

2020-2021  
Judson College  
Student Handbook

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# Vision, Mission, and Core Values

## Vision

The twenty-first century marks the beginning of Judson's third century of service. The College must consider all that is behind her as a preamble to the future. The institution will endeavor to become the finest Christian college of arts, sciences, and professional studies for women in America. Twenty-first century students must be academically prepared for life and learning, always ready to exemplify the light and teachings of Christ.

## Mission

Judson College, a private, undergraduate institution committed to academic excellence in the arts, sciences, and professional studies, offers distinguished student-centered academic programs in a residential, single-gender setting and through distance education to both genders. As a caring, collegiate community related to the Alabama Baptist Convention, Judson College is dedicated to maturing its students into well-adjusted and productive citizens through the transmission of knowledge, the refinement of intellect, the nurturing of faith, the promotion of service, and the development of character. Resulting from these efforts, Judson graduates will:

- Be knowledgeable in their academic area and be informed and contributing members of their communities;
- Think critically and communicate effectively;
- Be persons of enduring faith and character who are eager to serve and to lead.

## Core Values

Judson College is a purposeful, caring community of students and employees who live, work, serve, and learn together, and who are united by faith in God and adherence to Christian traditions. Based upon the character and teaching of Christ, the Judson community commits itself to "Principles of Light and Truth" that frame our common concerns and core values. Acceptance of these values is a pledge to exercise them consistently in our treatment of others, and to expect to be treated in kind.

As a Christian community, the College embraces:

- Faith in God, adherence to Christian traditions, commitment to the ministry and mission of the Christian church;
- The infinite worth of persons and the development of the full potential of each person at every stage in life, and "love of neighbor as one's self;"
- The lifelong pursuit of knowledge and understanding;
- The making of ethical choices based on the life of Christ, the teachings of the Bible, the well-being of others, and an informed conscience;
- Openness, truthfulness, justice, and fairness to all people regardless of gender,

ethnic origin, age, and level of ability; and respect for persons who embrace opinions, beliefs, convictions and religions different from our own;

- The aspiration for personal achievement, economic self-sufficiency, and public usefulness;
- A work ethic characterized by diligence, honesty, stewardship, and a sincere effort to do one's best;
- Service to community and constituency, within the College and the wider society.

## **Dignity of Human Life**

We hold the Christian belief that all human beings, from conception to the natural end of life, are created in the image of God and are invested with inherent and infinite worth and dignity in order that they may enter into a relationship with their Creator through the atonement of His Son, Jesus Christ. The Gospel calls us first to be reconciled with God, through the atoning death of His Son, and then to be reconciled with one another. We advocate for and pursue humble and courageous action that honors the unity of the human race, values ethnic and cultural diversity, and addresses the injustices of racism.

## **About the *Student Handbook***

The policies, regulations, and procedures of the College described in this handbook are not to be understood as a contract. The College may utilize other procedures, may modify its regulations, and may change its policies at any time.

Although this handbook intends to reflect currently the policies and rules of Judson College that affect student life and behavior, users are cautioned that changes or additions to such policies and rules may have become effective since the publication of this material. Inquiries as to whether the information contained herein is the current policy of the College should be made to the office of Student Life.

While the College will seek to provide addenda and updates, students should refer to the Judson College website for the most recently updated and most complete version of the *Student Handbook*.

## **Student Rights and Responsibilities**

Students are expected to know the regulations and policies found in the current *Judson College Academic Catalog*, the *Judson College Student Handbook*, and all handbooks related to professional studies programs in which they are enrolled.

Students are expected to be aware of the College calendar and critical deadlines. Awareness of and response to correspondence received through all official modes of communication are also student responsibilities. Official modes of communication

include correspondence sent to campus mailboxes and College email addresses, as well as messages sent via online course management systems.

## **Student Complaint Process**

Judson College is committed to the fair treatment of students in all matters. The College endeavors to maintain a positive and productive environment in which the dignity and worth of all members are respected. The fair treatment of students is important to this productive environment.

Judson College does not discriminate illegally in its programs and activities on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the College is prohibited from discrimination under local, state, or federal law. If a student believes that she or he has been the victim of illegal discrimination, or has witnessed illegal discrimination, the student is to report that belief to the officer of the College identified as the appropriate reporting channel below, who is designated to receive complaints of illegal discrimination. A prompt, thorough, and fair investigation will ensue, and, if the College concludes that discrimination has occurred, the College will take immediate and effective action. Furthermore, the College will make every effort to protect the complainant from retaliation for making a complaint. Confidentiality will be maintained to the extent consistent with the College's need and intent to act vigorously to enforce its policy of nondiscrimination.

Judson College is committed to the policy that no employee or student shall be subjected to sexual harassment. Inherent in this policy is the commitment to maintaining a positive and productive environment in which the dignity and worth of all members are respected. Sexual harassment is damaging to this environment and will not be tolerated. Additional information pertaining to sexual harassment may be found in the Sexual Harassment Policy and Procedures in the *Student Handbook*.

Judson College will not tolerate acts of sexual assault, domestic violence, dating violence, and stalking. The College is committed to creating a community, which promotes the mutual respect of its members and is supportive of its sexual assault survivors. Additional information pertaining to sexual assault may be found in the Sexual Assault Policy and Procedures in the *Student Handbook*.

### **Guidelines for Reporting Complaints**

All administrators, faculty, and staff are available to give assistance to students who have experienced an alleged inequity as a result of the handling of a policy or an action by a group or individual, sexual harassment, or sexual assault. A student may consult any member of the administration, faculty or staff for assistance in determining an appropriate channel for reporting the complaints.

### **Channels for Reporting Complaints**

Students with complaints related to placement testing, academic advising, course

offerings, educational programs, or practices of the faculty should contact the Chief Academic Officer. The academic appeals policy, found in the *Judson College Academic Catalog*, may apply. Students with complaints related to any non-academic matter should contact the Chief Student Life Officer. Student complaints of sexual harassment and sexual assault should also be reported to the Chief Student Life Officer, as outlined in the Sexual Harassment Policy and the Sexual Assault Policy.

Students with complaints related to the practices of the Chief Academic Officer should contact the Chief Student Life Officer. Students with complaints related to the practices of the Chief Student Life Officer should contact the Chief Academic Officer.

Administrative officials who serve as reporting channels for complaints have several responsibilities. Complaints will be reviewed thoroughly and appropriate action will be taken promptly. When a complaint is received, the administrative official shall:

- listen to the complaint and assist the student in assessing her experiences and concerns;
- advise the student as to possible options, both formal and informal, for resolving the problem; and
- assist the student to resolve the problem informally if an appropriate informal resolution satisfactory to the student can be identified or assist the student in preparing a formal complaint if formal procedures are indicated because of the nature of the alleged inequity, the alleged offender is unwilling to participate in an informal resolution, or the student wishes to file such a complaint.

## **Procedures for Resolving Complaints Other than Sexual Harassment, Sexual Assault, or Academic Appeals**

When review of a complaint confirms inappropriate handling of a policy or inappropriate actions by an individual or group, a resolution of the complaint may be achieved through informal or formal procedures. Factors which may determine appropriate procedures for resolution of complaints include the nature, frequency, and severity or the alleged inequity or inappropriate behavior.

### ***Informal Complaint Resolution***

The primary purpose for informal resolution is to correct the alleged inequity as quickly as possible. A formal review and decision is not required in an informal resolution of a complaint.

### ***Formal Complaint Resolution***

When attempts at informal resolution of complaints are unsuccessful or inadvisable, a formal complaint may be necessary. Administrative officials who serve as reporting channels for complaints may assist students in filing formal complaints. Students may file a formal complaint by completing the Formal Complaint Submission Form and

submitting it to the administrator designated as the reporting channel for the complaint. The Formal Complaint Submission Form is available on the College website. Hard copies are available in the Offices of the President, Chief Academic Officer, and Chief Student Life Officer.

All formal complaints will be logged and reviewed thoroughly to determine if a reasonable basis exists for the allegations of inequity. The review will afford the respondent a full opportunity to address all allegations. Possible outcomes of the review are determination that the allegation is unwarranted, determination that available evidence is inconclusive, or a determination of action to resolve the inequity. Both the student and the respondent will be informed of the outcome. Decisions of administrative officials regarding complaints are final.

## **Retaliation Prohibited**

The policy and procedures for the resolution of complaints are designed for the purpose of encouraging students to express their concerns and complaints freely, responsibly, and in an orderly way. Any restraint, retaliation, harassment, or discrimination against a student for responsibly using the complaint policy and related procedures interferes with this purpose and is a violation of Title IX and this policy.

## **Intentionally False or Frivolous Complaints**

An intentionally false or frivolous complaint also interferes with the purpose of the grievance policy and shall be a basis for disciplinary action.

## **Confidentiality**

The right to confidentiality of all parties involved will be respected insofar as it does not interfere with the College's review of the allegations of inequity brought to its attention and its ability to take appropriate corrective action.

In compliance with state authorization regulations under Title IV of The Higher Education Act of 1966, Judson students may also be eligible to file a complaint with the Private School Licensure Division, Alabama Community College System, P.O. Box 302130, Montgomery, Alabama 36104. Additional information is available on the Alabama Commission on Higher Education website.

## **Nondiscrimination Policy**

Judson College does not illegally discriminate in its programs and activities on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the College is prohibited from discrimination under local, state, or federal law. The Chief Academic Officer is designated to handle inquiries regarding the nondiscrimination policy of the College.



# Sexual Harassment Policy

Judson College is committed to the policy that no employee or student shall be subjected to sexual harassment. Inherent in this policy is the commitment to maintaining a positive and productive environment in which the dignity and worth of all members are respected. Sexual harassment is damaging to this environment and will not be tolerated. Sexual harassment is also a violation of a federal law called "Title IX" which prohibits sex discrimination in education.

Guidelines have been established for defining sexual harassment in the workplace and in the educational setting. Based upon these guidelines, sexual harassment, for the purpose of this policy, is defined as "unwelcome conduct of a sexual nature." Sexual harassment may consist of sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment violates Title IX, a federal law, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning or employment environment.

While sexual harassment typically involves people of opposite sex, it can also occur between two people of the same sex, provided that the unwanted sexual attention is based on the target's gender or perceived sexual orientation.

Gender-based harassment that creates a hostile environment is another form of sex discrimination prohibited by Title IX. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Like sexual harassment, gender-based harassment of a student creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the recipient's program.

All complaints of sexual harassment will be investigated. Any incident of sexual harassment which violates Title IX or is conduct unacceptable to the College and shall subject the offender to disciplinary action that may include suspension or dismissal.

## Guidelines for Reporting Complaints of Sexual Harassment

All administration, faculty and staff are expected to be knowledgeable of the College's policy on sexual harassment. Any employee who is consulted concerning an incident of sexual harassment should be able to assist in determining an appropriate channel for reporting the incident and should encourage the complainant to report the incident. All

College employees should know appropriate reporting channels for complaints of sexual harassment. Any College employee or student who believes that he or she is being sexually harassed is encouraged to report the problem to an appropriate administrative official. Reporting channels may differ for students and employees.

### ***Students***

Students with complaints of sexual harassment against faculty or staff members or other students should contact the Title IX Coordinator or Deputy Coordinator. Any student who experiences sexual harassment on campus from a person who is not enrolled as a student and not a college employee should also contact the Title IX Coordinator or Deputy Coordinator.

### ***Employees***

Employees should report complaints of sexual harassment to either the Title IX Coordinator or the Deputy Coordinator.

## **Responsibilities of College Administrators**

All members of the Judson College community are expected to conduct themselves in a manner that maintains a positive learning and working environment and respects the rights and dignity of others. Sexual harassment which violates Title IX or is conduct unacceptable to the College is strictly prohibited, and any individual who engages in such conduct may be personally liable. Each vice president, division chairman, department head, director, and supervisor is responsible for maintaining a work and educational environment free of sexual harassment.

Administrative officials who serve as reporting channels for sexual harassment have several responsibilities. When a complaint of sexual harassment is received, the administrative official shall:

- Listen to the complaint and assist the complainant in assessing his/her experiences and concerns;
- advise the complainant of possible options, both formal and informal, for resolving problems; and
- assist the complainant to resolve the problem informally if an appropriate informal resolution, satisfactory to the complainant, can be identified.

In all cases, complaints of sexual harassment will be investigated thoroughly and appropriate action will be taken promptly.

## **Procedures for Resolution of Sexual Harassment Complaints**

When an investigation of a sexual harassment complaint gives reasonable cause to believe sexually offensive or inappropriate behavior on the part of the employee or student has occurred, resolution of the complaint may be achieved through informal or formal procedures. The nature, frequency, and severity of the behaviors involved in sexual

harassment complaints are factors which may determine appropriate procedures for resolution of complaints. The Title IX Coordinator and the Deputy Coordinator, in conjunction with the President of the College, will determine the appropriate procedures for resolution of complaints based on a review of the degree or repetition of the harassment.

### ***Informal Complaints of Sexual Harassment***

Informal resolution of sexual harassment complaints is designed primarily to address personal conduct of employees or students that creates an offensive working or learning environment. The primary purpose of informal resolution is to end the alleged harassment as quickly as possible. The option to seek resolution of a complaint by informal means is provided in the interest of protecting the privacy of both the complainant and the accused and to encourage the reporting of problems involving sexual harassment. No formal investigation and decision is required in informal resolution of a complaint; however, the College will take reasonable action to investigate and respond appropriately to informal complaints, including anonymous complaints and those received by mail, email, or telephone.

Resolution of informal complaints of sexual harassment may be achieved by instructing the alleged offender to cease the offending behavior when the fact of offending behavior is not in question.

When an individual is engaged in verbal or physical conduct without realizing that his/her conduct offends the complainant, such notice either by the complainant or by the administrative official, should be sufficient to cause the conduct to cease. Reassignment, agreed to by both parties to eliminate further contact between the parties, may be warranted in certain cases.

If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel or student file. However, the administrative official receiving the complaint will record the fact of the complaint and the resolution achieved in a file memorandum. A copy of this memorandum will be retained in the administrative official's confidential files.

### ***Formal Complaints of Sexual Harassment***

When attempts at informal resolution of complaints are unsuccessful or the conduct precipitating a sexual harassment complaint is of sufficient concern, a formal complaint of sexual harassment may be necessary. Formal complaints require a written, signed statement from the complainant indicating:

- the name of the person(s) involved in harassing the complainant;
- a description of the harassment, including date(s) and locations;
- names of witnesses, if any;
- actions taken by the complainant; and
- the resolution sought by the complainant.

Administrative officials who serve as reporting channels for sexual harassment complaints may assist complainants in filing formal complaints of sexual harassment or may act as the complainant.

All formal complaints of sexual harassment are submitted to the Title IX Coordinator, who is responsible for reviewing the formal complaint and contacting the President of the College in cases involving academic departments. Responsibilities and procedures for investigating the formal complaint will be determined by the President of the College.

The purpose of the investigation is to determine if a reasonable basis exists for the allegation(s) of sexual harassment. The investigation will afford the respondent a full opportunity to address all allegations. Possible outcomes of the investigation are:

- the determination that the allegation is unwarranted;
- the determination that the available evidence is inconclusive;
- an informal resolution; or
- the initiation of formal disciplinary action.

Both the complainant and the respondent will be informed of the outcome of the investigation.

## **Formal Disciplinary Action and Other Policy Provisions**

Disciplinary actions taken against individuals who violate the policy on sexual harassment will be consistent with published grievance complaint policies outlined in the *Faculty Handbook*, *Personnel Manual*, and *Student Handbook*. Possible disciplinary action includes but is not limited to oral or written reprimand, demotion, transfer, suspension, or termination of employment.

## **Retaliation Prohibited**

This policy of sexual harassment and procedures for the resolution of sexual harassment complaints intends that students, staff and faculty should express their concerns or complaints freely, responsibly, and in an orderly way. Any restraint, retaliation, harassment, or discrimination against a student or employee for responsibly using the policy and related procedures interferes with this purpose and is a violation of the policy.

## **Intentionally False or Frivolous Complaints**

An intentionally false or frivolous complaint of sexual harassment also interferes with the purpose of this policy and shall be a basis for disciplinary action.

## **Confidentiality**

The right to confidentiality of all parties involved will be respected insofar as it does not interfere with the College's legal obligation to investigate and take appropriate action on allegations of sexual harassment brought to its attention. To the extent possible, information regarding alleged incidents of sexual violence will be shared only with individuals who are responsible for handling the College's response.

Honoring a request that the complainant's name not be revealed to the accused person or that the College not investigate or seek action against the accused person may limit the College's ability to respond fully to the incident and pursue appropriate disciplinary action. Title IX includes protections against retaliation, and College officials will not only take steps to prevent retaliation, but also take strong responsive action if it occurs.

If a student requests that his or her name not be disclosed to the accused person or that the College not investigate or seek action against the accused person, the College will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students. If the College determines that it can respect a student's request not to disclose his or her identity to the accused person, it will take all reasonable steps to respond to the complaint consistent with the request. The College will consider a range of factors when weighing a student's request for confidentiality that could interfere with a meaningful investigation or potential discipline of the accused person. If the factors indicate an increased risk of the accused person committing additional acts of sexual violence or other violence, the College may be unable to honor the request for confidentiality. A student may withdraw a request for confidentiality, in which case a full investigation will be conducted to the extent possible. The Title IX Coordinator or Deputy Coordinator is responsible for evaluating student requests for confidentiality.

## **Dissemination of Information**

This statement on sexual harassment will be included in appropriate campus offices, posted on appropriate campus bulletin boards, and included in new student and employee orientation materials. Vice Presidents, division chairs, department heads, directors and supervisors will receive annually a copy of the policy statement and associated guidelines and procedures for discussion and/or distribution within their areas.

## **Education and Training**

The Academic and Student Life Divisions are responsible for providing educational programs to increase awareness and to promote sensitivity to the problem of sexual harassment. Educational programs also provide information about the procedures for addressing sexual harassment complaints for individuals designated to receive complaints; individuals likely to encounter questions or concerns about sexual harassment, such as residence life staff, counselors, and supervisors; and members of the College community.

# Sexual Assault Policy

Judson College will not tolerate acts of sexual assault, domestic violence, dating violence, and stalking. The College is committed to creating a community, which promotes the mutual respect of its members and is supportive of its sexual assault survivors. Sexual assault can come in many forms.

## Definitions

**Sexual assault** is defined as any form of sexual contact without the consent of all parties involved to include:

- Sexual intercourse committed by physical force, coercion, threat or intimidation, actual or implied by a person or persons known or unknown to the victim.
- Attempted intercourse, sexual contact, or physical force of a threatening nature expressed or implied that places a person in fear of immediate death or physical injury known or unknown to the victim.
- All other forms of sexual misconduct, which violate state and/or federal law now or subsequently in effect including, but not limited to, conduct defined as rape, sodomy, sexual abuse or sexual contact and contributing to the delinquency of a minor.

A person may be deemed not to have knowingly and voluntarily consented if, at the time of the offense, the person is incapable of giving consent because of age, mental incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness.

**Consent** is defined as words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by coercion, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation.

Intoxication is not an excuse for failure to obtain consent. Consent is also lacking when the activity in question exceeds the scope of consent previously given. A person is deemed incapable of consent if he or she is less than 16 years old, mentally defective, mentally incapacitated, or physically helpless.

A person commits **domestic violence** if the victim of assault or stalking is a current or former spouse, parent, child, any person with whom the actor has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the actor.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in

the relationship.

**Stalking** is committed by a person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm; or by a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct.

## **Educational Programs**

Judson College is committed to providing preventive, informative and supportive programming to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for all members of the campus community.

Programs coordinated by the Office of Student Life each year are designed to:

- educate the campus community regarding definitions and statistics;
- increase safety awareness and give information on risk reduction to recognize warning signs of abusive behavior;
- provide resources on safe and positive options for intervention by bystanders, family and friends to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person;
- provide information on steps to take in the event of sexual assault;
- provide information about the involvement of alcohol and drugs in sexual assaults;
- offer options and services available for victims; and
- describe possible penalties and sanctions for assailants.

