

3-15-2011

## Minutes, Arts & Sciences Student Life Committee Meeting, Tuesday, March 15, 2011

Arts & Sciences Student Life Committee

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### Recommended Citation

Arts & Sciences Student Life Committee, "Minutes, Arts & Sciences Student Life Committee Meeting, Tuesday, March 15, 2011" (2011). *Student Life Committee Minutes*. Paper 21.  
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Student Life Committee Meeting  
March 15, 2011

Members Present: Mahjabeen Rafuiddin, Joni Eden, Randi Alberry, Drew Doty, Tricia Lynch, Sarah Bishop, Sam Pieniadz, Patricia Tome, Alice Davidson, Bill Boles

Guest: Angela Belcamino, Diane Willingham, Matt Killian, Julia Tamaccio

The minutes for the February 10th meeting were approved.

Old Business

*Housing/Probation*

BB: ROC was put on probation last year and when it came time for their hearing, they lost their housing. The administration did not agree with the procedure put in place last year by Student Life and Residential Life to evaluate the Residential Organizations. A new process has been requested. Groups will now have two years to get off probation. ROC now has one more year to get their house in order. If they do, they'll maintain their house.

New Business

**1. Membership on the Academic Honor Council**

The Academic Honor Council brought the following proposed change to membership (in red).

2. Membership. The Academic Honor Council shall consist of fourteen student members who shall be selected through an application process administered by the Dean of the Faculty's Office. The Dean of the Faculty [screens applicants for minimal GPA and conduct infractions and] forwards qualified applicants to the Student Government Association (SGA), which reviews the essays and recommends acceptable applicants to the Dean of the Faculty. In the event that there are more applicants than positions, the Academic Honor Council will conduct interviews and make recommendations to the Dean of the Faculty. Applicants submit a written application that includes a personal statement explaining why they believe academic integrity is important and why peer review is essential. In this application, students should explain any conduct infractions for which they may have been held responsible, and why such events, if any, should not remove them from consideration for the Academic Honor Council. All full time A&S students are eligible. A minimum GPA of 3.0 is required and the student cannot be or at any time have been on academic, disciplinary or community probation.

The term of office is one year. A member may serve no more than two (three) terms. Members who seek a second term must follow the application process. Students shall be removed from the Academic Honor Council if they are found to be in violation of the Academic Honor Code, or if they have been placed on academic, disciplinary, community, or

resident hall probation. The Academic Honor Council will hold a required training session for members and advisors. This will be conducted to the end of the spring term. At that time, officers will be elected.

MK: The three year amendment is intended to address issues of continuity. And it would allow for older more experienced members to provide training/leadership to new, younger members. The plan is to stagger membership. It will also be a great opportunity for a “Career-long” experience.

JE: A term is?

MK: A term means a one-year period. There are 14 current members. There will be an even amount of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students.

BB: What is the plan in terms of splitting sophomores and juniors?

MK: We might have 14-15 members or reduce to 12. E.g., 4, 5, 5 (fresh, soph, junior)

JE: What in the policy ensures that students from multiple years can stay on the committee?

Matt: All members would have to go through an application process to be admitted for a second or third term.

BB: We would recommend that it says “membership should be distributed evenly across sophomore, junior, and senior classes” – added sentence

MR: Why would a student want to stay on in this position? 3-yr long service is a lot to ask of a student.

MK: Obviously, it’s optional. When I presented to council a few weeks ago, 2<sup>nd</sup> year students were unanimously in favor of it. We’re constantly making amendments and changes. To give you an idea of the scale of projects, it’s nice to have the continuity. The current system is inefficient.

AD: Would some students who want to get involved later in their career be excluded?

MK: Not necessarily because students have to reapply each year.

JE: I think that’s my concern. Will some students not be able to get involved because of the extended opportunities offered to current members?

MK: It’s going to be a smaller, more competitive pool.

BB: The average GPA at Rollins is 3.1. The criteria for serving on AHC is 3.0. So, we’re saying that students below average in GPA are eligible for AHC? Should we have more academic expectation of our membership?

MK: I agree with you to some extent. But, academic performance in class does not necessarily reflect academic integrity or ability to uphold the academic honor code.

MR: Could you speak more about the selection process?

MK: 1) Students complete a questionnaire explaining their GPA, past offenses, class year, major, campus involvement; 2) The second component is more intellectual – broader. “Why is academic integrity on campus important?” For returning students: “Why is continuing to serve important?” Committee from SGA reviews applicants and send small pool on to council. Council reviews each applicant and interviews, then selects.

Student Life Committee took a vote: 1 opposed, the rest were in favor.

## **2. Attendance Policy**

BB: Alice Davidson and I met with 2 reps from AAC to address their concerns about the language of our proposed policy. We simplified it significantly. Barry Levis is taking the revised policy (Attachment 1) to AAC for their approval, and then hopefully it will be sent to faculty for the April meeting.

RA: Why does participation go down?

BB: Because if you miss 5/6 classes for a Tuesday/Thursday course, you are missing essentially 1/6 of semester. You’re not there to participate. You won’t fail the class for that, but your participation could go down.

## **3. Code of Conduct**

We discussed the code of conduct and DW went over the current copy of community standards with suggested changes made to it. We went through changes line by line and approved all of the changes.

See Attachment 2 to see the changes (made in bold).

## **4. Agenda items for future meetings**

BB: Penny Parker and I talked about the current food service for our student athletes, who comprise 25% of student body. A number of students have practice from 5 – 7 so they are not able to get a substantive meal. Only grill/fried food is open. Baseball players often live off campus because they are not able to get anything healthy for dinner. There is not much flexibility in current system for athletes. Also, issue of money being lost at the end of the year. If you don’t spend all your meal money, it rolls over to the college. It would be good to get this topic on the agenda. I will get in touch with Kathy Welch about having her come and talk to us. This may be an important retention issue, as well.

SB: The dining services staff are concerned that extending dinner to eight o'clock might not be good for them in terms of labor hours, etc. But, the students I've talked to are all for it.

Agenda for remaining meetings

- Jerri Kalakay and folks from ACE coming to talk about Alternative Programming

RA: Issue of library being packed during finals week. Is there another place where students can go to study?

