



# COMMUNITY STANDARDS

2011–2012

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Pratt Institute's mission is to educate men and women to become creative, responsible professionals who will contribute fully to society. The Institute upholds values and standards that support that mission and holds high expectations regarding the conduct of students, faculty, staff, and administrators. Above all, we respect one another and behave in ways that advance the free association of people and ideas. We cherish the diversity represented by our people, their disparate values and ideas. At the same time, we expect each student to value and uphold the community standards essential to the pursuit of academic excellence and social responsibility. The Board of Trustees reinforced these ideals by passing a resolution on freedom of expression in 1992:

"It is resolved that: Pratt Institute supports and upholds freedom of speech and other forms of expression because these freedoms are essential to an educational mission and to ideas, values, and opinion. At the same time, Pratt recognizes that such freedoms exist in the context of law and responsibility by one's actions and, therefore, the exercise of these rights must not deny the same rights of others."

Such is the spirit in which our social and academic standards have been articulated and herein promulgated. A full policy and procedures document and related Institute policies and procedures can be found online ([www.pratt.edu/policies](http://www.pratt.edu/policies)) or in the Office of the Vice President for Student Affairs, Main Building, Lower Level. While every effort has been made to make the material presented in the Student Handbook timely and accurate, the Institute reserves the right to periodically update and otherwise change any material, including policies and procedures, without reprinting or amending this handbook.

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## SOCIAL CONDUCT CODE

### A. Policy on Human Rights and Sexual Assault

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Pratt Institute's community is one of diversity, which is a hallmark of an urban academic environment. The Institute is committed to the recognition and preservation of each individual's human rights and does not discriminate or tolerate harassment on the basis of gender, race, color, religion or creed, marital status, age, sexual orientation, status as a Vietnam-era veteran, political beliefs, disability, citizenship, genetic information, and national or ethnic origin with respect to the rights, privileges, programs, and activities generally accorded or made available to all members of its academic community. Such rights, privileges, programs, and activities include, but are not limited to, employment at the Institute, admissions, financial aid, scholarships, access to housing, educational programs, co-curricular activities, and participation in athletic programs.

The Institute upholds the values and standards that support this human rights policy, and, as such, maintains high expectations regarding the conduct of its students, faculty, staff, and administration. This policy applies uniformly to all members of the Institute's community, who are encouraged to promptly report problems or matters that could be in violation of this policy. Persons found in violation of this policy shall be subject to appropriate disciplinary action up to and including the suspension or termination of employment of employees, and suspension or expulsion of students.

#### I. Harassment

Members of the Institute's community should be aware that harassment is a form of discrimination. The Institute's policy prohibiting harassment is consistent with and fully supported by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the New York State Human Rights Law, and the New York City Administrative Code.

#### II. Discrimination

The Institute's policy prohibiting discrimination is consistent with and fully supported by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the New York State Human Rights Law, and the New York City Administrative Code. Specific forms of discrimination, as identified in Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act prohibits discrimination against qualified persons with disabilities solely on the basis of their disabilities and provide for accessibility to programs, goods,

accommodations, and services.

The Institute's programs, privileges, employment opportunities, and other activities are made accessible to individuals with disabilities. The Institute's policies and programs regarding individuals with disabilities are extended to the Institute's students, staff, faculty, and administrators.

For further information regarding the definition of accommodation, examples of auxiliary aids, and other information, please refer to the Institute's brochure titled "Accommodations for Students With Disabilities."

#### A. Complaint Resolution Procedure

Pratt Institute has an established procedure to receive, investigate, and resolve human rights complaints.

A person with a grievance should take the following actions:

1. Promptly report the alleged discriminatory conduct or situation to the appropriate Institute official. The Institute official will assist the complainant in recording his/her recollection of the event or events that comprise the grievance. Employees should report to either the director of Human Resources (Thrift, Second Floor, 718-636-3787), or the Title IX/Section 504 coordinator (North Hall, Room 121, 718-636-3546). Students should report to either the Vice President for Student Affairs (Main Building, 718-636-3639) or the Title IX/Section 504 coordinator. In all reported instances, a thorough and fair investigation will take place, protecting the rights and dignity of all parties involved.
2. The individual(s) named by the complainant will be interviewed by the appropriate Institute official (i.e. the director of Human Resources or the Title IX/Section 504 coordinator, if the offending individual is an employee; the vice president for Student Affairs or the Title IX/Section 504 coordinator, if the offending individual is a student). The individual(s) named by the complainant will be informed that a complaint has been filed, and given the opportunity to respond to the allegations raised by the complainant. The Institute may conduct a further investigation as circumstances require.
3. Once the interviews of the complainant and individual(s) named by the complainant have occurred, and any additional investigation concluded, the appropriate Institute official(s) will consult with the parties in an effort to reach a satisfactory resolution of the complaint. The Institute will then

render its decision.

4. If either party is dissatisfied with the Institute's decision, he/she may file an appeal of the decision of the director of Human Resources, the vice president for Student Affairs, or the Title IX/Section 504 coordinator. The appeal must be filed in writing with one of the appropriate Institute officials (enumerated in section two above) within twenty (20) working days after the date the decision is rendered. The Institute's Human Rights Committee will be convened. If the complaint involves sexual harassment, it may be referred to the Institute's Advisory Subcommittee on Sexual Harassment. If the complaint involves an individual with disabilities, it may be referred to the Institute's Advisory Subcommittee on Individuals with Disabilities. After a review of the record, the respective subcommittee shall issue a recommendation to the referring Institute official(s). The officials will issue a statement to the committee that will include the final decision and the action to be taken by the Institute.

#### B. Confidentiality

All complaints and grievances will be kept as confidential as possible, provided doing so will not interfere with the Institute's ability to investigate or take corrective action.

#### C. Retaliation

The Institute expressly prohibits any form of retaliatory action against anyone availing him/herself of this procedure. Such retaliation, or encouraging others to retaliate, shall be considered a serious violation of this policy. As such, persons found in violation of this paragraph are subject to appropriate disciplinary action, up to and including discharge (for employees) and expulsion (for students).

#### D. Knowingly False Complaints

Knowingly false complaints can have serious effects on the person or persons accused.