The entire College community is urged to attend the Personal Wellness Assembly, review sexual assault resources distributed by the Office of Student Life, and avoid conditions which may pose a threat to their personal safety. Students are encouraged to immediately report potentially unsafe areas or circumstances to Security or the Residence Life personnel on duty.

## **Response Procedures**

If you experience a sexual assault, your first priority should be to get to a place of safety. It is very important to obtain immediate medical care following a sexual assault, to provide for the victim's well-being and to document, collect, and properly preserve physical evidence of the assault. In order to preserve physical evidence should one later decide to pursue legal action, victims should not change clothes, bathe, douche, or use the toilet.

Individuals should seek medical care immediately, whether or not the crime is reported. In

addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or to determine the possibility of pregnancy. Immediate medical attention can be received at the nearest local hospital emergency room. The Title IX Coordinator or the Deputy Coordinator can provide students with assistance and information concerning other medical resources that may be available.

Confidential, free counseling for student victims of sexual assault, domestic or dating violence, stalking, or rape are available. The Campus Counselor can also provide referral information for students to other community resources, such as victim advocacy and legal assistance. These services are also available to faculty and staff by contacting the Chief Student Life Officer or the Campus Counselor.

## **Reporting Procedures**

Reporting an incident of sexual misconduct is a difficult decision. It is important to understand that filing a report of sexual misconduct can be a beginning to the healing process. Reporting an assault is the only way that action can be taken against the alleged attacker, and may prevent the attacker from harming another person. Victims are encouraged to use the following procedures:

Contact Judson Security, the Residence Life personnel on duty, or the local police. Security can be contacted at 334-683-5176. The Marion Police Department may be reached by calling 911. The cell phone number of the Residence Life personnel on duty is distributed each week via email and is available on the College website.

Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and declining to notify such authorities if the victim so chooses.

Receive assistance by Security or Student Life personnel to request orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court.

The Title IX Coordinator or Deputy Coordinator will ensure that the victim is aware of available rights, options and services provided in this policy in writing.

Additionally, the Title IX Coordinator or Deputy Coordinator will appoint a victim advocate, who will help students who have experienced sexual assault by providing information and support, modifications to living, transportation and working arrangements if necessary and reasonably available. The victim advocate will also assist the student in dealing with academic difficulties arising as a result of the sexual assault.

Regardless of whether or not the student chooses to notify law enforcement authorities, she may choose to file a report related to the sexual assault with the Title IX Coordinator or the Deputy Coordinator. Guidelines for filing such a report can be found in the Student Complaint Policy.

If a sexual assault is instigated by another student, the victim may choose for the investigation to be pursued through the criminal justice system and the college judicial system, or only the latter. The Title IX Coordinator or the Deputy Coordinator and the



victim advocate will guide the student through her options and support her decision.

## **Disciplinary Process and Sanctions**

Judson College commits itself to providing a judicial process that is prompt, sensitive, fair, supportive and respectful of the individual rights and needs of all involved. The complainant and the respondent are entitled to the same opportunities to have witnesses or an advisor of the student's choice present during a disciplinary proceeding.

The role of the advisor is limited to providing support, guidance, or advice to the student throughout investigation and disciplinary process. During meetings and hearings, the student and advisor may talk quietly with each other. Advisors do not have the right to question or cross-examine witnesses, present arguments, answer questions posed to a student, or otherwise take an active role in the disciplinary proceedings. Advisors cannot disclose to other persons any confidential student information which is disclosed to the advisor in the course of the proceedings. The College will remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

Interim measures may be taken to ensure the safety of the complainant, of the respondent, and of any witnesses.

The College will notify the complainant of his or her options to avoid contact with the alleged perpetrator and allow the complainant to change academic and extracurricular activities or his or her living, transportation, dining, and working situation as appropriate. The College will also ensure that the complainant is aware of his or her Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance, and the right to report a crime to campus or local law enforcement.

Such provisions may include, but are not limited to, the provision of additional excused absences, academic support services, counseling services, special arrangements for parking or housing, or a no contact order limiting in-person contact, as well as communication by phone, email, text message, social networks, or third parties.

The Title IX Coordinator will conduct an adequate, reliable, and impartial investigation of all complaints submitted under this policy, and complaints will be resolved promptly and fairly. A decision on the complaint will normally be rendered within 60 days after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Both parties will have the opportunity to present witnesses and other evidence. The complaint will be decided using a preponderance of the evidence standard (i.e., is it more likely than not that sexual harassment or violence occurred?).

In the course of the investigation, the College may seek to use voluntary informal discussions or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time, in which case the investigation shall continue to its conclusion. In cases involving allegations of

sexual assault, mediation is not appropriate and will not be used. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the respondent, and the College as a whole.

Students who violate this policy will be subject to a minimum sanction of probation and a maximum sanction of expulsion. A student found guilty of violating the college sexual misconduct policy may also be criminally prosecuted. Employees who violate this policy will be subject to disciplinary actions described in the *Judson College Personnel Manual*.

Potential sanctions against an individual found to have committed sexual misconduct include:

1. Warning: a reminder to the respondent about relevant College rules, regulations, or policies and the potential consequences for violating them.
2. No contact order: a directive to initiate no contact with the complainant, including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party.
3. Reprimand: written notice that College rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction.
4. Community service: a required work assignment assessed for a disciplinary violation.
5. Probation: written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities and provide for dismissal for violating the terms of probation.
6. Housing suspension: Removal from or reassignment of campus housing.
7. Suspension or expulsion from the College.
8. Mandatory participation in on-campus or off-campus counseling or educational programs, either at the expense of the College or at the expense of the perpetrator.
9. Termination of employment.
10. Parental Notification: notification of a student's parents as a sanction in the disciplinary proceedings when appropriate and in accordance with the Family Educational Rights and Privacy Act.

Both the accuser and the accused shall be informed in writing of the outcome of any institutional disciplinary proceeding alleging a sex offense, the appeals process for the accused and the victim, and any change to the results that occurs prior to the time that such results become final, and when such results become final. Outcomes of disciplinary proceedings related to sex offenses may be appealed to the President of the College.

## Confidentiality of the Victim

The College strongly supports a student's interest in confidentiality in cases involving sexual violence. However, there are situations in which the College must override a student's request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual harassment or sexual violence. To the extent possible, information regarding alleged incidents of sexual violence will be shared only with individuals who are responsible for handling the College's response.

Honoring a request that the complainant's name not be revealed to the accused person or that the College not investigate or seek action against the accused person may limit the College's ability to respond fully to the incident and pursue appropriate disciplinary action. Title IX includes protections against retaliation, and College officials will not only take steps to prevent retaliation, but also take strong responsive action if it occurs.

If a student requests that his or her name not be disclosed to the accused person or that the College not investigate or seek action against the accused person, the College will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students. If the College determines that it can respect a student's request not to disclose his or her identity to the accused person, it will take all reasonable steps to respond to the complaint consistent with the request.

The College will consider a range of factors when weighing a student's request for confidentiality that could interfere with a meaningful investigation or potential discipline of the accused person. If the factors indicate an increased risk of the accused person committing additional acts of sexual violence or other violence, the College may be unable to honor the request for confidentiality. A student may withdraw a request for confidentiality, in which case a full investigation will be conducted to the extent possible. The Title IX Coordinator or the Deputy Coordinator is responsible for evaluating student requests for confidentiality.

Students may be assured of confidentiality by reporting a sexual assault only to a minister, attorney, therapist or other person who is legally obligated to maintain patient or client confidentiality. If you choose this option, please consider asking your minister, attorney, or therapist to make a confidential report of the assault without including facts that would reveal your identity. While the College will probably not be able to take any disciplinary action against the person who assaulted you, College officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

## Campus Security Policy

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, Judson College prepares and disseminates an annual crime report. The report is prepared by the Director of Facilities and Security in cooperation with campus security personnel, local law enforcement, and members of the Student Life staff. Statistics are provided on specified criminal offenses on campus, in residence halls, on

non-campus property, and on public property immediately adjacent to campus. Any of these crimes that meet the definition of “hate crimes” are also noted. In addition, violations of liquor laws, drug abuse, or weapons possession are included in the report. Specified policies and procedures related to campus security are also part of this report. The report is disseminated to students and employees at the beginning of each academic year. Prospective students and employees are also provided the information. The report may be accessed by the public via the College website.

The Safety and Security program of Judson College is coordinated by the Director of Facilities and Security in cooperation with Student Life personnel. The program is designed to provide immediate availability for emergency response, performance of security patrols, monitoring of persons on campus, and providing other services relevant to the campus community. Campus Security personnel are not law enforcement officers and do not have arrest authority. Security personnel provide service to the campus Monday through Friday from 4:00 PM to 7:00 AM, and 24 hour service on Saturday and Sunday. At least one student life staff member (the Resident Director on Duty) is on duty 24 hours per day, seven days per week, whenever residence halls are open. The College maintains a close working relationship with local, state, and federal law enforcement authorities and other emergency service agencies on matters related to the safety and security of the campus. If a Judson student is involved in an off-campus offense, that offense will be handled by local or state law enforcement.

Judson College prohibits the possession on campus of a firearm regardless of whether or not the individual holds a permit. The only exception to this policy applies to sworn law enforcement officers. Please report any violation of this policy immediately to Campus Security at 334-683-5130 (on weekdays from 7:00 a.m. until 4:00 p.m.) or 334-683-5176 (or weekends or on weekdays from 4:00 p.m. until 7:00 a.m.).

## **Active Shooter Plan**

This course of action is to serve as a preparation tool in the event of an active shooter situation on the Judson College campus. While the College is hopeful that a situation of this nature will never occur, administrators, faculty, and students must be ready to take action.

- **Preparation**

Awareness and preparation are very important. Take time to understand your surroundings and environment before an emergency occurs. Think through ahead of time how you should react if an active shooting occurs. Develop a plan of action. Trust your instincts to take action to protect yourself and survive the situation. Make a decision on your action plan and stay fully committed. You will generally have three options: Run, Hide, or Fight.

- **Run**

Your first priority is to escape. If there is an accessible escape path, attempt to evacuate the premises immediately. Take the following steps:

- Have an escape route and plan in mind;
- Evacuate regardless of whether others agree to follow;
- Leave your belongings behind (if possible, take your cell phone – place it on silent);

- Help others escape, if possible, but if they are unwilling to follow you, leave without them;
  - Prevent others from entering an area where the shooter may be located;
  - Follow the instructions of any police officers and keep your hands visible;
  - Do not attempt to move wounded people;
  - Call 911 when you are safe, and describe the shooter, location, and weapons being as precise as possible.
- **Hide**

If you cannot evacuate, find a place to hide where the active shooter is less likely to find you.

Your hiding place should be:

- Out of the active shooter's view;
- Provide protection if shots are fired in your direction (e.g., an office with a closed and locked and/or barricaded door);
- In an area where your movement will not be restricted.
- Do not hide in groups – spread out along walls or hide separately to make it more difficult for the shooter.
- If the shooter is nearby, you should:
- Silence your cell phone;
- Turn off any source of noise (e.g., radio, television);
- Hide behind large items (e.g., cabinets, desks, tables);
- Remain quiet.
- If possible, and without jeopardizing your safety:
- Dial 911 to alert police to the active shooter's location;
- Leave the line open and allow the 911 dispatcher to listen if you cannot safely speak;
- Stay in place until law enforcement gives you the all clear.

- **Fight**

As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Commit to your actions and act as aggressively as possible against her/him;
- Be prepared to cause severe harm to the shooter;
- Throw items and use improvised weapons;
- Yell and create as much noise as possible.

- **After**

- Keep your hands visible and empty. Do not pick up the shooter's firearm. Cover it or conceal it with a trash can or clothing. You may be mistaken as the shooter by law enforcement if you pick up the firearm.
- Remember that law enforcement's and Campus Security's first task is to end the incident, and they may have to pass injured people along the way. Once the area is secure, rescue teams will arrive to provide assistance.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Campus Security and Law Enforcement may shout commands and push individuals to the ground for their safety – follow all commands and instructions. You may be asked to submit to a search, instructed to lie on the floor, told to evacuate, or given other instructions. It is important that you comply with these instructions quickly and calmly.

### **Criminal Actions or Other Emergencies on Campus**

Students, faculty, staff, guests and community members are encouraged to report all crimes and public safety related incidents to the College in a timely manner. Security personnel and/or Student Life personnel should be notified immediately in the event criminal activity occurs on campus. The appropriate law enforcement officers, and, if needed, emergency medical personnel, will be contacted by these personnel.

### **Criminal Actions or Other Emergencies on Campus**

Students, faculty, staff, guests and community members are encouraged to report all crimes and public safety related incidents to the College in a timely manner. Security personnel and/or Student Life personnel should be notified immediately in the event criminal activity occurs on campus. The appropriate law enforcement officers, and, if needed, emergency medical personnel, will be contacted by these personnel.

Criminal activity occurring on campus will be reported immediately to the appropriate law enforcement authorities by security personnel. Incidents that potentially threaten the safety or security of students should be reported immediately to both Campus Security and the Resident Director on duty (or to another member of the Student Life staff if the Resident Director on Duty isn't immediately available). Incidents which involve the security of College employees or property should be reported to the Office of Facilities Management (334-683-5130) or Campus Security (334- 683-5176) as soon as possible.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security and/or the College Administration, constitutes an ongoing or continuing threat of **immediate violence**, a campus "timely warning" will be issued. This warning may come to students, faculty, and staff, through campus email, campus mailboxes, telephone messages, mobile telephone messages mobile text messages, postings, and/or assemblies. Anyone with information that might warrant a timely warning should report the circumstances to Campus Security, the Resident Director on Duty, the Director of Residence Life, or the Chief Student Life Officer immediately.

In the event of a hostage or barricade-type situation, Judson would immediately call upon the Marion Police Department to take command and control of the scene. While the response to and actions taken in any incident depend on the facts and circumstances at hand, the coordinated communications mentioned above are intended to prepare Judson's campus security staff and the Marion Police Department for such an occurrence.

For emergencies, dial 911 or call the Marion Police Department at 334-683-9071; for non-emergencies, contact Campus Security (334-683-5176) or the Resident Director on Duty. Dial 334-683-9066 to reach the Ambulance Service.

In addition, students should report crimes to at least one of the following areas:

- Title IX Coordinator's Office, by phone at 334-683-5124 or in person on the first floor of Blount Student Center during regular business hours.
- Facilities Office or Campus Security, by phone at 334-683-5130 (or 334-683-5176 after 4:00 pm) or in person at the Facilities Building during regular business hours
- President's Office, by phone at 334-683-5102 or in person on the first floor of Jewett Hall during regular business hours

If you are the victim of a crime and do not want to pursue action within the college judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Title IX Coordinator or the Deputy Coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Any employee of the College whose official responsibilities include providing psychological counseling or confidential pastoral counseling to members of the College community and who is functioning within the scope of her/his licensure is encouraged, if and when s/he deems it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Such a person acting in such a role is not required to report crimes for inclusion in the annual disclosure of crime statistics.

## **Facility Access**

Faculty, staff, and students may use campus facilities from 7:30 a.m. to 1:00 a.m. each day. All facilities will be locked by security personnel following supervised activities (i.e. classes, rehearsals, practices). Faculty, staff, and students wishing to use facilities after closing hours may request special permission to do so.

Faculty and staff who wish to use College facilities after hours should contact either Campus Security or the Facilities Management Office. Faculty and staff using facilities after closing hours should notify security upon entering or exiting the facility. Faculty and staff using facilities after closing hours are encouraged not to enter or remain alone in a facility.

Students wishing to use a facility after 1:00 a.m. must receive approval through the Office of Student Life prior to 4:30 p.m., Monday through Friday. The following procedures will be enforced by security personnel when admitting students to facilities after closing hours:

1. A student is not to enter a facility alone.
2. A student using a facility must be accompanied by at least one other student.
3. When students are using a facility, the facility will be monitored periodically by the security staff.
4. A student is not to remain in a facility alone.
5. The security staff will record the name of students admitted to a locked facility, as well as, the time the students are admitted and the time the students exit the facility.

Access procedures for residence halls are outlined in the Residence Life Policies, which are available upon request from the Office of Residence Life.

Emergencies may necessitate changes or alterations to posted access times. Areas that are revealed to be problematic have their security assessed. Administrators from Student Life and Facilities review these concerns. Additionally, personnel from the Office of Student Life and the campus facilities and security staff dialogue throughout the year on campus safety issues.

## **Firearms**

Judson College prohibits the possession on campus of a firearm regardless of whether or not the individual holds a permit. The only exception to this policy applies to sworn law enforcement officers. Please report any violation of this policy immediately to Campus Security at 334-683-5130 (on weekdays from 7:00 a.m. until 4:00 p.m.) or 334-683-5176 (or weekends or on weekdays from 4:00 p.m. until 7:00 a.m.).

## **Personal Property**

The College is not responsible for loss or damage to the personal property of students or employees. Each individual is urged to provide for the security of his or her personal property. Loss of personal property should be reported to Student Life personnel or campus security immediately.

Each resident is encouraged to protect her personal property by locking her room and carrying personal property insurance. Residents are issued a room key by the residence hall staff during check-in. If a resident fails to return her room key, she will be assessed a room key replacement fee.



## Security Awareness Programs

The ultimate responsibility for personal security rests with each individual. Each person should be aware of their surroundings and potential risks to personal safety, drive defensively, walk with friends in well-lit areas, and know how to contact security personnel and/or other authorities.

Campus residents should exercise caution and take reasonable actions in order to protect themselves and their property by keeping residence halls secure; locking room doors; not propping open exterior doors; and not walking alone after dark. When exercising after dark, students should do so in well-lit areas and in groups; the Hockey Field is the recommended outdoor exercise area after 5:00 p.m. Students should report suspicious activities of persons to Security or Student Services personnel immediately.

Establishments such as lounges, nightclubs, or bars are typically unsafe and inappropriate environments for students. Therefore, the College strongly encourages students to avoid frequenting these establishments.

Annually the Director of Facilities and Security, in coordination with Student Services Personnel, will design a program to inform students and employees of campus security procedures and to encourage students and employees to be responsible for their own security as well as the security of others. A program also will be designed to promote awareness of rape, acquaintance rape, and other forcible or non-forcible sex offenses.

In compliance with *The Drug-Free Schools and Communities Amendments of 1989*, the Office of Student Life will distribute annually to students and employees the Alcohol and Drug Policy of the College. Included in this Policy is information on prevention programs enforcement of state and federal alcohol and drug laws, and health risks of alcohol and other drugs. Students may refer to the *Student Handbook* and employees to the *Personnel Manual* for the Alcohol and Other Drug Policy of the College.

Judson College educates the student body about sexual assaults and date rape during each academic year through programs offered by the Office of Student Life. Students may refer to the Sexual Assault Policy for additional information.

## Sex Offender Registration Information

In accordance with the *Campus Sex Crimes Prevention Act of 2000*, Judson College is required to advise the campus community where the registration of sex offenders can be obtained. This information is available through the Marion Police Department and the Perry County Sheriff's Office.

## Severe Weather Procedures

The College maintains a close working relationship with local emergency management officials. Security personnel and Residence Life personnel will monitor inclement weather conditions and will inform students and employees when emergency procedures are required. Periodic fire and tornado drills will be conducted by the Residence Life staff and the Facilities and Security Office to prepare students and employees for potential emergencies.

# Missing Student Notification Procedures

In compliance with the *Missing Student Notification Policy and Procedures Requirement (Section 488 of the Higher Education Opportunity Act of 2008)*, Judson College has established this policy and procedure as a framework aimed at locating and assisting students who are reported missing.

All Judson College students will be required to complete an Emergency Contact Form at the beginning of each school year. The form will include an individual to be contacted by the College not later than 24 hours after the time that the student is determined missing in accordance with this policy and procedures. Each student is required to register confidential contact information in the event that she is determined to be missing for a period of more than 24 hours. The Chief Student Life Officer may excuse a student from this requirement for good cause shown.

Students are encouraged to inform their roommates and/or close friends of their plans to leave campus, including places to be visited, companion names, and estimated time of return.

