



2025-2026

Student Code of Conduct

Office of Community Standards

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INTRODUCTION

Clark University Mission

[Clark University's mission](#) is to educate undergraduate and graduate students to be imaginative and contributing citizens of the world and to advance the frontiers of knowledge and understanding through rigorous scholarship and creative effort.

General Students' Rights

Students' rights value both the individual and the community, providing for student support and protection. At the same time, for Clark University students to exercise these rights, they must act responsibly, in accordance with University policies and procedures — including the Student Code of Conduct — and with local, state, and federal laws.

Clark University students have the right to an environment conducive to the pursuit of their academic requirements and interests. Clark University students have the right to bring forward a complaint if they have a good-faith reason to believe it is more likely than not that the behavioral expectations outlined in the Student Code of Conduct have been violated.

Free Expression, Community Values, Protests, and Demonstrations

Clark University students have the right to express their ideas, thoughts, and opinions, both individually and in the manner of a forum or protest (consistent with the [Clark University Statement of Freedom of Expression and Community Values](#) and the [Protests and Demonstrations Policy](#)), without fear of censure or retribution from members of the Clark University community.

FERPA

Clark University students have the right [to review and inspect their education records](#), and limit access to them, as provided by the Federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Purpose of the Student Code of Conduct

The ability and freedom to teach, learn, and grow depend on having safe, respectful, and productive opportunities and conditions in classrooms, residence halls, other campus areas, and the broader academic community. Clark University students are expected to behave in ways that demonstrate their care, respect, and responsibility for the personal dignity, rights, and freedoms of all community members. They should also respect University property and the property of others. The University has established

policies, procedures, and expectations for student behavior to safeguard these conditions and maintain a supportive learning environment.

Adherence to the provisions of the Student Code of Conduct, hereinafter referred to as the “Code,” along with other University policies and laws outside the University, will ensure an environment of academic curiosity, personal growth, and accountability for all members of the Clark community.

Discipline and Eligibility for a University Degree

To be eligible to receive a degree from Clark University, in addition to meeting all academic requirements, a student's disciplinary record must be in good standing.

Clark may place a hold on the conferral of the degree, along with other student records, if any of the following exist on a student's disciplinary record:

- Pending disciplinary proceedings
- Pending appeals of a disciplinary proceeding or sanction
- Pending or active sanctions

Scope

The Student Code of Conduct and associated disciplinary processes apply to individual students as well as student groups and organizations (See section on Student Group or Organization Conduct Standards). This authority is delegated by the President of Clark University to the Dean of Students, with operational oversight carried out by the Office of Community Standards. The Code is an educational tool that supports community accountability and student development while ensuring fair and consistent responses to behavior that may disrupt the well-being of the campus community or violate University Policy. This process is distinct from, but may intersect with, other University procedures.

Family Notification

When appropriate, the University may contact a student's parent(s)/guardian(s)/emergency contact due to the student's alleged violation of the Student Code of Conduct. Students are encouraged to discuss any concerns with their parent(s)/guardian(s)/emergency contact.

Referral to and Cooperation with Law Enforcement

The University may refer violations of law to appropriate law enforcement agencies. Such referral does not preclude the University from taking action for the same violations pursuant to the conduct process defined in the Code.

The conduct process does not determine violations of law. The conduct process is an administrative disciplinary process that seeks to hold students accountable for adhering to the behavioral expectations outlined in the Code.

Subject to Change

This Code is subject to change. The University will review the Code annually to ensure it is up to date, applicable, and consistent with the University's mission. The Student Code of Conduct will be emailed to the Clark Community at the start of each academic year and updated on relevant web pages.

Student Conduct Rights

In all student conduct cases, students are asked to review their rights and are given the opportunity to ask questions about their rights and the conduct process.

Students alleged to have violated the Code (i.e., respondents) will be apprised of the allegations against them and be afforded the opportunity to participate in the student conduct process.

Respondents and complainants (if applicable) have the following rights:

- The right to meet with the Dean of Students or their designee to discuss the student conduct process.
 - The right to respond to the alleged violations against them (respondents only) and to rebut unfavorable inferences that might be drawn.
 - The right to provide evidence and identify witnesses who may have direct, personal knowledge of the incident or conduct in question.
 - The right to have an advisor: Advisors are permitted to accompany their advisees to any meetings or hearings; they cannot speak or advocate on behalf of their advisees, but may confer with the student privately before or during a meeting or hearing, or by requesting a break.
 - The right to express a concern that an OCS staff member, hearing officer (for Administrative Hearings), or member of the University Conduct Board (for UCB Hearings) assigned to their case has a bias or conflict of interest. If the Dean of Students or their designee substantiates such bias or conflict of interest, the Dean of Students or their designee will designate a replacement.
 - The right to be absent from a meeting or hearing without excuse. However, the case will still be heard in the student's absence, and a decision will be made based on the available evidence.
 - The right to request a hearing be delayed for up to five business days if a legitimate reason has been established, as determined by the Dean of Students or their designee in their sole discretion.
- Complainants only: The right to decline to appear as a witness or request to remain anonymous, with knowledge that such action could result in a finding of no responsibility due to lack of evidence.
 - The right to appeal if found responsible for violating the Code, as provided in the section entitled "Appeals Process" on page 13.
 - In cases involving harassment or discrimination, the complainant also has the right to appeal the outcome, as outlined in the "Appeals Process" section.

COMMUNITY STANDARDS

The following outlines expectations and policies of the Clark Community. Clark University holds students to a high standard of judgment and integrity; therefore, not all forms of misconduct can be anticipated or listed in this Code. Other misconduct or behavior including, without limitation, violations of published University policies, rules, regulations, or criminal statutes, may violate the Code, even if not specifically listed.