Accordingly, if, after investigating any complaint of discrimination or harassment, the Institute determines that an individual has knowingly provided false information regarding the complaint, or knowingly has filed a false complaint, appropriate disciplinary action will be taken against the individual up to and including discharge (for employees) and expulsion (for students).

### III. Sexual Assault

Sexual assault can happen to anyone, male or female, at anytime and anywhere. Rape is the most prevalent sexual assault crime that occurs on college campuses. Rape is a crime of violence,

anger, and power. Date/acquaintance rape occurs when you are forced or manipulated into having sex against your will. There are other forms of sexual assault. The New York State Penal Code describes five types of sexual assault with up to three degrees of seriousness for each. The penal code changes from time to time and updated copies are available in several offices, including the Security Office and Counseling and Health Services.

An important distinction between sexual assault and sexual harassment should be kept in mind. Sexual harassment is a form of discrimination based on one's gender or sexual orientation.

This type of harassment may be blatant or subtle, physical or verbal. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is an abuse of power employing coercion, threat, bribery, or unwanted attention.

#### A. Getting Immediate Support

Rape or assault is not the victim's fault. No matter what, no one deserves to be raped. If you were a victim of sexual assault, and did not resist, don't second-guess yourself! Any action you took to save your life was the appropriate response.

#### B. Reporting a Sexual Assault

If you are the victim of sexual assault:

1. Tell someone immediately—a friend, a resident advisor, a security officer. The advantage of telling an R.A. or security officer is twofold: they can offer immediate support and advice, and assist individuals as to where and how to get medical treatment, as well as assist in the process of reporting the crime.
2. While victims are not obligated to report a sexual assault to the police, they are strongly encouraged to do so. Reporting a sexual assault does not necessarily mean that a court appearance will be required.
3. Extreme care is taken to protect the privacy and confidentiality of the victim.
4. Whether or not a victim chooses to notify campus security or the police, she or he is strongly urged to obtain a medical examination as soon as possible. This action is important not only in case injury or disease is involved but, also because medical exams provide evidence needed should the victim decide to report the crime at a later date.
5. Whether or not victims report the crime and whether or not they receive medical

assistance, they should take advantage of on-campus or off-campus counseling services.

#### C. If You Choose to Report an Assault

1. Do not bathe, wash, shower, douche, brush your teeth, comb your hair, change clothes or clean up, as these actions will destroy evidence of the attack.
2. Do not touch, move, or destroy any article that may be evidence.
3. What to do and expect at the hospital:
  - a. Inform the doctor of the exact acts committed upon you.
  - b. The doctor will examine you in a private examination room. No police personnel will be present during the examination.
  - c. The doctor will note any bruises, injuries, bleeding, lacerations, etc., internal and external.
  - d. With your permission, the doctor will use a sex crimes evidence collection kit during the examination to document the attack. The tests in this kit were designed to be as noninvasive as possible.

Note: You are not obligated to press charges just because you consent to this procedure. However, the use of this kit is very important as evidence should you later decide to prosecute.

Inform the police department investigator of ALL details of the attack, no matter how intimate.

#### D. Where Do I Go for Help?

The following is a list of local hospitals and medical facilities where you can go if you have been sexually assaulted.

Brooklyn Hospital  
121 DeKalb Ave  
Telephone: 718-250-8075

Long Island College Hospital  
340 Henry Street  
Telephone: 718-780-1550

Lutheran Medical Center  
150 55th Street  
Telephone: 718-630-7185

Woodhull Medical Center  
760 Broadway  
Telephone: 718-963-8000

#### E. Getting Support

Counselors are available for short-term counseling in Pratt Institute's Counseling and Health Services. Pratt's campus minister is also available to offer support to victims of sexual assault. These individuals and offices

maintain an extensive off-campus referral system—from psychiatrists and psychologists to support groups and advocates.

A variety of off-campus resource centers and programs are available throughout New York City and Brooklyn, many of which are low cost and some of which are free. Speak with Health and Counseling staff for specific options.

#### F. On-going Support Services

Individuals who have been sexually assaulted experience a variety of feelings with which they have difficulty coping. Feelings such as shame, hurt, guilt, powerlessness, anger and, eventually, rage tend to affect interpersonal relationships as well as the victim's self-esteem.

Sometimes the victims are emotionally numb immediately following the sexual assault and/or treatment and do not feel that they need further assistance. Many believe that ignoring their feelings or not thinking about it will make it go away. This is not the case. Sexual assault is a traumatic event for the victim and significant others. It is in your best interest to seek professional help both on and off campus and in the community, for yourself and the important people in your life.

Remember:

- Being raped or sexually assaulted is not your fault.
- You are the only one who has a right to your body.
- Trust your feelings and your instincts.
- If you don't want to, say so, and don't let anyone push you further.

There are many reactions and feelings after a sexual assault. All of them are okay.

### B. Alcohol and Substance Use Policy

Pratt Institute is committed to creating an environment free of drug and alcohol abuse for its students and employees. We provide a program of education about drug and alcohol use and counseling support or referral for those with drug- and alcohol-related issues. The Institute's concern for the individual, however, must be balanced with its need to provide for the safety and well-being of the community as a whole. Therefore, Pratt Institute has adopted standards of conduct concerning the use and abuse of illicit drugs and alcohol. A summary of these standards, as well as Institute and criminal sanctions, are included as a part of the Institute's Alcohol and Substance Abuse brochure. Also included in the policy are health risks associated with alcohol abuse and illicit drug use, and counseling and support programs available to students,

faculty, and staff.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, the policies and procedures in Pratt's Alcohol and Substance Use Policy apply to all members of the Institute and to all Institute-sponsored events and activities that occur on and off-campus. In addition, employees and students are reminded that the Institute considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.

Pratt Institute has zero tolerance for illegal use of alcohol and other drugs.

As a result, students found in violation of the alcohol and other substances policy for the first time will face sanctions 1) no less than some form of social probation, 2) must participate in some form of community service or educational exercise, and 3) will have parents or guardians notified of judicial action.

Complete documents pertaining to the Institute's policy on alcohol and substance use are distributed regularly and are available in several offices, including the Department of Student Activities, the Office of Residential Life and Housing, and the Office of the Vice President for Student Affairs.