BB: This is something we should address, too. I will find out what is going on.

The meeting was adjourned at 1:49 p.m.

## ATTACHMENT 1

### CURRENT POLICY CONCERNING ATTENDANCE

#### **CLASS ATTENDANCE**

It is the responsibility of the faculty to publish attendance policies for their courses in the course syllabus. If a distinction is made between "excused" absences and "unexcused" absences, it must be conveyed in the attendance policy. At the instructor's discretion, a student's grade may be lowered for failure to comply with the attendance policy. If the student feels s/he must be absent from class for any reason, it is the student's responsibility to confer with the faculty member to determine whether the absence is to be considered "excused" or "unexcused" as defined by the attendance policies. The Office of the Dean of Student Affairs will communicate when students must be absent from campus for hospitalization, family emergencies, or similar contingencies. Students will be responsible for all work missed.

## **Proposed Policy (All new material in bold)**

### **CLASS ATTENDANCE**

It is the responsibility of the faculty to publish attendance policies for their courses in the course syllabus. If a distinction is made between "excused" absences and "unexcused" absences, it must be conveyed in the attendance policy. At the instructor's discretion, a student's grade may be lowered for failure to comply with the attendance policy.

**Exceptions exist for absences owing to religious observances and college business. If a student misses a class because of either situation, then the student must confer with his/her professor as to how and when the make-up work will be done, which includes the possibility of turning work in early. Absences will be addressed by the faculty member in accordance with his or her attendance policy. A student will not fail a course because the number of religious observances and/or college business absences exceed the number of absences allowed. The student's class participation grade in the course, though, may be affected.**

**--In regard to absences due to religious observances, students must communicate any attendance conflicts to their professor by the end of the official add/drop period.**

**--In regard to absences due to college business, students must present to their professor written evidence of an upcoming absence as soon as they are aware of the conflict.**

**It is the student's responsibility to discuss with his/her professor how and when make-up work should be completed before missing class.**

If the student feels s/he must be absent from class for any other reason, it is the student's responsibility to confer with the faculty member to determine whether the absence is to be considered "excused" or "unexcused" as defined by the attendance policies. The Office of the Dean of Student Affairs will communicate when students must be absent from campus for hospitalization, family emergencies, or similar contingencies. Students will be responsible for all work missed.



## ATTACHMENT 2

### PHILOSOPHY

Rollins College is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The Community Standards and Responsibility system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values that translate into responsible behavior. To maintain standards that contribute to the intellectual and moral development of students that ensure the welfare of the college community, Rollins College establishes this *Code of Community Standards*.

### DEFINITIONS

1. The term “College” means Rollins College.
2. The term “student” is defined as any person who is admitted, enrolled or registered for study at Rollins College for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in Rollins College are considered students. A person shall also be considered a student during any period while the student is under suspension from the College or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation and residence hall check-in.
3. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
4. The term “member of the College community” includes any person who is a student, faculty member or College official.
5. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
6. The term “organization” means any athletic team or any group/association of persons who have complied with the formal registration requirements for the College.
7. The term “Program Dean” means the person responsible for student conduct in their respective programs. The program dean for the undergraduate Arts and Sciences program is the Dean of Student Affairs. The program dean for the Crummer Graduate School of Business is the Associate Dean of Operations and Student Services. The program dean for the Hamilton Holt School is the Dean of the Faculty.
8. The term “hearing board” means persons designated by the program dean to determine whether a student has violated a College policy and to recommend imposition of sanctions. There are two types of hearing boards: student hearing boards and administrative panels. The student hearing boards include the Community Hearing Council (CHC) and the Fraternity and Sorority Hearing Council (FSHC). Administrative panels include a student, faculty member and staff member. The Office of Community Standards and Responsibility maintains a pool of

available faculty and staff members, with representation from the three programs. All panel members are trained by the Office of Community Standards and Responsibility.

9. The term “Administrative Hearing Officer” means a College official designated on a case-by-case basis by the program dean to adjudicate alleged infractions in an Administrative Hearing. Nothing will prevent the program dean from authorizing the same Administrative Hearing Officer to impose sanctions in all cases.

10. The term “Hearing Board Adviser” means a College official designated by the program dean to advise the hearing boards. Hearing Board Advisers may also serve as an Administrative Hearing Officer.

11. The term “Community Standards and Responsibility Review Board” means the coordinating judicial body that determines which board and/or Administrative Hearing Officer adjudicates a specific case. Typically, the Review Board consists of the Director and Assistant Director of Community Standards and Responsibility, Fraternity and Sorority Adviser and appropriate Graduate Assistants. For appeals, student chairpersons and faculty members working with the hearing boards will be added to the Council. The Director of Community Standards and Responsibility will serve as the chairperson for appeals.

11. The term “Appellate Board” means any person or persons authorized by the program dean to consider an appeal from a hearing board or Administrative Hearing Officer’s determination that a student has violated College policy or from the sanctions imposed.

12. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Code of Community Standards, Guide to Residence Hall Living, and the Catalogues and Student Handbooks of each program.

13. The term “residence hall” is defined as any College owned/operated student housing facility.

#### AUTHORITY

1. Because Rollins values student involvement in governance and the personal, social, intellectual development of students, the Program Dean delegate much responsibility for adjudication of student cases of policy violations to the student hearing boards.

2. The Program Dean, in consultation with College governance shall develop policies for the administration of the Community Standards and Responsibility program and procedural rules for the conduct of hearings that are consistent with provisions of College policy.

3. Hearing board or Administrative Hearing decisions accepted by the Program Dean shall be final, pending the normal appeal process.

4. The Program Dean may designate a College official to act as his/her designee.

#### EXPECTATIONS FOR BEHAVIOR

Although the College is not responsible or liable for student-off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus that violates College expectations and policies. College policies govern students participating in Rollins or Rollins-affiliated study abroad programs during the regular terms or the Winter Intersession. As responsible members of the Rollins College community, students and student organizations are expected to maintain the College's highest ideals of academic and social conduct and are responsible for knowing and abiding by College policy and reporting violations to the appropriate College official, which may include Campus Security, Residential Life, or Community Standards and Responsibility.

