

## Department of Student Rights and Community Standards

### Rights and Responsibilities

2024-2025

• Introduction .....	3
• Section 1. Personal Identification and Representation .....	4
• Section 2. Respect for the Health, Safety, and Rights of the Community .....	6
• Section 3. Harassment, Discrimination, Sexual Violence.....	10
• Section 4. Maintenance of Academic Integrity.....	11
• Section 5. Responsible Use of Tobacco, Alcohol, and Other Drugs .....	13
• Section 6. Care of University and Personal Property.....	18
• Section 7. Campus Protests and Demonstrations.....	20
• Section 8. Fire and Life Safety .....	22
• Section 9. Living in the Residence Halls .....	24
• Section 10. Library and Technology Services.....	29
• Section 11. Campus Dining Services .....	31
• Section 12. Use of Campus Facilities.....	31
• Section 13. Parking and Traffic .....	33
• Section 14. Commercial Enterprises .....	34
• Section 15. Conduct Affecting the Name and Tax-Exempt Status of the University .....	35
• Section 16. Protection of Privacy .....	36
• Section 17. Identifying Concerning Behavior and Initial Procedures.....	38
• Section 18. Procedural Standards in the Student Conduct Process .....	43
• Section 19. Composition of Boards.....	53
• Section 20. Range of Conduct Actions and Sanctions.....	55
• Section 21. University Actions and Sanctions .....	58
• Appendix A.....	63
• Appendix B.....	64
• Appendix C.....	66
• Appendix D.....	67

**Department of Student Rights and Community Standards**

- Appendix E ..... 68
- Appendix F ..... 70
- Appendix G..... 72
- Appendix H..... 73
- Appendix I ..... 76
- Appendix J ..... 78
- Appendix K ..... 83

## **Department of Student Rights and Community Standards**

### **Introduction**

The vibrant, dynamic, and diverse Brandeis University community and its compact and complex campus necessitate that safeguards be provided to ensure all members of the community the freedom to explore the resources we enjoy and to express ourselves appropriately. In protection of these freedoms, the University must establish certain standards of personal and interpersonal conduct. The University may impose measures or take other appropriate action when the conduct of individuals interferes with the freedom to teach and learn, the safety and health of persons in the community, the maintenance or protection of property, the maintenance of necessary records, the provision of living accommodations and other services, or the sponsoring of non-classroom activities such as lectures, concerts, athletic events, and social functions.

All students enrolled in any undergraduate, graduate, or advanced academic course or program, on our campus or via Internet-based programs or courses, are considered members of the University community and are therefore responsible for meeting all of the standards in this code. Behavior that takes place on University property or at University events, as well as behavior that occurs off-campus, may result in University staff responding and may result in the initiation of a Student Conduct Process and/or other appropriate action. Resident students and nearby commuters are also citizens of Waltham or of another municipality within Massachusetts; as citizens, students are responsible to these communities, too. The University neither substitutes for nor interferes with regular legal processes but at the same time holds students accountable to the academic community. Therefore, even if a student is involved in a legal proceeding in a civil or criminal court, that student may also be held responsible for their conduct in a University proceeding. If a student allegedly violates expectations in both jurisdictions, the University will proceed with its internal review according to its own timetable.

The policies and procedures that follow are set forth in writing in order to give all students a general notice of community standards. A student who decides to study at another institution, whether domestically or abroad, while remaining enrolled at Brandeis—either as an undergraduate, graduate, or continuing education student, and including Internet-based distance learners—must adhere to Brandeis policies, including but not limited to those set forth in this code. Students who violate community standards may face conduct action at Brandeis and/or at their host institution.

The University reserves broad latitude in defining and interpreting standards of behavior and in construing the policies and procedures set forth below. The University routinely updates these policies and procedures; updates will be posted online and distributed to all enrolled students via campus email. The most recent version of these policies and procedures, including any updates, will be applied to any new issues that arise, and all students should be aware of these updates.

## Department of Student Rights and Community Standards

### Section 1. Personal Identification and Representation

Honest Self-Representation: The climate of life in the academic community must be one of honesty, acceptance of responsibility, and willingness to represent clearly and accurately oneself, one's own work (including academic assignments — [see Section 4.](#)), and one's activities. A student is expected to respect the following standards:

- 1.1. Falsification of Documents: Forgery, alteration, falsification or inappropriate use of documents is prohibited.
- 1.2. True, Complete Information: Furnish correct, truthful, and complete information to University officials, committees, examiners, and boards.
- 1.3. Preservation of Evidence: Preserve and maintain evidence so as not to deny its presentation to University officials, committees, examiners, or boards.
- 1.4. Appearance before Officials: Appear before a University official, committee, examiner, or board when properly notified to appear if you are a principal party to a report.
- 1.5. Preservation of Records: Preserve the integrity, legitimacy, and accuracy of all records, documents, writings, and identifications, inclusive of all media types, used or maintained by the University so as to avoid injury, fraud, or misrepresentation.
- 1.6. Self-Identification: Self-identify with a photo Identification Card when requested by an authorized University official. The official must, in turn, provide identification if the student requests it. Students are expected to carry identification on their person at all times.
- 1.7. Identification Cards: Utilize the University Identification Card exclusively for the student's own use in obtaining University services and privileges. A student may obtain an Identification Card at the [Campus Card Office](#) at the beginning of the student's first academic year.  
  
A student's Identification Card and its applications are not transferable. [Lost cards can be reported online](#) through the Campus Card Office website. This will disable your card and protect your meal plan accounts and access. If you find your card before you have a chance to replace it, you can use the same steps to reactivate your card. Damaged cards will be replaced free of charge, but there is a fee to replace a lost card. The student must turn in the damaged card to the Campus Card Office, located in [Epstein Building](#) room 101. Students must not be in possession of more than one Brandeis identification card at any given time.
- 1.8. Proper Identification: The use of any identification that is not your own is strictly prohibited. Providing your identification card for others to use is prohibited.
- 1.9. Proper Entitlement to Privileges: Seek and/or access or obtain only those University privileges, services, facilities, or activities (check cashing, student elections, athletic events, group examinations, registration, library, campus technologies, etc.) to which the student is properly entitled.

## **Department of Student Rights and Community Standards**

1.10. Encouragement of Others to Violate Policy: Refrain from encouraging, enticing, influencing, assisting, or enlisting another student to violate any of the University standards or policies listed in this code or in other official University documents and policies. Any student who facilitates misconduct of another directly through action or indirectly through instruction or advice may be held responsible.

1.11 Official Correspondence via Brandeis Email: Remain up to date with the use of the University-issued email account (ensure you review and respond to University communications as needed, ideally every 24 hours). This account is the University's primary means of communicating information and important requests regarding updates, policies, procedures, and events. Students will be responsible for emailed notices and instructions and should take care to forward their Brandeis email to a preferred account if another account is preferred. Students in receipt of official University correspondence are required to respond when/how the communication indicates it is necessary. Should a student fail to respond to these communications and if there is concern regarding the student, the University may need to utilize additional resources to be in communication with the student (Community Living, Brandeis Counseling Center, Dean of Students Office Public Safety, Office of Graduate Affairs, Emergency Contact, etc.). Additional outreach is designed to help ensure students' well being.

## Department of Student Rights and Community Standards

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

All members of the community share responsibility for protecting and maintaining community health and safety and the rights of other persons. Concentrated housing, varied activities, and the needs of community members for freedom to pursue their respective educational and co-curricular tasks and to complete job-related responsibilities free from hazards and unreasonable intrusions, require the cooperation of all in maintaining appropriate standards of respect. In furtherance of these goals, students must abide by the following:

2.1. Compliance with Instructions of Officials: Students are expected to comply with instructions of University officials, investigators, committees, or boards. Students are also expected to comply with instructions of those responding on campus in an official capacity. Examples of University officials may include but are not limited to Public Safety, DCL Staff, Dean of Students Office, CARE team, BEMCO, Fire Department, Waltham Police Department, and OEO.

2.2. Compliance with Adjudicative Decisions: Comply with the final decision of the Student Conduct Board, with the outcome from the SCP, an OEO Formal Complaint Process, the Title IX Grievance Process, Restorative Justice resolution or the University Appeals Board, and with any Administrative Action or University Action.

2.3. Obstruction of University Functions: Recognize and allow for the legitimate functions of the University. Obstructing or disrupting teaching, research, or any administrative, public service, disciplinary, or other authorized University functions is unacceptable.

2.4. Threats against Public Safety: Refrain from initiating a false fire alarm or issuing any type of threat, actions which are strictly prohibited. Use safety equipment and/or initiate safety procedures (including, but not limited to, fire equipment, fire alarms, fire drills, and exit lights) only when necessary ([see Section 8](#). and [see also Section 9.15](#)).

2.5. Weapons: Do not possess or use, on University property, firearms (including blank pistols and replicas, bb guns, and pellet guns), explosives (including fireworks or any other incendiary devices), knives (of any length), fireworks, nun-chucks, paintball guns, airsoft guns, or other articles or substances designed or intended to function as a weapon. All such items are prohibited at Brandeis.

2.6. Loudspeakers and Excessive Noise: Obtain clearance from the Department of Student Engagement for the use of loudspeakers or other sound amplification equipment at events. Obtain clearance from the Dean of Students Office for use of loudspeakers or sound amplification equipment for purposes other than events. Excessive noise may not disrupt the campus residences, academic spaces or University offices.

2.7. Host Responsibility for Visitors: Assume responsibility for the actions of a visitor, damage or injuries caused by a visitor, and costs incurred for services related to hosting a visitor on campus. The University reserves the right to impose requirements related to safety or security concerns arising from a visit by a visitor, and to assess the host for the cost of meeting those

## **Department of Student Rights and Community Standards**

requirements (see Sections 9.6. and 9.10.). All visitors must be accompanied by their host at all times.

2.8. Compliance with Official University Policies in Other Publications: Comply with the regulations enumerated in other official University publications and documents (eg., library policies, computer use policies, Dining Services policies, Undergraduate Room & Board License Agreement requirements, traffic and parking policies, financial aid policies, Campus Use of Space Policy).

2.9. Electronic Devices and Privacy: Refrain from engaging in undisclosed and unauthorized recording of other individuals within the University community.

2.9.a. Electronic Devices and Privacy: Students are expected to respect the reasonable expectations of privacy of other individuals within the University community. Accordingly, students are not permitted to make or attempt to make a recording of any kind, including but not limited to an audio or video recording, without the consent of all participants subject to such recordings. In such circumstances the uses of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings. (See also, Sections 3, 10, and 16)

2.9.b. Electronic Devices and Privacy: Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity, without the consent of all participants subject to such recordings is prohibited and may also violate the University's Policy Against Discrimination, Harassment and Sexual Violence. (See also, Sections 3, 10, and 16)

\*This policy is not intended to prohibit commonly-accepted journalistic practice as defined by the Associated Press, Society of Professional Journalists, or the New York Times for Brandeis students. This policy is not intended to restrict the work of student journalists to cover open, public events on campus. A public event is defined as an event held either in a public and open space on campus or to which a general announcement has been made or a general invitation has been extended.

2.10. Respect for the Integrity and Personal Rights of Others: (Note: Due to the seriousness of any accusations regarding these policies, any students accused of being involved in incidents of this kind may be placed on campus restrictions or emergency suspension pending the outcome of an investigation or conduct process.) Refrain from any behavior toward others, including but not limited to students, faculty, staff, and visitors, that:

2.10.a. Intimidates.

2.10.b. Threatens.

## **Department of Student Rights and Community Standards**

2.10.c. Harasses. Harassment is unwelcome verbal or physical conduct directed at an individual or individuals that has the purpose or effect of unreasonably interfering with a person's educational, living, or work environment.

2.10.d. Bullies. Bullying includes any electronic, written, verbal, or physical act or a series of acts intended to cause physical or emotional harm to another community member or group of community members.

2.10.e. Physically harms or is considered unwanted physical contact (for example: hitting, pushing, or physical altercations, or engaging in violence of any kind).

2.10.f. Invades personal privacy.

2.10.g. Endangers the health, safety, or welfare of any other person on or off campus.

2.10.h. Discrimination, harassment or sexual violence as discussed in Section 3 and the Policy Against Discrimination, Harassment and Sexual Violence.

2.10.i. Behavior that would offend or frighten a reasonable person.

2.11. Hazing: Hazing is prohibited. Brandeis defines hazing as an activity imposed on someone joining or participating in a group, whether on or off campus, that humiliates, degrades, abuses, or endangers that person physically or emotionally, regardless of the person's desire or willingness to participate. Examples of hazing common across student groups include: forced consumption of any food, liquor, beverage, drug or other substance; isolation; sleep deprivation; sex acts; and humiliating or painful "initiation" ordeals involving humiliation or discipline (Note: Students are also expected to comply with Massachusetts hazing law which is set forth in [Appendix B](#))

2.12. Retaliation: Retaliation against anyone who makes a good faith report or complaint regarding a violation of policy, or who in good faith participates in an inquiry or investigation of policies is strictly prohibited. Retaliatory conduct is when another party, who knows of that activity, takes an adverse action against the person engaged in it, and the adverse action was caused or motivated by the protected activity. Retaliation against the peer group, family, or associates of a reporter (third parties) is also prohibited, regardless of whether or not those individuals have participated in an adjudicative process. Examples of retaliatory action may include, but are not limited to: coercion, threats, intimidation, or any other discriminating behavior against the individual who filed the complaint. Retaliation is an offense separate from the complaint of a violation of University policy and will be considered independently from the merits of the underlying matter. The Community Standards Report (CSR) is the official reporting mechanism for all allegations of retaliation. The University takes concerns of retaliation seriously and as a result findings of responsibility may result up to dismissal from the University.

2.13 Drones: The recreational use of drones on or above University property, including inside University buildings, is prohibited. The indoor use of drones in teaching and research is

## **Department of Student Rights and Community Standards**

permitted with appropriate training, supervision, and notification of building administrators. However, outdoor teaching or research uses of drones require the permission of the Federal Aviation Administration and the Brandeis Police Department.

2.14. Community Disturbance: Each student is responsible for the expectations of the community they are a part of, and/or are present in. Students may not participate in or create conditions that violate federal, state, or local laws, ordinances, regulations, and/or orders. This includes compliance with required public health and safety measures. This policy applies to students both on and off campus.

2.15 Hoverboards: The storage and use of lithium-ion powered skateboards, often called hoverboards, is strictly prohibited on all university-owned property.

2.16. Animals on Campus: Refrain from bringing any dog or other animal onto the campus without a leash or other proper restraint. Students are prohibited from allowing any animal to enter any campus building including, but not limited to dining service buildings, campus centers, libraries, or residence halls (see Section 9.14.), unless that animal is a service or assistance animal. Student emotional support animals may be allowed on campus only after approval by SAS in collaboration with the Department of Community Living.

## **Department of Student Rights and Community Standards**

### **Section 3. Harassment, Discrimination, Sexual Violence**

Brandeis University is committed to and strives to create an educational and work environment free of discrimination, harassment and sexual violence. Brandeis prohibits discrimination and on the basis of race; color; national origin; ethnicity; share ancestry or ethnic characteristics; caste; sex, including pregnancy or related conditions, sexual orientation, gender identity/expression, including transgender identity; religion; disability; age; genetics; active military or veteran status; and any other characteristics protected under applicable federal or state law, known as “Protected Categories.” Brandeis also prohibits sexual violence against students which includes sexual assault, stalking, and dating violence, and domestic violence). For more information regarding Brandeis’ Policy Against Discrimination, Harassment and Sexual Violence, please visit the website for the [Office of Equal Opportunity \(OEO\)](#).

When it is alleged that members of the Brandeis community have engaged in discrimination, harassment or sexual violence, the OEO Formal Complaint Process and/or Title IX Grievance Process may be available to address that conduct. The Formal Complaint Process contains informal and formal resolution options. For more information, please review the Brandeis Policy Against Discrimination, Harassment and Sexual Violence, the Formal Complaint Process and the Title IX Grievance Process, all of which can be found on the website for the [Office of Equal Opportunity \(OEO\)](#).

## Department of Student Rights and Community Standards

### Section 4. Maintenance of Academic Integrity

#### Academic Integrity

Every member of the University community is expected to maintain the highest standards of academic integrity. A student shall not submit work that is falsified or is not the result of the student's own effort. Infringement of academic honesty by a student subjects that student to serious penalties, which may include failure on the assignment, failure in the course, suspension from the University, or other sanctions (see [Section 20](#)). A student who is in doubt regarding standards of academic honesty as they apply to a specific course or assignment should consult the faculty member responsible for that course or assignment before submitting the work. Students may not drop or withdraw from a course while an allegation of academic dishonesty is pending. If a Student Conduct Process results in a finding of responsibility and as a result a student receives a course-related sanction, the student will not be permitted to drop or withdraw from the course. Any drop or withdrawal action may be reversed and a grade imposed. Instructors may require students to submit work to plagiarism detection software.

4.1. Original Content: A student's name on any written exercise (such as an examination, report, thesis, theme, notebook, laboratory report, or computer program) or provided in association with an oral presentation constitutes a representation that the work is the result of that student's own thought and study. Any such work shall be stated in the student's own words and produced without the assistance of others, including, but not limited to artificial intelligence (unless specifically authorized by the instructor), except where quotation marks, references, or footnotes accurately acknowledge the use of sources, including sources found on the Internet. Falsification and/or fabrication of information submitted, and/or misrepresenting the source of the content submitted is prohibited. Selling copies of exams, reports, or information relating to a course is not permitted. Sharing exams, exam or quiz questions and answers, or other materials produced from a previous course, for use other than for study assistance in connection with a current course, may be considered an infringement of academic integrity. Access to and/or use of instructor versions of books or course materials without prior approval from the instructor may be considered a violation of this Section.

