

Student Policy Handbook

This Student Policy Handbook (“Handbook”) is a legally valid and binding regulation which sets out the rights and obligations of students enrolled with the American Academy of Technology Tirana (AATT) and who are enrolled in the academic programs delivered by the Rochester Institute of Technology (RIT) at AATT. The provisions of this Handbook are an integral part of a contract between the student and AATT and prevail over any provisions of such contract.

Mission Statement

The American Academy of Technology (AATT) is an academic community that holds high expectations for its students. We are committed to fostering an environment that encourages dialogue, learning, resilience, and accountability. Community members live and work together to create a positive learning atmosphere, both inside and outside the classroom.

As members of this community, individuals are expected to conduct themselves in a thoughtful, respectful, responsible, and considerate manner. Everyone should uphold the dignity of others and act to protect the well-being and property of all members.

AATT students are required to follow the policies and standards outlined in this document and to challenge behaviors that conflict with them. They should also value diversity, reject bigotry, and strive to learn from individual differences while contributing positively to campus culture. The AATT policies and regulations are aligned with corresponding RIT policies and regulations. However, in case of inconsistency between AATT policies and regulations and RIT policies and regulations the former shall be interpreted to the extent applicable and possible to conform with RIT policies and regulations. The final interpretation of the policies and regulations set forth in this handbook is vested in the Dean of Faculty, who will act in consultation with the Rector.

Honor Code

At AATT, integrity and strong moral character are expected both within and outside of the community. As members of the RIT family, civility, responsibility, and respect will be demonstrated towards others to foster a supportive environment for all. All AATT students are committed to upholding the highest standards of ethical behavior, including taking full responsibility for personal choices and academic work, while rejecting any form of academic dishonesty or cheating. By upholding these values, we contribute to the AATT and RIT mission of promoting learning, free expression, and mutual respect.

Please review the full statement on the RIT website: <https://www.rit.edu/policies/d080>

AATT Student Bill of Rights

All students are guaranteed:

- The right to retain full membership within the broader community, with all associated rights and privileges.
- The right to freedom of expression in the classroom and protection against improper academic evaluation.
- The right to privacy regarding student records, as outlined by the Buckley Amendment and the Family Educational Rights and Privacy Act (FERPA) and subject to compliance with Albanian law.
- The right to freedom of association, inquiry, and expression in student activities, including participation in AATT student government and a student press free from censorship.
- The right to personal security, including protection from unwarranted searches and seizures of their persons, living quarters, papers, and personal effects.
- The right to remain silent and receive due process in disciplinary proceedings.
- The right to be informed about potential risks when acting as human subjects in research activities and to be made aware of the details of any sponsored research at AATT, including any restricted components.

Violation of AATT Policies

Violating any AATT policies, rules, or regulations, including the Student Bill of Rights, AATT Conduct Policies, and those governing access to and use of campus rooms, buildings, and facilities, is strictly prohibited. Such violations may result in disciplinary action, up to and including

expulsion from AATT.

Students with Disabilities

AATT is committed to providing equal access to educational opportunities for all students, including those with disabilities. In accordance with the Americans with Disabilities Act (ADA) and applicable Albanian laws, reasonable arrangements will be made available to ensure that students with documented disabilities can fully participate in academic programs, services, and activities. Students who require accommodations are encouraged to reach out to the Office of Student Services and their professors to discuss necessary accommodations.

Please review the full statement on the RIT website: <https://www.rit.edu/policies/c120>

AATT Conduct Policies

The following policies pertain to all students and guests of AATT. Students are considered all persons who are officially enrolled as full-time or part-time students at AATT as well as those persons who are not officially enrolled but attend courses or participate in other academic activities at AATT.

Weapon Possession Policy

1. Unauthorized possession, actual or implied, of firearms, explosives, other weapons, or hazardous chemicals on any AATT property is strictly prohibited.

Alcohol and Drug Conduct Policy

2. The following policy governs all student conduct on campus, at AATT-sponsored events, and at any location where students represent the university. Students are expected to comply with all local laws regarding the use of alcohol and drugs. AATT will not intervene on behalf of individuals or groups facing legal consequences related to the possession, use, or abuse of alcohol or drugs.
3. Students or organizations hosting private events where alcohol is served or consumed assume

full personal and legal responsibility for complying with local laws. Hosts are also responsible for the behavior and safety of their guests, participants, and attendees.

4. Alcohol Policy

- 4.1. The illegal use, possession, manufacture, or distribution of alcohol is strictly prohibited on all AATT property and at any AATT-sponsored events.
- 4.2. Any behavior resulting from alcohol use that endangers the health or safety of individuals or disrupts the learning or living environment is prohibited.

5. Illegal Drugs Policy

- 5.1. The use, possession, sale, manufacture, or trafficking of illegal drugs is strictly prohibited on all AATT-owned property and at any AATT-sponsored events.

6. Violations

- 6.1. Students found in violation of this policy will be subject to a campus disciplinary process and may face disciplinary action. Students are also responsible for ensuring their guests comply with this policy.
- 6.2. Guests or visitors who violate this policy may be removed from campus and may face future restrictions from accessing AATT property.
- 6.3. Students are encouraged to apply the Good Samaritan Protocol, which encourages members of the RIT community to be active bystanders in situations where alcohol, cannabis, or other drugs may be present. Being an active bystander means choosing to respond to a situation, rather than walking away or ignoring it, by becoming involved, telling someone else, or getting help. For more detailed information, including the Good Samaritan policy, check the complete statement on the RIT website:

<https://www.rit.edu/policies/d181>

Smoking Policy

7. Indoor Smoking Prohibited

- 7.1. Smoking, including the use or carrying of lit cigars, cigarettes, pipes, or any other smoking device, is strictly prohibited in all indoor areas of AATT. This includes, but is not limited to, classrooms, offices, laboratories, dining facilities, breakrooms, and any accommodation areas (faculty, student, and guest). Any exceptions to this policy are outlined below.