Abuse of Property

Abuse of property may include, but is not limited to, damaging, destroying, misappropriating, misusing, or improperly accessing (including unauthorized entry into) University buildings, grounds, equipment, computing resources, educational materials, or the personal belongings of others.

Alcohol

Clark University prohibits the use, sale, provision, and distribution of alcohol, except as permitted by law, on any University-owned property, at any University activity or activity offered by a —University-recognized student group or organization, or during any University-sponsored event or travel. This policy applies to any form of alcohol.

- **Underage persons:** A person under the legal drinking age may not possess, consume, be under the influence, or be in the presence of alcohol.
- **Drinking games:** Any activity or game that promotes or encourages the consumption of large amounts of alcohol is prohibited, including, but not limited to, activities such as beer pong, quarters, and flip cup.
- **Alcohol paraphernalia:** The possession of materials used in drinking games or activities that promote or encourage the consumption of large amounts of alcohol is prohibited, including, but not limited to, beer pong tables, beer funnels, and beer bongs. Paraphernalia may be confiscated by the University.

- **Underage possession:** The possession of alcohol by a person under the legal drinking age is prohibited.
- **Underage consumption:** The consumption of alcohol by a person under the legal drinking age is prohibited.
- **In the presence of:** Students under the legal drinking age are not allowed to knowingly be present in a space where alcohol is being consumed unless alcohol is served legally and in accordance with guidelines as part of an approved University event
- **Open containers:** Consumption and possession of open containers of alcohol are prohibited in common areas of residential buildings, inside academic and administrative facilities, and outdoors on University property unless alcohol is served legally and in accordance with guidelines as part of an approved University event.
- **Public intoxication:** This is defined as committing an offense in a public place while intoxicated to the degree that the person may endanger themselves or others.
- **Communal sources of alcohol:** Communal sources of alcohol — e.g., beer balls, kegs, punches, and Jell-O shots — are prohibited.
- **Production of alcohol:** Brewing or making alcohol is prohibited in all University buildings.
- **Other dangerous conduct:** Consuming an amount of alcohol that interferes with a person's participation in the Clark community and poses a risk to the health or safety of students or others is prohibited.

Appropriate Use of Clark's Technology Systems

Clark has an [Appropriate Use Policy \(AUP\)](#) to protect shared computing and information resources for the entire campus. Students agree to the University's AUP when using any Clark computing resource, including the Clark network.

Assault

Physical assault or battery is any unwanted physical contact, or threat to make unwanted physical contact, with harmful intent or result, by a Clark student against another individual. Physical assault includes, but is not limited to, attempting or committing an act that causes fear of injury; assault with a deadly weapon or with intent to murder, rape, or rob; physical harm against another person; insulting or provoking physical contact; or threatening to commit a crime of violence or to damage another person with harm, verbally or physically.

Censorship of Media

Censoring the press or broadcast media, including but not limited to impeding the circulation of printed media, is prohibited.

Community Values

Students are encouraged to read Clark's [Statement of Freedom of Expression and Community Values](#).

Creating Dangerous or Unhealthy Conditions

Creating dangerous or unhealthy conditions (for yourself or others) threatens the Clark community and is prohibited.

Examples of such behavior include, but are not limited to:

- Possession or unauthorized use of hazardous materials (biological, chemical, or radioactive)
- Drugging and interfering with another person's food or drink
- Possession or unauthorized use of flammable, corrosive, or poisonous chemicals on University premises
- Possession of firearms, explosives, or other weapons
- Tampering with any fire or safety equipment or fixtures
- Tampering with door locks, peepholes, or emergency doors (including propping doors open)
- Inappropriate use of windows (e.g., as an entrance or exit, throwing things from or out of windows)
- Lending a Clark card or key to allow unauthorized person(s) entry to a residence hall or house

Departmental Regulations

Members of the Clark community are expected to abide by established rules and regulations. This includes the operating rules of academic or nonacademic offices, laboratories, and campus departments. Departmental policies are available on individual websites and/or in specific offices.

Discrimination and Harassment

Clark's [Harassment and Discrimination Prevention Policy](#) applies to the entire Clark community.

Disorderly Conduct

Disorderly conduct is defined as violent, abusive, indecent, profane, inappropriate, harmful, and/or damaging conduct or language. These behaviors are unreasonable at the time of their occurrence and interrupt teaching, research, administration, community living, disciplinary proceedings, and/or other activities. This includes, but is not limited to, disruptive behavior in all University physical and online spaces, including on- and off-campus conduct that has an impact on campus.

Disruption

Students may not disrupt the orderly processes of the University that involve teaching, research, administration, community living, disciplinary proceedings, and/or other activities. Disruptive actions include, but are not limited to, unauthorized entry into or blocking/obstructing access to private offices, work areas, teaching areas, libraries, social facilities, or the ingress and egress of traffic on Clark and neighboring community sidewalks and roadways. Disruption includes conduct that is disorderly, disruptive, lewd, overly aggressive, obscene, or that causes alarm.

It is also a violation to deprive anyone exhibiting their freedom of expression of the opportunity to speak or be heard, to physically obstruct their movement, or to otherwise interfere with academic freedom, consistent with Clark's [Statement of Freedom of Expression and Community Values](#).

Doxing

Doxing, defined as the malicious act of publicly sharing private or identifying information about an individual without their consent, is strictly prohibited. This includes the unauthorized sharing of private or sensitive information. This information can include, but is not limited to:

- Full name
- Home address
- Phone numbers
- Email addresses
- Social Security numbers
- Personal photographs
- Bank account details
- Workplace information
- Other personally identifiable information

Prohibited actions include, but are not limited to:

- Sharing private information about an individual without their consent
- Encouraging others to dox an individual
- Using University resources (e.g., computers, networks) to facilitate doxing

Endangerment, Threatening Behavior, or Intimidation

Threats, intimidation, coercion, and other verbal or physical conduct intended to endanger the mental or physical health or safety of any person are prohibited when such conduct is persistent or severe, subjectively threatening to the complainant, and would be objectively threatening to a reasonable person. These behaviors, which can occur in person, by phone, through third parties, online, or in other venues, include, but are not limited to, threatening language, bullying, and/or physical, verbal, or written intimidation, stalking, and cyber harassment. The behavior in question is typically such that, if left unaddressed, would deny the targeted person the ability to participate in or benefit from some educational or other experience.