4.2. Exams and Testing: Talking during an examination or possession or use of unauthorized materials, equipment, or technology, including but not limited to course materials, notes, cell phones, Laptops, electronic messaging software, webpages, or calculators, or artificial intelligence technology during an examination constitutes an infringement of academic honesty. Attempting to receive credit for work not originally submitted also constitutes an infringement of academic honesty. Accepting assistance from others with or without their knowledge constitutes an infringement of academic honesty. All policies regarding examinations apply to take-home and open-book examinations.

4.3. Collaboration/Facilitation: In some instances, a student may be authorized by a faculty member to work jointly with another student or with other students in solving problems or completing projects. Students may not collaborate on assignments, however, without explicit

## **Department of Student Rights and Community Standards**

permission from the instructor. To provide one's own work to assist another student in satisfying a course requirement, either knowingly or through negligence, constitutes an infringement of academic honesty. Assistance from personnel associated with University-sanctioned tutoring services is acceptable.

4.4. Multiple Submissions: Unless permission is received in advance from the faculty member in charge of the course, a student may not submit, in identical or similar form, work for one course that has been used to fulfill any academic requirement associated with another course at Brandeis or any other institution. A student who perceives the possibility of overlapping assignments in his or her courses should consult with the appropriate faculty members before presuming that a single effort will fulfill the requirements of both courses.

4.5. Academic Requirements and Research Integrity: As members of an academic community, it is important that students are aligning with all academic and research requirements. Students are responsible for aligning with these expectations as detailed in R&R as well as any additional publications.

Examples of these publications include but are not limited to:

[Responsible Conduct of Research](#)

[Academic Status and Regulations for GSAS students](#)

## Department of Student Rights and Community Standards

### **Section 5. Responsible Use of Tobacco, Alcohol, and Other Drugs**

Community Response to Substance Use: The University's commitment to promoting the health and safety of all members of the Brandeis community, combined with its obligation to uphold local, state, and federal laws, requires clear policies on the possession and use of tobacco, alcohol, cannabis and other drugs. Members of the community who sponsor or host programs assume responsibility for compliance with the policies outlined below and are required to be familiar with guidelines for event sponsorship.

Brandeis University recognizes that abuse of tobacco, alcohol and other drugs may present conditions that require professional counseling, assistance or treatment. If any member of the community is concerned about their relationship with substances, the counseling center is available to provide on-campus services and/or referrals to community resources. The alcohol and drug counselor is located in the Brandeis Counseling Center (781-736-3730). Assessments and counseling are available for students who want to learn more about their own use of substances, reduce or eliminate their use or discuss concerns about a friend's or family member's use. Substance abuse counseling is a free service and is confidential. For information, contact the [Brandeis Counseling Center](#).

If you are looking for information or education on alcohol and other drugs, including safety strategies and guidance on how to support peers, please contact the [Health and Wellness Promotion Office \(HAWP\)](#).

Note: We recognize the historical and ongoing effects of privilege and marginalization reflected in the term marijuana. For the purposes of R&R aligning with legal guidelines, the term "cannabis" will be used throughout this document and is intended to include: marijuana, cannabis and all products derived from the cannabis plant.

5.1. Smoking: All Brandeis campus buildings are completely smoke-free. Cigarettes and other smokable products, including cigars, pipes, electronic cigarettes and vaporizers, present clear health risks to members of the community, both to users and to those experiencing second-hand smoke. Use of any smokable product is prohibited in all University buildings (including the residence halls), in outside areas adjacent to the entrances of University buildings (within 30 feet), and in University vehicles. Members of the community who choose to smoke are expected to dispose of these materials in proper receptacles and without risking harm to the campus environment. Those who use any smokable product must show respect for the community and are expected to comply with reasonable requests from other members of the community regarding their exposure to second-hand smoke. Students found responsible for smoking in a campus building may be assessed a fine of up to \$150 per involved student. Fines may escalate with multiple offenses.

Alcohol Use

## **Department of Student Rights and Community Standards**

Brandeis University upholds and supports local, state and federal laws with regard to alcoholic beverages. Students of legal drinking age may choose to drink within stated campus guidelines and in accordance with procedures for event sponsorship. Brandeis students are reminded that they are responsible for the conduct of their visitors.

The University Mail Services will not accept deliveries from common carriers that contain alcohol. If Mail Services receives a package with alcohol, the package will be returned to the sender.

It shall be presumed that any liquid in an alcoholic beverage container includes alcohol.

The following general policies apply:

5.2. Underage Possession/Consumption: No student under the legal drinking age of 21 is allowed to possess or consume alcoholic beverages. Under-21-year-olds are not permitted to be in the presence of alcohol consumption and/or use unless at an approved University event or an approved registered event through the Department of Community Living.

5.3. Provision to Minors: In compliance with the laws of the Commonwealth of Massachusetts, members of the University and its agents may not serve or provide alcoholic beverages to any student or other individual younger than the legal drinking age of 21 (see Section 1.9.). Presence of an individual under the legal drinking age is not permitted in locations where there is use of alcohol, unless at an approved University event or an approved registered event through the Department of Community Living. Over-21- year-olds may be held responsible for provision to minors if individuals under the legal drinking age are present where alcohol is being consumed.

5.4. Provision at Public Events: Alcoholic beverages may not be provided at any public event on University property at which there are underage individuals, unless there is advance approval by University officials and reasonable precautions are taken to ensure that alcohol is served only to those of legal drinking age. Individuals dispensing alcohol assume serious liability if alcohol is served to anyone who is not of legal drinking age or anyone who is of age but is intoxicated. Alcohol should not be served at any time to individuals who are, or appear to be, intoxicated.

5.5. Responsibilities of Sponsors: The sponsor of a public event is responsible for providing food and non-alcoholic beverages at any venue where alcohol is served. Sponsors must consult and gain approval from the Department of Student Engagement to plan any event at which alcohol will be Served; to ensure that the event complies with campus policies and the laws of the Commonwealth of Massachusetts. More information is available at [Student Organization Resources and Policy](#).

5.6. Liquor Licenses: In compliance with local laws, alcoholic beverages may not be sold or served at any function requiring an admission charge without a valid liquor license for that event (see Section 5.4. regarding alcohol at campus events). The University's liquor license covers

## **Department of Student Rights and Community Standards**

The Stein, The Faculty Club, Sherman Function Hall, Levin Ballroom and Alumni Lounge, and events in these facilities may include alcohol if properly arranged through University Events. In all other facilities, the sale of alcoholic beverages is prohibited without a temporary liquor license from the City of Waltham. In compliance with local laws, alcoholic beverages may not be sold or served at any function without a valid liquor license for that event. This includes but is not limited to, the sale of cups and/or any other form of container for the distribution of alcohol. A student may be held responsible for violating this policy whether on campus or off, if it is brought to the attention of the University.

Alcohol in the Residence Halls: Brandeis students living in the residence halls share responsibility for upholding community standards (see [Section 9](#) for additional guidelines regarding the residence halls). The following policies regarding alcohol apply specifically to the residence halls:

5.7. Amounts and Locations: Alcohol possession and use within specified parameters is permitted to residents of legal drinking age in the following locations on campus:

Skyline South Tower

Foster Mods

Ridgewood A/B/C (where all occupants are 21+)

Charles River Apartments 164 and 178 (where all occupants are 21+)

Ziv Suites (where all occupants are 21+)

Approved types of alcohol and amounts at any given time for residential students over the legal drinking age are:

No more than 12 beers (12-ounce maximum per bottle/can) OR

No more than 12 wine coolers/malt (seltzers, lemonades, ciders) beverages (12-ounce maximum per bottle) OR

No more than one 1.5L or 50oz (2 standard-size bottles) of wine OR

No more than 750ml of liquor (liquor must be 90 proof (45% alcohol by volume) or below. No grain alcohol is permitted)

These amounts are per individual resident (over 21 years old) in an approved residential space. Any alcohol present in a residential space is the responsibility of the resident of that space and may not go above the approved amounts listed. Refer to the DCL website for additional details on where alcohol is permitted to be located/stored within residential spaces. Note: These quantities are based on topical expertise, regional benchmarking, and best practices.

## **Department of Student Rights and Community Standards**

5.8. Dry Quads: No alcohol is permitted in private residence hall rooms nor in any public space in first-year or sophomore areas (including Skyline North, East Quad, Massell Quad, North Quad, 567 South Street, The Village's A-House and select floors of B House, sophomore apartments in Charles River, and Rosenthal Quad). In all other areas, use of alcoholic beverages must comply with the requirements set forth in this Section. Underage students should be aware that possession of empty alcohol containers may be considered alcohol possession.

5.9. Public Areas: Alcoholic beverages may not be consumed inside or outside of the residence halls, unless the area is part of an authorized event (see Sections 5.4., 5.8.) held in conformance with University regulations regarding events at which alcohol is served or present. Students may not be in possession of or store alcoholic beverages on University property with the exception of transporting approved amounts of alcohol to an approved location. (Please see Section 5.7 to review details on approved amounts and locations within residence halls).

5.10. Event Registration: Any student or group of students wishing to sponsor a party or event with alcohol in the residence halls must request permission for the event from the Area Coordinator responsible for that area by submitting an Event Registration Form (see the [Department of Community Living](#)) at least two business days before the event is to take place. The sponsor of the event is responsible for providing food and non-alcoholic beverages at any event where alcohol is served. Such gatherings may require additional approval from the Department of Public Safety. Events/gatherings must end no later than 1 a.m. on Saturday and Sunday mornings, and no later than 11 p.m. Sunday through Thursday. Residents sponsoring events assume responsibility for the actions of their guests/visitors. Approval of a gathering does not constitute permission to violate any University policies. Failure to comply with the regulations set forth in the event registration policy may result in the immediate discontinuation of the event and/or conduct action. Events in the residence halls are approved at the discretion of the Department of Community Living. (see [Appendix H](#) for Event Registration Process).

5.11. Mass Consumption: Large volumes of alcoholic beverages are not permitted in residence halls. Mass consumption vessels such as, but not limited to, kegs, beer balls, punch bowls/ common source containers, case(s) of liquor and bottles of liquor larger than 750 ml are prohibited. Items such as, but not limited to, funnels and luges that are used with the intention of indulging in excessive consumption are also prohibited.

5.12. Age Verification for Purchase or Consumption of Alcohol on Campus: Beer and wine are available for sale to students of legal drinking age at some University events and at The Stein and The Faculty Club. One of the following pieces of identification is required for students, and their guests: a valid, original driver's license; a valid passport; a valid, original Massachusetts Liquor Identification Card; or a valid Massachusetts State Identification Card and in addition to a current and valid Brandeis Identification Card for Brandeis students.

## **Department of Student Rights and Community Standards**

5.13. Consumption / Distribution Health and Safety Implication: The consumption and/or distribution of alcohol in a manner detrimental to one's health and/ or safety (or the health/safety of others).

Drugs and Other Substances: Although Massachusetts law now permits adults aged 21 or older to possess and consume cannabis under certain circumstances, federal law prohibits the growth, possession, use, or distribution of cannabis or drug paraphernalia, including for medical purposes, on Brandeis University property or as part of a Brandeis activity. All Universities that receive federal funding (i.e., research grants, student financial aid) must align with federal policies regardless of state laws/ordinances. If they fail to align with federal policies, funding can be removed. A student may be held responsible for their possession/use whether on campus or off, if it is brought to the attention of the University.

5.14. Drugs and Other Substances; Drug Paraphernalia: The actual or intended purchase, possession or use of illegal drugs, narcotics, controlled substances or prescription drugs without a prescription is prohibited. The smell of cannabis, when combined with other evidence, may be sufficient information to support a violation of this policy.

5.15. Drugs and Other Substance(s) Sale and/or Distribution: The actual or intended sale, distribution, cultivation, or manufacture of illegal drugs, narcotics, controlled substances, or prescription drugs is prohibited.

## Department of Student Rights and Community Standards

### Section 6. Care of University and Personal Property

6.1. Respect for Brandeis Property: Respect, maintain, and preserve University grounds, academic and administrative buildings, residence halls, dining facilities, and associated structures, as well as faculty, staff and other students' personal property.

6.2. Posted Notices: Posters, banners, lawn signs, handbills, or notices may be displayed only on spaces designated for that purpose, such as bulletin boards. Postings in Usdan and Shapiro Campus Center require the stamped approval of the Department of Student Engagement. Postings in the residence halls require the approval of the Department of Community Living (see [9.8](#)). If you are posting in a different building on campus, you are responsible for ensuring you align with their specified posting policies. Placement of posters, handbills, notices, and the like on trees, lawns, sidewalks, statues, motor vehicles, permanent University signage, emergency blue light phones, stairwells, windows, fire suppression equipment, or fire exterior doors is prohibited. Postings that violate other policy Sections, including but not limited to, Policy Against Discrimination, Harassment and Sexual Violence, Campus Space Policy, and disruption of scheduled speakers or events, [Section 7.6](#), will not be approved and may be removed. All postings must have a recognized University group or sponsor identified. Failure to do so may result in removal of the posted material. If you are seeking to post in relation to a campus protest and/or demonstration, you are encouraged to reach out to the Dean of Students Office to assist in accommodation of reasonable needs for both the University community and those engaged in acts of speech or protest.

6.2.a. Appropriate Posting Materials: Students are expected to use only appropriate posting materials that will not cause damage ([see Section 9.8](#) and/or the Department of Student Engagement with regard to non-residential spaces).

6.2.b. Chalking: Students who engage in chalking must observe the distinction between advertising events and vandalism. Only sidewalks — which does not include patios and steps to a building—may be chalked. Chalking on buildings and on personal or University or personal property (e.g., buildings, cars, bus shelters, and signs) is not permitted. Chalking is also not permitted in areas where it cannot be washed away by rainfall. The University reserves the right to authorize the removal of chalked messages if they are in violation of existing campus policy, are harassing, threatening, or contributing to a hostile environment, or use profane illustrations or language, or are not in a permitted area.

6.2.c Building Projections: Projecting images on buildings or other University structures is prohibited, unless authorized by the University.

6.3. Respect for Personal Property: Respect, maintain, and care for property belonging to others. Vandalism, littering, theft or attempted theft of, destruction of or damage to, and unauthorized possession or inappropriate use of property (including intellectual property) belonging to the University, a member of the University community, or any other individual or

## **Department of Student Rights and Community Standards**

entity is unacceptable. This Section also applies to the grounds, and to personal and public property that surrounds the campus.

6.4. Library Materials: Respect, maintain, and care for library materials and other academic materials or equipment. Destruction, mutilation, or defacement of or tampering with any of the above is unacceptable.

6.5. Appropriate Access to Property: Observe University guidelines and policies regarding access to or occupancy or use of University property and facilities and the University's name, seal, or logo (see [Sections 9., 12., 15., and the Campus Use of Space Policy](#)). Storage closets and utility rooms in any University building, and the roof areas of any University building, may not be accessed by students without explicit permission.

6.6. Appropriate Hours and Areas of Access: Access University buildings and facilities during posted hours and in authorized areas only (see [Section 9.14.n., Campus Use of Space Policy.](#))

6.7. Respect for Campus Flora, Fauna and Animals: Respect and preserve the plant and animal life found on the campus. Mistreatment or abuse of any animals, trees or plantings is unacceptable.

## Department of Student Rights and Community Standards

### Section 7. Campus Protests and Demonstrations

Protests and Demonstrations — Time, Place, and Manner: The University community is one of inquiry and persuasion. The University has a responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it. A member of the University community may protest, rally, or demonstrate, provided such protests or demonstrations do not disrupt University operations or obstruct physical movement to, from, or within any place on the campus, including University property located off the main campus. Though the campus must be open to the free exchange of ideas, the University may limit the time, place, and manner of demonstrations. The DOSO encourages students to provide it with advance notice of any planned demonstrations. In encouraging groups and individuals to provide prior notice, the University's goal is not to restrict free speech or peaceable assembly. Rather, it is so that the DOSO may help students navigate the guidelines for demonstration and give the University the opportunity to provide space that accommodates the reasonable needs of both the University community and those engaged in acts of speech or protest.

All members of the community are expected to conduct dialogues with dignity and courtesy. Students must allow other community members freedom of movement on campus, along with the freedom to engage in the performance of their duties and the pursuit of their educational activities (see Section 12.). Public Safety may review and address any safety concerns occurring during a protest or demonstration. Please review Appendix H. Principles of Free Speech and Freedom of Expression.

Academic Freedom: Brandeis University adheres to the principles and traditions of academic freedom, and recognizes that these freedoms must be in balance with the rights of others, including the right of individuals not to be subjected to discrimination or harassment. It is understood that the principles of academic freedom permit topics of all types to be part of courses, lectures, and other academic pursuits. Materials that are used or displayed in an educational setting should be related to educational purposes.

7.1. Interference with University Functions: A protest, rally, or demonstration must not interfere with the missions, processes, procedures, or functions of the University (see [Section 2.3.](#)). Therefore, protesters must allow the staff and faculty of the University to engage in the performance of their duties, and students to pursue their educational activities. Impeding or restricting these activities by making noise, by blocking entrances to or exits from University facilities, or by coercion, intimidation, or threats or use of violence is unacceptable (see [Section 2.4.](#)). Proper means of egress must be maintained at all times.

7.2. Use of Public Space for Demonstrations: An activity that is neither disruptive nor obstructive is permitted in common areas of campus buildings only during those hours when the building in question is normally open. An activity that is neither disruptive nor obstructive is generally permitted in outdoor areas of the campus, however, Brandeis University may designate a specific area for particular types of events or activities. Placement on University property of

## **Department of Student Rights and Community Standards**

structures or displays, including but not limited to tents and individual shelters, requires prior permission by the DOSO.

7.3. Occupancy Limits: The number of persons who may be safely accommodated in any area where demonstrations occur shall be determined by the Waltham Deputy Chief for Fire Prevention. Occupancy information is available from the Department of Public Safety and University Events.