Judson College is **required** to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual, not later than 24 hours after the time that the student is determined to be missing in accordance with these procedures. Judson College is required, if a determination is made that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, to initiate the emergency contact procedures in accordance with the student's designation. Additionally, Judson College will notify the Marion Police Department (334-683-9071) not later than 24 hours after the time that a student is determined missing in accordance with these procedures.

As soon as a student is reported missing, all reasonable efforts will be made to locate the student and to determine her state of health and well-being. These efforts will be collaborative between the Chief Student Life Officer, the Residence Life Staff, Campus Security, the missing student's family and friends, and other offices on campus as needed.

Any report of a missing student, from any source, should immediately be directed to the Chief Student Life Officer (334-683-5171) or the Director of Residence Life (334-683-5108) on Monday through Fridays from 8:00 a.m. until 4:30 p.m., or to the Residence Hall Director (RD) of the student's residence hall, or to the RD on Duty. The personnel contacted will **immediately** initiate an investigation to determine the validity of the missing person report without imposing a waiting period. Personnel should attempt to physically locate the student by:

- Calling the telephone number assigned to her room and/or her cell phone;
- Entering the student's assigned room and talking with known associates for last sighting or additional contact information and ask residence life staff in the other residence halls to do the same if necessary;
- Contacting Security to search campus public locations to find the student (e.g.,

library, academic buildings, dining hall, chapel, gym, etc.);

- Notifying the Chief Student Life Officer, if this has not yet occurred;
- The Chief Student Life Officer or a residence hall director will call the person(s) listed on the emergency contact form to see if they have knowledge of the student's location;
- Contacting academic or other departments on campus for information on last sightings or other contact information. The information technology department may be asked to look up network and email logs for last login and use of the Judson computer network. Additionally, attempts will be made to view the student's available social networking sites to help locate the student;
- Reviewing card access logs or security cameras to determine last entry into campus buildings;
- Releasing vehicle registration information or issue a picture ID to assist in the location of the missing student; and
- Immediately contacting the Marion Police Department (334-683-9071) for assistance if there is any indication of foul play at any time.

If attempts to locate the student are not successful for more than 24 hours, the Chief Student Life Officer or her designee will contact the individual(s) identified by the student in her most current Emergency Contact Form, contact the custodial parent or legal guardian of the student if she is under 18 years of age and not an emancipated individual, or inform the Marion Police Department if these do not apply.

## **The Judson Code and Honor System**

Honor is at the very heart of Judson College's character and is vital to maintaining a healthy, Christ-like community. Honor suggests honesty and responsibility, out of which grow trust.

The Judson College honor system, based on the Judson Code, seeks to integrate these qualities of honesty, responsibility, and trust into the fabric of the lives of all members of the Judson community. Both the individual and the institution are bound by honor, with students and College in partnership to make the system successful. Qualities of honor include integrity in academic pursuits, adherence to the standards of conduct of the College and the laws of community, state and nation, and taking responsibility for failing to abide by academic integrity and standards of conduct.

The honor system has been a tradition of Judson College for many years. The Judson Code was first adopted in 1933 to encourage students to develop skills and qualities that would lead to lifelong sound, ethical decision-making, which would equip them to earn the trust and respect of their present and future communities. The Honor Council was first established as part of the Student Government Association in 1962 to involve

students more directly in holding fellow students to the standard of honor. There have been a number of changes made through the years to better infuse the honor system into the life of the College, but the honor system continues to be integral to the character of the institution.

A Judson woman's word is her bond as she lives with honor and integrity from day to day. Each student is responsible for following the Judson Code and upholding the honor system. Further, each member of the Judson College community, including students and employees, is responsible for reporting any violations of the Judson Code to the Chief Student Life Officer, the Chief Academic Officer, or the president of the Honor Council.

## The Pledge of Honor

On my honor as a member of the Judson College community, I will at all times strive to be honest in thought, word, and deed; to be responsible for my own actions; to maintain my own integrity and the integrity of the College; and to earn the trust of the rest of the community.

## The Judson Code

Since its creation, the Judson Code has consisted of the four principles of honesty, self-control, heritage (originally referred to as conformity), and good citizenship.

- **The Principle of Honesty:** I will at all times and under all circumstances strive to be honest in thought, word, and deed.
- **The Principle of Self-Control:** I will at all times strive to control my personal desires in harmony with the social good, considering the interests of others to be equal to my own.
- **Principle of Human Dignity:** I will at all times strive to treat every individual as a person of infinite worth who is created in the image of God, and I will also strive to act in a way that honors the unity of the human race, values ethnic and cultural diversity, and addresses the injustices of racism.
- **The Principle of Good Citizenship:** I will at all times strive to be loyal to the government and policies of the College and community and to respect the conventions of Judson society and its traditions.

Listed below are examples, but not an exhaustive list, of conduct that violates the principles of the Judson Code. "Minimum" refers to typical minimum sanctions for first-time offenses with no other disciplinary record. "Maximum" refers to typical maximum sanctions for multiple offenses or aggravating circumstances. These are suggested guidelines for sanctions; however, sanctions may vary and will be assigned on a case-by-case basis as found appropriate by the administrator or council determining the sanction. Definitions of various sanctions may be found in the Disciplinary Procedures section of the *Student Handbook*.

## ***The Principle of Honesty***

- **Falsification, Distortion, Misrepresentation:** Includes, but is not limited to, cheating; plagiarism; forgery; alteration, misuse or improper possession of documents; theft of services; electronic tampering; knowingly furnishing false information; failure to divulge to college officials knowledge of violation of College standards of conduct. Minimum: service assignment and disciplinary education. Maximum: expulsion. These incidents of misrepresentation may also violate the college's Academic Dishonesty Policy. Additional sanctions may be addressed accordingly.
- **Theft:** Unauthorized taking or keeping of items or services that are College property, are borrowed, rented or leased by the College, or that belong to students, faculty, staff, or guests of the College. Minimum: probation and restitution. Maximum: expulsion.
- **Unauthorized Entry:** Entering into any College building, facility or room without authorization of the College and the person(s) assigned to the space; unauthorized possession of keys to college facilities. Minimum: service assignment. Maximum: expulsion.
- **Violation of Network Policies and Procedures:** Includes, but is 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; unauthorized use of another individual's identification and password; or the use of computing facilities to interfere with the work of another student, faculty member, or College official. Minimum: loss of privilege. Maximum: expulsion.

## ***The Principle of Self-Control***

- **Physical or Sexual Assault:** Attempting or committing a violent injury to another person, including sexual assault. Minimum: probation. Maximum: expulsion.
- **Consuming, Possessing, Manufacturing, Distributing, or Dispensing Marijuana or Other Illegal Drugs.** Minimum: suspension. Maximum: expulsion.
- **Possessing Drug Paraphernalia:** Includes, but is not limited to, pipes, bongs, hypodermic needles for non-medical conditions, and rolling papers. Minimum: probation. Maximum: expulsion.
- **Possessing, Manufacturing, Distributing, Consuming, Dispensing Alcohol, or Being Under the Influence of Alcohol.** This includes such behavior on-campus, at College social functions, on off-campus at College-sponsored trips, or while off-campus but under College jurisdiction. Minimum: probation and service assignment. Maximum: expulsion.
- **Possession of Alcohol Paraphernalia.** Alcohol paraphernalia and advertisements are prohibited on the campus of Judson College. Minimum: confiscation and disciplinary warning. Maximum: service assignment.
- **Distributing Alcoholic Beverages to an Underage Person.** Minimum: suspension. Maximum: expulsion.

- **Sexual Misconduct:** Includes, but is not limited to, either heterosexual or homosexual incidents of inappropriate display of affection, sexual relations outside of marriage, and promiscuity. Minimum: disciplinary warning. Maximum: expulsion.
- **Lewd and Indecent Conduct:** Includes, but is not limited to, lewd, profane, vulgar language (verbal, written, or electronic), including on clothing, musical lyrics, or gestures; possession of pornographic materials, including via computer; voyeurism, indecent exposure, or other inappropriate behavior of a sexual nature not included in Sexual Misconduct. Minimum: disciplinary education. Maximum: expulsion.
- **Gambling:** Playing cards or any other game of chance or skill for money or other valuable stakes with the hope of gaining something significant beyond the amount the individual pays. Minimum: service assignment. Maximum: expulsion.
- **Smoking and Tobacco Use.** The use of tobacco, vapes, juules, or e-cigarettes is prohibited on campus. For additional information, refer to the Smoking and Tobacco Use policy. Minimum: disciplinary warning. Maximum: probation.
- **Excessive Noise:** Noise in or around a residence hall or other campus building that disturbs or disrupts normal activity. Minimum: warning. Maximum: service assignment.
- **Irresponsible Conduct:** Behavior which is offensive or annoying to others, disrupts the rights of others, or poses a potential danger to self, others, or property. Minimum: warning. Maximum: expulsion.
- **Harassment.** No student or group of students shall intentionally create a situation or take part in any activity that produces mental or physical discomfort, embarrassment, ridicule or suffering, or that unduly annoys, alarms or infringes upon the freedom of another to pursue academic and personal goals. Harassment may include but is not limited to insulting, taunting, physically challenging, approaching, making unwelcome advances or requesting sexual favors. **Harassment should be reported directly to the Chief Student Life Officer.** Minimum: probation. Maximum: expulsion.

### ***The Principle of Human Dignity***

- **Hazing:** Any intentional, negligent, or reckless action, activity, or situation that causes another pain, embarrassment, ridicule, or harassment, regardless of the individual's willingness to participate. Judson College does not condone hazing by any student or student group, and any infraction will be treated as a serious violation of the Judson Code. Additional information may be found in the Hazing Policy. **Such actions should be reported directly to the vice president for student life or the vice president of academics.** Minimum sanction: probation. Maximum sanction: expulsion.
- **Racism:** Judson College condemns as contrary to the Gospel of Jesus Christ any form of bias based upon an individual's skin color or ethnic identity. Judson will not tolerate hate speech, racial slurs, demeaning actions, references to inferiority, or displays of oppressive symbols, whether intentional or

inadvertent. Additional information may be found in the Dignity of Human Life Statement. **Such actions should be reported directly to the vice president for student life or the vice president of academics.** Minimum sanction: disciplinary education. Maximum sanction: expulsion.

### ***The Principle of Good Citizenship***

- **Aiding, Abetting, or Conspiring:** Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Minimum: corresponds to the sanction for the inappropriate behavior. Maximum: expulsion.
- **Contempt:** Willful disregard or disobedience of a directive issued via a judicial process; failure to complete discipline sanctions by the deadline specified. Minimum: disciplinary warning. Maximum: expulsion.
- **Insubordination:** Failure to comply with the directives of a College official acting in his or her official capacity. Includes, but is not limited to, failure to evacuate or otherwise respond to a fire alarm or severe storm alert; refusing to present an ID on request; failure to appear when summoned for an official conference; failure to show respect for College faculty, staff, or guests; failure to comply with College parking/traffic regulations. Minimum: service assignment. Maximum: expulsion.
- **Inappropriate Visitation:** Includes, but is not limited to, allowing a male to be in the residence hall lobby outside the hours set or allowing a male to be present in a student's room at any time (except announced open house hours). Minimum: service assignment. Maximum: expulsion.
- **Disruptive Behavior:** Obstructing or disrupting teaching, administration, or disciplinary proceedings; riots; unauthorized or unlawful demonstrations. Minimum: probation. Maximum: expulsion.
- **Arson and/or Setting a Fire:** Includes deliberately lighting a fire on campus without authorization; setting a fire in an occupied building; and setting a fire with the intention of destroying property. Minimum: expulsion. Also carries the likelihood of legal action.
- **Tampering with Fire and Safety Equipment:** Tampering with or removing fire alarms, fire extinguishers, exit signs or other safety equipment, and giving false alarms. Minimum: restitution or fine and service assignment. Maximum: expulsion.
- **Computer Tampering:** Using computing facilities to interfere with normal operations of the College computing. Includes attempts to hack the College website or course management systems. Minimum: probation. Maximum: expulsion.
- **Violation of residence hall regulations or other student behavioral expectations.** Such expectations and regulations include, but are not limited to, Residence Life policies, work study policies, Standards of Appropriate Dress, the Chapel/AE Event Attendance Policy, and all other College policies contained in the *Student Handbook*.

# Disciplinary Procedures

Any member of the College community may report a complaint against a student for misconduct, which is defined as violation of a College policy or the Judson Code. Such complaints should be directed to the Chief Student Life Officer or, in the case of academic misconduct, the Chief Academic Officer.

Violations of the Judson Code may be reported in two ways:

- **Self-Referral:** A student who realizes that she has violated the Judson Code will admit responsibility for her actions, report herself to the appropriate authority, and request the waving of an Honor Council Hearing.
- **Witness Report:** A person who witnesses or has concrete knowledge of a violation will either confront the student and request that she report herself or report the violation to the appropriate authority.

## Investigation of Reports of Misconduct

Depending on the nature and circumstances of the complaint, the Senior Administrator or his or her designee may conduct an investigation either prior to or following notification of the accused student. The student will be notified in person or in writing, depending on which is quicker and more practical in the situation. If the investigator deems the charge to be frivolous or without merit, the complaint will be dismissed. The person making the complaint and the accused student will be notified of the action.

The Chief Student Life Officer or Chief Academic Officer or his or her designee will examine incident reports, question witnesses, and hear the statement of the accused student. The Chief Administrator (Student Life or Academic) or designee will determine whether to send the case to the Honor Council or dismiss the case. At the President's sole discretion, the Senior Administrator may be appointed to adjudicate the case.

## Disciplinary Sanctions

The following sanctions may be imposed by individuals or Councils charged with determining Honor Code violations.

- **Notification of parents:** The College may notify the student's parents of disciplinary actions and interim suspension with the student's consent and without the student's consent if the student is dependent upon her parents as defined by the Internal Revenue Code.
- **Disciplinary Warning:** A verbal or written notice by any College official or Honor Council that the student's behavior is in violation of the Judson Code, clarifying expected behavior in the future. Further misconduct may be treated with more serious sanctions.
- **Reprimand:** A written statement that the student has violated College policy and that further violations within a given time frame will result in more serious sanctions. The reprimand will be included as part of the student's disciplinary record. During the reprimand period, the student may lose the privilege of



holding an office in a student organization.

- **Restitution:** Payment for damages done or expenses incurred as a result of a student's actions. Restitution may be required to the College, to a specific department, or a specific individual, as deemed appropriate by the hearing officer or Honor Council
- **Confiscation:** Articles or substances (e.g., alcoholic beverages and/or containers, weapons, pornographic materials) that violate the Judson Code and/or governmental statutes may be taken into the custody of the College or turned over to law enforcement authorities as appropriate. The College retains the right to decide whether such articles will be returned to the owner, destroyed by the College, or turned over to law enforcement officials. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located.
- **Service Assignment:** An assignment to perform a task or service for the College, for a college-sponsored organization, or for an approved community group.
- **Disciplinary Education:** Performance of an educational activity in response to a violation of the Judson Code. Educational sanctions may include a formal apology (in writing or in person), completion of personal counseling sessions or enrollment in an off- campus course (e.g., alcohol/drug treatment, anger management). Educational sanctions may also include mandatory study hall or educational dialogues with appropriate College officials. In these cases, there will often be a minimum number of sessions stipulated. While the content of the educational dialogues or counseling sessions will remain confidential, the College official will provide the appropriate Senior Administrator information on the student's attendance and progress.
- **Loss of Privileges:** Removal of privileges for a designated period of time. Privileges that may be revoked include living in one's room of choice, living in one's residence hall of choice, living on campus, use of computer labs or College networks including Wi-Fi access, holding elective or appointed office in campus organizations, participating in campus organizations, keeping or operating a motor vehicle on campus, visitation privileges, and participation in intercollegiate athletics.
- **Fines:** Charges payable to the College for selected policy violations.
- **Behavioral Probation:** Notice that the student's standing with the College is in jeopardy. May include loss of privilege, service assignment, educational sanctions, tutoring, study hall, or other sanctions.
- **Restrictive Probation:** Notice that the student's standing with the College is in severe jeopardy. Loss of all social privileges. Additional policy violations will lead to suspension.
- **Suspension:** Separation of the student from the College for a specified period of time. Temporary suspension will last a minimum of three days and a maximum of two weeks. Final suspension will last a minimum of the remainder of the current semester, with all academic work forfeited for the semester.

The student may apply for readmission to the College after the suspension period. The reapplication must include a written request to the Chief Student Life Officer. In either case, the student must vacate campus within 24 hours of the final decision of suspension.

A suspended student is prohibited from attendance at any classes, social events, or other functions and from visiting college grounds or buildings. Exceptions may be made for the purpose of carrying out business with the College upon request of and granting of explicit permission from the Chief Student Life Officer.

The parent(s) or guardian of a suspended student will be notified of the suspension within 24 hours by the Chief Student Life Officer.

- **Expulsion:** Permanent separation from Judson College. The student must vacate campus within 24 hours of notification of expulsion.

The student is not eligible for readmission to the College. The expulsion will be recorded in both the academic and disciplinary records of the student.

A suspended student is prohibited from attendance at any classes, social events, or other functions and from visiting college grounds or buildings. Exceptions may be made for the purpose of carrying out business with the College upon request of and granting of explicit permission from the Chief Student Life Officer.

The parent(s) or guardian of the student will be notified within 24 hours of the final decision to expel the student.

## Repeat Violations

In the case of repeated violations or violations in deliberate disregard of a specific warning, the student will be subject to more serious sanctions.

## Review of Decisions

If the student admits guilt and a minimum sanction is assessed, the student does not have the right to appeal the decision. If the student does not admit guilt or receives a sanction greater than the minimum, she may appeal for review of the decision to the Disciplinary Appeals Board.

**An appeal for review of a disciplinary decision must be made by the student in writing within 24 hours of the notification of the decision of the original hearing officer or Honor Council. The appeal must include a written response to the charges.** Appeals may be made on the grounds that the student was incorrectly found guilty, that the sanctions applied were unreasonable, or that new evidence has become available since the original hearing.

The appeal will be submitted to the appropriate Senior Administrator, who will in turn submit it to the Disciplinary Appeals Board for consideration. Voting members of the Disciplinary Appeals Board include a member of the administration appointed annually, who will serve as chairperson; a faculty member; and the Student Government Association President. Non-voting members include the Honor Council president and the respective Senior Administrator involved in the original hearing. These two persons will serve in an advisory role.

Review of decisions related to grading in academic courses is governed by the Academic Appeals Policy, which can be found in the *Judson College Academic Catalog*.

## **Interim Suspension**

Though, as a general rule, the status of a student accused of violations of the College's expectations will not be altered until a final determination has been made in regard to the complaint, interim suspensions may be imposed upon a finding by the appropriate college official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the institution or its guests, of destruction of property, or of substantial disruption of classroom or other activities. In any case of interim suspension, the student shall be given an opportunity at that time or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing by the hearing committee on the suspension as promptly as feasible.

## **The Honor Council**

The Honor Council will review disciplinary decisions referred by the appropriate Senior Administrator or his or her designee. The Council is charged with examining all the facts and reaching an unbiased decision on whether the Judson Code was violated and, if so, the appropriate sanction in response to that violation. When dealing with matters of academic integrity, the Council is advised by the Chief Academic Officer or his or her designee. When dealing with matters of social behavior, the Council is advised by the Chief Student Life Officer or his or her designee.

## **Honor Council Composition**

The Honor Council shall be a standing committee composed of eight student representatives elected by the student body (one from each residence hall, one from each class, and a president). A member of the Student Life staff designated by the Chief Student Officer serves as the non-voting secretary of the Council.

The election of and qualifications for student members of the Honor Council are outlined in the Judson College Student Government Association Constitution. In the event of a conflict of interest in a particular case, an appropriate substitute to sit on the Honor Council may be appointed by the Chief Student Life Officer. Any member of the Honor

Council found to have violated the Judson Code during her term of office or of revealing confidential information, will immediately be terminated from her position and will not be eligible for re-election.