#### ABUSE (Physical, Mental or Verbal)

Physical, mental or verbal abuse of any person is prohibited. No student shall cause harm to oneself or another or aid in commission of an act that causes physical or emotional harm to others or which intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights or comfort.

#### ACADEMIC HONESTY

~~Integrity and honor are central to the Rollins College mission to educate its students for responsible citizenship and ethical leadership. Rollins College requires adherence to a code of behavior that is essential for building an academic community committed to excellence and scholarship with integrity and honor. Students, faculty, staff, and administration share the responsibility for building and sustaining this community.~~

~~Each student matriculating into Rollins College must become familiar with the Academic Honor System. The College requires that students be able and willing to accept the rights and responsibilities of honorable conduct, both as a matter of personal integrity and as a commitment to the values to which the College community commits itself. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the Honor Code.~~

~~<http://www.rollins.edu/academichonorecode/>~~

**RATIONALE:** This policy is already included in a separate document (Academic Honor Code) and creates confusion between A&S/Holt and Crummer since they have separate Academic Honor Codes.

#### ALCOHOL

***1. All members of the Rollins community are ultimately responsible for their choices and behavior regarding alcohol, and thus will be held fully accountable for their behavior while under the influence of alcohol.*** Excessive drinking and intoxication will not be tolerated. Members of the Rollins community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify violation of State Law, College regulations, or the rights of others. Drinking games and devices designed for the purpose of the rapid consumption of alcohol and common sources of alcohol (i.e. kegs, party balls) are prohibited.

2. Any violation of Florida State laws regarding alcohol will be considered grounds for College disciplinary action. ***Every member of the Rollins community has a personal responsibility to comply with these laws, and no member can assume Rollins provides a sanctuary for the misuse of alcohol or other drugs.*** These include:

- a. Possession and/or consumption of alcoholic beverages if under the age of 21.
- b. Selling, giving, or serving, alcoholic beverages or permitting alcohol to be served to persons under 21.
- c. Misrepresenting or misstating one's age or using altered identification for the purpose of procuring alcoholic beverages.
- d. Consuming or possessing open containers of alcoholic beverages including secondary containers, while in municipal parks, playgrounds, sidewalks, or streets or being found in the state of intoxication on a street or in a public place while within the city limits. This open container law applies on and off campus. This includes the consumption/possession of open alcohol in residence hall corridors, lounges, and any public areas.
- e. Driving with a blood alcohol level of 0.08% or more.

***3. The following are among the factors which may be considered when determining possession: the location and quantity of alcohol, the student's ability to exercise control over the situation, and the number of students who voluntarily take responsibility for the alcohol and attest the student is not in violation.***

4. Possession or consumption of alcohol is not permitted in buildings designated as all freshmen buildings (Ward Hall, McKean Hall and Rex Beach Hall) or in a room/apartment where all assigned residents are under the age of 21. Empty alcohol containers may be viewed as evidence of consumption and are prohibited. This includes, but is not limited, to alcohol bottles, alcohol cans, beer bong and funnels. Students are not permitted to have alcohol containers in their rooms for decorative purposes.

5. Possession and/or consumption of alcoholic beverages is prohibited on campus before the start of classes and during winter break regardless of age. Campus is considered "dry" for new and returning students participating in orientation or other students who have been approved to return early.

6. Parental notification will occur through the Program Dean or designee when the student is under the age of 21 at the time of the violation and notification.

**RATIONALE: This policy is a result of numerous conversations with SGA regarding the alcohol policy. This policy provides additional clarification regarding possession from last year's policy and is not as strict as our current policy.**

#### ALCOHOL AND NON-ALCOHOL SOCIAL EVENT GUIDELINES

All organizational social events, on or off campus, must be registered with the Social Event Policy Committee and conducted according to the social event guidelines.

## CAMPUS FACILITY USE

Access to Rollins College facilities is limited to Rollins students, faculty, staff, registered student organizations and authorized visitors. Unauthorized or illegal use of the facilities is prohibited.

## COMPUTER & OTHER ELECTRONIC DEVICE MISUSE

Students are expected to use technology in a responsible manner in accordance with the Computer Use Policy. <http://tars.rollins.edu/it/policies/computeruse.shtml> <http://r-net.rollins.edu/it/policies/policies-compusage.html> Additionally, Rollins strictly prohibits the use of camera phones and other recording devices in any manner which violates or compromises academic integrity, norms of personal conduct, or the expectation of privacy that individuals have a reasonable right to assume on campus. Any computer misuse involving academic dishonesty will be referred to the Academic Honor Council.

**RATIONALE:** Link has changed.

## DAMAGE TO PROPERTY & VANDALISM

**Both** damage and vandalism to personal property of others or College property ~~is~~ **are** prohibited.

**RATIONALE:** This title change comes as a result of conversations with students who expressed concern over being charged with a damage violation when that does not provide an accurate description of their behavior (the title change makes clearer what the policy entails).

## DISCRIMINATION & HARASSMENT

The College values a community atmosphere that is free of all forms of discrimination and harassment, and will endeavor to prevent discrimination because of ~~race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service.~~ **race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, disability or veteran status.** The College prohibits conduct which prevents free academic interaction and opportunities or which creates an intimidating, hostile, or offensive study or work environment.

Rollins College defines hate motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of race, color, religion, gender, sexual orientation, national origin, age, gender identity and expression, disability or veteran status with intention to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate motivated offenses primarily fall into two categories: hate crimes and hate incidents. For purposes of this Code, a “hate crime” is defined as conduct which could be characterized as criminal under state law, which in whole or part is motivated by the offender’s bias towards the victim’s status. For purposes of this Code, a “hate incident” is defined as an action motivated by the offenders bias towards the victim’s status, but does not rise to the level of a crime. Hate motivated offenses compromise the integrity of the Rollins College community and are prohibited.

Rollins College seeks to foster a safe environment conducive to learning and the free exchange of ideas. Rollins College does not limit constitutionally protected speech. Rollins College, however, is steadfast in its intolerance for hateful behavior that is directed at an individual or group with the motivation of causing harm. Hate Speech can be images and words that reinforce

bias and bigotry of all forms. College administrators have the right to speak out against and condemn hate speech. This position is a constitutionally permitted exercise of the college's authority to educate and discipline its students.