#### I. Policies Regarding the Use of Alcohol and Other Substances

Pratt Institute supports the observance of all laws and regulations governing the use of alcoholic beverages and other substances by all members of the community. Included in these laws are those that govern driving under the influence of alcohol, the purchase and use of alcohol by and for persons under the legal drinking age, the serving of alcohol to persons who are either underage or intoxicated, and the sale, possession and use of other drugs. Please note that research on the social norms at Pratt indicate that most students do not abuse alcohol or use illicit drugs. In addition, research indicates that a very small percentage of Pratt students "binge drink" on a regular basis. Therefore, the following policies, in relation to unlawful acts on campus, are intended to ensure that the Pratt Institute community is free of the consequences of the behavior of a small percentage of students and others who choose to misuse alcohol and other drugs.

- A. The possession, distribution, or use of alcohol by anyone under the age of 21.
- B. The possession, distribution, or use of alcohol at Institute-sponsored events both on and off campus or within student-sponsored events

in residence halls that do not follow the Procedures for Serving Alcohol at Events.

### 1. Procedures for Serving Alcohol at Student-Sponsored Events

Student groups wishing to serve/have alcohol at a campus event can only do so if the Institute's dining service acts as the distributor.

Student groups can only sponsor events at which alcohol is served if those events are held in one of the following locations: the Student Union, Higgins Hall Room 131, and the second floor lobby/Rm. 213 on the Pratt Manhattan campus. The hosting group must file the appropriate Alcoholic Beverage Agreement Form with the Department of Student Activities, as well as any other necessary forms or permits. In addition they must adhere to the following procedures:

- a. When alcohol is served at a student sponsored campus event, the sponsoring individual/group must utilize an acceptable method of proofing for age for entry in the event. The only acceptable forms of identification that can serve as positive proof of age are:
    - i. a driver's license (if year of birth and picture are on license),
    - ii. a New York State Photo Identification Card (obtained at the Department of Motor Vehicles), or
    - iii. a passport.
  - b. Alcohol can only be served and consumed in a designated area clearly separated from the area where alcohol cannot be served or consumed.
    - i. Groups must use wristbands to indicate proof of age for entry into the area where alcohol is served and consumed.
  - c. Additionally, a Pratt Institute identification card is required for admission to the event. If students from other colleges or other guests are invited, they will be required to present their ID. Two guests are admitted per Pratt student host. Non-hosted guests may not gain entry to events.
  - d. Whenever alcohol is sold or in any way charged for (including an "entrance fee") at a Pratt event, a temporary New York State liquor license is required. A liquor license must be obtained fifteen (15) working days in advance of an event from the State of New York. The license can be obtained online at <http://www.abc.state.ny.us/JSP/content/faq.jsp>.
  - e. Whenever alcohol is served, an appropriate amount of non-alcoholic beverages and snacks must be provided.
  - f. New York State law requires the posting and/or availability of appropriate signs stating the New York State legal drinking age of 21 at all events where alcohol is served. In addition, at events where alcohol is sold, the Temporary Beer and Wine Permit must be posted at the alcohol distribution site.
  - g. When alcohol is present at an event the Dining Service must identify designated servers ahead of time. Servers must be 21 years of age or older and may not consume alcohol while serving or any time prior to serving alcohol. Appropriate arrangements must be made in advance for the designation of individuals who will serve as security staff. Servers are trained in the lawful distribution of alcohol and must sign a contract not to serve underage students or anyone who is suspected of being under the influence of alcohol or other drugs.
  - h. Student groups may arrange with Dining Services to serve beer and wine and beer may be served in kegs. The number of kegs permitted cannot exceed four. Bottled or canned beer and hard liquor of any kind are not permitted. The number of drinks per person is restricted to four. Wine is permitted if approval is given on the Alcoholic Beverage Agreement Form.
    - i. Individuals who appear to be intoxicated may not be served alcoholic beverages under any circumstances.
    - j. Persons under the age of 21 are not permitted to hold alcohol with intent to consume.
  - k. Alcohol is not permitted in common areas. This includes outdoors, residence hall yards, front steps, and elevators.
    - l. Any exceptions to these procedures must be approved by the Vice President for Student Affairs.
- C. Possession of alcohol containers in Pantas, Stabile, or Cannoneer Court residence halls, regardless of age.
  - D. Bulk alcohol (such as kegs and beer balls) in any residence hall.
  - E. Consumption of alcohol or possession of open containers in public, including, but not limited to the Pratt Main Lawn, classrooms, studios, or residence hall common areas.

- F. The possession, distribution, or use of marijuana.
  - G. The possession, distribution, or use of any controlled substance including the sale or use of prescription medications without or contrary to a prescription.
  - H. Off-campus use of alcohol and other drugs that impacts the on-campus community or effects student behavior on campus.
- II. Applicable Local, State and Federal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and/or Alcohol

A. State and federal laws and sanctions relative to the use of alcohol and illicit drugs.

The federal laws regarding illegal use or possession of alcohol and drugs generally mirror the state's laws. However, the federal penalties are usually more severe. In addition to the criminal penalties regarding illegal alcohol and drug possession and use noted below, students should keep the following in mind:

1. Students who are convicted of any offense under federal or state law involving the possession or sale of a controlled substance are not eligible for any grants, loans, or work assistance for the period beginning with the date of such conviction and lasting for one to two years (for first-time offenders) or for an indefinite period (for repeat offenders) (20 U.S.C. ~1070 and 42 U.S.C. ~2751).
2. Under the amendments made to the Family Educational Rights and Privacy Act (FERPA), colleges and universities are encouraged to inform parents and legal guardians of students under the age of 21 who have violated laws on the use or possession of alcohol and/or other drugs. In most cases, Pratt Institute does utilize this option, not as punishment but rather to involve the student's family in harm reduction. Students are urged to notify their family prior to the Institute's notification.

- B. It is illegal to sell, deliver, or give away alcoholic beverages to persons actually or apparently under the age of 21. The penalty for doing so consists of a Class B misdemeanor and is punishable by up to three months in jail or a \$500 fine (NY Alc. Bev. Cont. Law ~65).
- C. It is illegal for persons under 21 years of age to possess an alcoholic beverage with intent to consume. Penalties for unlawful possession include confiscation of the beverage, fines up to \$50, mandatory completion of an alcohol awareness program, and an appropriate amount of community service not to exceed 30 hours (NY Alc. Bev. Cont. Law~65-c).

