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Go to Academic Misconduct - Eastern for information on the Academic Misconduct Report.

Disciplinary sanctions that may be imposed by the University include, but are not limited to, any of the following or any combination of the following: expulsion, suspension, disciplinary probation, disciplinary warning, residence hall separation, residence hall probation, and residence hall warning. In cases in which sanctions are imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the accused student to make restitution may constitute grounds for mitigation of any sanction imposed.

Alcohol and/or Drug Assessment:

Students who have been found responsible for violating the Eastern restrictions against alcohol or drugs may be required to meet with the Office of Wellness Education and Promotion, referred to the Office of Counseling and Psychological Services, or to complete an online alcohol education program. Depending on the circumstances of the violation(s), sanctions other than those listed above may be imposed. The University reserves the right to impose sanctions not delineated herein as is appropriate.

Parental Notification:

One of the ways the University has implemented to work more closely with parents/guardians is through a parental notification policy. The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform the parents/guardians of students under the age of 21 when a student is found in violation of university alcohol or drug rules. The Student Conduct Office will notify parents/guardians of students less than 21 years of age when a student is found responsible for violations of the University's alcohol and/or drug policies. This notification will typically be done verbally or in writing. If the parent is present at the student conduct proceeding or if it is known that the parent is aware of the incident, the University may not send a notification letter as these circumstances meet the notification standard. Eastern Connecticut State University will continue to encourage students responsible for violations to also inform their parents of the incident and the subsequent consequences.

Students who are emancipated have the responsibility to provide the Student Conduct Office with the necessary documentation prior to a finding of responsibility for the parental notification to not occur. This is the sole responsibility of the student and a lack of appropriate notification from the student will result in the notification being sent to the permanent address. Although the University will not contact parents/guardians of students who are 21 years of age or older, we will certainly encourage them to do so on their own.

The overarching priority of Eastern Connecticut State University with respect to alcohol and other drugs is to ensure the safety and well-being of our students. Eastern expects students to abide by laws and University policies regarding alcohol and drug possession and consumption. However, the University acknowledges that there may be times when students face medical emergencies involving excessive drinking and/or drug use.

In an effort to promote responsible student behavior and to respect the health and welfare of all members, Student Conduct will consider whether a student sought medical assistance for a person in need. If an individual reaches out to a campus authority (911, Resident Assistant, Hall Director) for medical assistance for themselves or another, they may not be subject to the typical conduct sanctions for a violation of the alcohol and drug policy, as long as they comply with all assessments and follow-up required by Student Conduct. The student in need of emergency and/or medical attention may not be subject to disciplinary action for being impaired. They may, however, be required to participate in services offered by the Office of Wellness Education Outreach and Veteran Care.

This Good Samaritan statement applies only to cases where there is a legitimate concern for someone's well-being as a result of excessive alcohol or drug use. Additional infractions occurring simultaneously to alcohol or drug use will be adjudicated separately.

Dwayne Cameron, Director of Student Conduct
Alvin B. Wood Support Services Center, Room 247

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http://www.easternct.edu/student-conduct/

The Office of Student Conduct is located on the second floor of the Alvin B. Wood Support Services Center in room 247. Our role is to foster ethical student development and personal responsibility through enforcement of the Connecticut State University (CSU) Student Code of Conduct. Students who are alleged to have violated the BOR/CSU Student Code of Conduct are asked to meet with the Student Conduct staff to discuss the incident. In some instances, students may be required to attend a formal hearing. Further information regarding Student Code of Conduct can be found in the student handbook or on the Student Conduct website.

If a student fails to complete any assigned sanction(s), a conduct hold may be placed on the student's record. The hold will not be removed until all required active sanctions have been completed.

If a conduct hold is placed on the student's record, they will not be able to register for classes, or if already registered, the classes will be cancelled unless the hold is cleared before the start of the term. In addition, a hold will also interfere with the student's status at the University. Students with conduct holds on their records are not eligible for on-campus housing and will have their housing assignment cancelled.

Students who do not complete their sanction(s) in a timely manner are also subject to further disciplinary action.

