

# **CAMPUS LIFE**

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

## **CAMPUS LIFE AND STUDENT SERVICES**

South Georgia State 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 academic advising, athletics, campus recreational activities and intramurals program, counseling and disability services, first year experience course, Honors Day program, new student orientations, residence life and housing, student activities and cultural experiences, student clubs and organizations, student conduct, student government association, and tutoring. Other services include College post office, Department of Public Safety, food services, online bookstore, SGSC libraries, and vehicle registration.

### **ACADEMIC ADVISING**

Faculty advisement provides an appropriate academic support service for students in their respective majors. Each student is assigned a faculty advisor according to faculty disciplines and student majors. Faculty members serve as advisors to students during times of registration to help students plot their programs of study and take the necessary prerequisites/requirements for graduation (for example, learning support classes and Georgia Required High School Curriculum classes). Faculty also assists students with transfer information as well as career advising appropriate to students' majors. Faculty members hold at least 10 hours of posted office hours per week for student consultation. These office hours are for advising purposes as well as tutoring and questions/answers concerning academic course work.

### **ATHLETICS**

The athletic programs at SGSC are members of the Georgia Collegiate Athletic Association (GCAA) and the National Junior College Athletic Association (NJCAA). SGSC supports nine intercollegiate athletic programs: men's baseball, women's soccer, women's softball, men's swimming, women's swimming, men's basketball, and men's and women's cross country. The ultimate goal is to make SGSC's intercollegiate athletic program the best among comparable institutions by recruiting quality student-athletes who will excel in the classroom as well as in sports. Developing the student athlete as a successful individual is one of the main objectives of the program.

### **CAMPUS RECREATIONAL ACTIVITIES AND INTRAMURALS SPORTS**

The College's campus recreational activities and intramurals program are designed specifically for students and include activities such as volleyball, football, basketball, and softball. In addition, both the College's swimming pool and community golf course on the Douglas campus are available for recreational use to enrolled students. The strength of these

programs is drawn from the high levels of student leadership and participation. The Division of Natural Sciences, Mathematics, and Physical Education works closely with the Director of Student Life and the Student Activities Coordinator in administering the intramurals program.

## **COUNSELING AND DISABILITY SERVICES**

SGSC's Counseling Program is designed to help students achieve their academic goals by providing short-term counseling services for personal problems, stress, depression, time management, and adjustment to college. Off-campus referrals are made for those students with needs outside of the realm of services provided by short-term counseling. Students may self-refer by completing a Counselor Referral form on the SGSC website or from the Counselor's Office.

All students at SGSC with a documented disability or students who suspect that they have a disability are strongly encouraged to register with the Disability Services Office at the time of making application. Students must self-identify in order to pursue academic accommodations. System accommodations require approval from the Regents Center for Learning Disorders (RCLD). Upon approval, students are responsible for requesting the Disability Services Coordinator's assistance in working with the faculty to devise reasonable classroom accommodations based on the recommendations from RCLD.

## **FIRST-YEAR EXPERIENCE COURSE**

Because many of the students entering into SGSC have never been in a college learning environment, they do not understand how this milieu differs from their previous classroom experiences. The College has implemented this course to provide students with the tools needed to be successful not only at SGSC but also at other institutions should the student desire to continue his or her education elsewhere. The course provides students with much needed skills to be successful in their daily lives and chosen careers.

First-time, full-time students are required to take the course. The course is designed to equip each student with the necessary tools to achieve academic success, provide each student with the means to develop a personal strategy for achieving that success, make each student aware of the specific challenges that every college student faces, and help each student feel comfortable and energized as a member of an intellectual community.

## **HONORS DAY PROGRAM**

For students who have accomplished notable academic achievement, the College holds an annual Honors Day Program. This program recognizes students who have excelled in areas of academics, athletics, or other co-curricular activities. By recognizing these students and their achievements, the College supports their academic success and helps further their college careers.

## **NEW STUDENT ORIENTATIONS**

During the summer semester before each academic year, there are two highly

concentrated college-wide programs, Resident Orientation and Registration (ROAR) and Student Orientation and Registration (SOAR), designed to introduce new students to SGSC. Students are provided information on academic and student support services. Workshop topics include academic standards, the *SGSC Student Code of Conduct*, policies and procedures, student clubs and organizations, financial aid, and advising.