- D. It is illegal for underage persons to purchase or attempt to purchase alcoholic beverages through fraudulent means, such as the use of false identification. Penalties for doing so include fines of up to \$750, up to 30 hours of community service, completion of an alcohol awareness program, and an evaluation to determine whether the individual suffers from alcoholism (NY Alc. Bev. Cont. Law~65).

- E. It is illegal to misrepresent the age of a person under 21 for purposes of inducing the sale of alcoholic beverages. Penalties include a fine of up to \$200 and/or imprisonment for up to five days (NY Alc. Bev. Cont. Law ~65-a).

- F. It is unlawful to possess, manufacture, prescribe, distribute, control, transport or sell controlled substances. A lengthy list of controlled substances can be found in ~3306 of the New York Public Health Law. Criminal penalties for unlawful possession of a controlled substance vary according to the amount possessed, and range from a Class A misdemeanor to a Class A-1 felony (prison sentences can range from one year for small amounts to life for possession of four ounces) (NY Penal Code ~220-200-31).

- G. The penalties for the unlawful sale of controlled substances range from a Class D to a Class A felony, depending on the substance sold and the location where it is sold (NY Penal Code ~220.310220.44).

- H. It is a Class A misdemeanor (punishable by imprisonment for up to one year) to possess, use, or sell hypodermic needles and other drug paraphernalia (NY Penal Code ~220.45-220.55).

- I. It is illegal to use, possess, or sell marijuana (not considered a controlled substance in New York State, but considered a controlled substance under the federal law). Penalties range from three months to 15 years of imprisonment (NY Penal Code ~221).

### C. Community Behavior Policy

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Upholding the values inherent in Pratt's Community Standards is essential to maintaining the integrity of our social fabric. With this in mind, our expectations for conduct exclude the following behaviors:

- I. Any form of physical restriction, coercion, or altercation (fighting).
- II. Any form of verbal intimidation, coercion, or altercation (fighting).
- III. Any deliberate action that does or might cause injury to another person.
- VI. Acts of sexual violence or intimidation.

- V. Behavior deemed dangerous to self or others.
- VI. Participation in or encouragement of any effort to disrupt a class or other Institute function.
- VII. Creating a public inconvenience, annoyance, or alarm.
- VIII. Theft of property or services including stealing, sequestering, or defacing of library materials.
- IX. Defacement, damage, destruction or other misuses of property not one's own.
- X. Unauthorized use of keys or entry to any Institute room or facility or restricted area including roofs.
- XI. Commercial Activities or Soliciting including canvassing or doing business within Pratt facilities or on Pratt's property without the written authorization of the Director of Student Activities or the Director of Residential Life and Housing.
- XII. Illegal gambling anywhere on the premises or at any official affair sponsored or sanctioned by the Institute or any of its groups or organizations.
- XIII. Hazing or in any way participating in or encouraging of any action or situation which endangers the mental or physical health of another person for the purpose of initiation into or affiliation with any organization. This includes forcing the consumption of alcohol and other drugs for the purpose of initiation into or affiliation with any organization.
- XIV. NCAA rules and regulations non-compliance. Student athletes' conduct is subject to NCAA rules and regulations. Student athletes are expected to know these rules and regulations. See the director of Recreation, Intramurals, and Athletics for more information.
- XV. Off-campus conduct that adversely affects the integrity and/or the safety and security of the Institute community and its members. The Institute reserves the right to regulate conduct that affects its particular interests as an academic community. Ordinarily, the Institute will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security of the campus, campus property, or individual members of the Institute community, or if such violations occur at an Institute-sponsored activity or the offense calls into serious question the offender's membership in the educational community.
- XVI. Violations of federal, state, and local laws committed by members of the Pratt community. The Institute cannot and does not condone violations of law, and clearly recognizes that the laws of the land operate in full force on its campuses. If a violation of law occurs on Pratt campus, which is also a violation of Institute regulations,

the Institute may initiate proceedings against the offenders. Such action by the Institute is independent of, and may proceed in parallel with, civil or criminal action. Pratt's jurisdiction includes the Brooklyn and Manhattan campuses.

#### D. Computer Users' Rights and Responsibilities Policy

I. All members of the Pratt community need to know that the use of computers, networks, and/or software excludes:

- Unauthorized and/or inappropriate use of computers and/or software.
- Use of computing facilities contrary to local, state, and federal laws or other Pratt policies.

II. Pratt's policy on computer and network resources is intended to:

- Protect the Institute against legal or other negative consequences.
- Prevent the posting of illegal software and other copyrighted materials.
- Secure the integrity of its computers, networks and data, and those with approved access to its network.
- Ensure that the rules governing computer and network use comply with and support other Institute rules and codes of conduct.

#### A. What Is the Policy and How Does It Affect Me?

All members of the Pratt community are expected to use Pratt's computer and network resources in a responsible manner. The Institute's policies are clear as to the consequences of misuse of these resources. In the event of violations of institutional policies or codes, or of state or federal laws, the Institute reserves the right to limit or restrict computing privileges and access to its computer resources and stored data. All users are expected to understand and abide by the regulations set forth in this pamphlet as a condition for receiving an authorized account with the Institute.

#### B. Who Is Affected by This Policy?

This policy applies to any member of the Pratt community who accesses computer or network resources through any Institute facility or through the network.

#### C. What Do You Mean by the Pratt Network?

Pratt provides network access through its data cabling plant to all residence hall rooms, administrative offices, and computer labs. In addition, network access is available in the offices and computer classrooms at

Pratt Manhattan. All Pratt computer users connected to the network share equally in the

benefits and responsibilities of our greater Internet connectivity.

#### D. Your Responsibilities as a Pratt System User

As a user of Pratt's computer resources you are responsible for the following:

1. Creating, securing, and remembering individual passwords.
2. Adhering to quotas and file size restrictions on shared systems and processes.
3. Backing up and safekeeping of all data files.
4. Obeying Institute policies and state and federal laws.
5. Recognizing that user activity reflects on both the individual and the Institute.
6. Respecting and protecting other's privacy as well as your own.