Holds are not lifted immediately upon receipt of outstanding sanction(s). Staff will review the sanction and determine if it has been completed. This review may take up to 5 business days to complete.

Eastern Connecticut State University Policy and Procedures Statement in Accordance with The Family Educational Rights and Privacy Act of 1974.

It is the policy of Eastern Connecticut State University to respect the rights and privacy of students in accordance with federal regulations published by the Department of Health and Human Services for enforcing the Family Educational Rights and Privacy Act of 1974 (FERPA). As a result of the legislation, the student is guaranteed certain rights and safeguards.

Parental Notification:

To foster closer communication with parents and guardians, the University has implemented a parental notification policy. Under FERPA, colleges and universities are permitted to inform the parents or guardians of students under the age of 21 if the student is found to be in violation of the university's alcohol or drug policies. The Student Conduct Office will notify parents or guardians when a student under 21 is found responsible for violations of the University's alcohol and/or drug policies. This notification will typically occur either verbally or in writing.

If the parent is present at the student conduct proceeding or if it is known that the parent is aware of the incident, the University may not send a notification letter as these circumstances meet the notification standard. Eastern Connecticut State University will continue to encourage students who are found responsible for violations to inform their parents about the incident and the resulting consequences.

Emancipated students are responsible for providing the Student Conduct Office with the necessary documentation before a finding of responsibility is made, to prevent notification to their parents. It is solely the student's responsibility to ensure this documentation is submitted; failure to do so will result in a notification being sent to the student's permanent address. While the University will not contact parents or guardians of students who are 21 years of age or older, we encourage these students to communicate with their parents independently.

Policy on Academic Misconduct

At Eastern Connecticut State University, we value personal integrity as fundamental to our interactions with each other. We place special weight on academic honesty in all of our intellectual pursuits because it is a value fundamental to academic life and scholarly practice. All members of the University community are obligated to uphold high standards of academic honesty in their scholarship and learning, and this obligation extends to students.

Instructor's Role:

Instructors should inform their students in the course syllabus and during class time of course specific requirements and the penalties the faculty may impose for academic misconduct as informed by their professional judgment. Instructors should also refer students to the definition of academic misconduct in the BOR/CSU Student Code of Conduct.

Student's Role:

Students are expected to take personal responsibility for their intellectual work and to respect and acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose work and thoughts are drawn upon. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and avoid all forms of cheating and plagiarism. Students may not engage in any form of academic misconduct and are responsible for learning how to present the ideas of others in their own work and avoid all other forms of academic misconduct. For current documentation practices, consult the instructor or a style manual (e.g., APA, MLA).

The BOR/CSU Student Code of Conduct definition of academic misconduct includes, but is not limited to, plagiarism, cheating, and acts of dishonesty. Academic misconduct may take many forms. The following list of behaviors is intended to represent the types of acts that constitute violations of this policy.

Although the list is extensive, it should not be regarded as all-inclusive. It includes the following actions unless such actions are explicitly authorized by the instructor:

Examinations:

Copying from another person's paper or receiving any unauthorized assistance in taking examinations or any other form of academic evaluation (e.g., tests, quizzes);

Knowingly allowing another person to copy from one's own examination or any other form of academic evaluation;

Use of unauthorized materials, computer software, computer hardware or other devices during an examination or any other form of academic evaluation (e.g., use of signals, notes or additional materials such as books, calculators, or other electronic devices) during an examination when the instructor has not approved their use;

Giving or receiving unauthorized information prior to, during, or after an examination;

Use of another person as a substitute, or acting as a substitute for another person, in any form of academic evaluation;

The acquisition or distribution of improperly obtained examinations or other forms of academic evaluation (e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without the permission of the instructor). Examinations that have been provided by an instructor are legitimate study tools.

Improper Behavior:

Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation (i.e., working with another student on an assignment when the instructor has not explicitly authorized working together);

Unauthorized use of computer software and/or computer hardware;

Unauthorized recording of lectures or unauthorized distribution of faculty materials;

Submission of the same work, or substantially similar work, in more than one course without the prior consent of the evaluating instructors in all courses;

Disruptions in classrooms, labs, or research and study areas; any conduct or actions that grossly or persistently interfere with the academic process. See the BOR/CSU Student Code of Conduct.