## Honor Council Procedures

1. A statement and/or summary of the charge(s) will be provided in writing to the members of the Honor Council. Copies of the student's written appeal or response to the charges will also be provided, if such a document has been submitted. The student charged may reference a copy of these statements and supporting materials while in the hearing room.
2. The designated Student Life staff member will brief the Council on the specific case, as well as answer any questions on the Council's responsibilities and procedures. This person will be available during the hearing, in or near the hearing room, to answer any procedural or policy questions that may arise during the hearing.
3. The Honor Council will, in private, review the incident reports, statements and supporting materials. On occasion testimony given in the hearing may be recorded, but the Council's deliberations will not be recorded.
4. The charged student may be accompanied by and assisted in her defense by an advisor of her choosing from within the College community. The student may consult with the advisor, but the advisor may not speak or otherwise directly participate in the hearing. No person from outside the College community may be present in an Honor Council hearing, including parents, guardians, or attorneys.
5. The student may request witnesses related to the case to be present for the hearing. It is the student's responsibility to request a witness' presence and to notify that witness of the time and place of the hearing. The decision to hear these witnesses is at the discretion of the Honor Council.
6. Students, faculty, or staff who have made statements or have material knowledge of the incident may be requested to be present at the hearing or notified that they need to be available on campus during the hearing time. The decision to hear from these witnesses is at the discretion of the Honor Council.
7. The Honor Council will question the student and any witnesses deemed necessary, determine whether the student has, in fact, violated College policy, and determine the appropriate sanction for the violation.
8. With both Honor Council and administrative hearings, the standard of proof for a finding of "guilty" shall be a preponderance of the evidence. If the Council or hearing officer cannot reach a decision, the student will be considered acquitted.
9. The Council will call the student back into the hearing room and the Council president will report the Council's decision(s). The designated Student Life staff member will write a follow-up letter to the student reporting the Council's decision(s) and will implement any sanctions given or upheld by the Council.

# Chapel and Attendance Expected Events

Because Judson College is committed to providing programs that contribute to the comprehensive education of her students, the Chapel and Attendance Expected (AE) program was developed to offer students opportunities for growth in spiritual, cultural, intellectual, and social areas of their lives. Events are designed to allow students to strengthen faith, experience the arts, increase social consciousness, and develop a sense of community.

The Chapel and AE program encompasses three areas: Chapel/Assembly, Concert/Lecture and Campus Community. The events provide an opportunity for the College community to come together for times of worship, concerts, lectures, and special events. The events encourage spiritual growth by providing shared worship experiences designed to examine the nature and importance of faith in Christ within a diversity of understanding, and they encourage intellectual development by offering cultural enrichment programs and presentations on issues of current interest.

Most programs are held on Tuesday or Thursday at 11:05 a.m. in the fall and spring semesters. Each spring semester includes a week of special emphasis during which services are held on Wednesday and Thursday, as well as the regular Tuesday service. The adjusted Wednesday class schedules for special emphasis weeks are assigned and distributed by the Chief Academic Officer.

A schedule of events, both Chapel and AE, will be distributed at the beginning of each semester. Additional events will also occasionally be announced during a term. **All full-time students (resident and commuter) are expected to fulfill the Chapel and AE requirements.** Students who do not hold full-time student status are encouraged to fulfill the Chapel and AE program requirements.

Students enrolled in the Distance Learning program of the College are encouraged to and may elect to participate in religious programs and cultural events in their respective communities, and are always welcome to attend events on campus.

## ***Chapel/Assembly***

Students should strive to attend all chapel services. Students are allowed to miss three chapel services during each semester. Students who miss more than three chapels/assemblies will be referred to the Honor Council for disciplinary action, which will include a disciplinary education sanction for the first absence over the limit. The severity of the sanction will increase with each additional absence over the limit. If the assigned sanctions are not completed by the due date, the student will be subject to further disciplinary action, which may include suspension from the college.

## ***Concert/Lecture Series***

All Concert/Lecture Series events are Attendance Expected (AE). During each academic year certain events will be designated as "Attendance Expected" (AE) by the Chief Student Life Officer. Students are required to attend each of these events unless otherwise exempted by the Chief Student Life Officer. AE events will be

designated on the official College calendar. However, additional events may be announced during a term. Students who miss Concert/Lecture Series events without an approved exemption will be referred to the Honor Council for disciplinary action.

### ***Campus Community Events***

Students who miss Campus Community events without an approved exemption will be referred for disciplinary action at the discretion of the Chief Student Life Officer or her designee. Students may expect the following designated Campus Community AE events:

- **All Students:** Personal Wellness Assembly; Rose Sunday rehearsal, ceremony, and worship service; Honor Assembly (signing of the Judson Code); Christmas Tea and Vespers; Alabama Women's Hall of Fame; Honors Convocation; Class Day
- **Seniors:** J-Day weekend activities, including JCAA Induction Ceremony; Commencement rehearsal and ceremony
- **New students:** Welcome Week sessions and events; Constitution Day; President's Reception

All co-curricular events given an AE designation must be approved by the Chief Student Life Officer prior to the announcement of the event.

In order to be counted present for Chapel and AE program events, students must:

1. bring their student ID card to have their attendance recorded;
2. arrive on time;
3. stay for the entire event;
4. refrain from studying and/or inappropriate use of cell phones or other electronic devices;
5. avoid distracting the speaker or other participants; and
6. wear appropriate clothing.

Students who are present for Chapel or an AE program, but do not have their student ID card with them to have their attendance recorded may submit a one page paper detailing the event to demonstrate that they attended the event. The paper must be submitted to the Office of Student Life within three days of the event.

Students who fail to comply with these guidelines may be counted absent for the event and may have their behavior referred for disciplinary review for the following infractions: studying, talking, inappropriate use of cell phones, eating and/or drinking, leaving early, participating in any other distracting activity.

Attendance is monitored for each event by Honor Council representatives under the

supervision of the Student Life staff. It is the responsibility of each student to record her own attendance by reporting to an Honor Council Representative and having her access card scanned.

Records of student Chapel and AE program attendance are updated weekly and may be reviewed by contacting the Office of Student Life.

## Absences

Routine medical appointments, job interviews, and other such matters should be scheduled at other times or planned as one of the allowed absences for the semester. An application for a Chapel or AE exemption may be obtained by contacting the Vice President for Student Life. **Exemptions must be approved by the Chief Student Life Officer in advance.** Applications for exemption are considered for the following circumstances:

- **Participation in required College activities:** Students who must be absent from a Chapel or AE event due to required College activities must have their sponsor submit their names to the Office of Student Life no less than 24 hours prior to the event.
- **Serious illness:** A serious illness is defined as sickness of the student or student's immediate family that requires the student to be confined to her room or be away from campus for an extended period of time (2 days or more). Exemption from chapel or AE event attendance will require a written statement from the student's physician or from the parent/guardian in the event of the serious illness of a member of the student's immediate family.
- **Participation by a student in a significant activity:** A significant activity is one which occurs only once in a lifetime (e.g., wedding of a sibling, the graduation of a sibling, 50th wedding anniversary of her grandparents). Exemption from attending a chapel or AE event will require a written statement from the student with a description of the significant or unusual nature of the activity.

## Standards of Appropriate Dress

Students' clothing choices should communicate Christ-centered character and respectability. For this reason, modesty, decency, and appropriateness are at the core of Judson's dress requirements. The following standards of appropriate dress should be followed by students attending class and activities on campus or participating in school sponsored events off campus. Attire that is immodest, sexually provocative, male gender specific, or displays language or advertisements violating or encouraging the violation of elements of the Judson Code and Christ-centered character are not acceptable.

### **Appropriate for Classrooms, Administrative Offices, and Chapel**

Jeans; tops; mid-thigh length shorts, dresses, and skirts; and athletic wear. Leggings are appropriate when paired with a mid-thigh length shirt, mid-thigh length sweater, mid-thigh length tunic, or mid-thigh length blouse. A shorter blouse may be worn if the

leggings are covered with shorts or a skirt. Not appropriate as a head-covering: Hats, caps, visors, beanies, toboggans, or bandanas.

#### **Appropriate in Residence Halls Only**

Pajamas; slippers or bare feet; thin or spaghetti straps without an over-shirt; shorts that are completely hidden by a long shirt; tights or leggings. (Note: Items listed as “only appropriate in residence halls” are appropriate in residence hall lobbies only when no non-student guests are present.)

#### **Appropriate in Residence Halls, Wellness Center, or While Actively Participating in a College-Sponsored Athletic Event or Activity**

Modest swimsuits, tight-fitting workout pants, volleyball shorts, softball pants, and riding breeches.

#### **Appropriate for Business Casual Dress (including Sunday Lunch in the Sara Hunt Christenberry Dining Hall)**

Dresses or skirts (knee-length or longer); women’s slacks, dress pants, or khaki pants; women’s blouses or sweaters; dark colored (black or navy) leggings can be paired with a mid-thigh length blouse, mid-thigh length sweater, or mid-thigh length tunic (no t-shirt or sweatshirt, no brightly colored leggings); coordinating women’s dress shoes, which may include a dress sandal.

#### **Appropriate for Professional Dress**

Dresses (knee-length or longer); coordinating women’s suits (pants or skirt, knee-length or longer) with an appropriate dress shirt, blouse, or sweater; coordinating women’s dress flats or heels (no sandals). Pantyhose or dress socks. Black, closed-toed women’s dress shoes may also be specifically required in some instances.

#### **Appropriate for Semi-formal Dress**

Dresses between mid-thigh and mid-calf length, dress pants, and skirts of fabrics such as silk, velvet, cashmere, or high quality polyester brocades. Dress pants or skirts can be paired with a chiffon, velvet, or lace blouse or cashmere sweater. Dress slit should be no higher than mid-thigh, modest necklines, no open midriffs, and no open backs (below the bra line). Attire should be paired with appropriate shoes.

#### **Appropriate for Formal Dress**

Floor length evening gown. Dress slit should be no higher than mid-thigh, modest necklines, no open midriffs, and no open backs (below the bra line). Attire should be paired with appropriate evening shoes.

#### **Notes Related to Appropriate Dress**

- Students representing the College in an official capacity or students enrolled in certain programs of study (education, nursing, social work, or other) may occasionally have differing standards of dress to accomplish the goals of the program.
- Students representing the College in an official capacity
  - May have natural colored hair only.
  - May have facial piercings limited to ears and nose stud.



- May not have visible tattoos.
- Students completing work–study in administrative offices should consult with their supervisor for dress requirements.
- Questions related to the dress code should be directed to a member of the Student Life staff.

## **Pregnancy Policy**

Judson College affirms the biblical teaching that God designed sexual activity to occur only within the context of marriage between a woman and a man. Accordingly, premarital sexual activity is subject to the College's disciplinary process. Regardless of these disciplinary consequences, the College encourages a student who becomes pregnant, whether married or unmarried, to choose life in the event of pregnancy. A pregnant student, whether married or unmarried, will be permitted to continue her studies at Judson College.

### **Reporting**

A student who discovers that she is pregnant should contact the Chief Student Life Officer as soon as possible. In such cases, the goal of the College is to help a pregnant student have a healthy pregnancy, and to provide a comfortable and supportive living environment throughout a resident student's pregnancy. The Chief Student Life Officer will refer the residential student to appropriate on/off campus support. The student must convey in writing to the Chief Student Life Officer a comprehensive prenatal care plan including her physician's contact information and family emergency contact information.

### **Academics**

Pregnant students may continue taking classes. The College will work with the student (commuter or resident) to ensure that she can finish her courses. Students will be excused from classes and allowed to make up work missed for medical appointments, childbirth, and related conditions, just as they would for other medical conditions or “other temporary disabilities.” As with other medical conditions, a doctor’s note may be required.

If a student prefers to take a medical leave of absence with the intention of returning to campus after delivery of the baby, such leaves may be requested from the Chief Academic Officer. Leaves may be granted for as long as it is deemed medically necessary.

A pregnant student’s scholarships will not be forfeited due to her condition. Athletic scholarships will remain intact. Scholarships requiring a student to maintain a certain grade point average may be forfeited due to failure to meet that standard.

## **Campus Housing**

If a pregnant student (resident) chooses to remain in on-campus housing throughout the pregnancy and decides to keep the infant after the birth, it is important that the student make necessary arrangements prior to delivery for housing for the infant after delivery. Judson College does not provide housing for children or spouses. A resident student who is pregnant must be under a physician's care and must provide evidence that she is complying with that care (e.g. keeping regularly scheduled appointments, following care instructions, etc.).

At times, it may not be possible during a student's pregnancy for campus housing to meet her needs and/or the associated needs of the other members of the residential community. If this should occur, the Office of Student Life may determine that the pregnant student needs to move to an appropriate off-campus residence.

## **Indemnification**

The College assumes no liability or responsibility for the student's pregnancy, prenatal care, miscarriage or other complications, abortion, or birth.

## **Smoking, Tobacco, and Nicotine Use Policy**

To provide and encourage a healthier environment for students, employees and guests, Judson College has adopted a tobacco-free and smoke-free policy for the entire campus. This policy applies to smokeless tobacco, smoke tobacco, electronic cigarette or "vape" products, and other burned products, including incense, herbs, and resins.

Evidence shows us that smoking or breathing secondhand smoke damages nearly every organ in the human body. Additionally, tobacco use is linked to at least 10 different cancers and accounts for some 30 percent of all cancer deaths.

A number of resources are available to those who are interested in discontinuing tobacco use. More information is available from The Tobacco Quit Line, which can be reached at 1-800-QUIT-NOW. Students may contact the Student Life Office for more information.

Violation of the smoking and tobacco use policy will result in disciplinary action by the College.

## **Alcohol and Other Drug Policies and Prevention Programs**

Judson College expects her students to maintain a high standard of conduct that will at all times favorably reflect upon themselves, the Judson community, and the purpose for which the College was founded. It is with concern for the spiritual, emotional, and physical well-being of students, as well as compliance with the *Drug-Free Schools and Communities Amendments of 1989*, that Judson College prohibits the possession of, purchase of, consumption or use of, distribution of, sale of, and/or being under the

influence of alcohol or illicit drugs while on campus, off campus but under college jurisdiction, on college-sponsored trips, or at college social functions. Violations of these regulations subject a student to serious disciplinary action by the College. In addition, violation of said policies may result in severe criminal penalties under local, state and federal law.

The College reserves the right to use all legal means necessary to enforce its regulations and applicable laws. These means may include breathalyzer testing, drug testing, and involving law enforcement in searches. This action may include completion of an appropriate rehabilitation program, suspension or expulsion from the College, or referral for prosecution. If a student is found in violation of this policy, the student's parent or guardian may be notified of the violation and of the appropriate disciplinary action taken.

## **Disciplinary Sanctions**

Any student found to be in violation of this policy may be subject to required participation in a drug or alcohol treatment or rehabilitation program, and/or disciplinary action up to and including expulsion. In addition, illegal activity involving drugs and alcohol may be referred to law enforcement officials for criminal prosecution.

In accord with changes in the *Family Educational Rights and Privacy Act*, the College may contact parents when any student violates College alcohol or drug policies or laws and is under age 21 or is still a dependent of her parents as defined in Section 152 of the Internal Revenue Code. The College reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

If there is reasonable cause to believe that alcohol or illegal drug use and/or abuse is occurring in College facilities, including residence hall rooms, such facilities may be entered for investigation by an official of Judson College at any time and without notice. The College will cooperate with civil authorities in the enforcement of drug laws on and off campus. The College may report to the civil authorities anyone charged with violation of drug laws. When disciplinary action is taken in cases of alleged drug abuse on or off campus, such action may or may not be concurrent with any action pending by the civil authorities.

## **Criminal Sanctions**

The federal government, the state of Alabama, and the city of Marion have laws and ordinances related to the possession, use, and sale of alcohol and other drugs. Information on these statutes and ordinances and legal penalties is outlined below.

### ***Federal Drug Offenses and Penalties Title 21, USC § 841 etc. seq.***

§ 841(b)(1)(A) Distribution of 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; 5 kilograms or more containing coca or cocaine; 100 grams or more of PCP; 10 grams or more of LSD; 1,000 kilos of marijuana; or 50 grams or more of amphetamine is a federal crime punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20

years and not more than a \$4 million fine.

§ 841(b)(1)(B) In the case of distribution of 50 kilograms or more of marijuana; or 100 or more plants of marijuana; or 100 kilograms or more of hashish; or one gram of hashish oil, one is guilty of a felony and if convicted may be sentenced to not more than 1 year in prison and fined not less than \$1,000 or more than \$2 million.

§ 841(b)(1)(D) If one is found with a quantity of marijuana less than 50 kilograms, one is guilty of a felony and sentenced to not more than 5 years and fined not to exceed \$250,000.

§ 844 It is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription. If convicted of possession, one may be sentenced to not more than 1 year and not less than a \$1,000 or more than a \$5,000 fine.

§ 845 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.

§ 848(b) If one is the head of a “drug ring” of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison.

§ 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

### ***State of Alabama Offenses and Penalties Code of Alabama 1975***

§ 13A-12-202(c) Criminal solicitation to commit a controlled substance crime is punishable to the same extent as the controlled substance crime solicited.

§ 13A-12-203(c) Attempt to commit a controlled substance crime is punishable to the same extent as the controlled substance crime itself.

§ 13A-12-204(c) Criminal conspiracy to commit a controlled substance crime is punishable the same as the controlled substance crime itself.

§ 13A-12-211. The unlawful distribution of controlled substances, whether sold, furnished, given away, manufactured, delivered, or distributed, is a Class B felony.

§ 13A-12-212. The unlawful possession or receipt of controlled substances is a Class C felony.

§ 13A-12-213 Unlawful possession of marijuana in the first degree results where one possesses marijuana for other than personal use or has been previously convicted of marijuana possession in the second degree, and is a Class C felony.

§ 13A-12-214 Unlawful possession of marijuana in the second degree results where one possesses marijuana for personal use only, and is punishable as a Class A misdemeanor.

§ 13A-12-215 The sale of controlled substances by one over 18 years of age to one under

18 years of age is a Class A felony with no eligibility of suspended sentence or probation.

§ 13A-12-231 One who knowingly sells, manufactures, delivers, or brings into this state cannabis (in any of its forms), cocaine, heroin, morphine, opium, methaqualone, hydromorphone, amphetamine, phencyclidine, lysergic acid diethylamide, methamphetamine, or LSD shall be guilty of a Class A felony, may be fined up to \$500,000, and sentenced for up to life in prison without parole.

§ 13A-12-233 One who engages in a criminal enterprise, in connection with five or more persons, to traffic in illegal drugs shall be sentenced no less than 25 years and no more than life, without eligibility for parole, and fined up to \$500,000. For a second such conviction, a mandatory life imprisonment is required with a fine of not less than \$150,000 or more than \$1 million.

§ 13A-12-250 An additional penalty of 5 years imprisonment is tacked on for the above violation, which occurs within a 3-mile radius of a school, college, or university campus (or housing project; see § 13A-12-270).

§ 13A-12-260 Use, possession, delivery, or sale of drug paraphernalia is a crime punishable as a Class C misdemeanor for possession, a Class C felony for sale, and a Class B felony for sale to one under 18 years of age by one over 18 years of age.

### ***Sentences of Imprisonment in the State of Alabama***

§ 13A-5-6 Sentences for felonies shall be for a definite term of imprisonment, which includes hard labor, within the following limitations:

- Class A felony: for life or not more than 99 years or less than 10 years.
- Class B felony: not more than 20 years or less than 2 years.
- Class C felony: not more than 10 years or less than 1 year and a day.

§ 13A-5-7 Sentences for misdemeanors shall be for a definite term of imprisonment in the county jail or of hard labor for the county, within the following limitations:

- Class A misdemeanor: not more than 1 year.
- Class B misdemeanor: not more than 6 months.
- Class C misdemeanor: not more than 3 months.

### ***City of Marion Statutes***

The city of Marion does not have any additional statutes regarding alcohol or drug use beyond the federal and state laws, which it enforces.

## **Breathalyzer Testing**

College officials may request a student to take a breathalyzer test if the official has reasonable suspicion that the student has consumed alcohol. Reasonable suspicion may result from the official receiving a report, witnessing an event, or noticing signs of alcohol use. Such signs include, but are not limited to, glassy eyes, slurred speech, unsteadiness

on the feet, or emission of an alcoholic odor, exhibiting disorderly behavior, or refusing to cooperate.

If a student's breathalyzer test results are negative, no action shall be taken related to the consumption of alcohol. However, disciplinary sanctions may be assessed for other behaviors in keeping with the Judson Code and other College policies.

