

SANCTIONING GUIDELINES
FOR
COMMUNITY STANDARDS
2009 - 2010

Sanctions & Sanctioning

Students are members of the University community and are individually responsible for their behavior. In the residence hall, students are also contract holder's with certain responsibilities and expectations that are outlined in their residence hall contract and the policies document. When a resident student's behavior violates the Code of Conduct or his/her housing contract and the student is charged for the violation(s) through the community standards or discipline process, sanctions are applicable. Disciplinary sanctions generally attempt to accomplish the following: 1) provide fair and just consequences for misconduct, 2) provide protection for the safety and property of the University and/or residence hall community, 3) enhance the academic environment, 4) discourage future violations of the Code of Conduct and/or housing contract, and 5) contribute to the growth and development of the student.

Philosophy Statement on Sanctions

The Office of Residence Life has a responsibility to intervene when behaviors within the residence hall/apartment community impede, contradict, or are inconsistent with the standards set by the community or standards, policies, rules set by the student community, Residence Life, Judicial Affairs, or the University.

Sanctions should be educational in nature and meet the following objectives:

- Further a student's development and enable him/her to become a positive contributor to the community.
- Discourage a student's inappropriate behavior from recurring in the future and aid in the student's learning.
- Assist students in understanding what it means to respect themselves and others in a community environment and to take responsibility for their actions within the community.

Sanction Types

To meet the above objectives, Residence Life has identified a number of administrative and educational sanctions. Administrative sanctions impact a student's status within the residence halls/apartments. These sanctions may be assigned independent of or in conjunction with educational sanctions. Educational sanctions require a student to become actively engaged in a process which will challenge him/her to learn a number of things: how individual behavior impacts the community; how the behavior may be harmful to his/her development; and how he/she can make positive contributions to the community. Educational sanctions may be assigned independent of or in conjunction with administrative sanctions.

Administrative sanctions include:

Verbal Warning: A verbal acknowledgement that community standards and/or expectations have been disregarded. This is the lowest level of administrative sanction and may or may not accompany an educational sanction.

Letter of Concern: A written acknowledgement that community standards and/or expectations have been disregarded. This sanction may be used when a student disregards a more serious

community standard, contract term condition, University policy, or participates in repeated inappropriate behavior. This sanction may or may not accompany an educational sanction.

Contract Review: Contract review is implemented when a student has either seriously breached a community standard or has repeatedly engaged in inappropriate behavior. This initiative is for a specified period with the understanding that any further breach of community standards, during the time specified, may result in an extension of the contract review or a termination of a student's residence hall/apartment contract.

Change of Room Assignment: Student is moved from one housing assignment to another residence hall/apartment location. This may be a temporary or permanent change of assignment. This sanction requires consultation with an Area Coordinator/Assistant Director.

Restitution: Restitution refers to requiring a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to any other sanction. In the case of damage, destruction, defacement, theft, or unauthorized use of property, restitution to the University may be required through financial payment or community service. Failure to make restitution may lead to an additional sanction.

Note regarding restitution: Residence Life staff should not be involved in facilitating restitution between two private parties. In other words, if student A comes home intoxicated and damages student B's belongings, we can meet with student A for the intoxication, but we should not be involved in negotiating the payment of damages to student B. Students should work that out themselves. The only time that Residence Life staff gets involved in assigning restitution as a sanction is if damage occurs to University Property.

Loss of Privilege: Loss of privilege refers to the withdrawal of the use of a service, participation in an activity, or other withdrawal of privileges consistent with the inappropriate behavior. Loss of privilege may be imposed separately or in addition to other sanctions. It needs to be for a specified period of times and any conditions that need to be met before the privilege is restored also needs to be clearly documented.

Administrative Directive: Refers to a behavior, act, or obligation a student must fulfill or abide by for a specific period of time or remains in effect until written documentation is provided to the student that releases the directive. An example of this may be requiring a student to not initiate contact with a particular individual or individuals in person, by telephone, electronically, through voicemail, in writing, by friends on his/her behalf, or by any other means. Disregarding a directive from a University official will result in a more severe sanction.

Note regarding administrative directives: An administrative directive can be issued at a student's request and may not be linked with a specific judicial affairs or community standards case. In this case, the administrative sanction is listed in the default category in JACS. Case notes should be added and a permanent file created. The administrative directive may also be a result of a Code of Conduct or housing contract violation and be assigned as an administrative sanction.

Interim Residence Hall/Apartment Contract Reassignment/Suspension: In certain circumstances, the Director or designees may impose an interim residence hall/apartment contract reassignment or suspension. This reassignment/suspension requires a student to immediately move/leave the residence hall/apartment community for a specific period of time pending other administrative action or medical evaluation. Any student who disregards an

interim residence hall/apartment contract reassignment/suspension may be subject to indefinite contract termination and/or other University judicial action. This sanction will be implemented for one or more of the following reasons:

- *To ensure the safety and well-being of members of the residence hall/apartment community.*
- *To ensure the student's own physical or emotional safety and well-being.*
- *To ensure normal operation of the residence hall/apartment community.*

Contract Termination: Refers to a student being separated from the University housing program by revoking a student's residence hall/apartment contract. The housing contract may be terminated temporarily or permanently. This action may be initiated by the Director, the Senior Associate Director, Associate Director, Assistant Directors, or Area Coordinators. Any conditions that must be met for a student to regain eligibility to live on campus must be made in writing at the time of the termination.

Note: A student whose contract is terminated is not guaranteed to any reimbursement on the Housing and Food Services Contract.

Educational sanctions include, but are not limited to:

In order to achieve the goal of encouraging the student to understand the repercussions of his/her behavior, educational sanctions:

- Should be educational rather than punitive.
- Should be related to the violation as much as possible.
- Should provide consequences for the behavior.
- Should prevent repeat violations.
- Should give the student the opportunity to demonstrate personal growth.
- Should relate to the student community as much as possible.
- Should be moderately challenging for the student.
- Should be designed so that the student can experience success with it.

*Mackin, Mary Beth, University of Wisconsin – Whitewater
Presented at the Association for Student Judicial Affairs*

Two categories of educational sanctions are listed below.

Educational Initiative: To require the participation of a student in the creation and/or implementation of an educational sanction.

- Educational initiatives are related to specific behavior, which is of concern to the residence hall/apartment community.
- Educational initiatives may be assigned ***in lieu of, in conjunction with, or in addition to administrative sanctions.***
- Assignment and monitoring of these tasks will be the responsibility of Residence Life staff who assigns the sanction. Staff must clearly state the expected outcome of the educational sanction and follow up with the student directly upon successful completion of the educational initiative.