Theft, alteration, or destruction of the academic work of other members of the community or of the educational resources, materials, or official documents of the University.

Students who witness any act of academic misconduct by other students are required to inform the faculty member of that misconduct.

Falsification or Misuse of Academic Information:

Falsification or misrepresentation of one's own academic record or that of anyone else (e.g., altering a transcript for admission, hacking into the University's computer system for any reason, having another student take an examination in one's place, or signing someone else's name on an attendance sheet);

Unauthorized use of information in University computer records or the computer files of other students (see CSU Policy Statement on Student Use of University Computer Systems and Networks);

Using unauthorized materials, computer software, computer hardware or fabricated data in any academic exercise (e.g., falsifying data in a research paper or laboratory activity or conducting research on human or animal subjects without approval by the appropriate panel or supervisor).

Plagiarism:

Copying sentences, phrases, paragraphs, tables, figures or data directly or in slightly modified form from any published or unpublished source, or adapting the ideas of another authority without following acceptable forms of citation (i.e., quotation marks, endnotes, footnotes, parenthetical notes,

and/or other contextual information);

Using or buying a paper written by someone else for the purpose of turning it in as one's own work;

Using unauthorized computer software to wholly or partially generate, compose or edit written work;

Using unauthorized computer software to wholly or partially generate or create other types of academic work (e.g. video, audio, images, graphics, artwork, etc.).

Selling or lending papers for the purpose of violating academic misconduct policies. This may also be a criminal offense; cf. Connecticut General Statutes;

Submission of the same work, or substantially similar work, in more than one course without the consent of the evaluating instructors in all courses;

Failure to follow discipline-specific standards of citations (e.g., APA, MLA).

Fabrication or alteration of data:

When any material is borrowed from another person or is generated by authorized computer software, the source must be cited according to some academically accepted standards (e.g., APA, MLA, etc.). There are three ways in which other writers' materials may appear in the work of another:

by putting quotation marks around short passages that are borrowed verbatim (word for word) or by setting off from the text, without quotation marks, longer quotations (more than three sentences).

by précis (i.e., condensing part of a writer's argument).

by paraphrase (i.e., interpretation of a writer's ideas).

All three must be acknowledged formally, either in the text or with footnotes, according to the style required by the instructor.

CONSEQUENCES OF ACADEMIC MISCONDUCT:

The purpose of imposing sanctions for violations of the Academic Misconduct Policy is to uphold the academic integrity of our campus community, but also to provide an opportunity to use appropriate sanctions as a means of educating students and fostering their academic development. These actions are based on the philosophy that students' learning and associated behavior extend beyond the scope of the classroom to the broader Eastern community. Incidents of academic misconduct can range in severity from minor violations to major violations. Instructors determine sanctions according to their professional judgment as to the severity of the misconduct. Faculty members may decide to handle minor cases informally. In such cases, it is suggested that the faculty members document the incident.

When a faculty member determines that a case of academic misconduct warranting a sanction has occurred, that faculty member will document the incident, meet with the responsible student to discuss the issue, and inform the student of the sanctions imposed as a result of the misconduct. Should the faculty member be unable to meet with the student, a designee (e.g. faculty member's department head) may be appointed. The student will receive a copy of the Academic Misconduct Report and all supporting materials at the meeting with the faculty member. After this meeting, the student has five university calendar days to appeal the faculty member's findings to the Academic Misconduct Committee.

If, after reasonable, documented efforts to meet with the student, the student fails or refuses to attend a meeting with the faculty member or their designee, the faculty member will submit all materials to the Director of Student Conduct. Academic Misconduct Reports will not be accepted by the Director of Student Conduct until the faculty member has met with the student or has provided written documentation of reasonable efforts to do so. The Director of Student Conduct will return to the faculty member any Academic Misconduct Report that does not satisfy this requirement.

