

Wentworth

INSTITUTE OF TECHNOLOGY



**Student Code of Conduct
(2024-2025)**

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Introduction to The Student Code of Conduct

Admission to Wentworth Institute of Technology is acceptance into a new and vibrant community dedicated to experiential learning. Being a Wentworth student and member of the university community is a privilege, and with this privilege comes great individual responsibility.

All students at Wentworth, from time of admission to degree conferral, are expected to act in accordance with all university policies and procedures, as well as all federal, state, and local laws, regulations, and ordinances. Additionally, Wentworth is dedicated to cultivating an accessible, equitable, and inclusive environment through its goal of achieving Inclusive Excellence. This commitment is embodied in *The Student Code of Conduct* ensuring all students have access to information, resources, and secured rights in our administrative processes and procedures.

Students are expected to familiarize themselves with this document. Students are responsible for their behavior and the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnoses), or by the use of alcohol and other drugs. Students seeking reasonable accommodation are encouraged to review the Disability Accommodations and Interpreter Services section as outlined in Part 4, Student Code of Conduct Procedures.

There will be students who participate in acts that violate *The Student Code of Conduct*. Students who violate university policies and procedures will be held accountable for their actions as outlined in this document. *The Student Code of Conduct* describes the procedures for addressing violations. Given the seriousness of violations, there may be instances where the University reserves the right to involuntarily and/or permanently separate a student from the University.

Part 1. Student Code of Conduct Authority

The Student Code of Conduct (referred to as “the Code”) is administered under the direction of the Director for Student Conduct & Restorative Practices, or designee. Under the oversight of the Vice President of Student Affairs and the Dean of Students, the Director for Student Conduct & Restorative Practices, or designee, has been charged with the day-to-day responsibilities for the administration of *The Student Code of Conduct*.

The University reserves the right to change its policies and the Code at any time. The Code is not a contract.

Part 2. Definitions

The following selected terms are defined to facilitate a more thorough understanding of *The Student Code of Conduct*. This list serves as a general framework and is not intended to be exhaustive of all the terms referenced in *The Student Code of Conduct* that might require interpretation or clarification. The Director for Student Conduct & Restorative Practices, or designee, shall make the final determination on the definition of any term found in *The Student Code of Conduct*.

1. **Appeal Officer:** Any person(s) authorized by the Vice President for Student Affairs or designee to conduct a review of a decision reached by a Hearing Officer.
2. **Business Day:** Any day, Monday through Friday, that the University is open.
3. **Complainant:** The individual who is alleged to have experienced the misconduct. The University can serve as the complainant.
4. **Conduct file:** The printed, written, or electronic file which may include, but is not limited to, all information obtained as part of an investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any conduct sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom. Conduct files for violations of *The Student Code of Conduct*, are maintained by the University for a period of at least seven years from the date of graduation. Records are subject to the protections and release provisions by

the Family Educational Rights and Privacy Act of 1974 (FERPA), as it may be amended from time-to-time.

5. **Conduct Hold:** An administrative hold placed on a student's record when the student has not completed an assigned sanction or has withdrawn from the University while a conduct matter is pending.
6. **Designee:** Any employee that has responsibility for implementing *The Student Code of Conduct*.
7. **Director for Student Conduct & Restorative Practices:** The person in Student Affairs, designated by the Vice President for Student Affairs and by the Dean of Students to be responsible for the overall coordination of the University student code of conduct system, including the development of policies, procedures, and education and training programs. The Director for Student Conduct & Restorative Practices may serve as a hearing officer, investigator, and/or appeal officer.
8. **Hearing Officer:** A university employee authorized to determine the resolution of an alleged violation of *The Student Code of Conduct*, and/or to impose sanctions or affect other remedies as appropriate.
9. **Guest:** A non-Wentworth student, and in the residential setting, any students who are not current residents of the room/suite/apartment they are visiting.
10. **Impacted Party:** The individual or group, in the Restorative Justice process, who was affected by the behavior of the respondent.
11. **Instructor:** Any faculty member, lab technician, or other person authorized by the University to provide educational services (e.g. teaching, research, or academic advising).
12. **Investigator:** A university employee, or designee, who is authorized to investigate and determine the resolution of an alleged violation of *The Student Code of Conduct*.
13. **Investigative Report:**
14. **Maxient:** The electronic database used to track an incident and the response taken.
15. **Member of the university community:** Any university student, instructor, faculty member, or staff member; any other person working for the University, either directly or indirectly (e.g., private enterprise on campus); or any person who resides on university premises. A person's membership status in a situation shall be determined by the Director of Student Conduct & Restorative Practices, or designee.
16. **Party(ies):** a person or people forming one side in an agreement or dispute.
17. **Policy:** The written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, *The Student Code of Conduct*; the Housing Agreement; the Sexual Misconduct Policy; Academic Student Catalog; and other publicized university notices.
18. **Preponderance of the Evidence:** A standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence requires more than 50 percent certainty to determine responsibility for a policy violation.
19. **Reporting Party:** Any person who submits an allegation that a student violated *The Student Code of Conduct*.
20. **Report:** Any allegation of misconduct against a student or student organization. "Report" is used interchangeably with "complaint" in this document.
21. **Respondent:** An individual reported as the alleged perpetrator of misconduct.
22. **Student:** Any person admitted, registered, enrolled, or attending any university course or program. This includes students who withdraw while conduct charges are pending, those who are not officially enrolled for a particular term but have a continuing relationship with the University (including those on a leave of absence), or those who have been notified of their acceptance of admission. Persons admitted but never matriculated may not be considered students. For purposes of the jurisdiction under the Student Code of Conduct, the Dean of Students or designee will make the final determination regarding whether an individual is a student.