7.4. Official Order to Vacate: Students are expected and required to vacate an area or facility of the University when directed to do so by an authorized official of the University (see [Section 2.1.](#)).

7.5. Disruption of scheduled speakers or events: Brandeis maintains a high tolerance for protest, but disruptions that prevent a planned event from continuing are not permissible. Students who disrupt in a way that interferes with the ability of an event to continue as planned will be warned and then asked to leave. If such disruptions do not cease, Brandeis students who do not comply with requests to leave face disciplinary consequences.

Note: Some language in this policy was originally crafted and published by Princeton University.

Please additionally refer to the [Campus Use of Space Policy](#).

## Department of Student Rights and Community Standards

### Section 8. Fire and Life Safety

**Safety Vigilance:** The safety of all community members and visitors is of the highest importance at Brandeis. University facilities are designed and equipped with mechanisms, apparatuses, and features intended to suppress smoke and fire. These physical safeguards must be respected and protected to ensure their proper function. Students and their visitors are expected to be aware of, and immediately report, behavior that could increase the risk of danger to life or safety.

8.1. **Combustion of Property:** Refrain from behavior that leads to the intentional or unintentional combustion of personal, communal, or University property.

8.2. **Fire Alarms:** Students are expected to vacate a building during a fire alarm, whether during a drill or in an actual emergency. When an alarm sounds, all individuals must vacate the building ([see Sections 2.1](#) and [7.4](#)). 8.1. Students may not return until instructed to do so by a University official. Periodic, unannounced fire drills will be conducted in the residence halls during the academic year. Students who set off a fire alarm due to negligence and/or tampering with the equipment may be billed for the fees associated with resetting the alarm.

8.3. **Cooking Equipment:** With the exception of microwave ovens, cooking equipment of any kind is not allowed in individual student rooms or lounges. This includes hot plates, toaster ovens, indoor grills, hot pots, immersion heaters, or any item with open coils. A [complete list of unapproved items/appliances](#) can be found on the DCL website.

8.4. **Candles and Incense:** Candles and incense are prohibited in the residence halls. Students wishing to light candles for religious reasons must register their intention with the Department of Community Living. Religious candles must be handled according to the “Religious Candle Safety and Registration” information available at the Department of Community Living website. Decorative and/or scented candles are permitted if the wicks are removed. Students found responsible for candles or incense may be assessed a fine of up to \$150.00 per involved student. Fines may escalate with multiple offenses.

8.5. **Tampering with Safety Equipment:** Tampering with fire or safety equipment, including the covering or removal of smoke detectors, creates a significant threat to everyone in the building and is strictly prohibited. Students found responsible for covering, removing, or tampering with smoke detectors may be assessed a fine of up to \$150.00 per involved student per occurrence, in addition to being subject to Residence Probation or other actions, including temporary or permanent removal. A parent, guardian, or emergency contact of a student who repeats the offense may be contacted. The student’s account may be assessed \$150.00 for each additional infraction. Students who set off a fire alarm due to negligence and/or tampering with the equipment may be billed for the fees associated with resetting the alarm.

8.6. **Unapproved Items/Appliances:** These items can generally produce enough heat to start a fire if used improperly, or sources of fuel in case of fire. Some examples include: Air

## **Department of Student Rights and Community Standards**

conditioners, space heaters, oversized appliances. Students found responsible for unapproved items may be assessed a fine of up to \$150 per involved student. A [complete list of unapproved items/appliances](#) can be found on the DCL website.

8.7 Hanging Items from Pipes: Hanging items from, or attaching items to, any exposed pipes as well as from any objects that support pipes, is strictly prohibited. Students found responsible for violating this section may be assessed a fine of up to \$150.00 per involved student per occurrence, in addition to being subject to Residence Probation or other actions.

8.8 Obstruction of Ingress and/or Egress: Obstruction of means of ingress/ egress (means to enter or exit a room/building/space) is not permitted and can be dangerous and/or inhibit personnel/responders from rendering essential services. Impeding or blocking ingress or egress to or movement within and around campus buildings, classrooms, administrative offices, or other spaces is prohibited. The blocking of any stairs is prohibited.

## Department of Student Rights and Community Standards

### Section 9. Living in the Residence Halls

**Respectful Community:** The Department of Community Living strives to create a comfortable and educational living community for all students. Each student is expected to behave in a manner that respects and considers the rights of others in the University community. The exercise of one person's rights must not infringe upon the exercise of another's rights in the ordinary course of daily living. Policies and procedures relating to residence halls are contained in previous Sections of this publication, in the Undergraduate Room & Board License Agreement, and in other publications issued by the University. Additionally, all [COVID-19 policies and procedures](#) apply to those within the residence halls.

These policies and procedures carry the force of University regulations (see [Section 2.9.](#)). All students are expected to comply with these policies and procedures, as well as with those listed below. Students are reminded that multiple-occupancy rooms, as well as shared apartments and suites, create shared responsibility for residential behaviors. The Department of Community Living values regular and close interaction with residents so as to maximize communication about circumstances that could affect the quality of life in the residence halls.

**9.1. Room Vacancies and Room Transfers:** Any changes to a student's room assignment must be processed through the Department of Community Living. Requests are available on the [Department of Community Living website](#).

Room transfers and changes are not performed during the first two weeks of classes. The Department of Community Living may assign a new occupant to any vacancy as required. Any conduct, including deception or harassment, designed to dissuade potential residents or roommates are unacceptable. A student should only occupy the space they have been assigned by the Department of Community Living. Consult with the Department of Community Living or an Area Coordinator for information on these policies.

Any conduct that is disruptive to the room transfers/changes process may constitute additional violations of Rights and Responsibilities.

**9.2. Involuntary Reassignment of Housing:** The Department of Community Living reserves the right to reassign students to other locations, or to remove them outright from University housing. The decision to reassign will be made by the Area Coordinator, in consultation with the Assistant Dean of Student Affairs. If a student is reassigned or removed outright pursuant to a pending referral to the Department of Student Rights and Community Standards, the procedures outlined in Section 18. shall begin within 10 class days after the reassignment or removal.

It is recommended that the move happen within four business days, of notification of the decision to reassign or remove a student or as deemed appropriate by the Area Coordinator.

**9.3. Key, Lock, and Door Security:** Keys for all residence halls, suite doors, and individual room doors are distributed by the Community Living staff. Any lost key must be reported to the

## **Department of Student Rights and Community Standards**

Department of Community Living immediately. If the key is not located within 24 hours, the Department of Community Living may change the lock and bill the responsible student for the cost of the lock change. (Additional charges may apply for suite door and entrance door keys.) Failure to return keys when vacating an assignment will result in a lock change and the appropriate charge(s) to the student. For the safety of all residents, keys to the residence halls may not be duplicated or distributed to others. Locks must not be tampered with in any way, or the responsible students may be subject to financial charges and other sanctions. For safety and security reasons, entrance doors to the residence halls and fire doors must not be “propped” or left open. For the safety and security of the community, do not permit unknown persons to enter the building via “tailgating” (entering behind someone who is holding the door open).

9.4. Lockouts: Students are expected to carry their room keys with them at all times. If a student is locked out of their room, the student may go to the Department of Community Living in Usdan between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, and temporarily check out a loaner key after presenting proper identifications (see [Section 1.6.](#)). On holidays, weekends and after office hours call 781-736-LOCK (5625) for assistance. Facilities personnel are instructed not to open locked doors for students. Multiple lockouts may result in financial penalties.

9.5. Right of Entry: The University reserves the right to inspect rooms and perform maintenance at reasonable times, and to enter rooms at any time in case of emergency, in response to a complaint of disturbance or when there is reason to believe that a violation of University policy is occurring within the room (see [Sections 16.2. and 16.3.](#)) University personnel may enter a room after knocking and identifying themselves. Residents are not permitted to change or add private locks or security devices to their rooms or to any part of the building.

9.6. Room and Common Area Accountability: The assigned residents of a given residence hall will be held accountable for any inappropriate behavior that occurs within the hall, or any damages resulting from such behavior. Each student is responsible for any damages caused by the student and/or the student’s guests/visitors. When damage can be attributed to the responsible person(s), the cost of repair or replacement is billed to the individual(s) involved (see [Section 9.](#)). Common-area furniture may not be moved to individual rooms.

When damage occurs in a student’s room, corridor, or apartment but cannot be attributed to a specific party, the costs may be billed in equal parts to all residents of that area. Each student is responsible for completing and returning Room Condition Reports to the appropriate Area Coordinator at the beginning of the year (or when occupying a new assignment). To avoid being billed upon termination of the Undergraduate Room & Board License Agreement, all rooms and corridors must be left clean, neat, and in order.

## **Department of Student Rights and Community Standards**

For student safety, the main entrances of residence halls remain locked at all times. Propping or tampering with residence halls doors is prohibited. Students must refrain from utilizing any window as a point of entrance or exit except in case of fire or danger to one's life.

9.7. Room and Furniture Alterations: All University-supplied furnishings must remain in students' rooms, suites, and apartments unless their relocation is approved by the Department of Community Living. Please refer to [Permitted and Prohibited Items](#) for additional information on prohibited items. Additional furniture must meet all fire codes and be approved by the Department of Community Living before being allowed into the residence halls. Any student seeking reasonable physical alterations to their room or furniture must request permission from the Department of Community Living. Community Living may consult with the Health Center, Disabilities Services and Support, or the Department of Facilities Management before permission is granted.

9.8. Distribution of Postings: If a student or campus organization wishes to distribute fliers, posters, etc., in the residence halls, the materials must be delivered to the Department of Community Living for distribution by staff (see [Section 6.2.](#)). Students may not post on behalf of non-Brandeis advertisers; off-campus individuals and entities seeking to advertise to the Brandeis community must have sponsorship by a University department. Contact the Department of Community Living for information about the posting policy for residential spaces.

9.9. Storage: The University does not provide additional storage space or facilities outside of a student's residence hall room (with the exception of limited storage space for international students). See Department of Community Living staff and/or your Area Coordinator for information on these policies.

9.10. Visitors: Visitors and any person other than those assigned to reside in a specific living space are permitted in the residence halls, provided that consideration is given to the rights of all licensees. Should a roommate, suite mate, or apartment mate have an objection to any person's proposed visit to a multiple-occupancy assignment, those objections must first be mediated before the person may be welcomed. Any student whose visitor, or invited person remains within the residence hall for more than three consecutive days must notify the Area Coordinator responsible for that area. Permission to host visitors may be curtailed during sensitive community periods, such as Orientation and exams. Public spaces are reserved for use by all residents, and therefore may not be used to accommodate overnight visitors. Residents assume responsibility for the actions of their visitors, and hosts may be found responsible for their visitors' behavior (see [Section 2.7.](#)). Visitors must be escorted by their host at all times.

9.11. Noise: Quiet Hours are established for in and around all residence halls. During the school week (Sunday night through Friday morning), Quiet Hours begin at 11 p.m. and conclude at 8: a.m. On weekends, Quiet Hours are as follows: 1-10 a.m. Saturday, and 1-10 a.m. Sunday.

## **Department of Student Rights and Community Standards**

### Quiet Hours:

Sunday: 11 p.m.-8 a.m. Monday

Monday: 11 p.m.-8 a.m. Tuesday

Tuesday: 11 p.m.-8 a.m. Wednesday

Wednesday: 11 p.m.-8 a.m. Thursday

Thursday: 11 p.m.-8 a.m. Friday

Saturday: 1-10 a.m. Sunday

During these times, a student should be able to study, read, relax or sleep in their room without being disturbed by noise from other residents, guests/visitors or members of the community. At all other times, residents are expected to be respectful of others with regard to noise. Quiet Hours remain in effect during all times of year, regardless of holidays, vacations or recesses. A professional Student Affairs staff member may extend Quiet Hours for an approved purpose, and Quiet Hours will be extended during reading periods and final exam periods. Students in violation of Quiet Hours may be required to meet with a staff member within 24 hours.

Please keep in mind that communal living can require ongoing understanding that our actions impact the community we live within. Within the halls and areas where there are increased numbers of residents, noise may have a greater impact than we anticipate. Each community member may have varying understandings and comfort levels with noise in their living environment(s). Should you have concerns regarding noise levels or your understanding of expectations, please contact your Community Advisor and/or Area Coordinator.

9.12. Solicitation in the Halls: Because residence halls are living communities, students living on campus should be free from the pressures of door-to-door solicitations, sales, or distribution by any member of the community or any other individual or on behalf of any business or organization. All salespersons or solicitors must have explicit permission from the Department of Community Living or from another Student Affairs department. Students may not use their rooms for the purpose of operating a business (see [Section 14.](#)).

9.13. Video Cassettes, DVDs, Digital Mass Storage Devices, Streamed Content and Other Media: In compliance with copyright laws, video cassettes, DVDs, and other media intended for private use may be shown in public areas within the residence halls only if no admission is charged, the event is not widely advertised, and no University funds (including student fees) are used to rent or purchase films (see [Section 10.4.](#)).

9.14. Pets: For the health and safety of all residents, fish are the only pets permitted in the residence halls. Fish tanks may have a maximum capacity of 10 gallons of water (see [Section 2.16](#) regarding exceptions for guide, assistance and service animals). No other animals are

## **Department of Student Rights and Community Standards**

permitted in the residence halls for any period of time. Mistreatment, abuse, or abandonment of animals is a violation of University policy and may impact a student's housing eligibility/ status.

9.15. Residential Safety Restrictions: Students must comply with safety and security guidelines. Some personal items and actions may be considered unsafe and may be restricted or prohibited. To protect the safety of all residents, expectations around items permitted/not permitted in the residence halls will apply to all persons residing in or visiting residence halls. An [up-to-date and detailed list of these items and expectations](#) can be found on the DCL website.

9.16. Confiscation Policy: Items found to be in violation of these policies may be confiscated and may be returned to the owner with the agreement of the Area Coordinator. Alcohol bottles used as decorations will be disposed of.

## Department of Student Rights and Community Standards

### Section 10. Library and Technology Services

Applicability of ITS Policies: Technology use policies apply to all University computer resources and information systems, to all University library resources, and to all telecommunications resources at Brandeis.

The technology resources managed by ITS are intended to support learning, teaching, and scholarship. It is the responsibility of all community members to be informed about the policies and procedures that govern use of these services.

Please refer to the [Policies governing use of information technology](#) as well as [Library Policies](#) at Brandeis.

In addition, please see the [description of all ITS services and resources](#).

10.1. ITS Authorized Use: Students must not use passwords, passphrases, or Identification Cards or accounts other than their own. Students may not release another community member's personal information. Students are also expected to refrain from gaining access to restricted resources or restricted portions of systems to which they have not been given access.

10.2. ITS Appropriate Use: The University may establish "reasonable use" policies that recognize that resources are finite and therefore subject to regulation or limitation (i.e., bandwidth). Students agree to follow established procedures for using and protecting library and technology resources, including managing passwords and passphrases, and for maintaining the physical and electronic integrity of networks, systems, software, equipment, and accounts. In particular, students must not send unsolicited bulk communications (spam), use disproportionate amounts of network resources, conduct unauthorized network scans or probes, capture or intercept other users' private communications, or introduce malicious programs into the system.

10.3. Electronic Access and Privacy: Students must respect the privacy of all members of the academic community. Students should understand that their computer files, telephone records, etc., may be subject to access by employees of the University for a number of legitimate reasons: for example, to assist state or federal authorities in an investigation; to conduct an internal Brandeis investigation in relation to violation(s) of policy, to access data in files of personnel for whom they are responsible; or to maintain a system or website (see [Section 16.2](#)).

10.4. Digital Civility: When using computing or telephone resources, students must not hide their identity for malicious purposes or assume the identity of another. Students must not harass (cyber-bully) others by using computer or telephone resources to make unwelcome contact. Material that is explicitly sexual or offensive may not be displayed, consistent with the Brandeis University Policy Statement on Non- Discrimination and Harassment (see [Section 3](#)).

## **Department of Student Rights and Community Standards**

10.5. Copyright: Copyright policies are designed to respect the rights of copyright holders while providing for the fair use of copyrighted materials by Brandeis students. For information about copyright policies, see the [Copyright Policies](#).

Students are expected to comply with all local, state, and federal laws, including laws on copyright and other intellectual property laws. Use of some electronic resources is governed by license agreements restricting the Brandeis community's access to them. It is the responsibility of all community members to ensure that they employ these resources only for individual, educational, and noncommercial purposes.

## Department of Student Rights and Community Standards

### Section 11. Campus Dining Services

General Dining Services Guidelines: Students are expected to comply with requests of University staff, and to present a proper Identification Card when obtaining meals in the dining halls (see [Section 1.6.](#)). To maintain health standards required by law, dogs and other animals other than guide and service animals are not allowed into the dining halls, and no one may enter a dining area with bare feet or bare chest. All reusable food service utensils and equipment are for use in dining areas only, and may not be removed for personal use. The Department of Dining Services is in the Usdan Student Center; further information is available [online](#).

### Section 12. Use of Campus Facilities

Please also reference the [Campus Use of Space Policy](#).

12.0 Facilities Use — Time, Place, and Manner: University facilities are available for activities consistent with the University's educational, social, and cultural goals. The University does not impose prior restraints upon the subject matter or point of view expressed by any person or group using its facilities. Its facilities, however, may not be used for activities contrary to federal, state, or local laws, activities conflicting with University regulations or policies, or activities that may create an undue risk or harm to persons and/or property. The University requires reasonable advance notice for the use of facilities and reserves the right to determine the time, place, and manner of any event (see [Section 7](#)).

12.1. Priority of Activities: The priority of activities to take place in any facility is influenced by the relevance of the activity to the University's goals, the timing of the request to use the facility, and the kinds of functions for which the facility is ordinarily used.