8. Designated Smoking Areas

- 8.1. AATT provides designated outdoor smoking areas, which are equipped with smoking receptacles. Smoking is permitted only in these designated areas.
- 8.2. For more detailed information, check the complete statement on the RIT website:
<https://www.rit.edu/policies/c160>

Fire and Fire Safety Policy

9. Intentionally setting a fire, activating a false alarm, or engaging in any activity that creates a fire hazard or compromises fire safety is strictly prohibited.
 - 9.1. The use or possession of items with open flames, including candles, incense, oil lamps, or any similar devices, is not permitted on any AATT property unless specifically authorized for official events or instructional purposes and approved by university personnel.

Endangering Behavior Policy

10. Any conduct that threatens, endangers, or has the potential to cause harm to the health or safety of any individual or group is strictly prohibited.

Discrimination, Harassment, and Gender-Based Misconduct Policy

11. AATT is committed to free inquiry and expression, including robust discussion and healthy debate in academic and social environments. However, these freedoms do not protect acts of discrimination or harassment.
12. Discrimination or harassment on the basis of age, citizenship, race, culture (including Deaf culture), disability (visible or otherwise), gender, marital status, national origin, political affiliation or preference, religion, sex, or sexual orientation is strictly prohibited. This policy applies to all aspects of university life including admissions, employment, campus programs, residential life, and university sponsored activities both on and off campus.
13. Discrimination and Harassment
 - 13.1. *Discrimination*: Treating individuals or groups unfairly or unequally based on protected characteristics.
 - 13.2. *Harassment*: Unwelcomed conduct, communication, or physical contact that:
 - 13.2.1. Interferes unreasonably with another's work, studies, or participation;
 - 13.2.2. Creates an intimidating, hostile, or abusive environment;
 - 13.2.3. Includes abuse, threats, intimidation, assault, or coercion via physical, verbal, signed, written, photographic, or electronic means.
 - 13.3. Electronic communications that convey harassing, threatening, obscene, or defamatory content, whether intentionally or unintentionally are subject to investigation. Use of AATT's computing systems or networks for such purposes is prohibited.
14. Gender-Based and Sexual Misconduct
 - 14.1. Students alleged to have committed any of the following Prohibited Conduct may be

charged with policy violation(s) by RIT.

- 14.2. *Dating Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or threats of such abuse. The existence of such a relationship shall be determined based on the reported statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence may include behavior that seeks to establish power and control over the Complainant by causing the Complainant to fear violence to themselves or another person. Such behavior may also take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the Respondent) or a third party. It may involve one act or an ongoing pattern of behavior.
- 14.3. *Disruptive/Disorderly Behavior*: Conduct amongst current or former romantic or intimate partners which is likely to disrupt the activities of a reasonable person going about their daily life within the university community.
 - 14.3.1. *Unwelcome Behavior*: Behavior that the person did not solicit or invite and regarded it as undesirable or offensive, even if at first the behavior was tolerated. Behaviors may include, but are not limited to, abusive language, derogatory remarks, cat calling, insults or mocking comments, frequent attempts at reopening the lines of communication, and/or other behaviors that may not rise to the level of stalking or dating violence but are having a negative impact on the other person.
- 14.4. *Domestic Violence*: Violence committed by a current or former spouse or romantic intimate partner of the Complainant, a person with whom the Complainant shares a child in common, a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant money, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Domestic Violence also includes behavior that seeks to establish power and control over the Complainant by causing the Complainant to fear violence to themselves or another person. Such behavior may also take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the Respondent) or a third party. It may involve one act or an ongoing pattern of behavior.
- 14.5. *Non-Consensual Sexual Contact*: Any intentional sexual touching, however slight, with any object or body part, whether directly or through clothing as follows: (a) intentional touching of the lips, breast, buttocks, groin, genitals, inner thigh, or anus or intentionally

touching another with any of these body parts; (b) making another person touch another or themselves with or on any of these body parts; and (c) intentional touching of another's body part for the purpose of sexual gratification, arousal, humiliation, or degradation, without affirmative consent.

- 14.6. *Refusal to Comply*: Refusal to acknowledge and/or follow any legitimate and reasonable requests, including but not limited to accommodative, emergency or interim measures which includes No Contact Orders issued by any university representative in the performance of their official duties.
- 14.7. *Sex/Gender-Based Discrimination*: The adverse treatment of an individual based upon their sex, gender, sexual orientation, gender identity, or gender expression. It may be characterized by hostility because of gender, gender expression, or gender-stereotyping, including failing to conform to stereotypical notions of masculinity and femininity.
- 14.8. *Sexual Assault*: Including rape, fondling, incest, or statutory rape as those terms are guided by the definition in the Federal Bureau of Investigation's Uniform Crime Reporting program.
 - 14.8.1. *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the Complainant; and non-consensual oral or anal sexual intercourse with another person.
 - 14.8.2. *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant. This includes instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - 14.8.3. *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 14.8.4. *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent (which in the State of New York is at least seventeen (17) years old).
- 14.9. *Sexual Exploitation*: Occurs when a person takes non-consensual or abusive sexual advantage of another. Examples of sexual exploitation include, but are not limited to:
 - 14.9.1. Causing or attempting to cause the incapacitation of another person to gain a sexual advantage over the other;
 - 14.9.2. Prostitution or causing the prostitution of another;
 - 14.9.3. Observing or recording (whether by video, audio tape, or otherwise) of a sexual or other private activity (such as sexual activity, undressing, or showering) without the affirmative consent of all involved;
 - 14.9.4. Taking intimate pictures or making imagery bearing the likeness of another person without the photographed/modeling person's affirmative consent;

