



STUDENT CONDUCT POLICIES AND PROCESS

Updated: February 6, 2017

NYU Shanghai is a university with a dual identity as an independent Chinese university and a degree-granting campus within New York University (NYU)'s global network. This document describes the policies and process that will ordinarily govern student life at NYU Shanghai, and applies to all students at NYU Shanghai. This document does not anticipate all issues that might arise in the course of the academic career of all students and may be amended from time to time by NYU Shanghai. The Student Conduct Policies and Process may also be superseded, suspended, or complemented by NYU Shanghai administrators as they may deem it necessary and proper, in particular extenuating circumstances, in the discharge of their responsibility to protect NYU Shanghai's academic objectives and reputation, including its learning environment and the safety of its students, faculty and staff. It is the responsibility of each student to review, understand and comply with all policies established in this document. Nothing in this document is intended to create, nor will anything be understood to create, contractual or legally enforceable rights.

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NYU Shanghai Student Conduct Expectations

NYU Shanghai is committed to the overall educational and personal development of its students and views the NYU Shanghai community facilities as an important environment for learning and personal growth. Every member of the NYU Shanghai community is expected to uphold certain general responsibilities to ensure that the NYU Shanghai environment is a safe, respectful and constructive venue for living and learning. Every member of the community is expected to uphold certain general responsibilities to ensure the growth and development of NYU Shanghai's mission, including but not limited to:

1. Respecting all members and policies of the NYU Shanghai and Shanghai communities.
2. Respecting the customs, culture and laws of Shanghai and the People's Republic of China (PRC).
3. Respecting the physical facilities of NYU Shanghai including the furnishings, equipment, and grounds. NYU Shanghai facilities include any buildings owned, controlled, operated, used, or shared by NYU Shanghai.
4. Respecting the diverse lifestyles, opinions, and pursuits of the individual members of the community.
5. Informing NYU Shanghai administrators or the Department of Public Safety about behavior that is disrespectful to community standards as well as situations that infringe on the safety of the community.
6. Abiding by all NYU Shanghai academic policies as established in the NYU Shanghai Undergraduate Bulletin <https://shanghai.nyu.edu/academics/curriculum/bulletin>

To achieve this goal, NYU Shanghai reserves the right to review all alleged violations of the following student behavior policies and to initiate disciplinary action and impose sanctions when appropriate. Students will be held accountable for violations of the following policies whether committed by themselves or by their guests. Students found to be present while a violation is occurring may be considered participants and may also be subject to disciplinary action. Prohibited items may be confiscated and discarded.

- 1. NYU Student Conduct Policies.** All students studying at NYU Shanghai are expected to abide by the NYU Student Conduct Policies and other related policies available here: <http://www.nyu.edu/students/student-information-and-resources/student-community-standards/university-student-conduct-policies.html> and as supplemented or explained in this document. If any discrepancy exists between provisions of the NYU General Rules of Conduct and this document or an applicable NYU Shanghai policy, the provisions of this document and/or the NYU Shanghai policy will apply. These policies include, but are not limited to:
 - a. Policy on Substance Abuse and Alcoholic Beverages and Guidelines for Action Statement on Health and Safety Considerations Associated with the Management of Incidents Involving Alcohol and Drugs. Self Referrals and Good Samaritan Referrals
 - b. Sexual Misconduct, Relationship Violence and Stalking Policy
 - c. Statement and Guidelines on Bullying, Threatening, and Other Disruptive Behavior
 - d. Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students
 - e. Policy on Academic Integrity
 - f. Affirmative Action/Equal Opportunity Policy
 - g. Notice to Students on Bias and Harassment
 - h. Educational and Research Uses of Copyrighted Materials
 - i. Guidelines Regarding Protest and Dissent
 - j. Smoke Free Campus Policy
 - k. Service Animal Policy
 - l. Responsible Use of NYU Computer and Data

- m. Policy on Appropriate Use of Email
- n. Immunization Policy
- o. Policy on Weapons, Simulated Weapons and Theatrical Use of Weapons (applicable to students)
- p. Student Leave Policy