The following is a suggested list of acceptable educational sanctions. Please use your own creativity and develop new sanctions that meet the individual needs of the students.

Alcohol Education Program (i.e., online, peer-to-peer, court ordered): May be assigned to students who were involved in alcohol-related violations of the Code. See Community Standards Manual for more specific information about the Alcohol Education Program opportunities.

Apology Letter: May be assigned to students whose behavior had a negative impact on a particular individual or business more so than the community at large (i.e., theft).

Drug Education Program (i.e., online, Marijuana Intervention Program (MIP), court ordered): May be assigned to students who were involved in drug-related violations of the Code.

Meeting with Relevant Staff Member and Reflection Paper: May be assigned to students whose behavior indicated a need for education on a particular subject on which a University staff member is knowledgeable (i.e., Multicultural Center, Center for Women Students).

Reaction/Reflection/Research Paper (i.e., decision making, laws, University policies, etc.): May be assigned to students who have engaged in a Code violation as a way of fostering reflection and exploration in a way that will benefit their future decision making.

Review Relevant Article, Book, Workshop, Program or Movie and Reflection Paper: May be assigned to students whose behavior violated the Code as a way of fostering exploration of a particular topic followed by reflection on the topic and how it relates to them.

Program Development/Presentation: May be assigned to students who engaged in a Code or housing contract violation that may benefit from creating an opportunity for other members of the community to learn and reflect about the topic/issue related to the inappropriate behavior.

Newsletter/Bulletin Board: May be assigned to students whose behavior violated the Code of Conduct or residence hall/apartment contract as a way to reflect on the behavior and share with others how the behavior adversely impacts a living environment.

Community Service Projects: A community service project consists of assignments or tasks to be carried out for a specified period of time. Examples include:

- Working with the housing staff.
- Sitting duty with RA's/CA's.
- Meeting with University Police.

Community Service or Service Learning Experience: May be assigned to students whose behavior disrupted the community in some way.

Crafting Sanctions

Successful sanctioning requires careful examination of the nature of the offense, consideration of the impact on the community and those involved in the incident, reflection on a student's personal considerations (i.e., disciplinary history, attitude throughout disciplinary process) and appropriate application of the sanctioning guidelines (Olshak, R., 1996, ASJA Presentation).

Tips for Designing Sanctions:

- Consider the nature of the offense. What occurred? What impact did it have? Who was/is affected? What were the potential outcomes? What was the intent of the student? Was alcohol or other drugs involved?
- Consider what have been past guidelines for responding to this type of behavior and does past precedent effectively relate to behavior.
- Examine personal considerations for the student. What is the disciplinary history? Is this a repeat offense of a similar nature? What attitude did the student display throughout the process?
- Consider how the sanction will serve the needs of the student AND the community.

*Richard Olshak, Illinois State University
ASJA Presentation, Clearwater, FL, February 1996*

The sanctioning precedent guidelines have been created as a guide and to assist in creating some consistency across areas and campuses. However, if the best outcome for a particular student is outside of the established guidelines, deviation is acceptable with consultation from the senior director, senior associate director, associate director, assistant director, or area coordinator. This approach should not be the norm, but is available to acknowledge the nature of specific behaviors and treat students as individuals. In cases where assigned sanctions fall outside of the guidelines, a clear rationale for the outcome is required. This reinforces the notion that the guidelines are designed to assist in the crafting of sanctions. The guidelines are not designed to be prescriptions.

Appropriate Sanctions

Six scenarios are presented for determining the appropriate sanction for a particular incident.

1. **Win-Win:** Sanctions are designed so that all parties feel that they have gained something. The community may feel it has a more peaceful environment; the residence hall/apartment staff may feel they have helped a student and have gained a positive contributor to the building/apartment; and the student may feel that s/he was understood and encouraged to develop more appropriate behavior. When the sanctions are assigned with a win-win attitude, students are more likely to become valuable members of the community and to perceive residence hall/apartment staff and residence hall/apartment living in a positive way.
2. **Developmental:** The sanctions are directly related to a developmental stage or skills that the student needs to learn. For example, if a student has exhibited very aggressive behavior when stressed, used abusive language, slammed doors, and perhaps even damaged property, some of the developmental options are:
 - Restitution for damages.
 - Planning and attending an assertiveness and communication skills workshop.
 - Planning and attending a program on stress and relaxation.
 - Talking with a counselor about the effects of stress and ways to relieve it.
 - Creating a handout for students on relieving stress.
3. **Choices:** Where appropriate, the sanction process should attempt to offer educational options in addition to traditional sanctions. Ultimately, we want students to learn to make positive choices for themselves and their community.

- 4. Appropriate to Circumstances and Violation:** The sanction must be in accordance with the seriousness of the violation and the circumstances surrounding the conduct. While the goal is to educate rather than punish, there are community incidents that warrant serious sanctions, up to and including termination of the housing contract.
- 5. Timelines:** All sanctions, especially educational sanctions, must have a specific deadline for their completion. The deadlines must offer adequate time for the student to complete the task while considering academic demands, job expectations, etc. However, the process must not linger on for several months, since any potential for growth will diminish with time. Furthermore, we do students no service when we fail to hold them responsible for their commitments. All deadlines and the consequences for failing to meet deadlines must be stated clearly to the student and on the educational conference form.
- 6. Explaining “Why:”** In order for the student to understand the purpose of the sanction, an explanation of why certain sanctions are being imposed is necessary. Discussing why the exhibited behavior was inappropriate or disruptive, how the behavior affected others, and what skills are being encouraged in the student are very helpful.

Edited and reprinted from University of Delaware information under “Making the Decision” supplemented with updated wording from the Model ACPA Selection and Training Manual.

Multiple Charges and Escalation of Sanctions

It is not necessary to list all charges which may apply to an incident. We do not believe it is in the best interest of the student to “stack” charges. Charges should be directed at the root cause of the inappropriate behavior or document behaviors that need to be documented as the most appropriate charge(s) to effectively respond to the incident. Likewise, escalating sanctions from one incident to the next is not mandatory unless indicated by the nature of the offense.

Parental Notification

The Family Educational Rights and Privacy Act (“FERPA”) permits the disclosure of a student’s educational record to his or her parents or legal guardian without his or her consent only if the student is a dependent *or* if another applicable exception applies (34 C.F.R. 99.31(a)(8)). Judicial Affairs assumes University students are not dependents within the meaning of Section 152 of the Internal Revenue Code of 1986 unless individually certified to the contrary.