12.2. Advance Notice for Space Reservation: The University requires 10 days' advance notice for the reservation of space, unless waived by University Events or relevant department. The University reserves the right to withhold its approval of any requested use of a facility, to establish financial charges for any use, and to require a security deposit or impose other such requirements, including but not limited to security personnel and equipment. Such charges and other requirements will be implemented based upon a review of the event plans by University Events.

12.3. Event Safety Requirements: The requirements for safety and security at the event will be based upon a timely review by the Director of Public Safety. This review will be based upon such factors as the possibility of criminal acts, the risk of harm to persons or property, and the need for crowd control. Requirements may be appealed to the Vice President for Operations, who will make the final decision.

12.4. Event Sponsor Liability: The person or group requesting the use of a facility is responsible for harm to persons or property resulting from the use of the facility, and indemnifies the University from any and all liability for injury to any person attending an event in a University facility or for any damage or loss of personal property occurring on the University campus

## **Department of Student Rights and Community Standards**

resulting from the use of the facility. The University reserves the right to charge the sponsor or host for the costs of providing any extraordinary services.

12.5. Event Sponsor Responsibilities: Facilities must be used for the purposes stated in the request application. The person signing the “Event Request Form” will be held responsible for all matters related to the activity. The person or organization requesting University facilities or services shall be responsible for all expenses associated with the event. Sponsors must be able to prove that adequate financial resources are available to meet all anticipated costs, including any non-Brandeis contractual obligations associated with the event.

12.6. Non-Brandeis Speakers: Any event request involving a speaker who is not a member of the Brandeis community (student, faculty, or staff) must indicate the name of the speaker(s) on the Event Request Form when it is submitted. Any change in the speaker(s) requires notification and a re-filing of the form. The person or the organization (sponsor) requesting the facilities will be held responsible for the actions of the non-Brandeis speaker or guest. In addition, the host is responsible for any direct costs related to providing safety or meeting security requirements.

12.7. Reservation Eligibility: Reservation of indoor and outdoor space on campus for events and activities must go through the office charged with oversight of the space, such as University Events, the Department of Community Living, the Department of Student Engagement, and the Department of Athletics. Prior reservation is required for use of indoor space, and recommended for use of outdoor space, for all events and activities. Space may only be reserved for authorized university activities and must be sponsored by a recognized student organization or academic or administrative unit. Off-campus groups seeking space for programming directed toward members of the University community must receive approval from a relevant University department.

12.8. Sponsor’s Obligations with Respect to All University Policies: Approval of a requested use of a facility does not relieve the applicant or sponsor from satisfying any and all additional requirements set forth in other Sections of “Rights and Responsibilities” or as part of other University policies or guidelines (see [Section 2.8.](#)).

12.9. Games of Chance: The University supports all federal, state, and local laws related to illegal gambling, betting, and bookmaking or other games of chance. Any activities in which gambling may occur must receive approval from the Department of Student Engagement prior to the event.

## **Department of Student Rights and Community Standards**

### **Section 13. Parking and Traffic**

**Parking and Traffic Regulations:** The parking and traffic regulations of the University are available at the Department of Public Safety, which also issues campus parking permits. These regulations apply to any person in the Brandeis community operating a motor vehicle, and carry the force of University regulations (see [Section 2.8.](#)). The Parking and Traffic Regulations may also be found at the [Department of Public Safety website.](#)

**13.1. Improper or Reckless Operation of a Motor Vehicle:** The improper or reckless operation of a motor vehicle on campus poses a major threat to safety and carries with it the possibility of legal action and/or campus disciplinary proceedings (including the possible loss of driving/parking privileges).

**13.2. Authorized Roadways and Parking Areas:** Operate a bicycle, motorcycle, or automobile, or any other manual or powered vehicle, safely, and only on established, authorized roadways and parking areas.

**13.3. Parking Appeals Committee:** The Department of Public Safety authorizes a Parking Appeals Committee to hear appeals of parking and traffic violations. An SCP may adjudicate cases involving the behavior of students involved in traffic incidents but does not hear appeals of the actual traffic violations.

**13.4. Certification to Drive a Brandeis-Owned Vehicle:** Any student seeking to operate a University-owned motor vehicle must first be certified by the Department of Public Safety.

## Department of Student Rights and Community Standards

### **Section 14. Commercial Enterprises**

14.1. Personal Income-Generating Activity: Brandeis University seeks to empower, with realistic support, students who undertake entrepreneurial endeavors. Permission is required for personal income-generating activity that uses University property, including (but not limited to) student and campus centers, lobbies, cafeterias, residence hall rooms, campus phone and data lines, Internet servers, and student mailboxes. Such permission, when granted, is for designated areas within the University and is subject to the restrictions imposed by the approving officials. General solicitation, especially in such areas as classrooms, lounges, and cafeterias, is not permitted. Use of the Brandeis name in connection with any such activity also requires authorization. A guide to the request/approval process can be found on the [Student Engagement website](#).

14.1a. Entrepreneurial Access to Brandeis Services and Facilities: Any student who uses University property to sell a product or provide a service for a fee, or who represents a for-profit entity that uses University property, shall be considered to be involved in a commercial enterprise, and is therefore required to follow the same procedures as outside companies wishing to access Brandeis services and facilities. All plans for personal income-generating activity on the part of individual students or groups of students and involving University property must be approved by the Department of Student Engagement.

14.1b. Fundraising: Students must comply with safety guidelines and as a University we must ensure we are aligning with our contractual obligations with campus partners and vendors. Some items and/or processes and actions may be considered unsafe and may be restricted or prohibited. To protect the health and safety of community members, expectations around fundraising will apply to all students. An up to date and detailed guide to fundraising can be found on the [Student Engagement website](#).

## **Department of Student Rights and Community Standards**

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

15.1. Use of Brandeis' Name in Political or Official Capacities: A member of the Brandeis community shall not speak or act in the name of the University in a political campaign on behalf of a candidate for public office. Any person speaking for the University in an official capacity should make it clear when expressing an individual opinion that said opinion is not stating a University position.

15.2. Use of the Brandeis Name and Seal: The name or seal of Brandeis University shall not be used for political purposes on any letters or other written material or in any electronic media.

15.3. Use of Official Titles: In political activity, the University title of a member of the faculty, staff, or student body may be used for identification purposes only, and should be accompanied by a statement that the person is speaking individually and not as a representative of the University.

15.4. Unauthorized Political Use: Unauthorized use of University facilities, equipment, or supplies for commercial, political, or other non-University-related purposes is strictly prohibited.

15.5. Unauthorized Use of Tax Exemption and Postal Permit Information: Unauthorized use of the University's tax-exempt numbers or postal permit is prohibited.

15.6. Guidelines Concerning Use of University Facilities, Name, Seal, or Logo: On March 13, 1947, the Secretary of State of the Commonwealth of Massachusetts officially recognized and gave legal validity to the action of the Board of Trustees of Middlesex University in voting to change the name of that institution from the Trustees of Middlesex University to Brandeis University. Only student organizations recognized by the Student Union Senate or Graduate Student Association subject to the discretion of the University, may use the name of the University and its seal or logo for purposes of identifying the organization.

15.7. Use of Facilities by Recognized Organizations: Student organizations recognized by the Student Union Senate or Graduate Student Association, subject to the discretion of the University, may use University facilities for meetings, programs, events, or other activities subject to the standards and policies published elsewhere in this code (see [Section 12.](#)).

## Department of Student Rights and Community Standards

### Section 16. Protection of Privacy

16.1. Unauthorized Entry: The privacy of every individual in living accommodations and/or offices must be respected. Malicious or unauthorized entry into rooms, offices, personal files, electronic files (see [Sections 10.3.](#) and [16.3.](#)) and drawers or locked spaces, such as lockers, is prohibited.

16.2. Brandeis-Owned or -Operated Space Search Authorization: Except in circumstances as outlined in [Section 9.5.](#) authorized entry for the purpose of searching a Brandeis-owned or -operated student-maintained room or space requires advance permission from the SSAO or designee. Each statement of permission to enter shall clearly set forth the purpose and objectives of the search, and shall specify the office(s), room(s), or space(s) to be entered. The search shall be limited to the purpose(s), objective(s), and location(s) set forth in the statement of permission. The University official making the search shall show the statement of permission to the occupant at the time of entry or, in the occupant's absence, shall leave a copy of the statement in the room(s), office s), or space(s) entered. The entire location set forth in the statement of permission will be searched to ensure no violations are present. Immediately upon conclusion of the search, the official shall prepare and give to or leave for the occupant(s) a receipt for any property seized.

16.3. Health and Safety Inspections: Student residence hall rooms are inspected by members of the Community Living staff periodically during the academic year to evaluate the safety, security, and health conditions of the rooms and to check for illegal possession of University-owned property. These inspections will be conducted by floor, by Section of building, or by building. Public notification of such inspections will be provided at least 24 hours in advance and will specify an estimated date and time of the inspection for a given area. For example, "Inspections in East Quad will take place between November 3rd and November 18th, between the hours of 6 p.m. and 9 p.m." A student's presence in a room is not required for the inspection to take place (see [Section 9.4.](#)).

16.4. Student Records: The federal Family Educational Rights and Privacy Act of 1974 (FERPA) gives each enrolled student at Brandeis certain rights, including the right of access to the student's educational records, the right to request amendment of those records where the student believes a record is inaccurate or misleading, and the right to add a statement presenting the student's view if the records are not amended. A detailed statement of the rights and responsibilities of a student under the Act, the location of all records pertaining to a student, and the procedures for requesting access are contained in the Brandeis University Education Records Policy, which is available from the [University Registrar](#).

Brandeis is required by law to provide statistics and narrative data about certain confidential information; personally identifiable information will be removed from such communications whenever possible.

**Department of Student Rights and Community Standards**

Note: Any records or other evidence retained by the University may be subject to production by court order.

## Department of Student Rights and Community Standards

### **Section 17. Identifying Concerning Behavior and Initial Procedures**

Student Conduct Processes: The Student Conduct Process and the OEO Formal Complaint Process

**Applicability:** Formal and informal adjudication in support of a student (student, as defined in this document) may be implemented through the report of an alleged policy violation or concerning behavior to the Department of Student Rights and Community Standards (DSRCS). Reported behaviors will be vetted to determine whether the Student Conduct Process (SCP), the OEO Formal Complaint Process, or the Dean of Students (DOS) Office will be the appropriate mechanism or venue for response.

**Behavioral Intervention — The Care Team:** Brandeis convenes a team of professionals to receive reports of concerning behavior and to make deliberate decisions about appropriate, individualized courses of action for supporting students of concern. The team may make referrals to a variety of resources. Some common interventions may be:

Outreach to the student, in-person meeting, and referral to existing on-campus resources

Wellness check coordinated by Community Living and the Dean of Students Office, and at times Public Safety

Connection to community resources such as the BCC, Academic Services, ISSO, Financial Aid, and other campus partners

Other recommendations can be made as appropriate – consistent with University policies and procedures, balancing the need of the student with those of the greater campus community

A Care Team Case Manager oversees the day-to-day functioning of the University Care Team. For more information see [brandeis.edu/care](https://brandeis.edu/care).

**Reporting:** When infractions of University standards and policies are alleged, reports regarding that conduct should be submitted to the DSRCS by the reporter in a timely manner through a Community Standards Report (CSR). A CSR must be submitted in order for an initiating party to be able to initiate a formal adjudication process through the Student Conduct Process (SCP). Any person may submit a CSR, and all CSRs will be reviewed and acted upon appropriately. However, only Brandeis community members (Brandeis students, staff, and faculty) may serve as an initiating party in a SCP. The CSR may be shared with the responding party(s). [The CSR is a web-based form](#).

Brandeis has the option to independently initiate a Student Conduct Process, called an Administrative Complaint. Brandeis may do so in its sole discretion, in an effort to uphold University policies. For example, an Administrative Complaint may be initiated in situations where the person(s) who experienced the alleged conduct is unable or uninterested in initiating the process, or when the conduct (whether on or off campus) is discovered by the University (rather than through a report). This option may be initiated when sufficient information is

## **Department of Student Rights and Community Standards**

available regarding the incident to provide the responding party with adequate notice of the complaint.

When the alleged violations involve discrimination, harassment or sexual violence, that conduct may be reported directly to the Office of Equal Opportunity with or without a CSR. Brandeis community members (Brandeis students, staff, and faculty), former community members and in some cases non-affiliated parties may serve as an initiating party in an OEO Formal Complaint Process. Please see OEO's Formal Complaint Process, Policy Against Discrimination, Harassment and Sexual Violence for additional information regarding jurisdiction.

Note: Any records or other evidence retained by the University may be subject to production by court order.

**Amnesty Policy:** Brandeis University is committed to the health and wellness of our students. The Amnesty Policy encourages students to seek assistance and/or to report issues/behaviors that may impact the health, safety, or wellbeing of community members.

While the University does not condone any type of policy violation, when incidents that may impact the health, safety, or wellbeing of community member(s) are reported, witnesses and parties should be assured that – to the extent permitted by applicable law and University policy – the focus is on the reported issue/behavior, not on other lower-level infractions, such as underage use of alcohol/drugs, an unregistered event, or a DCL-prohibited item. In such circumstances, the University may give amnesty regarding other conduct violations. The Senior Student Affairs Officer (SSAO) or their designee, in consultation with others as they deem relevant, will decide on granting amnesty. Reports must be made in good faith to qualify for amnesty. Students who receive amnesty pursuant to this Policy must comply with any required educational or behavioral interventions in connection with their receipt of amnesty; non-compliance may lead to such amnesty being revoked/rescinded and the underlying policy violations being addressed by the Department of Student Rights and Community Standards.

The following are examples of when the Amnesty Policy may apply, however is not an exhaustive list:

You called BEMCo to seek emergency medical assistance for your friend who consumed an excessive amount of alcohol. In this scenario, both you and the individual in need of medical assistance may be eligible for Amnesty related to alcohol/other drug use.

You reported a physical assault that you witnessed while you were in attendance at an unregistered event on campus that you were hosting. In this scenario, you may be eligible for Amnesty in regards to the unregistered event on campus.

A friend of yours contacted BEMCo when you tried cannabis and you started having a negative reaction. In this scenario, both your friend and you as the individual in need of medical assistance may be eligible for Amnesty related to alcohol/ other drug use.

## **Department of Student Rights and Community Standards**

You contacted Public Safety to report that a visitor is in your room who you found out brought a weapon on campus, even though you know you have unapproved furniture and other prohibited items in your residence hall room. In this scenario, you may be eligible in relation to unapproved furniture and/or prohibited items in your residence hall room.

This policy provides amnesty only with respect to violations of Brandeis University's Rights & Responsibilities. It does not grant amnesty in connection with the criminal or civil consequences of violations of federal, state, or local law. This policy is also not intended to shield or protect those students who repeatedly violate "Rights and Responsibilities." In cases where repeated violations occur, the University reserves the right to initiate conduct action on a case-by-case basis, regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are considered especially egregious or to take action to protect the health and safety of individuals or the community (see [Section 21](#)).

Call the Brandeis Department of Public Safety in an emergency. They can dispatch the Brandeis Emergency Medical Corps (BEMCo) or ambulance services. University Police officers will respond along with BEMCo as safety-conscious first responders, supporting BEMCo in their capacity and community members. Reach them at 781-736-3333 in an emergency. For off campus emergencies, contact 911.

Initial Pre-Process Procedures: Two formal conduct processes adjudicate different portions of the code. The SCP adjudicates alleged violations of academic integrity and various other social policy violations unrelated to Harassment, discrimination, or sexual violence. The OEO Formal Complaint Process and the Title IX Grievance Process adjudicate allegations of discrimination, harassment and sexual violence. University Actions (Section 21.) may be taken to address behavior anywhere that aggrieves a person who is not a member of the Brandeis community.

Under the SCP, subsequent to the receipt of a CSR or administrative complaint, the available facts shall be gathered from the reporter, and a careful evaluation of these facts shall be made. If there is sufficient information to believe that a violation may have occurred, the case may be forwarded to a formal adjudication process. The formal adjudication processes include the Student Conduct Process (SCP) and University Actions and Sanctions (Section 21.). The SSAO or designee may appoint, as needed, ad hoc conduct boards in addition to the boards described in Section 18.

The OEO Formal Complaint Process will follow the procedures found in the Formal Complaint Process: Policy Against Discrimination, Harassment and Sexual Violence which is incorporated here by reference. That policy can be found on the [OEO website](#).

Interim and Protective Measures are taken by the DOS Office as needed.

Privacy Policy: Brandeis considers student privacy to be of high importance. Adjudication processes provide participants with the opportunity to disclose sensitive, private, or otherwise

## **Department of Student Rights and Community Standards**

protected information so as to enable the comprehensive consideration of factors that may influence findings. The Privacy policy exists to balance the University's need to gather necessary information with its interest in protecting all participants in any conduct process from privacy violations.

Any Brandeis student who is involved in any informal or formal adjudication process (Informal Investigation, Restorative Justice, SCP, OEO Formal Complaint Process, or University Sanctions), as a principal party or as a witness or Advisor, is required to respect the privacy of any person about whom information is learned during the process.

All information discussed or provided in a conduct process is considered private and therefore not shareable beyond a small number of people who may need to know it. "Need to know" means that the relationship between the student and the recipient of the information is familial, legal, or medical (the last referring to licensed physiological or psychological professionals, including the Prevention Advocacy and Resource Center). In addition, the student's Advisor in a conduct process or members of the DOS Office or other senior administrators, including the Title IX Coordinator, are individuals with whom participants may discuss private information. The parties are also not restricted from discussing and sharing information obtained with any person serving as a witness for them in the conduct process.

Failure to adhere to this policy may subject the student participant to disciplinary action. Failure of people to whom information is disclosed to maintain privacy may also subject the Brandeis student participant, and any other Brandeis student discloser, to disciplinary action.