23. **Student Organization:** An association or group of people, including but not limited to, any student group, team, or club, that has complied with the formal requirements for university recognition or are recognized by the University.
24. **Support Person:** Any person the student selects to attend a meeting associated with *The Student Code of Conduct*. A support person may not play an active role in the conduct process including but not limited to, asking questions, presenting evidence, or making statements. Please refer to Part 4: Section 6: Hearing Support Services for more information.
25. **University:** Wentworth Institute of Technology.
26. **University official:** Any person authorized by the University to perform administrative, instructional, or professional duties.
27. **University premises:** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, either solely or in conjunction with another entity or person.
28. **Witness:** Any individual who has relevant knowledge of a specific incident. Character witnesses are not allowed as part of *The Student Code of Conduct*.

Part 3. Prohibited Conduct

Students and Student Organizations must adhere to and uphold *The Student Code of Conduct* and comply with university policies and procedures as well as federal, state, and local laws, regulations, and ordinances. The Director for Student Conduct & Restorative Practices or designee shall make the final determination on what constitutes a potential violation of *The Student Code of Conduct*.

Section 1: Jurisdiction of the University

Each student is responsible for their conduct from the time of university admission through degree conferral. All student conduct is considered under the jurisdiction of the University, including conduct that occurs before classes begin or after classes end, as well as during the academic year, and during periods between actual enrollment. *The Student Code of Conduct* shall apply even in circumstances where the alleged conduct is not discovered until after a degree is awarded; as well as if the student withdraws from the University while a student conduct matter is pending.

Generally, university jurisdiction shall be limited to conduct that occurs on or about university premises or in connection with university-sponsored, university-supervised, or university-affiliated events, programs, and activities. However, the University may apply *The Student Code of Conduct* to students, Student Organizations, and unrecognized Student Organizations whose misconduct may have an adverse impact on the University, members of the University community, and/or the pursuit of university objectives regardless of where such conduct may occur.

Students are responsible for the contents of their rooms, suites, cars, lockers, studio space, electronic devices, and person regardless of claims of personal ownership. Students may also be held responsible for shared common areas.

Section 2: Conduct Rules and Regulations

Subsection 1 - Alcohol

The University expects students to abide by the law and the increased standards set forth by the University while on and off campus. The University reserves the right to inspect any bags, backpacks, or other belongings for alcohol. Specific violations of the alcohol policy include, but are not limited to:

- 1.1 The consumption, possession, and/or transport of alcohol by those under the age of 21.
- 1.2 The serving, distribution, or obtaining of alcohol for any individual under 21 years of age.

- 1.3 Providing a location for underage consumption, regardless of if alcohol was provided.
- 1.4 Participation in drinking games or actions that ingest substances at an accelerated rate, and/or possession of paraphernalia typically used for ingesting alcohol. This includes but is not limited to funnels and beer pong. Such paraphernalia may not be maintained on university property and will be confiscated if discovered.
- 1.5 Engaging in drinking practices or activities that seriously threaten one's health or life. Please refer to Part 4. Subsection 2 for information the University's Amnesty Process.
- 1.6 Pressuring or forcing others to consume alcohol.
- 1.7 Possession of an open container of alcohol outside of designated areas (e.g., registered responsible user suites, designated university events).
- 1.8 Public intoxication or other inappropriate behavior consistent with intoxication, either on or off campus, or at university sponsored or sanctioned program or activity (e.g. medical attention due to intoxication, disrupting the peace, and expelling bodily fluids in public).
- 1.9 Driving under the influence of alcohol or possession of alcohol while operating a vehicle.
- 1.10 Violation of Alcohol Policies outlined in *Residential Policies and Conduct* including the [Responsible Use of Alcohol in Residential Living Policy](#)
- 1.11 Use of an alcohol container including but not limited to empty beer cans or boxes, wine, or other alcohol bottles, etc. as room decoration, vase, storage item, or drinking glass.

Subsection 2 - Cannabis, Illegal and Controlled Substances, and Prescription Drugs

While Massachusetts state law permits the use of cannabis for those over 21, also known as marijuana, federal law requires the University to prohibit cannabis use, possession, distribution, and/or cultivation at educational institutions.

