



Policy Title: Student Code of Conduct Policy

Policy Number: PS 1901

Purpose of Policy: To establish guidelines regarding student conduct both inside and outside the classroom.

Applies to: All Bellevue University students.

Policy Statement:

1. General Principles:

- a. Bellevue University is committed to the philosophy that students should be given an opportunity to develop their skills and knowledge, as well as an awareness of their roles and responsibilities in society.
- b. Enrollment at the University means a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsible members of the University community, to comply willingly with University regulations, and to abide by local, state, and federal laws. Students are expected to know their responsibilities as defined by the Academic Catalog, Student Handbook, Student Code of Conduct, and any additional Bellevue University policies. It is to the above philosophy that these student conduct and discipline procedures have been developed.
- c. Proof of policy violations obtained via electronic media, including, but not limited to, video, photographs, emails, social networking sites, or other electronic means, can be used as evidence and give rise to a finding that a policy has been violated.
- d. Students have a right to be free from retaliation. Retaliation is defined as an action that adversely affects education or access to a program or activity of a student due to the student's engagement in a protected activity.

Protected activities include: (1) filing in an official complaint or report with Bellevue University or an external agency with oversight of the University, such as a state or federal agency or an accrediting body; (2) opposing conduct that the student reasonably believes to be unlawful; or (3) participating in a reasonable accommodation process or official complaint process.

To be considered an adverse action, there must be specific conduct or action that impacts education or access to a University program or activity that have no basis in law or policy and would objectively affect education or access to a reasonable person. Adverse action

does include petty slights, subjective annoyances, isolated incidents (unless extremely serious), disagreements/debates, or subjectively rude or non-collegial behavior that do not impact education or participation. Additionally, adverse action does not include legitimate exercises of authority or other actions that are supported by law or policy and would have been taken regardless of the student's participation in a protected activity.

2. Definitions

- a. University: The University means Bellevue University.
- b. Student: Refers to all individuals taking courses from the University: full-time and part-time; residential or online; enrolled in undergraduate, graduate, professional, special topic, and certificate of completion programs or courses.
- c. Staff: Refers to any non-faculty employee of Bellevue University.
- d. Faculty: Refers to any full-time or part-time faculty, staff teaching as part-time faculty, or instructors hired by the University to conduct classroom, online, or other academic activities.
- e. University Premises: Refers to all land, buildings, facilities, online academic and support systems, and other property in the possession of or owned, used, or controlled by the University, including applicable adjacent streets and sidewalks.
- f. University Community: Refers to all students, staff, faculty, systems, and guests at the University.
- g. Dean of Students' Office (DSO): office that will investigate allegations of misconduct or assign members of the University to investigate, depending upon the nature of the allegation. The DSO may refer the investigation to appropriate departments if academic or Title IX complaints.
- h. Respondent: Refers to student(s), student groups, or student organizations against whom a conduct charge(s) has been brought.
- i. Complainant: Member of the University Community who has alleged a violation of the code by any student(s), student group(s), or student organization(s) in violation of this code of conduct.

3. Academic Misconduct Violations

- a. Bellevue University is committed to academic integrity. The University expects academic honesty from all members of the University community and believes that it is essential for academic excellence and integrity. Academic integrity includes adherence to guidelines established by the instructor in a particular course for both individual and group work. Students are expected to read instructions and syllabi carefully to understand instructor expectations regarding academic integrity. Failing to act with academic integrity is a violation of this academic misconduct policy. This includes, but is not limited to, the following prohibited conduct:
 - i. *Academic dishonesty*, which includes but is not limited to: representing the work of others to be one's own, including the unacknowledged word-for-word use and/or paraphrasing of another's work, the unacknowledged use of works generated by technological means (artificial intelligence or similar technologies), and/or the inappropriate unacknowledged use of another's ideas (plagiarism);

making false statements for personal academic benefit; making up or purposefully misstating information or sources; acts of sabotage on another's academic work; assisting another student in engaging in academic dishonesty.

ii. *Cheating*, which includes but is not limited to: copying the work of another student or former student; receiving unauthorized aid on an assignment; using unauthorized materials, devices or resources on academic work (e.g., using reference materials, calculators, artificial intelligence, etc., when not permitted by the instructor); submitting another's work as one's own; reproducing or retaining exam materials; violating explicit instructions or syllabi guidelines in use of unauthorized materials in completing academic work; assisting other students to cheat.

b. When a faculty member believes that a student's conduct constitutes academic misconduct, the faculty member will have a (verbal or written) discussion with the student to give the student an opportunity to provide an explanation. If the student provides an adequate explanation to the satisfaction of the faculty member, the matter will be deemed resolved. If, in the opinion of the faculty member, an adequate explanation is not provided by the student, the faculty member may penalize the student in accordance with the Academic Misconduct Consequences section below. The faculty member is responsible for documenting the student discussion and decision and for notifying the Dean of Students' Office. The Dean of Students' Office is responsible for notifying the student of the decision, the sanction being imposed, and the right to appeal.