#### E. Your Responsibilities as a Pratt System Administrator

As a Pratt system administrator you are responsible for the following:

1. Performing periodic security surveys to ensure that shared systems are protected to a reasonable degree.
2. Treating all users files as private and confidential.
3. Obtaining written permission from a designated officer of the Institute prior to examining any user files.
4. Obtaining written permission from a designated officer of the Institute prior to restricting or disabling any user account.
5. Performing maintenance as necessary to help ensure uninterrupted service.
6. Executing the technical enforcement of this policy in cooperation with the appropriate authorities.
7. Ensuring that all user accounts meet Pratt eligibility requirements.

#### F. Standard Procedures That Are Followed at All Times

Pratt Institute does not monitor the content or generally restrict access to its computers or networks, including privately owned computers in residence hall locations. However, Pratt reserves the right to monitor activity within its domain, and limit or deny access when:

1. Network activity is reported that violates Institute policies, or state or federal laws.
2. A report is received that materials are post-

ed on Pratt-owned computers, or computers inside the Pratt domain, that violate Institute policies, or state or federal laws.

3. An incident is reported of the commercial use of Pratt-owned computers, or computers inside the Pratt domain, if the commercial activity uses Pratt's network services

#### G. Local, State, and Federal Laws and Pratt Policies Affected by the Computer Users Rights and Responsibilities

Users are prohibited from taking the following actions:

1. Harass, threaten, libel, slander, or otherwise cause harm to individuals or groups whether by direct or indirect means.
2. Destroy or damage hardware, software, or data belonging to the Institute or its members.
3. Disrupt the activities of others through the unauthorized monitoring of electronic communications.
4. Copy, download, or transmit across Pratt's network illegal, proprietary, or unauthorized copyright-protected material.
5. Use Pratt's trademarks, logos, or copyrights without prior approval.
6. Execute software programs that harass other users, infiltrate computers or computing systems, damage or alter software components of a computer or computing system, or introduce computer viruses.
7. Gain unauthorized access to other systems, facilities, or data either directly or via the network.
8. Tamper with others' files, storage media, passwords, and accounts.
9. In any way misrepresent yourself when sending messages or engaging in conferences.
10. Conduct any commercial activity over the Pratt network.
12. Use email to solicit sales or conduct business such as setting up a Web page to advertise or sell a service, or posting an advertisement to a news group.
13. Violate any state or federal law.

#### H. Report Violations Immediately—It's for Your Own Protection

All reports of possible violations of this policy will be acted upon quickly and with confidentiality and discretion. Should you believe that a violation of this policy has occurred, immediately report the incident to the Director of Academic Computing. In addition, contact

Pratt Security if you believe that an individual's health or safety may be in jeopardy.

#### I. How Your Complaint Will Be Handled

Once a complaint is received, the Director of Academic Computing may request authorization to access information contained in the alleged offender's account and, if warranted, to suspend the account until the matter is resolved. Access to and suspension of accounts must be recorded and the alleged offender notified as soon as possible. If the complaint appears to have merit, the Judicial Affairs Coordinator or vice president of Student Affairs will meet with the alleged offender and follow the Institute's judicial procedural guidelines.

#### J. Consequences of Violations

Pratt reserves the right to monitor, restrict or deny access to its computers and networks in the event of a violation of this or other Institute policies, or of state and federal law. As stated above, penalties will be administered in accordance with established Institute guidelines. Pratt will cooperate with outside law enforcement agencies in the investigation of criminal activity occurring within the Pratt domain.

#### K. Additional Information Available for Staff and Faculty

Staff and faculty are referred to the appendix geared to employees that provides additional information on specific policies affecting them. In addition, staff members who oversee server accounts, other than regular accounts, are referred to the appendix on server accounts and Internet accessibility. Both these appendices are available in the offices of Human Resources, the provost, and the director of Academic Computing.

#### L. Glossary of Terms

##### Pratt Institute Computing and Network Resources

All hardware, software and data that support the following systems and uses:

- Administrative information systems
- Desktop computers and servers
- Library automation
- Multimedia, data, video, and voice networks
- Electronic mail (email)
- Internet access
- Modems, scanners, telephone systems, voice mail, copy machines, fax machines
- Electronic publications including video

Authorized Account—An Institute-issued user-

name/password pair or similar codes or code devices such as copy cards that allow a person access to Institute servers and networks.

CERT—Computer Emergency Response Team: Initiated to provide 24-hour coverage in the event of a server or network emergency, specifically network intrusions.

User—Any person authorized to use the Institute's computing and network resources.

#### E. Smoking Policy

Pratt Institute seeks to maintain a healthy, comfortable, and productive educational and work environment for all students, faculty, staff, and campus visitors as well as to preserve the aesthetic value of the campus. In order to provide a smoke-free environment for non-smokers we must restrict the areas on campus where smoking is permitted. This policy is also based on the "NYC Smoke-Free Air Act", effective March 30, 2003, as modified by the "NYS Clean Indoor Act", effective July 24, 2003, and the 2008 NYS legislation banning smoking in private college residence halls, effective August 2008.

"Smoking" is defined as the burning of a cigar, cigarette, pipe, or any other smoking material.

Smoking is prohibited:

- In all Institute buildings including all residence hall rooms, roof decks, balconies, and terraces.
- Within 25 feet of all Institute entrances, exits, or building exterior walls containing windows or intake vents.

Enforcement is the shared responsibility of the entire Pratt community. The success of this policy depends upon the courtesy, respect, and cooperation of both smokers and non-smokers within the Pratt community. Smoking on the Pratt campus is a privilege and smokers are expected to comply with this policy and to use the receptacles provided to dispose of cigarette butts or other smoking materials. It is important to note that Pratt has a zero tolerance for violations of the smoking policy. For students, this includes an automatic probationary period in addition to an educational sanction.

Any student, faculty member, staff member, or visitor may request individuals to comply with this policy. Failure to comply by students should be referred to the Director of Residential Life and by employees to the Director of Human Resources. Those who fail to comply with this policy will initially receive warnings but may be disciplined for repeated failure or refusal to comply.

