

CAMPUS LIFE

**Campus Life
Student Services
Student Rights and Responsibilities**

CAMPUS LIFE AND STUDENT SERVICES

South Georgia College is committed to promoting a supportive campus environment that educates the whole person and meets the needs of students, faculty, staff, and citizens of the region. Student services are designed to facilitate a well-balanced college experience by strengthening the teaching/learning environment and promoting the ideals of an open, democratic, and global society.

Student services that support the college's core academic function are orientation, counseling and career services, special programs, student clubs and organizations, student government and leadership development, social activities and cultural experiences, intercollegiate athletics, intramurals, college discipline, and campus housing.

STUDENT ORIENTATION

Student orientation is an ongoing process designed to facilitate successful adjustment to college. The orientation program for newly enrolled students includes campus tours, parent meetings, discussions, entrance tests, academic advising, and related activities. The program recognizes the importance of informing students about academic regulations and resources, disciplinary policies, and co-curricular opportunities.

Each student is assigned a faculty advisor whose role is to guide an exploration of courses, majors, career plans, registration procedures, and related issues of interest. Faculty advisors use test scores, previous performance, and student goals to assist students in making informed academic decisions.

COUNSELING AND CAREER SERVICES

South Georgia College offers a range of academic and career counseling options for students. Particular emphasis is placed on academic advising, career information, and activities designed to promote scholastic success in appropriate fields of study.

The Student Success Office features career information in various formats. The search for appropriate career options can be facilitated by the use of personality and vocational inventories. Additional services are provided by the Academic Divisions and the William S. Smith Library. Individual classes and student organizations periodically plan events and participate in conferences or conventions that connect students with affiliated professions.

Counseling services and referrals are provided through the Student Success Office.

STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations are established to enrich campus life and to aid students in their personal and professional development. Some of the groups recognized by the Student Government Association and receiving funding through the Student Activities Budget Committee include the Academic Quiz Team, Animé Club, Baptist Collegiate Ministries, Cultural Exchange Club, Dance Club, Debate Team, Environmental Awareness Club, Gay-Straight Alliance, Georgia Association of Nursing Students, Pegasus Literary Magazine, Phi Theta Kappa, Residence Hall Association, SGC Democrats, SGC Republicans, The South Georgian (SGC Newspaper), Student Organization for Multicultural Unity (SOMU), Students

for Social Awareness, South Georgia College Theatre Company, and Tiger Senators. Additional organizations may be organized to reflect the emerging interests of the student body.

STUDENT GOVERNMENT ASSOCIATION

Students play an important part in the policy and decision-making process at South Georgia College. The Student Government Association (SGA), composed of elected or appointed officers and representatives of various organizations, is responsible for representing the views of the student body. The SGA assists with the appointment of students to serve with faculty and staff on campus improvement and policy-recommending committees.

STUDENT ACTIVITIES AND CULTURAL EVENTS

Social and cultural activities at SGC include dances, plays, concerts, exhibits, lectures, movies, trips, tournaments, contests, and other events. Campus life is enriched through the efforts of individual students and organizations that initiate recreational and educational activities. Most events are offered without cost to currently enrolled students.

ATHLETICS

SGC is a division one member of Region 17 Georgia Junior College Athletic Association and the National Junior College Athletic Association. The SGC Tigers field ten athletic teams. The women's program consists of soccer, swimming, cross country, golf, and fast pitch softball. The women's softball team won the state title in 2008. The softball field is located adjacent to the Wellness Center. The women's soccer team shares a practice field and game field with the men's soccer team. The game field is located next to the baseball stadium. The men's program consists of soccer, swimming, cross country, golf, and baseball. The men's soccer team won the state title in 2003 and finished runner up in 2005. SGC has a strong tradition of baseball. The team's home field is W.A. Crider Sr. Field located at George A. Cook Stadium. The Tigers finished second in the state in 2008 in Region 17.

INTRAMURAL SPORTS

The intramural sports program provides students opportunities to participate in a variety of athletic activities. Organized and administered by the Office of Student Life, with assistance from student leaders, the program allows students to participate in sports that reflect student interests. Other leisure drop-in activities include tennis, weight lifting, swimming, golf, table tennis, billiards, volleyball, and soccer.

STUDENT CONDUCT

Rules and regulations governing student conduct are published in the South Georgia College Student Handbook. Further information about the Code of Conduct and the Discipline Committee is available in the Student Conduct Office.

