

## **Code of Conduct and Ethics Policy**

### **Code of Conduct**

#### **I. Purpose**

The Code of Conduct outlines University behavior expectations for students, student groups, and student organizations. The Code of Conduct aligns with GLA University's institutional values and helps the University meet its legal obligations.

#### **II. Philosophy**

GLA University is a living, learning, and working community dedicated to the personal and academic growth of its students and serves as an educational, cultural, and economic driver for Uttar Pradesh and the greater public good. The University also endeavors to provide students with the necessary tools to engage in effective communication and to resolve conflicts in an appropriate manner.

Freedom of inquiry and freedom of expression are valued as critical components in the generation and transfer of knowledge to advance the University's mission. The Code of Conduct is designed for the promotion and protection of an environment that encourages reasoned discourse, integrity, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals.

By choosing to become a member of the University community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with GLA University rules and policies; central, state, and local laws; and city ordinances. Being a member of the GLA University community is a privilege, and the student conduct process will determine if a student's conduct warrants that they should no longer share in that privilege.

#### **III. Jurisdiction**

##### **A. Application**

This policy applies to behavior that is committed:

1. by a University student, student group, or student organization;
2. by an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
3. by an individual who has transferred, graduated, been academically disqualified or expelled from the University, for alleged violation(s) committed prior to separation from the University.

##### **B. Location and Manner**

Behaviors subject to review under this policy include those which occur:

1. On University property; or
2. Off campus, if:
  - a. in connection with a University or University-recognized program or activity;
  - b. in connection with any academic assignment, internship, co-op,

- practicum, field experience or trip, clinical experience, student teaching, research, or other academic activity;
- c. in connection with any activity sponsored, conducted, or authorized by, or affiliated with, any student group or organization;
  - d. Involving a crime of violence as defined by Indian Penal Code.
  - e. involving the manufacture, sale, or distribution of illegal drugs or controlled substances; and/or
  - f. In a manner that may pose an ongoing, obvious, and/or serious threat of harm to or that may have the effect of creating a hostile living, learning, or working environment for, any member(s) of the University community or their property.

This Code of Conduct may also be applied to behavior conducted online, via e-mail or through other electronic mediums. GLA University does not regularly search for this information, but may take action if such information is brought to the attention of University officials.

## **Prohibited Conduct**

As members of the University community all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior choices.

It is a violation of the Code of Conduct for any student, student group, or student organization to engage in behavior that aids, attempts, assists, promotes, condones, encourages, requires, conceals, or facilitates any act prohibited by this Code. Allowing, permitting, or providing an opportunity for a visitor to violate University policy is also prohibited. Lack of familiarity with University policy is not an excuse or a defense to a violation of the Code of Conduct. Additionally, intoxication or impairment from alcohol, drugs, or other substances is not an excuse or defense to a violation of the Code of Conduct.

The following list describes actions that detract from the effectiveness of the University community and are prohibited, but does not include constitutionally protected activity:

## **Ragging**

UGC has provided Regulation on curbing the menace of ragging in higher educational institutions vide notification No F. 1-16/2007 (CPP-II) April 2009. The objective is to root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force. UGC has vide their notification No F. 1-15-/2009 (ARC) dated 29<sup>th</sup> June 2016 has further defined what constitutes Ragging:

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place or residence or economic background.”

GLA fully follows these regulations in letter and spirit. These regulations provide definitions and guidelines and are summarized as follows: (Please visit <https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx> for complete details.)

1. Title, commencement and applicability
2. Objective
3. Definitions
4. Punishable ingredients of ragging
5. Measures for prohibition of ragging at the institutional level
6. Measures for prevention of ragging at the institutional level
  - 6.1 Before admission
  - 6.2 On admission
  - 6.3 At the end of the academic year
  - 6.4 Setting up of Committees and their functions
  - 6.5 Other measures
  - 6.6 Measures for encouraging healthy interaction between freshers and seniors
7. Measures at UGC/ Statutory/ Regulatory body level
  - 7.1 Regulatory measures
  - 7.2 Incentives for curbing ragging
  - 7.3 Monitoring mechanism to ensure compliance
8. Punishments
  - 8.1 At the institutional level
  - 8.2 At the university level in respect of institutions under it
  - 8.3 At the appointing authority level
  - 8.4 At the UGC/ Statutory/ Regulatory body level

