



Westcliff University

Student Code of Conduct

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Westcliff University

Student Code of Conduct

Overview

Westcliff University Mission & Vision

Mission Statement

Westcliff University's institutional mission is to educate, inspire, and empower students from around the world to acquire the competencies to excel personally and professionally through practical, innovative, high-quality distance and campus programs.

Vision Statement

Westcliff University aspires to become recognized for its student-centered education preparing, inspiring, and enabling students to succeed in a quickly changing world. We envision becoming a well-respected and innovative educational institution both in the United States and abroad reflecting not only the nature of our academics but also the respected actions of our students in their professional and personal lives.

Introduction

Each and every student is expected to exemplify proper conduct. All students are expected to adhere to the University Policies laid forth in the [Student Handbook - Catalog](#).

The administration of Westcliff University reserves the authority to take appropriate action or administrative disciplinary measures if this Code of Conduct is not adhered to. Threatening, endangering, and/or [discriminatory student behavior](#), physical abuse, [sexual misconduct](#), [domestic violence](#), verbal abuse, threats of any nature, intimidation, [harassment](#), hostility, offensive, abusive, demeaning, coercive, [bullying](#), stalking and/or other conduct which threatens or endangers the health or safety of any person, including students, faculty, staff, and administrators is strictly prohibited. Additionally, any unwelcome verbal, physical, or other (including all electronic mediums) misconduct which violates the University's policies on

non-discrimination, harassment, [alcohol, and drugs](#), or the Code of Conduct is strictly prohibited.

Any violation of policies and procedures may result in disciplinary action, suspension or [Non-Academic Dismissal](#), and will be permanently recorded on the student's record. Any suspended or dismissed student shall be given the right to appeal the administrative decision.

Applicability

The Code of Conduct, as herein described, is applicable to any and all University community members within legal boundaries. Students attending Westcliff University either on-campus or online are subject to this Code of Conduct.

Students attending an International Partner Institution (IPI) will be held to the same standards as students attending Westcliff University directly. Should the IPI's Code of Conduct contradict this Code of Conduct, the University will defer to the legal boundaries within that nation.

Rights of University Community Members

All members of the University community are entitled to certain rights and are responsible for their own conduct. These rights and responsibilities include:

1. Obligations to respect the freedom to teach, learn, conduct research, and publish findings in the spirit of free inquiry. Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom.
2. The obligation not to interfere with the freedom of members of the University to pursue normal academic and administrative activities.
3. The obligation not to infringe upon the right of all members of the campus to privacy and in the keeping of personal papers, confidential records, and effects, subject only to the general law and University regulations.
4. The obligation not to interfere with the right to hear and study unpopular and controversial views on intellectual and public issues.
5. Right to identify oneself as a member of the University community and a concurrent obligation not to speak or act on behalf of the institution without authorization.
6. Right to recourse if another member of the University community is negligent or irresponsible in the performance of his/her responsibilities, or if another member of the campus represents the work of others as his/her own.

7. Right to be heard and considered at appropriate levels of the decision-making process about basic policy matters of direct concern.
8. Members of the University community who have a continuing association with the institution have an especially strong obligation to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.

Definitions

Student - means an individual for whom the University maintains student records and who: (a) is enrolled in or registered with an academic program of the University; (b) has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or (c) is on approved educational leave or other approved leave status.

Faculty - is defined as any individual(s) employed by the University as a professor or instructor for an academic program.

A **University official** - is any campus safety officer, faculty, staff or administration member working in the capacity of their title and job description.

Campus - means any Westcliff University owned or operated facility, including the Irvine and Cerritos locations. This includes any location that is associated with Irvine University (IU) or Hancock International College (HIC).

Property - means any University-owned, University-operated or University-leased property, including all University grounds and structures or such other property as shall be designated by a campus as property subject to these policies. This includes all University vehicles, furnishings, and athletics equipment.

Disciplinary Action

Students accused of misconduct may be subject to disciplinary action. Disciplinary action may include immediate suspension, dismissal, removal from campus or other University property, and criminal charges.

Depending on the severity of the violation, disciplinary action may take effect immediately or may be delayed.

Students have the right to a disciplinary hearing, which may include an investigation into allegations of misconduct. A full description of the reporting process, investigative & disciplinary procedures, and appeal/grievance procedures may be found in the [Procedures](#) section of this document.

Non-Discrimination Policy Statement

The University does not unlawfully discriminate in its admissions or educational policies on the basis of race, age, color, religion, disability, sexual orientation, gender, or national and ethnic origin.

Admission to the University is limited to individuals with convictions, goals, and objectives consistent with the statement of faith and the mission of the University.

Each College reserves the right to refuse admission to any applicant or to dismiss any student at its own discretion when any such applicant or student manifests character or conduct that is adverse to the University's or to the College's statement of mission, purpose, and objectives.

Study at the University requires a high-level of proficiency in the English language. Students from non-English speaking countries must demonstrate their proficiency as part of the admissions process.

Students are encouraged to review the [Diversity Policies and Procedures](#) for more information on WU's commitment to creating an environment with a high level of educational excellence that welcomes and promotes both equity and diversity.

Policies

General Student Conduct

Academic Integrity Policy

The University will not tolerate any form of academic misconduct, such as cheating, fabrication, plagiarism, and or multiple submissions. Any student found to be committing academic misconduct will be subject to disciplinary action.