The policy extends to documents (paper or electronic) and other information related to a conduct process. This policy is in no way intended to prevent any person from discussing the personal experiences that led to the initiation of the conduct process. For example, an aggrieved person (initiating party) is not prevented from discussing facts, or personal opinions about those facts, as the student came to know them prior to initiating a conduct process. Only new information about those facts that is learned in a conduct process is not shareable.

This policy is not intended to discourage a Brandeis student from seeking advice regarding or redress from oversight or judicial entities external to Brandeis.

The University exercises careful discretion in sharing private information internally with professionals whose expertise or job function relates to the adjudication, or to the support of participants. Additionally, the University may share private information with other institutions in which a student participant is enrolled. Whenever private information is shared, it will be as minimal or redacted as possible in order to balance the need for sharing with the interest of maximizing privacy. Please refer to the [University's Educational Records Policy](#) for additional information.

## **Department of Student Rights and Community Standards**

Brandeis is required by law to provide statistics and narrative information about certain private information. Personally identifiable information will be removed from such communications whenever possible.

Questions about this policy should be directed to the SSAO or to the Office of Equal Opportunity.

## Department of Student Rights and Community Standards

### Section 18. Procedural Standards in the Student Conduct Process

#### Procedural Standards in the Student Process

##### The Student Conduct Process (SCP)

The Student Conduct Process is the formal conduct process that utilizes a preponderance-of-the-evidence (more likely than not) standard to adjudicate most allegations related to “Rights and Responsibilities” that describe student behavioral expectations. Issues of discrimination, harassment and sexual violence as discussed in [Section 3](#) will be addressed by the OEO Formal Complaint Process or the Title IX Grievance Process which can be found on the website for the Office of Equal Opportunity (processes are incorporated herein by reference). The DOS Office, may adjudicate off-campus behavior pursuant to [Section 21](#).

If you have a disability and feel you will need an accommodation during this process, please immediately contact the office of Student Accessibility Support at 781-736-3470 or [access@brandeis.edu](mailto:access@brandeis.edu). All requests for accommodations must be made in writing via email. Please notify your hearing officer in writing of any approved accommodations regarding this process a minimum of two (2) business days in advance of any meetings.

##### Student Rights

Brandeis University students have the right:

To have access to the most recent regulations (“Rights and Responsibilities”) published by the University and to receive a copy of those regulations upon request. The University will make reasonable efforts to make its policies known to students, faculty, and staff.

To be presumed not responsible unless decided otherwise.

To admit responsibility for any or all of the alleged policy violations.

Participate in a Resolution Process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard as outlined in University policies and procedures.

To request a reasonable delay of a conduct conference and/or hearing due to academic or extenuating circumstances.

To be advised in writing of all alleged policy violations, as initiated in a notification of University proceedings letter that may be emailed via campus email.

To submit a written account relating to the alleged policy violations.

To request an administrative agreement option to resolve the matter, when appropriate in the Student Conduct Process.

To speak on one’s own behalf, including written and oral statements and physical exhibits, and to have material witnesses speak as part of any Student Conduct Hearing.

## **Department of Student Rights and Community Standards**

To decline to provide information at a Student Conduct Process.

To be accompanied by an Advisor at all phases of a Student Conduct Process. See the Formal Complaint Process and Title IX Grievance Process for details regarding OEO resolution processes.

To receive a timely notification in writing of the outcome via campus email.

To file an appeal of the outcome, as outlined in the appeals process.

To be assured of confidentiality, whenever possible, in accordance with the terms of the federal Family Educational Rights and Privacy Act.

After a final decision has been made, and all appeals have been exhausted, to be free from subsequent hearings and/or sanctions for the same specific incident of alleged misconduct (except in cases where alleged policy violations of intentional omission or ambiguity of information or dishonesty, related to the initial hearing, are being reviewed).

Have disclosures of discrimination, harassment and sexual violence, including sexual assault, sexual exploitation, stalking, and relationship violence treated seriously by the University

Seek support services such as housing changes, academic support, or counseling services as applicable.

Notify law enforcement of the incident and seek their involvement if applicable. They also have the option to decline to involve law enforcement.

### **Procedures for Resolving Student Conduct Allegations**

#### **Notification**

A student will be notified of allegations via campus email. Such notification will list the alleged policy violations in an official notification of University proceeding letter. The letter will also include instructions on how to schedule a meeting with the Hearing Officer. A responding party will also receive a copy of their rights as well as a copy of the flow chart describing the process, which is found in [Appendix G](#) of this document.

#### **Advisors**

The University recognizes that going through the Student Conduct Process can be stressful for all involved. To help support the involved parties, both the initiating party and the responding party are permitted to have one advisor of their choice present for hearings and for related meetings prior to, and after the hearing. An advisor must be a Brandeis community member (current faculty, staff, student, and other University affiliates) who may provide strictly passive

## **Department of Student Rights and Community Standards**

assistance. An advisor is not allowed to communicate with or on behalf of the initiating party/ responding party, nor communicate with witnesses or persons conducting meetings or hearings during those meetings or hearings. If at any point an advisor becomes disruptive or is otherwise unable to comport themselves within the parameters of the advisor role, they will be asked to leave the meeting. Witnesses are not allowed an advisor nor can they act as an advisor within the SCP. In exceptional circumstances, the Hearing Administrator, in consultation with the Student Conduct Board chairperson, may allow active participation by an Advisor during a hearing. This decision is within the sole discretion of the Hearing Administrator and said decision shall not serve as grounds for appeal. The lack of availability of any particular Advisor will not be considered a legitimate reason to reschedule or delay a hearing. To avoid even the appearance of undue influence, the administrator who advises the boards, members of the SCB, and members of the University Appeals Board are not eligible to serve as Advisors for the responding party or initiating party. An Advisor may not also serve as a witness.

Neither party shall be permitted to employ professional legal counsel or other persons from outside the University community to participate in an Administrative Hearing, Student Conduct Board hearing, or in any related meeting or to advise the student during a hearing or related meeting. However, an attorney may serve as a passive advisor when coexisting criminal charges are pending resulting from the same incident being adjudicated through the Student Conduct Process ([See DSRCS staff for details.](#))

**Truth and Admissibility:** All persons giving information or statements are obligated to be truthful. Depending on the forum, the Hearing Officer in an Administrative Hearing or the Student Conduct Board (SCB) in a SCB hearing shall rule on the admissibility of information and of any witness statements. Unduly repetitious or irrelevant information or witness statements may be excluded. Rules of procedure and evidence applicable in civil or criminal cases in court do not apply.

**Standard of Evaluation:** Preponderance of the evidence standard - whether the facts presented support a finding that it is more likely than not that Brandeis University policy was violated is used in determining whether the responding party is responsible for the alleged violation(s).

**Witnesses and the Written Statements of Absent Witnesses:** The responding party and initiating party may introduce witnesses during a hearing for the oral presentation of information. The responding party and the initiating party also may introduce the written statements of unavailable witnesses. In either manner, witnesses are those who:

- a) were present during the incident in question, and/or
- b) have information directly related to the incident in question, or that is relevant to the resolution of this process. Character witnesses are not considered relevant to this process.

For written statements of absentee witnesses to be introduced in a hearing, such statements must first be authenticated by the Department of Student Rights and Community Standards or

## **Department of Student Rights and Community Standards**

its designee. The requirement for authentication shall apply to all written statements that the parties wish to offer in a hearing including, but not limited to, communications sent from a Brandeis University email address, documents bearing a Brandeis University letterhead, and any written statements emanating from a source external to Brandeis University and/or the Brandeis community.

It is the responsibility of the parties to notify witnesses whom they plan to have appear at a hearing of the time, date, and location of the hearing. Parties must submit the names of their witnesses to the Department of Student Rights and Community Standards not later than forty eight (48) hours prior to the hearing. Additional (unlisted) witnesses may be considered at the sole discretion of the hearing officer in an administrative hearing or the Chairperson of the hearing panel in a Student Conduct Board hearing. A party's failure to secure the presence of a witness at a hearing shall not serve as grounds for continuing or otherwise delaying the hearing.

To allow adequate time for authentication, written statements of absentee witnesses must be submitted to the Department of Student Rights and Community Standards not less than three (3) business days prior to the hearing.

### **Group Process**

In accordance with Rights & Responsibilities and related University policies, individual students as well as University sponsored groups/organizations (including but not limited to recognized undergraduate and graduate student organizations, clubs, teams, societies, etc.), and their officers/leadership, may be held collectively responsible when violations of University policies occur. Officers, leaders and members of University sponsored groups/organizations are expected to know and abide by all University policies specific to that sponsored group/organization and students in general. The conduct process for University sponsored groups/organizations mirrors the process for individual students, with some nuances. Notification of process will be sent to the group's President and/or leadership. Representatives of the group (no more than two) will progress through the Student Conduct Process as detailed below. If group leadership is not able to be identified, all identifiable members of the group will receive the notification and be responsible for working with that sponsored group to identify the student representative(s) who will participate in the Student Conduct Process and communicate that information to Student Rights and Community Standards. For the purposes of Section 18, all references to "student" may be utilized in reference to the group representative(s). Note: This would not preclude the University from moving forward with a formal process for individuals involved in the group process.

### **Conduct Conference**

During this meeting, a student will be provided the opportunity to discuss the allegations, review their options for resolution, and select one of those options using the Choice of Action Form. Alternative options for resolution may be offered and explored at the discretion of the Hearing

## **Department of Student Rights and Community Standards**

Officer. Students can waive the right to this meeting and move forward to one of the options for resolution via email.

Students have the option to elect to resolve the case with an administrative agreement or an administrative hearing. The student will additionally have the option to resolve the case through a Student Conduct Board if their case has potential to result in suspension or dismissal if found responsible for some or all of the alleged policy violations, for academic integrity related cases, or as deemed appropriate by the SSAO or designee.

Any student who does not respond to a request to meet will have their case forwarded to an administrative hearing. Any student who does not complete the Choice of Action Form within the specified timeline may have their case forwarded to an administrative hearing.

### **Options for Resolution**

#### **Administrative Agreement**

During the Conduct Conference, a student and their Hearing Officer may engage in a conversation to discuss responsibility and appropriate sanctions for the alleged violations. During this meeting, or within a reasonable timeframe thereafter, the Hearing Officer may drop any alleged policy violation deemed to be without basis.

A student can choose to engage in this option via email, rather than at an in-person meeting.

In cases where a student does not accept responsibility, the alleged policy violation will proceed to an administrative hearing.

### **Hearing Options**

#### **Administrative Hearing**

This option provides the opportunity to have an individual hearing officer determine responsibility and sanctions for all allegations.

If a student fails to attend their Administrative Hearing, the hearing officer may render a decision based on the information available. The responding party will then forfeit their right to appeal the decision and/or sanctions imposed by the hearing officer.

### **Procedures for Administrative Hearings**

As soon as reasonably possible, the responding party shall meet with the Hearing Officer to discuss the full circumstances of the alleged policy violation(s); under the Administrative Hearing option, this is the only opportunity to present information. During an administrative hearing process, the Hearing Officer may meet with witnesses, including the person who wrote the Community Standards Report, without the presence of the responding party. The

## **Department of Student Rights and Community Standards**

Department of Student Rights and Community Standards (DSRCS) shall notify the responding party in writing of the decision, confirming the action taken and the reasons for the decision.

### **Student Conduct Board (SCB) Hearing**

This option is only available to a student if their case has potential to result in suspension or dismissal if found responsible for some or all of the alleged policy violations, for academic integrity related cases, or as deemed appropriate by the SSAO or designee. SCBs provides the opportunity for a student to have their case heard before a panel of students, faculty, and staff. The hearing will determine both responsibility and sanctions, if deemed necessary.

### **Procedures for SCP Hearings before the Student Conduct Board (SCB)**

A hearing shall be held as soon as practicable from the date the responding party chooses an SCB hearing (when an SCB is an applicable option). All hearings will be closed, meaning that only official participants may be present in the hearing room. Notice of the hearing date shall be delivered to the responding party in person, or to the responding party's Brandeis email account or the responding party's home address, at least 48 hours in advance of the hearing.

The Hearing Administrator: An administrator from the DSRCS or another Student Affairs professional shall serve as the Hearing Administrator. The non-voting role of the Hearing Administrator is to ensure appropriate execution of the hearing as prescribed in [Section 18](#). Responsibilities of the Hearing Administrator also include: (a) advising the Board regarding the requirements and provisions of the Student Conduct Process (SCP); (b) providing information relevant to procedures or sanctions; (c) providing continuity in Board operations and procedures; (d) facilitating the implementation of conduct procedures at all levels of the SCP; (e) acting as a liaison between Boards and the University community; and (f) assisting the Board in fulfilling its educational responsibilities. The Hearing Administrator shall be available prior to the hearing at the request of the initiating party and responding party to provide information regarding the alleged violation and relevant procedural matters. To provide adequate notice to all parties, names of any Advisors and/or witnesses will be submitted by the initiating party and the responding party to the DSRCS at least 24 hours prior to the hearing. The Hearing Administrator may share the names of witnesses and Advisors with the responding party and initiating party prior to the hearing.

Outside Contact: The responding party and initiating party and their Advisors are prohibited from confronting or questioning witnesses or any other parties regarding the case prior to the hearing.

Conflicts of Interest: Student Conduct Board members may be informed of the initiating party's and responding party's names and of all alleged policy violation(s) prior to a hearing so as to avoid conflicts of interest. Any SCB members may accordingly recuse themselves, and either party to the case may request the Board to disqualify a member if the party can satisfy the remaining members of the SCB that there is sufficient cause for disqualification. An alternate

## **Department of Student Rights and Community Standards**

member may take the place of the disqualified member, or the responding party and initiating party may agree to proceed without the prescribed minimum voting composition of the Board.

**Attendance:** The responding party and the initiating party must be present at the hearing. In the event that a hearing is being conducted via live video or audio, the participants must be available via the agreed-on means at the time designated.

**Witnesses:** The responding party and initiating party may present information and introduce witnesses during the hearing. Witnesses are those who were present during the incident in question and/or have information directly related to the incident in question or that is relevant to the resolution of this process. Please note that character witnesses are not considered relevant to this process and are therefore not permitted. It is the responsibility of the initiating party and the responding party to notify their witnesses and Advisor regarding the time, date, and location of the hearing. Additional (unlisted) witnesses may be considered at the discretion of the chairperson of the Board during the Full Hearing. Witnesses must be available when called by the chairperson, or their statement may be disallowed. Any expenses incurred by a witness in order to participate will be the responsibility of the witness. Note: Any records or other evidence retained by the University may be subject to production by court order.

**Information:** The responding party and the initiating party shall have the right to view and question all information and reports presented to the Board during the hearing. The Hearing Administrator retains the discretion not to share certain records due to confidentiality concerns, in accordance with applicable law. The responding party and the initiating party shall have the right to question all witnesses appearing before the Board, but only at the hearing. Note: Any records or other information retained by the University may be subject to production by court order.

**Findings:** The SCB shall make one of the following decisions upon completion of a Full Hearing: (a) a finding of “not responsible”; (b) a finding of “responsible” (based on preponderance of the evidence) and, in the case of a finding of responsibility in a Full Hearing or at the conclusion of a Sanction Hearing, the recommendation of a sanction; or (c) continuance of the case to obtain additional information or for further consideration. Decisions shall be based solely upon information and statements introduced at the hearing. All decisions shall be made by majority vote. The chairperson shall vote only to break a tie.

**Hearing Report:** A written Hearing Report, comprised of a summary of evidence presented at the hearing and the decision rendered by the SCB, shall be made by the Hearing Administrator. Hearing Reports will be retained by the DSRCS for seven years from the date of the final outcome (including appeals, if any) after which it will be destroyed, except in situations where the outcome results in the student’s dismissal or suspension or when the student is involved in further conduct action. When the outcome results in the student’s dismissal or suspension, the record will be maintained permanently. When there are multiple incidents and associated conduct records, all records will be maintained for seven years from the date of the final

## **Department of Student Rights and Community Standards**

outcome for the most recent incident, after which the records will be destroyed (except in extraordinary cases as defined by the DOS Office). Access to such records is governed by the University Records Policy (see [Section 16.4.](#)). Brandeis is required by law to provide statistics and narrative information about certain confidential information. Personally identifiable information will be removed from such communications whenever possible. Note: Any records or other evidence retained by the University may be subject to production by court order.

**Rescheduled Hearing:** The responding party and initiating party shall each have the right to a rescheduled hearing if either fails to attend the originally scheduled hearing through no fault of their own, as determined by the Hearing Administrator. If the Hearing Administrator concludes that the failure to attend was the fault of the responding party, the responding party shall be deemed to have accepted responsibility, and the case will be referred for Administrative Action. If a hearing is rescheduled, it will take place after proper notification. If the responding party fails to attend the rescheduled hearing, the responding party shall be deemed to have accepted responsibility, and the case will be referred for Administrative Action.

### **Failure to Attend**

If the responding party fails to attend a scheduled meeting with the DSRCS after having chosen Administrative Action, the administrator may complete the process in the responding party's absence and send notification in writing of the decision. The responding party shall have the right to one rescheduled meeting if they fail to attend the originally scheduled meeting through no fault of their own, as determined by the DSRCS. If a responding party fails to attend a rescheduled meeting, they will forfeit their right to an appeal. The Hearing Officer may defer (place on hold) conduct action at any stage of the process for a period not to exceed 90 class days if the responding party is unable to participate owing to their withdrawal, leave of absence, documented illness, or incapacity, or if deferral is agreed upon with the consent of the initiating party and/or with the consent of the DSRCS and the responding party. Pending alleged violations may be discontinued thereafter depending upon the conduct of the responding party. Note: When students withdraw or transfer from the University during an active conduct proceeding, the Dean's Certification will note that the student withdrew during a pending conduct process. The decision to withdraw from the University is one that any student should make in consultation with advisors, family, guardians, Academic Services, or other trusted administrators or faculty.