## **Student Academic Integrity**

1. Engaging in academic misconduct as described in Student Academic Integrity

### **A. Alcohol, Drugs, & Other Substances**

1. **Consumption of Alcohol**
2. **Unauthorized Possession and/or Consumption of Alcohol** – possession and/or consumption of alcohol except as expressly permitted by law and University policy
3. **Unauthorized and/or Unlawful Distribution, Sale, and/or Service of Alcohol** – engaging in the distribution, sale, and/or service of alcohol, regardless of age, except as expressly permitted by law and University policy
4. **Social Host** – permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the University, except as expressly permitted by law and University policy
5. **Unauthorized Possession, Use, and/or Misuse of Drugs and/or Other Substances** – unauthorized possession, use, and/or misuse of drugs and/or other substances which may alter a student's mental state or impair a student's behavior including, but not limited to, marijuana, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines.
6. **Driving While Impaired** – control or operation of a vehicle (e.g. automobile, motorcycle, bicycle, scooter, etc.) when impaired by

- alcohol, drugs, or another substance
7. **Public Intoxication** – being impaired by alcohol or another substance to the point where one's behavior adversely affects, or could affect, the regular operations of members of the University community

## **B. Damage and/or Destruction of Property**

1. engaging in the intentional, reckless, and/or unauthorized defacement, damage, or destruction of University property or the property of another

## **C. Disruptive Behavior**

1. **Failure to Comply** – failure to comply with the reasonable directive or request (including appearing for meetings or student conduct hearings) of a University official, law enforcement officer including, but not limited to No Trespass Notices, building or campus ban/restriction, or removal from campus housing facilities
2. **Interference with a University Process or Procedure** – behavior that disrupts, disturbs, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or the rights of other members of the University community
3. **Academic Environment Disruption** – behavior that disrupts, disturbs, impairs, or interferes with the orderly conduct, processes, and functions within a classroom, laboratory, or other academic environment. This includes interfering with the academic mission of the University, interfering with other students' ability to benefit from the educational program, or interfering with a faculty member's ability to carry out the normal educational functions of any academic environment.
4. **University Event Disruption** – behavior that disrupts, disturbs, impairs, or interferes with the orderly conduct and processes involved in a University event. University events include, but are not limited to, meetings, concerts, speakers, film screenings, theatre or musical performances, Convocation, and Commencement.
5. **Disruptive Behavior**– behavior that the person knows or should have known will disturb, alarm, anger, or provoke others or constitutes a breach of the peace, including, but not limited to, unauthorized or unlawful assembly, or engaging in public fighting

## **D. Fire and General Safety**

1. **Breaking the Plane** – throwing, dropping, or releasing any object or substance out or off of a University building or vehicle without express authorization by a University official. This includes, but is not limited to, balconies, railings, roofs, or windows.
2. **Failure to Follow Emergency Procedures** – failure to follow emergency procedures during an actual emergency or drill including, but not limited to, evacuating during a fire emergency or drill, failure to move to the designated shelter during a tornado emergency or drill, or failure to notify the University of a fire explosion, chemical spill, or other safety hazard
3. **Falsely Reporting an Emergency** – making a false report regarding an emergency including, but not limited to, a bomb threat, a fire, or other emergency
4. **Fire, Explosion, or Other Safety Hazard** – intentionally or recklessly causing a fire, explosion, or other safety hazard including,

- but not limited to, blocking emergency exits
5. **Fireworks, Hazardous Chemicals, or Explosives** – unauthorized possession of or use of fireworks, hazardous chemicals, or explosives
  6. **Interference with or Misuse of Emergency Equipment** – tampering with, damaging, disabling, interfering with, or misusing emergency equipment including, but not limited to, fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, the Shocker Alert system, or an emergency call box

## **E. Harm and Endangerment**

1. **Physical Violence** – engaging in behavior that intentionally or recklessly causes physical harm including, but not limited to, scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
2. **Threats** – engaging in behavior, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization; or damage to property. This behavior includes implied threats or acts that cause another individual a reasonable fear of harm. Threats may occur via written, electronic, verbal, or any other form of communication.
3. **Harassment** – engaging in behavior that is severe, pervasive, or persistent to a degree that it interferes with a reasonable person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the University. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to, bullying, cyber bullying, intimidation, or coercion.
4. **Endangerment** – engaging in behavior that endangers the health, safety, or well-being of any individual, student group, or student organization by posing a risk of physical or emotional harm and/or creating hazardous conditions.
5. **Harm or Endangerment of Animals** – engaging in behavior that threatens or endangers the health or safety of any animal except as permitted by law or University policy.

## **F. Keys/Unauthorized Entry**

1. **Unauthorized Entry** – engaging in the misuse of access privileges or unauthorized access or entry to any University property, building, structure, or facility of any individual or group.
2. **Unauthorized Keys** – engaging in the unauthorized possession, duplication, or use of keys or access cards or codes for any property, building, structure, or facility of any individual or group.