Specific violations of the cannabis, Illegal and Controlled Substances, and Prescription Drug policy include, but are not limited to:

- 2.1 The possession, use, and odor of illegal drugs, narcotics or controlled substances including cannabis.
- 2.2 The sale and/or distribution of illegal drugs, narcotics or controlled substances including cannabis.
- 2.3 The possession, use, sale, or distribution of drug paraphernalia typically used for ingesting drugs.
- 2.4 Being in the presence of illegal drugs, narcotics or controlled substances including cannabis residue or paraphernalia (e.g. bong, scales, stems, pipes).
- 2.5 Using drugs or medication in a way that seriously threatens one's health or life.
- 2.6 Driving under the influence of narcotics or possession of illegal drugs while operating a vehicle.
- 2.7 The use or possession of prescription drugs for non-medical reasons. Prescription drugs may only be stored, used, and possessed in its original labeled container by the student to which they are prescribed. Students should only possess a reasonable quantity of prescribed medication based upon the prescription and dosage requirements.

Subsection 3 - Personal Conduct

Students share the responsibility for protecting and maintaining the health, safety, and rights of other persons. Students who anticipate or observe a violation of *The Student Code of Conduct* or University policy are expected to remove themselves from association or participation and are encouraged to report the incident. Violations of the personal conduct policy include, but are not limited to:

- 3.1 Violation of local, state, and/or federal requirements, orders, mandates, guidelines and/or laws.
- 3.2 Violation of university policies and/or procedures
- 3.3 Conduct that adversely affects the reputation of the University, its mission, and/or its goals.

- 3.4 Indecent, profane, or otherwise disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or obstruction of any university activity including but not limited to; teaching and learning, research, laboratory activities, events, student conduct proceedings, administration, living and learning experiences, or other university activities on or off campus.
- 3.5 Failure to comply with requests (e.g. health and safety inspections, administrative searches, requests for entry or search, requests for identification, requests to discontinue conduct) from university officials and/or any municipal, state, or federal law enforcement personnel, including contracted security on other campuses.
- 3.6 Unauthorized access to restricted areas including, but not limited to, classrooms, labs, studios, offices, living spaces, fire escapes, roofs, or ledges.
- 3.7 Use of any item, even if legally possessed, in a manner that potentially threatens or harms another person or damages university property.
- 3.8 Possession or creation of firearms, explosives, knives, switchblades, ammunition (live or empty shell casing), swords, fake guns, nunchaku (karate sticks), bb guns, fireworks, pepper spray, stun guns, toy weapons, explosive devices, or other weapons except under official supervision by a Wentworth staff or faculty member as part of a recognized student organization.
- 3.9 Creating a safety hazard including, but not limited to, tampering with or removing fire safety equipment, blocking an entrance or exit, and/or the improper storage of any flammable products.
- 3.10 False reporting of fire, bomb, or emergency circumstances.
- 3.11 Failure to exit a building or area during an emergency, fire alarm, or at the request of a Wentworth official and/or return prior to authorization by a university official.
- 3.12 Actual or attempted theft, or unauthorized possession of university property, or the property of others.
- 3.13 Any threatened, attempted, or actual vandalism, damage, or destruction of university property or the property of others.
- 3.14 Non-consensual use of a device to share or take images of any person or making an audio or video recording of any person where there is a reasonable expectation of privacy, such as but not limited to, residence hall rooms, bathrooms, and locker rooms.
- 3.15 Being present during a violation of the Student Code of Conduct in a way that condones, supports, or encourages that violation.
- 3.16 Unauthorized use of the Wentworth University name, logo, mascot, or other symbol

Subsection 4 - Obstruction of Investigation or Complaint/Conduct Process

Wentworth strives for a reporting, investigation, and conduct process that is fair and equitable. Obstruction occurs in many forms through, but not limited to, the following conduct:

- 4.1 Falsification, misrepresentation, omission, or distortion of information.
- 4.2 Conduct that disrupts an investigation, meeting, or hearing.
- 4.3 Attempting to discourage participation in or use of the reporting, investigation, or conduct process.
- 4.4 Attempting to influence the impartiality of any member of the University community or any person involved in an investigation, meeting, or hearing.
- 4.5 Violation of university policies which prohibit retaliation, such as those outlined in the [Whistle Blower Policy](#).

Subsection 5 - Hazing

Wentworth Institute of Technology prohibits any form of hazing by individuals or groups. The University broadly defines hazing as any action or activity, directed at a student or employee, that is reasonably likely to, or is intended to endanger the physical or mental health of a person for the purpose of initiation, admission, affiliation, or as a condition for maintaining membership in a group, organization, or living community.

Knowledge of, indifference toward, or acquiescence in the presence of hazing are not neutral acts and may be construed as violations of this policy. Students or employees who perpetrate, plan, or witness (without reporting) hazing, or have knowledge or withhold information of an incident or incidents of hazing, are subject to conduct action. This definition shall apply regardless of location or consent of participants. Hazing includes, without limitation, behaviors that violate Massachusetts General Laws Chapter 269, Sections 17-19. Please refer to the University's Policy on Hazing for a full description.

5.1 Failure to abide by the Hazing Policy

Subsection 6 - Personal Identification

Wentworth Institute of Technology is committed to providing a safe campus conducive to education and research goals. The University will work to maintain a safe and secure environment for faculty, staff, students, and visitors to the campus. As part of this plan, the university requires identification (ID) Cards for all students, faculty, and staff. More information on the Policy on Identification can be found [here](#).