Members of the Rollins College community affected by hate motivated offenses are strongly encouraged to report the incident. The Office of Multicultural Affairs can guide the student through the Student Grievance Procedure, which has been established to respond to allegations of discrimination and harassment. The Office of Multicultural Affairs coordinates the College's response to hate motivated violations.

### **RATIONALE: Changes made per Maria in HR.**

#### **DISRUPTIVE BEHAVIOR**

Any behavior that infringes on the rights, privileges, or property of others, or which impedes the safety of community members or the educational process is prohibited. This includes, but is not limited to: disruption or obstruction of teachings, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off - campus, or other authorized non-College activities, when the act occurs on College premises.

#### **FALSIFICATION**

Falsification of any College records, including but not limited to records of admission, registration, financial aid, housing, student disciplinary, academic, health, and parking decals is prohibited. The College vigorously pursues allegations of deliberately providing false information to any campus official or providing false, altered, or forged academic records. This includes, but is not limited to, registration and drop/add forms.

#### **FIRE SAFETY**

Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to such behaviors as: failing to evacuate a building or failing to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard, starting a fire or causing an explosion. Students will be held financially liable for the fines imposed by the Fire Department, applicable expenses (clean up, recharging a fire extinguisher, etc.) and will be subject to disciplinary action.

#### **FIREWORKS, EXPLOSIVES, WEAPONS & OTHER DANGEROUS ITEMS**

The possession, use and/or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any other substance or devices designed or used to harm, threaten, or incapacitate is prohibited on campus. "Weapons" are defined and include but are not limited to rifles, pistols, BB guns, paintball guns, pellet guns, stun guns, chemical weapons, knives with blades more than 4 inches in length, slingshots, bows and arrows, and martial art weapons. Simulated weapons in the form of toy or squirt guns are also prohibited. Personal defense spray, when used appropriately, is permitted.

#### **HAZING**

Rollins College prohibits hazing. In the State of Florida, “Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a university or college . . . . [Hazing] shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual . . . . Any activity as described above upon which the initiation or admission into or affiliation with a university or college organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.” [Florida Statute ~~240.262~~ **1006.63**]

~~Effective July 1, 2005—~~ The Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents. Florida is now one of eight states that makes some types of hazing a felony.

**RATIONALE: Change in the Florida Statute number. “Effective July 1, 2005” no longer necessary.**

#### IDENTIFICATION CARDS

An identification card is issued to each student and shall be carried at all times while on campus. Lending this card for any purpose to anyone, failure to present it when requested by a college official or falsification/alterations of an identification card is prohibited.

The possession, use, manufacture or sale of a falsified government issued identification card is strictly prohibited. **The State of Florida considers fake identification cards as felony offenses.**

The use of someone else’s identification card, whether government or College issued, for any purpose, constitutes a violation of this policy.

#### ILLEGAL SUBSTANCES

Rollins College disapproves of both the illegal use and the distribution of drugs. The college expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, manufacture, possession, distribution and/or illegal use of controlled substances, drugs (including prescription drugs without a valid medical prescription) and/or drug paraphernalia are prohibited. The use of prescription and/or over the counter drugs for purposes or in manners not as directed is also prohibited. Rollins accepts Florida statutory definitions of drugs and drug paraphernalia.

The College responds to the issue of substance abuse in three ways: education for the College community about drug use and its consequences, confidential counseling for those with personal problems related to illegal substance abuse/use, and disciplinary action.

#### A. Disciplinary Action

Minimum guidelines for sanctions associated with illegal use of drugs are listed below. If warranted, the College reserves the right, in its discretion, to impose more severe sanctions. Parental notification will occur through the Program Dean or designee when appropriate.

1. The sanctions for first offense possession and/or use of a small quantity of marijuana (as defined by Florida statutes) or drug paraphernalia will be

- a) Community probation *for a minimum of two years* ~~through graduation~~, and;
- b) Parental notification if the student is under the age of 21, and;
- c) Possibility of removal from on campus housing or relocation, and;
- d) Participation in an on-line course designed to assist students with marijuana-related topics and healthy lifestyle choices. There is a fee associated with this course, and;
- e) Illegal Substance Use/Dependency Evaluation. This evaluation will be at the student's expense and the student must agree to release the results of that evaluation to the designated college official. The student will be required to follow through on any treatment plan the evaluator deems appropriate. Failure to follow this agreement may result in suspension from the College.

The sanction for a second offense will be a minimum of a *one* ~~two~~ semester suspension from Rollins College.

2. The sanction for possession and/or use of any other illegal substances or large quantities of marijuana will be a two semester suspension or separation from Rollins College. Additionally, students in this category will be permanently ineligible for residential housing.

3. The sanction for sale, manufacture or distribution of any illegal substances will be separation from Rollins College without the opportunity for readmission.

#### B. Residence Hall Searches

The College reserves the right to search a student's room when:

- 1. Drugs or drug paraphernalia are observed in a room/space by a College Official or,
- 2. It is reasonably determined by a Campus Security Officer and/or a professional member of the Dean of Student Affairs staff (typically an Assistant Director, Residential Life) that the odor of an illegal substance is emanating from a particular room.

In all instances, both a Campus Security Officer and a professional member of the Dean of Student Affairs staff (typically the on-duty Assistant Director, Residential Life) will conduct the



search. Written notice of the search authorization will be given to room occupants within 7 days after the search, as stipulated in the Guide to Residence Hall Living - Room Search.

**RATIONALE: In researching the typical sanctions of other schools, many impose a shorter probationary period (1-2 years rather than until graduation). This allows for more flexibility in sanctioning related to illegal substances depending on how major or minor the violation. This also makes it possible for students to end their probation status if they refrain from additional policy violations, making it easier for them to study abroad and obtain internships, etc.**

#### LAWS (FEDERAL, STATE & LOCAL)

Students are responsible for compliance with all public laws. Any act which could constitute a violation of public laws may establish cause for legal and/or disciplinary action by the College. The campus is not a sanctuary from Law Enforcement Agents. Law Enforcement Agents have jurisdiction on campus and, when possessing proper documents, may legally make arrests or search any room or building without prior notice to college officials. Moreover, the college cannot intervene to protect an accused person from the consequences of their arrest or conviction, on or off campus.