- 14.9.5. Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (deep fakes) (e.g. animations, audio recordings, computer generated likenesses, drawings, generative AI imagery, painting, sculpture, as well as other media);
- 14.9.6. Engaging in voyeurism or allowing others to observe private sexual acts without the consent of all involved;
- 14.9.7. Engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infections (STI) without informing the other person of such infection;
- 14.9.8. Exposing one's genitals in non-consensual circumstances, including electronically.
- 14.10. *Sexual/Gender-Based Harassment*: A form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment, education, or participation in RIT's programs. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. For the purposes of this Policy, "work environment" includes RIT education and programs.
 - 14.10.1. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex/gender when:
 - 14.10.1.1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
 - 14.10.1.2. Such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 14.10.1.3. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
 - 14.10.2. A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex.

- 14.10.3. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and which interfere with the recipient's job performance.
- 14.10.4. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. Sexual Harassment can include any or all of the following behaviors, as well as others which are not listed:
 - 14.10.4.1. Harassment through public or private insult, sexually suggestive comments concerning a person's body or behavior, and sexual demands;
 - 14.10.4.2. Physical acts of a sexual nature, such as: Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body, or exposure of another person's body;
 - 14.10.4.3. Subtle or overt pressure to comply with demands of sexual activity;
 - 14.10.4.4. Remarks about another person's clothing, body, sexual activities, sexual preferences, gender identity or sexual orientation, as well as teasing, jokes, remarks, or gestures which are sexual in nature;
 - 14.10.4.5. Unwarranted staring at another person's body;
 - 14.10.4.6. Unwanted communications of a sexual nature in any form, over any medium, and in any media;
 - 14.10.4.7. Requests or demands for sexual favors accompanied by implied or overt threats or promised rewards(e.g., grades, class or clinical assignments, recommendations, or student employment (for students), or assignments, promotions, preferred scheduling, discipline, references (for employees)); or
 - 14.10.4.8. Repetition of unwanted invitations for dates, reconciliation, or communications related to the relationship.
- 14.10.5. Sexual Harassment is established by determining whether the particular facts and circumstances of each case meet the definitions of this Policy.
- 14.11. *Stalking*: Engaging in a course of conduct directed at a specific person and on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.
 - 14.11.1. *Course of conduct*: Two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action,

method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person or interferes with a person's property.

14.11.2. Substantial Emotional Distress: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

14.11.3. Stalking also includes cyber-stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

14.12. *Stealthing*: The act of secretly and intentionally taking off barrier protection during sex although it had previously been agreed upon that protection will be worn. Falsely claiming the use of contraceptive(s) and prophylactics may be a form of stealthing. Barrier protection includes, but is not limited to, condoms and dental dams. The act of stealthing may impact affirmative consent.

15. Response and Sanctions

15.1. All allegations of discrimination, harassment, or gender-based misconduct are handled by the Dean of Faculty. A temporary suspension may be imposed on individuals whose presence poses a threat. Sanctions, ranging from reprimand to expulsion, are determined based on the nature and severity of the offense. Legal action will proceed as appropriate under Albanian law.

16. Retaliation and False Claims

16.1. *Retaliation*: Any adverse action taken against an individual for making a good faith report under this Policy, or participating in any investigation or proceeding under this Policy, encourages another member of the RIT Community to file a complaint alleging a violation of this Policy, participates in the processes described in this Policy and/or its Procedures, or opposes any practice or conduct that violates this Policy or applicable federal, state, or local laws. Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy. Retaliation should be reported promptly and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations. Complaints alleging retaliation shall utilize the same procedures for filing complaints alleging violations of this Policy.

16.2. Making an intentionally false claim or providing false information in an investigation is also prohibited and a violation of this Policy.

17. For more detailed information, check the complete statements on the RIT website:
<https://www.rit.edu/policies/c060>,
<https://www.rit.edu/policies/c270>,
<https://www.rit.edu/policies/d190>

Fraud, Hazing, and Inappropriate Behavior Policy

18. Fraud

18.1. All forms of dishonesty are prohibited. This includes, but is not limited to, cheating, plagiarism, knowingly providing false information to AATT, and the forgery, alteration, or misuse of AATT documents or identification for the purpose of defrauding the institution or others.

19. Hazing

19.1. Hazing is defined as any act or situation that recklessly or intentionally endangers the physical or mental health of an individual, involves the forced consumption of alcohol or drugs, or subjects any member of the AATT community to emotional or physical harm, particularly for the purposes of initiation into or affiliation with any organization. All forms of hazing are prohibited.

20. Inappropriate Behavior

20.1. Behavior that unreasonably disrupts or obstructs teaching, research, administrative operations, disciplinary proceedings, or any other official AATT activities is prohibited.

Violation of Law

21. Violations of public, civil, or criminal law on AATT premises or during AATT-sponsored or supervised activities are strictly prohibited.