6.1 Failure to abide by the Identification Policy

Subsection 7 - Student Posting and Advertising

Registered Student Organizations in good standing and Wentworth students are permitted to post and advertise on campus or at property owned, rented, leased, or controlled by Wentworth. Any posting must be approved by the Center for Student Life prior to posting. Postings in the residence halls should be approved through the Office of Housing and Residential Education. For more information on this policy refer to the [Student Posting and Advertising Guidelines](#).

7.1 Failure to abide by the Student Posting and Advertising Guidelines

Subsection 8 - Residential Policies and Conduct

Wentworth Housing and Residential Education strives to offer students a rich living and learning experience. To foster this environment, students are responsible for their individual actions, the actions of their guests, and in a collective sense, the actions of each member of the residential community. The policies and procedures outlined below are subject to change during the academic year. Students are responsible for knowing current policies and procedures.

The University reserves the right to temporarily suspend a student from residence halls who behaves in a manner viewed as a risk to the community or themselves until an administrative hearing can be held. The student is solely responsible for finding housing accommodation during this time.

Specific violations of Residential Education policies include, but are not limited to:

- Violation of terms of the Housing Agreement (Viewable on Wentworth's housing software system, [Adirondack-THD](#))
- Violation of which includes Residential Alcohol and Guest Policies.

Subsection 9 - Guest

Students and Student Organizations are responsible for their guests. Wentworth Housing and Residential Education, Campus Police, and other University staff or faculty reserve the right to revoke a guest's access to the University if the guest disturbs, creates difficulties for students, faculty or staff, or a policy violation occurs involving the student or their guest.

Violations of the guest policy include, but are not limited to:

- 9.1 Failure to accompany guest(s) at all times.
- 9.2 Misconduct of a guest(s). Students bringing guests to the university (i.e., campus grounds, parking lots, academic, administrative, residential buildings, etc., or to university-sponsored events) will be held responsible for the actions of their guest.
- 9.3 A guest's failure to provide photo identification on Wentworth property and/or failure to present that identification to a Wentworth official when asked.
- 9.4 Violations of rules and restrictions outlined in the Residential Guest Policy.

Subsection 10 - Responsible Use of Computers and Networks

Wentworth makes available information technology resources (ITRs) to authorized faculty, staff, students, and other Wentworth community members for teaching, learning, research, administration, and approved purposes. ITRs must be used in a manner that is consistent with university policies, standards, and applicable law and respectful of the rights of the Institution and the members of its community.

- 10.1 Failure to abide by the [Information Technology Resource Acceptable Use Policy](#).

Subsection 11 - Student Clubs and Organizations

Recognized student organizations, club sports, and their members – when acting in the capacity of members – are expected to follow the policies and procedures outlined in both the [Student Organization Manual and Club Sports Manual](#).

Violations of the Student Organization Manual may be adjudicated by the Center for Student Life, Center for Wellness, or the Center for Diversity and Global Engagement.

- 11.1 Failure to abide by the provisions outlined in the Student Organization Manual

Subsection 12 - Expressive Speech and Activities

As a private institution, Wentworth is not bound by the First Amendment. However, the university supports community members who seek to organize and participate in expressive activities as long as such speech or expressive activities are consistent with university policies and the procedures regarding these events.

Wentworth does not restrict the speech or expressive activities of recognized university organizations, including the speakers they invite to campus, provided organizations follow Wentworth policies and procedures.

- 12.1 Failure to abide by the [Expressive Speech and Activities Policy](#).

Subsection 13 - Harming Behavior

Harming behavior, includes, but is not limited to, the threat of or actual physical assault, bullying, or abuse.

Violations of the Harming Behavior policy include, but are not limited to:

- 13.1 Verbal, written and/or pictorial/video conduct that harms or attempts to harm the emotional or physical health/safety of any person.
- 13.2 Physical conduct that harms or attempts to harm the emotional or physical health or safety of any person.
- 13.3 Endangering or threatening the health or safety of any person, including oneself.

Subsection 14 – Harassment

Harassment is the severe or repeated use of written, verbal, or electronic expression, a physical act or gesture, or any combination thereof directed at another individual that has the effect of:

- 14.1 Physical or emotional harm to the individual or damage to the individual's property.
- 14.2 Reasonable fear of harm to a person and/or their property.
- 14.3 Preventing university community members from fully participating in the programs, activities, and/or mission of the University.

Please note that not every act that might be offensive to an individual or a group will be considered a violation of *The Student Code of Conduct*. In determining whether an act constitutes harassment, the Dean of Students Office will consider the full context of any given incident, giving due consideration to the protection of members of the University community, individual rights, freedom of speech, academic freedom, and advocacy required by law.

Subsection 15 – Non-Discrimination

All members of the University are responsible for maintaining an environment free from discrimination and harassment and are expected to commit themselves to be examples of the highest standards of personal and professional conduct. More information on the Non-Discrimination Policy for Students and Employees can be found [here](#).

For matters regarding discrimination based on sex, including prohibited conduct such as sexual harassment (including *quid pro quo* and hostile environment), sexual assault, dating violence, domestic violence, stalking, discrimination, sexual exploitation, and retaliation, please refer to the [Sexual Misconduct and Sex-Based Discrimination Policy for Students and Employees](#) for more information.