#### MOTOR VEHICLES

Students must register their motor vehicles with the Campus Security Office and operate motor vehicles in accordance with Rollins Parking and Traffic Regulations and city and state laws. Copies of Rollins Parking and Traffic Regulations are available through the Campus Security Office or online at [http://www.rollins.edu/campus\\_security/parking.shtml](http://www.rollins.edu/campus_security/parking.shtml).

#### POSTING AND SOLICITATION

Students are required to comply with the posting and solicitation policy. This policy is available in the Office of Student Involvement and Leadership.

#### REQUESTS OR ORDERS

Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting in behalf of the College, including Residential Life student staff. Violations of this requirement include but are not limited to, reasonable requests for appointments in administrative/faculty offices and:

1. Failure to attend a scheduled hearing with a hearing board or Administrative Hearing Officer.
2. Falsification, distortion, or misrepresentation of information before a hearing board or Administrative Hearing Officer.
3. Disruption or interference with the orderly conduct of a hearing.
4. Attempting to discourage an individual's proper participation in, or use of, the Community Standards and Responsibility system.
5. Attempting to influence the impartiality of a member of a hearing board or an Administrative Hearing Officer prior to, and/or during the course of, the hearing proceeding.

6. Harassment (physical, mental or verbal) and/or intimidation of a member of a hearing board or Administrative Hearing Officer prior to, during, and/or after a judicial proceeding.
7. Failure to comply with the imposed sanction(s).
8. Influencing or attempting to influence another person to commit an abuse of the Community Standards and Responsibility system.

## RESIDENTIAL LIVING

Students who live in campus residence halls, houses, fraternities and sororities are expected to comply with the Guide to Residence Hall Living.

## SEXUAL MISCONDUCT

Rollins College is committed to creating and maintaining a community in which students, faculty, administrative, and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the College community should be aware that Rollins is strongly opposed to sexual harassment and that such behavior is prohibited both by law and will not be tolerated by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline behavior which violates this policy.

The following behavior is considered to be sexual misconduct and is prohibited by Rollins College, whether or not it constitutes a violation of law. (Note: This list is not intended to be exhaustive of prohibited sexual activities).

a. Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

b. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without consent.

c. Non-Consensual Sexual Intercourse: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or woman, without consent.

d. Sexual Exploitation: When a student takes non-consensual or abusive sexual advantage of another, for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another student (i.e. personally gaining money, privilege, or power from the sexual activities of another student)
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommmery (voyeurism);
- Knowingly or recklessly transmitting an STD or HIV to another student;

e. Public Indecency: Exposing one's body in such a manner that it may be seen by someone who could be offended.

Definition for the purposes of this policy: Impaired is defined as temporary incapacity to evaluate or control conduct, because the person is unconscious, asleep, intoxicated or under the influence of other drugs or for any other reason physically unable to communicate consent. Consent is informed, voluntarily, and actively given, mutually understandable words or actions, which create mutually understandable permission regarding the conditions of sexual activity.

For information on how to report student on student sexual misconduct, please consult the Charges and Hearings section of *The Code of Community Standards*. For information on how to report sexual misconduct involving a faculty or staff member, please consult the Student Grievance procedure.

For more information on the College's response to sexual assault, [click here](#).

## SMOKING

Florida Clean Indoor Air Act (s.386.205-209 and 386.211) stipulates that there be no smoking in any educational facility and within 25 feet of a building entrance in the state. This includes residence hall rooms and balconies adjacent to student rooms.

## THEFT OR UNAUTHORIZED POSSESSION

Attempted or actual theft, sale or possession of property without the expressed consent of the owner is prohibited.

## USE OF ROLLINS COLLEGE NAME OR SYMBOLS

No individual, group or organization may use Rollins College name, seal, symbols, logos, slogans or songs without the written authorization of the Program Dean except to identify institutional affiliation.

## VISITORS

Students are welcome to bring visitors to the campus but must assume responsibility for the conduct of their visitors. A student host is responsible for the actions of his or her guest while they are on campus. Therefore, a student host will be judicially charged for the individual policy violations of their guests. Guests must be escorted and are expected to abide by all campus regulations.

## OTHER COLLEGE POLICIES/PROCEDURES

### ASSEMBLY, INQUIRY & EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in any orderly manner, including organized protests which do not disturb the normal and essential functions of the College. These policies are designed to ensure that every student be given the opportunity and freedom to learn.

#### *1. Invited Speakers/Performers*

Students and registered student organizations may invite and hear any person of their own choosing, subject to contractual requirements for use of institutional facilities and funds.

#### *2. Protesting on Campus*

- a. The right of peaceful protest is recognized within the institutional community. Orderly picketing and other forms of peaceful protest are not to be prohibited on the institutional premises.
- b. Interference with ingress and egress at institutional facilities, interruption of classes or institutional operations or damage to property exceeds permissible limits of behavior and will not be permitted.
- c. Even though remedies are available through local enforcement bodies, the institution may choose instead to impose its own disciplinary sanctions in cases of disorderly picketing and unpeaceful protests.
- d. Every student has the right to be interviewed on campus by any legal organization which is recruiting at the institution. Reasonable conditions may be imposed to regulate the timeliness of requests and to determine the appropriateness of the space. Any student, any group, or any registered organization may protest against such organization provided that protest does not interfere with any other student's rights to have such an interview.

#### *3. Student Media*

Student media, which includes WPRK-FM, The Sandspur, Brushing and R-TV, are to be free to express ideas and viewpoints. The editors and managers shall not be arbitrarily prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of content. This freedom entails a corollary obligation under the canon of responsible and applicable regulations of the Federal Communications Commission and Associated Press. All student communication shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.