If a student's breathalyzer test results are positive, she will receive one additional opportunity to take the test. Students who test positive for alcohol (defined as a .02 reading on the breathalyzer test) will face disciplinary action.

Students who refuse to take a breathalyzer test upon request will be subject to all college sanctions relating to the use and/or possession of alcohol.

### ***Protocol for Use of Breathalyzer***

1. The breathalyzer can be used on campus and at all college-sponsored activities including but not limited to social functions, sporting events, or other extra-curricular activities.
2. The breathalyzer test will be administered to students suspected of being under the influence of alcohol using an approved checklist.
3. There will always be two people when the observation checklist is completed and the breathalyzer is administered (e.g., a member of the Student Life staff or Security staff). The breathalyzer will be administered in a private area, away from students.
4. The student will have two opportunities to test with the breathalyzer. The initial test may be administered at any time. A second test will be conducted fifteen minutes after the first test has been administered. The results of the breathalyzer test(s) will be documented on the observation checklist.
5. Students who test positive for alcohol or refuse to take the breathalyzer test upon determination that there is reasonable cause to suspect they have consumed alcohol will be subject to all college sanctions relating to the use and/or possession of alcohol.

## **Health Effects of Alcohol and Other Drugs**

The use and abuse of alcohol, tobacco, and other drugs have many potential negative consequences to health. A chart outlining these harmful consequences, as reported by the United States Drug Enforcement Agency, may be found at [http://www.drugabuse.gov/sites/default/files/cadchart\\_2.pdf](http://www.drugabuse.gov/sites/default/files/cadchart_2.pdf).

## **Alcohol, Tobacco, and Drug Treatment Programs**

The following drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) are available to students:

- Judson College Counseling Services, 334-683-5118
- Bradford Health Services, 1-888-577-0012
- Cahaba Center for Substance Abuse Services, 334-874-2600
- Indian Rivers Substance Abuse Outpatient Program, 205-926-4681
- The Tobacco Quit Line, 1-800-QUIT-NOW

Additional treatment programs may be found by using the federal government's Substance Abuse Treatment Facility Locator, which is available online at <http://findtreatment.samhsa.gov>.

## **Policy on Student Mental or Physical Health Emergencies**

Judson College is concerned about the well-being of its students. Behavior by a student, including verbal conduct, which demonstrates a desire to inflict harm upon oneself or others is taken seriously.

The College can impose restrictions or sanctions on a student as the result of a physical or mental health emergency in the manner described below. As with all College policies, the institution will apply this policy in a manner which does not illegally discriminate against students on the basis of race, color, national origin, sex, disability, or age.

### **Physical or Mental Health Emergency Procedures**

If a student requires assistance because of an immediate crisis or life-threatening situation, the Residence Hall Director on Duty, Campus Security, or emergency management personnel should be contacted immediately.

If a student observes anyone harming, attempting to harm, or stating an intent to harm himself, herself, or another person, the student should report the matter immediately to the Chief Student Life Officer, the Director of Residence Life, the Residence Hall Director on Duty, or Campus Security.

### **Individual Threat Assessment**

The Chief Student Life Officer will initiate an individual threat assessment of a student if she has reason to believe that the student has:

- engaged in or threatened to engage in behavior which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student;
- contracted a contagious disease or virus which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student;
- caused or is likely to cause a substantial disruption in the College's academic or other programs; or

- damaged or threatened to damage another's property.

The threat assessment will be made by the Chief Student Life Officer along with such other persons as the Administrator may select. The assessment will be based upon the student's conduct, actions, and statements in order to create an individualized and objective assessment of the student's ability to participate safely in the school's programs. The team will consult when necessary with medical or mental health professionals to assist in collecting or interpreting any information. Unless the circumstances make it impractical or impossible, the student will be given notice that a threat assessment is being made and an opportunity to be heard before any adverse action is taken with respect to the student. Any appropriate accommodations or adjustments will be considered.

The Chief Student Life Officer will take action with respect to a particular student only if it is determined that the situation creates a high probability of substantial harm rather than merely a slightly increased, speculative, or remote risk of harm. Action will never be taken on the basis of generalizations or stereotypes about the effects of a particular disability or condition.

## **Responses and Interventions**

The Chief Student Life Officer will notify the student of any restrictions, interventions, or sanctions imposed on the student as a result of the threat assessment, which may include:

- A required course of medical treatment or mental health counseling;
- Removal from campus housing;
- Removal from one or more classes or activities;
- Removal from the campus;
- Withdrawal from the College; or
- Other or additional sanctions or precautions as may be appropriate.

Sanctions imposed on a student under this procedure are not disciplinary in nature and will not be entered in the student's educational records as arising from disciplinary violations. However, if the student violates any restrictions imposed, the violation may result in disciplinary action in accordance with the student disciplinary process.

It is the sole responsibility of the student to obtain at her own expense any services which are necessary as a result of restrictions imposed by the Chief Student Life Officer, including alternative lodging or academic tutoring. All alternative lodging arrangements must be approved by the Chief Student Life Officer or her designee.

## **Appeals Process**

A student may appeal the Chief Student Life Officer's decision by making a written appeal to President within ten calendar days after the decision. The student may submit medical evaluations, statements, or other pertinent information along with the appeal. The President shall review any material provided by the student, the individual threat assessment, the decision of the Chief Student Life Officer, and such other information as the President may



consider appropriate. A decision on the appeal shall be made within five business days or as soon thereafter as practical. The student shall be notified in writing of the President's decision, which shall be final. Any restrictions, interventions, or sanctions shall remain in effect before and during the appeal unless the President determines otherwise.

## Reinstatement Process

The restrictions, interventions, or sanctions imposed may be removed only with express permission from the Chief Student Life Officer. Upon the student's request for reinstatement, the Chief Student Life Officer will clearly communicate to the student a specific reinstatement process, which may include:

- **Evaluation by a qualified health care professional.** If the situation constitutes a medical or psychological emergency, the student may use a local emergency room physician. If the student is currently under the care of a qualified health care professional, that person may evaluate the student. If the student is not currently in treatment, she will need to contact the qualified health care provider of her choice. If the student needs assistance with this process, she may contact the Director of Residence Life or Office of Student Life for assistance.
- **Communication of evaluation results by the qualified health care professional to the Chief Student Life Officer. This will require written authorization by the student to the healthcare professional.** Evaluation results must substantiate the readiness of the student to return to residential facilities, classes, and/or activities and any recommendations for continuing treatment. For preliminary purposes, the health care professional may communicate this information verbally; however, it is mandatory that written evaluation results be provided promptly.
- **Reinstatement interview with the Chief Student Life Officer.** The student must schedule an interview with the Chief Student Life Officer or the Dean's designee during office hours (8:00 a.m. – 4:30 p.m., Monday – Friday) upon completion of their evaluation by a qualified health care professional.

If the Chief Student Life Officer determines that the student is able to resume restricted activities, the student will be provided a reinstatement letter.

## Motor Vehicle Registration and Operation

Maintaining and/or operating a vehicle on campus is a privilege, not a right. Students who bring vehicles to campus assume complete responsibility for the vehicle and its operation on campus. The College is not liable for accidents or violations involving a student vehicle. Judson College reserves the right to revoke a student's privilege of maintaining or operating a vehicle on campus if that privilege is abused.

Parking permits are issued through the Office of Student Life. Each vehicle must be registered and have a parking permit affixed to the windshield on the driver's side. Vehicles that are not registered may incur a fine for the owner.

Few parking spaces on campus are restricted, but students parked in the following areas may receive a fine:

- Spaces reserved for handicap parking;
- Spaces reserved for senior faculty, visitors, or others;
- Areas that are not designate parking spaces, including in yellow, red, or blue lines, in the grass, or on the brick sidewalks beside Jewett, Archibald, and Tucker Halls;
- Areas that block another vehicle or loading zone or fire zones.

Fines may also be issued for excessive speed on campus, operating a vehicle in an unsafe manner, or allowing passengers to ride in an unsafe manner. Fines for motor vehicle offenses are \$16 per offense. After multiple offenses, a student may face additional sanctions up to and including the loss of privilege to maintain and/or operate a vehicle on campus. Irresponsible conduct that violates other College policies may be subject to additional disciplinary action.

## Network Policies and Procedures

All users of the Judson College network must adhere to the Judson College Computer Network Policies and Procedures regarding the use of College-owned computers, peripherals, software, servers, network storage, the Internet, and email. Users must also abide by copyright laws as well as state and/or federal laws with regard to software, Internet and e-mail usage. Each user has the responsibility to use the Judson College network in an ethical, lawful, and professional manner.

This means that the users agree to abide by the conditions stated in these policies. Consequences resulting from any deviation from these policies include but are not limited to permanent or temporary suspension of user privileges, deletion of files, denial of technical support services, disconnection from the Judson College network, confiscation of unauthorized software and hardware, and referral to applicable student/faculty/staff disciplinary processes. All potentially illegal activities may be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution. This policy provides general guidance and will be supplemented by additional regulations governing particular sub-systems of the college computing environment and network. **Ignorance of these policies may not be used as an excuse for actions that violate these policies.**

Judson College has provided the systems and networks to support the College's mission of education, and their intended uses are grounded in providing robust and secure services to the entire Judson College user community in pursuit of that mission. The College provides access to students currently registered for classes and maintains computers for staff and faculty with software appropriate to their work-related environment. The computer network is the property of Judson College and is to be used for legitimate business and educational purposes. Access to these services is a privilege and is

contingent upon appropriate usage by all users. Inappropriate usage, as is outlined in this Policies and Procedures statement, poses serious risks to the stability and security of the network and is therefore prohibited. To assist all users in understanding and practicing appropriate computer network usage, the following general information and procedures are provided.

Because of the rapid evolution of computing and information networks, the College reserves the right to modify the text of this policy. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations.

Judson College must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand that may strain available computer resources, Judson College reserves the right to restrict (e.g., specific time of day) or prohibit computer activities such as game-playing, engaging in on-line chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business and/or non-educational related uses of the Internet.

Users understand that network-based system activity is automatically logged on a continuous basis. These logs do not include private user text, mail contents, or personal data, but do include a record of user process that may be examined by authorized system administrators.

By accessing and using the College's computer resources, each system user expressly consents to and acknowledges the College's right, when necessary as a function of responsible system management:

- to monitor any and all aspects of College computing resources (including but not limited to individual user login sessions to determine if a user is acting in violation of College policies or law);
- to inspect all electronic files and other electronically recorded information within the College's computing resources;
- to intercept, access, disclose and use electronic communications of any user, whether in transit or storage; and
- to utilize software that makes it possible to identify and block access to Internet sites and/or e-mail that is deemed inappropriate.

Students may receive Internet access by connecting personally owned computers to the network in their residence hall rooms, but this privilege may be removed if a student does not adhere to the following rules:

- Each student will understand that it is her responsibility to protect her computer from spyware or adware.
- Judson College is only responsible for the connection to the wall of the room.

- College personnel are not responsible for student computer repair. Students will make their own arrangements for personal computer repair or maintenance.
- Each student must understand that her activity on the Internet affects all users of the residence hall network.
- Each student will understand that while she is connected to the network in her room, Judson College has the right to monitor all and filter some Internet protocols.
- Each student realizes that peer to peer file sharing, downloading of illegal music, games, and software is prohibited on the Judson College network. If monitoring of the network shows that a student is in non-compliance with this policy, her computer will be immediately disabled from the network.

Each authorized user may access only the network account that is assigned to her or him. Each user is held responsible for all activity on and information stored in her or his account. Users should take every precaution to protect their account passwords. Attempting to use an account belonging to someone else is prohibited. Illegally obtaining passwords by any method is considered theft.

Unauthorized attempts to access files (or emails) or to modify files (or emails) belonging to Judson College or another user are prohibited. Users must not allow non-college individuals to use non- public computer resources without authorization from the IT department. All users are expected to respect the privacy of others. Any attempt to circumvent network security is prohibited. Independent commercial activity by users is prohibited except for College-related business. Using College-owned resources to store, copy, or distribute pirated material is prohibited.

Using computer resources irresponsibly or in a manner that adversely affects the work of others is prohibited. This includes recklessly or intentionally: (1.) damaging any system by introducing computer viruses, worms, or Trojan horses; (2.) damaging or violating system information not belonging to the user; or (3.) misusing or allowing misuse of computer resources.

Users at Judson College are to refrain from creating, sending, or storing pornographic, obscene, offensive, harassing, threatening, or disruptive material on the College network. They are not to do anything that is inconsistent with Judson's Statement of Values. Displaying or distributing such information will be considered a violation and appropriate action will be taken.

Tampering with software settings or adding/deleting software from equipment (without consent from the IT Department) will result in a fine plus the cost of the repair. Computer systems and components will not be removed from their original location without prior permission from the IT Department. Theft of hardware, software, or consumable supplies is prohibited.

Upon notification by the College of activity or behavior that violates these policies, users must discontinue such activity immediately.

Each user will use the Judson College e-mail system in an ethical, lawful, and professional manner and will not use the system for purposes inconsistent with the mission of the College.

## **Website and Social Media Policy**

Judson College's official website and social media presences are extensions of Judson's brand and are some of the primary communication vehicles between the College and its varied audiences-- principally, prospective students and their families, alumnae, current students, faculty and staff, and the surrounding community. Maintaining Judson's brand and protecting its trademarks, service marks, and other intellectual property online are crucial to preserving its reputation and to communicating cohesively and effectively with its constituents.

The Judson College website and its components, including design, images, written content, and all other content, are copyrighted by Judson College and may not be copied, modified, used on other sites or re-purposed without written authorization from the Assistant Vice President for Marketing and Communications or the Branding Committee of Judson College, which holds authority to develop, publish, manage, and implement guidelines for appropriate use of Judson College's name, symbols, and logo.

### **Official Websites or Social Media Accounts**

A College website or social media account is considered official when it is published by the College itself, or an officially authorized department, organization, or administrative unit of the College using the name "Judson College," the word "Judson" used in the context of Judson College, or using a mark that visually represents Judson College. While the responsibility for maintaining and monitoring official sites and social media accounts may be delegated to an appropriate College employee, such sites and accounts are subject to review by the Branding Committee. Failure to comply with a directive issued by the Branding Committee may result in disciplinary action.

#### ***Websites***

College Departments and organizations wishing to establish websites may only do so under the judson.edu domain. Requests to add a website must be initiated and authorized through the Office of Marketing and Communications. All sites must follow the brand standards published in the Judson College Brand and Style Guide unless given written authorization from the Branding Committee. Sites found to use the Judson College name, marks, or copyrighted terms and phrases in an inappropriate or unauthorized manner will be removed.

#### ***Fundraising Sites***

Fundraising for student clubs and organizations is governed by the Fundraising and Solicitation Policy for Student Organizations, which can be found in the Judson College Student Handbook. All other entities who wish to engage in online fundraising should first secure the approval of the Vice President who oversees their administrative or

academic area, then contact the Office of Institutional Advancement for their approval and guidance. Approved fundraising sites should then be registered with the Office of Marketing and Communications.

### ***Social Media Accounts***

Official institutional representation via social media platforms must be initiated and authorized through the Office of Marketing and Communications. Any student, academic department, or other campus organization social media accounts, or streaming video accounts that use Judson's name, marks, or copyrighted terms and phrases as part of the identity of the sites must be registered each semester with the Office of Marketing and Communications and approved each semester by the Branding Committee of the College. These accounts must follow the published Judson College Brand and Style Guide unless given written authorization from the Branding Committee. Primary administrative rights may be assigned only to Judson College employees, and the Director of Marketing and Communications must also be extended administrative rights.

### **Personal Websites or Social Media Accounts**

Students and employees are expected to refrain from making disparaging remarks about Judson College via personal and official social media accounts and websites. When using College or personal social media accounts as a part of their official duties, and/or when presenting oneself in social media settings as a College representative, employees must comply with applicable College policies governing employee behavior and acceptable use of electronic and information resources.

Judson employees and students may mention their Judson affiliation in message content, but are prohibited from using Judson brand elements on personal websites, social media accounts, business communications, or other personal endeavors in ways that might be interpreted as representing Judson College (for example, using the college's logo or Seal as a social media avatar or profile photo). Prohibited conduct also includes use of Judson's name, institutional marks (logos), trademarks, and/or other authorized subordinate graphic symbols in ways that constitute libel, false advertising, copyright or trademark infringement, harassment, professional misconduct, or a violation of privacy or other rights protected under the law. Engaging in such behavior may result in disciplinary or, in some cases, legal action.

## **Policy on the Use of Judson College's Name, Marks, Trademarks, and Insignias**

The name "Judson College", the institutional mark, the College Seal, and other official subordinate graphic symbols connote a proprietary interest in activities housed at or sponsored by Judson College. These marks protect and promote the college-approved brand as a dominant visual representation of the College's identity. For that reason, Judson College has adopted certain principles and authorization procedures for the use of its name, logos, trademarks, insignias, and other indicia to ensure that the College and its divisions and departments are presented to the public in a consistent, coherent

manner, and that college resources are expended efficiently and effectively in alignment with brand standards.

The Branding Committee, composed of the Assistant Vice President for Marketing and Communications, General Counsel, and the Chief Student Life Officer, bears responsibility for implementation of this policy, including authority to develop, publish, manage, and implement guidelines for appropriate use of Judson College's name, symbols, and logos.

- I. The name "Judson College," the word "Judson" used in the context of Judson College, the College Seal, the institutional mark (logo), the Athletics logo, and other authorized symbols shall not be used for any official, quasi-official, promotional, or similar purpose by any organization, group, individual, or activity without the authorization of the Branding Committee, who may seek the approval of the President of the College before granting authorization.
- II. Non-authorized logos, wordmarks, or symbols may not be used to represent Judson College or any of its divisions, departments, programs or offices without the express written authorization of the Branding Committee, who may seek the approval of the President of the College before granting authorization.
- III. The visual identity marks depicted in the Brand and Style Guide are trademarks of Judson College. Any use of the College's marks and other symbols must adhere to the graphic standards and restrictions outlined in the Brand & Style Guide at [atbrand.judson.edu](http://atbrand.judson.edu).
- IV. Faculty, staff members, and students may use Judson's name as a factual reference to identify themselves in a manner that does not imply college endorsement. The use of Judson letterhead, the College address, or other identification to suggest or imply college support for a personal viewpoint should be avoided and may result in disciplinary action.
- V. Judson prevents misrepresentation of its mission, goals, and reputation through careful monitoring and institutional licensing of products and promotional materials carrying the College's marks. To protect the trademarks and brand of the College, all products, promotional items, signage, or packaging bearing reference to Judson College must be licensed to ensure that they comply with specifications outlined in the Judson College Brand & Style Guide prior to production. The Office of Marketing and Communications is responsible for coordinating the College's licensing program. This office will receive requests for the use of Judson names, marks, and trademarks for these purposes. The final decision related to approval of the use of the College name, logos, trademarks, insignias, and other indicia rests with the Branding Committee.

## **Intellectual Property Policies**

The faculty and administration believe that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the College and its learning communities

reasonable access to, and use of, intellectual property the creation of which has been fostered by the College.

Judson supports the development, production, and dissemination of intellectual property by its faculty, staff, and students.

## **Works Created by Faculty or Staff**

Intellectual property created, made, or originated by a faculty or staff member shall be the sole and exclusive property of the faculty, author, or inventor, except as he or she may voluntarily choose to transfer such property, in full, or in part.

Judson shall own copyright only in the following three circumstances:

1. The College expressly directs a faculty or staff member to create a specific work, or the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement.
2. The author has voluntarily transferred the copyright, in whole or in part to the institution. Such transfer shall be in the form of a written document signed by the author.
3. The College has contributed to a “joint work” under the Copyright Act. The institution shall have joint ownership under this clause when it has contributed specialized services or facilities to the production of the work that go beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Any waiver or assignment by the College of its rights in a joint work shall be in writing signed by the President or Chief Student Life Officer. A co-owner of a joint work shall not obligate the College for fees, costs, or expenses in connection with the registration or marketing of a joint work.