### **Conduct Record**

A record of the conduct process (Administrative Agreement, Student Conduct Board Hearing, or Administrative Hearing), comprised of a summary of the evidence presented and the decision rendered, shall be made by the administrator. Such records are confidential and shall be retained by the DSRCS for seven years from the date of the final outcome (including appeals, if any), after which it will be destroyed, except in situations where the outcome results in the student's dismissal or suspension or when the student is involved in further conduct

## **Department of Student Rights and Community Standards**

action. When the outcome results in the student's dismissal or expulsion, the record will be maintained permanently. When there are multiple incidents and associated conduct records, all records will be maintained for seven years from the date of the final outcome, after which the records will be destroyed (except in extraordinary cases as defined by the DOS). Conduct process outcomes will vary based on findings of responsibility and severity of violation. Access to such records is governed by the University Records Policy (see [Section 16.4.](#)). Brandeis is required by law to provide statistics and narrative information about certain confidential information. Personally identifiable information will be removed from such communications whenever possible. Note: Any records or other evidence retained by the University may be subject to production by court order.

The University may exercise its right to appropriately disclose disciplinary records without a Student's consent pursuant to exceptions provided by FERPA or as otherwise permitted or required by law.

### **Appeals Procedures for Conduct Processes**

Following approval or modification of the sanction(s) by the DOS Office or the DSRCS, the responding party shall have the right to submit an appeals request to the DSRCS or designee concerning the decision of a board or Hearing Officer. Such appeals requests shall be based only on specific evidence, presented in writing, of:

Procedural Error: The responding party alleges that

the procedural requirements of SCP were not followed and

that deviation from the process had an adverse impact on the outcome of the complaint against the responding party.

New Information: The responding party alleges that, subsequent to the issuing of the final outcome, new information became available which could have impacted the outcome of the complaint. The responding party must:

present the new information;

show why it was unavailable prior to the final outcome; and

show that the new information could have altered the outcome of the complaint.

Appeals are not a new fact-finding process. Appeals shall not be based upon, or granted due to, dissatisfaction with an imposed sanction. Appeals requests must be filed within five business days of delivery of the conduct action to the student in person, or to the student's home address or Brandeis email address. Factual disputes are not a basis for appeal. Instead, the appeal must set forth under which of the two grounds the appeal is filed. Appeals that do not comply with these requirements, including failing to state a proper grounds for appeal or for not meeting

## **Department of Student Rights and Community Standards**

required submission timelines, may not be considered, as determined by the Dean of Students (or their designee).

When the Dean of Students (or designee) identifies that the submitted appeals request meets the stated grounds for appeal, the University Appeals Board shall be convened to review the submission. Upon review, the Appeals Board may uphold the original decision and sanction(s) imposed, re-engage the original hearing body for additional process, and/or identify any additional process requirements. If new information is presented, the UAB has the option to ask DSRCS to re-engage the Student Conduct Process.

Note: Appeals procedures will be addressed in the final outcome letter to the responding party.

### **Continuance**

A responding party who obtains information at their hearing that might lead to new evidence, may request a continuance of the case at that time, which may be granted at the discretion of the SCB or Hearing Officer. Only new information received subsequent to the issuance of the final outcome can be grounds for appeal.

## Department of Student Rights and Community Standards

### **Section 19. Composition of Boards**

19.1. The Student Conduct Board (SCB): The SCB shall hear cases of alleged policy violations of community standards of behavior or University policies referred to it by the DSRCS, with the exception of cases related to discrimination, harassment and sexual violence as outlined in Section 3, which are addressed through the OEO Formal Complaint Process and/or the Title IX Grievance Process. SCB hearing procedures are enumerated in [Section 18](#).

19.2. Voting Panel Compositions: In hearing cases of alleged violations of policy on academic integrity (see [Section 4](#)), a Student Conduct Board voting panel of two students and two faculty must be present; at hearings for alleged violations of all other standards or policies, a voting panel of three students and one faculty member or staff member must be present. The voting requirements in this Section may be waived by joint consent of the SCB, the initiating party, and the responding party or as determined necessary by the DSRCS due to board member availability.

19.3. Faculty and Staff Members of the SCB: A pool of faculty members and staff members shall serve on the Board. Faculty members may be appointed by the Dean of their Academic School or may volunteer for appointment at the discretion of the Dean of Students Office or designee. Staff members are appointed by the SSAO or designee or may volunteer for the appointment at the discretion of the Dean of Students Office or designee. The term of appointment for faculty and staff members shall be two years and is renewable.

19.4. SCB Student Member Selection: Students shall be selected periodically by a process open to all continuing students, both undergraduate and graduate. The Board is formed to comprise a representative cross-section of Brandeis students, to the extent possible given those who apply.

19.5. SCB Chairperson Selection: The SCB shall be chaired by students, rotating at each hearing.

19.6. SCB Member Removal: A member of the SCB may be removed by the DSRCS if the member is determined to be responsible for behavior that conflicts with the high standards of citizenship, confidentiality, and cooperation that the SCB represents.

19.7. The University Appeals Board: The University Appeals Board (UAB) shall hear appeals of decisions of the SCB, an Administrative Hearing, the OEO Formal Complaint Process, the Title IX Grievance Process, and any ad hoc board formed at the discretion of the SSAO or designee. For appeals of SCB decisions, an administrator from the Division of Student Affairs, designated by the SSAO or designee, will serve as UAB Administrator of the UAB. For appeals of the OEO resolution processes, the Office of Equal Opportunity will designate a UAB Administrator.

19.8. UAB Composition: For appeals of SCP decisions, the University Appeals Board shall be comprised of three voting members (one full-time student and two members of the faculty and/or staff appointed by the SSAO or designee.) The voting requirements for this may be

## **Department of Student Rights and Community Standards**

waived by the DSRCS due to board member availability. For appeals of OEO Formal Complaint Process and Title IX Grievance Process decisions, the UAB's composition will consist of faculty and/or staff appointed by the Office of Equal Opportunity.

19.9. UAB Selection: Faculty and/or staff will be appointed by the SSAO or designee. Students will be selected from the Student Conduct Board. For appeals of OEO Formal Complaint Process and Title IX Grievance Process decisions, the UAB's composition will consist of three voting members, of the faculty and/or staff who will serve as UAB members; (students will not serve).

19.10. UAB Member Removal: A member of the UAB may be removed by the DOS in consultation with the chairperson, if the member is determined to be responsible for behavior that conflicts with the high standards of citizenship, confidentiality, and cooperation that the UAB represents.

19.11. UAB Hearing Administrators: In an appeal from the SCP, the UAB shall have an administrator from the Division of Student Affairs, designated by the DOS, serving as a UAB Administrator in all stages of the UAB deliberations. Responsibilities of the UAB Hearing Administrator shall include: (a) advising the UAB regarding the requirements and provisions of the University's SCP; (b) providing information relevant to procedures or sanctions; (c) providing continuity in UAB operations and procedures; (d) facilitating the implementation of conduct procedures at all levels of the SCP; (e) acting as a liaison between boards and the University community; and (f) assisting the UAB in fulfilling its educational responsibilities. Please see OEO's Formal Complaint Process and Title IX Grievance Process for information about appeals in those processes. In an appeal from OEO resolution processes.

## **Department of Student Rights and Community Standards**

### **Section 20. Range of Conduct Actions and Sanctions**

20.1. Purpose of Actions and Sanctions: A variety of actions may be taken as a consequence of being found responsible for a violation of community standards. When determining these actions, all facets of the situation, including but not limited to the seriousness of the offense, prior history of violations, impact of the offense on others, the student's class year, the student's academic program, and information regarding intent, may be considered. Because the purpose of University conduct processes and decisions is to uphold and promote community standards, a learning component is also part of the sanctioning process whenever appropriate.

Group Sanctioning: Sanctioning as a result of a group process will happen in conjunction with the hearing officer and the appropriate department including but not limited to (Department of Student Engagement; Athletics, Recreation, and Physical Education; relevant academic department, and/or the Dean of Students Office, etc. ). Depending on the factors listed above, sanction may include probation or suspension of group activities for a specified period of time in addition to educational sanctions. Given possible sanctions, outcomes may impact group/organization funding and/or University recognition.

Note: Findings of responsibility for Academic Integrity violations may be communicated with a student's academic program/department and/or advisor may have additional impact on a student's ability to continue in an academic program. If a student is found responsible and receives a course-related sanction as the result of a Student Conduct Process, the student will not be permitted to drop or withdraw from the course. Any drop or withdrawal action taken may be reversed and a grade imposed.

Graduate Students: Conduct violations resulting in Disciplinary Probation or higher or any academic integrity violation may be communicated to your academic program. Please contact the appropriate academic affairs or academic services dean (within your School) to determine if/how this may impact your ability to continue in an academic program regardless of academic standing.

Educational Sanctions may include, but are not limited to:

Failure in a course or on an assignment; reduction of a grade

Workshops on note-taking, proper citation, or writing a research paper

Training (in, e.g., conflict resolution)

Education on ethical decision-making

Education on alcohol and drug abuse

Restitution for damages\*

Counseling/assessments

## **Department of Student Rights and Community Standards**

### Family notification

University Restrictions: Measures that may be taken as a result of an investigation to protect the initiating party as well as the community. Such measures may include, but are not limited to, No Contact Orders, relocation of residence hall room, or restricting the responding party's movements on, or access to, campus. In order to request a change to a University Restriction, a student must meet with a member of the Dean of Students Office Staff. See [Section 21](#) for additional details.

20.1. Other Sanction Options: Educational Sanctions may be imposed in combination with other disciplinary action and may include a required completion date. Failure to complete any educational component, as with any other sanction, may result in further conduct action (see Section 2.2.), including:

20.1.a. No Further Action: In cases where the student is found responsible and the discussion with the administrator or the hearing before the Board or administrator is regarded as sufficient in and of itself, further action may not be deemed necessary. The finding of responsibility, however, is noted in the student's record in the DSRCS.

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

20.1.c. Residence Probation: A student who is placed on Residence Probation is not in good standing with the relevant living unit for a specified period of time, and conditions may be placed on the student's actions. The status of Residence Probation reminds the student that the repetition of similar or other unacceptable behavior may be cause for removal from the residence halls. The Department of Community Living will be notified of students who are placed on Residence Probation, and this may impact the student's participation in the housing lottery process.

20.1.d. Removal from Living Unit: This action precludes the student's continued residence either in a particular living unit or in any campus living unit. Such action would normally be taken after one serious violation or repeated violations related to the living unit environment, and is exercised in conjunction with the Department of Community Living.

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

## **Department of Student Rights and Community Standards**

20.1.f. Disciplinary Probation: A student who is placed on Disciplinary Probation is permitted to remain enrolled at the University, often under certain stated conditions depending upon the nature of the violation and the potential learning value of such conditions. The probation usually extends over a stated period, during which it is clearly understood that any such student is subject to further disciplinary actions, including suspension or dismissal, if they violate the terms of the probation or in any way fail to conduct themselves as a responsible member of the University community. Disciplinary Probation is a final warning to the student to help them reevaluate their behavior.

It is important to note that Disciplinary Probation is separate from Academic Probation. Academic Probation is an official notation that satisfactory academic progress is not being achieved. Undergraduate students can find additional information on the Academic Services [webpage](#). For graduate students, please refer to your graduate school's administrators for more information.

20.1.g. Suspension: Suspension is an involuntary separation of the student from the institution; it differs from dismissal (see Section 20.1.h.) in that it defines conditions under which return will be possible. Suspension may extend for a semester or until a designated date. While a suspension is in effect, degrees or certificates will not be issued and credit will not be granted for courses taken elsewhere. Following the suspension period, return to Brandeis requires initial approval of the SSAO or designee and then approval by the Committee on Academic Standing regarding academic suitability for readmission.

20.1.h. Dismissal: A permanent, involuntary separation of the student from the institution.

Note: Parents/guardians may be notified when a student changes their status at the University either by voluntarily withdrawing or by being required to withdraw through the resolution of a formal adjudication process

20.2. Deferral of Sanction: Any sanction can be deferred for a designated period of time with the understanding that no further violation of policy can occur during this time, or the original sanction will be enacted immediately.

Note: Students may request that their file be reviewed to determine if an alternate sanction may be approved in place of a sanction which holds a financial impact. SRCS will be in contact with SFS who will help identify financial impact for the student. This will not be an option in situations where the University has incurred cost as a result of the incident.

\*The University will not manage restitution as it applies to situations of alleged damage to personal property.

## Department of Student Rights and Community Standards

### **Section 21. University Actions and Sanctions**

Brandeis University is a small, but complex, community that believes in self-care and caring for others. Given the rigor of academic programs and the numerous co-curricular and extracurricular activities in which students engage, the existence of behavioral concerns between and amongst community members is natural. The provisions of this Section describe the authorities and responsibilities of the Senior Student Affairs Officer (SSAO) or designee to intervene in cases of urgent or serious student behavior and provide constructive response to it.

21.1. University Action: Whenever the University has reason to believe that a student's conduct or behavior may disrupt the safety or well-being of another University community member (student, faculty, staff or visitor), or may prevent the student of concern from acceptably rendering a University service, the University may take any action that it believes to be appropriate and reasonable under the circumstances. This may include, but is not limited to, notification of the student's parent or guardian; removal of the student from a residence hall, or restriction from specific buildings; suspension of the student from a campus leadership position; suspending the student from class or changing the student's class schedule; removal from a job or athletic team; or other action deemed necessary to remove or minimize the threat or disruption.

The SSAO or designee is the only person authorized to grant permission to a student who wishes to return to classes and/or residence halls after any such removal.

21.2. Emergency Suspension: Pending final action in response to a violation of University regulations, the status of a student shall not be altered, or the student's right to be present on the campus and to attend classes suspended, except to (1) ensure the physical and emotional health, safety or well-being of members of the Brandeis community; (2) prevent the disruption of, or interference with, the normal operations of the University or any investigation; and/or (3) when such a restriction is deemed necessary by the University. The decision to separate a student from the campus under these conditions shall be made by the SSAO or designee.

21.3. Indefinite Suspension: In the event the SSAO or designee learns that a Brandeis student has been charged with or convicted of a crime, the SSAO or designee may immediately remove the student from campus housing, restrict the student's access to the campus, and/or indefinitely suspend the student from the University pending the final outcome of a criminal proceeding. In making this decision, the SSAO or designee must consider the nature of the crime and the risk to the safety or well-being of the University community. A student suspended under this authority may request a meeting with the SSAO or designee. The final decision on continuation of the suspension shall be made by the SSAO or designee. The procedural standards set forth in [Section 18](#) do not apply to indefinite suspensions.

21.4. University Sanctions (Formal Adjudication for Off-Campus Incidents and Non-Brandeis Reporters): Brandeis University expects students to conduct themselves at all times as good citizens and good neighbors, in a manner that is consistent with federal, state and local laws

## **Department of Student Rights and Community Standards**

and ordinances. Off-campus student behavior that aggrieves any person, or on-campus student behavior that aggrieves someone who is not a Brandeis community member, which in the judgment of the SSAO or designee constitutes behavior that is inconsistent with these standards and adversely affects the University community, may result in sanctions and/or University Restrictions up to and including dismissal. A Brandeis student disciplined under this authority may request a meeting with the SSAO or designee, and with the SCB or the Outcomes Administrator. The SCB or Outcome Administrator shall advise the SSAO or designee on the appropriateness of the sanction(s) imposed. The final decision shall be made by the SSAO or designee. The procedural standards set forth in [Section 18](#) do not apply to off-campus behavior or university sanctions.

21.5. Physical and Mental Health Emergencies: Whenever a student's conduct results in the intervention of the Brandeis Health Center, the Brandeis Counseling Center, or a non-Brandeis medical or psychological health care provider in order to prevent, or address the possibility of, a student doing harm to themselves or others, or to address a student's severe emotional or psychological distress, the SSAO or designee will establish an emergency protocol for that student. Any student who receives treatment from a non-Brandeis medical or psychological health care provider under these circumstances must contact the SSAO or designee upon release from the health care facility.

The SSAO or designee shall notify the student in writing of the emergency protocol and the basis for it. Within three (3) business days of notification, the student shall have an opportunity to speak with the SSAO or designee, to discuss the protocol and to provide information, including documentation from an appropriate care provider. The SSAO or designee shall then decide, at their discretion, to reinstate or restore the student's privileges (or not), to consider further action under this procedure, or to take additional reasonable and appropriate steps.

During the period beginning with the emergency intervention and continuing until the conveyance of explicit written permission by the SSAO or designee to resume campus functions, a student subject to an emergency protocol is not permitted to access any campus property or facilities, engage in any academic obligations, attend any classes or any University events. No exceptions will be made for examinations or for other time-sensitive student activities or academic obligations. Failure to comply with this protocol may result in referral to the SCP as defined in this document (see [Sections 2.1. and 2.2.](#)).

21.6. Study Abroad: Any student who is found responsible for violations of any University policy may not be allowed to participate in study abroad for academic credit.

If a finding of responsibility occurs while a student is studying abroad, the student's study abroad program will be notified in writing of the finding. Brandeis and/or the student's study abroad program reserves the right to terminate the student from the program without the granting of academic credit and/or a financial refund.

