



OLLI (Osher Lifelong Learning Institute) at the University of Delaware Conduct Regulations

I. Introduction

- A. OLLI at the University of Delaware (“OLLI Delaware”) members and volunteers embody a wide range of experiences, cultures, abilities and generations. Members and volunteers of OLLI Delaware are expected to behave in a professional and respectful manner to ensure an inclusive environment at OLLI Delaware campuses.
- B. OLLI members and volunteers participating in OLLI Delaware programming, whether on campus, at a partner location, or online are required to follow the University’s [Student Guide to University Policies](#), as well as these regulations. Registering as a member or volunteering to teach classes is deemed your understanding of, and agreement to adhere to, the University’s Student Guide to University Policies and these Regulations.

II. OLLI Delaware Conduct Regulations

- A. OLLI Delaware members and volunteers are expected to adhere to the following principles, which apply to all interactions with other members, volunteers, visitors and staff in in-person and virtual classrooms, conversations, emails, and other correspondence:
 - 1. mutual respect,
 - 2. personal and academic integrity,
 - 3. civil discourse,
 - 4. responsible decision making, and,
 - 5. behavior which comports with Section V of the University’s [Student Guide to University Policies](#).
- B. Common sense rules of civil discourse will be observed, including tolerance of and respect for diverse opinions. OLLI Delaware embraces the ideals of freedom of expression and freedom from threats to safety -- physical, psychological, and emotional. These Regulations have been adopted to help ensure the safety of all members, volunteers, visitors and staff.

III. Conduct Violations

A. The University's [Student Guide to University Policies](#) establishes conduct standards to ensure the University community is safe, supportive of all members and conducive to learning and student success. The policies are based on the primary principle of respect—for oneself, for others and the Blue Hen community. A violation of the Code of Conduct established by the University's Student Guide to University Policies or these Regulations may result in disciplinary action, including removal from a committee or other volunteer assignments including instruction, up to and including expulsion from OLLI Delaware. Examples of conduct that would not uphold the University's Standard of Conduct, can be found in [Appendix A of the Student Guide to University Policies](#), and includes the following non-exhaustive list of conduct directed at members, volunteers, visitors, and/or staff:

1. Disruptive behavior that impedes the ability of instructors to teach and/or members to learn, including offensive, threatening, and/or abusive language or conduct;
2. Behavior that disrupts the ability of staff to carry out their responsibilities as staff members of OLLI, including offensive, threatening, and/or abusive language or conduct;
3. Verbal or written communications that are offensive, threatening, and/or abusive language or conduct, including the use of profane or offensive language;
4. Violation of health and safety policies or procedures that have been established for, or are applicable to, the OLLI Delaware campuses.
5. Solicitation of other members, volunteers, visitors and staff to purchase goods and/or services, regardless of whether the solicitation seeks an item of value in exchange for such goods or services;
6. Prohibited use of Alcohol and/or Drugs as described by the Student Guide to University Policies; and/or,
7. Conduct which may violate the University's [Non-Discrimination, Sexual Misconduct and Title IX policy](#), including sexual harassment and/or discrimination.

IV. Violations of the Student Guide to University Policies and/or these Regulations

A. Any person(s) who believes that a breach of the Code of Conduct established by the University's [Student Guide to University Policies](#) and/or these Regulations has occurred (hereinafter, the "Reporting Party") should

contact the designated on-site Administrator at the respective OLLI location (“OLLI Administrator”) to provide details of the alleged infraction. The OLLI Administrator is responsible for documenting the complaint.

- B. The OLLI Administrator shall conduct a preliminary investigation of any complaint received, including conducting an interview of the individual who has been accused of violating the Student Guide to University Policies and/or these Regulations (hereinafter, the “Responding Party”), and any witnesses, as well as gathering any relevant documentation. All interviews shall be voluntary and shall not be recorded by OLLI staff, the Responding Party, and/or any support person. If the Responding Party does not participate in an interview, the OLLI Administrator shall rely upon the statements of any witnesses and/or relevant documentation in conducting their preliminary investigation. The results of the preliminary investigation will be shared with the Executive Committee, which shall include the following individuals: the OLLI Administrator, the Council Chair, and the Vice Chair for the purpose of additional factfinding, if necessary. Additional information may be gathered by any of these parties and provided to the OLLI Administrator for review at any point during the process outlined by these Regulations.
- C. Following the preliminary investigation, if the OLLI Administrator determines that the conduct alleged may constitute: (i) a serious safety concern and/or health hazard, (ii) a serious disruption of OLLI programming and/or operations, (iii) an egregious violation of the Student Guide to University Policies, and/or (vi) repeated violations of the OLLI Regulations, the OLLI Administrator shall refer the conduct allegations to the University’s Office of Community Standards & Conflict Resolution (“CSCR”) to adjudicate the allegations in accordance with the procedures outlined by the Student Guide to University Policies. If allegations are referred to CSCR for adjudication, CSCR shall use the adjudication process for Undergraduate Students outlined by [Section VII of the Student Guide to University Policies](#). If the OLLI Administrator determines to adjudicate the allegations in accordance with these Regulations, the following procedures shall apply:
 - 1. **Procedure:**
 - a) The OLLI Administrator will conduct any additional investigation necessary in order to determine whether the complaint has merit.
 - b) If the OLLI Administrator determines that the complaint is without merit, the Administrator may dismiss the complaint