2. Health and Safety Violations: The following actions are violations of this document:

- a. Tampering with fire safety or other safety equipment.
- b. Possessing flammable decorations, appliances, or other property that may be deemed a fire hazard.
- c. Being in violation of fire safety policies as established in this document.
- d. Causing a fire or false alarm.
- e. Failing to respond and evacuate if required at the sounding of the fire alarm system.
- f. Possessing or storing a gas engine or any form of combustible fuel.
- g. Possessing or storing a motorized vehicle; gas, electric, or otherwise at NYU Shanghai, including, but not limited to, the campus building and the dormitory. Motorcycles, electric bicycles or scooters are not permitted to be used by NYU Shanghai students for travel to and from an NYU Shanghai facility.
- h. Possessing weapons, including, but not limited to knives, mace, explosives, fireworks, firearms, or ammunition. Only knives provided by NYU Shanghai for use in the kitchen are permitted in NYU Shanghai provided housing and no knives are permitted to be in student rooms in NYU Shanghai-provided housing.
- i. Throwing and/or causing objects or any substance to be directed from, into, or onto windows, doors, balconies, terraces, ledges, roofs or other areas.
- j. Possessing, using or distributing an alcoholic beverage in violation of alcohol policies as established in this document.
- k. Being in the presence of a violation of the alcohol policies as established in this document.
- l. Possessing, using, or distributing an illegal or controlled substance and/or related paraphernalia in violation of substance policies as established in this document.
- m. Being in the presence of a violation of the substance policies as established in this document.
- n. Possessing unauthorized furniture or being in violation of outside furniture policies as established in this document.
- o. Tampering with devices and furnishings in an NYU Shanghai facility.
- p. Failure to present a valid ID card or properly identify oneself when entering an NYU Shanghai facility or when requested to do so by any authorized staff member.
- q. Unauthorized access or use of restricted areas in or about an NYU Shanghai facility, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
- r. Unauthorized entry into any part of an NYU Shanghai facility, or contributing to such unauthorized entry of another individual. This includes fraudulent attempts (misrepresentation, using false identification, etc.) to enter or to allow another individual to enter any part of an NYU Shanghai building.
- s. Fraudulent use of NYU ID. Fraudulent use includes but is not limited to:
 - i. Giving or lending of NYU ID to any other individual.
 - ii. Using one's NYU ID to "tap in" another individual through NYU Shanghai turnstiles.

- 3. Community Standards Violations.** The following actions are violations of this document:
- a. Behavior that is disrespectful to any member, policy, culture, or custom of the Shanghai community including violations of any law or regulation of Shanghai and/or the PRC.
 - b. Disorderly, disruptive, or aggressive behavior that interferes with the general safety, security, health or welfare of the NYU Shanghai community, and/or the regular operation of NYU Shanghai.
 - c. Harassment or abusive behavior toward another by any means for any reason.
 - d. Physical violence, actual or threatened, against any individual or group of persons.
 - e. Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person or oneself.
 - f. Misuse, vandalism or damage to personal or NYU Shanghai property or signage.
 - g. Misuse, theft or unauthorized use of another's personal property or belongings or university property or services, even if one intends to return the property.
 - h. Excessive noise that interferes with the living, learning environment, or affects the well-being of the NYU Shanghai community as established.
 - i. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the NYU Shanghai community.
 - j. Keeping or caring for pets or animals in any NYU Shanghai facility.
 - k. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services, or tickets in NYU Shanghai facilities.
 - l. Smoking indoors, on balconies, or in facilities entryways. Smoking devices, including but not limited to pipes, bongos, electronic smoking devices, and hookahs, are not permitted indoors, on balconies, or in facilities entryways.
 - m. Conducting a private business enterprise from any NYU Shanghai facility or using NYU Shanghai resources to conduct private business.
 - n. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.
 - o. Affixing in any NYU Shanghai faculty signage, advertisements, notices, or other lettering, flags or banners using permanent means that leave marks, holes, or removes paint.
 - p. Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of an NYU Shanghai facility.
 - q. Filming or videotaping in or into any area of any NYU Shanghai facility without authorization.
 - r. Gambling in NYU Shanghai facilities.
 - s. Failing to abide by or fulfill terms of a sanction issued by the Student Life Department.
 - t. Failing to comply with the authorized request of any administrative representative of NYU Shanghai.
 - u. Using the name or any abbreviation, logo, trademark, torch symbol, or any other indicia of "New York University," "NYU Shanghai" or school or unit of NYU or NYU Shanghai without first obtaining written permission from the NYU administration.
 - v. Using skateboards, rollerblades, or any other "coasting" devices in NYU Shanghai facilities.

4. **Community Space Policy.** The following actions are violations of this document:
 - a. Inappropriate use of NYU Shanghai property or space not assigned to an individual.
 - b. Limiting the ability of others to use communal property or space by:
 - i. Leaving personal belongings in communal areas unattended.
 - ii. Taking communal items into one's room; locking communal space; or otherwise limiting other individuals' access to communal items or space.
 - iii. Failure to clean up communal spaces or items after use in a way that limits others' use of the space.
 - iv. Behaving in a disruptive or abusive manner in communal spaces.
 - c. Unauthorized use or occupation of university space designated as a classroom, office, conference room, laboratory, reservable study room, music practice room, dance studio, vestibule or any reservable space.