Sanctions the faculty member may impose include, but are not limited to:

Assigning a revision of the material

Assigning a reduced grade for the material being evaluated

Assigning additional course work

Assigning a grade of "F" for the material being evaluated

Assigning a grade of "F" for the course

In all cases where the sanction is a failing grade for the course, the faculty member is required to submit a copy of an Academic Misconduct Report and all supporting materials to the Director of Student Conduct within three university calendar days of the meeting with the student. The Director of Student Conduct will maintain a file on all students who have received at least one referral from a faculty member for academic misconduct. When a student has accumulated two referrals resulting in failing grades in those courses, or three referrals with any sanction, the Director of Student Conduct will convene the Academic Misconduct Committee to consider additional sanctions against the student.

When a student receives a failing grade for a course due to academic misconduct, the Registrar's Office will place an F on the student's transcript. The student will not be allowed to withdraw from the course and the grade of F will not be changed, even if the student withdraws from the University.

Optional Additional Steps/Appeals:

Action taken on issues relating to academic misconduct that go beyond the faculty/student meeting will be handled solely by the Academic Misconduct Committee. Grade issues relating to cases that do not involve academic misconduct are to be pursued through the Grade Appeals Committee. Cases relating to instances of academic misconduct do not fall under the jurisdiction of the Grade Appeals Committee and cannot be appealed to that Committee.

The Academic Misconduct Committee will be convened if one of the following events occurs:

If the faculty member believes the imposition of additional sanctions against the student is appropriate.

If the student disagrees with the finding of academic misconduct made by the faculty member, the student may appeal to the Committee. In cases where the student appeals but the faculty member does not request additional sanctions, the Committee will not have the option of imposing additional sanctions on the student.

When a student has accumulated two referrals to the Director of Student Conduct that has resulted in failing grades for those courses, or three referrals

with any sanction imposed, the Committee will be convened to consider additional sanctions against the student.

In cases where there is no student appeal of faculty request for additional sanctions, paper records of the case will be forwarded to the Director of Student Conduct to be stored in the student's file.

In cases of a student appeal or faculty member requests additional sanctions, the Director of Student Conduct will convene the Academic Misconduct Committee to hear the case. When the requisite number of referrals pertaining to an individual student has accumulated, the Director of Student Conduct will also convene the Committee to consider appropriate sanctions. Normally, hearings will be scheduled within 14 university calendar days of the initial filing.

The University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office to prepare an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

The Academic Misconduct Committee will consist of three full-time faculty members chosen by the University Senate, one student chosen by the Student Government Association, and the Dean of Students or a representative chosen by the dean. The Director of Student Conduct will serve as a facilitator at all hearings. The faculty member and the student will be allowed to provide any evidence relevant to the case, including witnesses, at the hearing.

After each hearing, the Committee may:

Find sufficient evidence of academic misconduct, and:

- Terminate the student's appeal without applying additional sanctions (if the case was appealed by the student without a request for additional sanctions by the faculty member). The Committee may impose additional sanctions if requested by the faculty member;
- Impose any additional sanctions the Committee believes are warranted (if a student has accumulated the requisite number of referrals or a faculty member has requested additional sanctions pertaining to a single incident).
- Find that there is insufficient evidence of academic misconduct and reverse the sanctions imposed by the faculty member.

If the Committee finds that additional sanctions against a student are appropriate, the Committee may:

1. Place the student on Academic Misconduct Probation. This probation will last for an amount of time determined by the Committee and will be monitored by the Director of Student Conduct. Any future violation of the Academic Misconduct Policy by the student while on probation will result in an automatic suspension from the University unless the Committee deems an alternative sanction is more appropriate. The length and the beginning date of this suspension will be determined by the Committee.
2. Suspension from the University. The length and the beginning date of this suspension will be determined by the Committee.
3. Expulsion from the University.

This list is not exhaustive and the Committee may impose other sanctions it deems appropriate on a case-by-case basis.

The decision of the Academic Misconduct Committee will be provided in writing to the faculty member and the accused student within 10 university calendar days after the hearing. Any additional sanctions to be imposed by the board will be indicated in this written notice.