Cheating

Cheating, includes but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; the alteration of any answers on a graded document before submitting it for re-grading; or the failure to observe the expressed procedures or instructions of an academic exercise (i.e., examination instructions regarding alternate seating or conversation during an exam).

Fabrication

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise, including fabrication or falsification of research.

Fabrication of Research - is making up data or results and recording or reporting them.

Falsification of Research - is manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Plagiarism

Plagiarism is the deliberate use of written work or, copying of written work of any length without giving full credit to the *original author* for their contribution with a proper citation. This includes work that has been published in books, in journals and magazines, and on the Internet; as well as, work that has not yet been published.

Considered highly unethical, plagiarism is a direct violation of University policy, fraud, and is against U.S. copyright law. It is important to understand that plagiarism is a breach of academic integrity – a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another’s work as your own is not only poor scholarship but, also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for the student’s future career; it also undermines the standards of the institution and of the degrees it issues. If a student is determined by the Faculty, Program Chair, Dean of their College, or Director of Student Services to have committed plagiarism at Westcliff University, the student will undergo the following disciplinary action:

1. If there is any indication of plagiarism by a student, the faculty will review the materials and submit to an evaluation platform such as TurnItIn for verification.
2. If the verification of plagiarism is confirmed, the faculty will allocate a grade of zero for the student.
3. The faculty member will then meet with the student and review the offense.
4. Faculty may allow the student to redo the assignment; however, will allocate a grade that the faculty feels is justified. Points may be deducted from the assignment at the faculty's discretion.
5. If the student submits another assignment that is plagiarized, the faculty will forward this information to the Dean of the College and the student information will be sent to the Director of Student Services. The Director of Student Services will then forward this information to the Conduct Board.
6. The Conduct Board will review all the materials, interview the student and depending on the final decision, the student may be academically suspended or dismissed from the University.
7. The length of suspension depends largely on the severity of the student's actions.
8. The student will receive a letter from the Director of Student Services outlining the final decision and corrective process recommended by the Conduct Board.
9. A letter will be sent registered mail to the student and a copy kept in the student's file. Westcliff University takes plagiarism very seriously and we offer resources on how to avoid it. If students have any questions regarding plagiarism, they should see the Dean of their College.

Multiple Submissions

It is important to note that it is possible to plagiarize yourself. If you reuse ideas, phrases, or resubmit any prior work, whether it was at Westcliff University or any other academic institution, without citing prior work, you have plagiarized. Many academic honesty policies prohibit the reuse of one's prior work, even with a citation. If you want to reuse your work, consult with your instructor.

Aggressive or Disruptive Behavior

Disorderly conduct of aggravated degree, incitement, enticement, verbal abuse, or lewd, indecent, obscene, or racist conduct or expression on University owned or controlled property or at University-sponsored or supervised functions is prohibited.

Aggressive Behavior

Aggressive behavior is prohibited. Any person who acts in an aggressive manner toward another student, staff members, faculty member, or administration will be removed from the campus. Physical altercations will not be tolerated.

Disruptive Behavior

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the University or of the University or its buildings, equipment or facilities. Any form of expression that interferes with such activities and operations or invades the rights of persons is prohibited.

Noncompliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program or with the ability of others to profit from the class or program.

To remain in the vicinity of activity that is disrupting normal University functions when requested to leave by a University official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

Alcohol & Drugs Policy

This policy is applicable to the entire University community, including faculty, staff, students and visitors.

Drug Abuse Prevention

The University is committed to creating and maintaining a healthful environment for all members of the community at all locations. Student use of alcoholic beverages and smoking of any material is prohibited in all University facilities, including at any University-associated residential facilities, and any University-owned vehicles. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Students are encouraged to seek help if they are abusing alcohol and/or illicit drugs. The University will provide appropriate resources and referrals for any students seeking substance abuse treatment.

Prohibition of Illicit Drug Use

The University must adhere to a Code of Conduct which recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use or distribution of alcohol and illicit drugs on University property or as part of any University activity is absolutely prohibited.

Prohibited actions include:

1. Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.
2. Student possession, use, or distribution of beer, wine, or intoxicating liquor.

Federal Financial Aid Penalties for Drug Violations

According to the Higher Education Act (HEA), students convicted for a drug offense that occurred during a period of enrollment while they were receiving federal financial aid may lose eligibility for federal aid. Federal aid includes Federal Pell and FSEOG Grants, Federal Work-study, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS Loans, Graduate PLUS Loans, and other financial assistance.

Convictions During Enrollment

Federal regulations require an enrolled student convicted of a drug offense after receiving federal financial aid to notify Student Financial Services immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. The Westcliff Financial Aid Office staff will work with the student regarding all of the available options.

Institutional Sanctions for Alcohol and Drug Violations

Any member of the Westcliff University community found consuming or selling illegal drugs on University property shall be subject to discipline on a case-by-case basis.

Amnesty Policy

The health and safety of all University community members are of the highest priority to Westcliff University, especially in any cases of intoxication, alcohol poisoning, an overdose, or adverse reaction to drugs. Individuals are encouraged to call for medical assistance for themselves or others who may be in danger. No student seeking medical treatment for alcohol or drug use will be subject to University disciplinary action for the sole violation of using alcohol or other drugs so long as the student completes all additional recommendations and meets restrictions made by the University. This policy extends to any student seeking help for another student.

