

STUDENT CONDUCT

Code of Student Conduct

You are expected and required to abide by the laws of the United States and the rules and regulations of Purdue Global, to conduct your academic and scholarly pursuits with the highest levels of ethical and honest behavior, to conduct yourself in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. By violating these general standards of conduct you may be subject to informal actions. If the violation falls within one of the categories of conduct listed below, you may also be subject to disciplinary sanctions.

The following actions constitute conduct for which you may be subject to informal action or disciplinary sanctions:

1. Dishonesty in connection with any University activity. The expectation to uphold the standards of academic integrity and honesty is a responsibility of every member of the University community. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. Accordingly, the following behaviors will be considered violations of these standards and are subject to disciplinary action as set forth in these procedures.
 - a. Cheating: You are expected to adhere to the guidelines provided by instructors for academic work so that you do not gain an unfair advantage. Using or attempting to use unauthorized materials, information, study aids, model answers (even if obtained by previously taking the course), prior answers, previously administered exams, notes, or any other device in any academic exercise will not be tolerated. Unauthorized materials may include anything that or anyone who gives assistance that has not been approved by the instructor in advance. Cheating includes directly or indirectly sharing your work by posting it to a third-party website.
 - b. Plagiarism:
 - i. Using another person's words, ideas, results, or images without giving appropriate credit to that person; giving the impression that it is your own work.
 - ii. Copying work, written text, or images from another student, the Internet, or any document without giving due credit to the source of the information.
 - iii. Purchasing or contracting another person or company to complete coursework, including obtaining a paper from the Internet, from a term paper company, or from another student, and submitting it as your original work.
 - c. Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation in any academic exercise. This includes but is not limited to:
 - i. The changing and/or manipulation of research data, results, processes, or research record
 - ii. The omission of results from the research record
 - d. Coursework Resubmission: Re-using previous work in any Concord course is prohibited except as expressly permitted by the faculty member for the course in writing. Students repeating courses are not permitted to use model answers, sample answers, previously submitted work, outlines, or other materials that they may have had rightful access to or possession of during the original taking, if non-retaking students would not. Resubmitting prior work without written authorization from faculty is considered self-plagiarism. Some reuse of prior work within a course or from other courses may be done with proper permission:
 - i. Repurpose: You repurpose academic coursework when you submit parts of a previously submitted assignment for work in a different course. Repurposing is allowed only with prior permission from the instructor, proper self-citations, and substantial revisions.
 - ii. Rework within a course: You may rework an assignment created within a course with the written permission of the faculty member or where reworking an assignment is specifically allowed by the written curriculum of the course. You must follow all instructions from the faculty member as to the rework process.
 - e. Collusion: Intentionally or knowingly helping or attempting to help another to violate any regulation governing the standards of academic integrity described in these regulations. You may only collaborate on academic work within the limits prescribed by the instructor.
2. Theft of, attempted theft of, unauthorized use or possession of, unauthorized exertion of control over, or causing damage to property of any kind belonging to the University, a member of the University community, an onsite visitor, or a person or agency participating in a University activity.
3. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity that invades the rights of others. Examples include, but are not limited to:
 - Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Purdue Global activities
 - The use of tobacco/vaping/related products in University buildings, and eating or drinking in any location other than designated areas
 - Bringing animals on to Purdue Global property or University-authorized locations unless they are assisting the physically impaired or are being used during approved academic activities
 - Bringing children into teaching areas at University-authorized locations
 - Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations
 - Disruptive use of mobile phones or other electronic devices; all personal electronic devices must be in the "off" position during academic activity
4. Failure to conduct yourself in a professional manner with University staff and faculty, peers, or clients in an institutional, clinical, externship, or lab setting.
5. Failure to comply with directions of University officials acting in the performance of their duties including, but not limited to, failing to present identification upon request of University officials acting in the official capacity of their position.
6. Violation of any Purdue Global regulations. This includes, for example, regulations contained in official University publications or announced as administrative policy for a University official or other person authorized by the Chancellor of the University.

7. Physical abuse of any person or conduct that threatens or endangers the health or safety of any other person, whether or not such conduct occurs on University property. For information about the Sexual Misconduct Policy, please refer to the Additional References (<https://catalog.purdueglobal.edu/additional-references/>) section of the Catalog.
8. Unauthorized entry or access to, or unauthorized use or occupancy of, any University property including, without limitation, lands, buildings, structures, telecommunications, computer or data processing equipment, programs, systems, software, or other facilities or services connected with a University activity. See Responsible Use of University Technology (p. 2) for further details on prohibited activities with respect to University technology.
9. The use, possession, sale, manufacturing, or distribution of alcohol, illegal drugs, or narcotic or prescription drugs, except as expressly permitted by law. Intentionally or recklessly inhaling or ingesting any substance (e.g., nitrous oxide, glue, paint, etc.) for the purpose or effect of altering your mental state also is prohibited.
10. The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on University property or in connection with a University activity, unless specifically authorized by the University.
11. Copyright Infringement. This includes unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, as well as engaging in illegal downloading or unauthorized distribution of copyrighted materials using the University's information technology system. Copyright infringement may be subject to civil and criminal liabilities. The penalties for copyright infringement may include:
 - Pay either the copyright owner's actual damages or statutory damages ranging from \$750 to \$30,000 per work infringed.
 - For willful infringement, the court in its discretion may order an award ranging from \$200 to \$150,000 per work infringed.
 - Pay court costs and attorneys' fees.
 - Incur criminal penalties, including imprisonment of up to 10 years and fines of up to \$250,000 per offense.
 For details, see Title 17, United States Code, Sections 504, 505.