- 15.1 Failure to abide by the non-discrimination policy

Subsection 16 - Smoking, Vaping, and/or Tobacco Use

The use of tobacco or smoking-related products is prohibited in all buildings, grounds, and vehicles owned or leased by Wentworth Institute of Technology, regardless of location.

- 16.1 Failure to abide by the [Tobacco and Smoke Free Campus Policy](#).

Subsection 17 - Vehicles and Parking

Wentworth Institute of Technology attempts to provide parking for convenience but recognizes that limitations and control must be implemented to provide for maximum usage of the parking spots on campus property, and to avoid abuse or disregard by persons parking vehicles on campus. Wentworth Institute of Technology parking passes are available for purchase to faculty, staff, students, and visitors wishing to park a vehicle on campus property. More information on this policy can be found [here](#).

- 17.1 Failure to abide by the Policy on Parking at Wentworth Institute of Technology.

Subsection 18 – Electronic Device Policy

- 18.1 Cellular phones, pages, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any Wentworth owned or operated facility. Abuse of cellular devices with photographic capabilities; use of devices for purposes of photographing test questions, or other notes and materials is prohibited.

Part 4. Student Code of Conduct Procedures

The following are the procedures followed to adjudicate all violations of *The Student Code of Conduct*.

Hearing officers may involve or seek input from other university officials in any or all parts of *The Student Code of Conduct* procedures as they deem appropriate.

Section 1: Allegations

Any person or entity, including the University, may file a report regarding any student or Student Organization alleging misconduct. To initiate *The Student Code of Conduct* process, reports shall be prepared in writing and directed to the Director for Student Conduct & Restorative Practices. A report should be submitted as soon as possible after the alleged misconduct takes place.

The Director for Student Conduct & Restorative Practices, or designee, shall determine if there is reasonable cause to address a potential violation of *The Student Code of Conduct* and will notify the respondent of such allegations. The decision to continue a complaint through the process is the decision of the Director for Student Conduct & Restorative Practices, or designee.

The Director for Student Conduct & Restorative Practices will assign a Hearing Officer to the case who will investigate and schedule an Administrative Hearing with the respondent(s) and other individuals as deemed necessary and appropriate.

Information, in addition to that provided in the complaint/incident report, may be sought through a preliminary investigation. The investigation may include, but is not limited to:

- Interviewing the complaint(s), respondent, and witness(es),
- Gathering relevant documents and/or other information from the University, party(ies), and witness(es)

The Director for Student Conduct & Restorative Practices, or designee, will determine what testimony, witnesses, or other information is relevant and may exclude information or witnesses that are deemed irrelevant.

Complaints can be filed up to one academic year after the violation is discovered. Complaints against former students will not be processed. Complaints against seniors, 5th year students, and/or master's degree students must be filed prior to their graduation to allow sufficient time for an investigation, hearing, and appeal to occur.

The Director for Student Conduct & Restorative Practices, or designee, may determine whether conduct proceedings will be conducted separately or jointly in the following instances:

- If an incident report involves more than one charged student.
- If there is more than one incident involving the same student.

Student Conduct proceedings may be initiated without regard to pending civil or criminal litigation or criminal arrest and prosecution resulting from the same or related conduct. Proceedings under *The Student Code of Conduct* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Determinations made or sanctions imposed under *The Student Code of Conduct* shall not be subject to change because criminal or civil charges, resulting from the same facts as violations of university rules, were dismissed, reduced, or resolved in favor of or against the defendant in the criminal or civil matter.

Section 2: Alternative Resolution Types

An alternative resolution is an educational conversation, written communication, or mediation process to address the behavior of students and its impact on the mission of the University. The Director for Student Conduct & Restorative Practices, or designee, reserves the right to schedule an alternative resolution in lieu of an Administrative Hearing. Alternative Resolutions are part of a student's official conduct file.

Alternative resolutions may result in an action plan or sanction(s) agreed on by all parties to address the behavior. If the action plan is not honored, the University reserves the right to initiate the Administrative Hearing process under *The Student Code of Conduct*. Examples of incidents that may be adjudicated by the informal resolution process include but are not limited to minor disruptions or behavioral concerns.

Subsection 1 – Amnesty

Students may be reluctant to seek help from university officials in alcohol, prescription drug, and illegal substance related emergencies due to their own involvement. Wentworth promotes a culture of care and responsibility through the Amnesty process by encouraging students to seek assistance during emergency situations.

To utilize the Amnesty process in cases of a medical or mental health emergency due to alcohol, prescription drugs, or prohibited substances, students are expected to:

- Call Campus Police at (617) 989-4444 or 911 or contact another university official, including staff members from Housing & Residential Education.
- Stay with the individual(s) until help has arrived.
- Meet and cooperate with appropriate University administrative staff after the incident.
- Attend and comply with any educational sanction(s).

Students who seek out emergency assistance or call for help on behalf of another student or guest may not receive conduct charges related to the behavior. This process also applies to the individual for whom emergency assistance was requested. Conduct charges may be applied for behavior not related to the granting of amnesty. The determination of Amnesty is at the discretion of the Director for Student Conduct & Restorative Practices or designee.