Theft and Vandalism Policy

22. Theft and vandalism, including attempted or actual theft, damage, unauthorized possession, or alteration of AATT property, personal property belonging to members of the AATT community, or any other personal or public property, is strictly prohibited.

Unauthorized Entry and Key Duplication Policy

23. Unauthorized possession, duplication, or use of keys to any AATT premises, as well as unauthorized entry into or use of AATT facilities, is prohibited.

Off-Campus Behavior Policy

24. Off-campus behavior that, in the judgement of AATT, shows a disregard for the rights, safety, or well-being of others is prohibited and is subject to AATT disciplinary action.

Disorderly Conduct Policy

25. Disorderly conduct, including disruptive, lewd, or indecent behavior that disrupts the peace and order of the community, is prohibited, regardless of intent.

Obstruction of the AATT Student Conduct Process Policy

26. The following actions are prohibited as they interfere with the integrity and effectiveness of the AATT student conduct process:
- 26.1. Failure to comply with a request to appear before the AATT Conduct Committee or an AATT official.
 - 26.2. Falsifying, distorting, or misrepresenting information or charges presented to the Conduct Committee or an AATT official.
 - 26.3. Disrupting or interfering with the orderly conduct of a student conduct proceeding, including attempting to discourage or prevent another individual's appropriate participation in, or use of, the student conduct process.
 - 26.4. Attempting to influence the impartiality of any member of the student conduct body before or during the conduct process.
 - 26.5. Failure to comply with sanctions imposed by the AATT Conduct Committee or AATT officials.

Failure To Comply Policy

27. Failure to follow the lawful directions of AATT officials or law enforcement officers acting in the performance of their duties is prohibited. This includes obstructing the execution of their responsibilities or refusing to identify yourself when requested.

Campus Demonstrations Conduct Policy

28. AATT recognizes that the rights to free speech and peaceful assembly are essential to both the democratic and academic processes. Students and other members of the campus community are encouraged to express their views and engage in protest through lawful and

non-violent means. At the same time, AATT is committed to maintaining an environment that supports academic work, fosters mutual respect, and protects the rights of all individuals. It is the shared responsibility of students, faculty, and administrators to ensure that freedom of expression is upheld in a manner that does not disrupt the learning environment or infringe on the rights of others.

- 28.1. For more detailed information about the policy on demonstrations on campus, check the complete statement on the RIT website: <https://www.rit.edu/policies/c11-freedom-speech-and-expression-procedures>

Student Organization Violation

29. Student organizations and their members are prohibited from violating any regulations, policies, or agreements that govern the organization's relationship with AATT.

CO-OP Policy

30. Students who provide false or misleading information during the registration or completion of their co-op will be subject to disciplinary action in accordance with the AATT Student Conduct Code.
- 30.1. While participating in a co-op, students are expected to represent AATT in a professional manner and must adhere to all applicable university policies, rules, and regulations.
- 30.2. If a student receives a negative evaluation from their employer, the co-op may be deemed invalid, and the student may be required to complete an additional co-op to fulfill program requirements.

Disruption of AATT Events or Traffic Policy

31. Intentional obstruction or dangerous interference with the flow of pedestrian or vehicular traffic on AATT premises, or at AATT-sponsored events, is prohibited. Additionally, intentionally leading or inciting others to disrupt scheduled activities or the normal operations within any campus building or area is also prohibited.

Parking and Traffic Regulations Policy

32. Parking on the AATT campus is a limited privilege granted to students and is subject to change based on institutional needs. AATT reserves the right to allocate, register, restrict, or revoke parking privileges at any time.
- 32.1. Students and guests must follow all parking-related instructions and requests issued by campus security personnel. Violations of the AATT Student Code of Conduct may result in the suspension or loss of parking privileges, where applicable.

Computer and Information Technology (IT) Conduct Policy

33. AATT provides access to computing and network resources to support learning, research, and campus operations. By using these resources, students accept the responsibility to use them ethically, legally, and in a way that supports the academic mission of the university.
- 33.1. All users are responsible for respecting the rights, privacy, and intellectual property of others, maintaining the integrity of systems and data, and complying with local, national, and international laws.
- 33.2. Definitions
- 33.2.1. User: Any individual utilizing AATT's computing or network resources.
- 33.2.2. Authorized User: Any individual granted access to AATT's IT resources in alignment with the institution's mission and policies.
- 33.2.3. AATT Computing Resources: All computing, software, or network systems purchased, donated to, or hosted by AATT.
- 33.2.4. AATT Network: The physical and logical infrastructure comprising cables, switches, routers, wireless hubs, internet access, IP addresses, and related services.
- 33.2.5. Network Connections: Any device connected to the AATT network, including those assigned AATT IP addresses or connected via wireless access points.
- 33.2.6. Personal Computing Resources: Personally owned devices (e.g., laptops, smartphones, networking equipment) connected to the AATT network.
- 33.2.7. Special Access: Privileged system access (e.g., root or administrator access) that allows modification of system behavior or user permissions.
- 33.2.8. System Owner: The individual authorized to assign or use special access accounts.
- 33.2.9. System/Network Administrator: Personnel responsible for managing user authentication, enforcing access controls, and ensuring system integrity.
- 33.2.10. Secure Systems: Any system, hardware or software, restricted to authorized members of the AATT community.
- 33.3. User Privileges and Responsibilities

33.3.1. Privacy

33.3.1.1. AATT values user privacy but recognizes that it must be balanced with community needs. Personal communications, whether in paper, electronic, or other formats, are protected to the fullest extent possible. However, complete privacy cannot be guaranteed.