1. When there is a question of sexual abuse or assault in a situation involving alcohol or drugs, the student who was sexually abused or assaulted, or a student that intervenes to prevent a sexual assault or otherwise assists a victim or potential victim of sexual assault, will not be subject to discipline under the University's alcohol and drug policies.

Animals on Campus

Animals not considered a service animal or support animal are prohibited on campus. All service or support animals must be accompanied by their owner at all times.

Service Animals

A **service animal** means any animal (typically, a dog) that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Support Animals

A **support animal** is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals are not required to be trained to perform work or tasks, and they include species other than dogs.

Felony Conduct Policy

Conduct not herein specifically listed which is classified as a felony under the provisions of the California Revised Code or Federal Statutes may be grounds for dismissal.

Anti-Bullying/Hazing Policy

The University does not tolerate any form of bullying or hazing whether on campus, off-campus, or online.

Bullying

Bullying is aggressive and hostile acts (both verbal and physical) of an individual or group of individuals intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals, and is a violation of this Code of Conduct.

Cyberbullying or **cyber-harassment** is a form of bullying or harassment using electronic means. This includes the use of e-mail, social media platforms (such as: Facebook, Instagram, Twitter, Snapchat, etc.), text messages, direct messages, video messages, or other virtual platforms (i.e., YouTube, Vimeo, Zoom, Skype, etc.).

Hazing

Hazing is an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this Code of Conduct.

Hazing includes, but is not limited to:

1. All forms of physical activity deemed dangerous or harmful;
2. The application of foreign substances to the body;
3. Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community;
4. Depriving students of sleep;
5. Not providing decent and edible foods;
6. Depriving students' means of maintaining personal hygiene;
7. Forcing, coercing, pressuring, or requiring students to consume alcohol or foreign or unusual amounts of substances;
8. Nudity or forcing students to dress in a degrading manner.

Psychological hazing, which is any act likely to compromise the dignity of a student, cause embarrassment or shame to a student, cause a student to be the object of ridicule or malicious amusement, or inflict psychological or emotional harm is also prohibited.

Dress Code

The University's goal is to prepare its students to be professionals. As such, the University encourages its students to dress appropriately and professionally in order to present a professional image, while not infringing on the students' right to self-expression. The University also has an obligation to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. The policy states that the following standards must be adhered to by all members of the campus community.

1. Dress that is neat, modest and casual is the minimum requirement at all times.
2. Hats, caps, do-rags, and other headgear must be removed when in classrooms and offices. This excludes headgear worn for religious reasons (i.e., kappah).
3. Baggy pants or sloppy dress will not be permitted at any time.
4. Clothing that is provocative or contains obscene messages will not be permitted.

Students, faculty, or staff who come to campus or attend class either virtually or in person while in violation of the University's Dress Code will have the option of correcting the violation or being asked to leave. Any class-time missed for inappropriate dress will be considered unexcused. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

Fraud/Lying

Students will not lie, commit fraud, or otherwise behave in an untruthful manner. Fraud and lying are considered violations of the Student Code of Conduct and will be noted in a student's record. Providing false information or intentionally omitting relevant information from an investigation or hearing will not be tolerated.

Defamation of the University is prohibited and will not be tolerated. This includes fraudulently damaging the reputation of Westcliff University by means of printed material, and all electronic platforms (i.e., e-mail, social media platforms, text messages, direct messages, video messages, or other virtual platforms).

Gambling

Gambling will not be tolerated on campus, in housing, or at off-campus events. Gambling inherently involves the wagering of money or something of value.

Harm to Person(s)/Threats

Any actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Physical alterations between University community members will not be tolerated.

Conduct that threatens to cause harm to persons or creates hazardous conditions for persons is also prohibited. Verbally or physically threatening harm to any person is strictly prohibited.

Interference/Obstruction of the Conduct Process

Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:

1. Failing to participate in a hearing or investigation;
2. Colluding with or intimidating witnesses;
3. Providing false information or intentionally omitting relevant information from an investigation or hearing.

Misuse of Documents & Student Identification

Alteration, forgery, or misuse of University documents, or records, or furnishing false information to the University with intent to deceive is prohibited.

Lending a University Student ID card to anyone for reasons not authorized by the University, failing to present a Student ID card when requested by a University official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may result in disciplinary action.

Misuse of University Property

Violation of published University policies, rules, and regulations concerning the use of the University facilities or property is prohibited. This includes regulations concerning the time,

place, and manner of meetings and demonstrations on University owned or controlled property or at a University event off campus.

All University-provided furniture must remain in its assigned unit or space at all times. The relocation of University furniture to or from classrooms, common areas, patios, residence properties/rooms or apartments, storage rooms, or anywhere outside of the buildings is prohibited.

Damage to University Property

Malicious destruction, damage, or theft of personal or University property, including incidents of arson, vandalism, larceny, burglary, breaking and entering robbery, or embezzlement is prohibited.

Unauthorized Use or Sale of University Materials

Except as provided herein, no student will give, sell, or otherwise distribute to others or publish any recording made during any course presentation without the written consent of the University and the instructor/presenter. This policy is applicable to any recording in any medium, including handwritten or typed notes.