Please consult the Parental Notification policy and interpretation on the Judicial Affairs website: <http://www.sa.psu.edu/ja/parental.shtml>.

Sanctioning Guidelines

The sanctioning guidelines that follow have been developed by the Office of Residence Life to assist staff in determining appropriate sanctions and to ensure a level of consistency across all campuses. The sanctioning guidelines include recommended sanctions for violations **assuming a student has no prior violations.**

The sanctioning guidelines recommend administrative sanctions based on three levels of behavior or violation: minor, moderate, and major. Staff are encouraged to use the descriptors in each category to assist in determining the level of the behavior.

COMMUNITY STANDARDS CHARGE CODES

01. ABUSE/ENDANGERMENT/HAZING OF A PERSON

- 01.01 Pushing/Shoving with No Injury
- 01.06 Attempts to Cause Fear or Harm
- 01.07 Direct Threat of Harm to Self or Another
- 01.08 Creating a Condition that Endangers
- 01.11 Confining an Individual Against His/Her Will
- 01.99 Other

02. SEXUAL MISCONDUCT OR ABUSE ALL GO TO JA

03. HARASSMENT CREATING HOSTILE ENVIRONMENT, AND HARASSMENT OR STALKING OF ANY PERSON

- 03.01 Unwanted Physical Contact or Threat of Such
- 03.02 Conduct which Threatens or Alarms
- 03.03 Harassment by Communication
- 03.04 Harassment of a Sexual Nature
- 03.99 Other

04. WEAPONS, FIREARMS, AND PAINTBALL DEVICES

- 04.01 Possession or Use of Fireworks
- 04.02 Propellant Weapons (Air, Paintball or Other Pellet; Slingshot)
- 04.03 Knives and Other Dangerous Weapons (Nunchaku, Clubs)
- 04.05 Dangerous Chemicals, Gases
- 04.99 Other

05. FIRE SAFETY VIOLATIONS

- 05.01 Creating a Condition that Endangers Health and Safety
- 05.03 Pulling False Fire Alarms
- 05.04 Tampering with Fire Safety Devices and/or Equipment
- 05.05 Unattended Burning Candle
- 05.06 Fire Drill
- 05.08 Burning Candle/Incense
- 05.99 Other

06. ALCOHOL AND/OR DRUGS

- 06.01 Prohibited Underage Possession or Use
- 06.02 Open Container in Unauthorized Area
- 06.03 On Campus Possession of Kegs, Beer Balls and/or Other Types of Containers that Hold Large Quantities of Alcohol
- 06.04 Supplying to Minors
- 06.05 Residence Hall Party Responsibility
- 06.07 Excessive Consumption of Alcohol
- 06.08 Use and/or Possession of Marijuana
- 06.11 Possession of Drug Paraphernalia
- 06.99 Other

07. FALSE INFORMATION

- 07.01 Records of Submission/Identity
- 07.02 Testimony or Statements
- 07.99 Other

08. THEFT AND OTHER PROPERTY OFFENSES

- 08.01 Theft of Property
- 08.02 Possession of Lost, Stolen or Misplaced Property
- 08.07 Possession of Residence Hall Property
- 08.08 Minor Theft in Residence Hall
- 08.09 Minor Theft from Dining Hall
- 08.12 Damage or Creating a Condition Requiring Restoration or Clean Up
- 8.99 Other

09. DISRUPTION OF OPERATIONS

- 09.01 Misuse of Information Systems
- 09.02 Disruption (Class, Programs, Services, Operations, Etc.)
- 09.99. Other

10. ACADEMIC DISHONESTY ALL GO TO JA

11. FAILURE TO COMPLY

- 11.01 Failure to Provide Proper Identification
- 11.02 Failure to Comply with Summons
- 11.03 Failure to Comply with Directive or Condition
- 11.04 Attempts to Escape/Leave when Approached
- 11.05 Failing to Comply with Sanctions or Programs
- 11.99 Other

12. FORGERY/ALTERATION

- 12.05 Misuse (ID Cards, Forms, Stationary, Etc.)
- 12.99 Other

13. UNAUTHORIZED ENTRY OR USE

- 13.01 Unauthorized Entry Into Building/ Facilities/Rooms/Offices
- 13.02 Computer or Software Misuse
- 13.03 Entry Into, or Permitting Entry Into, Restrooms of the Opposite Sex
- 13.99 Other

14. DISORDERLY CONDUCT

- 14.01 Excessive Noise or Quiet Hours Violation
- 14.02 Simple Fights without Injury, Started by Mutual Consent
- 14.03 Localized Disturbances
- 14.05 Urinating in Public
- 14.06 Throwing Objects
- 14.07 Exhibitionism (Non-Sexual in Nature)
- 14.99 Other

15. VIOLATIONS OF UNIVERSITY REGULATIONS

- 15.01 Visitation/Escort/Guest
- 15.02 General Housing & Residential Areas Rules Violations
- 15.03 Rollerblading/Skateboarding/Bicycling
- 15.04 Unauthorized Solicitation on Campus
- 15.06 Smoking Policy
- 15.07 In the Presence of Alcoholic Beverages
- 15.08 In the Presence of Illegal Drugs
- 15.09 Common Area Property in Residence Hall room
- 15.10 Use of water/dart guns or other similar toys in residential areas
- 15.99 Other

16. VIOLATION OF LAW ALL GO TO JA

01. ABUSE/ENDANGERMENT/HAZING OF A PERSON

Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical hazing activity (also see [Policy Statement 8](#)).

Minor: *Verbal Warning to Letter of Concern*

Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*

Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Anger Management Counseling/Program, Reflection Paper, Community Service, Decision-Making Workshop*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
01.01	Pushing/Shoving with No Injury	<p>Minor- pushing or shoving started by mutual consent where participants are equally involved and no injury results. Minor altercations and/or disruptions.</p> <p>Moderate- Altercations and/or disruptions of a more aggressive nature with no injuries.</p> <p>Major – Altercations and/or disruptions of an aggressive nature with no injuries (Consult with AC/AD).</p> <p>Consider Administrative Directive</p>
01.06	Attempts to Cause Fear or Harm	<p>Moderate – Making gestures that may be perceived to be threatening. Deliberately brushing or bumping someone. Throwing objects at someone else. Walking or not moving so as to force someone to have to alter his/her course (Consult with AC/AD).</p> <p>Major - More aggressive gestures perceived to be threatening. Using intentional physical force to cause fear or harm. (Consult with AC/AD).</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive.</p>