University Violence Prevention

To foster an atmosphere that promotes Purdue Global's educational mission, the University is committed to maintaining a safe and healthy environment free of violence and threats of violence at all places where members of the University community are engaged in University-sponsored activities.

Any behavior that is threatening, harassing, intimidating, or in any way dangerous or violent is strictly prohibited, will not be tolerated, and will result in swift remedial action. Any individual who is found to have engaged in such behavior will be subject to discipline, expulsion from Purdue Global, and/or referral to law enforcement authorities.

No individual will be subject to retaliation for making a good-faith report of real or perceived violence or threats of violence. All such behavior must be immediately reported to local law enforcement services and the Office of Student Relations via studentrelations@purdueglobal.edu.

Responsible Use of University Technology

Purdue Global values freedom of expression and encourages diverse viewpoints endemic to an academic institution. At the same time, the University expects you to act in a responsible, ethical, and legal manner

when using the University's school facilities, equipment, websites, and systems ("Sites"). Sites include, but are not limited to, the online classroom, online seminars, virtual campus, discussion boards, and internal email system.

You are prohibited from circumventing any security measure of Purdue Global or another entity and intentionally using, distributing, or creating viruses, worms, malicious software, or keylogging techniques.

To facilitate social networking and to establish a sense of community, some Purdue Global Sites allow you to post your own content or communicate with others. When you use any Sites to post or transmit text, video, audio, or other material ("User Content") for social networking purposes, you agree to accept sole responsibility for your User Content.

Purdue Global Sites are intended to be used for business and educational purposes only. You must agree that your User Content, which includes information posted or communicated that is not considered an educational record under the Family Educational Rights and Privacy Act of 1974 (FERPA) (<https://catalog.purdueglobal.edu/policy-information/student-information-services/ferpa/>), may not:

1. Infringe on the intellectual property, trade secret, privacy, or publicity rights of others or contain copyright-protected material without the written permission of the copyright owner
2. Contain any material that conflicts with any article of the Student Bill of Rights (<https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-services/student-bill-rights/>) and/or Code of Student Conduct (p. 1)
3. Be posted in a false name or the name of another person, or include impersonations of any person, except where such impersonations are obvious and are included exclusively for the purpose of parody
4. Include illegal material or encourage, solicit, or glorify illegal activity
5. Contain false statements or misrepresentations
6. Include commercial advertisements or solicitations, except if the University has specifically authorized their inclusion
7. Include material that is otherwise objectionable to the University

The University does not have control over and cannot censor all User Content students submit to its Sites or prevent students from uploading or adding inappropriate User Content to its Sites. The University does, however, monitor its Sites to the best of its ability to ensure that students do not submit, upload, add, or exchange any inappropriate User Content to or on its Sites.

If you see or hear inappropriate User Content on Purdue Global Sites, you should promptly report it pursuant to the procedures set forth in the Problem Resolution and Grievance Procedures (<https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-services/problem-resolution-grievance-procedures/>) section.

All Purdue Global Sites and computer equipment, email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and supplies, if provided, are done so exclusively to assist you in your educational activities. You should not expect that computer files, email, voicemail, Internet bookmarks, or any of your User Content are confidential or private, and, therefore, should have no expectation of privacy whatsoever related to your usage of these Sites, to the extent that the information is not considered an educational record under FERPA.

Even when content, such as a message or file, is erased, it may still be possible to recover the message or file. Therefore, the University cannot

ensure the privacy of content that is not considered an educational record. Messages sent through the University's email or instant messaging accounts and Purdue Global-owned facsimile equipment, the contents of the hard drives of any computer that is the property of the University, any User Content, and any voicemail messages saved on telephones that are the property of the University may be used in administrative, judicial, or other proceedings such as those resulting from student grievances, even where the information is considered an educational record.

In addition, the University licenses software to support its educational processes. Without express written consent of the University, you are not permitted to copy, remove, alter, or install software on any University equipment. By using the University's computer equipment, software, and communication devices, you knowingly and voluntarily consent to your use of these systems being monitored and acknowledge the University's right to conduct such monitoring.

Violations of the Code of Student Conduct

General

You are expected to conduct yourself as a committed member of the Purdue Global academic community, in compliance with both the spirit and letter of the rights and regulations of the institution. When each member of our community adheres to this commitment, the spirit of academic inquiry and discovery is best preserved for each and all.

A violation of the Code of Student Conduct (p. 1) may result in one or more sanctions including, but not limited to:

- Verbal warning
- Written warning
- Grade reduction (including, but not limited to, failure of an assignment or failure of a course)
- Suspension
- Dismissal

The University's administration will determine the action(s) to be taken based on the severity of the infraction and your prior disciplinary record.