RESIDENCE LIFE AND HOUSING

South Georgia College's residence halls are designed to promote the educational mission of the college by providing students with an affordable place to live that is located close to the College's learning resources.

The residence halls are equipped with group meeting/study rooms and recreational areas. Every resident has a semi-private suite room which allows him/her to have a private bedroom and share a bathroom and vanity. Every suite includes two single beds, two study desks, two closets, cable T.V. connections, and internet access. The College policies for campus housing are described in the Residence Hall Handbook.

The central goal of the residence hall staff and the residence hall programming board is to create and maintain a safe, pleasant and successful living/learning environment. Further information is available through the Residence Life & Housing Office. Housing is also available at the SGC Entry Program at Georgia Southwestern State University in Americus. Contact Christy Barry for more information at <http://www.sgc.edu/academics/degrees/GSW/index.html>.

HOUSING POLICY

All students are required to live on campus unless they:

- Are 21 years of age by the 1st day of the fall semester
- Are married (must attach a copy of the marriage license)
- Are caring for a dependent child (must attach a copy of the birth certificate)
- Are veterans with at least a year of active service (must attach a copy of discharge documents)
- Have 30 or more earned credit hours (not including advanced placement)
- Have dual enrollment
- Are enrolled in fewer than 11 credit hours
- Have a medical conditions for which the College cannot achieve reasonable accommodations (condition must be on file with the Office of Student Disability)
- Have a waiver based on extreme hardship (case by case decision)
- Claim residency in the following counties: Atkinson, Bacon, Ben Hill, Berrien, Coffee, Irwin, Jeff Davis, Telfair, or Ware (must attach a copy of your driver's license)

HOUSING APPLICATION

Students may apply electronically by visiting the SGC Residence Life website. Applications are processed upon receipt of the completed housing application, the \$30.00 non-refundable application fee, **and** the completion of all financial aid requirements. Room

reservations are made on a first come, first served basis, and students may specify roommate requests on the application form.

CAMPUS FOOD SERVICES

South Georgia College contracts food services on the College campus. Residential students are required to purchase a dining hall meal plan. Food service hours are posted in the Dining Hall and the Clower Center. For assistance or more information about food service, contact the Office of Student Success at 260-4429, the Cashier's Office at 260-4239, or ABL at 260-4525.

MOTOR VEHICLES

The use of motor vehicles on campus is a privilege regulated by the College. All motor vehicles operated on campus must be registered with the Office of Physical Plant and must carry insurance as required by Georgia law. Detailed information regarding the proper operation and parking of motor vehicles on the SGC campus is provided in the [South Georgia College Public Safety Handbook](#).

THE WILLIAM S. SMITH LIBRARY

The William S. Smith Library, Building 17 on the SGC Campus Map, is the primary learning resource center for South Georgia College. Traditional and electronic library resources and services are blended together to support the educational programs of the College. One of the most important resources of the academic community, the library plays a crucial role in the student's college life whether it is used for class work, independent study, or personal enjoyment.

The Library's website at www.sgc.edu/library provides 24x7 access to its resources and services. First among these resources is its online catalog, GIL@SGC, for collection holdings in print, media, and electronic formats. The library physically houses videos, audio cassettes, DVDs and over 80,000 print volumes; direct Gil@SGC links to over 30,000 eBooks available from the GALILEO NetLibrary collection; and thousands of articles from previous and current periodical and newspaper subscriptions in both print and microfilm format. South Georgia College students have electronic access to book collections of all the University System of Georgia libraries through the GIL Universal Catalog, with delivery of user-requested books to the SGC Library through Universal Borrowing. The resources of GALILEO, the statewide virtual library, are accessible also through the Library's website. Over 100 databases indexing thousands of periodicals and scholarly journals (with over 2,000 titles being full-text), encyclopedias, business directories, and government publications are provided. Remote access from off-campus is possible with a GALILEO password available through students' GIL accounts at <https://gil.sgc.edu>. Subject guides, web site evaluation tips, citation guides and more are located within the Library's website. The additional services link from the library's web site also provides real-time access to virtual reference services via the "Ask a Librarian" instant message service.

