A male RIT student was observed to be intoxicated, due to alcohol by the Contract Security staff at the GFH, upon his entering the venue for a concert. He was asked to produce identification by Robinson and Edborg, he initially refused to cooperate, after several minutes, he did produce his RIT ID, and I learned his name was [redacted] and indicated that he was a student athlete, and he played [redacted] for the RIT Men's varsity team. A check of the RIT Men's [redacted] website indicates that [redacted] is a volunteer assistant coach for the men's varsity [redacted] team. As he was being escorted out of the venue, by Supervisor Robinson and Major Edborg, he became verbally abusive and disorderly. He cursed several times and referred to Major Edborg as "That MOTHER F**ker" MCSO was in the area and assisted in escorting the male student out of the venue. I did detect the faint odor of alcohol on the breath of [redacted]
Rochester Institute of Technology  
Department of Public Safety  
Follow Up Case Report  
61 Lomb Memorial Drive, Rochester, NY, 14623  
PHONE: (585) 475-2863  FAX: (585) 475-5310

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<th>Date and Time Reported</th>
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<th>CLASSIFICATION</th>
<th>Cod No.</th>
<th>Date and Time Reported</th>
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<td>Violation of RIT Alcohol Policy</td>
<td>PUBLIC ORDER</td>
<td>13-11-04-053527</td>
<td>11/04/2013 01:16</td>
</tr>
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</table>

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<th>Follow up Date</th>
<th>Time From</th>
<th>Time To</th>
</tr>
</thead>
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<tr>
<td>Closed</td>
<td>11/07/2013</td>
<td>00:00</td>
<td>00:00</td>
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**NARRATIVE:**

On Tuesday 11/5/13 [redacted] contacted me and asked to meet in person regarding his behavior at Sunday night's concert in the GFH. During our meeting [redacted] was extremely apologetic for his actions and stated that he had too much to drink prior to the concert. He also wanted to sit down in person and offer his apologies to both Wayne Southerland and DJ Robinson who also witnessed his behavior on Sunday night. [redacted] has not had any previous contact with Public Safety and appeared to be truly sorry for his negative behavior at the concert. The e-mail to me is attached.

Reporting Officer: EDBORG, DAVID  
Approved By: QUARTLEY, TIMOTHY  
Approval Date and Time: 11/08/2013 17:27

Printed By: WHITEHAIR, ELAINE  
Print Date and Time: 11/11/2013 14:28  
Page No.: 1 of 1
Rochester Institute of Technology  
Center for Student Conduct – Hearing Outcome Form

Incident Report Number(s):  

Incident Date:  
Hearing Date:

Hearing Officer Name:  
Hearing Officer Email:  

Name of Student:  
Name of Advocate:  

Violations:  

Hearing Outcome Status:  
Status Deadline:

☐ University Housing Probation  
Until:  

☐ Removal from Housing  
Leave Housing by:  

☐ Restitution (Charged to your student account)  

☐ Reflection and Development Seminars  
Contact by:  
Complete class(es) by:  

Paper (* indicates if required) due by:

☐ Decision Making and Community Standards  
Contact: Center for Student Conduct  
studentconduct@rit.edu  

☐ Reflecting on Our Choices Virtual Seminar*  
Contact: Center for Student Conduct  
studentconduct@rit.edu  

☐ Fire Safety Seminar  
Contact: Center for Student Conduct  
studentconduct@rit.edu  

☐ Handling Difficult Emotions  
Contact: Counseling Center  
585-475-2261  

☐ Consent and Respect  
Contact: Center for Women & Gender  
ritwom@rit.edu or 585-475-7464  

☐ Relationships and Boundaries  
Contact: Center for Women & Gender  
ritwom@rit.edu or 585-475-7464  

☐ Civility  
Contact: Donna Rubin  
donna.rubin@rit.edu or 585-475-7464  

☐ Seminar with Monroe County Sheriff’s Office*  
Contact: Sharon Kompalla  
skris@rit.edu  

☐ Other Seminar:  

☐ Meeting with Mentor:  
Contact by:  
Complete by:  

Assignments:  

☐ Alcohol and Other Drug Assessment  
Complete assessment by:

☐ Center for Student Wellness, Karen Pec  
Contact: Maureen Glegg  
mxgrel@rit.edu  