## **RESIDENCE LIFE AND HOUSING**

The Office of Residence Life exists to advance the educational mission of the College through its diverse programs and services. The Office of Residence Life seeks to provide a well maintained and well managed living and learning environment. The Douglas campus is a residential campus and currently operates 2 residence halls: Tiger Village I and Tiger Village II. The on-campus residential life options offer contemporary suites with all the amenities of home. SGSC's residence halls feature private furnished bedrooms, computer labs with high-speed Internet access, private and group study rooms, multipurpose entertainment spaces, laundry/vending, 24-hour security, free tutoring within the residence halls, and Resident Assistants on each floor. In addition, the Tiger Village I & II are adjacent to the Clower Student Center. Each residence hall has individual ADA-accessible rooms on each wing and each floor.

The College policies for residential living 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 SGSC Entry Program at Georgia Southwestern State University in Americus. Contact Ms. Katie Brock for more information at [katie.brock@sgsc.edu](mailto:katie.brock@sgsc.edu) and <http://sgsc.thirdwavedigital.com/future-students/residencelifeandhousing.cms>.

### *Freshman Residency Requirements*

If a student wishes to reside off-campus, then one of the following criteria must be met:

- 21 years of age by the 1st day of the fall semester
- Married (must provide a copy of the marriage license)
- Caring for a dependent child (must provide a copy of the birth certificate)
- Veteran with at least a year of active service (must provide a copy of discharge documents)
- 30 or more earned credit hours (not including advanced placement)
- Dual enrollment

- Enrolled in fewer than 11 credit hours
- Medical conditions for which the College cannot achieve reasonable accommodations (condition must be on file with the Office of Disability Services)
- Waiver based on extreme hardship (case by case decision)
- Claims residency in the following counties: Atkinson, Bacon, Ben Hill, Berrien, Coffee, Irwin, Jeff Davis, Telfair, or Ware (must provide a copy of driver's license)
- Any student requesting exemption from the Douglas Campus Freshman Residency Requirement must complete the online form.

## **STUDENT ACTIVITIES AND CULTURAL EVENTS**

Social and cultural activities at SGSC 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.

## **STUDENT CLUBS AND ORGANIZATIONS**

SGSC's student clubs and organizations exist to assist students in their personal and professional development. These groups have been recognized by the Office of Student Life at SGSC and are eligible for funding through the Student Fees Committee. Additional organizations may be created to reflect students' emerging interests.

## **STUDENT CONDUCT**

SGSC 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 optimal educational environment by protecting the rights of all members of the college community and by prohibiting acts which interfere with the rights of others.

Students subject to disciplinary expulsion, suspension, restitution, or forced withdrawal will be afforded an opportunity to have a hearing before the Student Conduct Board. Students subject to less severe sanctions will have an informal disciplinary conference with the Dean of Students.

## **STUDENT GOVERNMENT ASSOCIATION**

The SGSC Student Government Association establishes and maintains communication

between students and the College's administration and faculty. It cultivates and preserves the ideals of responsible citizenship on campus and helps to create an atmosphere of learning. Each student is encouraged to address requests, questions, complaints, or suggestions to Student Government representatives, appropriate faculty members, or administrators. All officially enrolled South Georgia State College students may attend Student Government Association meetings. The SGA is also the student organization on campus which helps to plan student activity programming.

## **TUTORING**

SGSC has two academic support centers, one on the Douglas campus and one on the Waycross campus, that consist of students and faculty who volunteer to tutor students who are in need of academic assistance. Any student at SGSC may request tutoring in any subject. The full-time Coordinators of the Centers approve student tutors and process requests from students needing assistance. Student success programs and academic advising for at risk students are also functions of the Centers. The Centers provide intentional programming and advisement for at-risk students.

## **COLLEGE POST OFFICE**

Each student living on the Douglas 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.

SGSC 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
- SGSC Box Number
- South Georgia State College
- 100 West College Park Drive
- Douglas, GA 31533-5098

## **DEPARTMENT OF PUBLIC SAFETY**

### *Douglas Campus*

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.

### *Waycross Campus*

Security of the campus is the responsibility of Physical Plant. Daytime security is accomplished by normal Physical Plant personnel. Each Physical Plant employee is trained to be aware of security concerns, and will contact appropriate supervisory authority if required. Cooperation is maintained with local law enforcement personnel also.