As a condition of employment, unless otherwise agreed by the College in writing, a faculty or staff member who uses his or her intellectual property in the course of his or her employment (for example, in a course or seminar taught by the author) shall be deemed to have granted the College a non-exclusive, non-transferable, royalty-free license for such use of the work.

## **Works Created by Students**

Any work created by a student solely in that capacity shall be the exclusive property of the student. A student shall be deemed to have granted the College a non-exclusive, non-transferable, and royalty-free license to display any work used by a student in College coursework unless such a license will impede scholarly publication or similar activities and the student has given the professor or instructor written notice that a specific work may not be displayed.



# Campus Facilities

College facilities may be reserved for use by students, faculty, staff, alumnae, and the community, for either College or personal events. All events must be approved and reserved on the College's master calendar before an event is considered an official function and before anyone may utilize campus facilities and services. Facility usage forms (including usage and clean-up fees), as well as facility reservation forms, are available in the Office of Facilities Management.

## Access Card System

For the security of all members of the campus community, the residence halls and academic buildings are secured by an access card system. Using an access card is the only way to gain access to the residence halls at any time, and to gain access to administrative/academic buildings between 7:00 pm and 7:00 am. A lost card puts everyone in danger. It is imperative that students know the whereabouts of their card at all times and never loan their card to anyone. If a student's card is lost or stolen, she should contact a member of the residence life staff immediately.

## Alumnae Auditorium

The Alumnae Auditorium, built in 1902, was named in honor of the devoted alumnae who dedicated their energies in raising funds to assist with the construction of the facility. Concerts, lectures, and plays are presented on the auditorium stage every year.

The auditorium is available for Judson College sponsored events and community sponsored events. The following guidelines help us ensure that adequate resources are provided for a successful event and appropriate care is given to the facility:

- Facility Reservation Forms for the Alumnae Auditorium may be acquired from the Office of Facilities Management.
- Sponsors for campus organizations reserving the auditorium must be present for all rehearsals and performances.
- No food or drinks are allowed in the auditorium at any time. Tucker Hall may be reserved separately. The gallery in Tucker Hall may be used for receptions.
- No candles or open flames may be used in the auditorium main floor or balcony at any time. Special permission may be requested for use of candles on the stage floor area only.
- Sound and lighting equipment may be operated only by authorized college personnel. Request for technical services and maintenance personnel may be indicated on the Facility Reservation Form.
- No physical alterations to furniture or stage apparatus are allowed without prior approval from the Director of Facilities Management. Nothing may be taped, tacked, or attached in any way to walls or ceilings.
- No construction of sets is allowed in the auditorium. Sets must be portable and may not be attached in any way to walls or ceilings.

- Reserving organizations are responsible for communicating with Judson Security at the close of the event to ensure that lights are out and the facility is locked and secure.
- Damages to Alumnae Auditorium will be assessed to the reserving organization.

## **Wellness Center**

The Judson Wellness Center is intended to promote health and fitness for the students and employees of the College. Located in Riddle Gymnasium on the Judson College campus, the Judson Wellness Center provides programs and facilities to promote a lifestyle of holistic wellness. Persons using the Center are asked to sign-in at the front desk any time they utilize the Wellness Center. The sign-in record is a valuable tool to Wellness Center personnel in evaluating utilization and planning future programs. The behavior, language, and attire of Judson students and guests utilizing the Center should be in keeping with the Judson Code.

# **Campus Services**

## **Career Development**

The selection of a career path is one of the most important decisions a student faces. Judson College provides students with information and assistance necessary to make these choices through the Office of Student Life. Career counseling and career inventories (skill and vocational testing) are available to help students focus on their abilities, interests and strengths. Job listings, a career development library, and informational career seminars are available to aid students in the job search process. Information on graduate schools, graduate school testing, and application procedures are available to aid students in the process of continuing their education beyond college.

## **Personal Counseling**

A student's total development is very important. Personal problems, whether from within or beyond the college environment, sometimes divert students from their educational goals. To assist students, counseling services are provided by a licensed counselor from the Samaritan Counseling Center. The counselor is available on campus on select days by appointment. Students may reach the counselor by calling 334-683-5118 or [counselingservices@judson.edu](mailto:counselingservices@judson.edu).

## **Healthcare Referral Services**

The College provides referral services for students with health related problems requiring primary care. Members of the Student Life staff serve as liaisons between students and local physicians, clinics, and hospitals. The Residence Life staff is also available to assist students during emergency situations.

The College believes students with serious illness or contagious or communicable disease are best served at home or in the hospital. Hospital or quarantine facilities are not available on campus, so students requiring this type of treatment are expected to

withdraw from student housing, class attendance, and all activities.

The College endeavors to respect the privacy of students in health-related matters. In an effort to ensure that each student receives appropriate medical care, the College requires a medical history and physical record, including immunization records. Also, each student is required to maintain current medical insurance coverage. Please note that all international students are required to have repatriation insurance coverage.

## **International Student Services**

International students are assisted in their adjustment to Judson College life by the staff of the Office of Student Life. Upon request, Student Life personnel will assist international students with securing housing accommodations during holiday periods and summer break, as well as assisting the student in making travel arrangements. Information regarding Immigration and Naturalization Services is also available through the Chief Student Life Officer.

## **Dining Services**

Food service is provided in the Sara Hunt Christenberry Dining Hall, which is located in Jewett Hall. Hours of service are posted outside the dining hall. Resident students pay for these meals through the board charge on their bill. Others pay as they go for meals taken in the dining hall.

## **Student Records**

Judson College preserves and maintains permanent institutional records relating to each student. Information contained in these records is made available to authorized persons or institutions as a service to students in accordance with the following policy.

Judson College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which guarantees to students and eligible parents the right to inspect educational records and to limit access to those records by third parties. FERPA states that after a student becomes 18 or attends a post-secondary educational institution all rights of the parents are transferred to the student unless the student is a dependent of her parents as defined in Section 152 of the Internal Revenue Code. The College considers every traditional student as a "dependent" of her parents or guardians until the student specifically informs the College that she is not a dependent and provides proof of non-dependency status. The following rights shall be afforded eligible students and parents.

Eligible students and/or parents have the right to inspect and receive virtually all the student's educational records maintained by the College. An eligible student and/or parent may access her education records through the following procedure:

- The student and/or parent shall make a written request to the College custodian of the record.
- The custodian of the record will grant an appointment for the requested examination as soon as is reasonably possible and will not ordinarily exceed five days from the date of the initial request.

- The eligible student and/or parent may not remove any item of information from her file.
- The custodian will provide a copy of the record to the eligible student and/or parent as soon as is reasonably possible and will not exceed more than forty-five days. A minimum charge of \$.10 per page will be made for copies of records, with the exception of a fee of \$21.00 for transcripts. The College reserves the right to deny requests for transcripts or copies of records not required to be made available by FERPA in the following situations:
  - a. the student lives within commuting distance from the College;
  - b. the student has an unpaid financial obligation to the College; and/or
  - c. there is an unresolved disciplinary action against the student

Eligible students and/or parents have the right to request that the College correct records believed to be inaccurate, misleading or in violation of the privacy rights of the student. A written request should be submitted to the appropriate record custodian, clearly identifying the part of the record which they wish to change, and specifying the reason they believe the record is inaccurate, misleading, or in violation of the student's privacy rights.

If the College decides that the information is inaccurate, misleading or in violation of the student's privacy rights, the College will amend the record accordingly and inform the student of the amendment in writing. However, if the College determines that a change is not appropriate, the eligible student has the right to place a statement in the records commenting on the contested information in the records, stating the reason she/he disagrees with the decision of the College. This statement will be maintained with the contested part of the record as long as the record is preserved. This procedure will not be used to challenge the validity of a grade or any other decision given by a professor or administrator of the College. Appeals of grades must be made in accordance with the Academic Appeals Policy, which is outlined in the *Judson College Academic Catalog*. Appeals of disciplinary decisions must be made with the disciplinary appeals process, which can be reviewed in the Disciplinary Procedures section of the *Judson College Student Handbook*.

Generally, Judson College must have written permission from the eligible students before releasing any information from a student's record; however, FERPA allows the College to disclose records, without consent, to the following parties:

- officials of the College with a legitimate educational interest (defined as a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks);
- other institutions to which a student seeks or intends to enroll (the College provides such information upon request by the institution without notification

of the student);

- parents (when a student is under 18 or a student over 18 is still a dependent);
- certain government officials;
- appropriate parties in connection with financial aid to a student;
- organizations doing certain studies for the College;
- accrediting organizations;
- individuals who have obtained court orders or subpoenas;
- persons who need to know in cases of health and safety emergencies;
- state and local authorities to whom disclosure is required by state laws adopted prior to November 19, 1974; and/or an alleged victim of any crime of violence (as defined in section 16 of title 18, United States Code) will be provided the results of any disciplinary proceedings against the alleged perpetrator of the crime with respect to that crime.

Academic records are maintained by the Registrar. The records constitute the student's permanent record, contain only information relevant to academic performance, and are available only to authorized persons.

Disciplinary records contain information relating to student violations of College policy and are maintained by the Chief Student Life Officer. These records are kept separate from academic records.

Institutions are able to disclose, without consent, "directory" information, such as a student's name, address, and telephone number. Judson College has designated the following as directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. An eligible student who does not wish for this information to be released without prior written consent must notify the Chief Student Life Officer in writing.

The offices in which student records are maintained, along with the College custodian in charge of records, are listed in the following chart:

<b>Records</b>	<b>Custodian</b>	<b>Location</b>
Academic course records, grades, transcripts, test scores, VA records	Registrar	Office of the Registrar First Floor, Jewett Hall
Admissions applications, test scores, high school transcripts*	Vice President for Enrollment Services and Communications	Office of Enrollment Services First Floor, Jewett Hall
Career counseling records, including interest testing, job placement records, resumes, and letters of recommendation	Chief Student Life Officer	Office of Student Life First Floor, Blount Student Union
Disciplinary records, including investigative records	Chief Student Life Officer	Office of Student Life First Floor, Blount Student Union

Financial aid applications, financial statements, award letters	Director of Financial Aid	Office of Financial Aid Second Floor, Jewett Hall
Student billing records and student payroll records	Business Office	Business Office First Floor, Jewett Hall
Housing records, including room assignments and damage assignments	Director of Residence Life	Office of Student Life First Floor, Blount Student Union
Medical records	Chief Student Life Officer	Office of Student Life First Floor, Blount Student Union
Student life records, including personal data and student activities information	Chief Student Life Officer	Office of Student Life First Floor, Blount Student Union

*\* Upon matriculation, admissions records are transferred to the Office of the Registrar. Records for all applicants who do not matriculate are maintained in the Office of Admissions for a period of one year.*

On occasion, the College or parties acting on its behalf may maintain records that are not included on the above list and may not be found in the usual locations.

The Student Records Policy of Judson College is a written summary of the requirements of FERPA. Excerpts from the policy are published in the *Student Handbook* and distributed to students annually. A complete copy of the written policy and procedures for the compliance with the FERPA is available from the Office of the Registrar upon request. A student may file a complaint alleging failure by the College to comply with the requirements of FERPA by contacting the *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605*.

Additional information pertaining to the maintenance of student records and student rights under FERPA may be found in the *Judson College Academic Catalog*.

## Residence Life Policies

The Residence Life program at Judson College is designed to provide a quality environment in which students can live and learn in a nurturing, Christian community. Living in a residence hall can open you to a wide variety of experiences that help prepare you for life, both during and beyond college.

A complete listing of residence life policies and procedures can be found in the Residence Life Handbook, which is available on the College website or from the Office of Residence Life.

Frequently referenced residence life policies and other policies that apply to non-resident students while they are on Judson's campus have been added to the *Student Handbook* for convenience.

### Housing Policy

Living in a residence hall provides students with opportunities to learn relationship skills that impact all areas of life and to participate fully in the life of the College. Residential living also provides convenient and cost-effective housing for students. It is one of the most rewarding and important facets of the college educational experience. In addition,

research has shown that students who live in residence halls experience significant benefits from living on campus.

Judson College is so committed to the value of residential living that **traditional aged, single students are required to live in a residence hall and take their meals in the College dining facility.** Exceptions are made for students living with a parent/guardian or spouse within reasonable commuting distance of the College. Since the residence hall program is designed for traditional aged students, the Chief Student Life Officer reviews requests for residence hall housing by students older than 23 years of age.

Residential students are required to enroll in at least twelve credit hours of on-campus classes during the Fall and Spring semesters and/or six credit hours during Short Term. The College reserves the right to determine if a student may enroll as a part-time student. Any student residing on campus who reaches the age of 23 during an academic year must complete that year on campus. While on-campus housing is available for married students or for students with children, the spouses and children of students are not allowed to reside in the residence halls and are subject to residence hall visitation policies.

Questions regarding this policy should be addressed to the Chief Student Life Officer prior to the semester in question. This housing policy is subject to modifications based on the availability of on-campus housing. The College reserves the right to deny housing to a student if the student's behavior or academic standing violates the mission or policies of the College.

## **Room and Vehicle Searches**

Judson College respects a student's privacy and guards against arbitrary and unnecessary intrusion. However, the College does reserve the right to conduct searches for the following reasons:

- if there is reasonable cause to believe that activities that are detrimental to the health, safety, and welfare of the College community are taking place;
- if there is reasonable cause to believe that contraband is present; and/or
- if there is reasonable cause to believe that activities are occurring that violate college policies.

When it is feasible and does not pose a potential danger to the safety of other students, a reasonable effort will be made to have an occupant of the room or the person who registered the vehicle present during a search. However, searches may be done without the occupant/owner present.

In the event that a search is conducted, the following guidelines will normally apply:

- The search will be approved by the Chief Student Life Officer or her authorized designee.
- At least two College officials will perform the search, only one of whom maybe a

student RA or Honor Council representative.

- All persons involved in the search and any witnesses will sign a list of items taken as a result of the search.

Contraband that is openly visible may be confiscated by a college official at any time. Such confiscation is not considered a search.

## Visitation Policies

Residential students are allowed to entertain guests in their residence halls under the conditions stipulated below. All residence hall guests must sign in using the Visitor's Log immediately upon entering the residence hall. The residential student serving as the hostess is responsible for the actions of her guests, who are subject to the same College policies as residents when on campus. The hostess should remain with her guest at all times. If a guest is found unattended, he or she may be asked to leave the residence hall or the campus.

An upperclassman resident of one residence hall may visit overnight in another residence hall as long as the hostess and roommate of the hostess are in agreement. If the number of times a resident stays in another's room is deemed by the Residence Life staff to be excessive, appropriate intervention may be made, including the possibility of charging the resident for occupying two rooms.

Non-resident female guests may visit the residence halls. The following guidelines apply:

- A roommate must not be deprived of her privacy, study time, or sleep because of a guest.
- Overnight guests must be registered with the RA or RD.
- Overnight guests are permitted to stay no more than three nights per semester.

To ensure the safety and privacy of residents, male visitors are allowed to visit only in the lobbies of each residence hall. Male guests must leave each night when the residence hall is secured. Male guests are not permitted to visit in a resident's room or other non-public areas of the residence halls, except when a resident requires special assistance. Residents with special needs for assistance are honor bound to request permission *in advance* from an RA or RD to have male guests in the room.

In addition to days when residents move in and out, other special days and hours will be designated when anyone, male or female, can visit in the residence halls. These will be announced and the following guidelines apply:

- Residents should be properly dressed during Open House hours.
- When male guests are in the room, the door *must* remain open.
- Guests will be subject to the same policies as residents.
- The hostess is responsible for the actions of her guest(s). A student may face disciplinary action consistent with any Judson Code violation committed by



her guest. A student may also be responsible for paying for the replacement of any property that is damaged or taken by her guest.

Judson students are permitted to visit the Marion Military Institute campus. To stay within MMI's policies and Judson's expectations, visit under the following guidelines:

- The guardhouse should be the point of contact with cadets. Do not go directly to the barracks in order to contact a cadet.
- **Judson students may not enter the barracks at any time. Cadets are not allowed to be contacted during Confined Quarters (CQ), Sunday through Thursday, 7:30 p.m. to 10:00p.m.**
- Dress appropriately and modestly while visiting the MMI campus. Judson's standards of appropriate dress also apply on the MMI campus.
- The library should be used for study purposes only.

## Service and Support Animal Policy

The College seeks to meet the needs of its students with disabilities and to comply with all applicable federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and anti-discrimination laws of the Department of Housing and Urban Development. This policy is designed to provide guidance regarding the use of Service and Support Animals by enrolled students with disabilities on the College campus and other teaching sites.

Teaching sites not controlled by the College (i.e. hospital or other clinical education sites, educational institutions for student teaching assignments, companies providing internship placements, etc.) may have their own policies and procedures. Students are solely responsible for obtaining any approval required by these external sites.

### Definitions

The College defines a **service animal** as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a service animal. Other animals, whether domestic or wild, do not qualify as service animals. Examples of such work or tasks may include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

**Support animals** (sometimes called "therapy animals") are not service animals, even if prescribed by a physician or therapist. While they may be considered for access to

College housing, support animals are generally not permitted in other areas of the College, such as the Library, academic and administrative buildings, classrooms, labs, athletic facilities, food service/dining areas, and student service facilities, such as the student center.

A **pet** is an animal kept for ordinary use and companionship. A pet is not considered a service animal or a support animal. It is not covered under this policy. Individuals are not permitted to keep pets on campus including in College housing, other than fish in a bowl. The pet policy may be found in the Residence Life Handbook.

An **approved animal** is a service or support animal that has been granted as an accommodation by this policy. The owner is the student who has requested the accommodation and has received approval to bring the approved service or support animal onto campus.

## General

The College provides appropriate adjustments to enrolled students with a documented disability, including commuter students and students living in campus housing. The Residence Life staff allows service or support animals to live with students in their on-campus residence only upon approval by the Chief Student Life Officer and in accordance with this policy.

The College may exclude a service animal or support animal from its campus or other teaching site if it:

1. poses a direct threat to the health and safety of others;
2. causes substantial physical damage to the property of others;
3. poses an undue financial and administrative burden, or
4. results in a fundamental alteration of the College's program(s).

## Approval Procedure

Advanced approval and documentation are not required for a service animal that is assisting a person in an area of the campus open to the public or a service animal that is clearly doing work or performing tasks for the benefit of an individual with an obvious disability. All other rules and procedures described below will apply.

To receive approval for having any other service or support animals on campus, students should complete a request form and provide appropriate documentation to the Chief Student Life Officer. In the case of a service animal, students must also make a request for academic accommodations through the Office of the Registrar.

The student will be asked to provide documentation from a mental health physician or licensed therapist verifying:

1. That she has a disability;

2. That the animal is necessary to afford the person with a disability an equal access to the College's educational program; and
3. That there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Upon receipt of this documentation, the Chief Student Life Officer or her designee will initiate a conversation with the student about the College's policy and procedures for use of service or support animals on campus.

If a disability is confirmed and the need for a service animal or support animal is approved by the College, the student will be provided with a letter of approval from the Chief Student Life Officer. Except in the case of a service animal assisting a student with an obvious disability, the student may find it helpful to have the letter available to demonstrate that the animal is approved to enter non-residential facilities on campus. If the student resides on campus, appropriate notice will be provided to the Director of Residence Life.

Every student who wishes to bring a service or support animal onto campus must first sign the Service and Support Animal Agreement and have their request approved by the Chief Student Life Officer. The student must also provide evidence to the Chief Student Life Officer that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted to the Chief Student Life Officer or her designee prior to the animal being on campus or other teaching sites.

If the service or support animal is approved by the Chief Student Life Officer to live with the student in campus housing, the student must schedule a meeting with the Director of Residence Life or her designee to review pertinent Residence Life rules related to the animal. This meeting must occur prior to the animal taking occupancy in order to review the agreement and expectations.

The student's roommate(s), suitemate(s), or those otherwise sharing the living space will be notified of the approval of the service or support animal by the Director of Residence Life or her designee. All roommates, suitemates, or others sharing living space are requested to sign an agreement acknowledging that the service or support animal will be in the residence with them. In the event that one or more of these persons does not consent, Residence Life will reach a resolution of the matter through an interactive process with the appropriate participants.