Email Communication

The University communicates essential information and business to students' @clarku.edu email addresses. Students are responsible for reading all information sent to this email address.

External Community

Clark students are responsible for their behavior outside the University's confines. The University may initiate disciplinary action upon notification of violations of federal, state, and local laws, whether the violations occur on or off campus. Off-campus students studying abroad or away from campus are expected to conduct themselves according to the policies and expectations outlined in the Student Code of Conduct and the Study Abroad "Statement of Responsibility and Release of Liability" contract. Students participating in an away or abroad program are expected to follow the academic and behavioral expectations of their host program. If scheduled for disciplinary action by their host program, any charges will also be reviewed by the Office of Community Standards, and Clark's typical sanctions may apply.

Students should be advised that removal from a study abroad or away program, or the revocation of admission into a similar program under these conditions, may have financial implications for which they will be held responsible. Costs may include payments made by

the student in preparation for their travel, as well as nonrefundable deposits paid to or by the University and study abroad programs.

Fireworks

The use or possession of fireworks is prohibited.

Forgery and Unauthorized Duplication

The forgery, alteration, or unauthorized possession or use of official documents, records, and identification instruments (i.e., Clark credentials) is prohibited. This includes acts of personal misrepresentation and knowingly furnishing false information to the University. In addition, the duplication of University keys is not allowed.

Gambling

All forms of illegal gambling are prohibited. Massachusetts has approved limited options for legal betting and gambling, including specific sports betting platforms and casinos.

Betting and gambling are limited to those 21 years of age and older (Massachusetts General Laws, c. 23K § 25), and anyone under 21 is subject to a fine not to exceed \$1,000 (Massachusetts General Laws, c. 23K § 43).

Massachusetts law also prohibits individuals of any age from participating in many gambling activities, including, without limitation, betting on Massachusetts college teams, bookmaking or pool-setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any unsanctioned game.

Bookmaking is illegal. There are severe penalties, up to a fine of \$3,000 and three years in prison, for keeping, occupying, or being found in any place used “for registering bets, or buying or selling [betting] pools, upon the result of a trial contest of skill, speed, or endurance of man, beast, bird, or machine, or upon the result of a game, competition, political nomination, appointment or election” (Massachusetts General Laws, c. 271 § 17).

Hate Crimes

Acts constituting hate crimes, as defined by [Massachusetts General Laws Chapter 22C, Section 32](#), include “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives

another person of [their] constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.”

[Massachusetts General Laws Chapter 265, Section 39](#), Crimes Against the Person, states in relevant part that it is illegal to commit a crime against another person or their property with the intent to intimidate them because of their race, color, religion, national origin, sexual orientation, or disability.

Hazing

Clark University complies with the federal Stop Campus Hazing Act (SCHA) and Massachusetts laws related to hazing. Clark prohibits all hazing that meets either the federal definition of hazing under the SCHA or the Massachusetts definition of hazing. Hazing violates this policy and may also violate Massachusetts state law. See Clark’s [Hazing Policy](#) for more information.

Illegal Drugs and Improper Usage of Legally Obtained Drugs

Clark does not tolerate the distribution, manufacturing, possession, sale, or use of illegal drugs or drug-related paraphernalia (e.g., bongs, pipes, etc.), including the improper use of prescription drugs. A student determined to have recently used, been under the influence of, or been using illegal drugs may be found in violation of this provision. Usage may be indicated by, for example, odor, fans, or towels under the door.

Infractions that involve the distribution of drugs may result in more severe sanctions. Clark retains the right to report all violations of this provision to local, state, and federal authorities. Any student who is in the presence of illegal drugs will be held accountable for possession, depending on the nature and circumstances of the incident, unless it’s clear from the incident report and or information gathered during the hearing that the student was in no way aware of nor involved in a violation of the illegal drug policy.

Despite the adoption of cannabis legislation in Massachusetts, the possession, cultivation, and use of cannabis remain illegal under federal law, and permitting its use at Clark University would violate the Drug-Free Schools and Communities Act. Cannabis possession, use, and services are not allowed on the Clark University campus, even with a valid prescription.

To discuss the possibility of a disability accommodation related to cannabis, students should contact Student Accessibility Services.

Illegal Dumping

To maintain a clean, safe, and environmentally responsible campus, Clark University prohibits illegally dumping waste materials on campus grounds or in surrounding areas.

Illegal dumping refers to the unauthorized disposal of waste materials, including but not limited to household garbage, construction debris, hazardous substances, and electronic waste, in non-designated areas.

Joint Responsibility

Any student who assists another person in the commission or attempted commission of a violation of the Student Code of Conduct or other University policy may be held jointly responsible. This includes hosting a nonstudent who commits an offense.

Medical Amnesty

In cases of alcohol or drug intoxication, poisoning, or suspected overdose, the primary concern is the health and safety of the person(s) involved. Individuals are strongly encouraged to call for medical assistance (508-793-7575 or x7575 from an on-campus phone, 911 if off-campus) for themselves or a friend/acquaintance who is dangerously intoxicated or under the influence. No student seeking medical treatment for an alcohol or other drug-related intoxication, poisoning, or suspected overdose will be subject to the University's conduct process for the sole reason of using or possessing alcohol or drugs. This policy shall extend to other students seeking help for the intoxicated student.

The medical amnesty policy does not preclude the University or Worcester Police from addressing severe violations of the law should they present themselves during the medical intervention or hospital transport.