5. **Residence Hall Administrative Violations.** The following actions are violations of this document:
 - a. Violating any stipulation of the Student Housing License during the license period: <https://shanghai.nyu.edu/campus-life/residential/housing>
 - b. Violating any provision of the Off-Campus Housing Policy (see appendix, page 15) or the Housing Waiver and Release <https://shanghai.nyu.edu/page/offcampus> (for any student living off-campus).
 - c. Moving to another room or residence hall without authorization.
 - d. Occupying residence hall space assigned to another resident.
 - e. Installing an unauthorized lock on a bedroom, bathroom, or suite door.
 - f. Violating the short-term or overnight guest policies.
 - g. Inadequately securing one's residence hall room and/or failure to lock room doors.
 - h. Subletting a residence hall room, suite. Allowing an individual to reside in a residence hall without authorization.
 - i. Failing to properly complete the check-in/out procedure.
 - j. Unauthorized possession or use of a key to property or premises owned, used, and/or operated by NYU Shanghai.
 - k. Duplicating a residence hall key for any reason.
 - l. Unauthorized painting, construction, or other modification in a residence hall room or common area.
 - m. Permitting an unauthorized individual to reside in NYU Shanghai housing.
 - n. Residing in any space not assigned to them by NYU Shanghai.
 - o. The removal of any NYU Shanghai furnishings without prior approval from the Office of Student Life.

6. **NYU Shanghai Non-Academic Department Violations.** All students studying at NYU Shanghai are expected to abide by all university department policies and other related policies and procedures. If any discrepancy exists between provisions of department policies and this document, the provisions of this document will apply. Policies and other related policies may be available here: <https://shanghai.nyu.edu/campuslife/community-standards/>. Violations of non-academic department policies are subject to the NYU Shanghai Student Conduct Process. These policies include, but are not limited to:
 - a. NYU Shanghai Career Development Policies
 - b. NYU Shanghai Visa & Immigration Policies
 - c. NYU Shanghai Library Policies
 - d. NYU Shanghai IT Policies
 - e. NYU Shanghai Athletic and Fitness Center Policies
 - f. NYU Shanghai Student Clubs and Organizations Policies
 - g. NYU Shanghai Public Safety Policies
 - h. NYU Shanghai Campus and Facilities Policies
 - i. NYU Shanghai Finance Policies

7. **Study Away Standard.** Students studying away at NYU Shanghai and NYU Shanghai students studying away at other global academic centers within NYU's global network are expected to uphold the behavioral expectations set forth in the Study Away Standard, located at <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/study-away-standard.html/>.
8. **Substance Abuse and Alcohol.** NYU Shanghai is committed to maintaining a campus environment that is free of alcohol and substance abuse. NYU Shanghai views the abuse of alcohol and drugs as being antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Students at NYU Shanghai are subject to the Policy on Substance Abuse and Alcoholic Beverages, subject to the clarifications and modifications set out below.
- a. **Alcohol:** Alcohol may not be consumed by students in any NYU Shanghai non-residential facilities, under any circumstances. Likewise, students may not attend any NYU Shanghai event while intoxicated, or bring any alcoholic beverages to any event. Students who are of legal drinking age (18 years of age) may possess and consume alcohol within NYU Shanghai residence halls in accordance with the following:
- i. Alcohol may be consumed only within residence rooms. Open containers of alcohol or cups containing alcohol are prohibited in common spaces such as hallways, lounges, kitchens, in public areas such as lobbies, or in outdoor areas adjacent to residence halls.
 - ii. Alcohol may not be stored or kept in communal kitchens, including but not limited to refrigerators and cabinets.
 - iii. Alcohol should be consumed responsibly. Over-intoxication can be dangerous or life-threatening. Students experiencing overdose due to alcohol should contact their Resident Advisor (RA) or other NYU Shanghai administrator to seek immediate assistance.
 - iv. Students found to be in a highly intoxicated state in a residence hall may be subject to mandatory medical or psychological evaluation as well as appropriate disciplinary action.
 - v. Students who bring alcohol into a residence hall or possess alcohol in a residence hall are responsible for its use. Students who provide alcohol to others may be held responsible for any alcohol misuse under this policy.
 - vi. Kegs or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bong, etc.) are also prohibited. Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games) is also prohibited.
 - vii. A resident may be consuming no more than one open container of alcohol at a time.
 - viii. Alcohol may not be sold or distributed in NYU Shanghai facilities.
 - ix. NYU Shanghai funds may not be used for the purchase of alcohol.
 - x. Students are responsible for the behavior of their guests, including any violation of the alcohol or any other policy.

- b. **Marijuana and Other Drugs:** Possession, use, and/or distribution of an illicit substance, including marijuana, is prohibited in all NYU Shanghai facilities. Substances considered illicit in the PRC or in the United States are not permitted at NYU Shanghai. Any student who is found to be in possession of any illegal substances or any narcotics, including marijuana will be subject to disciplinary action and possible criminal charges. Water pipes, bongs, hookahs and other paraphernalia commonly associated with drug use are also prohibited. It is also a violation of NYU Shanghai drug policy to be in the presence of drugs or drug paraphernalia. Students must obey local laws regarding the use, sale, possession, and distribution of controlled substances. Drug use in the PRC is a serious criminal offense and can result in revocation of visa, incarceration, or other negative consequences for both the student and NYU Shanghai. Students found responsible for violating NYU Shanghai's policies related to possession, use, and/or distribution of drugs will be assigned sanctions that reflect the very serious nature of this offense.

