

## 1. PURPOSE

The American University of Paris aims to empower students to become responsible actors and leaders in a globalized world. Students must therefore uphold the institution's standards and integrity as an educational community by following the student Code of Conduct, described in this policy. This policy also details disciplinary and judicial procedures.

## 2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

## 3. POLICY STATEMENT

### I. The American University of Paris (AUP) Compact

The American University of Paris is an educational institution that exists for the transmission of knowledge, the pursuit of truth, and the development of its students as critical thinkers able to move across the cultural borders of the contemporary world with a sense of commitment to and responsibility for a world held in common.

The University promotes its educational goals and preserves the human rights of each of its members by supporting the following rights and safeguards for all of its students:

- A. Freedom of expression and freedom of inquiry for students and all members of the University community. At its core, a university is an environment of thoughtful and open inquiry. Through the exchange of ideas, we learn to withstand discomfort, sharpen our reasoning, and in some cases, change our minds. Free speech guards unpopular opinions against the enforcement of beliefs by a majority. See AA013EN – Freedom of Expression.
- B. Student right to participate in the shared governance of the University, including an opportunity to express concerns and affect change through the Student Government Association as well as student membership on appropriate committees and administrative bodies.
- C. Freedom from discrimination on the grounds of sex, race, color, religion, national origin, age, disability, sexual orientation or gender identity. These values are affirmed by French law and Article 10, which ban expressions that incite discrimination, propagate the idea of a superior race, and spread hatred against specific groups.
- D. The safety, welfare and property of all members of the University community, and the safety and property of the University itself.

It is the responsibility of each member of the AUP community to support these standards of the AUP Compact.

### II. Code of Student Conduct

To preserve its integrity as an educational community, the University has defined below institutional standards of conduct for its students. The University provides a mechanism for student participation in the formulation of standards of conduct and in judicial proceedings. These standards of conduct do not restrict the rights of faculty to control conduct in the classroom within accepted standards of academic freedom and responsibility.

#### Prohibited Conduct

The following are prohibited:

- 3.1 **Academic Integrity:** Violation of the code of academic integrity (actions that compromise academic integrity and honesty include but are not limited to plagiarism, fabrication, falsification and cheating – please refer to policy [AA014EN - Academic Integrity](#) for more information)
- 3.2 **Alcohol & Public Intoxication:** Students of legal drinking age in France may consume alcoholic beverages responsibly. However, extreme or repeated public intoxication is prohibited at all times. Any disorderly behavior,

property damage, intimidation, or other actions that violate the rights, wellbeing, and safety of other individuals as a result of alcohol use are not acceptable

- 3.3 **Copyright Misuse of University Trademarks:** The use of the University name in such a way as to imply representation of the community, in any public statement or demonstration, without prior authorization by the Student Life Office
- 3.4 **Cyberbullying and Stalking:** Cyberbullying and stalking another member of the community is prohibited. Whether virtually through social media or other technologies or in person, engaging in any course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress
- 3.5 **Discrimination:** committing any of the above acts because of a person's race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity
- 3.6 **Disorderly Conduct:** verbally abusing University officials acting in performance of their duties; acting in a manner that annoys, disturbs, threatens or harasses others; disrupting, obstructing or interfering with the activities of others, particularly on campus or in residential living, or behaving in a lewd or indecent manner; conduct disturbing or disrupting the authorized use by others of University facilities
- 3.7 **Guests and Visitors:** Students are accountable for the conduct of their guests at all times. If a guest causes a disturbance or disrupts the community, staff may ask the guest to leave university premises
- 3.8 **Housing & Residential Life:** Students housed through the Office of Housing & Residential Life must sign a Housing Rules and Regulations Agreement before accepting accommodations, and subsequently must respect all aspects of this agreement while housed through the University, including timely payment of rent and arrival and departure deadlines
- 3.9 **Information Technology (IT):** Violations of the University's computer security systems and altering the configuration of University computers, software, e-mail accounts, or any other computer files
- 3.10 **Non-compliance:** Failure to comply with reasonable directions of University officials acting in performance of their duties. Directives to cooperate in the administration of the Code of Student Conduct are included in the scope of this provision
- 3.11 **Off Campus Conduct:** Conduct outside of the University, including on University-sponsored trips and housing, whether arranged by the University or not, which violates either the Code of Student Conduct or French Law, or which damages the University's standing in the local community
- 3.12 **Penalties for Late Payments:** Students are expected to meet all financial obligations to AUP. Students who do not make timely tuition and fee payments are subject to penalties, explained in AA030EN - Penalties for Late Payments
- 3.13 **Pets:** Dogs and other pets and animals are not permitted on university premises or housing arranged through the University unless authorized for instructional or laboratory use or when they are trained guide dogs for specific documented medical conditions or for the visually impaired. Appropriate documentation must be submitted to and approved by the Student Life Office in these cases
- 3.14 **Posting & Publication Policy:** The posting or distribution of announcements, publicity, publications, or products that are not related to the University's academic or non-academic programs, unless approved by the Office of Student Life
- 3.15 **Sexual & Moral Misconduct:** Engaging in behavior prohibited under AUP's Sexual & Moral Misconduct (HR014EN)
- 3.16 **Smoking:** Smoking in University buildings or in University-arranged housing where smoking is forbidden
- 3.17 **Social Media:** Engaging in behavior prohibited under AUP's Social Media (BP003EN) policy
- 3.18 **Substances:** The use, transfer, distribution, possession or sale of any substance classified as a narcotic by French law
- 3.19 **Theft & Destruction:** Theft or willful destruction of the physical or intellectual property of the University or of any member of the community as well as the storage of stolen property on University premises
- 3.20 **Threatening & Forceful Behavior:** The use or threat of force, by any member of the community against any other;
- 3.21 Sexual harassment, as defined in Section V of this policy
- 3.22 **Weapons & Firearms:** The possession of firearms or other dangerous weapons or substances on University premises; this includes replicas and any items that may be considered simulated or otherwise classified as weapons under applicable law