## **FOOD SERVICES**

The SGSC Dining Hall, located on the Douglas campus, offers one meal plan option for residential students and a commuter meal plan for non-residential students who wish to use their ID cards to purchase meals in the Dining Hall or in the café. Since the student population on the Waycross campus consists of only commuter students and no residential students, the food service that is available on this campus is through vending machines.

## **ONLINE BOOKSTORE**

Students can buy their textbooks from the online bookstore. With this system on the SGSC website, students can click on their class and see exactly what they'll need. Students can access the bookstore, allowing them to purchase both new and used books. The online bookstore provides the SGSC Catalog, list of instructors, and the required textbooks. Students pay for textbooks through Nebraska WebPrism system, a network that automatically tracks all student purchases and credits, allows students to place a secure order with their credit card or any available financial aid.

## **SGSC LIBRARIES**

SGSC's students, faculty, and staff have full access to and borrowing privileges at the two college libraries and the collections of all other college and universities in Georgia who are members of the GALILEO Interconnected Libraries (GIL) system and Georgia's Virtual Library, GALILEO (Georgia Library Learning Online).

The SGSC libraries provide a variety of print, audiovisual, and electronic collections through direct and shared ownership, membership, and subscription. These resources reflect and support the mission of SGSC. The College maintains a collection of print and non-print items composed of more than 120,000 bound volumes of books and serials and over 4,500 physical audiovisual items, which include videos and sound recordings. Additional non-print items include 69,000 electronic books and videos. Subscriptions to serials titles, both print and electronic, provide approximately 95,000 titles to SGSC library users through web access.

SGSC maintains libraries with full services to students, faculty, staff, and community users in two locations – Douglas and Waycross. As the learning resources centers for the College, the libraries provide 21st century library services with modern computerized technology

and an environment conducive to research and study for both independent and collaborative learning.

### *The William S. Smith Library*

The William S. Smith Library occupies a 32,000-square foot facility with ample space for expanding collections to support the College's educational programs. Students have access to 3 group study rooms, each equipped with a study table and 6 chairs, a blackboard, and video viewing equipment. Twenty-nine additional study tables are stationed throughout the library that seat up to 118 people. Eight other collaborative learning spaces are arranged with soft seating for 40. Fifty-three study carrels and 10 single-seating chairs are located in quiet areas throughout the library as independent study spaces. The special collections rooms offer a conference/research table and seating that can accommodate up to 8. Another room, equipped with modern teleconferencing equipment, seats up to 15 around a conference table with an extra 5 chairs offering additional seating space in this room. The William S. Smith Library's smart classroom provides individual computer workstations for an instructor and 30 students.

Two printer workstations are networked to 30 additional Internet-accessible computers for student use. These computers provide access to the SGSC networks, library catalogs, online databases, Microsoft Office Suite applications, the Internet, and course-related software such as MyITLab. Wireless Internet access is also available in the facility. The Circulation Desk is located just inside the entrance of the library and is staffed during all hours of operations. The Reference Area is located in the research area. Staff members are available in this area during all hours of operation to provide assistance.

### *Waycross Campus Library*

The Waycross Campus Library is located in the Administrative Building on the Waycross Campus. The Library was renovated in 2010, increasing the square footage to about 13,600 square feet. The Library currently provides soft seating for 45, study table seating for 103, and computer workstation seating for 35. Study tables of various sizes are located in several locations throughout the Library. The Library provides 2 study rooms, each containing a conference table/chairs and a computer terminal. The Audio Visual room has a small conference table/seating and a computer terminal. The Circulation Desk, located in the front of the library, serves as the primary service point and is manned at all hours the Library is open. An Information Desk is located in the back of the Library adjacent to the student computers. This desk is manned during library peak hours in the morning and most of the evening hours.

Regardless of campus, faculty and students have access to the full range of library and learning information resources. Books and media resources can be requested by students on either campus. The courier service for pick up and return of requested library materials between the two campuses and other University System of Georgia institutions is provided by the USG GIL STAT courier service. Journal articles that are not readily available in full text may be picked up at the campus library, sent electronically to student and/or faculty e-mail accounts, or by US mail per request.



A student's College ID card serves as the SGSC 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 SGSC registration and before release of student academic records.

## **VEHICLE REGISTRATION**

### *Douglas Campus*

No one shall park or operate a motor vehicle on campus unless qualified to do so under applicable state, local and SGSC regulations and law. Vehicles parked or operated on campus must be registered with the Department of Public Safety from the operator's home state or the State of Georgia.