01.07	Direct Threat of Harm to Self or Another	<p>Minor – Violations where a perceived threat is made but it is clear no intent or means to carry it out exists.</p> <p>Moderate – Violations were a significant threat of harm is made, but it is clear that there is no intent or means to carry it out. The threats are made with the intent to intimidate. These may include written or computer messages.</p> <p>Major- Verbal threats with the intent to intimidate are made. May include written (notes, message boards, facebook, etc) or computer messages with the intent to intimidate. Examples include “I’ll kill you,” “Watch your back,” “I’m going to get you,” etc. (Consult with AC/AD to determine moderate versus Major offense).</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive.</p>
01.08	Creating a Condition that Endangers	<p>Minor- failure to act with reasonable care, no injury or illness results. Examples include placing water in an unauthorized area, leaving personal items/objects in a common area, etc.</p> <p>Moderate- Acting with disregard of risk or harm to self or another or intentional acts with less severe risk of endangering. Incident may result in injury that does not need emergency medical attention or follow-up. Examples include exploding items in a microwave, intentionally tampering with plumbing to cause an adverse effect, dropping objects from a balcony.</p> <p>Major- acting with disregard of risk of harm to self or another and/or results in injury or illness, intentional infliction of harm to self or another which results in injury requiring emergency medical attention or follow-up care.</p> <p>Consider restitution where appropriate</p>
01.11	Confining an Individual Against His/Her Will	<p>Minor –Violations involve pranks which have the potential to create a risk or to alarm or annoy with no malicious intent</p> <p>Moderate –Violations include acts of confinement which are not intended to cause harm, fear, or alarm, but pose a moderate risk to an individual. May not include over an extended period of time. (Consult with AC/AD)</p> <p>Major –Violations include acts of confinement which are not intended to cause harm, fear, or alarm, but posed a significant risk to an individual or violations that intended to cause some harm, fear, or alarm but not for an extended period of time.</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive.</p>
01.99	Other	

03. HARASSMENT CREATING HOSTILE ENVIRONMENT, AND HARASSMENT OR STALKING OF ANY PERSON

Harassment creating a hostile environment is a violation of University policy. Such harassment is a form of discrimination consisting of physical or verbal conduct that (a) is directed at an individual because of the individual's age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status; and (b) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to University programs, activities and opportunities.

To constitute harassment creating a hostile environment, the conduct must be such that it detrimentally affects the individual in question and would also detrimentally affect a reasonable person under the same circumstances. This harassment may include, but is not limited to, verbal or physical attacks, threats, slurs, or derogatory comments or threats of such conduct, that meet the definition set forth above. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs and the status of the individuals involved.

General harassment or stalking of any person is a violation of University policy. A person violates this section when, with the intent to harass or alarm another, the person (a) subjects the other person or group of persons to unwanted physical contact or threat of such contact; or (b) engages in a course of conduct, including following the person without proper authority, under circumstances which demonstrate intent to place the other person in reasonable fear of bodily injury or to cause the other person substantial emotional distress (also see [Policy Statement 7](#), and [Policies AD-41](#) and [AD-42](#)).

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Anger Management/Counseling Program, Reflection Paper, Interview University Police, Bulletin Board, Floor/Building Program*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
03.01	Unwanted Physical Contact or Threat of Such	<p>Minor- Violations are single, non-persistent acts, in which the contact or threat of such is minimal</p> <p>Moderate- Violations are repeated acts, in which the contact or threat of such is minimal</p> <p>Major - Violations are repeated acts in which the contact or threat of such contact is moderate and includes a modest form of intimidation</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive</p>

03.02	Conduct which Threatens or Alarms	<p>Minor – Violations are single non-persistent acts of non-physical contact which cause a minimal threat of harm</p> <p>Moderate- violations are repeated acts of non-physical contact which cause minimal threat or harm</p> <p>Major – violations that are a persistent pattern and/or targeted in such a way to cause a moderate threat of harm and/or distress</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive</p>
03.03	Harassment by Communication	<p>Minor- single acts; obscene, causing minimal fear, intimidation, or alarm and the individual ceases upon a request or directive</p> <p>Moderate- repeated acts; obscene, and/or content which has the potential for causing fear or alarm but the individual ceases upon a request or directive</p> <p>Major- repeated acts; obscene, and/or content has the potential for causing fear or alarm, or cause moderate levels of fear and alarm and the individual refuses to cease behavior upon a request or directive</p> <p>Consider Residence Hall Room Reassignment and/or Administrative Directive</p>
03.04	Harassment of a Sexual Nature	<p>Minor- single acts; obscene, a sexual nature but which individual ceases upon a request or directive. Examples include writing on the walls, in the elevator, on bulletin boards, etc.</p> <p>Moderate- repeated acts which are obscene and/or sexual in content which has the potential for causing fear or alarm but the individual ceases behavior upon a request or directive. Examples include writing on the walls, in the elevator, on bulletin boards, or dry erase boards.</p> <p>Major- repeated acts which are obscene and/or sexual in content which has the potential to cause moderate fear or alarm and the individual refuses to cease behavior upon a request or directive. Examples include writing on the walls, in the elevator, on bulletin boards, or dry erase boards.</p> <p>Consider Residence Hall Room Reassignment and/or Administrative Directives.</p>
03.99	Other	

04. WEAPONS, FIREARMS, AND PAINTBALL DEVICES

The possession, storing, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations (also see [SY-12](#) and [Residence Hall/Apartment Terms and Conditions](#) and [Policies](#)).

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Research/Reflection Paper, Newsletter, Interview with University Police, Community Service*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
04.01	Possession or Use of Fireworks	<p>Minor- possession of small quantity without ignition</p> <p>Moderate- possession of a small quantity with ignition</p> <p>Major - Possession of a substantial amount of fireworks with or without ignition (Consult with AC/AD).</p> <p>Consider Restitution When Appropriate.</p>
04.02	Propellant Weapons (Air, Paintball, or Other Pellet; Slingshot)	<p>Minor- Student possesses a minor weapon in the residence halls without apparent knowledge of University Policy or housing contract policy. The student removes the weapon from the premises immediately.</p> <p>Moderate- Student possesses a minor weapon in the residence halls with ammunition; acts of use with no damage or injury; multiple weapons</p> <p>Major- acts of use with damage or injury (Consult with SAD or Associate Director)</p> <p>Consider Restitution When Appropriate.</p>

04.03	Knives and Other Dangerous Weapons (Nunchaku, Clubs)	<p>Minor - Student possesses a knife or other dangerous weapon in the residence halls without apparent knowledge of University Policy or housing contract policy. The student removes the weapon from the premises immediately.</p> <p>Moderate- Student possesses multiple knives and/or other dangerous weapons in the residence halls without apparent knowledge of University Policy or housing contract policy. The student removes the weapons from the premises immediately.</p> <p>Major- Student threatens use of a knife or other dangerous weapon</p>
04.05	Dangerous Chemicals, Gases	<p>Minor - Possession without use. Examples include possession of propane grill.</p> <p>Moderate- Possession and use without damage or injury. Examples include possession and use of a propane grill.</p> <p>Major- possession of large quantity and/or damage or injury resulting from use. Examples include a propane grill. (Consult with SAD or Associate Director)</p>
04.99	Other	

05. FIRE SAFETY VIOLATIONS

Tampering with fire or other safety equipment or setting unauthorized fires.