### III. Academic Integrity at AUP

Please refer to AA014EN – Academic Integrity.

### IV. University Policy on Sexual Misconduct

Please refer to HR014EN – Sexual & Moral Misconduct.

## V. Sanctions for Violations of Code of Student Conduct

All cases of alleged violations of the Code of Student Conduct or violations of French law and disruptions of public order should be reported to the Dean of Student Life & Community Standards, who will investigate allegations as soon as possible after the reported violation.

The following is a non-exhaustive list of possible sanctions, provided as a guide to those assessing sanctions. This broad list allows for considerable discretion, supporting the Conduct Board, Appeals Committee, the Office of Housing & Residential Life and the Dean of Student Life & Community Standards in their efforts to provide justice based on the facts of each case examined.

### Non-exhaustive list of possible sanctions:

- Warning: a verbal or written reprimand indicating that a student's conduct is in violation of the Code of Student Conduct.
- Assessment of damages and requirement of payment: a student may be required to settle claims for damage or theft, the amount of which is determined by the Conduct Board, Appeals Committee or Dean of Student Life & Community Standards.
- Immediate suspension from elected office and participation in student-led organizations, including the Student Government Association and athletic teams, and restricted access to certain campus facilities and resources (e.g. Amex, multimedia office, etc.) during the semester in progress.
- Non-academic probation: students on non-academic probation are not permitted to hold elected office in Student Government Association (SGA), or hold any student leadership or student organization positions; this may also impact their ability to participate in select university programs and activities during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
- A recommendation to the President of the University that a student be suspended from the University for a limited period of time or be banned from taking final exams and thus completing the semester.
- A recommendation to the President of the University that a student be dismissed from the University for non-academic reasons. Students who have been suspended or dismissed may not enter or use the University's facilities.
- Requirement to produce a medical certificate indicating that the student is in the proper state of health to study at the University.
- Obligation to seek counseling with an on-campus counselor or off-campus therapist as determined by the University. Multiple sessions may be required to ensure the well-being of the student and in some cases a written medical statement attesting to the student's well-being may be required.
- Community service: In certain cases, the University may assign a set number of community service hours on or off campus to allow the student to demonstrate his or her goodwill and to help him or her gain a greater appreciation of the community and campus life.
- Housing & Residential Life sanctions as outlined in the Housing Rules and Regulations Agreement, may include:
  - Residential warning: In the case of a less serious violation of the Code of Student Conduct or housing regulations, students will first receive a written warning stipulating possible consequences of future violations.
  - Residential Probation: indicates that a student is no longer in good standing within the University Office of Residential Life and could be forced to relocate with another violation.
  - Eviction from residence: termination of residence contract and exclusion from visiting housing offered by the University or its housing partners. Any student who is evicted forfeits all refunds and housing fees and must find new housing on his or her own unless decided otherwise by the University.
- Penalties for violations of Academic Integrity: Violations of the Code of Academic Integrity can lead to failing grades or dismissal from the University. A detailed list of penalties for academic integrity infringements is included in policy [AA014EN - Academic Integrity](#).