☐ SAISP, Substance and Alcohol Intervention Services for the Deaf  
Contact: Chintana Phetsaphat  
exphco@multirit.rj.rit.edu or August Center, 2nd floor

☐ Community Restitution  
Number of Hours:  
Due by:  
Contact: Phyllis Walker, RIT Leadership Institute  
& Community Service Center  
ppwool@rit.edu or 585-475-6056  

☐ Apology letter to:  
Send to:  
Due by:  

☐ Research/Reflection Paper or Presentation  
Topic:  
Due by:  

☐ Parent/Legal Guardian must contact:  
Due by:  

☐ Counseling  
Set up Intake Appointment by:  
Meet with Counselor by:  
Contact: Counseling Center  
585-475-2261 or August Center, 2nd floor  

☐ Meaningful life experience by way of the following:  
☐ Community Service, Courses at other institutions, or Work  
☐ Counseling

☐ Other:  
Due by:  

☐ No contact with:

It is your responsibility to provide documentation of the completed conditions to the Center for Student Conduct at studentconduct@rit.edu

The requirements listed above have been explained to me and I understand that if the proper documentation has not been provided to the Center for Student Conduct by the date required, then a Disciplinary Hold will be placed on my account.

I acknowledge that by signing this form, I understand my rights to appeal per the RIT Rights and Responsibilities Handbook and that signing this form does not waive my right to appeal this decision. Please note: Warnings are not appealable.

Student Signature  
Date
Rochester Institute of Technology
Center for Student Conduct – Good Samaritan Meeting Outcome Form

Incident Report Number(s): ___________________________ Incident Date: ______________ Meeting Date: ______________

Staff Member Name: ___________________________ Staff Member Email: ___________________________

Name of Student: ___________________________ Name of Advocate: ___________________________

The Good Samaritan Protocol is designed to provide education rather than discipline when a student voluntarily contacts university personnel (e.g., Public Safety, Resident Advisor/Graduate Resident Advisor) or outside emergency services for medical assistance related to alcohol or other drugs. Individuals covered by the Good Samaritan Protocol are the caller, the person in need of assistance, the host Student organization, and any witnesses named in the incident report.

☐ University Housing Probation
Until: ___________________________

☐ Removal from Housing
Leave Housing by: ___________________________

☐ Restitution (Charged to your student account)

☐ Reflection and Development Seminars
Contact by: ___________________________
Complete class(es) by: ___________________________

Paper (* indicates if required) due by: ___________________________

☐ Decision Making and Community Standards
Contact: Center for Student Conduct
studentconduct@rit.edu

☐ Reflecting on Our Choices Virtual Seminar*
Contact: Center for Student Conduct
studentconduct@rit.edu

☐ Fire Safety Seminar
Contact: Center for Student Conduct
studentconduct@rit.edu

☐ Handling Difficult Emotions
Contact: Counseling Center
585-475-2261

☐ Consent and Respect
Contact: Center for Women & Gender
ritwom@rit.edu or 585-475-7464

☐ Relationships and Boundaries
Contact: Center for Women & Gender
ritwom@rit.edu or 585-475-7464

☐ Civility
Contact: Donna Rubin
donna.rubin@rit.edu or 585-475-7464

☐ Seminar with Monroe County Sheriff’s Office*
Contact: Sharon Kompalla
sleria@rit.edu

☐ Other Seminar:
Contact by: ___________________________
Complete by: ___________________________

☐ Meeting with Mentor:
Contact by: ___________________________
Complete by: ___________________________

☐ Alcohol and Other Drug Assessment
Complete assessment by: ___________________________

☐ Center for Student Wellness, Karen Pelc
Contact: Maureen Glegg
mgxgel@rit.edu

☐ SAISD, Substance and Alcohol Intervention Services for the Deaf
Contact: Chintana Phetphanh
exphec@titd.rit.edu or August Center, 2nd floor

☐ Community Restitution
Number of Hours: ___________________________
Due by: ___________________________
Contact: Phylis Walker, RIT Leadership Institute & Community Service Center
ppweeld@rit.edu or 585-475-6056

☐ Apology letter to:
Send to: ___________________________
Due by: ___________________________

☐ Research/Reflection Paper or Presentation
Topic: ___________________________
Due by: ___________________________