Students who are transported and treated for acute drug or alcohol intoxication, poisoning, or overdose must follow up with the Associate Dean of Students or their designee.

Misinformation/Spreading Falsified Information

Clark University takes pride in fostering a healthy community and a sense of belonging for all students, staff, and faculty. Therefore, any student who disseminates falsified information physically or electronically, such as on social media platforms, violates the Student Code of Conduct.

A good-faith reporting of information that later proves to be false would not be considered a violation of this policy if the student made the report to an appropriate staff member based on a legitimately held concern or belief (as opposed to merely gossiping with other community members who lack the ability to investigate the concern or effectuate a remedy).

Mutual Combat

Mutual combat is defined as fighting in which both parties have contributed to the situation by verbal and/or physical action. It differs from assault as there is no clear aggressor.

Noncompliance with University Officials

Students are required to comply with reasonable directives or requests from University officials acting in the performance of their duties.

Noncompliance also includes all acts of dishonesty, including but not limited to personal misrepresentation and knowingly furnishing false information to the University.

Political Activity Guidelines

Clark University is committed to active citizenship and, as a result, encourages faculty, staff, and students to exercise their right to participate as individuals in the political process, whether they are running for office, reaching out to their elected officials, or expressing their views in public or private forums. At the same time, no member of the University community should feel any institutional pressure to support a particular candidate or position.

University-recognized student organizations may participate in a political campaign on behalf of any candidate for public office as long as their campus-based activities comply with University policies and procedures. For more information, please [read Clark's Political Activity Guidelines](#).

Provoking Others to Misconduct

Provoking others to misconduct refers to knowingly helping or encouraging violations of the Student Code of Conduct.

Residence Halls and Houses

Students who live in Clark University residence halls and houses are required to follow the [Office of Residential Life and Housing's policies](#).

Responsibility of Hosts

Clark University students hosting guests must always be able to account for their guests' whereabouts on campus, and hosts assume responsibility for their guests' actions and behaviors while on campus. Guests must abide by the rules, regulations, and standards of the campus community. Guests may be asked to leave campus at the discretion of a University official.

Students and their guests are required to carry proper identification at all times while on University property and are expected to comply with any requests to show identification made by University staff and officials.

Retaliation

The University will not tolerate retaliation in any form against any person for their participation or involvement in reporting, gathering evidence, and/or resolving reports under the conduct process. The University will take immediate and appropriate steps to prevent and/or address retaliatory conduct. Retaliation includes any adverse action against an individual for protesting misconduct or for engaging in protected activities related to the conduct process — such as reporting a violation, assisting in a report, participating in evidence gathering or hearing, or raising concerns about how the process is handled — when that action would discourage a reasonable person from doing the same.

Skateboarding, Biking, and Scootering, including Personal Electronic Vehicles

Clark recognizes skateboarding, biking, scootering, or the use of e-scooters, e-bikes, hoverboards, and similar personal electronic vehicles can be a preferred means of transportation on campus, but it must be done appropriately and responsibly.

Skateboarding, biking, scootering, and the use of e-scooters, e-bikes, hoverboards, and similar personal electronic vehicles are prohibited in:

- Parking garages
- Stairways and elevators
- Buildings, including inside residence halls, dining areas, lounges, and study rooms
- Crowded areas or high-traffic pedestrian zones

Always yield to pedestrians and exercise caution when using shared spaces.

E-scooters, e-bikes, hoverboards, and similar personal electronic vehicles may not be stored in residence halls or other University buildings.

Smoke-Free Policy

Clark University has a [smoke-free policy](#) and strives to create a community and atmosphere of mutual respect and wellness that is as free from hazards as possible. Issues affecting the health, safety, and well-being of Clark University community members are essential wherever possible. Research findings have clearly shown that smoking and exposure to secondhand smoke constitute a significant health hazard.

Smoking of any kind, including any electronic nicotine-delivery system or smoking device, is prohibited for the entire campus community in or in close proximity to all facilities, Clark-owned or -leased properties, and areas occupied or controlled by the University. This includes, but is not limited to, all common work areas, elevators, hallways, University-owned or -leased vehicles (including while parked on campus grounds), garages, restrooms, cafeterias or dining areas, lounges, conference and meeting rooms, all enclosed areas in the workplace, parking lots, quads, the green, grounds, rooftops, plazas, courtyards, entrance and exit ways, athletic fields and recreation areas, bus stops, and any other areas of the Clark University campus. This policy applies to all faculty, staff, students, alumni, guests, visitors, vendors, and contractors. Common courtesy and consideration toward others should be exercised in implementing and enforcing this policy.

Student ID Card Usage Policy

Proper identification for a Clark University student, faculty, or staff member is their OneCard. OneCards are issued for individual use only and are non-transferable. Sharing your ID card with others is strictly prohibited.

Allowing another person to use your ID card to access campus facilities, services, or events is a violation of University policies and may result in conduct sanctions. This policy helps ensure campus safety, accurate identification, and the integrity of University systems.

Theft

Students are expected to respect the property of others as well as the property of the University or its affiliates (e.g., Harvest Table). Students must never take possession of another person's property without the owner's express permission, including but not limited to theft of University property; larceny from a member of the University community or a campus visit; and intentionally, recklessly, or negligently causing damage to the property of the University or an individual. Students found responsible for theft will be expected to provide adequate restitution and will face appropriate conduct action.

Title IX and Sex-Based Harassment and Discrimination Policy and Procedures

Title IX applies to all students, faculty, and staff. The language of the statute reads as follows:

No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

To file a Title IX report or formal complaint, please contact Title IX Coordinator Brittany Brickman by email (BBrickman@clarku.edu), by phone (508-793-7194), or in person in ASEC 315. In addition, read Clark's [Sex-Based Harassment and Discrimination Policy and Procedures](#).