## **Department of Student Rights and Community Standards**

21.7. Mutual No Contact Order (NCO): Mutual NCOs state that a student is restricted from contact with a named individual(s) through verbal, physical or electronic means or via third parties. It is understood that the nature of the Brandeis University environment does not mean that the parties to an NCO will not see each other on campus, but rather, reasonable compliance is expected and any unnecessary contact must be avoided. Further, it puts written guidelines in place to prohibit contact. Typically under an NCO, it is the responsibility of whichever party arrived at the space last to immediately remove themselves from the situation and take means to separate. Incidental contact, however, will not be considered a violation. Incidental contact may include unintentionally passing on campus or unexpectedly seeing the other party in an on-campus building. Even when incidental contact occurs, it is typically the responsibility of the last party to arrive to remove themselves from the situation. A Mutual No Contact Order is not a sanction or a conduct outcome. It is a supportive measure meant to preserve the safety of the parties involved and/or the campus community, and/or to restore or preserve access to Brandeis' educational programs/activities for parties who are otherwise impacted by alleged prohibited conduct. Mutual NCOs are administered by the Dean of Students Office (DOSO). Any alleged violations of an NCO should be reported to the DOSO and will receive appropriate response, which may include University action, such as restriction from events or locations or suspension.

21.8 Emergency Removal: Emergency Removal may be utilized when the University is informed of allegations of behavior that may be considered Title IX Sexual Harassment/Violence under the [Policy Against Discrimination, Harassment & Sexual Violence](#) (Section IV, D). If it is determined that this policy does not apply to the alleged behavior, but that a different University policy may apply, the University may deem it necessary to take separate University Action under [Section 21](#) of "Rights & Responsibilities."

Pending final action in response to a complaint alleging violation of University regulations, the status of a student shall not be altered, or the student's right to be present on the campus and to attend classes suspended, except to ensure the physical health, or, safety of members of the Brandeis community. The decision to separate a student from the campus under these conditions shall be made by the SSAO or designee in consultation with OEO.

In the event the University initiates an Emergency Removal, the University shall notify the student of the action taken and the basis for the action. Within three business days of notification, the student shall have an opportunity to speak with the Dean of Students Office regarding the status of the action taken. After that meeting, the individual has the option to request a modification of the Emergency Removal. Any request for modification must be submitted in writing within 48 hours of that meeting, on the appropriate form, which can be obtained from the Dean of Students Office (DOSO). An individual may submit a written request for modification to DOSO asking to either (1) have the Emergency Removal lifted or (2) have the Emergency Removal modified. If an individual fails to meet with DOSO within 10 business days of the issuance of the Emergency Removal, the opportunity to request a modification will close,

## **Department of Student Rights and Community Standards**

and the SSAO or designee shall then decide, at their discretion, to reinstate or restore the student's privileges (or not).

With their request for modification, the individual should submit a brief written explanation regarding whether the Emergency Removal should be lifted or modified. The request for modification may include any supporting documentation that the person believes is relevant. Please note that any information submitted in support of a request for modification will be made available to the investigator of the resolution process. The request for modification will be decided within three (3) business days from the receipt of the submission. The request for modification is a paper-based process and will be decided through consideration of the written submission and any other available information about the alleged conduct. The individual will be notified in writing about the decision on their request for modification. Once the request for modification has been decided, there is no further opportunity to contest the issuance of Emergency Removal. However, the University reserves the right to modify or remove an Emergency Removal at any time as it deems necessary and/or appropriate.

**21.9 Appeals Procedures:** In the event the University takes action under any subsection of Section 21, the University shall notify the student of the action taken and the basis for the action. Within three business days of notification, the student shall have an opportunity to speak with the Dean of Students Office regarding the status of the action taken. After that meeting, the individual has the option to request a modification of the University Action. Any request for modification must be submitted in writing within 48 hours of that meeting, on the appropriate form, which can be obtained from the Dean of Students Office (DOSO). An individual may submit a written request for modification to DOSO asking to either (1) have the University Action lifted or (2) have the University Action modified. If an individual fails to meet with DOSO within 10 business days of the issuance of the University action, the opportunity to request a modification will close, and the SSAO or designee shall then decide, at their discretion, to reinstate or restore the student's privileges (or not), to consider further action under this procedure, or to take additional reasonable and appropriate steps.

With their request for modification, the individual should submit a brief written explanation regarding whether the University action should be lifted or modified. The request for modification may include any supporting documentation that the person believes is relevant. Please note that any information submitted in support of a request for modification will be made available to the Investigator of the Resolution Process and/or the hearing administrator. The request for modification will be decided within three (3) business days from the receipt of the submission. The request for modification is a paper-based process and will be decided through consideration of the written submission and any other available information about the alleged conduct. The individual will be notified in writing about the decision on their request for modification.

Should a student believe that the decision on their request for modification warrants additional consideration, a Request for Modification Appeal may be granted.

## **Department of Student Rights and Community Standards**

Such appeals requests shall be based only on specific evidence, presented in writing, of:

Procedural Error: The student alleges

the procedural requirements of section 21 in "Rights & Responsibilities" were not followed and that deviation from the process had an adverse impact on the outcome of their Request for Modification

New Information: The student alleges that, subsequent to the issuing of the decision on their request for modification, new information became available which could have impacted the outcome of the request. The student must:

present the new information;

show why it was unavailable prior to the decision on their request for modification; and

show that the new information could have altered the outcome of decision on their request for modification

The SSAO or designee will review Request for Modification Appeal submissions. This is a paper review. The individual reviewing these appeals will not be the same individual who reviewed the initial request for modification submission. The student will receive a decision on their Request for Modification Appeal submission within three (3) business days of submission. Once the request for modification appeal has been reviewed and decided, there is no further opportunity to contest the issuance of University Action.

Students can locate the [Request for Modification Appeal form online](#).

The University reserves the right to modify or remove a University action at any time as it deems necessary and/or appropriate.

## Department of Student Rights and Community Standards

### **Appendix A**

#### Notice of Nondiscrimination

Brandeis University does not discriminate on the basis of race; color; national origin; ethnicity; shared ancestry or ethnic characteristics; caste; sex, pregnancy or related conditions, sexual orientation, gender identity/expression, including transgender identity; religion; disability; age; genetics; active military or veteran status; and any other characteristics protected under applicable federal or Massachusetts law in the administration of its educational or employment practices, programs or activities, including admissions. Any concerns or complaints regarding discrimination, harassment or sexual violence should be [reported](#) to the Office of Equal Opportunity (OEO). The [Director of OEO](#) (781-736-4806; oeo@brandeis.edu) serves as the Title IX and ADA/Section 504 Coordinator for Brandeis. For more information, please see the Brandeis [Policy Against Discrimination, Harassment & Sexual Violence](#), [Formal Complaint Process](#), and [Title IX Grievance Process](#). Questions about the application of Title IX may be directed to the Director of OEO, the U.S. Department of Education's [Office for Civil Rights](#), or both. Disability and pregnancy-related accommodations can be requested through [Student Accessibility Support](#) (for students) and the [Office of Human Resources](#) (for employees).

## **Department of Student Rights and Community Standards**

### **Appendix B**

#### Massachusetts Act Prohibiting the Practice of Hazing

(Chapter 269 of the Massachusetts General Laws)

Section 17: Whoever is principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this Section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this Section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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

Section 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this Section and Sections seventeen and eighteen; provided, however, that an institution’s compliance with this Section’s requirements that an institution issue copies of this Section and Sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this Section and Sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this Section and said Sections seventeen

## **Department of Student Rights and Community Standards**

and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of Sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this Section and Sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post- secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this Section and Sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post- secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this Section and Sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **Department of Student Rights and Community Standards**

### **Appendix C**

#### University Policy on Fraternities and Sororities

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

## Department of Student Rights and Community Standards

### Appendix D

#### Related Publications

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

[Brandeis University Education Records Policy](#) — Office of the University Registrar, Kutz Hall 124.

[Equal Employment Opportunity](#) — Office of Human Resources, Bernstein-Marcus, Second Floor.

[Student Engagement Policies \(Posting, Alcohol at Student Events\)](#) — Department of Student Engagement, Shapiro Campus Center, Second Floor.

[Graduate Student Housing Resources](#) — Office of Graduate Affairs, Kutz Hall, First Floor.

[Library Policies](#) — Feldberg Library.

[Parking and Traffic Regulations](#) — Department of Public Safety Parking and Traffic, Stoneman 109.

[Policy Against Discrimination, Harassment and Sexual Violence](#) — Office of Equal Opportunity.

[Undergraduate Room & Board License Agreement](#) — Department of Community Living, Usdan Student Center, Room 032.

[Room Reservation Procedures](#) — Student Event Request Form, University Events, Kutz Hall 9.

Safety Procedures for Lighting Candles — Visit MyHousing to apply for religious accommodations, Department of Community Living, Usdan Student Center, Room 032.

[Dining Services Meal Plans](#) — Department of Dining Services, Kutz Hall 9.

[Student Phones, Computers, Printers, and TV](#) — Information Technology Services, Feldberg 20.

[University Computer Policy](#) — Information Technology Services, Feldberg 112.

[Club Leaders Handbook](#) — Department of Student Engagement.

[Campus Use of Space Policy](#) — Office of the Executive Vice President, Finance and Administration

## Department of Student Rights and Community Standards

### Appendix E

#### Confidential Resources for Students

Brandeis University provides numerous confidential resources for students. When you speak with confidential resources, you are not notifying Brandeis of the conduct. These confidential resources can provide you with support, can connect you with other support resources and can provide you with information about what options may be available to you if you wanted to address the conduct. There are also confidential resources available off campus.

#### Confidential On-Campus Resources

##### [Brandeis PARC: Prevention, Advocacy & Resource Center](#)

Usdan G108

781-736-3371 (office line)

[parc@brandeis.edu](mailto:parc@brandeis.edu)

Education, empowerment, and support by professional staff and/or peers, with focus on helping those impacted by sexual assault, dating/domestic violence, or stalking to decide what they want to do next

##### [Ombuds Office](#)

781-736-2265

[brandeisombuds@brandeis.edu](mailto:brandeisombuds@brandeis.edu)

Confidential, independent, impartial, and informal source to anyone with a present or past affiliation to the Brandeis Community for off the record difficult discussions and self empowered outcomes, promoting safe and fair processes

##### [Brandeis Counseling Center](#)

781-736-3730 (office line and after hours)

Advice; individual counseling

##### [Center for Spiritual Life](#)

781-736-3570

Advice; spiritual direction and support

##### [Brandeis Health Center](#)

781-736-3677

Screening, treatment and follow-up care for sexually transmitted infections; emergency contraception

#### Confidential Off-Campus Resources

## **Department of Student Rights and Community Standards**

### [Asian Task Force Against Domestic Violence](#)

617-338-2355

Available 24/7; multilingual

### [Beth Israel Deaconess Medical Center, Center for Violence Prevention and Recovery](#)

617-667-8141

### [Boston Alliance of Gay, Lesbian, Bisexual and Transgender Youth \(BAGLY\)](#)

617-227-4313

Boston Area Rape Crisis Center Hotline

800-841-8371

### [The Network/La Red](#)

617-742-4911

Rape, Abuse & Incest National Network (RAINN)

800-656-HOPE

REACH – Beyond Domestic Violence

800-899-4000

### [SafeLink Domestic Violence Hotline](#)

877-785-2020

TTY: 877-521-2601

Available 24/7; multilingual

Victim Rights Law Center

617-399-6720, ext. 19

## Department of Student Rights and Community Standards

### **Appendix F**

#### Reporting Resources for Students

Reporting an Incident: Students have numerous places where they can report conduct concerns they may have.

#### [Dean of Students Office](#)

781-736-3600

Coordinates campus resources to support survivors in reporting processes

#### [Student Rights and Community Standards](#)

781-736-5070

Provides information and initiates the Student Conduct Process

#### [University Police \(available 24/7\)](#)

Emergency: 781-736-3333

Business: 781-736-5000

Reporting incidents; filing protective order assistance with filing a report with Waltham Police

#### [Office of Equal Opportunity](#)

781-736-4806

[oeo@brandeis.edu](mailto:oeo@brandeis.edu)

Addresses issues of discrimination, harassment and sexual violence. Can help connect students with support resources. Can provide them with information regarding what options may be available if they were interested in addressing the conduct.

Waltham Police

781-893-370

#### [Department of Community Living](#)

781-736-5060

Area Coordinators and Community Advisors support residential students, provide referrals to resources and assist with housing interim/protective measures

#### Community Standards Report

Students have the right to file a report with the Brandeis Department of Student Rights and Community Standards. This report is called a Community Standards Report (CSR). Students

## **Department of Student Rights and Community Standards**

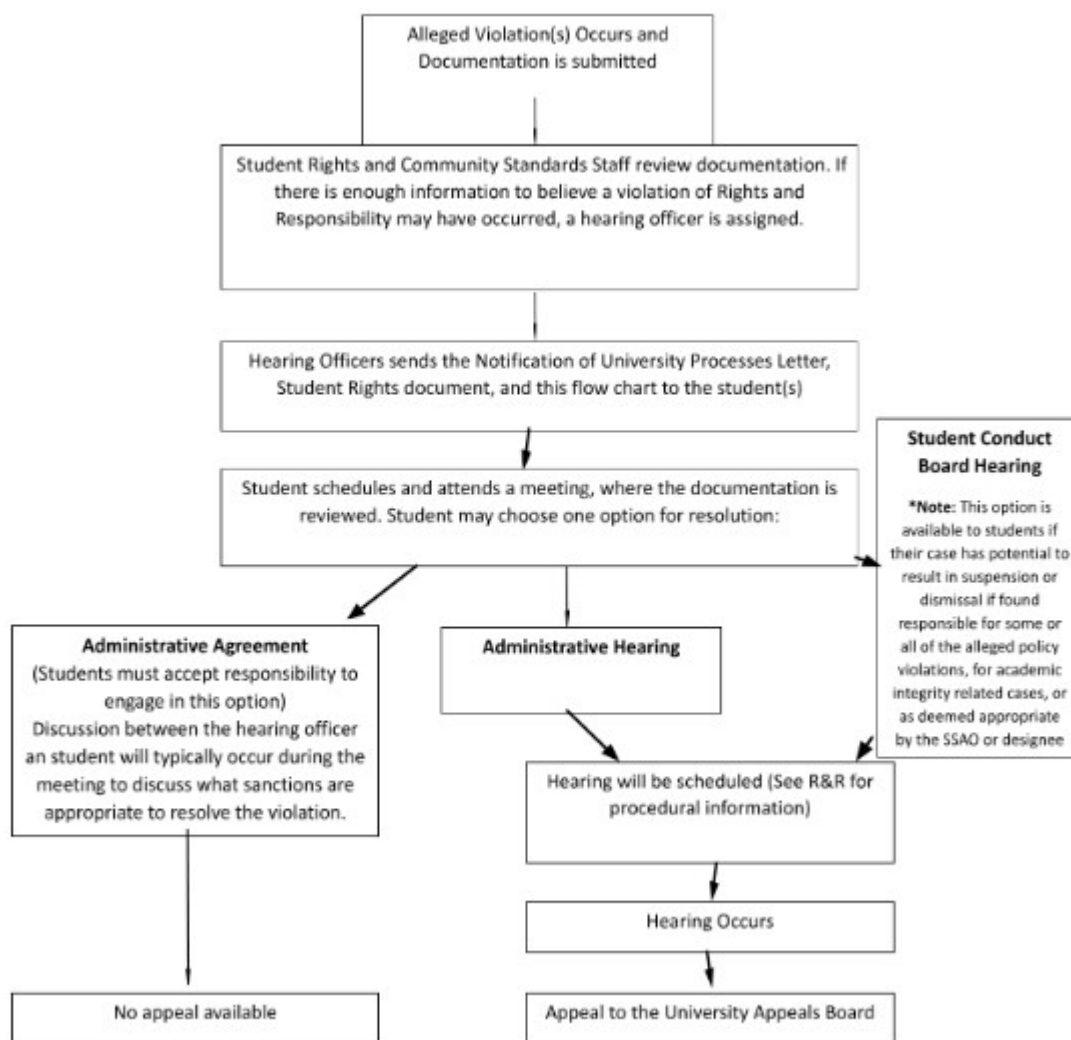
also have the right to file a report with Brandeis Police (Public Safety) or with the police department of the local jurisdiction in which the incident occurred. You also have the right to decide NOT to file this report (now or ever).

## Department of Student Rights and Community Standards

### Appendix G

#### Student Conduct Process Flow Chart

A [text-only version](#) of this flowchart is available.



## **Department of Student Rights and Community Standards**

### **Appendix H**

#### Department of Community Living, Event Registration Guidelines

The following outlines what a registered event is, how to request a registered event, and the responsibilities of the primary host and alcohol beverage server. The Department of Community Living reserves the right to update these guidelines at any given time. Depending on campus community need, the Department of Community Living can modify the guidelines for specific campus areas at any given time.

#### Defining a Registered Event

A registered event can be defined as a gathering of students in one residential space that consist of more than double plus one the assigned room occupancy.

Students gathering in residential areas in large groups (more than double plus one the occupancy of the room or suite) can be viewed as having an unregistered party and can be documented.

#### How to Request Approval for a Registered Event

The request form for a registered event can be found on the DCL website. Students must submit their request form at least two business days prior to their desired event. For example, for an event to take place on Friday, Saturday or Sunday, the request form must be submitted by Wednesday.

Registered events are considered to be a privilege for residential students. Students or whole residential areas can lose the privilege to register events due student conduct concerns or campus safety. DCL reserves the right to suspend the event registration process at any given time.

#### Responsibilities of the Primary Host

Must be the person to complete the event registration request form and to meet with a DCL professional staff member to receive the event registration permit along with the ABS.

Has to live in the room or suite that is hosting the event and needs to be present for the entire duration of the event. Must be of legal drinking age for events including alcohol.

Oversee the guests/visitors coming to the registered event and ensuring no more than 25-30 guests/visitors at a time.

Will ensure guests/visitors do not leave registered event with open containers and do not gather in large groups inside or outside residential areas.

#### Responsibilities of the Alcohol Beverage Server

## **Department of Student Rights and Community Standards**

Must be a current Brandeis student of legal drinking age. The ABS cannot be the same person as the primary host.