Any distribution of a recording of a course presentation at WU that captures the actual sounds and/or images of that course presentation, in any medium, must consider not only the rights of the instructor and the University, but also those of other parties. Examples include the privacy rights of students enrolled in the course, the rights of guest lecturers, and the copyright interests in materials authored by others that are displayed or presented during the course presentation. In addition to the consent of the University and the instructor/presenter, it may be necessary to secure permission from these other parties before any recording, distribution, publication, or communication is legally permitted.

Selling Academic Materials

Selling, preparing, or distributing for any commercial purpose academic materials including but not limited to written, video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of academic materials including but not limited to recordings by a student is a violation of the WU Student Code of Conduct whether or not it was the student or someone else who prepared the materials. This policy is applicable to any recording in any medium, including handwritten or typed notes.

Copying Course Notes

Copying for any commercial purpose handouts, readers, or other course materials provided by an instructor as part of a Westcliff University course unless authorized by the University in advance and explicitly permitted by the course instructor and the copyright holder in writing (if the instructor is not the copyright holder).

Students currently enrolled in a course may provide a copy of their own notes or recordings to other currently enrolled students for non-commercial purposes reasonably arising from participation in the course, including individual or group study.

Commencement Tickets

Sale of commencement tickets, not by a University official, is prohibited.

Noncompliance with a University official or Public Official

Refusal to comply with the lawful directions of University officials or Public Officials acting in the performance of their duties will not be tolerated. Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University and Public officials in the performance of their duties.

Failure to comply with a request to meet and/or a directive of a University official (i.e., Campus Safety Officers, Staff members, Directors, Deans, Provost, President, and/or Athletics staff) or Public Official (i.e. Police Officer) may result in a charge for noncompliance with a University official and possible further charges. Failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing may also be considered noncompliance with a University official.

Non-Harassment Policy

It is the policy of the University to maintain an academic and employment environment free of harassment.

Harassment by a faculty member, employee, or student is a violation of this policy and is prohibited. Westcliff University is committed to upholding all Federal and State laws regarding the provision of a healthy academic and employment environment which is free of harassment.

Harassment covers a wide range of aggressive and offensive behaviors. Per United States of America regulations, **harassment** is any repeated or continuing unconsented contact that serves

no useful purpose beyond creating alarm, annoyance, or emotional distress. For purposes of this policy, harassment includes, but is not limited to: threatening, persistent, or aggressive verbal or physical actions and discrimination on the basis of race, color, religion, national origin, and sex. Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature are strictly prohibited.

These may also include:

1. Action(s) or statement(s) that threaten harm or intimidate a person;
2. Stalking—a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear, which includes following them;
3. Voyeurism—peeping, or the practice of watching others with or without their knowledge and consent;
4. Bullying and cyberbullying—repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Indecent Exposure

Any form of indecent exposure, which includes the intentional, deliberate and public exposing one's intimate body parts, public urination or defecation, and public sexual acts, is prohibited.

Retaliation

Westcliff University does not tolerate any acts of retaliation from or against any University community member. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment or discrimination, supporting a complainant or for assisting in providing information relevant to a claim of harassment or discrimination is a serious violation of University policy and will be treated as an instance of harassment or discrimination.

Acts of alleged retaliation should be reported immediately to the Director of Student Services and will be promptly investigated. Westcliff University is committed to the safety of our students and all University community members. The University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

Safety Equipment

Safety equipment located on University campuses are in place for the protection of all persons who may come in contact with University facilities, students, faculty, administration, or staff. Tampering with or misuse of fire alarms, fire-fighting equipment, and/or security equipment of any kind is a violation of the Code of Conduct and will not be tolerated. Violation of this policy may result in disciplinary action.

The use of safety equipment within a class setting is mandatory. Faculty members not using appropriate safety equipment and/or requiring students to appropriately use safety equipment may be subject to disciplinary actions.

Sexual Misconduct & Title IX Policy

Title IX of the Education Amendments of 1972 **prohibits discrimination based on sex** in education programs and activities that receive federal financial assistance. All federal agencies that provide grants of assistance are required to enforce *Title IX*. The U.S. Department of Education gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs.

Examples of the types of discrimination that are covered under *Title IX* include sexual harassment; the failure to provide equal opportunity in athletics; discrimination in a school's science, technology, engineering, and math (STEM) courses and programs; and discrimination based on pregnancy. A fuller list of *Title IX* issues OCR addresses appears [here](#). The *Title IX* regulation is enforced by OCR and is in the Code of Federal Regulations at [34 CFR Part 106](#).

Issue areas include: [Sex-based Harassment \(including Sexual Harassment, Sexual Violence and Gender-based Harassment\)](#), [Harassment and Bullying](#), [Pregnant or Parenting Students](#), [Athletic Opportunities and Benefits](#), and [Retaliation](#).

Sexual Misconduct under Title IX

Title IX requires schools to take steps to prevent and remedy two forms of sex-based harassment: sexual harassment (including sexual violence) and gender-based harassment. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Under *Title IX*, and as a part of the Student Code of Conduct, Westcliff University (WU) does not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, sexual exploitation, and domestic violence offenses. These acts are also against California State Law. California State Law considers sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation.