without further action against the Responding Party. The OLLI Administrator shall retain a copy of the complaint.

- c) If the OLLI Administrator determines that the complaint has merit, the OLLI Administrator shall notify the Responding Party in writing of the sections of the Code of Conduct and/or these Regulations to be assessed, and provide the Responding Party an additional opportunity to provide information to the OLLI Administrator for review as part of their investigation addressing the allegations against them, including providing: (i) a verbal or written statement, (ii) the names of additional witnesses, and/or (iii) documentation or information regarding the conduct which is being investigated. Any written statement submitted to the OLLI Administrator shall not exceed five (5) double-spaced pages with one-inch margins and a 12-point font.
- d) The Responding Party may have one (1) support person present with them at any meeting(s) with the OLLI Administrator regarding the allegations against them; however, the support person may not speak on behalf of the Responding Party. If a support person attempts to speak on behalf of the Responding Party and/or engages in behavior which constitutes a violation of these Regulations, such as engaging in disruptive behavior or using offensive, threatening, and/or abusive language, the OLLI Administrator shall have the discretion to exclude the support person from further participation in that meeting, and any subsequent meetings, with the Responding Party.
- e) If the OLLI Administrator determines by a preponderance of the information that the Responding Party has violated any provision of the Student Guide to University Policies or these Regulations, the Administrator shall issue a written determination which states:
 - (1) the section(s) of the Student Guide to University Policies or these Regulations which were violated;
 - (2) the factual basis supporting the finding of a violation of the University's Student Guide to University Policies or these Regulations, and
 - (3) the sanction(s) that shall be imposed.

- (4) A copy of the written determination will be placed in OLLI Delaware's administrative files and the Responding Party's student records.
- f) The following sanctions may be imposed by the OLLI Administrator upon a determination by a preponderance of the information that the Responding Party violated any provision of the University's Student Guide to University Policies or these Regulations:
 - (1) Any sanction described in Section VII (Sanctions) of the [Student Guide to University Policies](#);
 - (2) Removal from any committee assignments and/or volunteer roles, including appointments as chair or co-chair of a committee and/or as an instructor;
 - (3) Removal from Council;
 - (4) Suspension from participation in the OLLI Delaware program in-person and/or virtually for a time period to be determined by the OLLI Administrator, which may include a ban from: (i) entering the OLLI Delaware campuses, (ii) access to OLLI Delaware programming (including virtual access and/or off-site locations), and/or (iii) entering any other University building or facilities, as deemed appropriate based upon the severity and/or repeated nature of the misconduct; and/or,
 - (5) Dismissal and a permanent ban from participation in the OLLI Delaware program, which may include a ban from: (i) entering the OLLI Delaware campuses, (ii) access to OLLI Delaware programming (including virtual access and/or off-site locations), and/or (iii) entering any other University building or facilities, as deemed appropriate based upon the severity and/or repeated nature of the misconduct.
- g) The OLLI Administrator's written determination shall be provided to the Responding Party and the Provost's Office.
- h) The OLLI Administrator will advise the Reporting Party of the conclusion of the appeal process, but provide no further detail regarding action taken or sanction(s) imposed unless the sanction is a mutual ban of contact and/or impacts the Reporting Party.