Minor: *Verbal Warning to Letter of Concern*

Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*

Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Research/Reflection Paper, Newsletter, Interview with University Police, Community Service,*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
05.01	Creating a Condition that Endangers Health and Safety	<p>Moderate- unintentionally or intentionally igniting a fire which results in minimal damage, no harm done to others</p> <p>Major- unintentionally or intentionally igniting a fire which results in damage or harm caused to others</p>
05.03	Pulling False Fire Alarms	<p>Minor – unintentionally pulling a fire alarm without a fire or danger from fire being present</p> <p>Moderate- intentionally pulling a single pull station with no extenuating circumstances</p> <p>Major- Intentionally pulling multiple pull stations and/or accompanied by extenuating circumstances</p>
05.04	Tampering with Fire Safety Devices and/or Equipment	<p>Major – Fire safety equipment includes discharging fire extinguishers, disabling smoke detectors, tampering with residence hall/apartment sprinkler system or sprinkler head (consult with AC/AD)</p> <p>Can consider moderate range in some situations with consultation of SAD/Associate Director</p> <p>Consider restitution when appropriate</p>
05.05	Unattended Burning Candle	<p>Moderate- Leaving an unattended candle for a brief period of time and no damage or injury (Consult with AC/AD)</p> <p>Major- Leaving an unattended candle for a significant period of time and/or unattended candle that results in damage or injury (Consult with AC/AD)</p> <p>Consider restitution when appropriate</p>

05.06	Fire Drill	<p>Minor- unaware of alarm, sleeping through an alarm without ill intent</p> <p>Moderate- Consciously choosing not to leave the building during a fire drill</p> <p>Major – Consciously choosing not to leave the building during a fire drill on multiple occasions (Consult with AC/AD)</p>
05.08	Burning Candle/Incense	<p>Moderate- No damage or injury</p> <p>Major- Minimal damage or injury</p>
05.99	Other	

06. ALCOHOL AND/OR DRUGS

Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs. Use, possession or distribution of beverages containing alcohol on University property shall comply with the laws of the Commonwealth of PA and University Policies and Rules. Note: Anyone, including those under 21, serving alcohol to persons under 21 is in violation of both University regulations and state law. Also, simply being present in a residence hall room where a quantity of alcoholic beverages is present and/or being served implies possession. Excessive consumption occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity. (also see [Policies AD-18](#), [AD-33](#) and [Policy Statement 3](#)).

Minor: Verbal Warning to Letter of Concern
Moderate: Contract Review to Extended Contract Review, Residence Hall Reassignment
Major: Residence Hall Reassignment, Interim Contract Termination, Contract Termination

Educational Sanctions: Alcohol Education Program (PAUSE, Alcoholedu for sanctions, or online program through JA) , Drug Education Program, Community Service, Counseling, Research/ Reflection Paper, alcohol assessment (AIP III in rare circumstances)

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
06.01	Prohibited Underage Possession or Use *All repeat violations in Community Standards require Contract Review for at least one semester and Parental Notification *Requires sanctioning PAUSE unless approved by SAD/Associate Director	Minor- small quantity and/or use Moderate- large quantity or exhibiting behaviors that are indicative of alcohol consumption and/or detrimental to the community, repeat violations should result in a moderate sanction range There is no sign of excessive consumption in these cases
06.02	Open Container in Unauthorized Area *All repeat violations in Community Standards require Contract Review for at least one semester and Parental Notification *Requires sanctioning PAUSE unless approved by SAD/Associate Director	Alcoholic beverage in a public place or possession of an alcoholic beverage by person of legal age in an unauthorized area Minor – small quantity and/or use (no signs of excessive consumption) Moderate – Large quantity and/or repeat violations

06.03	<p>On Campus Possession of Kegs, Beer Balls, and/or Other Types of Containers that Hold Large Quantities of Alcohol</p> <p>*All repeat violations in Community Standards require Parental Notification</p> <p>*Requires sanctioning PAUSE unless approved by SAD/Associate Director</p>	<p>Possession of kegs, beer balls, and/or other types of containers that hold large quantities of alcohol implies the intent of supplying to numerous others, creating the potential for serious disruption of the community and harm to self and others as a result of binge drinking</p> <p>Moderate- possession of a single container</p> <p>Major- possession of more than one container and/or repeat violations</p>
06.04	<p>Supplying to Minors</p> <p>*In Community Standards, requires Parental Notification for the first offense</p> <p>*Requires sanctioning PAUSE unless approved by SAD/Associate Director</p>	<p>Supplying alcohol to minor(s) regardless of suppliers' age. This includes distributing alcohol to minors in a residence hall apartment/room. This violation also entails purchasing alcohol for a minor to consume on his/her own. A student can be a minor and still be charged with this violation. (Consult with AC/AD)</p> <p>Moderate- all first offenses, includes possession without consumption or consumption by minors without repercussions to the minor(s)</p> <p>Major- repeat offenses, consumption of alcohol by minor(s) with serious repercussions including, but not limited to, hospitalization or accident from providing the alcohol, multiple citations, or property damage</p>
06.05	<p>Residence Hall Party Responsibility</p> <p>*In Community Standards, requires Parental Notification for the first offense</p> <p>*Requires sanctioning PAUSE unless approved by SAD/Associate Director</p>	<p>Student(s) host people in a residential area/residence hall room and alcohol and underage people are present. "Party" is to be determined by the staff person's evaluation of the IR/Police Report. If the resident of the room is of legal age, the charge should be supplying to minors (6.04)</p> <p>Moderate – all first offenses, some repeat offenses and no or limited repercussions</p> <p>Major – some repeat offenses, serious repercussions including, but not limited to, hospitalization or accident from providing the alcohol, citations, disruptions, and/or property damage</p> <p>Consider Residence Hall Room Reassignment</p>
06.07	<p>Excessive Consumption of Alcohol</p> <p>*In Community Standards, requires Parental Notification for the first offense</p> <p>*Requires sanctioning PAUSE unless approved by SAD/Associate Director</p>	<p>Minor- signs of drunkenness were exhibited</p> <p>Moderate- signs of drunkenness were exhibited and accompanied by uncooperative behavior and/or the potential for serious repercussions to self and others, including, but not limited to, being transported to the hospital</p> <p>Major- signs of drunkenness were exhibited and accompanied by serious repercussions including, but not limited to, injuring self or other, being physically combative to the degree that it put the health and safety of others at risk, or hospitalization</p>
06.99	Other	

07. FALSE INFORMATION

Intentionally providing false or inaccurate information or records to University or local authorities. Providing a false report of an emergency or University rule or Code violation. Knowingly providing false statements or testimony during a University investigation or proceeding.