Library staff members encourage students to explore the resources available in the library campus, as well as those available electronically from the library's website to enhance their time

spent at SGC and to facilitate lifelong learning. Comfortable surroundings are provided in the Library with individual carrels, tables, and group study rooms. The 32,000 square foot facility, open 60 hours a week, contains 28 networked computer workstations located in the reference area and the computer lab. Students have access to these computers during all hours the library is open. A computer-equipped classroom, housing 30 computers is located in the library west wing. Web and e-mail access are available in addition to word processing, spreadsheet, presentation, and tutorial software for students. The library houses microfilm reader-printer capability, photocopy equipment, and VHS/DVD players. Students can also enjoy the relaxed atmosphere and refreshments from the Coffee Corner. The Coffee Corner's bistro style tables and chairs provide another area within the library to meet and study, to unwind during a study break, or to just hang out.

A student's College ID card serves as the SGC Library card and provides access to student's library accounts and printing capabilities. While overdue fines are not charged, materials checked out to a student's card are his/her responsibility. Overdue, lost and damaged materials will incur financial obligations which must be met before future SGC registration and before release of student academic records. The [William S. Smith Library Guide](#) provides more detailed information about resources, services, and policies of the Library. Suggestions are always welcomed by the Library Director.

COLLEGE OFFICE OF ADVANCEMENT

The Office of Advancement strives to promote South Georgia College, its faculty, and its student body through collaboration with regional media. Our goal is to increase the flow of information to the media and enhance media relationships; to increase public awareness and perception of the College; and to assist divisions and departments in marketing programs and events. We are the contact point for upcoming events and other newsworthy items occurring at South Georgia College.

The Office of Advancement is responsible for SGC's website design and content, and publishes the annual student catalog, college schedules, newsletters, and promotional and recruitment brochures. In addition, the Office of Advancement prepares all advertising for South Georgia College, disburses press releases and public service announcements, and is responsible for coordinating media relations. The SGC Office of Advancement is located in the Alumni House and may be reached by calling 912-260-4273 or emailing advancement@sgc.edu.

ONLINE BOOKSTORE

South Georgia College serves students and the institution by providing all required course materials and offering related materials to support the teaching-learning process.

Books and materials can be ordered online at www.sgcbookstore.com/ and can be shipped to you off campus or may be picked up in the campus post office.

THE C STORE

A Convenience Store will be opening in the new Dining Hall beginning Fall 2011. They will offer convenience items, snacks, clothing and SGC memorabilia. Store hours will be posted at the entrance and vary from extended hours of operation to a limited holiday schedule.

COLLEGE POST OFFICE

Each student living on campus must have a post office box in the Clower Center, and incoming mail is delivered to an assigned mail box. Outgoing mail may be deposited in the Clower Center or in the mail box adjacent to the Engram College Union.

South Georgia College cooperates with the United States Post Office in recording zip codes for all registered students. Students should acquaint themselves with zip codes for both their permanent and local addresses in order that the codes may be entered upon their registration materials.

All correspondents should use the following form in addressing mail to students:

Name
SGC Box Number
South Georgia College
100 West College Park Drive
Douglas, GA 31533-5098

OFFICE OF PHYSICAL PLANT

The Office of Physical Plant is responsible for the operation, maintenance, construction, and environmental health of the property and facilities of the College. Public Safety is responsible for the safety and security of all staff, students, and property at the College and for the enforcement of the laws of the State of Georgia. A staff of maintenance personnel and public safety officers is employed to ensure that the College is maintained appropriately and to assist in maintaining an orderly campus environment. Offices are located in Tanner Hall; telephone (912) 260-4385 for regular physical plant services.

OFFICE OF PUBLIC SAFETY

Public Safety is staffed 24 hours a day with personnel who will respond to a variety of requests and emergencies. Offices are located in Shannon Hall. The Public Safety telephone number for non-emergencies is (912) 260-4401, and (912) 260-4444 for emergency and after working hour requests. Callers should note that some incoming calls are automatically forwarded to the college's handheld radio network which is not limited to public safety personnel.

The following pages have been copied directly from the SGC 2010-2012 Student Handbook which relates to Student Rights and Responsibilities and the Code of Conduct for students.

STATEMENT OF STUDENTS' RIGHTS & RESPONSIBILITIES

South Georgia College strives to create an environment that advances teaching, learning, and service to society. The College seeks to create an orderly climate that promotes academic integrity, intellectual freedom, and individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College as an institution and each member of the college community have reciprocal rights and responsibilities. It is the obligation of the College to promote an educational environment by protecting the rights of all members of the college community and by prohibiting acts which interfere with the rights of others.