The Amnesty process will not apply for calls for medical assistance made after the University or local authorities have already intervened and/or confronted a situation. Students who abuse the protections of the Amnesty process by seeking help for others when there is no good-faith basis for doing so, will be unable to utilize the process.

Subsection 2 – Restorative Justice

A Restorative Justice Resolution brings together those who were impacted by an alleged violation of the Student Code of Conduct, including those who were responsible for the alleged violation and community members that were harmed and/or impacted by the violation. Through a facilitated dialogue, participants discuss what happened and determine the best ways to repair harm and improve relationships.

The Director for Student Conduct & Restorative Practices, or designee, has discretion to refer a report or complaint for a Restorative Justice Resolution. All parties, specifically the Complainant(s), Respondent(s), and the University must agree on the resolution option and will be bound by the decision with no review/appeal.

The following must take place for the incident to be processed through Restorative Justice:

1. The Respondent must accept responsibility for the alleged conduct to initiate the Restorative Justice Resolution.
2. The Respondent must not have previous relevant violations of the Student Code of Conduct for which they have been found in violation.
3. The Respondent and Complainant must both agree to participate in the Restorative Justice Resolution.
4. The Hearing Officer must identify the case as an opportunity for the Restorative Justice Resolution process.

If the Complainant or Respondent does not want to participate in the Restorative Justice Resolution process, they may request a formal Administrative Hearing Process as outlined in Part 4: Section 2.

The hearing officer reserves the right to stop the Restorative Justice process and initiate the formal Administrative Hearing Process prior to the Respondent's fulfillment of the agreement.

The following may result in the initiation of the formal administrative hearing process:

- The Respondent failing to schedule or attend a meeting with the assigned Hearing Officer.
- The Respondent denies responsibility for the alleged conduct.
- The Respondent does not want to participate in the Restorative Justice Resolution Process.
- The Complainant does not want to participate in the Restorative Justice Resolution Process.
- The Hearing Officer determines the matter is more appropriately resolved under the Administrative Hearing process.

Subsection 3 – Resolution Letters

Resolution Letters are utilized in situations when a student is documented for first-time low-level violation such as, but not limited to, minor off-campus incidents and violations of the Housing Agreement. This applies only to the student's first violation. This can be applied at the discretion of Director for Student Conduct & Restorative Practices, or designee, generally in one of the following situations:

- Health and Safety Check
- Failure to evacuate
- Noise
- Door propping
- Window decorations
- Disruptive Classroom Behavior

Resolution Letters notify the Responding party that they have been documented for a violation and include the imposed sanctions. If a Responding party appeals the finding documented in the letter, they can request an Administrative Hearing be held to review the incident. All appeals must be filed within three business days from the date of notification. Failure to respond within this time frame will result in the decision being

Section 3: Administrative Hearing

An Administrative Hearing is a meeting between a Respondent and Hearing Officer to review an incident, explain the student conduct process, and review possible resolution options. The Hearing Officer will provide written notification to the Respondent of the alleged violations and the Administrative Hearing date, time, and location.

The Hearing Officer will provide the parties with an opportunity to review information related to the incident.

The Hearing Officer will meet with the Respondent(s) and provide them with an opportunity to respond to the information and present any information they wish. No recordings of the proceeding can be made by the student, support persons, or the Hearing Officer.

The Hearing Officer may ask the Respondent(s) questions during the meeting(s), seek additional information, or make requests of the Respondent(s). The Hearing Officer will meet with the parties and provide them with an opportunity to respond to the alleged violations and present any information or witnesses they wish. The rules of evidence applicable to civil and criminal cases do not apply, and no recordings of the proceeding can be made by the student, support persons, or the Hearing Officer.

The Hearing Officer may ask the parties questions during the hearing(s), seek additional information, make requests of parties, or interview any person the Hearing Officer deems necessary to gather information regarding the incident.

Based on the preponderance of the evidence, the Hearing Officer will decide whether a violation of *The Student Code of Conduct* has occurred. The Hearing Officer has the full prior conduct record of the Respondent available to them to inform sanctioning decisions.

The Hearing Officer will notify the parties of their findings and sanction(s), if any, in writing within three business days of the conclusion of the hearing process. If a party does not meet with the Hearing Officer or comply with their requests, the Hearing Officer will make a finding and sanction decision based upon the information readily available. In this case, the party will lose any right to appeal.

In cases where information is received before or during the Hearing that indicates an additional violation of The Student Code of Conduct may have occurred, the Hearing Officer will determine if it will be discussed or addressed during the current meeting or in a separate hearing.

Administrative Hearing procedures are outlined below:

- A written notification is sent to the Respondent(s) listing the alleged violation(s) and date of the Administrative Hearing.
- An individual meeting is held between the Respondent(s) and a Hearing Officer to provide and review evidence, testimony, and any other relevant information that may be pertinent to the allegations.
- Following the Administrative Hearing, the Hearing Officer is responsible for providing a summary of the meeting to the Respondent, including a brief statement of the facts, findings from the Administrative Hearing(s) (in violation or not in violation) and any sanction(s) that have been issued.
- If a Respondent is found in violation, past violations of the *Student Code of Conduct* and any associated sanction(s) may be considered in determining the level of sanction(s) for the current violation.
- The outcome of the Administrative Hearing will be made part of the student's conduct record.