## F. Health and Safety Regulations

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In order to maintain an environment conducive to learning, Pratt Health and Safety Standards exclude the following behaviors:

- I. Tampering with or misusing fire alarms and/or other fire safety equipment.
- II. Refusal to observe safety regulations or procedures.
- III. Unreasonable noise.
- IV. Irresponsible use of bicycles.
- V. Skateboarding or use of any other similar wheeled device on campus.
- VI. Creating a condition, which unnecessarily endangers or threatens the safety or well-being of any person.
- VII. Possession or use of any firearm, explosive, firecracker, incendiary materials or other weapons.
- VIII. Lighting or attempting to light a fire.
- IX. Reckless driving.

## G. False Representation Policy

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The education of creative and responsible professionals relies on honesty and integrity. To that end, the following behaviors are excluded:

- I. Providing false testimony or furnishing information to the Institute with intent to deceive.
- II. Misrepresenting oneself with the intent to obtain benefit including, but not limited to embezzlement or fraud.
- III. Forging, alteration, misappropriation, or other misuse of academic or non-academic documents, records, or identification cards.

## H. Compliance Policy

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In order to ensure an orderly community, the following behaviors are prohibited:

- I. Failure to comply with the instructions of Institute personnel, acting within the scope of their duties.
- II. Failure to present valid Institute identification when requested to do so by Institute officials.

## I. Alumni and Guest Policy

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It is important for students to understand what is expected of guests since the host may be held responsible for the behavior of their guests. As such, it is important for hosts to note that the guest policy prohibits:

- I. Guest usage of Pratt instructional facilities without explicit written approval or accompanied

by a current Pratt student, staff member, or faculty.

II. Alumni access to Pratt facilities without proper Alumni ID.

III. Violation of any Pratt policy by Alumni or guests of Pratt students, faculty, or staff.

Additional policies, particularly with respect to on-campus living/residential life and housing detailed in the Residence Hall License, event planning, and student activities can be found at [www.pratt.edu/policies](http://www.pratt.edu/policies).

## ACADEMIC INTEGRITY CODE

Absolute integrity is expected of every member of the Pratt Community in all academic matters, particularly with regard to academic honesty. The latter includes plagiarism and cheating. In addition, the continued registration of any student is contingent upon regular attendance, the quality of work, and proper conduct. Irregular class attendance, neglect of work, failure to comply with Institute rules, and official notices or conduct not consistent with general good order is regarded as sufficient reasons for dismissal.

The faculty member and/or the Academic Integrity Board adjudicate cases of academic infractions. The Board does not hear grade disputes because these receive a final review at the level of the school dean. Students and faculty are expected to be familiar with and observe academic standards and policies as well as the procedures to address infractions or resolve disputes.

### A. Academic Integrity Code

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When a student submits any work for academic credit, he/she makes an implicit claim that the work is wholly his/her own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any area. Students are free to study and work together on homework assignments unless specifically asked not to by the instructor. In addition, students, especially international students, are encouraged to seek the editorial assistance they may need for writing assignments, term papers, and theses. Our Writing and Tutorial Center staff is always available to clarify issues of academic standards and to provide writing and tutorial help for all Pratt students. In the case of examinations (tests, quizzes, etc.). The student also implicitly claims that he/she has obtained no prior unauthorized information about the examination, and neither gives nor obtains any assistance during the examination. Moreover, a student shall not prevent others from completing their work.

Examples of violations include but are not limited

to the following:

I. The supplying or receiving of completed papers, outlines, or research for submission by any person other than the author.

II. The submission of the same, or essentially the same, paper or report for credit on two different occasions.

III. The supplying or receiving of unauthorized information about the form or content of an examination prior to its first being given, specifically including unauthorized possession of exam material prior to the exam.

IV. The supplying or receiving of partial or complete answers, or suggestions for answers, of assistance in interpretation of questions on any examination from any source not explicitly authorized. (This includes copying or reading of another student's work or consultation of notes or other sources during examinations.)

V. Plagiarism. (See statement following which defines plagiarism.)

VI. Copying or allowing copying of assigned work or falsification of information.

VII. Unauthorized removal or unnecessary "hoarding" of study or research materials or equipment intended for common use in assigned work, including the sequestering of library materials.

VIII. Alteration of any materials or apparatus which would interfere with another student's work.

IX. Forging a signature to certify completion of a course assignment or a recommendation and the like.

## **B. Plagiarism**

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Plagiarism means presenting, as one's own, the words, the work, information, or the opinions of someone else. It is dishonest since the plagiarist offers, as his/her own, for credit, the language, information, or thought for which he/she deserves no credit. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says..."

This first type of plagiarism, using, without acknowledging, the language of someone, is easy to understand and to avoid: When a writer uses the exact words of another writer or speaker, he/she must put those words in quotation marks and give their source. A second type of plagia-

rism is more complex. It occurs when the writer presents, as his/her own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though he/she expresses it in his/her own words. The language may be his/hers, but he/she is presenting as his/her work, and taking credit for, the work of another. He/she is, therefore, guilty of plagiarism if he/she fails to give credit to the original author of the pattern of ideas. Students writing informal theses, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test.

They should be able to honestly answer "no" to the following questions:

I. Am I deliberately recalling any particular source of information as I write this paper?

II. Am I consulting any source as I write this paper?

If the answer to these questions is no, the writer need have no fear of using sources dishonestly.

The material in his/her mind, which he/she will transfer to his/her written page, is genuinely digested and is his/her own. The writing of a research paper presents a somewhat different problem for here the student is expected to gather materials from books and articles read for the purpose of writing the paper. In the careful research paper (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information that is not the writer's own; and the writer is careful not to follow closely the wording of the sources they have read. If the writer wishes to quote, they must put the passage in quotation marks and give credit to the author in the footnote; but they write the bulk of the paper in their own words and their own style, using footnotes to acknowledge the facts and ideas they had taken from their reading.\*

\*Reprinted with permission of Macmillan Publishing Company from *Understanding and Using English* by Newman P. Birk. 1972.

## **C. Attendance and Conduct**

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The continued registration of any student is contingent upon regular attendance, the quality of work, and proper conduct. Irregular attendance, neglect of work, failure to comply with Institute rules and official notices, or conduct not consistent with general good order is regarded as sufficient reasons for dismissal. There are no unexcused absences or cuts. Students are expected to attend all classes. Any unexcused absences may affect the final grade. Three unexcused absences may result in course failure at the discretion of the instructor.

