

DISCIPLINARY CODE

A. Fundamental Standards

- i. All members of the LIGS community, all faculty, staff, students, governing entities, and affiliates are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, gender, gender orientation, gender identification, age, religion, disability, political affiliation, or socio-economic status. LIGS values integrity, honesty, open and free communication and academic freedom, and strives to integrate these values into teaching practices, business dealings, and daily activities.
- ii. All members of the LIGS community are expected to respect and uphold the integrity of the university and its values in their personal conduct as well as in their interactions with others.
- iii. All members of the LIGS community are expected to abide by all applicable laws and university policies and uphold the standards of academic integrity and intellectual honesty expected of an educational community.
- iv. Adherence to these values makes each member of the community responsible for bringing suspected violations of applicable standards or regulations to the attention of the appropriate department. Raising suspected violations is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of an LIGS graduate.

B. Students

1. Improper Student Conduct

- i. Students may be subject to disciplinary hearings for acts of non-academic misconduct including:
 - (a) Violations of a university policy or specific university directive;
 - (b) Violations of an applicable law;
 - (c) Cyber assault or threats;
 - (d) Cyber harassment, cyber stalking;
 - (e) Hate crimes and cyber aggression motivated by race, sexuality, and religion;
 - (f) Document falsification – the discovery of a falsified admissions document prior to the start of studies will result in an automatic denial of admission, while discovery after the start of studies may result in expulsion and denial of re-admission;
 - (g) Impersonation of another;
 - (h) Computer Policy violations;
 - (i) Any behavior that is substantially incompatible with common standards of respect and adult responsibility;
- ii. Students may be subject to disciplinary hearings for acts of violation of academic standards and study duties including:
 - (a) Plagiarism;
 - (b) Submission of bought papers or of work undertaken or previously submitted in another course;
 - (c) Cheating, attempts to cheat, introduction of or possession of tools that may help effectuate cheating during the examination process;
 - (d) Unpermitted collaboration;
 - (e) Giving or receiving unpermitted assistance on an assignment or examination;
 - (f) Copying from, or allowing one to copy from, an examination or other piece of work;

- (g) Giving or receiving aid on any assignment where one should reasonably have been aware that such aid was not permitted;
 - (h) Undertaking activities that interfere with the study of other students;
 - (i) Acting in any other way that is substantially incompatible with common standards of academic integrity.
- iii. Any person may raise an allegation of improper conduct against a student. Such allegations should be brought to the attention of the Vice Provost;

2. Disciplinary Procedures

- i. Upon receipt of an allegation of improper conduct the Vice Provost shall:
 - (a) Inform the student of the allegations via e-mail;
 - (b) Provide the student with a two week period to acknowledge the validity of the claim or to refute the claim;
 - (c) Inform the student about the follow-up disciplinary procedure.
- ii. Unless the student denies the truth of the claim, the Vice Provost may decide on the merits of the case regarding first offenses that are minor issues. Alternatively, the Vice Provost may ask a Disciplinary Committee to further address the matter and develop a resolution. The decision shall be communicated to the student within two weeks of the student's acknowledgement of the charges. If the student does not acknowledge the charges the Vice Provost may decide with the available information one month after informing the student of the charges.
- iii. If the student denies the claims and/or the offense is not a minor first offense, the Vice Provost must:
 - (a) Request an online Disciplinary Committee meeting and provide the student with an electronic link to the Disciplinary Hearing;
 - (b) Inform the student of their right to submit a written statement via e-mail in support of their denial and/or to connect on-line to the Disciplinary Hearing (safe its closed part);
 - (c) Request of the student that a list of witnesses or documents to support their stance be immediately provided for invitation and/or consideration by the Disciplinary Committee.
- iv. Allegations of bought papers, intentional or consistent plagiarism, interpersonal threats or violence, whether it be verbal, physical or sexual, property damage, and other matters of a serious nature shall not be considered as minor issues.
- v. A Disciplinary Committee shall be appointed the Provost with the Provost serving as its chair.

3. Disciplinary Penalties

- i. In the case of a first instance of misconduct of minor importance, a student may only be punished by a formal letter with a warning.
- ii. In the case of serious and/or repeated misconduct, a student may be punished by non-academic probation or expulsion.
- iii. The terms of non-academic probation may require that the student, within the test period determined by the Disciplinary Committee,
 - (a) Refrain from improper conduct; and/or
 - (b) Issue a Letter of apology; and/or
 - (c) Attend Counseling.
- iv. Students who violate the terms of non-academic probation will be expelled.