Section 4: Sanctions

If the student is found in violation of *The Student Code of Conduct*, appropriate sanctions will be imposed.

Sanctions are determined by:

1. The nature of the misconduct
2. Precedent regarding such misconduct
3. The respondent's complete student conduct record
4. Mitigating and aggravating factors, including, but not limited to, the impact on the community, personal circumstances, and intention.

Non-compliance with assigned sanctions will result in a hold being placed on the student's account. This may impact their ability to register for classes. The student may also face additional charges through *The Student Code of Conduct*.

The following sanctions may be imposed, individually or in combination, on any student found in violation of *The Student Code of Conduct*. Please note that this is not an exhaustive list of sanctions:

University Expulsion: University Expulsion is a permanent separation from Wentworth Institute of Technology. Students are prevented and prohibited from completing any academic progress towards a Wentworth degree including registering for coursework, attending classes or being present in or on Wentworth property. Students are administratively withdrawn from their courses and may not receive grades for the

semester this sanction is implemented. Students sanctioned with University Expulsion may not receive refunds for tuition, room and board, or any other university costs or expenses. Students must return any Wentworth issued property immediately to avoid charges (laptop, residential keys, library items, etc.). A person's presence on Wentworth property after expulsion will be viewed as trespassing and they may be subject to arrest.

University Suspension: University Suspension is a separation from the University for a designated period. Students who are suspended from the University are restricted from all University premises and activities, including, but not limited to, course registration, class attendance, participation in co-curricular activities, and University housing. Students returning from University Suspension must contact the Director for Student Conduct & Restorative Practices, or designee, at least two weeks prior to the semester of their return and complete any additional sanctions assigned to them. Students sanctioned with University Suspension may not receive refunds for tuition, room and board, or any other university costs or expenses. A person's presence on Wentworth property during University Suspension will be viewed as failure to comply with an imposed sanction and will result in further disciplinary action.

University Probation: University Probation is a six-month period during which the student is given the opportunity to modify their behavior, complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the university community in an effort to regain privileges. After six months of University Probation the student may apply for a review of probationary status. The student will meet with the University Probation Review Committee and must demonstrate significant contributions in academics, conduct, and engagement. Students or organizations on University Probation are not considered to be in good conduct standing with the University, this may impact their ability to participate in intercollegiate athletics, study abroad opportunities, extracurricular activities, represent the University, or hold student leadership positions. Additionally, any violation of university policy during the probation period will be viewed as a violation of probation and will result in further disciplinary action.

Conduct Warning: A written notice that the student has violated University policy or *The Student Code of Conduct* and a warning that another violation will likely result in more severe sanctions, including University Warning, University Probation, Residence Hall Suspension, Residence Hall Expulsion, University Suspension, or University Expulsion.

University Warning: A written notice that the student has continued to violate University policy or *The Student Code of Conduct*, and as such, more severe sanctions will be imposed. Further violations may result in University Probation, Residence Hall Suspension, Residence Hall Expulsion, University Suspension, or University Expulsion.

Residence Hall Expulsion: Permanent removal of the student from the residence halls. Students sanctioned with Residence Hall Expulsion may not receive refunds for room and board.

Residence Hall Suspension: Temporary removal of the student from the residence halls for a specific period, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified. Students sanctioned with Residence Hall Suspension may not receive refunds for room and board.

Housing Probation: A period of either one academic semester or six (6) months during which students will be subject to removal from the residence halls if there is additional documentation.

Housing Relocation: Required reassignment to another residence area. Students are required to complete their move and return any keys within a specified period of time.

Loss of Privileges: Denial of specified privileges for a designated period of time. This includes but is not limited to loss of responsible user status in the residence halls, access to recreational spaces, or attendance at university sponsored activities.

No Contact Order: A mutual order in which two or more students are restricted from contacting each other until otherwise notified. Contact refers to any intentional words or actions including, but not limited to, verbal abuse or personal harassment, use or threats of physical violence, telephone calls, text messages, instant messages, written communication, emails, Snapchat, TikTok, Instagram, or other social media, and destruction or vandalism of the person's property.

Restitution: Compensation for loss, damage, theft, or injury. This may take the form of appropriate service or monetary or material replacement.

Assessment: A student may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments.

Educational Sanctions: Participation in health or safety programs. This may include restorative justice workshops, service to the University or to the larger community, seminars, and other assignments as warranted.

Alcohol and Drug Education: These education options could include online questionnaires, an in-person ADAPT course, mandated assessment, or individual drug education courses.

Parental/Guardian Notification: As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act ([FERPA](#)), the University may notify parents/guardians when students under the age of 21 are found responsible for violating the university's alcohol or drug policies.

The University reserves the right to notify parents/guardians when a student's enrollment or housing at the University is subject to change due to change in university status. This includes University Probation, Suspension, and/or Expulsion, and Housing Probation, Suspension and/or Expulsion.

Section 5: Appeal

A student who participated in the conduct process and was found in violation of *The Student Code of Conduct* may file a written appeal within three business days of delivery of the administrative hearing decision letter. Written appeals not filed on time will be dismissed. An individual is allowed only one appeal per administrative process.