4. Academic Misconduct Consequences

a. Academic Misconduct consequences are designed to be educational in nature, focusing on guiding students to understand the impact of their actions and fostering personal growth. Consequences for academic misconduct may include a warning, a reduction in grade, a grade of "F" on the work in question, or, with Dean approval, for the course. These are the only penalties that a faculty member may impose for an incident of academic misconduct.

b. In addition, any student engaged in academic misconduct may be subject to further disciplinary action up to and including formal reprimand, short-term suspension, long-term suspension, and/or expulsion according to the policies and procedures of the University (PS 1035). These penalties can only be imposed by the appropriate administrator at the University.

5. Academic Misconduct Grade Appeals

a. If the student disagrees with the determination or the sanctions imposed by the instructor described in item 4.a., above, he or she may appeal the decision within thirty calendar (30) days of the grade posting in BRUIN per the Grade Appeal process in the Academic Catalog.

6. Violations of the Code of Conduct

a. Physical assault of any person(s), or an express threat to physically harm any person(s), whether made verbally, through gesture, in writing, electronically or online, including but not limited to sexual assault, dating and domestic violence, or stalking as defined in the University's PS 4 Title IX Policy.

- b. Actions which constitute discrimination or harassment as defined in the University PS 6 Non-Discrimination Policy, whether engaged in physically, electronically, or online, verbally, through gesture, in writing, or via video recording. Bias-motivated incidents (sometimes referred to as “hate” incidents) may qualify as discrimination or harassment under the definitions set forth in the University’s Non-Discrimination Policy.
- c. Hazing in any form as defined in the University’s PS 9 Anti-Hazing Policy or applicable local, state, or federal law.
- d. Misuse of computer software, data, equipment, or networks.
- e. Disrupting or obstructing any University-related business or activities, including disorderly or disruptive classroom conduct.
- f. Unauthorized entry onto or into, accessing, presence in, occupation of, or use of University facilities that are locked, closed, or otherwise restricted as to use, or of the personal residence of any student, staff, or faculty member of Bellevue University, or of any other public or private space that is otherwise restricted as to access or use.
- g. Theft of or damage to University, personal, public, or private property/services, or illegal possession or use of the same.
- h. Possession, purchase, or presentation of falsified identification cards; any forgery, alteration, fabrication, or misuse of University or other official identification cards, records, reports, grades, transcripts, diplomas, documents, recommendations, references, computer files or systems; or providing false information of any kind to the University or University officials.
- i. Failure to comply with established University processes and/or the lawful directives of University employees performing the duties and responsibilities of their position or office, including, without limitation, matters related to the maintenance of safety or security.
- j. Consumption, possession, manufacture, sale, distribution, or procurement of alcohol by or for anyone who is not permitted to do so under applicable state or federal law, including facilitation of such behavior as defined in the University’s PS 11 Alcohol and Drug Policy.
- k. Use, possession, manufacture, sale, distribution, or procurement of any illegal drugs or of paraphernalia used for or intended to be used for the consumption, distribution, and/or manufacture of illegal drugs, including facilitation of such behavior as defined in the University’s PS 11 Alcohol and Drug Policy.
- l. Use, possession, manufacture, sale, distribution, or procurement of tobacco products on Bellevue University-owned, leased, or operated property in circumstances where such activity is prohibited as defined in the University’s PS 80 Tobacco-Free Policy.
- m. Unauthorized (i) possession, brandishing, or use of any weapon, including, without limitation, items such as firearms, BB-guns, airsoft guns, air rifles, stun guns, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, or (ii) improper use of any otherwise permitted object or material as a weapon. This includes any conduct that violates the University’s PS 441 Weapons Policy.

- n. Interference with or misuse of fire alarms, blue light safety phones, elevators, fire doors, limited access or otherwise secured entry doors, security cameras, or other safety and security equipment or programs.
- o. Violation of international, federal, state, or local law.
- p. Violation of University policies, rules, or regulations that are published in the Academic Catalog and Student Handbook, BRUIN Village Student Housing Handbook, Bellevue University website, course syllabi, program-specific requirements, and other agreements and publications.