All students, faculty, and staff, as well as members of the public participating in University activities, have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

If there is reason to believe that WU campus regulations prohibiting sexual misconduct in any form have been violated, on campus, off campus, in person, and/or online, the administration will pursue disciplinary action through the appropriate University procedures. This includes any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the University's control (i.e., not on University networks, websites or between University email accounts). Regardless of where the violation occurred, the University discipline process will be conducted consistently, in the same manner. WU complies with its obligation to investigate and resolve reports of all forms of sexual misconduct regardless of whether or not a formal complaint is filed, in order to maintain a non-discriminatory and respectful educational environment.

Definitions of Sexual Misconduct & Prohibited Behaviors

Sex-based harassment can be carried out by school employees, other students, and third parties. *Title IX* protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex. Any student can experience sex-based harassment and sexual violence: from elementary to professional school students; male and female students; straight, gay, lesbian, bisexual and transgender students (LGBTQ); part-time and full-time students; students with and without disabilities; students of different races and national origins (regardless of immigration or citizenship status); and students of all ages.

Sexual harassment – is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual violence – is a form of sexual harassment. Sexual violence, as the U.S. Department of Education’s Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Gender-based harassment – is unwelcome conduct based on a student’s sex, harassing conduct based on a student’s failure to conform to sex stereotypes.

Sexual assault – is any type of sexual contact or behavior that occurs without the consent of the recipient. Falling under the definition of sexual assault is any sexual activity such as forced sexual intercourse, sodomy, molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Rape – is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

1. Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.
2. Where it is accomplished against a person’s will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
3. Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
4. Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the victim meets any one of the following conditions:
 - 4.1. Was unconscious or asleep.
 - 4.2. Was not aware, knowing, perceiving, or cognizant that the act occurred.
 - 4.3. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraud in fact.
 - 4.4. Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator’s fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

5. Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
6. Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.
7. Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.

Fondling – is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – is sexual intercourse with a person who is under the statutory age of consent.

Sexual battery – is any type of contact to an intimate part of the recipient, that occurs without the consent of the recipient, for the purpose of sexual arousal, sexual gratification, or sexual abuse.

1. Specifically, when the recipient is unlawfully restrained by the accused or an accomplice;
2. is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, or;
3. is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose.
4. Sexual battery also occurs when a person causes another, against that person's will while that person is unlawfully restrained either by the accused, or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person.

Domestic Violence – is a pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.

1. A felony or misdemeanor crime of violence committed—
 - 1.1. By a current or former spouse or intimate partner of the victim;
 - 1.2. By a person with whom the victim shares a child in common;
 - 1.3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - 1.4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - 1.5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Intimate Partner Violence – describes physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner. An intimate partner is a person with whom one has a close personal relationship that can be characterized by any of the following:

1. Emotional connectedness
2. Regular contact
3. Ongoing physical contact and/or sexual behavior
4. Identity as a couple
5. Familiarity with and knowledge about each other’s lives

Dating Violence – is violence and abuse committed by a person to exert power and control over a current or former dating partner. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions and can include physical abuse, physiological and emotional abuse, and sexual abuse. It can also include “digital abuse”, the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate a victim.

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of

relationship, and the frequency of interaction between the persons involved in the relationship.

2. For the purposes of this definition—
 - 2.1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - 2.2. Dating violence does not include acts covered under the definition of domestic violence.

Stalking – is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is dangerous and can often cause severe and long-lasting emotional and psychological harm to victims. Stalking often escalates over time and can lead to domestic violence, sexual assault, and even homicide. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet.

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 1.1. Fear for the person’s safety or the safety of others; or
 - 1.2. Suffer substantial emotional distress.
2. For the purposes of this definition—
 - 2.1. *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - 2.2. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - 2.3. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

** Information regarding Title IX is taken from the U.S. Department of Education publications and associated websites. All definitions are taken from United States Federal law or State of California law.

Technology & Internet Use

General Provision

In support of Westcliff University's mission of academic excellence, the University provides access to computing, networking, and information systems for academic purposes and other University-related uses to WU's students, faculty, and staff.

For the benefit of those who comprise the Westcliff community, users must assume the responsibility of their possible use of privileges and not abuse them. All existing laws (Federal and State) and University regulations and policies apply. Laws and regulations are not limited to computer use only, but also apply to general student conduct policies.

Definitions and Examples of Misuse

The following list, while not all-encompassing, identifies unacceptable behavior that may be subject to discipline following laws and regulation and University policies:

1. Use of any University facilities in a manner that violates copyrights, patent protections, or license agreements. Specific examples of violations include unauthorized copying of software, downloading and using pirated software, systematically downloading or printing entire journal issues or volumes or large portions of electronic resources.
2. Use of any University facilities for personal gain or profit, or for any type of commercial use.
3. Attempts to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords. It also includes electronic eavesdropping on communications facilities.
4. Any violation of state law as described in the State of California Penal Code.
5. Any action that invades the privacy of individuals or entities that are the creators, authors, users, or subjects of information resources.
6. Using electronic mail, talk or other programs as pranks or in a threatening or harassing manner. This may include, but is not limited to, acts such as cyberbullying.
7. Misrepresenting in any manner, your identity, your account or a computer in an email or other electronic communication.
8. Sending chain letters, advertisements, or solicitations of any type.
9. Sending mass mailings to individuals who have not expressly agreed to be contacted in this manner.