All student media are required to be registered with the Office of Student Involvement and Leadership on an annual basis. Organization registration of all media groups must include: an organization constitution or statement of purpose and stylebook (including safe harbor and FCC guidelines for radio), editorial, advertising/underwriting, and business policies. All policies must be in compliance with FCC laws, Associated Press journalistic practices and College policies and procedures.

The Office of Student Involvement and Leadership advises student media, which includes WPRK-FM, The Sandspur, Brushing and R-TV. The College believes that the student media contribute to the educational mission of the institution, although the views and ideas presented may not represent the institutional perspective. Advisers provide input and feedback to aid the decision-making process while allowing for free press. Decisions with regards to the internal policies and practices within each organization are based on the mission of the College.

### CAMPUS ORGANIZATIONS

The institution believes in the co-curricular experience and its potential contribution to building community. The institution recognizes leadership skill development opportunities present in co-curricular life and their contribution to the educational mission. Students are encouraged to organize and join associations that promote their common interests. A group shall become an organization when registered by the institution through the Office of Student Involvement and Leadership. Institutional registration of an organization does not indicate endorsement by the College of the aims, objectives or policies of that organization. Registered student organizations are eligible to utilize College resources and receive funding for open campus events through the Fox Funds process. Specific requirements for registration include: organization constitution or mission statement, national policies where appropriate, agreement of a recognized full-time Rollins Arts and Sciences faculty and/or staff member to serve as adviser, and a membership roster. In addition, Presidents, Chairs and Treasurers must be full-time students and must have a cumulative GPA of at least a 2.25. All constitutional documents of students organizations, such as charters, constitution bylaws, regulations, policies, etc., are subject to administrative review and to approval by the Office of Student Involvement and Leadership or designee. Campus organizations will be required to register annually in order to facilitate institutional communication with organization officers when necessary. A formal registration will be required at the time of formation. Annual registration after the formation shall include a list of newly elected officers, and updated membership roster and any changes to the organization's constitution or statement of purpose.

Campus organizations are responsible for adhering to the College policies. Violations by a campus organization will result in judicial action.

Social fraternities and sororities will be governed by the Interfraternity Council and the Rollins Panhellenic Association. The Assistant Director of Student Involvement and Leadership – Fraternity & Sorority Life will serve as the adviser to each of these governing bodies. Each national organization and/or local organization affiliated with either of these governing bodies is required to provide the Office of Student Involvement and Leadership with a copy of its national as well as local constitution and insurance policy when applicable. Nationally affiliated groups

that wish to organize on the Rollins College campus must be approved by the appropriate governing body and the College. The Rollins Panhellenic Association and Interfraternity Council must have their extension procedures on file with the Office of Student Involvement and Leadership.

The Rollins Student Government Association will serve as the student voice in institutional decision-making. The student voice is critical to the educational mission of the College. The President and Vice-President shall be elected by a 40% vote among the full-time College of Arts and Sciences students annually each Spring term. The Dean of Student Affairs or designee shall serve as the advisers to the Student Government Association. The advisers serves as a liaisons between the institution and students on issues including the institutional decision-making processes and encouraging active student participation in academic and campus life. To ensure democratic practice, all Student Government Association meetings must be open to the public.

#### CRIME REPORTING

A hard copy of the campus crime report can be obtained from Campus Security or can be found online at [http://www.rollins.edu/security/clery\\_act\\_compliance/index.html](http://www.rollins.edu/security/clery_act_compliance/index.html)

#### DISABILITY POLICY

<http://www.rollins.edu/hr/P03500.pdf>

#### DRUG FREE SCHOOLS AND COMMUNITIES ACT

[http://tars.rollins.edu/hr/P08000\\_SEPT\\_2010.pdf](http://tars.rollins.edu/hr/P08000_SEPT_2010.pdf)

#### STUDENT GRIEVANCE PROCEDURES

<http://www.rollins.edu/csr/resources/grievance-procedure.html>

#### STUDENT RECORDS

Rollins College adheres to the rights accorded to students with regard to their educational records as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974 and as subsequently amended. This federal legislation protects the confidentiality of students' records. It also affirms the student's rights to inspect the contents of his or her educational records, to seek to have the records amended, and to have some control over the disclosure of information from the records. Educational records are maintained in the offices of the Dean of Student Affairs, Student Records, Bursar, and Student Financial Planning.

Rollins reserves the right to release "directory information" as defined by the Family Educational Right and Privacy Act. Rollins releases the following directory information: name, class, hometown and state, major field of study, participation in the officially-recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and co-curricular life of the College, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Rollins as part of the educational record.

A full copy of the College policy with regards to FERPA and forms for consent to release, dependency status, and request to withhold release of directory information are available in the

Office of the Registrar. Students have an opportunity to complete these forms during the check-in process every fall and may request in writing to release or withhold specific information annually.

This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974 and as subsequently amended.

## MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY

<http://www.rollins.edu/reslife/living-on-campus/missing.html>

## CHARGES AND HEARINGS

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing directed to the Office of Community Standards and Responsibility. All charges should be submitted as soon as possible after the event takes place, preferably within twenty-four hours of the incident.
2. The Office of Community Standards and Responsibility may conduct or initiate an investigation to determine if the charges have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings.
3. The accused individual or organization is notified by letter or e-mail of the charges and scheduled to attend a timely hearing. The accused student/organization representative is expected to be present during the hearing. If the student/organization representative chooses not to attend the hearing, the hearing will be held in their absence. The student or organization would also lose the ability to appeal this decision on the basis of new evidence or other relevant facts not brought out in the original hearing.
4. The hearing body shall conduct hearings according to the following guidelines:
  - a. Hearings will be conducted in private.
  - b. Admission of any person to the hearing shall be at the discretion of the hearing board chairperson and its Adviser or the Administrative Hearing Officer.
  - c. In hearings involving more than one accused student, the chairperson of the hearing board or Administrative Hearing Officer may hold separate hearings.
  - d. The accused student is entitled to select a Rollins College student, faculty or staff adviser to assist in preparation of the hearing. The adviser may accompany the accused student to the hearing and may consult with the accused student prior to or during the course of the hearing, but may not address the Administrative Hearing Officer or hearing board. Advisers may contact the Director of Community Standards and Responsibility prior to the hearing to clarify questions or concerns.
  - e. A member of the Office of Community Standards and Responsibility may contact the accused student to explain the charges, students' rights, obtain a plea to the charges, discuss all aspects of the hearing process and offer support and assistance in preparing for the hearing.
  - f. Persons to be present at hearings may include the Administrative Hearing Officer or hearing board members, Hearing Board Advisers, accused student, student's adviser, and if deemed appropriate, witnesses relevant to the case. Relevant witnesses shall be present only during their own testimony, subject to questions from the Administrative Hearing