The University reserves the right to right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct outlined above.

7. Determining Violations and Sanctions

- a. The Bellevue University Student Code of Conduct is designed to be educational in nature, focusing on guiding students to understand the impact of their actions and fostering personal growth. Rather than solely emphasizing punishment, the code prioritizes opportunities for reflection, skill-building, and restoration of relationships. By offering constructive consequences, mentorship, and restorative practices, we encourage students to learn from their mistakes, make amends, and become responsible, empathetic members of the community.
- b. The Dean of Students Office is responsible for determining violations of the Student Code of Conduct.
 - i. **Warning**

A verbal or written statement that the student has violated University rules, and may be subject to more severe disciplinary action if such behavior continues or is repeated.
 - ii. **Restitution**

Required reimbursement for damage to or misappropriation of University or any other public or private property. Where this sanction is imposed, the decision shall direct that restitution be made by a certain date. The consequences of failure to make such restitution shall be stated in writing. Restitution may take the form of appropriate services or other compensation.
 - iii. **Non-Academic Reflective Activity**

Work assignments, essays, service to the University, or other related discretionary assignments.
 - iv. **Academic Sanctions**

Penalties may include a reduction in coursework grade(s), including, but not limited to participation, assignments, or presentations based on inappropriate classroom conduct.
 - v. **Disciplinary Probation**

Exclusion from the privilege of using specified facilities of the University or from participating in extracurricular activities of the University, including the holding of any student or student organization office, for a specified period of time, or other terms of disciplinary probation deemed appropriate under the circumstances. The terms of any such disciplinary probation imposed will be specified in writing, and may include the withdrawal of any privileges or services otherwise provided by the University.

vi. Interim Suspension

Immediate exclusion from all University property, University-sponsored events, or designated courses, curriculum offerings or class sections pending a hearing.

vii. Suspension

Exclusion from all University property, University-sponsored events, or designated courses or curriculum offerings or class sections as a student for a definite period of time, not to exceed one year.

viii. Expulsion

Termination of student status and resulting exclusion from attending all University property, functions, or from attending or enrolling in designated courses, curriculum offerings, class sections, programs, or University-sponsored events for an indefinite period of time. If any conditions of readmission are established, they may be stated in the order of dismissal. The President or Board of Directors of Bellevue University may also establish, at any time, conditions upon which a dismissed student may be readmitted to the University.

8. Appeals

- a. The student may appeal the Dean of Students' Office's conduct decision based on the basis of one or more of the grounds listed below. The appeal must be in writing, and must be filed with the Dean of Students' Office not later than ten (10) calendar days after the date of the decision. The appeal will be considered only if based upon one of the following grounds:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the conduct decision was made, that could affect the outcome of the matter; and/or
 - iii. The Dean of Students' Office had a conflict of interest or bias for or against the student that affected the outcome of the matter.
- b. The Appeal Officer will be designated by the President. Postponement of any sanctions pending review by the Appeal Officer is at the discretion of the Appeal Officer.
- c. Review by the Appeal Officer will be limited to a review of the documents submitted as evidence at the meeting and a review of all relevant material. Opportunity for the student to personally discuss the matter with the Appeal Officer shall be at the discretion of the Appeal Officer.

- d. The Appeal Officer shall send the decision on the appeal in writing to the student by University email. The appeal decision is typically issued within fifteen (15) business days, but may be subject to reasonable extensions by the Appeal Officer, with or without notice, based upon the complexity of the case. The Appeal Officer is also responsible for placing a copy of his or her appeal decision in the student's file.
- e. The decision of the Appeal Officer shall be final and not subject to further appeal.

Supporting Documentation:	Academic Handbook & Student Catalog
Corresponding Publications:	Academic Handbook & Student Catalog
Keywords:	Conduct, Academic Misconduct, Academic Dishonesty, Cheating, Hazing
Responsible Office:	Dean of Students' Office
Contact Information:	Dean of Students Office 402-557-7744
Approved by:	Dr. Mary Hawkins, President
Effective Date:	August 1, 2025
Review Cycle and Dates:	This policy statement supersedes the previous version of PS 1901, dated February 1, 2025, March 15, 2024, August 1, 2020, March 1, 2017, and December 1, 2014.

APPROVED:

This policy statement was signed by Dr. Mary Hawkins, Bellevue University President, on July 31, 2025.