Smoke Free Campus Policy

NYU Shanghai is a smoke-free campus. Consistent with the goal of creating a healthful and comfortable environment for all members of the NYU Shanghai community, smoking, including e-cigarettes, is prohibited at all times in or within 20 feet NYU Shanghai facilities, including in all of its buildings, residence halls and their grounds and balconies, clinics, laboratories, classrooms, private offices, vestibules, loading docks, and on any other NYU Shanghai owned, controlled, or shared property. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. It is the responsibility of all members of the NYU Shanghai community to comply with this policy. Members of the NYU Shanghai community alleged to be smoking in violation of this policy may be subject to disciplinary action through the applicable process.

Guest and Visitation Policies for Residence Halls

NYU Shanghai residence hall Guest and Visitation Policies are set forth below.

1. **Short-Term Guests:** A resident in an NYU Shanghai residence hall is permitted to have short-term guests during daytime hours, 8AM - 11PM, provided that there is no interference with the rights of a roommate. The following procedures and conditions must be met:
 - a. A resident is permitted to have up to three (3) short-term, non-hall guests at one time.
 - b. A residence hall room may have no more than six (6) individuals present at one time.
 - c. Guests must present a valid passport (for non-Chinese Citizens)/citizenship ID (for Chinese Nationals) in order to be signed in to a NYU Shanghai residence hall.
 - d. Guests must abide by all NYU Shanghai and the Office of Student Life policies, procedures and regulations. The host is responsible for the actions of his/her guest(s) in the residence halls at all times. The definition of a host shall include the individual who signed the guest in, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of any alleged policy violation.
 - e. There may be certain times of the year when visitation policies may be restricted or modified. Students will be notified in advance when these changes occur.
 - f. Permission from roommates is not required for daytime hours guests (8:00AM - 11:00PM) provided that the presence of guests is not interfering with the academic or personal well-being of the roommate.
 - g. NYU Shanghai administration reserves the right to restrict guest privileges for residents who are found to interfere with the personal well-being or privacy of roommates or other community members.

2. Quiet Hours Guest Policy:

- a. A resident may have no non-hall guests and no more than three (3) quiet hours guests (students from the same residence hall) between 11:00 pm-8:00 am.
- b. A resident host must have the permission of their roommate(s) to have any quiet hours guests.

3. Overnight Visits: Overnight visits are not permitted. Non-hall guests are not permitted in NYU Shanghai residence halls between 11:00 PM and 8:00 AM. This definition is subject to change at the discretion of the Office of Student Life.

Exceptions to these Guest and Visitation Policies must be approved in advance by the Office of Student Life.

Sound Policy for Residence Halls

Residents are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive. Use of amplifiers or P.A. systems in the residence halls is prohibited. Pianos are not permitted in residence hall rooms. Musical instruments may be played only in designated practice areas. Such space may not be available in all residence halls. Contact the residence hall staff if you have any questions about these guidelines. Residents must observe quiet hours between 11:00 PM and 8:00 AM and 24-hour quiet hours during NYU Shanghai designated examination periods. Student Government with the approval of the Residence Hall Director may specify other quiet hour periods.

Furniture Policy for Residence Halls

NYU Shanghai maintains a strict outside furniture policy to ensure fire safety and protect the cleanliness of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for its occupants with a desk and chair, dresser, and bed. Furniture (including mattresses) may not be removed from student rooms of original assignment without proper authorization from the Residence Hall Director. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled or disassembled by Facilities staff and manufacturer installers/movers assigned by the university. No student or other person or entity may install or construct lofts or bunk beds in a room.

Outside furniture is prohibited in the residence halls except for the following items:

- a) Desk chairs that do not have any fabric or upholstery
- b) Lamps (only non-halogen bulbs)
- c) Media stand, bookcase, or nightstand in which the total dimensions of each piece do not exceed 2 meters. Total meters can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).

Please keep in mind the following:

- a) Do not bring in items noted above, which are dirty or has been discarded (such as furniture left on the street). Such dirty or dilapidated items may have pests such as bedbugs and will not be allowed in the residence hall even if it meets guidelines.
- b) No upholstered furniture or furniture that requires cushions are allowed for any reason. This includes, but is not limited to dish/butterfly chairs, couches, futons, etc. Please consult with your roommate in making any decisions to bring in outside furniture. Also, it is recommended that you wait until you have stayed in your room for several nights before deciding to bring items.
- c) Residents are responsible to remove outside furniture from their room when they move out of the building or they will be charged for its removal. Residents will be charged for any outside furniture that causes pest problems. Student Life may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason.