Additional sanctions are those sanctions imposed by the Academic Misconduct Committee independently and on top of any sanctions already imposed by the professor (such as an F for the course). A student who is found responsible for academic misconduct and is the subject of added sanctions as imposed by the Academic Misconduct Committee may appeal the additional sanctions to the Vice President for Academic Affairs. Students who wish to file an appeal must directly notify the Vice President for Academic Affairs in writing within 10 university calendar days of the receipt of the findings.

If an appeal is filed, any additional sanctions shall be held in abeyance pending the review and final decision of the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall consider and decide as to the fit of the additional sanctions as appropriate to that case. The Vice President for Academic Affairs is the last agent of appeal within the University and has the following two options:

The Vice President for Academic Affairs may find the additional sanctions appropriate and compose a letter to the student rejecting the appeal with a copy to the Academic Misconduct Committee.

The Vice President for Academic Affairs may find the additional sanctions not appropriate and compose a letter to the student attenuating and/or eliminating the sanctions with a copy to the Academic Misconduct Committee.

The Vice President for Academic Affairs will conduct the review and notify the student and the Academic Misconduct Committee of the final decision of that office within 30 calendar days of the filing of the appeal.

As a result of the appellate review process, the Vice President for Academic Affairs shall not compose or enact any additional sanctions that exceed those assigned or originated by the Academic Misconduct Committee.

GENERAL APPEALS

The decision rendered by the Academic Misconduct Committee may be appealed to the Vice President for Academic Affairs, who shall review the record of the hearing, including all documents presented to the Academic Misconduct Committee (e.g., syllabus, submitted work). An appeal shall be in writing and shall be delivered to the Vice President for Academic Affairs within 10 university calendar days of receipt of the Academic Misconduct Committee's written decision.

An appeal may be brought on any of three grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; and/or (c) a claim that the academic sanction imposed has resulted in a palpable injustice.

The Vice President for Academic Affairs will conduct the review and notify the student and the Academic Misconduct Committee of the final decision of that office within 30 calendar days of the filing of the appeal.

The Vice President for Academic Affairs shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Vice President for Academic Affairs shall be final and there shall be no further right of appeal.

Eastern Connecticut State University
Alcohol and Drug Policy

1 - Alcohol on Campus:

1.1) The University permits the serving of alcohol in accordance with Connecticut State Statutes at appropriate events and locations as defined in this policy.

1.2) Any alcoholic beverages must be furnished by the University's approved food service contractor, or be individually purchased for private consumption by students residing in the approved 21+ residence halls in accordance with guidelines established for that area.

1.3) Alcohol is prohibited on university property except for approved dates, times and/or locations as outlined by this policy.

1.4) Consumption or possession of alcoholic beverages by students or guests is prohibited in campus housing/residential facilities except for students residing in the approved 21+ residence areas.

1.5) Consumption or possession of alcoholic beverages at any intramural or intercollegiate athletic activity is expressly prohibited.

1.6) Common source alcohol containers (such as, but not limited to, kegs, beer balls, punch bowls, and wine boxes) are prohibited unless served by the University's approved food service contractor.

2 - Permissions:

2.1) Any event which includes the service of alcoholic beverages must receive permission from the appropriate source.

2.1.1) Staff or departmental social functions involving the use of alcoholic beverages in campus buildings require the advanced approval of the University President and appropriate Vice President or Dean.

2.1.2) All requests for student-sponsored activities at which alcoholic beverages will be used on campus grounds must be approved by the organization's advisor, the Director of Student Activities and the Vice President for Student Affairs. Approval must be submitted to the Director of Food Services at least three weeks in advance of the event.

2.1.3) All requests for activities involving the consumption of alcoholic beverages by non-college affiliated groups held on campus grounds must be submitted to the University Events Coordinator in the Office of Institutional Advancement.

2.2) Approval of alcoholic beverages is contingent upon the following minimum criteria:

2.2.1) The sponsoring organization is required to arrange with the Director of Public Safety for the provisions of adequate security at any event where alcoholic beverages are being consumed.