10. Posting on electronic bulletin boards and social media platforms materials that violate existing laws or the University's Code of Conduct.
11. Using the campus network to gain unauthorized access to any computer systems.
12. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
13. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
14. Attempting to circumvent data protection schemes or uncover security loopholes.
15. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
16. Viewing material that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing sexual content and/or child pornography.

Consequences of Misuse

Wrongful use of computing, networking, and or information systems may result in loss of computer privileges. Misuse of a computing account may also require financial restitution to the University for funds expended and could result in University disciplinary action or civil or criminal action.

Users may be held accountable for their conduct under any applicable University or campus policies, procedures, or collective bargaining agreements. Any actions which deter other users from doing their work or which would otherwise be deemed malicious by the University will result in the loss of access to the system and possible University disciplinary action or civil or criminal action. Unauthorized use of computing resources and use for personal gain constitute theft under California law and will be prosecuted by the University.

Complaints alleging misuse of resources will be directed to those responsible for taking appropriate disciplinary action.

Theft

Theft of personal or University property, including incidents of burglary, robbery, or embezzlement is prohibited. Westcliff University is committed to upholding all Federal and State laws relating to theft, burglary, and robbery.

Violation of the policy on theft will result in the contact of local police officers and may result in further disciplinary action by the University.

Unauthorized Presence or Use of University Facilities

Unauthorized entry into, presence in, or use of University facilities equipment or property that has not been reserved or accessed through appropriate University officials is prohibited.

Unauthorized entry into facilities, offices, maintenance closets, etc. is prohibited.

Students and guests are prohibited from entering University buildings during break time without authorization. Students are not to access known restricted areas including, but not limited to, emergency exit doors, fire escape doors, attic/roof access doors, ledges, fire escapes, attic spaces, rooftops, construction areas, etc.

Trespassing and utilizing any private property including, but not limited to, a recreation facility not owned by the University is illegal and prohibited.

Weapons/Explosives

Possession or use of firearms, air guns, knives, explosive devices, or materials of any description, or deadly weapons, in violation of civil laws and ordinances is prohibited. University community members will not bring weapons of any nature onto University property, Von Karman Creative Campus (VKCC) property, or Premier Business Centers property; this includes parking lots and vehicles.

Residential Student Conduct Policies

All students in a residential facility associated with Westcliff University shall abide by University policies and all local, state, and federal laws. If the resident is responsible for disruptive or dangerous behavior or violations of University policies including, but not limited to, drug and alcohol use and abuse, harassment, noise, violence and other inappropriate behaviors toward other tenants or neighbors; then the resident will be subject to sanctioning that may include involuntary relocation and/or termination of the rental lease agreement.

Students in violation of the Student Code of Conduct within one of the University residential facilities may be subject to housing relocation or the revocation of their lease agreement. Housing Relocation is immediate removal from a specific residence within University associated housing and reassignment to another property/room.

In addition to the policies listed herein, students in University associated residential facilities will also abide by the following Student Conduct policies.

Business Activities

Students will not conduct business or commercial activities on the premises.

Noise Limitations

Residents shall not exceed any noise limitations placed by the residential facility or included in the rental lease agreement.

Procedures

Reporting

Westcliff University and your Student Services Department take complaints of misconduct very seriously. Any violation of the Code of Conduct will be documented and reviewed appropriately. If deemed necessary, disciplinary action will be taken.

Reporting Another Student

If you need to make a complaint regarding another student, please contact your Student Services Advisor immediately and they will be able to provide you with the Misconduct Report.

Once a complaint has been lodged against a student or faculty member, via the Misconduct Report, the matter will be documented and reviewed by the Director of Student Services and the Student Conduct Committee. The Student Conduct Committee will conduct an investigation and a hearing will be held if further disciplinary action is deemed necessary, the issue will be presented to a Conduct Board.

Reporting A Faculty Member

If you need to make a complaint regarding a faculty member, please contact your Student Services Advisor immediately and they will be able to provide you with the Misconduct Report.

Once a complaint has been lodged against a student or faculty member, via the Misconduct Report, the matter will be documented and reviewed by the Director of Programming. The Director of Student Services, the Director of Programming, and the Student Conduct Committee

will conduct an investigation. A hearing will be held if further disciplinary action is deemed necessary, the issue will be presented to a Conduct Board made up of the Department of Human Resources, the Program Chairs, and the Deans of the College.

Reporting A Staff Member

If you need to make a complaint regarding a staff member, please contact a Student Services Advisor immediately and they will be able to provide you with the Misconduct Report.

Once a complaint has been lodged against a staff member, via the Misconduct Report, the matter will be documented and reviewed by the Director of Student Services, the Student Conduct Committee, and the Human Resources Department. The Student Conduct Committee will conduct an investigation and a hearing will be held if further disciplinary action is deemed necessary, the issue will be presented to a Conduct Board.

Reporting University Administration/Management

If you need to make a complaint regarding a member of the University Administration/Management, please contact your Student Services Advisor immediately and they will be able to provide you with the Misconduct Report.

Once a complaint has been lodged against a member of the University Administration/Management, via the Misconduct Report, the matter will be documented and reviewed by the Student Conduct Committee. The Student Conduct Committee, the Human Resources Department, and the President of the University will conduct an investigation and a hearing will be held if further disciplinary action is deemed necessary.