Communal Kitchen Policy for Residence Halls

Almost every floor of the NYU Shanghai residence hall has a communal kitchen for use by the residents of that floor. On floors where there is not a kitchen, students will have access to the kitchen on the floor above or below. The use of the kitchen is a privilege that can only be offered as long as it is used in a manner that does not compromise the health, safety, and well-being of the NYU Shanghai residential community.

- a) Students may not remove any kitchen items that have been provided by NYU Shanghai from the kitchen to which they are assigned for any reason. These items include, but are not limited to: hotplates, microwaves, kitchen knives, and communal cleaning supplies.
- b) Students are responsible for cleaning up for themselves after using the kitchen and appliances. Students may be charged for any additional costs NYU Shanghai incurs by having to clean the kitchen or replace damaged appliances.
- c) Students are responsible for the safe use of the kitchen. If a floor causes the fire alarm to activate multiple times from kitchen use, the kitchen may be closed.
- d) Misuse, theft or unauthorized use of another's personal property or belongings left in the kitchen, including food, is strictly prohibited, even if one intends to return the property or replace the food.

Fire Safety Policy for Residence Halls

Residents will receive residence hall specific information about fire safety and evacuation procedures at the beginning of each term from their RA or RHD. It is extremely important that residents familiarize themselves and their guests with all applicable fire safety procedures in their assigned building. Residents who fail to comply fully with applicable fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to student conduct action. All NYU Shanghai owned or leased buildings are equipped with fire alarms that are tested regularly.

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, heating/air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- a) Flammable decorations
- b) Natural or artificial evergreens
- c) Electric heaters, electric blankets/pads, air conditioners, or refrigerators
- d) Microwaves, rice cookers, water kettles, or any other cooking appliance that is not provided by NYU Shanghai. (Coffee makers may be purchased by residents, but only stored and used in the communal kitchen for use by everyone. NYU Shanghai takes no responsibility for lost, stolen or damaged appliances.)
- e) Grills, hot plates/burners, toasters, toaster ovens, or any other type of open flame or heating coil device
- f) Halogen lighting equipment
- g) Candles or incense
- h) Explosives, fireworks, firearms, or ammunition
- i) Any other object found to block easy egress from a resident's room as deemed by Residential Life staff
- j) Power strips plugged into other power strips
- k) The use of any high powered appliances (over 800 watts) in the common spaces
- l) Appliances plugged into outlets on the resident floor hallways

Students found in possession of prohibited items will be subject to student conduct action and sanctioned accordingly. If you have any questions or concerns regarding fire safety, please contact your Residence Hall Director.

NYU SHANGHAI
STUDENT CONDUCT PROCESS

Updated: February 6, 2017

III. NYU Shanghai Student Conduct Process

- A. Initiation of Disciplinary Process:** Upon receipt of a report or complaint concerning an alleged violation of policies or standards applicable to student conduct, the Dean of Students or a designated administrator will review the complaint and any supporting materials or statements and if it is determined that a violation may have occurred, the designated administrator will conduct a Student Conduct Meeting as set forth below.
- B. Consideration of Interim Suspension:** If, in the judgment of the Dean of Students, or designee, a student's behavior is deemed to be disruptive to the personal or academic well-being of members of the NYU Shanghai community, including, but not limited to, threatening or causing injury to the health or safety of self or others, to NYU Shanghai property, to the maintenance of public order, or to the effective continuation of the educational process at NYU Shanghai, the Dean of Students may recommend to the Vice Chancellor of NYU Shanghai, or designee, (in non-academic matters) or the Dean of the department in which the student is enrolled (in academic matters) an interim suspension of the student from NYU Shanghai, including residential and/or academic programs and facilities, pending the resolution of the matter through an appropriate University student conduct process. When this occurs, the student shall be afforded the opportunity to expedite disciplinary proceedings so that the matter may be resolved at the earliest possible time. The period of interim suspension shall be deducted from any final sanction involving suspension. A student who has been subject to interim suspension and who is found "not responsible" shall be allowed full opportunity to make up any work that was missed due to the interim suspension. Should the student be an external or visiting student, NYU Shanghai may notify the college or university in which the visiting student is permanently enrolled.
- C. Student Conduct Meeting:** A Student Conduct Meeting is a meeting between the student alleged to be in violation of the policies and/or standards and the appropriate designated NYU administrator/s. The purpose of the meeting is to investigate the allegations and provide the respondent an opportunity to be heard. If a Student Conduct Meeting is necessary, any one of the following may occur:
1. The Dean of Students may adjudicate the matter or designate the case to one of his or her staff members.
 2. Cases involving serious violations or repeat offenses may be referred directly to the Office of Student Conduct and Community Standards at New York University in New York.