C. Faculty

1. Allegations of Improper Conduct

- i. Anyone may submit a signed written complaint alleging a violation of Standards of Conduct to the attention of the Vice Provost, who in turn will notify the Provost. Before submitting a formal

- complaint to the Vice Provost, everyone is encouraged to consider informal means of resolving the behavior such as informal discussions with the faculty member, or the Vice Provost.
- ii. Initial allegations of misconduct that are found to be false and maliciously motivated may themselves become the basis of a disciplinary action. No allegations made in good faith, however incorrect, will be the basis for discipline against a complainant, and efforts will be made to assure that no retaliatory actions occur over the good faith reporting of alleged misconduct.
 - iii. Faculty may be subject to disciplinary hearings for any failure to meet the responsibilities of instruction and research including:
 - (a) Arbitrary denial of access to instruction;
 - (b) Significant intrusion of material unrelated to the course;
 - (c) Significant failure to adhere, without legitimate reason, to the rules of the faculty as set out by LIGS policies in the conduct of courses, to provide appropriate consultations, or to hold examinations as scheduled;
 - (d) Evaluation of student work by criteria not directly reflective of course performance;
 - (e) An undue and unexcused delay in evaluating student work;
 - (f) Research related misconduct and/or intentional misappropriation of the writings, research, and findings of others.
 - iv. Discrimination, including harassment against a student on political grounds or for reasons of race, color, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, pregnancy, physical or mental disability, or because of age or citizenship or for other arbitrary or personal reasons.
 - v. Violation of the university policy.
 - vi. Use of the position or powers of a faculty member to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons.
 - vii. Entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have, academic responsibility (instructional, evaluative, or supervisory) in the future.
 - viii. Exercising academic responsibility (instructional, evaluative, or supervisory) towards any student with whom a faculty member has a romantic or sexual relationship.

2. Disciplinary Procedures

- i. Upon receiving a report of misconduct, the Vice Provost will
 - (a) Inform the faculty member of the allegations, including references to the time, place, others present, etc., when the alleged acts occurred;
 - (b) Invite the faculty member to make a response in writing via e-mail regarding the allegations of misconduct within 10 days.
 - (c) Notify the Provost.
- ii. The Vice Provost may conduct an initial inquiry to determine whether the allegations have merit and whether a formal investigation is warranted.
- iii. Based on the allegations, the initial inquiry (if any), and the response (if any) of the accused, the Vice Provost shall make a decision falling into one of two categories within 21 days from receiving the complaint:
 - (a) That insufficient grounds have been presented to warrant further pursuit of the allegation and, therefore, that the accused will be subject to no discipline or only minor discipline.
 - (b) That there is presumptive evidence for major discipline and that a formal investigation is warranted. If so, the Vice Provost will notify the accused in writing via e-mail summarizing the evidence received and the conclusions of the initial inquiry, if any.
- iv. If, in the previous step, the Vice Provost determines that minor discipline is warranted, the final disciplinary action will, at that point, be taken by the Vice Provost with the matter being subject to appeal to the Provost.

- v. If, in the previous step, the Vice Provost concludes that grounds for major discipline may exist, the Vice Provost will so notify the faculty member and will refer the matter to the Provost for investigation.
- vi. The Provost shall bring the case to the attention of the Disciplinary Committee (see *supra*).
- vii. In its investigation, the committee will be expected to talk with witnesses and review documentary evidence, secure necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence, advise the accused of the evidence against him or her, and offer the accused a reasonable opportunity to respond and present evidence.
- viii. The committee will work towards reaching findings of fact in regard to the Vice Provost's charge. If the committee finds facts that appear to constitute a breach of relevant LIGS or general scholarly standards of performance or conduct, the committee's report shall state the nature of the breach and assess the seriousness of the breach.
- ix. After receiving the report with findings of fact from the committee, the Provost will reach a decision and determine the disciplinary action and the appropriate sanctions to be taken against the accused. The severity of the discipline will not exceed a level that is reasonably commensurate with the seriousness of the cause.
- x. The decision of the Provost may be appealed to the Faculty Senate. The Faculty Senate shall investigate the matter and submit a report including findings of fact, conclusions, and recommendations to the President for a final decision.

3. Disciplinary Penalties

- i. The disciplinary actions or sanctions may include, but are not limited to, any of the following:
 - (a) Submitting a letter of apology;
 - (b) Reprimand;
 - (c) Reduction in variable part of salary;
 - (d) Reduction in rank;
 - (e) Termination of employment.