Minor: *Verbal Warning to Letter of Concern*

Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*

Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Decision Making Program, Reflection Paper, Community Service, Bulletin Board, Interview University Police, Develop program/activity for floor/building*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
07.01	Records of Submission/Identity	<p>Minor- Student provides the wrong name, address, PSU-ID number or age to a Residence Life staff member</p> <p>Moderate- Major Student utilizes false identification information to access someone else's room (Consult AC/AD)</p>
07.02	Testimony or Statements	<p>Minor- providing false information regarding self</p> <p>Moderate- providing false information regarding self or others in a formal proceeding.</p>
07.99	Other	

08. THEFT AND OTHER PROPERTY OFFENSES

Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others.

Minor: *Verbal Warning to Letter of Concern*

Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*

Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Community Service, Reflection paper, Interview University Police, Floor/Building Program, Payment of Damages, Decision Making Program*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
08.01	Theft of Property	<p>Minor- items of minimal cost such as snacks, soda, change, message board, traffic signs or barricades</p> <p>Moderate- items of moderate value such as cds, dvds, mp3 players, etc. Student is found in possession of someone else's property without expressed or implied permission</p> <p>Major – Items of moderate value, multiple objects found</p> <p>Consult AC/AD to determine if moderate or major sanction applies.</p> <p>Consider restitution where appropriate.</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive.</p>
08.02	Possession of Lost, Stolen, or Mislplaced Property	<p>Student is found in possession of someone else's property without expressed or implied permission.</p> <p>Moderate- limited value</p> <p>Major- significant value (Consult AC/AD)</p> <p>Consider restitution where appropriate.</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive.</p>
08.03	Theft of Books	Send to JA
08.04	Theft of Monies, Credit Cards, Checks	Send to JA

08.07	Possession of Residence Hall Property	<p>Minor – Student is found removing residence hall/apartment property from a residence hall/apartment.</p> <p>Moderate – Student found with residence hall/apartment property (of moderate value) with no intent to return property (example, elevator sign hung on wall in room, fire extinguisher under bed).</p> <p>Major - Student found with residence hall/apartment property (of significant value) with no intent to return property (furniture, wall art, lighting, etc)</p> <p>If “borrowing” common area furniture for additional seating/storage space in residence hall room/apartment, then use charge code 15.09.</p> <p>Consider restitution where appropriate.</p>
08.08	Minor Theft in Residence Hall	<p>Minor – Items of limited value such as snacks, soda, change, message board, etc.</p> <p>Moderate- items of moderate value such as cds, dvds, mp3 players, etc. Student is found in possession of someone else’s property without expressed or implied permission</p> <p>Major – Items of moderate value, multiple objects found</p> <p>Consult AC/AD to determine if moderate or major sanction applies.</p> <p>Consider restitution where appropriate.</p> <p>Consider Residence Hall Room Reassignment and/or an Administrative Directive.</p>
08.09	Minor Theft from Dining Hall	<p>Minor – Removing food from the dining hall. Carryout food is limited one piece of fresh fruit and one ice cream cone.</p> <p>Moderate – Student eats a meal without paying for it. Student attempts to eat meal without paying for it. Student is caught stealing dining hall supplies.</p> <p>Consider restitution where appropriate.</p>

08.12	Damage or Creating a Condition Requiring Restoration or Clean-Up	<p>Minor – Student’s behavior unintentionally results in minor damage of University or personal property (accidentally breaking window, scratching door, etc)</p> <p>Moderate- Student’s behavior unintentionally results in moderate damage of University or personal property. Or Student’s behavior intentionally results in minor to moderate levels of damage of University or personal property (broken window, broken furniture, stained carpet, etc).</p> <p>Major- Student’s behavior unintentionally or intentionally results in extensive damage of University or personal property.</p> <p>Staff must consult with AC/AD when damage occurs to the personal property of another student and/or major costs are involved.</p> <p>Consider restitution where appropriate. Consider Residence Hall Room Reassignment</p>
08.99	Other	

09. DISRUPTION OF OPERATIONS

Obstruction or disruption of classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services (also see [Policy Statement 1](#)).

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Reflection Paper, , Anger Management Counseling/Program, Community Service, Decision Making Program, Community Service, Interview ResCom*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
09.01	Misuse of Information Systems	<p>Minor - Setting up a wireless router on own in residence hall</p> <p>Moderate – Setting up a wireless router on own in residence hall room with significant disruption to residence hall/apartment system</p> <p>Major - Repeated violations that significantly impact the residence hall/apartment IT system.</p>
09.02	Disruption (Class, Programs, Services, Operations, Etc.)	<p>Minor- single disruption, minimal impact</p> <p>Moderate- multiple disruptions, significant impact</p> <p>Major- extreme disruption, potential for harm/property damage (Consult with AC/AD)</p> <p>Consider restitution where appropriate.</p> <p>Consider residence hall reassignment and/or administrative directive.</p>
09.99	Other	

11. FAILURE TO COMPLY

Failing to comply with reasonable directives from University or other officials when directed to do so. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave University-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or other University staff. This charge may be added to other charges, e.g., when a student fails to leave a residence hall during a fire drill and refuses to leave when directed to do so by a University official.