Violation of Conduct Process Sanction

Violation of conduct process sanction is defined as knowingly violating the terms of any sanction imposed in accordance with the conduct process under the Student Code of Conduct.

Weapons

The unauthorized use, possession, or storage of any weapon, whether a federal or state license to possess it has been issued to the possessor, is prohibited. Persons who are licensed and obligated to carry firearms must obtain written permission from the Chief of Police at Clark University to carry such firearms on campus. The possession of the facsimile of a weapon or the use of a facsimile weapon is prohibited.

CONDUCT PROCESS

The University's conduct process is the disciplinary process Clark employs to respond to reports concerning the alleged infringement of students' rights and violations of the Code by students or student groups or organizations. This process exists to uphold community standards, safeguard students' rights, and maintain the integrity of the Clark community.

The Dean of Students, members of the Office of Community Standards (OCS), and other designated staff have broad authority to act in the best interests of students, the Clark community, and the University. OCS includes individuals who serve in the capacity of conduct hearing officers as part of the conduct process.

OCS receives reports of alleged violation(s) of the Code. If, upon review of a report, OCS determines it warrants formal conduct proceedings, it may be resolved through an Administrative Hearing or through a University Conduct Board (UCB) Hearing.

If a student is found responsible for alleged violation(s) of the Code, the hearing officers or OCS may impose appropriate sanction(s). In cases heard by a University Conduct Board, the Board will review the case and provide a recommendation to OCS regarding both the determination of responsibility and any proposed sanctions, and OCS will assign sanctions. For all student conduct cases, the Dean of Students or their designee(s) reserves the right to review the determination of responsibility before a final decision is made.

OCS may refer cases that do not rise to the level of a student conduct case, but which require some type of resolution or action, to another academic or administrative office or department.

Evidentiary Standard

The University uses the preponderance of the evidence standard in determining responsibility under the Code. This means a hearing officer or hearing panel, as applicable, will weigh the available evidence and determine whether it is more likely than not that the student is responsible for the alleged violation(s) of the Code with which they have been charged.

Filing a Report

A report that involves a student or student group or organization's alleged violation of the Code will be handled by the Office of Community Standards, except sexual misconduct cases, which will be referred to the Title IX Coordinator in the Clark University Title IX Office, where the [Sex-Based Harassment and Discrimination Policy and Procedures](#) will apply.

Any member of the Clark community may file a written report with OCS alleging that a student or a student group or organization violated one or more specific policies of the Code. Clark community members submitting a report should also include the names of any witnesses to the alleged conduct so they can be contacted, at the discretion of OCS, to submit personal statements or participate in the conduct process. OCS may, at its discretion, initiate the University's conduct process based on the information shared in any report.

Initiation of the Conduct Process

Upon receiving a report, OCS, under the rights of the Dean of Students, will assess the report and will determine whether to initiate the conduct process based on a review of all information provided by the complainant or detailed in the incident report. OCS has the discretion not to pursue the conduct process based on the circumstances of a particular report.

During the conduct process, OCS aims to contact students during regular business hours and schedule meetings when students are not in class, unless there are health, safety, or welfare concerns that require immediate attention. If OCS contacts a student, they will do so from an email address or phone number associated with the University, identify themselves, and clearly explain the nature of the communication.

All official communication with students regarding the conduct process will be sent to the student's Clark University email address. In the event that a student's Clark email account is deactivated, the University may use an alternative method of communication (e.g., the personal email address on file or a physical mailing address) to ensure essential information is delivered.

Notification and Charge Letter

Upon the initiation of the Conduct Process, a student alleged to have violated the Code will receive notice via their University email. The notification and charge letter will inform them that a report has been filed, and the University is initiating the conduct process. The notification and charge letter will contain the following information:

- The date and time of the alleged incident
- The conduct charges being brought against the student under the Code
- A copy of the Student Code of Conduct
- The date and time for an initial meeting with an OCS staff member or their designee
- Notice that the student will receive a redacted copy of the report at least two business days prior to their meeting with the OCS staff member; however, they can affirmatively request a copy of such report prior to that time by emailing OCS.
- The name of the designated hearing officer, if a hearing officer has been assigned at that time.

Any meetings related to the case, including the initial meeting, will be scheduled when the student has no classes.

If, during the conduct process, OCS decides to charge a student with new violation(s) of the Code, OCS will send the student an updated notification and charge letter via email with all the information listed above. This updated letter will be sent at least two business days before a scheduled conduct meeting.

Initial Meeting

During the initial meeting, the OCS staff member or their designee will explain the conduct process and inform the student of the alleged violation(s). The student will be provided the opportunity to accept responsibility for the alleged violation(s) during the initial meeting, but is not required to do so.

A single initial meeting will be held for an incident involving multiple students, unless otherwise determined by OCS. For incidents involving multiple students charged with the same violation(s), OCS may choose to hold a group meeting or individual meetings, based on the circumstances of the case and at the discretion of OCS.

If the student denies responsibility at the initial meeting, then OCS will schedule an Administrative Hearing or a University Conduct Board Hearing, where a determination of responsibility will be made. If the student accepts responsibility during the initial meeting, the conduct process will move directly to sanctioning.

Evidence Gathering

In certain cases, OCS may gather additional evidence after a report is received and the notification and charge letter has been issued. Such evidence may be gathered in cooperation with the University Police, academic departments, Residential Life and Housing, and other relevant offices, agencies, and departments. Evidence gathering may also include interviewing witnesses.

The parties involved in the conduct process will have the right to review evidence prior to any hearing. If new evidence is discovered, such evidence will be made available to the parties no more than three business days prior to any hearing.

Items Confiscated

Items confiscated from students in connection with the conduct process or other University policy violations may not be returned.