## VI. Judicial Procedures

Any person may refer a student or student groups or organizations suspected of violating any part of the Code of Student Conduct, University policies or French law to the Dean of Student Life & Community Standards or the Office of Housing & Residential Life. Students who feel that they have been discriminated against may also request a meeting with the Dean of Student Life & Community Standards, the Diversity Council or the University Conduct Board. All members of the Conduct Board and Appeals Committee are appointed yearly in May and must adhere to absolute confidentiality relative to the names and details of all persons involved in cases reviewed.

All cases of academic misconduct are reported to the Office of Academic Integrity. The Director of the Office of Academic Integrity will serve as an impartial mediator in the case when disputes cannot be resolved between the faculty member and a student. If the student disputes or appeals the findings of the Office of Academic Integrity, the case will be referred to the Honor Board. For more information about judicial procedures in the case of a violation of academic integrity, please refer to policy [AA014EN - Academic Integrity](#). Students involved in disciplinary cases are guaranteed a certain number of rights as detailed in [SS007EN – Student Rights](#).

#### GENERAL STUDENT CONDUCT HEARINGS

- A. **Dean of Student Life & Community Standards:** In a first instance, accused parties or students who feel discriminated against are invited to an informal meeting with the Dean of Student Life & Community Standards (or his/her representative) or the Office of Housing & Residential Life. If charges can be resolved administratively by mutual consent of the involved parties, the case will be decided at this level with no further proceedings or appeal. A written confirmation will result from this meeting indicating all decisions agreed upon. If mutual consent cannot be resolved with the Dean of Student Life & Community Standards, the case is referred to the University Conduct Board.
- B. **University Conduct Board:** Composed of two staff members appointed by the Dean of Student Life & Community Standards of Student Life; one faculty member appointed by Faculty Senate; and two students appointed by the Student Government Association, this board convenes to review grievances that cannot be settled at the level of the Dean of Student Life & Community Standards of Student Life. After hearing all evidence and meeting with all parties concerned, the Conduct Board presents a decision to the Dean of Student Life & Community Standards. The Dean of Student Life & Community Standards in turn conveys this decision in writing to the accuser and the accused by AUP email and in hard copy to their AUP mailboxes. Accused students who fail to appear before the Conduct Board after one written notice will be deemed not to have contested the allegations against them. Appointments to the committee are made for one year from mid-May to mid-May.
- C. **Appeals Committee:** Students wishing to appeal the decision made by the Conduct Board must submit a written petition within five class days of such a decision to the Dean of Student Life & Community Standards, who will convey the petition to the Appeals Committee, which is composed of the Dean of Student Life & Community Standards, the Chair of the Faculty Senate, and the SGA President (graduate and or undergraduate, depending on the case). The Appeal Committee will meet as soon as possible to review the case and the decision. The Appeals Committee will then decide to uphold or revise the decision of the Conduct Board. This decision is based on a majority vote. In the case of a tie when both the graduate and undergraduate SGA presidents are present, the Dean of Student Life & Community Standards makes the final decision. The Committee may propose to affirm the original decision of the Conduct Board, remand the case back to the Conduct Board for a new hearing, request that new members of the Conduct Board review the case or decide to lift sanctions or impose new sanctions. The decision made by the Appeals Committee is final. Only the President of the University can reverse an Appeals Committee decision.

#### RESIDENTIAL CONDUCT HEARINGS

- A. For most incidents involving a policy violation, the student is requested to meet with the hearing officer (housing staff) for a mandatory conduct meeting. In cases involving multiple students, the office will meet individually with all students involved and listed in an incident report. Outcomes for each individual student are determined after all meetings have been concluded.
- B. Students may appeal the outcome of the case (being found responsible and issued a sanction), or the sanction itself (appealing for a lesser sanction). In that case, the review is conducted by the hearing officer's supervisor within Office of Housing and Residential Life or by Student Life senior leadership. If the appeal officer accepts the decision as issued or accepts it with a modification to the sanction, the decision will be deemed final.

Appeals for certain sanctions (suspension, eviction, or expulsion from the university) may be escalated to the Appeals for certain sanctions (suspension, eviction, or expulsion from the university) may be escalated to the University Conduct Board.

#### 4. RESPONSIBILITIES

The Vice President of Student Life and the Dean of Student Life & Community Standards are responsible for ensuring the smooth implementation of this policy.

#### 5. DEFINITIONS

FERPA stands for The Family Education Rights and Privacy Act. It's the U.S. federal law that governs release and access to student educational records.

6. APPROVALS & HISTORY

This longstanding policy was reviewed and approved August 2017. In June 2019, it was supplemented with information regarding Academic Integrity. Next review June 2027.

7. ISSUING OFFICE AND CONTACT

Student Life Office

[studentlifehelpdesk@aup.edu](mailto:studentlifehelpdesk@aup.edu)

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Vice President for Student Life

Dean of Student Life & Community Standards