33.3.2. Authorized Access

33.3.2.1. When there is probable cause or in emergency situations, authorized searches or seizures of personal property or communications, including data on AATT systems, may occur. Cooperation with such actions never implies guilt or misuse of AATT systems.

33.3.3. Responsible Use

33.3.3.1. Account Security: Do not share passwords or personal authentication details with others. Users are responsible for all activity associated with their account.

33.3.3.2. Unauthorized Use: Do not allow others to use your credentials to access restricted resources.

33.3.3.3. Security Compromise: Do not engage in or facilitate hacking, password cracking, port scanning, virus dissemination, or any other action that comprises system security.

33.3.3.4. Self-Protection: Students are encouraged to secure their devices using antivirus software, being cautious with email attachments, and adhere to system configuration standards.

33.3.3.5. Commerical Activity: AATT resources cannot be used for operating or advertising businesses, except for limited communication with existing consulting clients.

33.3.3.6. Personal Use: Limited personal use (e.g., promoting a community fundraiser) may be acceptable, provided it does not interfere with institutional priorities.

33.3.3.7. Harmful Activities: Prohibited actions include damaging systems, corrupting files, spamming, harassment, or denial-of-service attacks.

33.3.3.8. Illegal Activities: All illegal activities including, but not limited to, copyright infringement, unauthorized access or impersonation, or disclosure of confidential information are prohibited.

33.4. Privacy and Monitoring

33.4.1. AATT endeavors to protect user privacy. However, all users should be aware that the usage of AATT IT systems is subject to monitoring for legitimate operational, security, or investigative purposes.

33.4.2. Rights and Responsibilities

33.4.2.1. Resource Allocation and Access Control: Administrators have the right to allocate resources and restrict access in accordance with institutional and legal requirements.

33.4.2.2. Usage Monitoring: Routine IT operations may include backing up data, logging usage patterns, or analyzing traffic to ensure availability and performance.

33.4.2.3. Administrative Access: System or network administrators may access user data to maintain system functionality or investigate suspected violations.

33.4.2.4. Security Practices: Departments must educate users on proper use of systems and ensure adequate security protections are in place.

33.5. Reporting, Investigations, and Sanctions

33.5.1. Reporting Violations

33.5.1.1. All community members are responsible for reporting misuse of computing or network resources. All reports should be submitted to IT personnel along with any supporting documentation.

33.5.2. Investigations

33.5.2.1. Reports will be investigated by the Educational Technology Services team. Confirmed violations may result in warnings, restrictions, or temporary/permanent suspension of access. Serious or repeated offenses may be referred to the Conduct Committee.

33.5.3. Sanctions and Appeals

33.5.3.1. AATT reserves the right to impose disciplinary measures on users who violate any IT policies. These may include suspension of computing privileges, if/where safety, integrity, or property protection is at risk. Sanctions will follow AATT's disciplinary procedures, and appeals will be handled through the Conduct Process.

34. For more detailed information, check the complete statements on the RIT website: <https://www.rit.edu/policies/c082>

Artificial Intelligence (AI) Policy

35. Students are allowed to use generative AI platforms (e.g., ChatGPT, Gemini, or similar platforms) to support learning, data analysis, and writing assignments if approved by the respective faculty and within the limits set by the faculty. However, AI is not a substitute for personal understanding and critical thinking.

36. Any use of generative AI must be clearly acknowledged. Acceptable forms of acknowledgement include:
 - 36.1. In-text citations or quotations in written assignments
 - 36.2. Footnotes or reference sections
 - 36.3. Comments in code, data analysis submissions, or technical discussions
37. Students are responsible for verifying the accuracy and relevance of any AI-generated content and ensuring that their final work meets academic standards. In most cases, AI-generated outputs should serve as a starting point only. Significant revision and personal input are expected before submission.
38. Quizzes, exams, and final assessments must be completed without the use of generative AI tools or online resources, unless explicitly stated otherwise.
39. Improper or undisclosed use of AI tools will be considered a violation of the academic integrity policy and will result in disciplinary action. Generative AI must not be used in any form to violate another person's rights, dignity or reputation.
40. For more detailed information or how to cite AI sources, check the complete statements on the RIT website: <https://www.rit.edu/teaching/ai-set-expectations>, <https://infoguides.rit.edu/c.php?g=1207799&p=10293622>

Intellectual Property Policy

41. This Code of Conduct fully recognizes the right to create and own intellectual property. However, if a student or employee is alleged to have violated intellectual property laws, either within or beyond the AATT campus, through the misuse of AATT's computing systems or network, the incident will be investigated. If the violation is confirmed, appropriate sanctions will be imposed.
 - 41.1. Users must not distribute copyrighted or proprietary materials without the explicit written consent of the copyright holder. This includes, but is not limited to, software, documentation, and other digital or tangible assets. Users should assume that all software and electronic media are protected by copyright unless explicitly stated otherwise by the author or publisher.
42. For more detailed information, check the complete statements on the RIT website: <https://www.rit.edu/policies/c030>