Hearings

There are two types of hearings for student conduct cases:

- (1) Administrative Hearings facilitated by OCS or other designated staff
- (2) University Conduct Board ("UCB") Hearings

OCS may designate staff members as hearing officers for student conduct matters. OCS refers alleged violations to the appropriate type of hearing. Hearings are not open to the public, including other members of the University community, parents, family members, or legal counsel, unless an individual is serving in an approved role, such as an advisor, in accordance with the conduct process.

Administrative Hearings

During an Administrative Hearing, one to two trained hearing officers designated by OCS will review and discuss the case with the respondent. The Administrative Hearing will review the report, examine all gathered evidence, and hear from witnesses, if applicable. After the Administrative Hearing, the hearing officer(s) will evaluate the evidence gathered to determine if the respondent is responsible for the alleged violation(s) of the Code using the preponderance of the evidence standard.

If the student is found responsible for the alleged violation(s), the hearing officer(s) may impose appropriate sanction(s). The hearing officer's or officers' decision and the Office of Community Standards will assign sanctions to the student within seven business days, unless the student has otherwise been informed by the University.

The student may appeal the decision and sanctions. For further information on the appeals process, please see the appeals process on this page.

University Conduct Board (UCB) Hearings

University Conduct Board (UCB) is composed of five members appointed by OCS or their designee for each UCB Hearing: one faculty member, one faculty or staff member, one university administrator (dean, VP, associate dean, or director), and two students. Together, these five members are referred to as the "Board." Faculty members eligible to serve on the Board are drawn from a pool of three faculty representatives appointed by the Faculty Assembly.

OCS will select a chair of the University Conduct Board. The chair presides over the UCB Hearing, determines all procedural matters, and, along with other Board members selected for the hearing, determines the relevance of the testimony and evidence available.

During the UCB Hearing, the Board reviews relevant reports, documents, and evidence. The Office of Community Standards will appoint a student conduct administrator, who may be the Chair of the UCB or a member of OCS staff. The student conduct administrator presents the alleged violation(s) of the Code, and the respondent enters a plea of "responsible" or "not responsible" for each alleged violation. The Board then questions the respondent, followed by individuals appearing as witnesses (if any), which may include the complainant.

After the UCB Hearing, the Board deliberates in a closed session and evaluates the evidence gathered to determine if the respondent is responsible for the alleged violation(s) of the Code. The student conduct administrator is available during the deliberations to offer any assistance as requested by the Board. The determination that the respondent is responsible or not responsible requires a simple majority of votes.

The Board will recommend a finding of either "responsible" or "not responsible" for each alleged violation, as well as recommended sanctions if the respondent is found to be responsible. These recommendations are submitted to the OCS, which reviews and makes the final decision on both the findings and any sanctions imposed.

Within seven business days of the Board's decision, the Office of Community Standards will notify the respondent via email of the outcome of the hearing and any sanctions imposed, unless the student has otherwise been informed by the University.

Board members are required to maintain the privacy of information shared during the student conduct process and shall not discuss student conduct records, votes taken, or hearing proceedings outside of deliberations and in communicating their decision to the OCS.

APPEALS PROCESS

Students found responsible for violating the Code may appeal the decision and/or the sanction(s). Note: A student who accepted responsibility and accepted the sanction(s) may not appeal after the sanction(s) become effective.

Grounds for Appeal

An appeal will be considered based only on the respondent's and complainant's (as applicable) substantiated claim of one or more of the following:

1. A procedural error materially impacted the outcome (e.g., substantiated bias, material deviation from established procedures). This procedural error must be described in the request for appeal. Minor or harmless deviations from the process will not invalidate the proceedings.
2. The discovery of relevant additional evidence that was unavailable during the original conduct process but has since become available and could materially impact the outcome. A summary of this new evidence, why it was previously unavailable, and its potential impact must be included in the request for appeal.
3. The severity of the sanction imposed is not appropriate for the violation(s).

Appeals Process

Appeal requests must be submitted in writing, via email, to the Dean of Students or their designee within seven business days of the date of the determination on responsibility and sanctions. Failure to request an appeal within the allotted time will render the original decision final.

Student Status Pending an Appeal

An appeal does not postpone the imposition of sanctions.

Appeal Outcome

The outcome of the appeal will be communicated via email to the respondent within five business days after the Dean of Students or designee concludes their appeal deliberations. The Dean of Students or designee may grant an appeal and refer the matter to the original decision-making body (Administrative Hearing or UCB Hearing) for a reopening of the proceedings and a reconsideration of the original determination, or the Dean of Students or designee may alter any determination and/or sanction directly. If an appeal is denied, the original determination stands. The appeal decision of the Dean of Students or designee is final.

Conduct Records

The electronic case file and the recording of the UCB Hearings will be maintained by the OCS on each case presented for five years after the student has graduated or left Clark. The case file will include all related documents and correspondence.

All information contained in these files shall be confidential, with the following exceptions:

- OCS staff will have access to the files.
- Administrative Hearing officers and UCB members will have access to relevant case materials through the Office of Community Standards only as needed and for the limited purpose of preparing for and participating in a specific case. Access is provided for the duration of their involvement in that case.
- The respondent shall have access to appropriate files during the duration of the case.
- The recording of the UCB Hearing can be accessed (limited to listening to the audio recording of the UCB hearing in a space designated by OCS) by the respondent to formulate an appeal.
- If an appeal is submitted, the file, including the recording of the UCB Hearing, will be made available to the Dean of Students or their designee for the purpose of deciding the appeal.

Periodically, information concerning conduct files and disciplinary action may also need to be made available, as necessary, to other appropriate individuals at Clark with a “need to know,” including but not limited to University Police, the Athletics Department, Title IX Coordinator, University legal counsel, the Division of Student Success, and the offices of the Dean of the College, Dean of Graduate Studies, International Students and Scholars, and Study Abroad.