2.2.2) Any event where alcoholic beverages are served must also make available food and non-alcoholic beverages. There must be a enough to last the duration of the event.

2.2.3) Alcohol may not be the main focus of any proposed event-based upon alcohol amounts, duration, costs, etc.

2.3) All activities, whether on or off-campus, must be in accordance with the State of Connecticut's legal drinking age law.

2.4) Failure to comply with the stipulations set forth in this document will result in the cancellation of an event and will be subject to further action by the University.

3 - Drug Abuse:

3.1) The unprescribed use, possession, sale, purchase, distribution of any controlled substance to include, but not limited to, marijuana, cocaine, amphetamines, heroin, hallucinogens, barbiturates and paraphernalia, is a violation of the laws of the State of Connecticut and is therefore subject to disciplinary action and possible criminal prosecution.

3.2) Student-Athletes must abide by the rules and regulations set forth by the NCAA, the CSCU system and the University policies. These rules prohibit the use of anabolic steroids, caffeine, amphetamines, and other drugs as ergogenic aids. See the Student-Athlete Handbook for a complete description of the alcohol, drug, and testing policies.

3.3) Smoking is actively discouraged and is restricted to designated areas only (at least 40 feet from all buildings).

4 - Individual Rights and Responsibilities for the Alcohol and Drug Policy:

4.1) At no time may anyone not of legal drinking age purchase, possess, consume, or offer alcoholic beverages on the Eastern campus or at any Eastern-sponsored activity on or off-campus.

4.2) All students are responsible for the behavior of their guests. All guests are subject to all University policies and regulations.

4.3) Any intoxicated individual who engages in high-risk behavior which threatens the health or safety of another individual, themselves, or property is subject to disciplinary action.

4.4) All members of the University must be able to produce current University identification and proof of age at the events where alcoholic beverages are served.

4.5) In no case shall the use or abuse of alcohol or illegal drugs be accepted as an excuse or justification for the violation of university rules or regulations.

4.6) All students who are present during any violation of the policies herein are subject to disciplinary action as a result.

4.7) Violations of the alcohol and drug policy are subject to sanctions as delineated in BOR/CSCU Student Code of Conduct.

- https://www.ct.edu/policies/student-code-of-conduct

  https://www.ct.edu/files/pdfs/2.1%20StudentCodeofConduct.pdf

https://www.ct.edu/files/pdfs/2.1%20StudentCodeofConduct.pd https://www.ct.edu/policies/student-code-of-conduct

Click Here to view the Student Code of Conduct.

If you are a student or former student:

- You must provide us with a completed and signed Dean Certification/Disciplinary Release form well in advance of your deadline. Forms will not be completed immediately. Forms will be available for pick-up or mailed (provided you have included a pre-addressed, stamped envelope) five business days after the form is delivered to Student Conduct. Incomplete requests or requests received without a stamped envelope will not be processed.

- If the institution you are applying to requires that our office mail it directly to them, you must provide a stamped and addressed envelope when you drop off your form. If you do not provide an envelope, you may pick up your paperwork after five business days.

- In lieu of a form, you can provide a pre-addressed and stamped envelope and a letter that includes the following:
  - Your full name as it was while you were a student at Eastern Connecticut State University;
  - Your student ID number and/or date of birth;
  - Your current mailing address and phone number;
  - The names and addresses of the schools or institutions to which you want your conduct information mailed.

Student Conduct will not fax Dean Certification/Disciplinary Release forms. This is the responsibility of the student.

For background checks, if you are with a government agency or if you are a private contractor:

- Typically, we will not be able to provide you with information immediately.
- You will need to leave your paperwork/forms with Student Conduct along with your business card. You will be called back with the results when they are ready. This may not be the same business day.
- Whether you notify us of your request via telephone, fax or by visiting our office in person, you need to choose one method of obtaining this information and remain consistent. For example, if you must make personal contact with our office, do not also fax or call our office. Multiple requests for the same information may cause delays.

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