The appropriate hearing forum and person or persons who will hear the case is determined by the Dean of Students or designee, and/or the Office of Student Conduct and Community Standards in New York.

The student will receive notice via email to the student's NYU account. Notice includes information about who will hear the case, the alleged violations, and the date, time, and location of the meeting. During the Student Conduct Meeting, the student will have the opportunity to share his/her account of the incident. The student may present supporting information and/or provide the names of relevant witnesses.

A preponderance of the evidence will be used to determine whether or not a policy violation occurred. After the meeting is completed, the student will be notified in writing of the outcome via email, including whether or not the student is responsible for any violations of NYU Shanghai's policies, and any sanctions assigned as a result of the violation(s).

Based upon a review of the evidence, the Dean of Students or designee shall take one of the following courses of action:

1. **Informal Resolution:** The Dean of Students or designee may elect to resolve minor infractions through informal (non-student conduct) interventions including, but not limited to, mediation, education, or verbal warning.
2. **Formal Resolution:** The Dean of Students or designee may elect to resolve violations via the student conduct process described above. Imposition of the following disciplinary sanctions may be assigned, which shall be presented in a letter sent to the student.
 - a) **NYU Shanghai Sanctions Available to the Dean of Students or designee:**
 - (1) **Written Warning:** A notice of admonishment to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning shall be cause for disciplinary action.
 - (2) **Restriction:** Exclusion from participation in designated privileges, NYU Shanghai sponsored activities, or rights and services for a specified period of time. May be permanent or for a designated time period.
 - (3) **NYU Shanghai Housing Probation:** A status imposed upon the student for a designated period of time, setting forth the housing consequences should it be determined that the student has engaged in specified behavior during that time period.
 - (4) **Deferred Suspension from NYU Shanghai Sponsored Housing:** A notice to the student that their status in NYU Shanghai housing is such that should they be determined to have violated any (or a particular one as noted) NYU Shanghai or Residential Life policy, they are subject to immediate suspension or dismissal from NYU Shanghai Housing.
 - (5) **NYU Shanghai Disciplinary Probation:** A status imposed upon the student for a designated period of time, setting forth the disciplinary consequences should it be determined that the student has engaged in specified behavior during that time period. Students on Disciplinary Probation may not be permitted to study away, and may be removed from any student leadership position.
 - (6) **Deferred NYU Shanghai Disciplinary Suspension:** A notice to the student that their status at NYU Shanghai is such that should they be determined to have violated any (or a particular one as noted) NYU Shanghai or Residential Life policy, they are subject to immediate suspension or dismissal from NYU Shanghai. Students on Deferred Suspension may not be permitted to study away, and may be removed from any student leadership position

- (7) **Revocation of Off-Campus Housing:** Revocation of approval to live off-campus. A student whose approval to live off-campus is revoked may be required to live in NYU Shanghai sponsored housing or, if combined with a suspension from NYU Shanghai sponsored housing, may be dismissed from NYU Shanghai.
- (8) **Persona Non Grata:** Restrictions on access to designated areas of NYU Shanghai or presence at designated events and activities. May be permanent or for a designated time period.
- (9) **Relocation in NYU Shanghai Housing:** Mandatory reassignment from one residence hall or room to another residence hall or room.
- (10) **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- (11) **Restricted/No Contact Directive:** Mandate to cease all efforts to communicate or interact with a designated member of the University community including, but not limited to, in-person conversations, telephone calls or messages, notes, cards, packages, letters, e-mail messages, social media, or efforts to communicate through third parties or by non-verbal means. May be permanent or for a designated time period.
- (12) **Community Service:** Completion of a designated task, project, or service activity intended to foster awareness, educate, or make amends for one's misconduct.
- (13) **Education:** A student may be required to complete an educational experience intended to educate the student on matters associated with the incident in which he/she was involved.
- (14) **Suspension from NYU Shanghai Sponsored Housing:** Exclusion from living in and/or visiting any/all NYU Shanghai sponsored residence facilities for a specified period of time. At NYU Shanghai, living in NYU Shanghai sponsored housing is mandatory for all freshman, sophomores and study away students. NYU Shanghai juniors and seniors may live off-campus if they have submitted a NYU Shanghai Housing Waiver and Release and been approved to live off campus in accordance with the Off-Campus Housing Policy. Thus, suspension from NYU Shanghai sponsored housing is tantamount to a dismissal from NYU Shanghai and/or the NYU Shanghai sponsored Study Away Program. **This sanction shall not be imposed on a Study Away student without consultation with the Dean of the School in which the student is enrolled, the Office of Global Programs, and the Office of Student Conduct and Community Standards.*
- (15) **Dismissal from NYU Shanghai and Study Abroad Program:** Immediate dismissal from the program and Center/Campus. This sanction shall not be imposed on a Study Away student without consultation with the Dean of the School in which the student is enrolled, the Office of Global Programs, and the Office of Student Conduct and Community Standards.
- (16) **Additional Sanctions:** In consultation with, and on behalf of, the Dean of the School in which the student is enrolled in academic matters or the Office of Student Conduct and Community Standards in non-academic matters the Dean of