## D. Attendance and Religious Beliefs

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Pratt Institute recognizes and respects the diversity of its students and their respective religious obligations and practices. The Institute will therefore make every effort to afford all individuals appropriate opportunity to fulfill those religious obligations and practices. With the concurrence of the appropriate deans and academic administrators, students will have the opportunity to make up examinations that are missed because of religious obligations and practices.

## E. Privacy and Confidentiality

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The Family Educational Rights and Privacy Act of 1974, popularly known as the "Buckley Amendment," guarantees certain rights of privacy for students and controls access to their records. Students may secure from the Registrar's Office a full copy of the written policy of Pratt Institute on these matters that includes the location of all education records and more fully explains the other matters set forth below. With certain exceptions, students have the right to review information contained in their education records. Students also have the right to challenge the contents of their education records through informal and formal procedures.

In addition, students have the right to prevent disclosure, with certain exceptions, of personally identifiable information from their education records. In certain cases, the Institute is required to keep a record of disclosures that are made. A recent federal law provides that Institute officials have the right to notify parents or legal guardians of students under the age of 21 who have been involved in illicit drug- or alcohol-related incidents. Students may file complaints concerning any alleged failure of Pratt Institute to comply with the act with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence Avenue S.W., Washington, DC 20201.

## PROCEDURES, VIOLATIONS, AND RESOLUTION PROCESSES

### A. Social Conduct Code and Adjudications

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All members of the Pratt community have the responsibility to uphold the standards set forth above. Each one of us has the right to file a complaint when he or she believes these standards have been violated. Whenever possible, however, it is recommended that conflicts between or among individuals be resolved informally (with the help of a mediator if necessary).

One should address an issue or attempt to resolve a conflict by dealing directly with the

person(s) involved. When this is not possible, one may rely on the procedures that have been established such as those noted above in relation to the Human Rights Policy and the Union contracts or the Student Judicial Process (described below).

Appropriate sanctions, including a letter of warning, probation, restricted participation in activities and/or use of facilities, suspension, dismissal, restitution, and outside legal action may be applied when violations of the Institute's Social Code of Conduct have been determined.

### I. Student Conduct Process Summary

The Judicial Process has been established to resolve alleged violations of Pratt's Social Conduct Code not covered under the Human Rights Policy and, if a violation is demonstrated, to assess an appropriate sanction. The Student Conduct Process is not intended to be a formal legal process; it is an educational process, the goal of which is to protect the rights of individuals while at the same time providing the student with an experience from which he or she can learn.

Copies of detailed student conduct procedures are available in the Office of Residential Life and Housing, the Office of the Vice President for Student Affairs, the Provost's Office, and the offices of the deans.

## B. Academic Integrity Adjudication

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### I. How are academic integrity cases handled?

Alleged Academic Integrity Code violations may be adjudicated directly by faculty members and/or they may be referred to the Academic Integrity Board. The Board is composed of faculty members, and a non-voting administrative chair. For alleged Social Conduct Code violations, faculty and academic administrators are urged to send an incident report to the Judicial Coordinator who will follow appropriate procedures.

### II. What are the penalties in integrity cases?

A. If the faculty member chooses the first alternative and determines that the student violated the Academic Integrity Code he or she may impose the following sanctions:

1. Ask the student to repeat the assignment.
2. Impose a lower or failing grade for the particular assignment.
3. Assign a lower or failing grade for the course.

B. In addition to a sanction, the faculty member must report the incident to the Registrar. The incident will be recorded in the student's nonpermanent file. More than one reported incident to the Registrar during a student's program of study at Pratt will result in a

hearing before the Academic Integrity Board. If the faculty member believes that the infraction warrants a more severe sanction, he or she should impose one of the above sanctions and refer the matter to the Academic Integrity Hearing Board for further review and determination. Whether an allegation is brought before the Academic Integrity Board for repeated violations or is referred at once by the faculty member, if the student is found in violation, the Board may impose the following sanctions:

1. Grade sanctions, including the assignment of a lower or failing grade in the course.
2. Recommend suspension from the Institute to the Provost.
3. Recommend dismissal from the Institute to the Provost.

### III. The Appeals Process

Students have the right to appeal the decision of the faculty member and the Academic Integrity Board to the Academic Integrity Appeals Committee. Specific guidelines ensure that a timely and fair review take place when a decision of a faculty member or the Academic Integrity Board is appealed. In the latter case the Provost's decision is final.

A. The appeal must touch upon one of the following key issues:

1. Did the Academic Integrity Board conduct itself in such a way that both parties (faculty member and student) had an adequate opportunity to prepare their case?
2. Was the evidence presented at the hearing "substantial" enough to justify a decision?
3. Is there evidence that the board or the faculty member acted in a capricious or prejudicial manner?

The composition of the Academic Integrity Board and its procedures, including appeal procedures, are detailed in the document Pratt Institute Community Standards: Judicial Procedures. This document is available in various offices, including the Provost, the school deans, the Vice President for Student Affairs, the director of Human Resources, and the director of Residential Life and Housing.

## ADMINISTRATIVE WITHDRAWAL POLICY

### I. Introduction

A. The procedures for involuntary administrative withdrawal of a student from the Institute are to be used only after reasonable attempts to

secure voluntary cooperation for psychological or medical evaluation or withdrawal have been exhausted, and will be used only after thoughtful consideration by members of the Student Affairs staff.

- B. Students subject to the Involuntary Administrative Withdrawal Policy are encouraged to involve family members whether an administrative withdrawal is voluntary or involuntary. Family members of students under 18 years of age will be informed without, but preferably with, the student's permission.
- C. Students may become subject to this Policy through referral to the Vice President for Student Affairs. These referrals will primarily come through the Institute Behavioral Assessment Team1, the Health and Counseling Department, Judicial Affairs, or Security. Community members observing disruptive or dangerous behavior should contact one of these departments.

### II. Conditions for Involuntary Administrative Withdrawal

A. A student will be subject to involuntary administrative withdrawal from the Institute when, in the judgment of the Vice President for Student Affairs, there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:

1. Will harm himself/herself or others.
2. Will cause significant property damage.
3. Will be substantially unable to meet his or her responsibilities as a student.
4. Will be unable to care for his or her daily physical needs without assistance and has failed to secure such assistance.
5. Will directly impede the lawful activities of others.
6. Will directly and substantially interfere with the Institute's normal operations.