Officer or hearing board; however, they may be required to remain available for the duration of the hearing. Additionally, if necessary, relevant witnesses will be interviewed by the Administrative Hearing Officer or hearing board outside of the formal hearing.

g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing board chairperson or Administrative Hearing Officer at their discretion.

h. All procedural questions are subject to the final decision of the hearing board chairperson and/or the Administrative Hearing Officer.

i. After the hearing, the hearing board or Administrative Hearing Officer shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated College policy.

j. The hearing board or Administrative Hearing Officer's determination shall be made on the preponderance of presented evidence of whether it is more likely than not that the accused student violated College policy.

k. A Staff Adviser will be present at student hearing board hearings.

5. The use of a tape recorder will be reserved for more serious offenses that could result in residence hall dismissal, suspension or expulsion. If the violation is a repeat offense, the hearing may be recorded. The record will not include deliberations and will be used only for the appellate process. The record shall be the property of the College and destroyed following the final adjudication of the case.

6. No student may be found to have violated College policy solely because the student failed to appear before a hearing board or Administrative Hearing Officer. Any hearing may be postponed, recessed or continued at the discretion of the Administrative Hearing Officer or chairperson of the hearing board.

7. The College recognizes the impossibility of anticipating every circumstance under which disciplinary authority of the College must be exercised. The College also recognizes the possibility that compelling circumstances may require that certain procedures normally afforded students be suspended. To facilitate the prompt adjudication for a campus disciplinary matter under such circumstances, the Program Dean, or designee, shall hold an administrative hearing. The student's procedural rights shall remain in effect.

8. The Program Dean, or designee, will advise the accused student/organization in writing of its findings, sanctions and appeal process in a timely fashion.

9. The College will, upon written request, disclose to the alleged victim of any crime of violence as defined by federal law, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of the victim will be treated as the alleged victim.

## SANCTIONS



1. Sanctions may be imposed upon any student found to have violated College policy. Potential sanctions include, but are not limited to, the following:

**RC01-Article Review**

A written review of journal articles on a specific topic designed to assist the student to explore the violations in question. The review must include appropriate citations and use appropriate language, grammar, and spelling.

**RC02-Letter of Apology**

A written apology reflecting an understanding of the inappropriateness of actions and the impact it had on the letter's recipient.

**RC03-Newspaper Article**

A reflective letter to be submitted for approval to the Office of Community Standard and Responsibility and then will be anonymously submitted to *The Sandspur* for possible publication. This letter should reflect an understanding of the inappropriateness of actions and the impact on self and the College community.

**RC04-Self Discovery Plan**

The Self Discovery Plan (SDP) is an opportunity to question personal values and individual behaviors through the utilization of educational opportunities found at Rollins College. The SDP is designed to strengthen their ethical decision making skills and self-discovery.

**RC05-Personal Journal**

A written daily journal for a two-week period that addresses various questions each day as outlined in sanction letter. Each daily entry is to be no less than 250 words in length (typed, double-spaced). Completed journals must be submitted for approval to the Office of Community Standards and Responsibility by the stated sanction date.

**RC06-Reflection Paper**

Reflective paper on a specific incident and its impact on the community. Specific guidelines will be outlined in the sanction letter.

**RC07-Research Paper**

Research paper on a specific topic citing at least three sources. Specific guidelines will be outlined in the sanction letter.

**RC08-Restitution**

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

**RC09-R.E.S.P.E.C.T Rollins Reflection Paper**

Completion of the R.E.S.P.E.C.T. Rollins Reflection Paper as outlined in the sanction letter.

**RC10-Educational Service**

Completion of a determined number of hours of educational community service. Specific guidelines and hours will be outlined in the sanction letter.

#### RC11-Probationary Review Meetings

Scheduled meetings with a Office of Community Standards and Responsibility staff member to discuss appropriate responses to events or difficult situations in the student's life. Specific guidelines will be outlined in the sanction letter.

#### RC12-Ethics Training

Written Ethics Training Assessment must be completed and submitted to the Office of Community Standards and Responsibility by the sanction due date. Upon submission, a meeting with a member of the Office of Community Standards and Responsibility will be scheduled to individually discuss this training and assessment.

#### RC13-Violence Awareness Training

Written Violence Awareness Training Assessment must be completed and submitted to the Office of Community Standards and Responsibility by the sanction due date. Upon submission, a meeting with a member of the Office of Community Standards and Responsibility will be scheduled to individually discuss this training and assessment.

#### RC14-Contact Restriction

Restriction of personal contact with another individual or group for a stated period of time.

#### RC15-Computer Privileges Restriction

Loss or restriction from College computer mainframe access or privileges for a stated period of time.

#### RC16-Resident Assistant Duty

Participate in the nightly on-call, duty rotation for a specified period of time of the student Residential Life staff. Once completed, a reflective paper must be submitted to the Office of Community Standards and Responsibility for approval by the sanction due date.

#### RC17-Behavioral Agreement

A signed behavioral agreement to live responsibly within the Rollins community outlining specific behavior guidelines that must be followed.

#### RC18-Educational Bulletin Board

Design, research and create a bulletin board on a specific topic.

#### RC19-Program Presentation

Plan, implement and evaluate an educational program on a specific topic.

#### RC20-Alcohol and/or Drug Education

An online course or educational sessions with Counseling and Psychological Services (CAPS) designed to assist students with healthy lifestyle choices. There is a fee associated with this sanction.

#### RC21-Substance Use Evaluation

A required substance abuse evaluation. Students are responsible to make arrangements for this evaluation in accordance with the outlined terms in the sanction letter. Students are required to meet the recommendations of the certified treatment professionals as indicated in this evaluation. Results must be released to appropriate College officials as per sanction letter.