Students or designee may also impose other sanctions or extend the sanctions to other NYU campuses.

b) NYU Shanghai Level of Sanctions Available to the Director of Student Life, the Associate Dean of Students and/or the Dean of Students:

- (1) **Suspension:** A separation from the University for a designated period of time and setting forth any conditions for reinstatement.
- (2) **Dismissal:** A permanent separation NYU. Transcript Notation: A notation affixed to a student's internal or external transcript indicating his/her involvement in a disciplinary proceeding. May be permanent or for a designated time period.

3. Referral of the Matter to a Central NYU Office: Should any of the following circumstances exist, upon consultation with the Dean of the School in which the accused student is enrolled (in academic matters) or the Office of Student Conduct and Community Standards (in non-academic matters), the Dean of Students or designee may refer a matter directly to the appropriate office at NYU in New York.

- a) If an alleged behavior/violation is considered to be of such a nature that the disciplinary sanction typically applied in such matters exceeds the sanctioning authority of the Dean of Students or designee, as noted above. (e.g., dismissal from NYU).
- b) If an alleged behavior/violation is considered to be of such a nature that an investigation and resolution by administrators with more specific resources and/or specialized training in such matters is warranted (e.g. discrimination based on protected class, unauthorized access of electronic files, etc.).
- c) In the event the precipitating incident occurred at a time in the semester that resolution at NYU Shanghai was precluded (i.e., during finals week or if a student departs from a NYU Shanghai prior to resolution of a student conduct matter).
- d) If circumstances at NYU Shanghai (e.g., staff schedules or vacancies, etc.) make it impractical or unreasonable to conduct the investigation or conduct process at the NYU Shanghai location.

Allegations brought against a student of Sexual Assault, Sexual Harassment, Relationship Violence and Stalking will be referred to the NYU Office of Equal Opportunity for handling in accordance with the applicable procedures for such matters, available at <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/test-reporting--investigating--and-resolving-sexual-misconduct--rela.html>

The Offices to which a matter may be referred are as follows:

- 1) Matters involving allegations of academic policy violations may be referred for adjudication directly to the Office of the Dean of the School in which the accused student is enrolled. The case will be reviewed in accordance with the policies and procedures of the applicable School.

- 2) Matters involving allegations of non-academic policy violations may be referred for adjudication directly to the Office of Student Conduct and Community Standards. The case will be reviewed in accordance with the policies and procedures of that Office.

D. Appeal Process: Students may request an appeal review of a decision made at any level by submitting a letter within 5 days of the date of the notification letter. The notification letter will identify the individual who will review the appeal request. The letter must request an appeal on one of the following grounds and include the remedy sought. The appeal must be accompanied by supporting documentation. The appeal review will be concluded in a timely manner (typically within 14 working days of the receipt of the request if at all possible) and the student will be notified in writing of the decision.

1. Grounds for an Appeal: An appeal must be based on one of the following grounds:

- a) Substantive, new exculpatory evidence has become available that was not known either to the administrator who rendered the decision, the respondent, or the complainant at the time of the initial review. This excludes information that was known at the time of review but not shared.
- b) There was a fundamental procedural error in the manner in which the case was managed that was of such magnitude that it had the effect of rendering the process unfair.
- c) The decision reached and/or the sanctions imposed were arbitrary or disproportionate in regard to the nature of the violation.

2. Appeal Procedure:

- a) The appeal review of decisions rendered by Dean of Students' designee will be conducted by the Dean of Students or a designee that did not render the decision being appealed.
- b) The appeal review of a decisions rendered by a Dean of Students will be conducted by the Vice Chancellor.
- c) The appeal review for decisions rendered as a "dismissal" will be conducted by the Vice Chancellor.
- d) The appeal review of all decisions rendered for Study Away students will be will be forwarded to the Office of Student Conduct and Community Standards (for non-academic matters) or to the Office of the Dean in which the student is enrolled (in academic matters).

3. Appeal Process and Decision:

- a) An appeal review does not consist of a new hearing. Rather, it involves a review of the letter of appeal, the accompanying supporting documentation, and the initial proceedings.
- b) The appeal officer may call upon the appellant and/or others, as needed, for additional information or clarification.

- c) An appeal may have three possible outcomes:
 - (1) The appeal is denied and the decision remains as issued.
 - (2) The sanctions imposed in the matter are to be modified as deemed appropriate by the appeal officer.
 - (3) A new hearing/review of the matter is to be conducted by an administrator not involved in the initial case.