All appeals shall be submitted through the [Appeal Submission Form](#). The appeal form must state the reason(s) for the appeal and provide information as to the basis of the appeal.

Bases for appeal include:

- New and relevant information not reasonably available at the time of the hearing, which may affect the outcome.
- The hearing did not substantially follow Administrative Hearing Processes, which affected the outcome.
- A review of the imposed sanction(s), citing that it is disproportionate or irrelevant to the violation(s) committed.
- The Hearing Officer had a demonstrated conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

The Appeal Officer may speak to the Hearing Officer and the appealing party to review all information taken during the hearing and seek additional information.

The Appeal Officer may uphold or alter the original decision. Alterations to the original decision may include a change in the findings on violations and/or change (reduction, increase, or dismissal) of imposed sanction(s).

The decision made in the appeal process is final.

Section 6: Hearing Support Services

A Support Person is any person the student selects to attend a meeting associated with *The Student Code of Conduct*. A support person is present to provide support only and cannot actively participate in any portion of the hearing. Any student participating in a meeting associated with *The Student Code of Conduct* may have a support person present. If the support person or student fails to comply with the limitations below, the hearing officer may dismiss the support person, or reschedule the hearing.

The following are limitations:

- A support person may not have any additional role, such as a witness, in the Administrative Hearing Process. The support person may not directly address the hearing officer and may only speak with the student participating in the process.
- Each student is only allowed one support person during the Administrative Hearing unless otherwise approved.
- Only reasonable requests to change proposed meetings to accommodate a support person's schedule will be considered.
- A party may ask any person, including another member of the Wentworth community, to serve as a support person. No member of the University community is required to accept a request to serve as a support person.

Requests to have more than one support person will be considered on a case-by-case basis, and the final decision is the sole discretion of the Director for Student Conduct & Restorative Practices, or designee.

Notification to Hearing Officer of Hearing Support Person: The Hearing Officer must be notified in writing a minimum of one full business day prior to the hearing date who will be serving as the support person.

Section 7: Disability Accommodations

Students with disabilities may request accommodation through [Student Accessibility Services](#). It is the individual's responsibility, and not that of the university official, to request accommodation. Administrative Hearings may be rescheduled if additional time is needed to provide accommodation per the student's request.

Part 5. Interim Administrative Action

In cases where the Dean of Students office, the Office of Housing and Residential Education, or designee believes, based upon the information available, that a student has engaged in a serious violation of *The Student Code of Conduct* and/or federal, state, or local law, the Dean of Students office, Office of Housing and Residential Education, or designee may impose an interim restriction. Interim restrictions become effective immediately without prior notice and remain in effect until after the hearing and appeal process is completed. Students who have been assigned an interim administrative action must comply with the action(s) and directive(s) of university officials.

Interim restrictions may include suspension from the University or residence area, relocation of residence, restriction to designated campus areas or other campus facilities by time or location, restriction of communication with individuals or groups, or the requirement to obtain advance authorization to engage in a specified activity.

Violations of interim restrictions may result in suspension or expulsion from the University.

Section 1: Interim Administrative Action Appeals

A student assigned an interim action and intending to participate in the conduct process may file a written appeal within three business days of the notification of interim administrative action. Students are expected to comply with interim actions pending the notification of the appeal decision. Written appeals not filed on time will be dismissed. An individual is allowed only one interim action appeal per administrative process.

Appeals for interim administrative actions will be heard by the Vice President for Student Affairs (VPSA), or designee.

The VPSA, or designee, may speak to the office that assigned the interim administrative action and the appealing party to review all relevant information and seek additional information as necessary.

The VPSA, or designee, may uphold or alter the interim action. Alterations to the interim administrative action may include a change (reduction, increase, or dismissal) to the interim administrative action taken. The decision made in the interim administration action appeal process is final, pending the conclusion of the Administrative Meeting process.

Part 6. Maintenance and Review of Student Conduct Files

Student conduct files are maintained separately from any other academic or official file at the university by the Dean of Students Office. Generally, information from files is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Please refer to the federal Family Educational Rights and Privacy Act of 1974, as amended.

A student's conduct file, including related documents, will be kept for seven (7) years from the date of the last incident. This may include electronic and hard copy files. The student conduct file of an expelled student shall be retained indefinitely.

The Director for Student Conduct & Restorative Practices, or designee, has the final authority regarding the inspection, review, or release of any conduct file.

Part 7. Interpretation and Revision

Any questions of interpretation regarding *The Student Code of Conduct* shall be referred to the Director for Student Conduct & Restorative Practices, or designee, for determination. The determination of the Director for Student Conduct & Restorative Practices, or designee, is final.

The Student Code of Conduct shall be reviewed annually, with a full review every three (3) years under the direction of the Vice President of Student Affairs and the Dean of Students. The Student Code of Conduct was last reviewed and finalized during the Summer Semester of 2024. The next full review will take place in the Summer Semester of 2027. Minor changes/updates to *The Student Code of Conduct* may be made at any time and will be published for members of the community to view. Students are responsible for actively reviewing expectations outlined in *The Student Code of Conduct*.