## **G. Misrepresentation**

1. **Providing False or Misleading Information** – providing false or misleading information to a University official or law enforcement officer, or purposefully omitting facts which are material to the purpose for which the information is provided.
2. **Falsification of Records/Documents** – forging, altering, or misusing any record or document including, but not limited to, medical documentation,

letters of recommendation, transcripts, contracts, financial aid forms, receipts, test results, admissions applications or other materials, transfer documents, or applications for residency classification.

3. **Misrepresenting Self, the University, or Another** – misrepresenting oneself to a University official, law enforcement officer, potential employer, or other individual or entity; acting as a representative of the University, any group or organization, or any individual without prior authorization; or engaging in the unauthorized use or misuse of University, University-affiliate, group, or organization's names or images. This includes, but is not limited to misuse of GLA's ID card or other form of identification, or permitting another to use your identification for unauthorized purposes.
4. **Fraudulent Identification** – manufacturing, distributing, delivering, selling, providing, purchasing, using, or possessing any form of fraudulent identification

#### **H. Misuse of Computers and/or Communication Technology**

1. **Misuse of Computers or other Technology** – engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by a GLA University or GLA affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
2. **Misuse of Communication Technology** – using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.
3. **Violation of Copyright Law** – engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law

#### **I. Retaliation**

engaging in, or causing another to engage in, an adverse action or threat of an adverse action against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of University policy; including any individual who attempts to intervene or prevent behavior prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation by a student, student group, organization, employee or visitor should be reported to the Office of the Registrar.

#### **J. Solicitation**

Engaging in unauthorized canvassing or solicitation including, but not limited to, sending advertisements or recruitment materials via Blackboard, or other forms of

communication not intended for canvassing or solicitation; placing flyers under and/or on doors in University facilities or on vehicles.

#### **K. Theft**

engaging in the taking, misappropriation, or possession of University property or the property of another including anything of value, goods, services, funds, and/or other valuables or possession of property that can be reasonably determined to have been stolen.

#### **L. Tobacco Use and Smoking**

engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University facilities or University vehicles.

#### **M. Unauthorized and/or Unlawful Gambling**

Conducting, organizing, or participating in any gambling activity except as expressly permitted by law and University policy.

#### **N. Violation of Law or University Policy**

1. **Violation of Law** – behavior that would constitute a violation of any central, state, and/or local law; city or county ordinance; or when in another state or country, the laws of that state or country.

#### **O. Weapons**

engaging in the possession, use, sale, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, or similar device unless expressly permitted by law and/or University policy. This includes the use of any object or material to cause or threaten physical harm.

### **Process Outcomes & Consequences**

Students, student organizations, and student groups who are found to have violated this Code of Conduct will receive consequences appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. For student groups and organizations, “prior conduct history” includes incidents occurring within the preceding five years. Consequences may be issued individually, or a combination of consequences may be issued. In the case of student groups and organizations, if a consequence issued by a national or other governing body exceeds that of the University, the University may concur with that consequence.

### **Appeals**

Following written notification of the outcome of their cases, Respondents may submit one appeal. The presumption is that the investigation and decision processes were appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

## **Authority**

The Registrar serves as the primary conduct administrator, as designated by the University Chancellor. In this capacity, the Registrar is responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.

## **Ethics Policy**

### **I. Purpose**

to set forth the expectations for the responsible acquisition, discovery, and application of knowledge by students at GLA University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University

### **II. Philosophy**

GLA University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated successful mastery of the learning objectives for each academic activity. By conferring a degree, GLA University is assuring the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act—failure to confront and or deter such behaviors will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must contain a section that includes information on the Student Academic Integrity policy. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of the Student Academic Integrity policy.

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need to know basis.

### **III. Prohibited Conduct**

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior. Lack of familiarity with University policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at GLA University:

- A. **Plagiarism** – Representing the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or



accurate citation/attribution

- B. **Unauthorized Use or Possession of Materials or Resources** – Using or possessing any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).
- C. **Unauthorized Collaboration or Consultation** – Collaborating or consulting with another individual or group during an academic activity without the express permission of the faculty member.
- D. **Fabrication, Falsification, or Misrepresentation of Information** – Providing fabricated or falsified information or misrepresenting information in an academic activity or related to academic attendance or other academic requirements
- E. **Academic Interference** – Engaging in any behavior or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:
  - 1. removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity;
  - 2. tampering with another person or group's work; and/or
  - 3. interfering with another student's academic performance.
- F. **Unauthorized Resubmission** – Submitting an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was awarded for the previous enrollment period.
- G. **Facilitation of Academic Misconduct** – Engaging in behavior that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student's work and/or access to unauthorized materials or resources, or forcing or coercing another student to complete academic work on behalf of another.
- H. **Bribery** – Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.
- I. **Unauthorized Sale, Distribution, or Receipt of Academic Materials** – Buying, selling, receiving, or distributing academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowd sourced digital databases and web platforms.
- J. **Use of Unfair Means and /or Misconduct during examinations** – The Central / Departmental Examination Committee shall appoint requisite number of Central Superintendents and Assistant Centre Superintendents for proper conduct of all

examinations. The Examination Committee / Centre Superintendents in consultation with Heads of the Departments will assign flying squad / invigilation duties to faculty members in requisite number to ensure smooth conduct of examinations as per the set rules.