III. **Final Review by NYU Central Office:**

A. Academic Matters: The results of all academic policy disciplinary decisions made at NYU Shanghai shall be communicated to Office of the Dean of the Department or School in which the student is enrolled and are subject to review by that office for the purpose of determining whether the sanctions imposed at NYU Shanghai should be extended to all NYU Centers/campuses. If the sanctions are determined to be so extended, the student shall be notified in writing of that decision and the related implications.

B. Non-Academic Matters: The results of all non-academic policy disciplinary decisions made at NYU Shanghai shall be communicated to the Office of Community Standards and Compliance and subject to review by that office for the purpose of determining whether the sanctions imposed at NYU Shanghai should be extended to all NYU centers/campuses. If the sanctions are determined to be so extended, the student shall be notified in writing of that decision and the related implications.

C. Disciplinary Records: All student conduct actions taken at NYU Shanghai should be reported to the Office of Student Conduct and Community Standards (for non-academic matters), the Dean of the School in which the student is enrolled (for academic matters), or the home institution of a visiting student. Records are maintained as follows:

1. **NYU Students:** Student Conduct actions are disciplinary matters and, as such, part of the student's educational record that is maintained in the Office of Student Conduct and Community Standards and/or the School or College in which the student is enrolled.
2. **External and Visiting Students:** In disciplinary matters involving a visiting student whose home institution is other than NYU Shanghai, NYU Shanghai reserves the right to inform the appropriate office at that institution of the results of all disciplinary decisions involving that student, as well as maintaining a record in the NYU Office of Student Conduct and Community Standards.

III. **Parental Notification:** In an effort to provide support or assistance to students, NYU Shanghai (in accordance with the Family Educational Rights and Privacy Act - FERPA) may notify the parents or legal guardians of students who have violated university policies or federal, state, or local laws pertaining to alcohol or other drugs or in situations in which there is a health and safety emergency. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff. Whenever possible, students will be consulted in the notification process. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student and others in the community.

NYU SHANGHAI OFF-CAMPUS HOUSING POLICY

1. ELIGIBILITY

All Freshmen and Sophomores must live in NYU Shanghai housing. Juniors and Seniors may live off-campus in non-NYU sponsored housing in accordance with the terms of this policy. Your class standing is based upon completion of 4 academic semesters (Fall/Spring only), not by credit or admit year.

2. WAIVER

All Juniors or Seniors interested in living off-campus must fill out the **NYU Shanghai Housing Waiver and Release**

(<https://cdn.shanghai.nyu.edu/sites/default/files/nyushanghaihousingwaiverandreleasefall2016.pdf>) **and return to Residential Life for approval by Tuesday May 31, 2016. Failure to meet this deadline forfeits your ability to live off-campus for the 2016-2017 Academic Year.** If approved, the Waiver is valid for the 2016-2017 Academic Year. Students wishing to live off-campus for a second year must reapply and be approved before the 2017-2018 Academic Year.

3. TERMS & CONDITIONS

Students approved to live off-campus will be responsible for handling all issues relating to their off-campus housing. NYU Shanghai and Student Life and Residential Life staff will not be able to assist with any matters related to students' off-campus housing. This includes but is not limited to: i) endorsing agents ii.) providing listings iii) setting up / paying bills or rents or guaranteeing rent payments iv) advancing financial aid funds v) negotiating leases or disputes with landlords or vi) assisting with or claims filed regarding deposits or lease terms. Student must work directly with their landlord on all such matters. NYU Shanghai will provide documentation that you are a student at the university and have been approved to live off campus if required by landlord.

4. REGULATIONS

By signing the Waiver, you agree to review and abide by all policies and regulations of NYU Shanghai and Student Life, including, but not limited to, this policy and NYU Shanghai Student Conduct and Policies, and the laws and regulations of Shanghai and the People's Republic of China, including, but not limited to, the temporary residence registration process, that are or become effective during the academic year. Violations of these policies, regulations, and/or laws may result in disciplinary action and/or revocation of the Waiver. You are responsible for your own actions off-campus. NYU Shanghai will not intervene with any aspects of your off-campus living condition. Students who choose to live off campus will lose their NYU Shanghai Housing preference if they decide to re-register for NYU Shanghai Housing in the future.

5. PROCEDURES

To live off-campus in the 2016-2017 Academic Year, you must submit the NYU Shanghai Housing Waiver and Release **by May 31, 2016**. The Manager of Residential Life will review all requests, and decisions will be sent out within 10 business days after receipt. Applicants who are approved will be released from their NYU Shanghai Housing License with no penalty. Any denied applicants may appeal the decision to the Dean of Students within 5 business days after receiving the initial decision. NYU Shanghai reserves the rights to revoke its approval of your Waiver at any time if you no longer meet the off-campus housing eligibility criteria or fail to comply with the NYU Shanghai Student Conduct and Policies. NYU Shanghai will not be responsible for any financial damages levied for breaking the lease for your off-campus housing, including in connection with a revocation of the Waiver