#### RC22-Other Restrictions

Loss of specific privileges, including but not limited to, attendance at athletic and social events, organization participation and housing for a designated period.

#### RC23-Recommended Mediation

A recommended sanction to assist a student with interpersonal skills. Mediation is a process in which a neutral third party works with disputants to attempt to achieve a lasting and mutually satisfying outcome to the dispute. Since successful mediation requires participation by consenting parties, this sanction can only be recommended, although this recommendation will remain a part of the student's disciplinary record.

#### RC24-Written Warning

A notice in writing to the student that he or she is violating or has violated College policy and that continuation or repetition of similar misconduct, within a prescribed of time, may be cause for further disciplinary action and more severe sanctions.

#### RC25-Disciplinary Warning

Disciplinary Warning is for a designated period and includes the probability of more severe disciplinary sanctions, which may include suspension from the institution if the student is found violating the specified policy during the warning period.

#### RC26-Community Probation

Community Probation is for a designated period and includes the probability of more severe disciplinary sanctions, which may include suspension or dismissal from the College if the student is found violating any policy during the probationary period.

#### RC27-Residence Hall Probation

Residence Hall Probation is for a designated period and includes the probability of expulsion from campus housing and/or revocation of privileges to live in campus housing if the student is found violating any policy during the probationary period.

#### RC28-Residence Hall Dismissal

Immediate and permanent removal from the residence halls without refund.

#### RC29-Suspension

Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended from the College once classes have started will be automatically withdrawn from all of their courses and will receive a grade of "W" or "WF" (based on the date that the sanction was issued)

and will not receive a tuition refund, unless the sanction is deferred to the following semester. Suspension is noted on the transcript.

#### RC30-Dismissal

Permanent separation of the student from the College. Students who are socially dismissed from the College once classes have started will be automatically withdrawn from all of their courses and will receive a grade of “W” or “WF” (based on the date that the sanction was issued), and will not receive a tuition refund, unless the sanction is deferred to the following semester. Dismissal is noted on the transcript.

#### RC31-Disciplinary Fine

Appropriate monetary penalty.

#### RC32-Parental Notification

Written notification to parent/guardian concerning a specific incident, outcome and appropriate sanction. Notification will be in accordance with FERPA regulations.

#### RC33-Deferred Sanction

When significant mitigating factors are present one or more sanctions may be deferred for implementation. Additional sanctions may be imposed for any new violations which occur during the deferred period.

2. More than one sanction may be imposed for any single violation.
3. Failure to complete assigned sanctions will result in a hold being placed on the student's record.
4. Disciplinary sanctions are part of the student's educational record. Therefore, a student's judicial record may affect participation in College affiliated programs such as Study Abroad programs.
5. Student's educational record is typically maintained for ~~3~~ 5 years after graduation or permanent separation from the College. A student may, upon graduation or permanent separation, submit a written request to the Program Dean, asking that minor disciplinary actions may be expunged. The decision of the Dean of Student Affairs is final.

**RATIONALE: Per Maria – 5 years fits better with the statute of limitations.**

#### SUMMARY SUSPENSION

In certain circumstances, the Program Dean, or designee, may impose a College or residence hall suspension prior to a hearing.

1. Summary 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 if the student/organization poses a threat of disruption of or interference with the operations of the College.

2. During the summary suspension, a student will 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 unless written permission is obtained from the Program Dean. During the summary suspension, organizations may only conduct formal meetings with prior approval and will be denied privileges for which the organization might otherwise be eligible unless written permission is obtained from the Program Dean. Summary suspensions may be appealed to the Provost by the designated date in the summary suspension letter.

## APPEALS

1. Prior to an appeal, if the student believes that there is new evidence or relevant facts that were not brought out in the original hearing, and may be sufficient to alter the original finding, the student may make a request that this information be considered. The student must make such a request in writing to the Program Dean or designee by the designated date in the sanction letter. The matter will be returned to the original hearing board or Administrative Hearing Officer for reconsideration.

2. If a student is found to have violated College policy, or if they believe the sanction(s) imposed is disproportionate to the offense, they may appeal. Appeals must be made in writing to the Program Dean or designee by the designated date in the sanction letter. The Program Dean or designee will provide the appropriate Appellate Board with the written appeal. In making the appeal, the student must furnish evidence that

(a) there was procedural misconduct by the hearing body which was prejudicial to the accused student, or;

(b) the sanction(s) imposed was inappropriate for the violation of College policy, or;

(c) the preponderance of evidence standard, as described in the Charges and Hearings section (k) was not met.

3. The Appellate Board will meet to determine if one or more of these grounds exists. The review will be limited to the verbatim record of the initial hearing, supporting documents and the written appeal. New evidence or other relevant facts not part of the original hearing will not be considered. The Appellate Board may uphold, reduce or increase the sanction(s) imposed by the hearing board or Administrative Hearing Officer or remand the case to the original judicial body. The accused student will be notified in a timely fashion with the board's determination. Decisions of the Appellate Board are final.

4. If a student elects to file an appeal, pending a decision from the Appellate Board, he/she may continue to attend all courses and participate in College life as usual. Limitations on personal contact and/or participation in co-curricular events may be imposed.

## AMENDMENT PROCEDURE:

1. *The Code of Community Standards* shall be reviewed at least every three years by the Student Life Committee. Proposed changes must be approved by a two-thirds majority vote of the Student Life Committee. If approved, proposed changes will be forwarded to the Provost for final approval.

2. The College also recognizes the possibility that compelling or extenuating circumstances may require that amendment procedures be adjusted. Therefore, under these circumstances, amendments only require the approval of the Program Deans and the Provost. Approved amendments will be reflected immediately on the Office of Community Standards and Responsibility web site and will be effective upon approval.

3. Grammatical changes and/or changes to Community Standards and Responsibility “Standard Operating Procedures” only require approval by the Program Deans. Corrections will be reflected immediately on the Office of Community Standards and Responsibility web site and will be effective upon approval.

Version adopted on March 15, 2011 and published on \_\_\_\_\_. Effective upon publication.