Any student observed not focusing on working on his/her answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/ booklet if a student is found to possess smart phone/ mobile phone or using unfair means or engaging in misconduct by the invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or through Flying Squad who may permit that student to continue to write the examination after completion of the necessary formalities.

On the conclusion of the examination, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student's intention as well as behavior. After examining the facts of the case and statement of the student, the committee shall recommend suitable punishment which may be from a minimum of declaring the student to have failed in that one particular examination to declaring him/her as having failed in that entire semester/ trimester/ summer term. The intensity of punishment shall increase with repeat occurrence of unfair means/ misconduct by the same examinee. The Examination Committee will consider the recommendations on their merit and take a decision.

The student held guilty of using unfair means / misconduct during any examination of a subject shall be awarded only grade "D" whenever declared pass in the subject and will not be permitted to repeat this subject to improve his/her grade in the subject.

For the students admitted in first year of the program in 2017-18 and onwards the student held guilty of using unfair means/ misconduct during any examination of a subject shall be awarded only "Pass" grade ("P" in theory and "C" in practical) whenever declared pass in the subject and will not be permitted to repeat/replace this subject to improve his/her grade in the subject.

The M.Tech; M. Pharm; and PhD students found using unfair means and or misconduct during examinations shall be summarily required to leave the program and withdraw from the University.

An examinee using unfair means/ misconduct in the examination shall be debarred from any financial assistance/ scholarship/ fellowship with immediate effect and the amount paid/ adjusted, if any, in the academic fee will be recovered.

**IV. Reporting, Procedures and Appeals**--Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of the Dean Academic Affairs. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of the Dean Academic Affairs to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of the Dean Academic Affairs, even when the faculty member chooses not to sanction a student for violations of

this policy, or if the violation was resolved without an academic sanction.

### **Appeal**

Students who disagree with the sanction imposed by the faculty member may request a hearing by the Dean Academic Affairs who will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.

The Office of the Dean Academic Affairs will maintain a record of all reported incidents of Academic Misconduct. In some cases (e.g., repeat offenders or egregious offenses), the Office of the Dean Academic Affairs may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Office of the Dean Academic Affairs will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate, and may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions.

### **V. Sanctions**

Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course grade reduction. In cases where egregious and/or repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible.

### **VI. Jurisdiction**

This policy applies to behavior that is committed by:

1. a University student, student group, or student organization;
2. an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
3. an individual who has transferred, graduated, been academically disqualified, or expelled from the University for alleged violation(s) committed prior to separation from the University.

This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered an academic activity, which may or may not be related to a specific course. This additionally includes behavior conducted online, via e-mail or through other electronic media. Wichita State University may take action if an alleged violation of this policy is brought to the attention of University officials.

### **VII. Definitions:**

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts.

**Academic Activity** – any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicum, field experiences or trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfill course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.

**Academic Integrity Committee** – A panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy

and appropriate sanction(s) (if applicable). One (1) panelist will serve as the Committee Chairperson, selected by the Associate Vice President of Student Affairs (or designee).

**Advisor** – an individual selected by a Respondent to assist the Respondent throughout the student academic integrity process including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. An advisor may not participate in the student academic integrity process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

**Appeals Committee:** As appointed by the Pro-Vice Chancellor

**Faculty Member** – any member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic evaluation of a student. This includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.

**Respondent** – any student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.

**Student** – any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student, or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University before an academic integrity complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

**Student Group** – any number of persons who are associated with the University and each other, but who have not registered, or are not required registering, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.

**Student Organization** – any student-led organization that has been approved and is recognized by the Student Government Association

***University*** – GLA University and its affiliates

***University Business Day*** – refers to any day the University is open for official business (usually Monday through Saturday, not including University breaks or holidays)

***University Official*** – any individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Intramural Officials, Hostel in-charge, law enforcement officers, or facility managers

***University Policy*** – any written guidelines of the University

***University Premises*** – any land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates

***Witness*** – individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Respondent or others with knowledge of the matter

## **VIII. Interpretation and Revision**

- A. Any question of implementation/application of this policy should be referred to the Pro Vice chancellor or their designee for final determination.
- B. This policy shall be reviewed a minimum of every three (3) years under the direction of the Pro Vice chancellor
- C. The Pro Vice chancellor is responsible for notifying the University community of substantial changes to this policy.