## **Etiquette and Courtesy**

Judson College seeks to prepare her graduates for life, and life often requires more of us than only knowledge acquisition. To help our students be prepared for professional settings (interviews, business luncheons, etc.), social occasions, and productive involvement in their communities, we recommend a number of behaviors. Certain standards of etiquette and propriety are required because we believe they are right and important.

## Academic and College Community Etiquette

One of the most basic human values is to treat others with respect. Respect calls us to not talk when others have the floor, or are speaking or performing. Be on time; do not presume on someone else's time. Here are some useful guidelines:

- Attend class, Chapel, and required events.
- Be on time for class, Chapel, events and appointments.
- Make an appointment to see professors or administrators.
- Be prepared for classes and appointments.
- Be quiet when others are talking or performing.
- Show respect to college employees and classmates.
- If you have a conflict with a professor or staff member, first talk with that person to try to resolve it.
- If you cannot resolve a conflict with a professor or staff member, first talk with that person's supervisor before going to the President.

## Recital and Concert Courtesies

Recitals and concerts have some specific conventions. Here are several things that will help you show respect to the performer and fellow concert-goers:

- Arrive early enough to be seated before the performance. Allow time to have your attendance checked and still get settled. Turn off electronic devices, including cell phones.
- In Alumnae Auditorium events, always use the front entrance, never the side doors or stage entrance from Tucker Hall.
- If you are late, wait for a time when the audience is applauding, then enter the auditorium quickly and quietly.
- Refrain from talking or making other noise.
- Leave all reading and writing materials outside the room. Focus your full attention on the performer.
- If you absolutely must leave (e.g., coughing, restroom), try to stay at least until the end of the song before you leave. Move quickly and quietly to the foyer to exit the auditorium.
- The time for applause is typically at the end of a group of compositions, not after each song. (When in doubt, watch the music faculty. They know what to do.)
- Refrain from whistling and cat-calls in a formal concert. Applaud to show your support of the performer at the appropriate time.
- Dress appropriately. Student Life personnel will try to make sure you know the appropriate dress for concerts. If you are not certain, feel free to ask.

## **Dining Courtesies**

Judson offers a number of different dining experiences, from the multiple buffet lines of the Sara Hunt Christenberry Dining Hall to formal dinners in Archibald Hall. First, some basics for eating with other people in any setting: sit up straight, do not talk with your mouth full, do not throw or play with your food, and always treat servers with respect. Refrain from answering or checking your cell phone during a meal; silence the ringer or notification alerts.

### ***In the Dining Hall***

- Books, computers, and other distractions should be left outside the dining hall, with the exception of books or computers needed to complete homework during breakfast.
- Cell phones may be brought into the dining hall, but should not be used. If you need to engage in a conversation, including one via text message or social media, step outside.
- Only seniors may begin singing or clapping in the dining hall.
- Except for during official meetings or during designated times when seniors may invite underclassmen to join them, only seniors should sit in the alcove.
- Glasses, plates, and/or silverware are NOT to be removed from the dining hall.
- If a resident student is too ill to eat in the dining hall, she must get written permission from a member of the Residence Life staff to receive a sick tray.
- Don't take more than you know you can eat. You may go back for seconds.
- Get your own food, not food for others.
- Use serving utensils provided, and put them back so that the next person can use them without burning herself.
- Return your tray and all dishes, silverware, and trash to the Tray Return area.

### ***In Formal Dining Settings***

- Greet everyone at the table before you sit down; enter your chair from your left.
- Follow the lead of your host or hostess throughout the dinner.
- Wait for your host or hostess to unfold his or her napkin, putting yours in your lap once he or she has done so.
- Wait for your host or hostess to place his or her napkin on the table, signaling the end of the meal. Put your napkin loosely on the table.
- If you leave during the meal, ask to be excused and leave your napkin on your chair.

- As a rule, start with the outside silverware and work in. Each course has utensil.
- If your bread plate is removed, rest your bread on the edge of your dinner plate.
- Pass the salt and pepper as a set.
- Courses will be served from the left and removed from the right.
- Try to finish each course about the same time as the rest of the table.
- On finishing a course, place the knife and fork in the 10:20 clock position (points at 10, handles at 20) with the prongs of your fork down and the blade of your knife facing you.

## Student Organizations and Activities

Co-curricular involvement is an important part of student development. Through all campus organizations, opportunities are provided for students to develop leadership skills and to learn to work cooperatively with others in achieving goals. A variety of organizations are available to students: departmental organizations, honor societies, service organizations, and social organizations.

### Student Organizations Policy

Student organizations are chartered through the Office of Student Life and authorized by the President's Cabinet. If approved, the organization is operated under the supervision of faculty or staff advisors. Student clubs or organizations must request, receive approval, and be officially recognized by the College before they may meet on campus, advertise, host fundraisers, distribute or post materials, or use any campus facilities for their activities or events. To request permission to charter a new student organization, the requesting student and/or sponsor should submit a Student Organization Charter Request Form. The requesting student and/or sponsor may expect a letter of determination within thirty days of the date of submission.

The Office of Student Life maintains the official list of approved organizations and is available to assist and advise both new and existing organizations. Funding for student organizations is the responsibility of each organization's membership. Guidelines for organizational fundraising efforts are outlined in the Fundraising and Solicitation Policy for Campus Organizations.

All such clubs or organizations and their activities or events must be consistent with the Mission, Core Values and Vision of Judson College, and must be and remain in compliance with the Judson College Student Handbook, and any policies or procedures promulgated by the College. The College reserves the right to refuse the use of its facilities for any reason to any student club, organization, activity, or event. Consistent with the Student Handbook, all students, student clubs and organizations, faculty or staff of the College, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not.

No student organization will be approved, recognized, or permitted to meet on campus,

advertise, distribute or post materials, or use College facilities if the organization's statements, positions, doctrines, policies, constitutions, bylaws, platforms, activities or events of such organization, its parent, affiliate, chapter, or similarly named group (even if the similarly named group is not the actual parent, affiliate, or chapter) are inconsistent or in conflict with the distinctly Christian mission and purpose of the College, the Judson Code, Student Handbook, or the policies and procedures promulgated by the College.

Organizations chartered by the college found to be in violation of the Mission, Core Values, and Vision of the college, the Judson code, or College policies will face disciplinary action that may include a probationary period, suspension, or revocation of its charter. Students involved in the violation of policies may also face disciplinary action on an individual basis.

## **Fundraising and Solicitation Policy for Campus Organizations**

Fundraising where goods and services (e.g., doughnuts, car washes, ads for student publications, t- shirts) are exchanged for monies and require no receipt for tax deduction purposes must be approved by the appropriate advisor and the Chief Student Life Officer. All funds raised must be deposited into an organizational agency account the following business day.

Solicitation for funds and gifts by all campus organizations should be coordinated and approved through the Office of Development, after approval by the appropriate sponsor and the Chief Student Life Officer. The Office of Development should be presented with a written plan in advance of any fundraising. The plan must include a draft(s) of correspondence to be sent, a list of entities to be solicited, and a timetable for the solicitation. The Office of Development will determine the appropriateness of the plan on an individual basis. College-wide appeals must take precedence in timing; mailing lists must be approved by the Office of Development, and appeals must be planned well in advance in order for their timing to be coordinated by the Office of Development.

All funds given that require a receipt for tax purposes must be processed through the Office of Development. Processing includes presenting the original check or cash, documentation and appraisal of in-kind gifts, and the full name, address, and phone number of the donor(s). The Office of Development shall be responsible for restricting the gifts to the appropriate organizations or department.

## **Hazing Policy**

Organizations, traditions, and college-wide activities for students at Judson College are intended to support the College and the community and to broaden the individual's educational experiences. Each student organization is required to inform new members in writing of the specific requirements to complete membership. This information must be part of the organization's charter on file in the Office of Student Life. All organization activities, college-wide activities and traditions should encourage academic excellence and provide opportunities for personal growth. Therefore, all those in charge of organizational or college-wide activities and traditions shall ensure that students, alumnae, and/or other persons do not participate in any hazing ceremony, activity, or practice.

Hazing is defined as any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, harm, embarrassment, or ridicule, regardless of the individual's willingness to participate.

Hazing includes servitude, which is often defined as "personal favors." Specifically, hazing includes, but is not limited to, the following:

- activities and situations that create excess fatigue;
- physical abuse and psychological attack;
- wearing apparel that is conspicuous and not normally in good taste;
- public stunts, jokes and/or activities;
- morally degrading, humiliating or embarrassing games, stunts, jokes or activities;
- activities or requirements that interfere with scholastic activities;
- any activity that requires an unreasonable or inordinate amount of the individual's time or that impairs the individual's academic efforts;
- the placement of any liquid/alcoholic beverage or solid matter in the mouth or the rapid consumption of food or liquid;
- any action that would place the individual in immediate danger. Obstructing vision is strictly prohibited;
- any activity that requires the student to miss class or a work assignment;
- transporting students in the back of pick-up trucks, automobile trunks, overcrowded vehicles, or other dangerous forms of transport; and/or
- requirements that compel students to participate in any activity that is illegal, contrary to the student's genuine moral or religious beliefs, or contrary to the mission and policies of Judson College.

## **Student Performances Policy**

Student performances provide opportunity for personal and artistic development and entertainment for the College and the surrounding community. Performances must be socially appropriate and reflect the principles of Judson College as outlined in its Mission Statement and Core Values. Advisors to organizations involved in performances assist in maintaining these principles. All College-related performances (scripts, lyrics, choreography, etc.) must have prior approval from the organization advisor and/or the Office of Student Life.

## **Student Publications Policy**

Student publications enhance the sense of community at Judson College and contribute to the intellectual development of the students. Editors of publications must uphold the standards of fairness, balance, decorum, and excellence in production. Advisors to student publication organizations will assist in the implementation of these standards.



Ethical concerns and questions of the publications staff, advisor, or college administration should be presented in writing to the Chief Student Life Officer, who will make a recommendation to the President of the College as to a responsible solution to the problem.

# **APPENDIX A**

## **Student Government Association Constitution**

### **Preamble**

We, the students of Judson College, in order to effectively represent our collective interests; to provide student academic, cultural, social, and physical welfare; to promote the recognition of the rights and responsibilities of students to the college; to encourage individual responsibility and foster a spirit of unity among students; and to encourage students to be active members in their current and future communities, do hereby establish this constitution for the students of Judson College.

### **Article I. Name and Membership**

This organization shall be called the Student Government Association of Judson College. Upon entering the College, each student becomes a member of the Student Government Association.

### **Article II. Governance**

This organization shall be governed by a Student Government Association Executive Council consisting of, in order of succession, a President, a Vice President of Government, a Vice President of Activities, a Secretary, a Treasurer, a Community Service Coordinator, a Publicity Coordinator, four Class Representatives, three Residence Hall Representatives, and a Commuter Student Representative.

### **Article III. Meetings**

There shall be regular business meetings of the Executive Council that are open to the student body. Special meetings of the Executive Council may be called by the President as necessary.

### **Article IV. Policies and Regulations**

#### ***Section A. Adoption***

The SGA Executive Council policies and regulations shall be determined by a majority vote of the Executive Council.

#### ***Section B. Absences***

SGA Executive Council Members are allowed unexcused absences from three meetings and two events per semester. In order for an absence to be excused, it must be approved in advance by both the SGA President and the SGA Advisor, who shall follow the guidelines for exemption outlined in the Judson College Chapel and Attendance Expected Event Policy. Upon the fourth unexcused absence from a meeting or third unexcused absence from an event, or failing to fulfill her

responsibilities, the member may be asked to resign her position on the SGA Executive Council.

## **Article V. Qualifications for and Duties of Executive Council Members**

### ***Section A. President***

1. She shall be enrolled as a student in both the fall and spring semesters of her term of office.
2. She shall have upon election, and must maintain, a 3.0 grade point average.
3. She shall have been on the SGA Executive Council for at least one year.
4. She shall be a student who has completed at least two years at Judson College.
5. She shall be required to present a qualifying speech to the student body at a time scheduled by SGA at least 48 hours in advance of elections. (Exceptions must be approved by the Chief Student Life Officer.)
6. She shall preside over all meetings of the Executive Council and all SGA-sponsored meetings of the student body.
7. She shall call meetings at any time that she deems necessary or upon the written request of not less than ten percent of the student body.
8. She shall, by virtue of her position, serve as a member of the Academic Council and the Appeals Board.
9. She shall appoint, with the approval of the Executive Council, committees to administer the affairs of the SGA.
10. She shall have voting privileges only in the case of a tie.
11. She shall oversee all committee projects. Committee heads shall report to her as often as deemed necessary.
12. She shall oversee student leadership meetings at least once during both the fall and spring semesters.
13. She shall coordinate Dorm Chats with the Office of the President.

### ***Section B. Vice President of Government***

1. She shall be enrolled as a student in both the fall and spring semesters of her term of office.
2. She shall have upon election, and must maintain, a 2.7 grade point average.
3. She shall have completed at least two years at Judson College.
4. She shall have been on the SGA Executive Council for at least one year.
5. She shall fulfill the duties of the President in her absence.
6. She shall oversee the delegation of responsibilities of members of the Executive Council.

7. She shall coordinate the election process for student leaders as outlined in Article VII.
8. She shall encourage students to be responsible citizens of their communities through activities that include an annual voter registration drive.

### ***Section C. Vice President of Activities***

1. She shall be enrolled as a student in both the fall and spring semesters of her term of office.
2. She shall have upon election, and must maintain, a 2.7 grade point average.
3. She shall be a member of the senior class and shall have completed at least one year at Judson College.
4. She shall have been on the SGA Executive Council for at least one year.
5. She shall be in charge of all entertainment sponsored by the SGA (i.e. dances, concerts) and the delegation of responsibilities pertaining to the activity to SGA officers and planning committees.
6. She shall be responsible for communicating with other organizations concerning campus activities and ensuring that SGA-sponsored events are listed on the College calendar.

### ***Section D. Secretary***

1. She shall be enrolled as a student in both the fall and spring semesters of her term of office.
2. She shall have upon election, and must maintain, a 2.7 grade point average.
3. She shall have completed at least one year at Judson College.
4. She shall keep a record of all meetings of the Council and of the student body meetings, which she shall distribute to the Chief Student Life Officer, SGA Advisor, and SGA Executive Council within one week.
5. She shall take roll at each meeting, keep an accurate record of all absences, and privately notify the President of excessive absences.
6. She shall be in charge of all SGA-sponsored surveys and polls of the student body, which must be approved by the SGA Advisor and the Chief Student Life Officer in advance.
7. She shall be in charge of all official outside correspondence.

### ***Section E. Treasurer***

1. She shall be enrolled as a student in both the fall and spring semesters of her term of office.
2. She shall have upon election, and must maintain, a 2.7 grade point average.
3. She shall have completed at least one year at Judson College.

4. She shall be in charge of disbursements or expenditures of the SGA, in coordination with the SGA Advisor.
5. She shall make a financial report at the end of each semester.
6. She shall be in charge of all orders and sales.
7. She shall be responsible for all SGA fundraisers.

#### ***Section F. Community Service Coordinator***

1. She shall be enrolled as a student in both the fall and spring semesters of her term of office.
2. She shall have upon election, and must maintain, a 2.7 grade point average.
3. She shall have completed at least one year at Judson College.
4. She shall serve as liaison between the Office of Faith-Based Service and Learning and the SGA Executive Council.
5. She shall coordinate one on-campus community service event per month for both the fall and spring semesters.
6. She shall coordinate two off-campus community service events per semester.
7. She shall be responsible for coordinating community service events with other campus clubs and organizations.

#### ***Section G. Publicity Coordinator***

1. She shall have upon election, and must maintain, a 2.7 grade point average.
2. She shall have completed at least one year at Judson College.
3. She shall be responsible for announcing and publicizing upcoming SGA events.
4. She shall coordinate publicity for other campus events as deemed necessary.
5. She shall be responsible for overseeing SGA bulletin boards and display materials and may enlist the help of Class Representatives for this task as necessary.
6. She shall be responsible for making event announcements in the Dining Hall and submitting event information to the Marketing and Web Communications Specialist.

#### ***Section H. Fourth Year Representative***

1. She shall have upon election, and must maintain, a 2.7 grade point average.
2. She shall have completed three or more years at Judson, and she shall represent the interests of students who have been at Judson for four or more years.
3. She shall be responsible for a fall semester graduating senior activity.
4. She shall represent SGA at Preview and Scholarship Days.

5. She shall assist the Publicity Coordinator with the maintenance of SGA bulletin boards and display materials upon request.

### ***Section I. Third Year Representative***

1. She shall have upon election, and must maintain, a 2.7 grade point average.
2. She shall be a third year student and shall represent the interests of third year students.
3. She shall represent SGA at Preview and Scholarship Days.
4. She shall assist the Publicity Coordinator with the maintenance of SGA bulletin boards and display materials upon request.

### ***Section J. Second Year Representative***

1. She shall have upon election, and must maintain, a 2.7 grade point average.
2. She shall be a second year student and represent the interests of second year students.
3. She shall be responsible for coordinating the Housekeeping and Facilities Staff Appreciation event.
4. She shall represent SGA at Preview and Scholarship Days.
5. She shall assist the Publicity Coordinator with the maintenance of SGA bulletin boards and display materials upon request.

### ***Section K. First Year Representative***

1. She shall have upon election, and must maintain, a 2.7 grade point average.
2. She shall be a first year student and represent the interests of first year students.
3. She shall assist the Vice President of Government with the voter registration drive.
4. She shall represent SGA at Preview and Scholarship Days.
5. She shall assist the Publicity Coordinator with the maintenance of SGA bulletin boards and display materials upon request.

### ***Section L. Residence Hall Representatives***

1. Each representative shall have upon election, and must maintain, a 2.7 grade point average.
2. Each representative shall reside in the residence hall she represents and shall represent the interests of residents of her hall.
3. Each representative shall, under the direction of the Publicity Coordinator, be responsible for publicity in her residence hall.
4. Each representative shall be responsible for promoting and encouraging

attendance at Dorm Chats among the residents of her hall.

5. Each representative shall perform other duties as assigned by the SGA President.

### ***Section M. Commuter Student Representative***

1. She shall have upon election, and must maintain, a 2.7 grade point average.
2. She shall be a commuter student and shall represent the interests of commuter students.
3. She shall be responsible for informing commuter students of upcoming SGA events, under the direction of the Publicity Coordinator.
4. She shall organize two scheduled meetings with commuter students per semester.

## **Article VI. Duties of the Advisor**

A member of the Student Life Staff shall serve as the SGA Advisor. Duties of the Advisor(s) shall include:

- Attending all meetings of the SGA Executive Council.
- Attending and supervising all SGA-sponsored events.
- Supervising disbursements or expenditures of the SGA, coordinating with the Treasurer.
- Distributing applications for student leadership, evaluating qualifications of those wishing to run for elected office, assisting with elections, and announcing the results of elections to the student body. The Advisor shall coordinate these activities with the Vice President of Government.

## **Article VII. Election Process**

### ***Section A. Application for Student Leadership***

1. An informational meeting for first year students shall be held in the fall semester during the first two weeks of classes. At this meeting, the SGA President and Vice President of Government shall explain the election process and distribute the Application for Student Leadership.
2. Students wishing to run for office must submit an Application for Student Leadership to the SGA Advisor by the announced deadline. Upon receipt of the application, the SGA Advisor shall determine a candidate's qualification for office. Candidates who are not qualified to run for their desired office shall be notified by the SGA Advisor. Candidates who are qualified to run for their desired office shall be placed on the list of qualified candidates and on the ballot.

3. If no qualified candidates wish to run for an office, nominations may be made by the SGA Executive Council after the deadline for application submission but before names of qualified candidates have been posted for an election. Nominated candidates must meet all qualifications for office and consent to be listed on the ballot.

### ***Section B. Candidates***

1. Following the deadline for application submission, the names of all qualified candidates running for each office shall be posted in a central location and distributed by email at least 48 hours in advance of elections.
2. Names of candidates shall appear in alphabetical order by last name on the list of qualified candidates and on the ballot.