Legitimate requests for “good standing status” from Student Council and University officials are honored by the Office of Community Standards.

In addition, students applying to professional schools, transfer institutions, governmental agencies, or the military should know that these entities routinely request such information concerning their applicants. As part of the application process to these programs, students often provide formal permission to release confidential information. A written request for a dean’s recommendation provides a student’s consent for releasing information about disciplinary records at Clark.

Conduct Sanctions

The student conduct process at Clark University approaches Code violations from an educational perspective. The Code encourages personal responsibility and accountability, always being mindful of an individual’s or group’s impact on the Clark community. The sanctioning process allows students to reflect on their choices and the consequences of those actions and to make amends to the Clark community.

Sanctions include, but are not limited to:

Written Warning

A written warning is a formal letter issued by the Office of Community Standards or a designee to a student or student organization indicating that they have been found responsible for violating the Student Code of Conduct. Written warnings are typically issued for first-time offenses and serve as a formal, written reminder of the University’s community standards and expectations. This sanction is intended to alert the individual or group that further violations may result in more serious disciplinary action.

Disciplinary Warning

A disciplinary warning is a formal letter from the Office of Community Standards, or a designee, to a student or student organization indicating that they have been found responsible for violating the Student Code of Conduct. A disciplinary warning will be in effect for a specified time. If the student or student organization is found responsible for another violation of the Student Code of Conduct during this sanction period, an additional sanction may be imposed.

Disciplinary Probation

Disciplinary probation is a formal notice that a student's or student organization's status at the University has been jeopardized due to one or more violations of the Student Code of Conduct. This sanction will be in effect for a specified period. If the student or student organization is found responsible for another violation of the Student Code of Conduct during this probationary period, additional sanction(s) may be imposed; these could include "removal from University housing," "suspension from the University," or "expulsion from the University."

While on disciplinary probation, a student is not permitted to serve as a member of the Student Council or a standing University committee, as an executive board member of a student organization, or on the residential life or orientation staff. Student organizations on disciplinary probation may face restrictions on leadership roles, participation in University-sponsored events, or eligibility for funding or recognition. Additionally, students should be aware that disciplinary probation may affect their eligibility to study abroad.

Suspension from the University

Suspension from the University is a student's temporary separation from the University, without financial reimbursement, for a specified period, after which the student may resume their studies at the University without applying for readmission. A suspended student may not engage in University activities or use any University facilities.

Dismissal from the University

Dismissal from the University is a student's separation from the University, without financial reimbursement, for a specified period, after which the student may resume their studies only after an interview with the Dean of Students or their designee and after compliance with any other parameters imposed due to the dismissal. Reinstatement of student status is not guaranteed. While on dismissal status, the student may not engage in University activities or use any University facilities.

Expulsion from the University

Expulsion from the University is a student's permanent dismissal from the University without financial reimbursement and without the right to return. Expulsion results in the forfeiture of all rights and degrees not conferred prior to the time of the expulsion. An expelled student no longer has the privileges of matriculating and may not engage in University activities or use any University facilities. Expulsion from the University may also be noted on the student's academic transcript.

Banned from Campus

For a definite or indefinite period, a student who is banned from campus is restricted from all or a portion of any University premises, University-sponsored activity, or University resources.

Stayed Disciplinary

Stayed Disciplinary is a letter from the Office of Community Standards or its designee to a student indicating that the student is responsible for violating the Student Code of Conduct. However, enforcement of any sanction is suspended if the student follows the prescribed behavioral and/or performance expectations outlined in the letter. If the student fails to adhere to the behavioral and/or performance expectations or is found responsible for violating the Student Code of Conduct again during this sanction period, the sanction that would have been imposed but was stayed, or potentially a more severe sanction, may be imposed.

Reflective, Developmental, and Other Forms of Sanctions

- ***Community Service***

Community service, a sanction requiring a student or student organization to complete a designated number of service hours with an approved campus or local organization, is assigned to help students reflect on the impact of their behavior, contribute positively to the community, and engage in meaningful, values-based work. All community service must be pre-approved by OCS and verified upon completion. In some cases, students may be asked to submit a short reflection to reinforce the learning outcome of the sanction.

- ***Educational Project or Reflection***

An educational project or reflection is an assignment requiring the student to explore the policy they violated, consider the effects of their behavior on themselves and others, and articulate what they have learned. This may take the form of a written essay, a research project, a presentation, or another format appropriate to the case.

- ***Fines, Fees, or Restitution***

An individual found responsible for causing physical damage to private or University-owned property may be required to pay fines, fees, or restitution to the University. Restitution is used to cover the direct cost associated with repairs or replacement items.

- **Loss of Privileges**

A student or student organization may lose specific Clark-related privileges for a designated time period. This may include, but is not limited to, the loss of eligibility to have a car on campus; access to residence halls or other campus facilities; use of University-owned equipment or space; access to Clark technology or electronic systems; or participation in certain events, programs, or University-sponsored activities. This sanction may also include removal from leadership roles, student employment positions, or participation in student groups, clubs, or organizations.

- **Relocation to Another Campus Residence**

Relocation requires that a student move from their current on-campus housing assignment to a different residence hall or room. This may be implemented to address behavioral concerns, reduce conflict, or support the safety and well-being of individuals or the Clark community. Relocation decisions are made by OCS in consultation with Residential Life and Housing.

- **Removal from University Housing**

Removal from University housing means that a student is permanently removed from campus housing without financial reimbursement and with loss of visitation rights. The student will not receive a refund for housing fees and will lose the privilege of visiting any University-owned residential facilities. This sanction is typically imposed when a student's continued presence in the residential community poses a risk to others or disrupts the living environment.