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Community Service, Reaction/Reflection Paper, Decision Making Program, Interview residence life staff member or University Policy*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
11.01	Failure to Provide Proper Identification	<p>Minor – Student is confronted by an RA/CA and does not provide identification when asked</p> <p>Moderate – Student is confronted by a professional staff member or University Police and does not provide identification when asked</p>
11.02	Failure to Comply with Summons	<p>Minor – Student does not respond to scheduled appointment letter or request to come to office phone call/email/letter</p> <p>Moderate – Student does not respond on multiple occasions</p>

11.03	Failure to Comply with Directive or Condition	<p>Student violates directive, verbal or written, given by authorized person(s). Determine sanction based on level of risk resulting from failure to comply.</p> <p>Minor- Student does not comply with minor directive of residence life staff member to leave a scene, come to office, etc.</p> <p>Moderate- Student does not leave scene of incident with moderate risk when instructed to do so, student leaves a scene of an incident after having been asked to stay until further notice, student fails to comply with the request of a university employee in a situation of moderate level of risk or multiple incidents of failing to comply with the directive/condition. Student violates the conditions of an administrative directive in situations of moderate risk (Consult with AC/AD)</p> <p>Major- Student does not leave scene of an incident when instructed to do so, student leaves scene of an incident after having been asked to stay until further notice, or student fails to comply with the request of a university employee in situation of significant risk. Student violates the conditions of an administrative directive in situations of significant risk (Consult AC/AD).</p> <p>Consider residence hall reassignment.</p>
11.04	Attempts to Escape/Leave when Approached	<p>Minor – As a staff member approaches an incident, a student flees the scene before or after being asked to submit identification or information about incident (minimal physical risk to self or others with fleeing).</p> <p>Moderate – As a staff member approaches an incident, a student flees the scene before or after being asked to submit identification or information about incident (moderate risk to self or others involved with fleeing).</p> <p>Major – As a staff member approaches an incident, a student flees the scene before or after being asked to submit identification or information about incident (significant risk to self or others involved with fleeing). (Consult AC/AD).</p>

11.05	Failing to Comply with Sanctions or Programs	<p>Minor – Student does not meet all of the requirements of an educational sanction/program.</p> <p>Moderate – Student does not successfully complete the requirements of an educational sanction/program in the agreed upon period of time.</p>
11.99	Other	

12. FORGERY/ALTERATION

Making, using or possessing any falsified University document or official record; altering or forging any University document or record, including identification, meal or access cards. This includes but is not limited to; forging (signing another's name and/or ID number) or mis-signing key request forms, manufacturing IDs or tickets, altering permits, misuse of forms (letterhead stationery, University forms), and keys to mislead.

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Research Paper, Decision Making Program, bulletin Board, newsletter*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
12.05	Misuse (ID Cards, Forms, Stationary, Etc.)	<p>Student utilizes someone else's ID/key to enter a residence hall or dining area (Consult with AC/AD)</p> <p>Minor – ID card/key used with owner's permission, single incident, minimal impact</p> <p>Moderate- ID card/key used with owner's permission, multiple incidents – minimal impact or single incident, moderate impact.</p> <p>Major- ID/Key used without owner's permission, extensive impact on individual or group</p>
12.99	Other	

13. UNAUTHORIZED ENTRY OR USE

Unauthorized entry into or use of property facilities or University facilities including residence halls, classrooms, offices, and other restricted facilities. Unauthorized entry or use of facilities is referred to in University policy regarding the rights of individuals and the rights of the institution. Specifically, policy refers to an “obligation not to infringe upon the rights of all members of the campus to privacy in offices, laboratories and residence hall rooms, and in the keeping of personal papers, confidential records and effects, subject only to the general law and University regulations.” The University also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse, including violation of any University computer policy (also see [Policy AD-20](#) and [Policy Statement 4](#)).

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Review Policy AD-20, Reflection/Reaction Paper, , Decision Making Program, Newsletter, Bulletin Board, Floor/Building Program*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
13.01	Unauthorized Entry Into Buildings/Facilities/Rooms/Offices Breaking and entering must be referred directly to Judicial Affairs.	<p>Minor- No damage or defacing of property. Behaviors include student entering location other than his/her assigned room or public identified space without expressed or implied permission, but without malicious intent; student posting a sign in an unauthorized location, piggybacking into a residence hall, etc.</p> <p>Moderate- Behaviors include student entering location involving moderate levels of risk to self or others without expressed or implied permission, but without malicious intent. Minimal levels of risk to self or others with malicious intent. Unauthorized entry may result in minimal damage or defacing of property.</p> <p>Major- Behaviors include student entering location involving significant levels of risk to self or others without expressed or implied permission, but without malicious intent, Moderate levels of risk to self or others with malicious intent. Significant damage or</p>

		<p>defacing of property. Unauthorized entry may result in moderate levels of damage or defacing of property.</p> <p>Consider restitution where appropriate.</p>
13.02	<p>Computer or Software Misuse</p> <p>Breaking and entering must be referred directly to Judicial Affairs.</p>	<p>Minor- using someone else's account while they were logged on without their expressed or implied permission</p> <p>Moderate- repeat infraction of using someone else's computer account, intercepting material meant for someone else, and unauthorized use of software, falsifying one's identity</p> <p>Consider residence hall room reassignment and/or administrative directive.</p>
13.03	<p>Entry Into, or Permitting Entry Into, Restrooms of the Opposite Sex</p>	<p>Minor – Student permits another person to enter a restroom of the opposite gender and/or a student enters a restroom of the opposite gender without malicious intent (single acts).</p> <p>Moderate – Student permits another person to enter a restroom of the opposite gender and/or a student enters a restroom of the opposite gender with malicious intent that has the potential to cause minimum level of fear/alarm.</p> <p>Major – Student permits another person to enter a restroom of the opposite gender and/or a student enters a restroom of the opposite gender with malicious intent that has the potential to cause a moderate level of fear/alarm (Consult with AC/AD).</p>
13.99	<p>Other</p>	

14. DISORDERLY CONDUCT

Engaging in disorderly, disruptive, lewd or indecent conduct. The item includes but is not limited to: inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; disruption of programs, classroom activities or functions and processes of the University; creating unreasonable noise; or creating a physically hazardous or physically offensive condition.