☐ Parent/Legal Guardian must contact:
Due by: ___________________________

☐ Counseling
Set up Intake Appointment by: ___________________________
Meet with Counselor by: ___________________________
Contact: Counseling Center
585-475-2261 or August Center, 2nd floor

☐ Meaningful life experience by way of the following:
☐ Community Service, Courses at other institutions, or Work Counseling
☐ Other:
Due by: ___________________________

☐ Other:
Due by: ___________________________

☐ No contact with:

It is your responsibility to provide documentation of the completed conditions to the Center for Student Conduct at studentconduct@rit.edu

I understand that if I fail to complete the educational responses following the meeting, the incident will be referred to the Student Conduct Process.

Student Signature ___________________________ Date ___________________________
Student Hearing Request Form

Background Information
The Center for Student Conduct aims to have a transparent and fair conduct process and as such, students who have received a charge letter are afforded certain rights including the right to an advocate, copy of the case report(s), attendance at a pre-hearing, and the ability to present witnesses. Please read the descriptions carefully then use the form below to request any and all of the above.

Your full name:

Your phone number:

Your email address:

Student Options
Please review choices below and indicate the options in which you are interested.

1a. Advocate:
Advocates serve as supportive, knowledgeable partners to either a complainant or to a student accused of misconduct regarding the RIT Conduct Code. Choose one of the following options:

- I would like a trained advocate provided to me by the Center for Student Conduct. The Center for Student Conduct will provide me with an advocate and I will contact that person to schedule any meetings I choose before the hearing. The advocate will then be present during the meeting.
- I would like to have an RIT staff or faculty member of my choice be my advocate. The Center for Student Conduct will offer a quick training to my advocate. The Center for Student Conduct will work with my advocate’s schedule to ensure they are available for the hearing.
- I have already chosen a faculty or staff member as an advocate for my hearing (enter name in Question 1b).

1b. My advocate’s name and email address is:

2. Copy of the report:
All students charged with an RIT code violation are allowed to receive a copy of the case documents (including Public Safety or Housing reports). The Center for Student Conduct will email you the documents. Please allow two business days for this to be processed.

- I would like a copy of the hearing materials for this incident.

3. Pre-hearing:
Pre-hearings are scheduled with a trained hearing officer who can sit with you and discuss the hearing process, reviewing documents and possible outcomes.

- I would like the Center for Student Conduct to schedule a pre-hearing for me based on my class schedule.

4a. Witnesses:
Students are allowed to bring witnesses who have relevant information to the case; "character witnesses" are not allowed. Please know the Center for Student Conduct receives all witness statements made to Public Safety. All additional witnesses (or witnesses who have additional information beyond their Public Safety statement) to be in the hearing must be identified to the Center for Student Conduct by the student 3 business days (Monday - Friday) before the hearing. Witnesses must be a part of the RIT community, and MUST be approved by the Center for Student Conduct. If you list witnesses here, the staff will reach out to you for more information and to approve witnesses.

- I would like witnesses present at my hearing.

4b. The names and email addresses of my witnesses are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RIT Appeal Request

This form is to submit an Appeal through the Student Conduct Process

**Background Information**

Please note:
* Notice of Incidents and Warnings are not appealable.
* Hearings with the Center for Residence Life are appealable through a written letter to the Associate Vice President of Student Affairs, Dr. Heath Boice-Pardoe. This form will submit your letter for you. You will have the outcome of your appeal emailed to you within 7 days.
* Hearings with the Center for Student Conduct are appealable through the Institute Appeals Board, which requires a letter and your presence at an appeals hearing. You will be contacted by the Appeals Coordinator to schedule an appeals hearing within 7 days.