General Code of Student Conduct Violation Procedures

Procedure for Filing General Code of Student Conduct Complaints

Any individual from inside or outside the University community may file a complaint against a student suspected of violating the Code of Student Conduct. The complaint should be submitted to the appropriate Dean or designee. Complaints should be submitted as soon as possible after the event takes place.

Procedure for Investigation of General Code of Student Conduct Complaints

If you are the subject of an alleged Code of Student Conduct violation, the appropriate Dean/designee will investigate the complaint. You will receive notice of the allegation and will be able to make a statement in response. If you fail or refuse to respond, the Dean/designee may, after conducting any investigation deemed necessary, dismiss the allegation or impose a disciplinary sanction. The Dean/designee may also request assistance from other University officials in review of an allegation.

After obtaining all relevant information and completing the investigation, the Dean/designee will make the determination as to whether it is more likely than not that you are responsible for the alleged violation(s). Within 5 University business days following the conclusion of the investigation,

you will be notified in writing of any disciplinary sanctions or other actions that may result from the investigation.

The University reserves the right to take immediate disciplinary action if:

1. You have multiple or repeated violations, or
2. Your actions pose a threat to the safety, security, or well-being of members or guests of the University community, University property, or the ability of the University to maintain normal operations and carry on its programs, services, and activities free of disruption.

Appeal of Code of Student Conduct Disciplinary Sanction

All general Code of Student Conduct violation appeals are to be directed to Student Relations. After discussing your Code of Student Conduct violation with the dean, you may appeal to the Office of Student Relations. The appeal must include the appropriate form, additional evidence as appropriate, and sufficient information to permit fact-finding and investigation. The appeal must be submitted within 10 business days of receiving notification of the disciplinary action. You will be notified in writing of Student Relations' decision. Student Relations' decision is final.

In connection with your appeal, you may request a hearing before a panel of disinterested members of the faculty and/or administration in a disciplinary proceeding. You may request an oral hearing, although these hearings are typically conducted based on written submissions. Any written submission must include the appropriate form and sufficient information to permit fact-finding and investigation.

You will be notified in writing of the panel's decision within 5 business days after the hearing (or panel's meeting in lieu of a live hearing), including a statement of facts, conclusions, and sanctions, if any.

Dishonesty

Violations involving academic dishonesty may result in the following sanctions, though this order may not be adhered to, depending on the circumstances of the infraction:

- First offense: Failure of the assignment in which the action occurred
- Second offense: Failure of the class in which the action occurred
- Third offense: Suspension or permanent dismissal from the University

All charges are recorded in Purdue Global's database and remain there permanently. All offenses you accumulate while completing a program will be carried over to any subsequent program, if and when you reenroll.

Academic Dishonesty Violation Procedures

Procedures for processing an allegation of academic dishonesty are as follows:

1. The instructor notifies you of any charge of academic dishonesty brought against you. You may respond to the instructor's concerns.
2. The charge is submitted in writing by the instructor to the Office of the Provost.
3. The Office of the Provost sends you a copy of the Code of Student Conduct (p. 1) and notification of the charge.
4. The Office of the Provost, after a full review, sends you and the instructor notification of the findings with regard to the subject charge.
5. The Office of the Provost maintains a database of academic dishonesty charges.

Academic Dishonesty Appeals Procedures

You must follow the below procedures to appeal an academic dishonesty charge. (For grade appeals, see the Academic Appeals Policy (<https://catalog.purdueglobal.edu/concord-law-school/policy-information/student-services/academic-appeals-policy/>).

Step 1: If you wish to appeal an academic dishonesty charge (e.g., plagiarism, cheating), you must first discuss the issue with your instructor and provide your instructor a clear explanation of why you are appealing the charge within 10 days of receiving the academic dishonesty charge.

Please review the Code of Student Conduct (p. 1) first, as it explains the types of actions that are academically dishonest.

If the instructor decides that the withdrawal of an academic dishonesty charge is the correct decision, the instructor will work with the Office of the Provost and the Office of the Registrar as required to resolve the issue.

Step 2: If the problem has not been resolved and you wish to pursue an appeal of the instructor's decision, you must complete and send the Academic Appeal form to the Office of the Provost which will forward your appeal to the Academic Appeals Committee which will review your case and make a decision. The Academic Appeals Committee consists of faculty and one or more administrators.

In connection with your appeal of an academic dishonesty charge to the Academic Appeals Committee, you may request a hearing before a panel of disinterested members of the faculty and/or administration. You may request an oral hearing, although these hearings are typically conducted based on written submissions. Any written submission must include the appropriate form and sufficient information to permit fact-finding and investigation.

The Committee will hold a meeting, and you will be notified in writing of the Committee's decision within 5 business days after the hearing (or Committee's meeting in lieu of a live hearing), including a statement of facts, conclusions, and sanctions, if any.

Step 3: If you disagree with the Academic Appeals Committee's decision, you must send a written letter of appeal to the Office of the Provost within 10 days of the Committee's decision. The Office of the Provost will review the material presented and make a final ruling.