

Case #: _____

MODIFICATIONS TO POLICIES AND PROCEDURES REGARDING INVESTIGATIONS AND ADJUDICATIONS

To protect the health and safety of our community from the novel coronavirus and potential outbreak, the UJC is temporarily modifying certain policies and procedures in recognition of the interests of accused and involved students and the UJC to resolve pending cases in a safe and expeditious manner.

While some elements of the disciplinary process may benefit from the physical presence of all parties to the case, the UJC believes that in most cases the lack of physical presence does not impact the fundamental fairness of this process. The UJC also recognizes that, depending on individual circumstances, students may be unable to register for classes, lift a transcript hold, or graduate without resolving their conduct case. To allow the UJC and involved students to move forward in an efficient and safe manner, the UJC is implementing the following changes to its policies and procedures. Other than those enumerated below, all relevant procedures in the UJC Constitution and By-Laws will remain in effect.

- **TIMELINES:** The UJC will be flexible with time frames unless there is an abuse of the process. The UJC will strive to resolve all conduct matters promptly and reasonably under the circumstances. The UJC will prioritize cases where the student has a hold on registration, transcript, or degree.
- **PROCESS:** Any in-person meeting to which a student is eligible or required to attend will be conducted via ZOOM. Should the case require a trial or hearing to resolve, the trial or hearing will also be held via ZOOM.
- The UJC will send proposed meeting, hearing, or trial times for students to accept within the constraints of their course schedule and other responsibilities. The UJC will work with students on challenges to participation involving access to technology to ensure, to the best of its ability, that students can participate in the process. Any requests for technology accommodations based on a disclosed disability must be conveyed to the UJC in advance of any meetings or trials.
- Rules about the number and participation of advisors as delineated in the UJC Constitution and By-Laws remain in place.
- **SUBMISSION OF EVIDENCE:** The UJC will provide access to a remote technology platform for reviewing documents, photographs, videos, and other evidence related to the case. Any evidence in a student's personal possession that they wish to add to this account may be directly emailed to the UJC for upload. Students and their advisors may not copy or share information uploaded to this account. Violations of the rules governing transmission and review of documents through the storage account may constitute separate conduct violations and may result in further disciplinary action and sanctions.
- **ALL TRIALS WILL BE RECORDED:** Consistent with UJC By-Laws, the UJC will record all trials. UJC's recordings shall be part of the student's record. Those recordings will be maintained by the UJC in accordance with the standard retention policy. The recordings will

not be shared with anyone except as permitted under applicable federal and state law, University of Virginia policy, and the UJC's Constitution and By-Laws. Students and their advisors are prohibited from making recordings of any kind and violations of this rule may constitute separate conduct violations and may result in further disciplinary action and sanctions.

- **SANCTIONS:** Where appropriate, sanctions will be modified to include those that students can complete at home, such as digital educational modules and community service that may be accomplished at a distance. Students will not be required by the UJC to complete in-person community service that could put them, the location of the service, or any other party at a health or safety risk. The UJC will, as a matter of course, modify any sanction upon reasonable request to either extend the time of completion of the sanction or to select another option that does not require in-person contact.

The UJC remains available to answer any questions you have about the conduct process and the modifications outlined in this document. If you have any questions, please contact UJC Chair Lauren Kim at lek5vj@virginia.edu.

I confirm that I have read and understand the above information.

Signature: _____

Name (print): _____

Date: _____