State Contact for Student Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE), the Distance Education Accrediting Commission (DEAC), or with the Accrediting Commission for Schools of the Western Association of Schools and Colleges (ACS WASC). BPPE can be contacted by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's website www.bppe.ca.gov. DEAC can be contacted by phone at (202) 234-5100, or by emailing them at info@deac.org. The complaint procedures and a complaint form for the ACS WASC can be found on their website at <https://www.acswasc.org/contact/acs-wasc-complaints/>.

Investigations

Non-Academic Dismissal Policy

The purpose of this policy is to inform students of their responsibilities and expected conduct when interacting with other students, mentors or staff of the University in non-academic situations or activities.

Violation of any part of the Student Code of Conduct may result in the immediate dismissal of a student. The offenses on the part of a student, when committed on University owned or controlled property or against such property, or a University event off campus, or when the offense is against a fellow student or other member of the University family or it's invited guests, are considered to be of a nature, depending on the circumstances of the particular case, as to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal.

Students found in violation of any policies herein described will be considered for dismissal from the University. Students under consideration for dismissal will be notified in writing of the time, date, and location where they may be heard by and present information to the decision-making body. The student will be notified of the decision and, if dismissed, of their right to appeal the decision.

Students may appeal dismissal in accordance with the appeals process found in the [Grievance Procedures](#).

Misconduct Procedures

Step 1. Notification

The University encourages all students, faculty, and staff to notify a Student Services Advisor (the Director of Student Services, or the Human Resources Department -- as most comfortable) of any violation of the Student Code of Conduct immediately upon experiencing or learning of the misconduct, and complete a Misconduct Report. Delayed notification may affect the timeframe in which a violation is investigated but, is encouraged nonetheless.

Step 2. Response

The person(s) who receive such notification from a student, faculty, or staff member as described in Step 1, will respond within fifteen (15) business days of notification.

Step 3. Investigation

Upon receipt of a report/allegation of a violation of the Student Code of Conduct or a University policy, the appropriate administrator(s) or individual(s) designated by the Conduct Officer will conduct a preliminary investigation to determine whether there are sufficient grounds to believe that a violation of the Code of Conduct occurred. Interim actions/restrictions (see Interim Actions section) *may* be imposed at this time.

He/she will investigate the circumstances and facts of the report and determine the identity of the individuals with knowledge concerning the matter. This investigation may include discussion with faculty, staff or students. Based on the information gathered through the disciplinary process a student may be charged with additional University policy violations than stated in the initial notification letter.

In all cases, the University will seek to have all cases reach a resolution within sixty (60) business days of notice of the allegation, barring exigent circumstances. If exigent circumstances exist, the Conduct Officer or designee will provide notice to the respondent and the reporting party (if appropriate) of any delays or extensions.

****The University may undertake a short delay (to allow for evidence collection) when criminal charges (on the basis of the same behaviors that initiated the process) are being investigated.**

Step 4. Notification of Allegations/Disciplinary Hearing

If, as a result of the investigation, the appropriate administrator(s) or designated staff member(s) determines that disciplinary action should be initiated, the student will receive proper notice of a disciplinary hearing sufficiently in advance to afford the student a reasonable opportunity to prepare a response. Notice will be sent via the student's Westcliff University email and/or hand delivered. It is the student's responsibility to check their Westcliff University email daily.

Notice will include the following:

1. Specific alleged violations of policy(s); and
2. If immediate disciplinary action is being enacted; and
3. The place and time of the hearing, or a request that the student arranges a time within a specified time period.

Step 5. Disciplinary Hearing

A disciplinary hearing conducted by the Conduct Board is the most common way a student conduct case is adjudicated. The investigator may be the same individual that conducts the preliminary investigation, if necessary, and will generally not be the same individual that conducts the disciplinary hearing.

During the hearing, the student has the right to hear and present information related to the disciplinary process and the allegations against him or her. The Conduct Officer and/or investigator will make a finding of responsibility and assign sanctions, if necessary.

Interim Actions & Alternative Sanctions

Interim Actions

The University may take interim actions as necessary to protect the University community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of substantial disruption to the normal operations of the University. In all cases, the subject of the interim action will be given an opportunity to be heard by the Conduct Officer or designee on the necessity of the restriction within three (3) business days of the issuing of the restrictions.

Sanctions

The following University-wide disciplinary sanctions may be imposed upon students found responsible for a violation of the Student Code of Conduct. All sanctions may be imposed either singularly or in combination.

The purposes of imposing sanctions are twofold: one, to protect the University community from behavior which is detrimental to the community and/or the educational mission of the University; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations. Students are expected at all times to commit themselves to behaviors that fall within the Code of Conduct of the University and are consistent with the mission and values of the University. Other factors that may affect the sanctions are:

1. The nature, severity of, and circumstances surrounding the violation;
2. An individual's disciplinary history;
3. Previous complaints or allegations involving similar conduct;

4. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
5. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code;
6. The need to remedy the effects of the actions that were in violation of the Code on the victim and/or the community.

Restrictions/Loss of Privileges

The University may place limitations upon a student's University privileges for a period of time or place an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, a hold on student record disabling a student from enrolling in classes or receiving transcripts, denial of the right to represent the University in any way (especially in Athletics), denial of housing or parking privileges, required attendance at a workshop, or participation in public service.