Membership in the college community confers certain rights and imposes certain responsibilities. Students are expected to understand and exercise their rights, meet their responsibilities, and respect the rights of others. The College is expected to enforce these responsibilities and to afford these rights to students. The College will help students create a climate that promotes their development while not denying this opportunity to others. Upon their request, students have the right through their Student Government Association to be heard in matters that affect their rights and responsibilities. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Student publications and communications enjoy the rights inherent in the concept of freedom of expression. Individual students and organizations have the right to publish and distribute material on the campus provided that the materials are identified by the name of the student or organization. All publications shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency, obscenity, undocumented allegations, and harassment.

All student organizations registered with the Student Life Office may meet on college premises if they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space. Only student organizations registered with the campus Student Life Office have the right to invite persons of their choosing as speakers on college premises.

The President of the College or the authorized representative may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. Students have the right to due process when accused of any violations of college regulations or rules of conduct. This right shall include the following:

1. right to a notice in writing of charges.
2. right to admit the alleged violation, waive a hearing, and accept the College's action.
3. right to admit the alleged violation but request a hearing.
4. right to deny the alleged violation and request a hearing.
5. right to a fair hearing.

6. right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
7. right to call witnesses and present evidence on their behalf.
8. right upon request to a list of witnesses who will appear against them.
9. right to confront and cross-examine witnesses and/or accusers who are present.
10. right to request a copy of any available records or tape recording of a hearing if the offenses involve possible suspension or expulsion.
11. right to appeal beyond the point of origin to the administrative officer, the Discipline Committee, then to the President of the College.

CODE OF CONDUCT

South Georgia College Student Conduct Code (Revised, July 2010)

Article I: Definitions

1. The term College means South Georgia College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the College, including the campus in Americus, Valdosta, and Waycross.
3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Student Success.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term “Student Conduct Board” means any person or persons authorized by the Vice President for Student Success to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Student Conduct Administrator” means a College official authorized on a case-by-case basis by the Vice President for Student Success to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Success may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Success may authorize the same Student Conduct Administrator to impose sanctions in all cases.

10. The term “Discipline Committee” means any person or persons authorized by the Vice President for Student Success to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Success is that person designated by the College President to be responsible for the administration of the Student Code.
14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, Residence Life Handbook, the College web page and computer acceptable-use policy, and College Catalogs.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
18. The term “Accused Student” means any student accused of violating this Student Code.

Article II: Student Code Authority

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Discipline Committee and determine which Student Conduct Board, Student Conduct Administrator and Discipline Committee shall be authorized to hear each matter.
2. The Vice President for Student Success shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Proscribed Conduct

A. Jurisdiction of the College Student Code

B. Conduct Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with the normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the [College] [University] Computer Use Policy.
17. Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

1. If a violation of law which also would be a violation of this Student Code is alleged, proceedings under this Student Code may go forward against an Accused Student who has been subjected to criminal prosecution only if the College determines that its interest is clearly distinct from that of the community outside the College. Ordinarily, the College should not impose sanctions if public prosecution of a student is anticipated or until law enforcement officials have disposed of the case.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to

cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. An incident report shall be prepared in writing and directed to the Student Conduct Administrator. Any incident report should be submitted to the Conduct Administrator after the event takes place, preferably within ten business days.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV (A)(7) below:

a. Student Conduct Board Hearings normally shall be conducted in private.

b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least

two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

i. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. A single verbatim record may be used, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College. The use of a single verbatim record shall be at the discretion of the Student Conduct Administrator.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President for Student Success to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

c. Loss of Privileges—Denial of specified privileges for a designated period of time.

d. Fines—Previously established and published fines may be imposed.

e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments.

g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.

i. College Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. College Expulsion—Permanent separation of the student from the College.

k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining

the degree, or for other serious violations committed by a student prior to graduation.

l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five years after graduation or date of last attendance. (b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in article IV(B)(1)(a)–(e).

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct

Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Success or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to a discipline committee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. If an appeal is upheld by the Discipline Committee, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Article V: Interpretation and Revision

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Success or his or her designee for final determination.
- B. The Student Code shall be reviewed every 3 years under the direction of the Student Conduct Administrator.