

The University of North Carolina at Chapel Hill

Campus Community Standards and Guidelines

COVID-19 - Administrative Process

A. Overview and Summary

In response to the COVID-19 pandemic, the University has adopted [Community Standards](#) designed to protect the health and safety of individuals, the campus, and surrounding communities. These Community Standards are applicable to all students regardless of the mode of academic instruction and are a precondition to University enrollment and access to University facilities. Failure by students or student organizations to adhere to these Community Standards may result in administrative action, up to and including disenrollment from the University. Behavior by students on University premises or the premises of student groups affiliated with the University, as well as behavior that occurs elsewhere if University interests are implicated may be addressed under this Administrative Process. This Administrative Process sets the standards for responding to reported noncompliance of the University's Community Standards. This Administrative Process does not replace or supplant any other disciplinary process adopted by the University. Students and student organizations may be concurrently or consecutively subject to Community Living Standards, University disciplinary processes, and this COVID-19 Administrative Process.

B. Initial Referral and Notice

The Office of Student Conduct is designated to receive referrals of reports involving students and/or student organizations wherein it is alleged that the actions of the student or student organization is not in compliance with the University's published guidelines related to [physical distancing](#), [face masks](#), [health monitoring](#), [gatherings and events](#), and other expectations outlined in the University's [Community Standards](#). For incidents of non-compliance occurring within the residence halls, referral shall be made to Carolina Housing. The Office of Student Conduct or Carolina Housing will assign each referral to a designated Administrator for follow up.

For each incident for which there is a reasonable basis to determine non-compliance of the University Community Standards may have occurred, the student or student organization will receive written notice to meet with an Administrator designated by the Office of Student Conduct or Carolina Housing that will include a brief description of the alleged behavior(s) and the date and time of an Administrative Meeting. For purposes of this process, email communication to the student's UNC email account or the UNC email account of the student organization representative(s) as designated in HeelLife shall meet the notice requirement described herein. The Administrative Meeting will occur remotely (unless otherwise specified), scheduled by the Office of Student or Carolina Housing, and will be scheduled within one (1) business day of the University's receipt of the referral.

C. Administrative Meeting

- I. Once a student or student organization is referred, the student or a representative of the student organization will meet with a designated Administrator for an Administrative Meeting. During the Administrative Meeting, the Administrator shall review the initial communication informing the student/student organization of the referred behavior(s) and all relevant information within the Administrator's possession supporting the allegation of non-compliance. During the Administrative Meeting, the student/student organization may present relevant information regarding the alleged behavior and any potential administrative action. If the student/student

organization representative fails to attend the Administrative Meeting without prior written notice and the failure to attend is not otherwise due to extraordinary circumstances, the Administrator may proceed without the student's/student organization representative's participation. The Administrator will exercise one of the options outlined below:

- II. Determine that the reported behavior(s), more likely than not, did not occur and discontinue the process.
- III. Determine that the reported behavior(s), more likely than not, does not demonstrate a willful failure to comply and is the first incident of non-compliance determined by the University. In such cases, the Administrator may select one or both of the following administrative actions:
 - Written warning and notice to maintain a safe and healthy environment by upholding the University Community Standards and associated guidelines. A written warning shall convey that future non-compliance may result in more serious measures.
 - Educational or other interventions necessary to effect compliance and protect the well-being of the campus community.
- IV. Determine that the reported behavior(s), more likely than not, demonstrates a willful failure to comply or is a repeat incident of non-compliance. In such cases, the Administrator may select one or more of the following administrative actions as appropriate to the facts of the individual case:
 - Written warning and notice to maintain a safe and healthy environment by upholding the University Community Standards and associated guidelines. A written warning shall convey that future non-compliance may result in more serious measures.
 - Restrictions to access or use University facilities
 - Deferred or immediate removal from University housing
 - Disenrollment from one or more in-person courses
 - Mandatory transition to remote-only instruction
 - Disenrollment for at least the semester in which the student is presently enrolled
 - Referral for additional disciplinary action under applicable University policies
 - For student organizations, restrictions on social or in-person activities, and/or revocation of group charter or affiliation (including permanent removal of University recognition for the group in question), if approved by the Chancellor
 - Educational or other interventions necessary to effect compliance and protect the well-being of the campus community.

In each case, the Administrator shall provide the student or student organization with written notice of their final determination and any administrative action(s) as outlined above. Records of administrative actions shall not appear on a student's academic record. However, the Office of Student Conduct and Carolina Housing will jointly keep a record of all determinations of non-compliance which shall be considered by the Administrator when considering any administrative action(s) for repeated incidents of non-compliance with the University's Community Standards.

D. Petition for Further Review

A student or student organization may seek further review based on (1) the availability of new information

that could not reasonably have been presented to the original Administrator or (2) an assertion that the determination of the original Administrator was unreasonable. Any request for further review must be submitted, in writing, to the applicable Review Administrator designated by the Vice Chancellor for Student Affairs. The request must be submitted within one (1) business day from the written delivery of the decision of the original Administrator. The request for further review will be a plain, concise, written statement describing with particularity the basis for the petition and include any supporting information. Unless a meeting is requested and approved by the Review Administrator, the Review Administrator shall render a decision on the basis of the written petition for further review. Any administrative actions imposed by the Administrator **will not** be enforced until the deadline for submission of the petition for further review has passed. Once a request for further review is submitted, pending administrative action(s) will not be enforced until after the written determination by the Review Administrator is provided. The University may take interim action prior to the final determination by the Review Administrator in order to preserve the safety and well-being of the campus community. Interim action may include, but is not limited to, temporary removal from residential housing, restriction of access or privileges to University facilities, and/or temporary restriction on in-person class attendance.

The Review Administrator will issue their decision within two (2) business days after receipt of the request for further review. The Review Administrator may uphold the original decision, reverse and dismiss the action, or modify the administrative action(s). The decision of the Review Administrator is final, and there is no opportunity for further review.