Minor: *Verbal Warning to Letter of Concern*
Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*
Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Community Service, Counseling, Anger Management Class/Counseling, Research/Reflection/Reaction Paper, Decision Making Program*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at

<http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
14.01	Excessive Noise or Quiet Hours Violation	<p>Minor – Excessive noise which is disruptive to the community. Student does not respond after having been asked by a student, RA/CA, or staff person. Any level of noise during quiet hours.</p> <p>Moderate – Repeat offender.</p> <p>If noise is disrupting programs/services charge 9.02.</p> <p>If noise is broadly impacting community beyond floor (building, quad area, etc.) consider charging 14.03 localized disturbances. (consult with AC/AD)</p>

14.02	Simple Fights Without Injury, Started by Mutual Consent	<p>Simple fights started by mutual consent or confrontations where participants are equally involved and there is no injury.</p> <p>Minor- Loud verbal altercation with little or no disruption</p> <p>Moderate- Loud verbal or physical altercation with no injury with moderate levels of disruption.</p> <p>Major – Loud verbal or physical altercations with no injury with moderate levels of disruption and/or multiple incidents of altercation.</p> <p>Consider residence hall reassignment and/or administrative directive.</p>
14.03	Localized Disturbances	<p>Minor- little or no disruption</p> <p>Moderate- significant disruption</p> <p>Major- serious disruption</p>
14.05	Urinating in Public	<p>Urinating in a residence hall/apartment area in/on a location other than a restroom</p> <p>Minor- no damage</p> <p>Moderate- damage or clean up involved</p> <p>Major- bodily fluid contact with another</p> <p>Consider restitution where appropriate.</p> <p>Consider residence hall reassignment and/or administrative directive.</p>
14.06	Throwing Objects	<p>Minor – Throwing objects without malicious intent and no injury involved. Examples include participation in a food fight, recreational sports in unauthorized areas.</p> <p>Moderate – Throwing objects without malicious intent with minimal damage or risk of injury. Throwing objects with malicious intent with minimal damage or risk of injury.</p> <p>Major – Throwing objects without malicious intent with moderate damage or risk of injury. Throwing objects with malicious intent with moderate damage or risk of injury.</p> <p>Consider restitution where appropriate.</p>

14.07	Exhibitionism (Non-Sexual in Nature)	<p>Student exposes him/her self in residence hall/apartment room, lounge, floor, restroom, quad area. Masturbating in room with roommate or others present. Level of sanction is determined by level of impact on another (Consult with AC/AD).</p> <p>Minor – prankish, short-term exposure, minimal impact on others</p> <p>Moderate- evidence of negative impact on another, repeat offender.</p> <p>Major – Evidence of significant impact on another, repeat offender.</p> <p>Consider residence hall reassignment.</p>
14.99	Other	

15. VIOLATIONS OF UNIVERSITY REGULATIONS

Violating written University policy or regulations contained in any official publications or administrative announcements. University policies and regulations are contained in official publications, administrative announcements, contracts and postings.

Minor: *Verbal Warning to Letter of Concern*

Moderate: *Contract Review to Extended Contract Review, Residence Hall Reassignment*

Major: *Residence Hall Reassignment, Interim Contract Termination, Contract Termination*

Educational Sanctions: *Review Policy AD-20, Community Service, Reflection/Reaction Paper, newsletter, Bulletin Board, Floor or Building Program, Flyer, Decision Making Program*

Judicial Affairs Cases: If this case is being handled as a JA designee, please refer to the JA precedent guidelines found at <http://www.sa.psu.edu/ja/pdf/SanctioningGuidelines.PDF>

Parental Notification: Please review the Parental Notification Policy and Policy Interpretation available at <http://www.sa.psu.edu/ja/parental.shtml>.

Charge Code Number	Charge Code	Range Criteria
15.01	Visitation/Escort/Guest	<p>Student is found hosting a guest during a time that is prohibited. Student hosts an overnight guest for more than three consecutive nights. Student is found in a residential building other than his/her own without an escort from the building, or a guest of a resident is found outside the host's room without the host or another resident of the building who takes responsibility for hosting the guest. Student has overnight guest during arrival period.</p> <p>Minor – First offense</p> <p>Moderate – Repeat offense.</p>
15.02	General Housing & Residential Areas Rules Violations	<p>Possession of items restricted according to Residence Hall Terms and Conditions (i.e. halogen lamp, toaster, oven, indoor grill, candle, etc.). Possession of animals other than fish. Prohibited recreational activities. Engaging in prohibited elevator behavior. Gambling. Smoking in a non-designated area.</p> <p>Minor – First offense, minimal risk to self or others. No damage.</p> <p>Moderate – Repeat offense, moderate risk to self or others. Minimal to moderate damage.</p> <p>Major – Repeat offense, significant risk to self</p>

		<p>or others. Significant damage.</p> <p>Consider restitution where appropriate.</p> <p>Consult with AC/AD on elevator violations.</p>
15.03	Rollerblading/Skateboarding/Bicycling	<p>Minor- no damage or injury</p> <p>Moderate- damage or injury</p>
15.04	Unauthorized Solicitation on Campus	<p>Minor – unauthorized promotion or sales initiative – one time offense</p> <p>Moderate – second offense</p> <p>Major – Continued involvement (consult with AC/AD)</p>
15.06	Smoking Policy	<p>Anyone who is found smoking in a residence hall/apartment location or in an inappropriate smoking area</p> <p>Minor – First offense. No damage or injury. Not smoking in a designated smoking area.</p> <p>Moderate – Repeat offense. No damage or injury.</p> <p>Major – Repeat offense. Behavior causes damage or injury to self/others.</p> <p>Consider restitution where appropriate.</p> <p>Consider residence hall reassignment.</p>
15.07	<p>In the Presence of Alcoholic Beverages</p> <p>Possible sanctions include the decision-making workshop, alcohol intervention program on-line provide, a reflection paper or PAUSE (Consult with AC/AD)</p> <p>*Parental notification is required for three (3) 15.07 charges or two (2) 15.07 and one (1) 6.01 or 6.02 charge</p>	<p>“In the presence of” refers to students who are under legal age but are considered in possession of alcoholic beverages by being in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) where alcohol is present.</p> <p>Minor – first offense</p> <p>Moderate – Second Offense</p> <p>Major – Multiple offenses, no change in behavior</p>

15.08	<p>In the Presence of Illegal Drugs</p> <p>All violations require the decision-making workshop, marijuana intervention program (Consult with AC/AD)</p> <p>*Parental notification is required for three (3) 15.07 charges or two (2) 15.07 and one (1) 6.01 or 6.02 charge</p>	<p>In the presence of' refers to students who are in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) where marijuana is present but are not held accountable by University Police or Judicial Affairs for the actual possession and use of Marijuana.</p> <p>Minor – first offense</p> <p>Moderate – Repeat offense.</p>
15.09	Common Area Property in Residence Hall Room	<p>Minor – Single piece of furniture in room for short period or time</p> <p>Moderate – Multiple pieces of furniture/property in residence hall room or repeat offense</p>
15.10	Use of Water/Dart guns or Other Similar Toys in Residential Areas	<p>Minor – Minor disruption/impact to community, no injury, no police involved</p> <p>Moderate – Moderate disruption/impact to community, minor injury from use (slip and fall from water on floor from water gun/etc), no police involved</p> <p>Major – Major disruption/impact to community, injury, police involvement (police response required), toy weapon used as tool for intimidation of students/staff</p>
15.99	Other	