Your full name: ____________________________
Your cell phone number: _______________________
Your email address: ___________________________
* Date of Your Original Hearing: ____________  
  (must be formatted YYYY-MM-DD)

**Appeal Information**

* Which of the following outcomes from your original hearing apply to you?
  - [] Probation from Center for Residence Life
  - [] Probation from Center for Student Conduct
  - [] Removal from Housing
  - [] Suspension
  - [] Expulsion

* What is the basis of your appeal? (You must choose at least one of the five options below)
  (a) Determining whether the decision making process and/or hearing was conducted fairly in light of the charges and evidence presented
  (b) Determining whether the decision reached was based on the preponderance of the evidence
  (c) Determining whether the decision was appropriate
  (d) Considering new evidence which was not available at the time of the original hearing and which is sufficient for a reasonable person to alter the decision.
  (e) Determining whether the deciding administrator or hearing body was biased or otherwise unable to consider the case objectively

* Please type your appeal below, which supports the basis of your appeal (checked above). You may attach additional documentation below if needed.
  **Check Spelling & Preview**

**Supporting Documentation**

Photos, video, email, and other supporting documents may be attached below. Maximum 12 megabytes per file

Attachments require time to upload, so please be patient after you click to submit this report.

[Choose File] No file chosen
RIT Center for Student Conduct
Suspension Process Overview

During a period of suspension your privilege of attending the Rochester Institute of Technology is revoked. You are not permitted to use Institute facilities or participate in RIT sponsored events or activities. You may not be on campus during the suspension period. All suspended students must follow the conditions of their suspension and receive approval from the Center for Student Conduct prior to returning to RIT.

Once your suspension is official after the appeal period, the Center for Student Conduct will notify the Office of the Registrar regarding the change in your student status.

Please know that ITS will deactivate your email account quickly after you are suspended, so it is important for you to move quickly any necessary tasks.

Suspension Checklist

Before Leaving you MUST:

- Contact your financial aid counselor to discuss loan grace periods and other details. (Counselors are listed here: [http://www.rit.edu/emcs/financialaid/contact.html](http://www.rit.edu/emcs/financialaid/contact.html))
- Vacate your housing assignment by the identified deadline in your outcome letter (for residential students).
  - You must return your housing key(s) to Housing Operations.
  - You must complete the necessary check out paperwork.
  - Housing Operations will shutoff of your building access and student ID.
- Work with International Student Services on Visa information (for international students).

Before Leaving you SHOULD:

- Contact Student Financial Services to clear up any outstanding balance on your account. A hold will be placed on your account if you have an outstanding balance.
- NTID students should tell their NTID counselor about the suspension.
- It is recommended that you inform your Student Learning, Support & Assessment counselor(s) (if applicable).
- Notify your academic department.
- Return your mail key and change your address with the campus post office online: [https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s1&_flowId=icoa-main-flow&referral=USPS](https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s1&_flowId=icoa-main-flow&referral=USPS).
- Notify any supervisor (for student employees).
- Contact the Student Health Center to discuss health insurance coverage.

REFUND OF CHARGES

You should work with Student Financial Services to discuss what refund of charges you are eligible for. Website: [http://www.rit.edu/fa/sfs/refund](http://www.rit.edu/fa/sfs/refund). Office contact information below.

Before Returning

- You must request approval from the Center for Student Conduct to return. Please send all documents to [studentconduct@rit.edu](mailto:studentconduct@rit.edu).
- You must complete all conditions listed in your outcome letter.
- Contact Financial Aid to discuss financial details.
- Contact the International Student Services to discuss Visa issues before returning to the USA.
- Contact the Student Health Center to resume health insurance coverage or petition to waive it.
- Inform your academic adviser about your intention to return.
  - Speak with your academic adviser about class registration.

Note: Just because the suspension period has passed does not mean that you can return to RIT. Suspended students must contact the Center for Student Conduct to receive approval to register.
Contact Information

Center for Student Conduct
Student Alumni Union, 2nd floor
585-475-4085
studentconduct@rit.edu

Center for Residence Life
Gleason Hall, 1st floor
585-475-6022
RL.info@rit.edu

Office of Financial Aid & Scholarships
Bausch & Lomb Center
585-475-2186
Contact your counselor directly: http://www.rit.edu/emcs/financialaid/contact.html
ritaid@rit.edu
ntidaid@rit.edu

International Student Services
Student Alumni Union, 2nd floor
585-475-6943
iss@rit.edu

Counseling Center
August Center, 2nd floor
585-275-3113
cccycc@rit.edu

Student Financial Services
Center for Student Innovation, 1st floor
585-475-6186
askssss@rit.edu

Student Health Center
August Center, 1st floor
585-475-2255
ritshc@rit.edu

Housing Operations
Grace Watson Hall
585 475-2572
housing@rit.edu