B. If the student has engaged in an activity which subjects him or her to Institute disciplinary action, the matter will be handled through the Institute's student disciplinary process unless the Vice President for Student Affairs determines that the student, as a result of psychological conditions:

1. Lacks the capacity to respond to pending disciplinary charges against him or her or
2. Did not know the nature or wrongfulness of the conduct at the time of the offense.

### III. Referral for Evaluation

In determining whether or not a student's

behavior meets the criteria set forth in Section II.A., the Vice President for Student Affairs will consult with Health and Counseling Center staff members and may refer the student for evaluation by an independent licensed psychiatrist, psychologist or other medical provider approved by the Institute. If an evaluation is required, the student will be informed in writing, either by hand delivery or by certified or by overnight mail. The evaluation must be completed within five (5) business days from the date of the referral letter, unless an extension is granted in writing by the Vice President for Student Affairs.

#### IV. Procedures

##### A. Meeting with the Vice President for Student Affairs

1. A student may be requested in writing and/or orally (depending on the urgency of the situation) to attend an informal meeting with the Vice President for Student Affairs for the purpose of determining whether the student, as a result of a physical or psychological condition, falls within one of the categories described in Section II.A. and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for the Institute's concern.
2. If the student is determined to lack the capacity to participate in such a meeting, the student will be subject to immediate interim withdrawal as outlined in Section V below.
3. Other appropriate personnel may be present and/or consulted. Parents, spouses, or any person who would be of support to the student may, with the consent of the Vice President for Student Affairs, and of the student, participate in the informal meeting. At the meeting, the reasons for the Institute's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns.
4. If, after the meeting, the student is found not to fall within one of the four categories described in Section II.A., he or she will be so informed in writing by the Vice President for Student Affairs and allowed to continue as a student.

##### B. Withdrawal Options

1. Voluntary Administrative Withdrawal. If after the informal meeting with the Vice President for Student Affairs the student agrees to withdraw voluntarily from the Institute, regular withdrawal procedures will be followed. The student may be permitted to withdraw voluntarily without grades if, in the judgment of the Vice President for Student Affairs (after consultation with and approval by the student's instructors), the

circumstances warrant such action. For more information please refer to the Medical Withdrawal Procedures at [www.pratt.edu/health\\_counseling\\_services](http://www.pratt.edu/health_counseling_services).

2. Involuntary Administrative Withdrawal. If, after the informal meeting, the Vice President for Student Affairs decides that the student should withdraw from the Institute and only be permitted to re-enter the Institute with her approval, the student shall be involuntarily withdrawn from the Institute. The student will be informed in writing of this decision within five (5) school days of the informal meeting. The notification will also include the basis for the decision, the period of time during which the student is not permitted to re-enroll and the conditions under which the student can re-enroll.

##### C. Appeal

1. If the student fails to accept the involuntary administrative withdrawal the student shall notify the Vice President for Student Affairs of such refusal within five (5) school days of receipt of the written decision. If the student fails to notify the Vice President for Student Affairs of such refusal within five (5) school days of receipt of the written decision, the student will be deemed to have waived his or her right to appeal the withdrawal decision.
2. The student may appeal the withdrawal decision to an Appeals Committee which will include the Director of Residential Life, the Director of Health and Counseling and the Institute's Section 504/ Title IX Coordinator. The Committee shall review the withdrawal decision using the following criteria:
  - a. Was the evidence reviewed by the Vice President for Student Affairs sufficient enough to justify a determination?
  - b. Was the determination in keeping with the gravity of the behavior?
  - c. Is there evidence that Vice President for Student Affairs acted in a capricious or prejudicial manner?
3. The Appeals Committee shall prepare a written decision containing findings and conclusions. Copies of the decision shall be furnished to the student and the Vice President for Student Affairs. The decision of the Appeals Committee shall be final and conclusive and not subject to further appeal.

##### D. Immediate Interim Withdrawal

1. An immediate interim withdrawal may be implemented if a student is found to be:
  - a. Causing serious physical harm to self or others.

- b. Causing significant property damage.
  - c. Directly impeding lawful activities of others.
  - d. Directly and substantially interfering with the Institute's normal operations.
  - e. Currently unable to participate in academic activities due to the presence of delusions, hallucinations, grossly disorganized or catatonic behavior, or incoherent speech.
  - f. Has neglected to complete a required psychological or medical evaluation.
  - g. Has been determined to lack the capacity to participate in a meeting with the Vice President for Student Affairs to discuss an administrative withdrawal.
2. A student subject to immediate interim withdrawal will be notified in writing and/or orally (depending on the urgency of the situation) then be given an opportunity to appear personally before the Vice President for Student Affairs, or designee, within two (2) business days from the effective date of the immediate interim withdrawal, in order to review the following issues only:
- a. The reliability of the information concerning the student's behavior.
  - b. Whether or not the student's behavior poses a danger of causing imminent physical harm to the student or others or causing property damage, or directly impeding the lawful activities of others.
  - c. Whether or not the student has completed or submitted an evaluation, in accordance with these standards and procedures as described in Section III.
  - d. Whether or not the student has fulfilled the requirements for reinstatement outlined in the notification letter.
3. At the conclusion of this meeting, the Vice President for Student Affairs will either uphold or cancel the immediate interim withdrawal. Regardless of whether the immediate interim withdrawal is upheld or cancelled, the involuntary administrative withdrawal process will proceed according to the steps that are outlined in this policy.

As this policy is intended to protect the student who is the subject of these proceedings and the Pratt community as a whole, the Vice President for Student Affairs may reasonably deviate from these guidelines to the extent indicated by the facts of the case or proceedings, unless significant prejudice to a student may result.

## USE OF IMAGES OR LIKENESS

Photographs and video of Pratt Institute's campus, events, students, and teaching environments may be used to depict the Institute in print and electronic materials produced by the Institute as well as on any Internet site. By remaining currently enrolled at Pratt Institute, students acknowledge and agree that the Institute, without compensation, may use the student's image, likeness, and other representation, either audio or visual, in any photograph, video, sound recording, or digital file taken, recorded, or obtained at any Pratt Institute sponsored activity/event or adjunct activity/event or on the Institute's campus.