Privacy Policy

43. AATT respects the importance of individual privacy and security. However, these rights must be balanced with the broader values and operational needs of the university community. Within this context, AATT is committed to protecting the privacy of personal communications and property, including materials created or transmitted on paper, electronically, or through other media. While efforts will be made to safeguard such privacy, complete confidentiality cannot be guaranteed when disclosure is necessary to comply with statutory requirements, or to protect the rights and interests of other persons.
- 43.1. AATT community members are also expected to cooperate with all authorized searches or seizures in emergency situations or when there is probable cause. Any search or seizure of personal property or communications, particularly involving the use of AATT's computers or network, will only be conducted with official authorization. Such cooperation does not imply wrongdoing by the individual; rather, it may be necessary to investigate potential misuse occurring elsewhere in the system or in affiliated networks.
44. For more detailed information, check the complete statements on the RIT website: <https://www.rit.edu/policies/c081>

Additional Policies

45. For any additional information on the Student Code of Conduct or policies not mentioned above, please review the Student Code of Conduct and all other RIT governing policies.
- Student Code of Conduct: <https://www.rit.edu/policies/d180>
- RIT Governance Policy Library: <https://www.rit.edu/policies/governance>

Disciplinary Actions

General Applicability

1. AATT's disciplinary actions apply to student conduct that:
 - 1.1. Occurs on the AATT premises,
 - 1.2. Occurs during off-campus activities related to AATT (e.g., co-op, internships, fieldtrips), and/or
 - 1.3. Negatively affects the AATT community or its educational mission.
2. All students, whether full-time or part-time, undergraduate or graduate, are subject to

AATT's disciplinary policies. This also includes individuals on co-op or those maintaining a continuing relationship with the university, even if they are not currently enrolled.

3. Students are responsible for the behavior of their guests, visitors, and family members while on campus. Misconduct by these individuals may result in disciplinary action against the host student.
4. Recognized student organizations and their officers are also expected to comply with all university policies. Organizations and their leadership may be sanctioned for violations.

Off-Campus Misconduct

5. AATT may take disciplinary action for serious off-campus misconduct, even if it does not violate university rules, when it reflects a disregard for the rights of others or harms AATT's reputation or community. This may include interim suspension prior to legal proceedings.
6. If a student is charged by public authorities, AATT will cooperate with law enforcement. Disciplinary proceedings under the Student Conduct Process may continue independently of legal outcomes.

Disciplinary Warnings

7. The following non-appealable warnings may be issued by academic or administrative staff:
 - 7.1. Admonition: A verbal warning for violating university policies.
 - 7.2. Written Warning: A formal notice that further violations within a specified period (up to one year) may result in stronger disciplinary action.

Disciplinary Sanctions

8. The following sanctions may be imposed for violations of university policy:
 - 8.1. Classroom Dismissal: Instructors may remove a student from one class section. Longer removals require adherence to the Student Bill of Rights and flagrant misconduct.
 - 8.2. Disciplinary Probation: Temporary exclusion from specific campus activities or facilities. Violations during probation may result in stronger sanctions.
 - 8.3. Deferred Suspension: Suspension is delayed pending compliance with specific conditions.
 - 8.4. Suspension: Temporary removal from classes and campus privileges (up to two

years).

8.5. Dismissal: Indefinite removal with specified conditions for readmission.

8.6. Expulsion: Permanent removal from AATT with no readmission possible.

Disciplinary Conditions

9. Conditions may accompany sanctions or be imposed independently. These may include:

9.1. Discretionary Actions: These actions may include community service, written apologies, educational sessions, research papers, mandated counseling, substance abuse evaluation, etc.

9.2. Losses of Privileges: Temporary or permanent removal of specific privileges.

9.3. Registration Holds: Imposed for unresolved disciplinary matters or unpaid debts, even for former students.

9.4. Withholding Records: Transcripts, diplomas, or other official documents may be withheld until debts are resolved (grade reports will not be withheld).

9.5. Organizational Restrictions: Loss of recognition or other privileges for student groups.

Suspension and Expulsion

10. The following violations are grounds for suspension and/or expulsions:

10.1. Hazing

10.2. Arson or false fire alarms

10.3. Weapons or explosives possession/threats

10.4. Drug possession or distribution

10.5. Physical or sexual violence or threats

10.6. Repeated Code of Conduct violations

10.7. Computer misconduct

10.8. Theft

Interim Suspensions and Restrictions

11. The President of AATT, or the Dean of Faculty (in cases related to gender-based or sexual misconduct), may impose interim suspensions or restrictions when necessary to:

11.1. Protect the community, or

11.2. Preserve university property.

12. These may also apply when a student is arrested for behavior that poses a security risk. Interim measures may be enacted at any point before, during, or after a disciplinary hearing or appeal.
13. Students will receive a written notification if any interim action is taken against them.

Academic Dishonesty

14. All confirmed cases of academic dishonesty must be documented and filed in the student's academic record. Sealed records will remain in the student's file until the student graduates, transfers, or withdraws from AATT.
15. Process of an Academic Dishonesty Claim
 - 15.1. Instructor Action
 - 15.1.1. The instructor will discuss the violation and the proposed action with the student.
 - 15.1.2. If the student accepts, the instructor records the violation in writing, seals the record, and submits it to Academic Services.
 - 15.2. If contested
 - 15.2.1. If the student disputes the action and the case is resolved by the Conduct Committee:
 - 15.2.1.1. If found responsible: The record is sealed and placed in the file.
 - 15.2.1.2. If exonerated: No record is kept.
16. Each semester, Academic Services will review disciplinary records. Any student with three or more academic dishonesty records will be referred to the Dean of Faculty.
 - 16.1. The Dean of Faculty, in consultation with the President of AATT, may:
 - 16.1.1. Expel the student,
 - 16.1.2. Suspend the student for up to one year (file remains flagged, any future violations will lead to an automatic expulsion),
 - 16.1.3. Place the student on probation (file remains flagged, any future violations lead to suspension), or
 - 16.1.4. Refer the case to the Conduct Committee for a hearing.
 - 16.2. Any appeals will follow the procedures outlined in the Appeals section of the student handbook.