- **Substance Abuse Counseling and Education**

A sanction may require a student to participate in counseling sessions and/or educational programs focused on substance use and its effects. This may include individual or group counseling, workshops, or online courses. Participation is intended to promote understanding, responsible decision-making, and healthier choices. Some programs may involve a fee for service, which the student is responsible for covering.

Interim Measures

At times, it may become necessary to restrict a student's privileges, prohibit contact with specified individuals, and take other interim measures while the conduct process is pending. Violating interim measures is considered an additional violation of the Code and may result in disciplinary action. Examples of interim measures include but are not limited to:

Interim Suspension

An interim suspension may be imposed by the Dean of Students or their designee for any of the following reasons:

- To ensure the health, safety, or well-being of the members of the University community
- To ensure a student's own personal health, safety, or well-being
- If a student, student group, or organization poses a substantial threat of disruption or interference with the normal operations of the University

While the interim suspension status is in effect, a student may be denied access to classes, activities, and facilities until the conduct process has been completed. A student who seeks to appeal an interim suspension should follow the appeals process outlined on page 13.

No-Contact Order

A no-contact order is an administrative directive issued by the University that prohibits one or more students from initiating or having any form of contact with another student or students. This includes in-person interactions, phone calls, text messages, emails, social media communication, and third-party contact. No-contact orders are not disciplinary in nature (unless issued as a sanction) and are issued to promote safety, reduce conflict, or prevent escalation of conflict.

A no-contact order is issued by the Dean of Students or their designee by email.

A no-contact order will remain in effect until the Office of Community Standards provides written notice of its termination to the involved parties via email, or until one or both parties are no longer affiliated with the University.

An intentional violation of a no-contact order is considered an additional violation of the Code and may result in disciplinary action. A student who believes another student has violated a no-contact order should file a report in accordance with the procedures set forth in the Student Code of Conduct. Incidental interaction between students subject to a no-contact order is typically not considered an intentional violation of the no-contact order.

Disciplinary Hold

An administrative disciplinary hold is placed on a student's academic record if the student has not completed a disciplinary sanction or has withdrawn from the University while a report is pending, but before it is adjudicated through the conduct process.

STUDENT GROUP OR ORGANIZATION CONDUCT STANDARDS

A Clark University-recognized student group or organization (RSO) may be held responsible for the actions of those affiliated with the group/organization, including but not limited to one or more of its affiliated members and invited or participating alumni and guests acting on behalf of, in the interest of, or as an affiliate of the RSO.

Every RSO has the duty to take all reasonable steps to prevent violations of University policies and laws related to the activities of the RSO, and is expected to educate its members regarding its risk management policy and all applicable University policies and laws. Members are responsible for their conduct, both individually and collectively, when acting as part of an RSO.

Individuals acting as part of a RSO may be referred to the Office of Community Standards for their individual violation of the Code of Conduct, along with the RSO itself.

This section ensures all student officers, leaders, and members:

- Adhere to policies and procedures for RSOs.
 - **RSO manual:** Policies governing student organizations are published yearly and published online.
 - Student Code of Conduct
 - All **University Policies**
- Acknowledge and accept responsibility for their actions and those of their members and invited or participating alumni and guests.
- Understand the responsibilities associated with official University recognition.
- Guarantee the rights of RSOs in the conduct process.

Organization Responsibilities

RSOs may be held accountable for violations when any of the following conditions apply:

- The violation was sanctioned by an officer of the RSO, or was known to officers beforehand.
- The RSO's funds financed the venture that led to the violation, or through which the violation was facilitated.
- The RSO substantially supported, sponsored, or endorsed the violation.
- The violation occurred during any RSO-sponsored activity.

- Members of the RSO knew of the violation and did not take reasonable steps to prevent it.
- The RSO knew of the violation and failed to report the incident, or chose to overlook or minimize the actions or behaviors of their members.
- A reasonable person would understand the behavior to fall within the RSO's activity scope.
- The violation demonstrated a pattern of misconduct by the RSO's members.

Conduct Process for Student Groups/Organizations

The Office of Student Leadership, Identity, and Community Engagement (SLICE) oversees all recognized student groups and organizations, including club sports (RSOs). The Office of Community Standards coordinates adjudication of alleged violations by RSOs.

In cases involving RSOs, the respondent may be an individual student or students acting on behalf of the organization, and/or the RSO itself.

Responsibility determinations are based on a preponderance of the evidence (whether it is more likely than not that the RSO is responsible for violating University policy). Records are maintained according to the University's retention schedule.

• Procedures

The Student Organization Conduct Standards process includes the following steps:

1. **A report:** A report is filed with the Office of Community Standards (OCS), which will coordinate the conduct process.
2. **Initial meeting:** During the initial meeting, the OCS staff member or their designee will explain the conduct process and inform the RSO's executive leadership of the alleged violation(s). The RSO's executive leadership will be provided the opportunity to accept responsibility for the alleged violation(s) during the initial meeting, but is not required to do so. See "Initial Meeting" on page 12 for more information about this process.
3. **Evidence gathering:** This process involves collecting evidence to assess the validity of the report.
4. **Hearing:** If the OCS determines that formal conduct proceedings are warranted, the executive board of the student group/organization will be notified by OCS. Either an Administrative Hearing or UCB Hearing will be scheduled within a reasonable timeframe. See "Hearings" on page 12 for more information about this process.

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5. **Outcome:** The determination of responsibility and sanctions will be communicated to the RSO within seven business days. Sanctions for RSO conduct may include revocation or denial of University recognition, as well as other appropriate sanctions pursuant to the sanctions outlined in the Student Code of Conduct.
 6. **Appeal:** The RSO may appeal using the appeal procedures detailed on page 13.
- ***Student Groups/Organizations Interim Measures***
During the procedures, the University may impose interim measures on the student group/organization, including, but not limited to, interim suspension of the student group/organization and/or prohibition of activities, use of university facilities, access to storage space, access to university space, or ability to engage.

