any party until the conference concludes.

The student conduct committee members will issue a judgment in the case. If the student agrees as to the violation(s) and appropriate sanction(s), a written agreement will be prepared. The accused and the student conduct committee members will sign it and it will be binding on the student. If the student disagrees with the judgment of the Student conduct committee members and refuses to sign the agreement, the student may appeal to the Discipline Committee for an appeal hearing on all issues. **THE STUDENT APPEAL MUST BE IN WRITING AND FILED WITHIN 24 HOURS AFTER THE RESOLUTION CONFERENCE OR IT WILL BE DISMISSED.**

However, the judgment of the student conduct committee members will be in full force and effect until a decision is rendered by the Discipline Committee. The student will be given a copy of the judgment rendered by the student conduct committee.

## **Appeal Hearing**

The accused will be given written notice of the time and place of the appeal hearing. The hearing will take place as soon as possible after the resolution conference. The notice of the appeal will include the alleged violation(s) and judgment issued by the student conduct committee members. The appeal is a new hearing. The entire hearing will be tape recorded.

The Discipline Committee shall consist of at least four members: one must be a student in the program.

Procedure in the Appeal Hearing:

1. The Discipline Committee will convene and will be provided with all the evidence received in the resolution conference to review. Evidence not submitted to the student conduct committee but offered in the appeal hearing must be identified, and it must be explained why this evidence was not offered at the resolution conference.
2. Prior to the hearing, the Committee will hold a closed meeting to review the documents prepared in the case. Thereafter, the Committee will invite the accused, the student conduct committee members, and all witnesses into the committee room to begin the hearing.
3. The student conduct committee members or Complainant may make an opening statement, summarizing the charged violations, the evidence received and a full explanation of the judgment rendered in the resolution conference. After the information is presented, the Student conduct committee members will depart the hearing. If another party is the Complainant, s/he may remain in the Committee hearing room.
4. The witnesses to the event(s) for all parties may remain at the hearing or may be sequestered at the discretion of the Committee. They can be called to testify in any order decided by the committee. Physical evidence may be presented at any time at the discretion of the Committee.
5. The accused may make a statement and present information or evidence to the Committee concerning the alleged violation(s).
6. The Discipline Committee may ask questions to any person present at the hearing throughout the process. Both the accused and the complainant may question each other and witnesses by direct questions through the chair if the chair deems the questions germane to the case.
7. After all the statements, questions, and supporting or refuting information have been submitted to the Committee, all non-Committee members will leave, and the Committee will go into executive session.
8. The chair shall prepare a written summary of the appeal hearing including the committee's recommendation and rationale.
9. Should the accused request a copy of the written summary, it will be provided.

## **Appeal to the Assistant Provost for International Education**

The accused may file a written appeal, within 24 hours or one working day, after the decision of the Discipline Committee to the Assistant Provost for International Education. The filing of a letter of appeal is a formal written request and must contain the student's name, the date of the decision, the university's action taken, the name of the UNO official or committee that decreed the sanction against the student and a clear statement as to the grounds for the appeal and the perceived errors that were committed by the Discipline Committee or the student conduct committee members.

The appeal is processed through the Division of International Education. The decision of granting the appeal will be based solely on the physical record developed by the student conduct committee members, the Discipline Committee record, and the written letter of appeal submitted by the accused.

The sanctions will be in effect until the Assistant Provost for International Education issues orders reversing or modifying the judgment of the Discipline Committee.

**An appeal may be granted if one or more of the following applies:**

1. Additional information is submitted which was unknown or unavailable at the time of the appeal hearing and would alter the facts of the case.
2. A substantial procedural error was committed.
3. A reasonable claim is made and supported that the sanction imposed was unjust.

**If the Assistant Provost for International Education grants the appeal, the following actions are available:**

1. Uphold the decision, including the sanctions imposed.
2. Uphold the decision, but impose different sanctions.



3. Resubmit the case to the Discipline Committee for a new hearing or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
4. Reverse the decision.

The Assistant Provost for International Education will, in writing, inform the parties involved of his/her decision within three (3) working days of receiving the appeal. The decision of the Assistant Provost for International Education is binding and final. Only if the accused can show that the Academic Director or the student conduct committee members committed a clear and obvious error in discretionary authority in reaching the decision, may a written request be submitted to the President, through the Assistant Provost for International Education, within three (3) working days of the Assistant Provost's decision. The request to the President shall explain the alleged error in discretionary authority. The President, after consideration of all written information, will inform all parties involved of his decision within twenty (20) working days. This written response terminates the student accountability process at the university.

### **Procedures for Suspension, Withdrawal, or Expulsion**

When a student is unable to effectively pursue academic work because his/her behavior is disruptive to the normal educational process of the university, s/he may voluntarily withdraw immediately or be temporarily suspended as set forth below. Circumstances leading to such action may include the following: drug/alcohol abuse, illegal activities, behavior or circumstances indicating severe mental, emotional or medical conditions when such conditions pose a significant threat of danger or harm to the student or other members of the university community; undue interference with the rights of other students, staff, faculty, or with any university exercise, activity or function. A student may be temporarily and immediately suspended prior to a hearing when the Academic Director, the student conduct committee members, and/or a Program Administrator has reasonable cause to believe that danger or harm will result to the student or others if the student is allowed to remain in program pending a decision by the review board following a hearing.

If it is further determined by the university or program officials that the student's presence in the study abroad location/site poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the program community abroad, the student(s) may be terminated from the program immediately.

If the student does not withdraw voluntarily, the Discipline Committee will be convened. The student may present any information to the Discipline Committee that he or she deems relevant. The Discipline Committee, after reviewing all pertinent information, will render a decision about the student's ability to continue on the program and will notify the student in writing of its decision. The student may appeal the decision to the Assistant Provost for International Education within one working day of receipt of the decision. The decision of the Discipline Committee becomes final and effective if an appeal is not filed within one working day of receipt of the decision.

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