Has to meet with a DCL professional staff member to receive the event registration permit along with the primary host.

Will ensure there is healthy food and water ratio to alcohol present that is easily accessible for guests/visitors at registered events. Must end the alcohol drink service a half hour prior to the event ending.

Will consult the educational alcohol pouring chart provided by DCL prior to mixing drinks.

### **General Information for Registered Events**

The registration permit must be posted on the exterior door from the start time of the registered event and taken down after the event ends.

Common container items are prohibited at any time in the residence halls. Common containers include, but are not limited to, funnels, kegs, beer balls, coolers of mixed drinks, "punch bowls," etc. Any mixed drinks should be made in front of the consumer of the beverage.

No handles of hard liquor can be present at registered events.

Guests/visitors are strongly discouraged from bringing their own alcohol to registered events.

Only 25-30 guests/visitors are allowed at any given time in suites with common areas (including the occupants).

The primary host and/or ABS will contact campus emergency services to assist with those in medical need or unruly guests/visitors.

### **Additional Information**

#### **Relevant Rights and Responsibilities Excerpts:**

Brandeis University upholds and supports local, state, and federal laws with regard to alcoholic beverages. Students of legal drinking age may choose to drink within stated campus guidelines, and in accordance with procedures for event sponsorship.

Brandeis students are reminded that they are responsible for the conduct of their guests/visitors.

Section – 5.2 Underage Possession/Consumption: No student under the legal drinking age of 21 is allowed to possess or consume alcoholic beverages. Under 21 year olds are not permitted to be in the presence of alcohol consumption and/or use unless at an approved University event or an approved registered event through the Department of Community Living.

## **Department of Student Rights and Community Standards**

Section – 5.9. Event Registration: Any student or group of students wishing to sponsor a party or event with alcohol in the residence halls must request permission for the event from the Area Coordinator responsible for that area by submitting an Event.

Registration Form: Complete at least two business days before the event is to take place. The sponsor of the event is responsible for providing food and non- alcoholic beverages at any event where alcohol is served. Such gatherings may require additional approval from the Department of Public Safety. Events/gatherings must end no later than 1:00 a.m. on Saturday and Sunday mornings, and no later than 11:00 p.m. Sunday through Thursday. Residents sponsoring events assume responsibility of their guests/visitors and their guests/visitors' behavior. Approval of a gathering does not constitute permission to violate any University policies.

Section – 5.11 Age Verification for Purchase or Consumption of Alcohol on Campus: Beer and wine are available for sale to students of legal drinking age at some University events and at The Stein and The Faculty Club. One of the following pieces of identification is required for students, and their guests/visitors: a valid, original driver's license; a valid passport; a valid, original Massachusetts Liquor Identification Card; or a valid Massachusetts State Identification Card and in addition to a current and valid Brandeis Identification Card for Brandeis students.

Section – 9.11 Noise: Quiet Hours are established for all residence halls. During the school week (Sunday night through Friday morning), Quiet Hours begin at 11:00 p.m. and conclude at 8:00 a.m. On weekends, Quiet Hours are as follows: 1:00 a.m. Saturday through 10:00 a.m. Saturday, and 1:00 a.m. Sunday through 10:00 a.m. on Sunday. During these times a student should be able to study, read, relax or sleep in the room without being disturbed by noise by other residents, guests or members of the community. At all other times, residents are expected to be respectful of others with regard to noise. Quiet Hours remain in effect during all times of year, regardless of holidays, vacations or recesses. A professional Student Affairs staff member may extend Quiet Hours for an approved purpose or during reading periods and final exam periods.

## **Department of Student Rights and Community Standards**

### **Appendix I**

#### **Principles of Free Speech and Free Expression**

1. **Maximizing Free Speech in a Diverse Community:** All members of Brandeis should be able to put forth ideas for consideration, engagement, and criticism by others, as such exchanges are core to the mission of institutions of higher learning. We explicitly connect free speech concerns with our desire for a diverse, inclusive community. Free expression, including the arts, implies the free exchange of ideas — talking and listening. We endorse as a principle for action Louis Brandeis’ remark: “If there be a time to expose through discussion the falsehood and fallacies, to avert the evil by the processes of education, the remedy to be applied is more speech, not enforced silence.” The university has a responsibility to encourage the airing of the widest range of political and scholarly opinions and to prevent attempts to shut down conversations, no matter what their topic.

2. **Developing Skills to Engage in Difficult Conversations:** The Brandeis community rightly prides itself on debating difficult issues vigorously. To introduce prior restraint by attempting to define realms of prohibited speech would be for the administration to produce a chilling effect upon speech and exchange of views on campus. Reaching our fullest potential in this regard will entail an ongoing educational process, a curriculum that exposes students and the entire community to various viewpoints, and a long institutional memory about how free expression operates and has operated at Brandeis. All this will require the intellectual courage to risk discomfort for the sake of greater understanding.

3. **Sharing Responsibility:** All members of the Brandeis community bear the moral responsibility for their actions and the impact those actions have on the community. Open-minded disagreement can be a marker of respect, the sort of response for which we strive. We should embrace civility, but in the larger sense: an issue can be engaged with emotion, and even a raised voice, if the humanity of all involved is respected. We should work toward a campus life that promotes the expression of a diverse set of intellectual, political, cultural, and social outlooks. The university’s commitment to freedom of expression is an essential part of the ethical and intellectual imperative to strive for diversity and inclusion on campus. The university must find ways to engage the whole community about each person’s responsibility to foster a just and inclusive campus culture so that all can participate fully in the intellectual and social life of the university.

4. **Rejecting Physical Violence:** Peaceful protest is fully appropriate to an environment of vigorous discussion and debate, but physical violence of any kind or the prevention of speech is unacceptable. Once violence is normalized as an ingredient of free expression, it sets the pattern, ending rather than supporting free expression.

5. **Distinguishing between Invited Speakers and University Honorees:** Brandeis should provide space for campus organizations of all sorts, including invitations to outside speakers: such openness does not constitute a university endorsement of the organizations or the speakers.

## **Department of Student Rights and Community Standards**

However, there are certain circumstances, especially the granting of honorary degrees, in which an invitation issued by the university does constitute an endorsement of some major aspect of their life or work. A protest against the University for making a disfavored choice for a prestigious honor is not, in itself, an attack on free speech.

6. Institutional Restrictions: The freedom to debate and discuss ideas does not mean that individuals may say whatever they wish, wherever they wish, or however they wish. In narrowly-defined circumstances, the university may restrict expression, as for example, that violates the law that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the university.

Adopted by the Brandeis Board of Trustees, September 2018

## Department of Student Rights and Community Standards

### Appendix J

#### Consensual Relationship Policy

##### Applicability

This policy applies to all faculty and staff employees of Brandeis University. This policy applies to consensual romantic, dating and sexual relationships between employees (faculty and staff) and students; and employees with other employees. This policy does not replace or limit university policies on prohibited discrimination, harassment, and retaliation or other policies that may be triggered by conduct or relationships covered in this policy.

Student-to-student relations are governed by the student handbook, [Rights and Responsibilities](#), which can be found on the website of the Department of Student Rights and Community Standards.

##### Introduction

Brandeis University is committed to maintaining a fair and professional academic, work and athletic environment in which members of the faculty and staff carry out their responsibilities in a way that is both respectful to those over whom they have authority and conducive to the development of a just and flourishing academic community.

A sexual or romantic relationship between a faculty or a staff member and a person with whom they have professional responsibility (i.e., as a teacher, adviser, evaluator or supervisor) is inherently problematic. With professional responsibility comes power. It is incumbent on faculty and staff members not to abuse, or seem to abuse, the power with which they are entrusted. In order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, the university prohibits romantic or sexual relationships, even when consensual, where there is supervision, direction or control between the parties.

##### Policy Statement on Consensual Relationships Between Employees and Undergraduate Students

No employee\* shall pursue, have, or maintain a [consensual relationship](#) with any currently enrolled undergraduate student including relationships that occur when the university is not in session or when a student is on leave. If a change in employment or academic circumstances causes an [employee](#) in a preexisting marriage or consensual relationship to come into conflict with this policy (see examples in the next paragraph), this is required to be immediately disclosed to the relevant dean or vice president for human resources who will initiate a [management plan](#) consistent with this policy.

Examples of circumstances that may arise include:

An employee is in a consensual relationship with someone who applies for and becomes accepted as an undergraduate student.

## **Department of Student Rights and Community Standards**

An undergraduate student is in a consensual relationship with someone who becomes an employee (e.g., graduate teaching assistant, faculty or staff position) at Brandeis.

If circumstances same or similar to the above are disclosed immediately, there will not be a finding of policy violation. While such consensual relationships are normally prohibited by this policy, a [management plan](#) will be pursued rather than requiring the dissolution of the relationship. The dean or vice president for human resources may take measures to prevent the deprivation of educational or employment opportunities for the undergraduate student, and will have the authority, in consultation with the [Office of Equal Opportunity](#), to make reasonable exceptions to normal academic rules and policies as warranted by the circumstances.

\* Except as set forth below, graduate student and undergraduate student employees are exempt from this specific policy section. Consensual relationships between undergraduate students and other undergraduate students, including undergraduate student employees, are neither discouraged nor prohibited unless a party to the relationship [exercises authority](#) as defined elsewhere in this policy. Consensual relationships between graduate students, including graduate student employees, and other students, including undergraduate students, are neither discouraged nor prohibited unless there is an [instructor](#) relationship or a party exercises authority as defined elsewhere in this policy.

Definitions (for purposes of this policy)

Consensual relationships: Includes any intimate, romantic, dating or sexual relationship, or sexual conduct, to which both parties have given consent.

Instructor: Any faculty member (regardless of rank or permanent or visiting status), postdoctoral fellow or associate who supervises or evaluates students. Student teaching assistants and teaching fellows are also considered to be “instructors” with respect to students over whom they have academic responsibility.

Staff member with supervisory or academic responsibility: Any person who is not an instructor but who has authority over students, including deans of any rank; athletic coaches; advisers and directors of student organizations and residential living; others who advise, mentor or evaluate students; and those who can positively or negatively influence the financial or operating environment of an individual student.

Employee: Any faculty, staff or student employed by Brandeis University.

Exercise(s) authority: The ability to directly impact another individual’s academic or professional status or their development. Examples include but are not limited to evaluating, providing oversight, assigning work, supervising, academic advising, mentoring, coaching, counseling, providing extracurricular oversight, providing references and/or otherwise participating in or influencing votes or decisions that may reward or penalize.

## Department of Student Rights and Community Standards

Management plan: A plan to be arranged according to the individual circumstances, with the outcome being to remove any ability of one individual to exercise authority over the other. It could involve assisting one of the individuals to change to a similar position elsewhere in the university, if available, or removing exercise of authority in that instance by having someone else designated as a substitute for supervision, advising, etc.

### Policy Statement on Other Relationships

#### Undergraduate or Graduate Teaching Assistants

An undergraduate or graduate student may be assigned as a teaching assistant for a course which, due to a preexisting [consensual relationship](#), may cause the individuals in the relationship to come into conflict with this policy. Immediate disclosure is required by the individual with the [exercise of authority](#), so that a [management plan](#) can be implemented such as reassignment of the teaching assistant.

#### Employee-Graduate Student Relationships Where Exercise of Authority Exists

The pedagogical relationship between an [instructor](#) and a graduate student must be protected from influences or activities that can interfere with learning and fair evaluation. Given the inherent power differential, faculty and staff members might not perform their duties effectively if they become romantically or sexually involved with graduate students for whom they are responsible. Accordingly, no instructor or staff member shall enter into a [consensual relationship](#) with a graduate student whom they instruct, evaluate, supervise, advise or over whom the instructor or staff member is in a position to [exercise authority](#) in any way. Similarly, no instructor or staff member shall exercise authority over a graduate student with whom the instructor or staff member has had a consensual relationship in the past. In the event that marriage or a consensual relationship exists such that circumstances would bring an instructor or staff member into conflict with this policy, the involved instructor or staff member shall disclose such a relationship immediately to their dean (if an instructor) or vice president for human resources (if a staff member). The dean or vice president for human resources will initiate a [management plan](#) consistent with this policy, including the removal of any exercise of authority between the instructor or staff member, and the graduate student. The dean or vice president for human resources may also take measures to prevent the deprivation of educational or employment opportunities for the graduate student, and will have the authority, in consultation with the [Office of Equal Opportunity](#), to make reasonable exceptions to normal academic rules and policies as warranted by the circumstances.

#### Faculty, Staff and other Employee Relationships Where Exercise of Authority Exists

No faculty or staff member shall enter into or continue a [consensual relationship](#) with any [employee](#) (faculty or staff) who reports to them (as a direct supervisor or any level of hierarchy) or over whom the faculty or staff member has the [authority and/or responsibility](#) to hire, promote, discipline, evaluate, set salary, assign or direct. If marriage or a consensual

## Department of Student Rights and Community Standards

relationship exists such that circumstances would bring an employee into conflict with this policy, the person in power shall report or disclose such a relationship to the relevant dean (if a faculty member) or vice president for human resources (if a staff member). The dean or vice president for human resources shall initiate a [management plan](#) consistent with this policy, including the removal of any reporting or similar relationship between the faculty or staff member and the employee. The dean or vice president for human resources may also take measures to prevent the deprivation of employment opportunities for the subordinate.

### Recruitment of Dual Career Couples

This policy is not intended to discourage or reduce the university's key talent strategies, such as the recruitment of couples who are in a preexisting marriage or [consensual relationship](#). Such recruitments may place the individuals into positions where [exercise of authority](#) potentially exists, wherein a [management plan](#) would be put into place. This is considered a normal recruitment and management process.

### Policy Violation

A violation of this policy may result in disciplinary action, up to and including termination of employment. Cases involving faculty will go to the appropriate dean and will follow [Faculty Handbook](#) procedures in Section VII (Dispute Resolution).

### Required Reporting

Although it is recognized that the student or subordinate may be a full and willing participant in a [consensual relationship](#), all of the responsibility for reporting violations and adhering to this policy and the consequences for violating it fall upon the person in a position of [power or authority](#), rather than on the student or subordinate. Violations of this policy are referred to the appropriate disciplinary procedure based on the status of the [employee](#) in the position of power or authority over the other individual. If the person involved in a possible policy violation is an [instructor](#), the issue must be brought to the attention of the dean of the appropriate school. If the person involved is a staff member, the issue must be brought to the attention of the vice president for human resources.

### The Concept of Immediate Disclosure

As with examples noted in this policy, there will be circumstances that occur where individuals could enter into conflict with this policy. If immediate disclosure occurs at or before the beginning of those circumstances, there will generally be no policy violation. If the person involved is an [instructor](#), disclosure must be brought to the attention of the dean of the appropriate school; if the person involved is a staff member, the issue must be brought to the attention of the vice president for human resources.

### Questions

## **Department of Student Rights and Community Standards**

If students have concerns or questions about a [consensual relationship](#) between a student (you or someone else) and an [instructor](#) or staff member, assistance can be provided for undergraduate students by the [Department of Student Rights and Community Standards](#) at 781-736-5070 and for graduate students by the [Office of Graduate Student Affairs](#) at 781-736-3546.

If faculty members have concerns or questions, they should consult with their dean; if staff have questions or concerns, they should consult with their supervisor or human resources.

## Department of Student Rights and Community Standards

### **Appendix K**

#### Personal and Professional Integrity Pledge

As a student at Brandeis University, I understand that my actions reflect upon me and Brandeis's community of students, families, staff, faculty, alumni, community partners and employers who engage, collaborate with, educate, mentor, and hire students year-round on- and off-campus.

Brandeis is committed to supporting me to create professional and personal goals and connections. I understand I am expected to take ownership of my own goals and actions and to develop positive and mutually respectful relationships with members of the Brandeis community.

I pledge to adhere to the Brandeis University Personal and Professional Integrity Pledge in all on- and off-campus interactions:

Treat everyone with respect and expect the same in return

Keep an open mind at all times, recognizing that we are all life-long learners Be courteous in all forms of engagement (face-to-face, in writing, by phone) Ensure that all publicly available content about me (e.g., social media, blogs, emails) appropriately represents me and Brandeis in a respectful, professional manner

Provide accurate information in all forms of professional communication and documentation

Respond appropriately to calls, emails and invitations for meetings, appointments, events, informational discussions, and interviews in a timely manner (knowing standard practice is 24-48 business hours)

Prepare for meetings, events, and interviews to enhance the experience for me and others

Attend and be on time for all individual or group meetings, events, and interviews that I schedule on-campus, off-campus, virtually, or by phone

Learn how to connect with alumni and other professionals to network regularly and appropriately by getting advice and information and not simply asking for a job or internship

Be mindful of other people's time, availability and personal information and express appreciation for their time and support

Be supportive of other Brandeis community members' personal and professional goals

Speak with a staff or faculty member for support if something or someone makes me uncomfortable

Brandeis community members might report observations about my behavior not in line with those stated above with the purpose and hope of educating and supporting me and not doing so to harm or hurt me.

## **Department of Student Rights and Community Standards**

All Brandeis community members can complete (anonymously or not) a report (Community Standards, Sexual Violence, I Care, Academic Integrity, Harassment / Discrimination Related Incident) if they are worried about someone or something by going to [www.brandeis.edu/reportit](http://www.brandeis.edu/reportit).

### **Brandeis Pledge**

I am Brandeis.  
We are love, inclusion & trust.  
Campus culture,  
Expectations,  
And Academic Success;  
Are embedded in our history;  
And defined by the trajectory of our integrity.  
Our community members  
Are partners in our University journey.  
We are;  
The future,  
Scholars,  
Social change,  
Each other,  
Family.  
And Together;  
We will,  
Impact the world  
With the majesty of love As one,  
Brandeis.