Academic Appeals

Grade Appeals

1. Students who have concerns or questions about their final course grades can follow the outlined steps below. This process is not intended for negotiating grades; the assignment of grades is the exclusive responsibility of the course instructor.
 - 1.1. Instructor Consultation
 - 1.1.1. The student must first meet with the course instructor to discuss the assigned grade.
 - 1.2. Written Appeal to the Dean of Faculty
 - 1.2.1. If the student is not satisfied with the explanation given by the instructor and believes there are exceptional circumstances, they may submit a written appeal to the Dean of Faculty. The appeal must justify the need for further review of the grading process or a specific grade.
 - 1.3. Grade Appeal Committee Review
 - 1.3.1. The Dean of Faculty refers the case to the Grade Appeal Committee, The Grade Appeal Committee consists of three faculty members, at least two of whom are full-time faculty. The Dean of Faculty selects the membership by lot.
 - 1.4. Committee Recommendation
 - 1.4.1. After gathering any necessary information, the committee will provide a written recommendation and rationale to the Dean of Faculty.
 - 1.4.1.1. If the recommendation is not in favor of the student: The Dean of Faculty will notify both the instructor and the student. The grade stands with no further appeal.
 - 1.4.1.2. If the recommendation supports the student: The Dean of Faculty informs the instructor, who considers the recommendation and reports a final decision to the Dean of Faculty. The student and committee are then notified. The instructor's decision is final.

Academic Dishonesty

2. If a faculty member determines a student has committed academic dishonesty, the student may receive a failing grade for the specific assignment or the entire course, depending on the severity of the infraction.
 - 2.1. If a student disputes the action, they may:

- 2.1.1. Request an informal meeting with the instructor.
 - 2.1.2. If unsatisfied, request a meeting with the Dean of Faculty.
 - 2.1.3. If still unresolved, request a hearing before the Conduct Committee.
- 2.2. For severe cases, the instructor or the Dean of Faculty may refer students straight to the Conduct Committee.

Academic Suspension

- 3. Students may appeal a suspension in writing. Approval of a suspension waiver requires authorization from the Dean of Faculty (or designee).
 - 3.1. Students may request to be transferred to another academic program, pending approval from the relevant college Dean or academic unit Director.
 - 3.2. Re-admission requires an application through Undergraduate Admissions and approval from the relevant college Dean or academic unit Director.

Charges of Academic Unfairness by Faculty

- 4. Students who feel they have been treated unfairly by a faculty member should follow the same process outlined for academic dishonesty.
 - 4.1. If a hearing occurs:
 - 4.1.1. A decision in favor of the faculty member results in case dismissal.
 - 4.1.2. A decision in favor of the student leads to appropriate recommendations.
 - 4.2. Only the course instructor has the right to change a previously assigned grade. In cases where the grade reflects allegations of academic dishonesty, the grade must be changed to reflect the ruling. Although only the course instructor can change a grade, instructors are expected to consider committee recommendations professionally.

Disciplinary Hearings

- 5. Filing a Complaint
 - 5.1. Any RIT community member and any other person can file a misconduct complaint against a student by submitting it in writing to the Dean of Faculty. The Dean of Faculty will then forward the complaint to the Conduct Committee Chair

for review if the complaint has merit.

6. Conduct Committee Overview

6.1. Purpose: To fairly adjudicate academic and non-academic conduct cases.

6.2. Composition: Two (2) faculty members who have volunteered or who were chosen by lottery with an alternate faculty member and one student member from the AATT Student Government. The student member will be appointed by a vote of the student government. The Chair of the committee must be a faculty member.

6.2.1. All committee members will serve two semesters (fall and spring).

Faculty committee members may serve additional terms at the discretion of the Dean of Faculty.

6.3. Sessions: Convened when needed by the Chair during academic semesters.

6.4. Recusals: Members who have a conflict of interest must recuse themselves. Additionally, if the student member is involved in the case, a new student member shall be chosen for that case by vote of the AATT Student Government.

6.5. Sanctions: All sanctions, including expulsion, may be imposed by the committee. Appeals may be made per the Appeals section.

Conduct Committee Process

7. Initiating the Hearing

7.1. Both academic dishonesty and general misconduct cases and any violations of the policies set forth herein are handled through the Conduct Committee. While most academic dishonesty cases are resolved without a hearing, more serious or unresolved matters proceed to the Committee. Students have the right to appeal decisions as described in the Appeals section.

8. Notification and Preparation

8.1. The accused student will meet with the Committee Chair, be informed of the complaint, and be guided through the hearing process. They will also receive a written or electronic summary of the allegations, the policies allegedly violated, and the names of individuals expected to attend the hearing. Students may request witnesses to be summoned if their input is relevant, with names submitted at least three (3) days prior.

9. Advocacy and Participation

9.1. Students may be accompanied by an advocate from the AATT community (faculty, staff, or student), who may actively participate in the hearing. The student may choose to speak or remain silent. The hearings are private, and audio recorded. A

copy of the recording may be requested within one week of the hearing.