V. Appeals

- A. For allegations of misconduct adjudicated under these Regulations, the following appeal process shall apply:
1. The Responding Party may appeal the decision and/or the sanctions of the OLLI Administrator by making a written request within five business days of the date on which the decision was sent. An appeal is limited to three (3) double-spaced pages with one-inch margins and a 12-point font.
 2. The Appeals Committee shall be composed of three members of the OLLI Delaware appointed by the Council Chairs.
 3. The appeal must allege one or more of the following: (i) the decision is contrary to information available at the time the decision was made; (ii) the decision is contrary to new information not known at the time the decision was made; (iii) procedures were not followed during the OLLI Regulations adjudication process; and/or (iv) proposed sanctions are inappropriate or unreasonable, and should include any documentation supporting the appeal. If one of the above criteria are not met, the OLLI Administrator may reject the appeal or allow the Responding Party to amend the appeal to meet the criteria.
 4. The Reporting Party, the OLLI Administrator, and any other party deemed appropriate by the Appeals Committee, will be sent the Responding Party's appeal. These parties may submit a response, limited to three (3) double-spaced pages with one-inch margins and a 12-point font, to the Appeals Committee within five business days of the date on which the appeal was sent. If the above criteria are not met, the Appeals Committee may reject the response or allow the parties to amend the response to meet the criteria.
 5. The Appeals Committee will review the investigation conducted by the OLLI Administrator, and any written documentation provided by the Responding Party, Reporting Party, OLLI Administrator, and/or any other party the Appeals Committee permitted to respond to the appeal, prior to making a determination on the appeal.
 6. The Appeals Committee, by majority vote, may decide to:
 - a) Deny the appeal and apply the original sanctions;
 - b) Grant the appeal and reduce or otherwise limit any recommended sanctions. A reduction in type or duration of a sanction may be accompanied by the addition of any lesser type or duration, educational sanctions, or restitution;
 - c) Delay a final review of the appeal to receive additional information regarding specific issues raised in the appeal.

Additional information may be solicited from the Responding Party, Reporting Party, OLLI Administrator, and any relevant witnesses or any other appropriate party;

- d) Appoint a new OLLI Administrator and direct them to conduct a new investigation in accordance with Section IV.C.1 of these Regulations, if it is determined the decision is contrary to information available when the decision was made;
 - e) Direct the OLLI Administrator to conduct a supplemental investigation in accordance with Section IV.C.1 of these Regulations, if it is determined the decision is contrary to new information not available at the time the decision was made; or
 - f) Allow the Responding Party to have the matter handled beginning at any specific stage of the OLLI Regulation Process, if it is determined procedures were not followed.
- 7. The OLLI Administrator shall provide a copy of the Appeals Committee's written determination, rationale, and all sanctions applied to the Responding Party, the Provost's Office, and any other appropriate party who responded to the appeal.
 - 8. The OLLI Administrator will advise the Reporting Party of the conclusion of the appeals process but provide no further detail regarding action taken or sanction(s) imposed unless the sanction is a mutual ban of contact and/or impacts the Reporting Party.
 - 9. The decision of the Appeals Committee will be final.

VI. Retention and Release of Records

A. Retention of Records

- 1. For cases adjudicated in accordance with the Student Guide to University Policies, [Section X of the Student Guide to University Policies](#) will apply.
- 2. For cases adjudicated in accordance with these Regulations, the following procedures will apply:
 - a) For cases in which an outcome of responsible is reached and a sanction of dismissal is applied, all information related to the incident and outcome will be permanently retained by OLLI Delaware.
 - b) For cases in which an outcome of responsible is reached and a sanction other than dismissal is applied, removal of all information related to the incident and outcome will occur

five (5) calendar years following the individual's most recent term of enrollment in OLLI Delaware programming.

- c) When an outcome of not responsible is reached or when the charge(s) is dropped, removal of all information related to the incident will occur within 60 days of the final decision, except that a copy of the complaint shall be retained.

B. Release of Records

1. For cases adjudicated in accordance with the Student Guide to University Policies, [Section X of the Student Guide to University Policies](#) will apply.
2. For cases adjudicated in accordance with these Regulations, the following procedures will apply:
 - a) If a resolved conduct case includes removal from any committee assignments and/or volunteer roles and/or removal from Council, information regarding that case may be released to OLLI Delaware staff and/or other University staff with a demonstrated educational need to know. Permission from the OLLI Delaware Member is not required for this release. OLLI Delaware Members in this situation would need to disclose to a University Official they violated a policy, but would not need to disclose to anyone outside the University.
 - b) For all resolved cases which include any other University status sanctions, information regarding that case may be released to OLLI Delaware staff and/or other University staff with a demonstrated educational need to know. Permission from the OLLI Delaware Member is not required for this release. Information regarding that case may also be released to anyone outside the University with proper permission from the OLLI Delaware Member.

VII. Coordination with other University Offices

- A. The OLLI Administrator shall consult with CSCR at their discretion regarding any potential violation of these Regulations and/or the University of Delaware Student Guide to University Policies.
- B. Any incident involving sexual misconduct or discrimination must be reported to the Office of Equity and Inclusion or other designated individual in accordance with the University's [Non-Discrimination, Sexual Misconduct and Title IX policy](#).