All vehicles operated on campus must be registered and the permit be displayed on the vehicle no later than 5 p.m. the first day of scheduled classes.

Registration permits must be permanently affixed to the rear bumper or the back window. On a motorcycle they should be on the rear fender or the windshield. Staff/faculty decals of the hang-up type should be hooked over the rear-view mirror.

Student parking permit fees are assessed each semester. The issued parking decal is valid for the current school year (fall semester thru summer semester). Student decals/permits are not transferable from one vehicle to the other. If for any reason a student must drive a vehicle other than the one registered, a temporary registration permit will be issued, free of charge, at the Public Safety office.

When a student wishes to terminate a vehicle's registration and register another vehicle, the parking permit should be scraped from the vehicle and the remains brought to the Public Safety office, where a replacement will be issued.

To obtain a SGSC permit, all personnel must have the following:

- Current operator's permit.
- A receipt from the SGSC cashier indicating that the permit fee has been paid.
- Current state vehicle registration.
- A fully operable motor vehicle.

### *Waycross Campus*

All motor vehicles, including motorcycles and motorbikes operated on the campus, must register officially with the Business Office. To register the vehicle, please furnish the following data at the time of registration:

1. Name
2. Address
3. Year, make model, color of vehicle
4. State license number
5. Status: i.e., student, faculty, staff, etc.
6. Name of insurance company
7. The name of the owner of the car if different from the driver.

The parking permit for motor vehicles must be displayed. It consists of a pressure sensitive decal that must be placed on the left rear window for automobiles and on the rear fender of motorcycles or motorbikes. The parking fee is \$4.00 per term. The registration fee should be paid at the Business Office. All student parking permits automatically expire at the end of summer term of each year. No registration will be accepted by phone. No student may register the vehicle of another student. Temporary and visitor parking permits are available at no charge for short periods of time.

Persons participating in continuing education courses will be provided a temporary permit when they register for class. Visitors should obtain a temporary parking permit from the Business Office.

Parking decals are issued in different colors designating the individual's specific parking privileges. Parking decals must be attached immediately. All decals remain the property of SGSC and are nontransferable. Financial responsibility for each decal remains with the person to whom issued until completely removed from the vehicle and destroyed. Please remove decal prior to vehicle disposal.

*The following pages have been copied directly from the SGSC 2013-2014 Student Handbook which relates to Student Rights and Responsibilities and the Code of Conduct for students.*

## **STATEMENT OF STUDENTS' RIGHTS & RESPONSIBILITIES**

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. 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 Office of Student Life 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 Office of Student Life 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:

- right to a notice in writing of charges.
- right to admit the alleged violation, waive a hearing, and accept the College's action.
- right to admit the alleged violation but request a hearing.
- right to deny the alleged violation and request a hearing.
- right to a fair hearing.
- right to appear in person at a hearing or not to appear .
- right to call witnesses and present evidence on their behalf.
- right upon request to a list of witnesses who will appear against them.
- right to confront and cross-examine witnesses and/or accusers who are present.
- right to request a copy of any available records or tape recording of a hearing if the offenses involve possible suspension or expulsion.
- 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**

### **Article I: DEFINITIONS**

1. The term College means South Georgia State 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, Hinesville, 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, or designee.

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, or designee, 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 “Dean of Students” means a College official authorized on a case-by-case basis by the Vice President for Student Success, or designee, to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Success, or designee, may authorize a Dean of Students to serve simultaneously as a Dean of Students and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Success, or designee, may authorize the same Dean of Students to impose sanctions in all cases.

10. The term “Discipline Committee” means any person or persons authorized by the Vice President for Student Success, or designee, 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 Dean of Students.

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, or designee, 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. Definition of Plagiarism - South Georgia State College follows the Modern Language Association's definition of "plagiarism": Derived from the Latin word *plagiarius* ("kidnapper"), plagiarism refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952 2). Plagiarism involves two kinds of wrongdoing. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offence rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, legal offence. Plagiarism is almost always seen as a shameful act, and plagiarists are usually regarded with pity and scorn. They are pitied because they have demonstrated their inability to develop and express their own thoughts. They are scorned because of their dishonesty and their willingness to deceive others for personal gain. (Gibaldi 66) The act and practice of plagiarism is not only sometimes criminally prosecutable and always dishonest and shameful, but it is also intellectually lazy and deprives the plagiarist of an education. Examples of plagiarism include:

- Any quotation, rewording, paraphrase, or summary of another person's words, thoughts, ideas, opinions, or theories without appropriate acknowledgement.\*
- The presentation in any form of another's artistic, literary, scientific, or other creative work as one's own.
- Allowing someone else to write one's paper; copying, buying, or stealing either in part or in its entirety one's paper from another source such as a book, an article, or the Internet.
- Appropriate acknowledgement includes, but is not limited to, quotation marks around quoted material and citation appropriate to the discipline. See the APA and MLA guidelines in the Hodges' Harbrace Handbook (Glenn and Gray 552-650), available in the campus bookstore. The APA and MLA guidelines are also available in the online version of this document. Faculty members reserve the right to add to these rules at their discretion. Any addition to the rules will be plainly stated in said faculty member's syllabus. Ignorance of these rules does not constitute innocence and is not an excuse for plagiarism.

17. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code. In instances when a sexual assault has been reported, the

18. The term "Accused Student" means any student accused of violating this Student Code.

19. The term "notification" means that a reasonable attempt to communicate with a student via

the College's student email system any matter between the College and the student. Student email is considered an official means of communication by the College. When appropriate, an official notification method may include a physical mailing to the student's home/permanent address, residence hall address, or a telephone call from a College official.

## **Article II: STUDENT CODE AUTHORITY**

1. The Dean of Students shall determine the composition of Student Conduct Boards and Discipline Committee and determine which Student Conduct Board, Dean of Students and Discipline Committee shall be authorized to hear each matter.
2. The Vice President for Student Success, or designee, 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 Dean of Students 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:

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Furnishing false information to any College official, faculty member, or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.

1. 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.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
3. 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.
4. 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 express 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.

5. 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.

6. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

7. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

8. Violation of any federal, state or local law.

9. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

10. 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.

11. 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.

12. 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.

13. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

14. 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.

15. Theft or other abuse of computer facilities and resources, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.

- Use of another individual's identification and/or password.
- Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
- Use of computing facilities and resources to send obscene or abusive messages.
- Use of computing facilities and resources to interfere with the normal operation of the College computing system.
- Use of computing facilities and resources in violation of copyright laws.
- Any violation of the [College] [University] Computer Use Policy.

16. Abuse of the Student Conduct System, including but not limited to:

- 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.
- Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- Institution of a student conduct code proceeding in bad faith.
- Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- 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.
- 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.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

17. 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 at the discretion of the Dean of Students.

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. Should the seriousness of the criminal charges warrant, the Dean of Students may impose an interim suspension of the student(s) involved until the matter is resolved with the State's Criminal Court System.

#### **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 Dean of Students. Any incident report should be submitted to the Conduct Administrator after the event takes place, preferably within ten business days.

2. The Dean of Students 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 and/or mutual consent of the alleged student and the Hearing Officer on a basis acceptable by the Dean of Students. 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 Dean of Students 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. Written notification will be through the student email system) and, if appropriate, via the permanent address on file with the College. 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 Dean of Students.

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:

- Student Conduct Board Hearings normally shall be conducted in private.
- 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 Dean of Students.
- In Student Conduct Board Hearings involving more than one Accused Student, the Dean of Students, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

- 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.
- 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.
- 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.
- All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- 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.
- 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 Dean of Students.

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, or designee, to be appropriate.

## B. Sanctions

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

- **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
- **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.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- **Fines:** Monetary fines may be imposed.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions:** Work assignments, essays, service to the College, or other related discretionary assignments.
- **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.
- **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
- **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.
- **College Expulsion:** Permanent separation of the student from the College.
- **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.
- **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 Dean of Students. 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:

- Those sanctions listed above in article IV(B)(1)(a)–(e).
- Loss of selected rights and privileges for a specified period of time.
- 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 Dean of Students. In cases in which persons other than, or in addition to, the Dean of Students have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Dean of Students in determining and imposing sanctions. The Dean of Students 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 Dean of Students 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 designee, or the Dean of Students 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 may be appealed by the Accused Student(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 Dean of Students 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/or supporting documents for one or more of the following purposes:

- 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.
- 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.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
- 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 Dean of Students 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 year under the direction of the Dean of Students.

SGSC Code of Conduct is adapted from:

Student Conduct Practice, The Complete Guide for Student Affairs Professionals

Edited by James M. Lancaster and Diane M. Waryold  
First Edition, 2008  
Appendix 4A, pp. 57-70  
Approved by USG Legal Affairs June 2010.