10. Hearing Format

- 10.1. The chair will inform all present that the meeting is being recorded and begin recording.
- 10.2. The student will review and sign the “Student Bill of Rights”.
- 10.3. The charges and supporting evidence are presented.
- 10.4. The complainant will testify and respond to any questions.
- 10.5. Any witnesses or technical advisors will provide testimony.
- 10.6. The accused student will then be given the chance to refute evidence, respond to questions, and/or remain silent.
- 10.7. All parties may put forth witnesses and question the others’ witnesses, subject to relevance. No character witnesses are allowed.
 - 10.7.1. The Chair will determine the relevance of witnesses and ensure a fair trial. Legal rules of evidence do not apply to this process.
- 10.8. If needed, the process can be adjusted to prevent emotional harm (e.g. screens or video testimony).

11. Deliberation and Outcome

- 11.1. Following testimony, the student and advocate leave the room. The Committee will discuss the case and make a decision based on the evidence. The student may be found responsible for additional related violations. The student will then be informed of the decision and any sanctions.
- 11.2. Written notice of the decision and any sanctions will be sent within seven (7) days. The student will be reminded of their right to appeal within ten (10) days of notification. In cases involving physical harm, threat, or abuse (including sexual misconduct), complainants will be informed of the outcome and sanctions.
- 11.3. Once a decision is final, either after the appeal period has passed or following an appeal, the President of AATT (or a designee) is responsible for ensuring the sanction is implemented. Interim restrictions or suspensions may be imposed during the appeal period if necessary.
- 11.4. If additional time is needed or more evidence needs to be collected, the hearing may be delayed or rescheduled.

Sexual Misconduct Cases

12. The following process only applies if a fellow student has been accused of sexual misconduct or assault:

- 12.1. The Dean of Faculty will notify the student via email, summarizing the

incident, outlining charges, applicable policy violations, interim suspension, hearing information, and the student's rights.

12.2. If an interim suspension is deemed necessary by the Dean of Faculty, the interim suspension will last no more than 60 days from the day of notification. If the student does not request a hearing within that time, the student may face indefinite suspension or expulsion.

12.3. The case will be referred to the Conduct Committee, and, if requested, a hearing will follow the steps outlined in the previous section. These proceedings will take place independently of other legal proceedings.

13. Students will have all the rights (e.g., pre-hearing, advocate, documentation, etc.) during the hearing process as they would have otherwise.

14. If the accused is a faculty or staff member, the matter is handled under the AATT Discrimination, Harassment, and Gender-Based Misconduct policy.

15. For additional information on the rights and expectations of a complainant, please refer to RIT governance D19.0, Student Gender-Based and Sexual Misconduct Policy, linked in the Discrimination, Harassment, and Gender-Based Misconduct policy of this handbook.

Disciplinary Appeals

Timeframe

1. Appeals must be made in writing to the Dean of Faculty within ten (10) days from the date the Findings and Sanctions notice is sent by the Chair of the Conduct Committee, either by mail or email. Appeals can only be made to the Dean of Faculty.

Grounds for Appeal

2. The written appeal must clearly state the specific grounds for which it is based and be accompanied by supporting evidence or rationale. Except for when new evidence is introduced, appeals are limited to a review of the official record, including the hearing documentation and supporting materials, and must be based on one or more of the following grounds:
 - 2.1. Whether the hearing or decision-making process was conducted fairly in accordance with the Conduct Process and provided the student an adequate opportunity to respond to the charges and evidence.

- 2.2. Whether the decision reached was supported by substantial evidence such as relevant information that a reasonable person could accept as sufficient to justify the conclusion.
- 2.3. Whether the sanction imposed was appropriate for the violation the student was found to have committed.
- 2.4. Whether new evidence has emerged that was not reasonably available at the time of the original hearing and is significant enough to potentially alter the outcome.
- 2.5. Whether the hearing body demonstrated bias or was otherwise unable to evaluate the case objectively.

Appeal Decisions

3. A written decision regarding the appeal is final and will be sent to the student within fourteen (14) days of receipt of the appeal letter.

Appeal Procedure

4. The student has the right to be assisted by an advocate from the AATT faculty, staff, or student body.
5. The student and their advocate will be notified of the date and time to present the appeal to the Dean of Faculty.
6. The Chair of the Conduct Committee will then respond to the appeal and provide the rationale behind the original decision and sanctions.

Actions Available to the Dean of Faculty

7. In disciplinary cases, the Dean of Faculty, in consultation with the AATT President, may:
 - 7.1. Grant or deny the appeal. If the appeal is granted, the Dean of Faculty may reduce or deny sanctions imposed at the original hearing.
 - 7.2. Request the appearance of any individual involved before rendering a decision.
 - 7.3. Remand the case to the Chair of the Conduct Committee for a new hearing.
 - 7.4. Assume jurisdiction and conduct a new hearing if it is determined that the original process was so flawed that justice requires a new proceeding. In such cases, the Dean of Faculty will follow the procedures of the Student Conduct Process.
8. In academic misconduct appeals:



- 8.1. The Dean of Faculty may grant or deny the appeal.
- 8.2. The Dean of Faculty may not give a final judgment on the case but refer to the Head of the Department of the enrolled student with recommendations.
- 8.3. Academic appeals are to be kept private. Only if a student requests, and at discretion of the Dean of Faculty, may appeals be opened to the AATT community, though they may not participate in proceedings unless called upon.
- 8.4. The Dean of Faculty may reduce a sanction but may not impose new sanctions or more severe penalties.