Housing Relocation

Housing Relocation is immediate removal from a specific residence within University associated housing and reassignment to another property/room.

Any student removed from any specific property/room within University associated housing for disciplinary reasons must vacate that property/room within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residential facility from which they were removed without prior written permission by the Conduct Officer or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

Conduct Probation

A period of review and observation may be imposed during which a student is under an official notice that subsequent violations of University rules, regulations, or policies are likely to result in a more severe sanction including non-academic dismissal or expulsion from the University. While on Conduct Probation, a student may be considered to be "not in good standing" and may face specific limitations on his or her behavior and/or University privileges.

Restitutions/Fines

An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including, but not limited to, the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies,

or violations of the fire safety policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

Suspension

A University community member may be suspended from the University at any time. During a period of suspension, the individual may not return to campus or attend classes (neither on campus, nor online) without prior written permission by the Conduct Officer or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

Students attending Westcliff University through a student visa (F-1), may also risk the termination of their Student and Exchange Visitor Information System (SEVIS) Form I-20 record due to the period of suspension; hindering the student from full-time enrollment. If a student violates their status by no longer maintaining full-time enrollment, the student's Form I-20 will be terminated on SEVIS and he/she must leave the United States of America immediately to prevent accruing unlawful presence. Failure to comply with Student and Exchange Visitor Program (SEVP) regulations may result in further legal action by U.S. Immigration and Customs Enforcement beyond the jurisdiction of Westcliff University.

Non-Academic Dismissal

Non-academic Dismissal is dismissal from the University with the ability to apply for re-admittance.

Any student dismissed from the University for disciplinary reasons must vacate the campus within the period of time noted in the notice of dismissal (typically immediately). The student may not return to campus or University property without prior written permission by the Conduct Officer or designee. Failure to comply with this request will constitute criminal trespass.

Expulsion

Expulsion is dismissal from the University without the ability to apply for re-admittance.

Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or University property without prior written permission by the Conduct Officer or designee. Failure to comply with this request will constitute criminal trespass.

Withholding of Diploma & Revocation of Degree

The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Appeals/Grievance Procedures

In the event a University community member has a specific grievance, complaint or dispute regarding the decisions, judgments, or procedures promulgated by Westcliff University, that individual has the right pursue a resolution to the grievance, complaint or dispute through the formal appeals procedure described as follows:

Step 1. Notification

The individual may notify the relevant administrative staff member, faculty instructor, or administrator by certified or registered mail, return receipt requested, postmarked no later than fifteen (15) days after the alleged occurrence. In this correspondence, the individual is to state the basis for the grievance, the details associated therewith, and the remedy which the individual seeks.

Step 2. Response

The person who receives such a notification from an individual, as described in [Step 1](#), is to respond with a decision in writing within fifteen (15) business days after the receipt of the grievance, complaint or dispute.

Step 3. Appeal

If the remedy sought by the individual is denied in the response described in [Step 2](#), or if the relevant University representative does not respond within fifteen (15) business days after the notification has been received by the relevant University representative, the individual may appeal in writing. The appeal is to be sent by certified or registered mail, return receipt requested, directly to the Director of Student Services, or Provost, within an additional fifteen (15) day period.

Step 4. Appeal Review

The person receiving the appeal by the individual is to review the grievance, complaint or dispute and provide a decision within fifteen (15) business days of the receipt of the appeal from the individual. If the individual fails to submit the appeal in a timely manner as described in [Step 3](#), the individual must then accept the decision which was provided in the manner described in [Step 2](#).

Step 5. Final Decision

If the remedy sought is denied or if the relevant representative of the University does not respond within fifteen (15) business days after the [Step 3](#) appeal is duly submitted, the individual may appeal in writing, sent by certified or registered mail, directly to the President of the University, who will convene a Special Investigative Committee to investigate the matter and provide a decision within fifteen (15) business days of receipt of this appeal. The Committee's decision, under the auspices of the University's President, is to be final. However, failure of the individual to appeal in a timely manner as described herein indicates that the individual accepts the previous decision of the relevant University representative as being final, thereby closing the matter.

**This process does not apply to appeals of grades, academic probation, or academic dismissal. Students have the right to address academically related grievances per written documentation to the Program Chair of their College. If the Program Chair does not respond within fifteen (15) business days after submission of this grievance, the student may then submit the written grievance to the Academic Dean of their College.

Acknowledgement

Westcliff University provides online access to the Code of Conduct for all students and University community members. This Code of Conduct is a guide to all conduct-related policies, procedures, and general information so as to assist the student in understanding all aspects of Westcliff University.

I, the student identified below, hereby acknowledge that I have received and/or accessed this document as provided by Westcliff University.

I understand that I should consult my Student Services Advisor regarding any questions I might have that may not be answered or covered for fully explained in this Code of Conduct.

I understand that as the information and policies described herein are necessarily subject to change, I acknowledge that revisions to the Code of Conduct may occur. It is my understanding that all such changes are to be communicated through official notices, and I further understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that it is my responsibility to remain informed of updates or revisions to, and to comply with the policies contained in this Code of Conduct.

Student Name: _____
Student Signature: _____
Date of Signature: _____

**The above is a written acknowledgement by the student that he/she has accessed this document which has been made available by the University.