### ***Section C. Elections***

1. Elections shall be held by secret ballot at a time and location designated by the SGA Executive Council. The time and location of all elections shall be announced at least 48 hours in advance. Any student who is unable to vote should contact the SGA Vice President of Government or the SGA Advisor prior to the election to discuss other arrangements.
2. Spring elections shall be held during the first week of April, and fall elections shall be held by the last day in September, unless a change in these dates is deemed necessary by the Executive Council. A winter election shall be held during the first two weeks of the spring semester to re-elect freshman class officers and fill any positions that become vacant between semesters. Spring elections and any resulting runoff elections shall be completed prior to Class Day, which is held on a date chosen by the Chief Student Life Officer or her designee.
3. Members of the Executive Council who are not listed on the ballot shall be responsible for staffing the voting area and collecting ballots. The SGA Advisor or her designee shall be present in the voting area for the duration of the election. Following the announced voting time, the Executive Council members shall give the ballots to the SGA Advisor or her designee until the votes are tabulated.
4. Votes shall be tabulated by a committee composed of the SGA President, Vice President of Government, Secretary, and the SGA Advisor or her designee. If these individuals are on the ballot or are unavailable, the SGA Advisor shall designate an alternative committee member.
5. Any candidate receiving over fifty percent of the votes shall be declared elected. If no candidate receives over fifty percent of the votes during the election, the two candidates receiving the largest number of votes shall be in a runoff. All runoff elections shall be held within 48 hours following the election. The candidate then receiving the larger number of votes in the runoff shall be declared elected. Candidates running unopposed shall automatically be considered elected.



6. Results of elections shall be posted in a central location and distributed by email at least 48 hours after elections.
7. All ballots shall be secured for a period of two academic days following the election.
8. A recount may be granted within two academic days following the election. If an election remains uncontested for two academic days, the ballots shall be destroyed.

### ***Section D. Club and Organization Elections***

The election process described above shall govern elections for Student Government Association Executive Council, Honor Council, Social Committee, and class offices. All other nomination and election process regulations shall be left to the individual club, organization, or group, provided that these regulations adhere to the stipulations of the Distribution of Offices System.

### ***Section E. Termination of Office***

Any individual elected or appointed to office through the election process set forth in this constitution shall be subject to the following stipulations:

- If placed on academic probation during her term of office, she shall immediately be removed from her position and shall not be eligible for reelection to any student leadership position during the period of probation and for two consecutive semesters, not including Short Term.
- If found guilty of an infraction of the Judson Code or college policies that results in being placed on social probation or suspended from the College during her term of office, she shall immediately be removed from her position and shall not be eligible for reelection to any student leadership position during the period of probation and for two consecutive semesters, not including Short Term.
- If found to have made disparaging remarks about the College through a social media outlet or in a public setting, she shall immediately be removed from her position and shall not be eligible for reelection for two consecutive semesters, not including Short Term.
- If found to have revealed confidential information, she shall immediately be removed her position and shall not be eligible for reelection to any student leadership position for two consecutive semesters, not including Short Term. Honor Council members found to have revealed confidential information are never eligible for reelection to the Honor Council.

### ***Section F. Installation***

All students elected to Student Government Association Executive Council, Honor Council, Social Committee, and class offices shall be installed during Class Day. Practices related to the installation of officers for all other clubs, organizations, or groups shall be at the discretion of the individual entity, provided that these

regulations adhere to College policies.

## **Article VIII. Distribution of Offices**

### ***Section A. Purpose of the System***

The purpose of the system of the distribution of offices is to:

- Distribute among the students the privileges, honors, and responsibilities of student leadership at Judson College.
- Protect the individual student from serving in more leadership positions than is in her best interest.

### ***Section B. Regulations Governing the Distribution of Offices***

1. The system shall consist of three types of offices: absolute, major, and minor. A student who holds an absolute office may concurrently hold no other office. A student who holds a major office may concurrently hold either one other major office or two other minor offices. A maximum of three minor offices may concurrently be held by a student.
2. The Chief Student Life Officer or her designee is responsible for ensuring that the regulations regarding the Distribution of Offices are upheld.
3. In the case of a shared position, an absolute office would be divided into two major offices, a major office would be divided into two minor offices, and a minor office would remain the same.

### ***Section C. Distribution of Student Leadership Offices***

1. The following student leadership positions shall be considered absolute offices:
  - SGA President
  - Senior Class President
  - Honor Council President
2. The following student leadership positions shall be considered major offices:
  - Junior-Sophomore Class President
  - Freshman Class President
  - Social Committee Chair
  - Ambassadors President
  - *Triangle* Editor
  - All positions of the SGA Executive Council except President
3. The following student leadership positions shall be considered minor offices:
  - Honor Society Presidents
  - Departmental Club Presidents
  - Athletic Board President

- *Conversationalist* Editor
- *Scrimshaw* Editor
- All positions of the Honor Council except President
- All positions of the Social Committee except President
- All positions of the Campus Ministries Council
- All Ambassadors officers except President
- All class officers except President

## Article IX. Qualifications for Student Leadership Offices

### ***Section A. Qualifications for Absolute, Major, and Minor Offices***

1. To be qualified for an absolute office, a candidate must:
  - Have a GPA of 3.0 or higher. Should her GPA drop below 3.0 after her election to the position, she shall be removed from office.
  - Have no record of having served a period of social or academic probation during her time as a student at Judson College. Should she be placed on social or academic probation after her election to the position, she shall be removed from office.
  - Have no record of major disciplinary action and no pattern of continued violation of behavioral expectations. Behavioral history and disciplinary records shall be reviewed by the Chief Student Life Officer or her designee as part of the qualifying process.
  - Have completed at least two years as a student at Judson College by the time she takes office and plan to be enrolled in both the fall and spring semesters of the year she shall hold the office.
2. To be qualified for a major office, a candidate must:
  - Have a GPA of 2.7 or higher. Should her GPA drop below 2.7 after her election to the position, she shall be removed from office.
  - Have no record of having served a period of social or academic probation within the preceding academic year. Should she be placed on social or academic probation after her election to the position, she shall be removed from office.
  - Have no pattern of continued violation of behavioral expectations. Behavioral history and disciplinary records shall be reviewed by the Chief Student Life Officer or her designee as part of the qualifying process.
3. To be qualified for a minor office, a candidate must:
  - Have a GPA of 2.5 or higher. Should her GPA drop below a 2.5 after her election to the position, she shall be removed from office.
  - Have no record of having served a period of social or academic probation during the preceding academic year. Should she be placed on social or academic probation after her election to the position, she shall be removed from office.

### ***Section B. Qualifications for Honor Council Positions***

1. To be qualified to serve as a member of the Honor Council, a candidate must:
  - Meet the qualifications to hold a minor office.
  - Have no pattern of continued violation of behavioral expectations. Behavioral history and disciplinary records shall be reviewed by the Chief Student Life Officer or her designee as part of the qualifying process.
2. To be qualified to serve as Honor Council President, a candidate must:
  - Meet the qualifications to hold an absolute office.
  - Have completed, or be in the process of completing, at least one year of service as an Honor Council member in the semester she seeks election.
3. Any member of the Honor Council found to have revealed confidential information or to have violated the Honor Code during her term of office shall be removed from office and not be eligible for reelection.

### ***Section C. Qualifications for Class Officers***

1. To be qualified to serve as any class officer, a candidate must:
  - Meet the qualifications for absolute, major, or minor office required for the desired position.
  - Be a member of the class in which she seeks office.
  - Have paid class dues for the year in which she seeks election and pay class dues for the year that she holds office.
2. To be qualified to serve as Senior Class President, a candidate must also be completing at least her second full year at Judson College when she seeks election.
3. To be qualified to serve as Junior-Sophomore Class President, a candidate must also be completing at least her first full year at Judson College when she seeks election.
4. Freshman Class Officers shall be elected in both the fall and spring semesters of each year. All officers elected to serve during the fall semester must reapply for and be reelected to their positions if they wish to continue them during the spring semester. All requirements for qualification shall apply for spring elections. Qualification requirements related to GPA and behavioral history shall not apply to elections in the fall semester.

## **Article X. Position Vacancies**

### ***Section A. Permanent Vacancies***

1. If for any reason the president of an organization vacates her office permanently, the vice president shall assume the duties of the president.
2. If any seat on the Honor Council is vacated during a semester, the Chief Student

Life Officer may appoint a temporary replacement if deemed necessary. The replacement shall serve until the next regularly scheduled election.

3. If any other office is permanently vacated, a special election shall be held within three weeks to elect a replacement, provided that the remainder of the duration of the office exceeds two months. Should there be less than two months remaining in the term of office, the president may make temporary appointments to fill the vacancy until the regular election. Such appointments are subject to the approval of the members of the organization, the organization's sponsor, and the Chief Student Life Officer.

### ***Section B. Temporary Vacancies***

1. If for any reason the president of an organization vacates her office temporarily, the line of succession shall be followed.
2. If for any reason any other member of an organization vacates her office temporarily, the president may make temporary appointments to fill the vacancy. Such appointments are subject to the approval of the members of the organization, the organization's sponsor, and the Chief Student Life Officer.

## **Article XI. Constitutional Amendment, Review, and Revision**

### ***Section A. Amendment***

The passing of an amendment to, or a revision of, the Student Government Association Constitution requires a two-thirds majority vote of the SGA Executive Council.

### ***Section B. Review***

The Constitution shall be reviewed every three years, and necessary revisions may be made at the time of review.

### ***Section C. Last Revision***

The most recent review of the SGA Constitution was completed in May 2017. The most recent revisions to the Constitution were made in April 2014.

# **APPENDIX B**

## **Traditional Activities and Events**

### **College Traditions**

#### ***Rose Sunday***

Rose Sunday was first observed on September 19, 1915 and from then to the present it has been celebrated on the first Sunday of the fall semester. The entire student body lines up along the front walk and makes its way to Siloam Baptist Church to pay tribute to the founders of Judson and to emphasize the tie between Siloam Baptist Church and Judson College. The procession is led by the President, members of the Cabinet, and faculty and staff members, followed by the senior class and underclassmen. Seniors are dressed in their academic regalia and wear Judson's signature flower, the rose.

#### ***President's Reception***

At the beginning of each year the College president and his wife hold a formal reception for the new students at the President's Home. New students are introduced to student leaders, the President and his wife, members of the Cabinet and their spouses, and new faculty members in the receiving line.

#### ***Hockey Day***

This is the culmination of weeks of intramural field hockey. The top players are selected by their peers as All-Stars to compete against a team of Judson College Alumnae. The class competition is a rivalry between the senior class and the underclassmen. The captain of the winning team is crowned Hockey Queen at Wishing Well. A spirit award is given on Hockey Day to the top class based on activities throughout the weekend and on Hockey Day.

#### ***Christmas Tea and Vespers***

Early in December, a formal tea is held in Jewett Parlors to begin Judson's official celebration of Christmas. The Social Committee decides on a theme and decorations. Following the Christmas Tea, the Music Department presents a program for Christmas Vespers.

#### ***Family Day***

After weeks of competition, Residence Hall intramural basketball teams compete in the playoff and championship games. Students' families are invited to attend. The "Dorm of the Day" is chosen based on contests held that day. Other exciting activities are planned to thank family members and to make them feel welcome on campus.

#### ***J-Day***

"Judson Day" is homecoming time for alumnae and friends of the College. Highlights of the day include the coronation of the "J" Day Queen and the induction of the senior class into the Alumnae Association.

### ***Senior Tea***

This tea, hosted by the wife of the College president, is held for the graduating seniors in the President's Home. The Jewett Silver Service is displayed and the seniors are told of its history.

### ***Honors Convocation***

Held in April, the purpose of this convocation is to recognize those students who have excelled in academics, leadership, and service. Honor societies, organizations and clubs are also recognized for services rendered during the year.

## **Class Traditions**

### ***Pageant***

The junior-sophomore class presents a pageant signifying the unity of Judson's classes. The representatives, participants, and theme of the play being performed for pageant are kept secret from the seniors, who enjoy trying to discover all about the event. Junior-sophomores select several students from the freshman and junior sophomore classes to represent virtues that all Judson students strive to exhibit. The class virtues are presented in a ceremony immediately before the pageant. All students are invited to attend.

### ***Big-Little Sister Activities***

Members of the junior-sophomore class select little sisters from the freshman class. Big sisters help little sisters become familiar with events, privileges, and responsibilities as an upperclassman. A banquet celebrating the selection of little sisters is held near the beginning of the spring semester in the Sara Hunt Christenberry Dining Hall.

### ***Step Sings***

On various occasions, the student body gathers on the steps of Jewett foyer to sing college songs directed by the senior class song leader. These songs have been passed down for many years, and it is the responsibility of all students to preserve these songs.

### ***Wishing Well***

Part of the Hockey Day Weekend, Wishing Well is a program presented by the senior class on Hockey Day. The queen of Hockey Day is crowned and the seniors review their years at Judson, reflecting on the humorous and the serious side of college life.

### ***Junior-Sophomore Weekend***

The senior class gives senior privileges to the junior-sophomores for one weekend. The junior-sophomores enjoy sitting in the Alcove, having senior curfew, singing in the dining hall, and serenading in the residence halls on Sunday night. On this weekend, the Social Committee sponsors a semi-formal dance in honor of the junior-sophomores. A formal lead out is held when the junior-sophomores and their dates are presented to the student body and guests.

### ***Class Day***

Near the end of spring semester, Class Day celebrates the importance of sister classes and the passing of seniorhood from those about to graduate to the rising seniors so that Judson will never be without a senior class. Students elected to serve as officers for SGA, Honor Council, Campus Ministries, and the three classes are also installed during Class Day.

### ***Senior Privileges***

Seniorhood is a position of honor at Judson. Underclassmen are asked to show deference to those who have attained this position. Several courtesies are observed in order to show this respect. These courtesies include opening doors for the seniors, allowing them to enter or leave a room first, and standing when a senior enters a room, especially if she is wearing a cap and gown. Only seniors may sit on the south side (in the "alcove") of the dining room. Seniors may invite underclassmen to sit with them in this area after chapel and on weekends. Only seniors may sing in the dining hall.



## **APPENDIX C**

### **Forms for Reporting Formal Complaints, Incidents, or Violations of the Judson Code**

The following forms have been included as an appendix to the *Student Handbook* for the convenience of students. A brief description of the appropriate time to use each of these forms appears below. Please direct any questions you have about the most appropriate way to report an incident, event, or complaint to the Chief Student Life Officer.

#### **Formal Complaint Submission Form**

The formal complaint submission form should be completed when a student wishes to file a formal complaint of inequitable treatment, illegal discrimination, sexual harassment, or sexual assault. Completion of the form constitutes the filing of a formal complaint. Informal complaints may be filed without submitting the form.

Students who wish to file a formal complaint should submit a signed form to the appropriate administrator. All complaints of sexual harassment or sexual assault should be submitted to the Chief Student Life Officer. Any other complaints related to the behavior of the faculty or incidents that take place inside the classroom should be submitted to the Chief Academic Officer.

Complaints related to the Chief Student Life Officer should be submitted to the Chief Academic Officer. Complaints related to the Chief Academic Officer should be submitted to the Chief Student Life Officer. Complaints related to any other matter should also be submitted to the Chief Student Life Officer.

Please refer to the *Student Handbook* sections entitled “Student Complaint Process,” “Nondiscrimination Policy,” “Sexual Harassment Policy and Procedures,” and “Sexual Assault Policy and Procedures” for additional information about formal and informal procedures for reporting and resolving student complaints. Please note that complaints about academic matters may be governed by the Academic Appeals Policy, which may be found in the *Academic Catalog*.

#### **Incident Report Form**

An incident report should be completed in the case of accident, physical injury, or property damage. An incident report should also be completed any time Campus Security, law enforcement, or emergency management personnel are called. Incident reports may also be used to record events that occurred off campus or circumstances in which a student required medical attention.

Students may also feel free to complete incident reports about other matters which they wish to bring to the attention of College personnel. In addition, College personnel may request that a student complete an incident report pertaining to a particular event not included in the description above. Incident reports should be submitted to the Residence

Hall Director on Duty, the Director of Residence Life, or the Chief Student Life Officer.

## **Report of a Violation of the Judson Code**

Students or employees should complete this form when they wish to formally report a violation of the Judson Code. Additional information about the Judson Code and disciplinary procedures may be found in the sections of the *Student Handbook* entitled “The Judson Code and Honor System” and “Disciplinary Procedures.”

Each member of the Judson College community, including students and employees, is responsible for reporting any violations of the Judson. Forms related to violations of the Judson Code that are academic in nature should be submitted to the Chief Academic Officer. Forms related to all other violations of the Judson Code should be submitted to the Chief Student Life Officer, the Director of Residence Life, or the president of the Honor Council.



## Formal Complaint Submission Form

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### STUDENT INFORMATION

Please provide your name, email address, and telephone number.

### NATURE OF COMPLAINT

Please categorize of your complaint.

- ☐ Inequitable treatment
- ☐ Illegal discrimination
- ☐ Sexual harassment
- ☐ Sexual assault

### DESCRIPTION OF COMPLAINT

Include the names of individuals or groups who were involved in or witnessed the incident and specific details of the alleged inequity, discrimination, harassment, or assault. Additional pages may be attached if necessary.

### DESCRIPTION OF ACTION TAKEN BY THE STUDENT

Include a brief description of any attempts made to resolve the complaint through informal processes.

### STATEMENT OF DESIRED OUTCOME

Include a brief description of the resolution you are seeking.

### STUDENT SIGNATURE

By signing below, you affirm that the information recorded above is true and accurate to the best of your knowledge, bearing in mind that the Judson Code is applicable. (Note: This form must be signed by the student filing the complaint. It may then be scanned and submitted electronically, delivered in person, or mailed to the appropriate administrator.)

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Signature of student submitting the complaint

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Date of submission

All complaints of sexual harassment or sexual assault should be submitted to the Chief Student Life Officer. Any other complaints related to the behavior of the faculty or incidents that take place inside the classroom should be submitted to the Chief Academic Officer.

Complaints related to the Chief Student Life Officer should be submitted to the Chief Academic Officer. Complaints related to the Chief Academic Officer should be submitted to the Chief Student Life Officer. Complaints related to any other matter should also be submitted to the Chief Student Life Officer.



## Incident Report

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### PERSON(S) INVOLVED IN THE INCIDENT

### WITNESSES TO THE INCIDENT

### DATE, TIME, AND LOCATION OF THE INCIDENT

### TYPE OF INCIDENT

Please check all that apply.

- ☐ Accident (e.g. injury to a person or car accident)
- ☐ Damage to College property (e.g. fire, water, etc.)
- ☐ Emergency or law enforcement personnel called
- ☐ Person requiring medical attention
- ☐ Report of an incident occurring off-campus
- ☐ Security issue (e.g. theft, assault, trespassing)
- ☐ Other \_\_\_\_\_

### DESCRIPTION OF THE INCIDENT

Please outline the facts of the incident. Include the names of individuals or groups who were involved in or witnessed the incident. Please be as specific as possible. Additional pages may be attached if necessary.

### PERSON(S) NOTIFIED AT THE TIME OF THE INCIDENT

Please list any emergency or law enforcement officials or College personnel that you notified of the incident before submitting this report.

### SIGNATURE

By signing below, you affirm that the information recorded above is true and accurate to the best of your knowledge, bearing in mind that the Judson Code is applicable.

---

Signature of student or employee submitting the report

---

Date of submission

Please submit your completed incident report to the Residence Hall Director on Duty, the Director of Residence Life, or the Chief Student Life Officer as soon as possible. Student Life personnel will forward copies of this form to other departments as appropriate.



## Report of a Violation of the Judson Code

NAME OF ACCUSED STUDENT

DATE/TIME OF ALLEGED VIOLATION

NAME OF STUDENT OR EMPLOYEE FILING REPORT

**PRINCIPLE ALLEGEDLY VIOLATED**

Refer to the *Student Handbook* for a description of the four principles that make up the Judson Code.

NAME(S) OF WITNESSES TO THE ALLEGED VIOLATION

- ☐ Principle of Honesty
- ☐ Principle of Self-Control
- ☐ Principle of Human Dignity
- ☐ Principle of Good Citizenship

DESCRIPTION OF ALLEGED VIOLATION

Provide specific details of the alleged violation of the Judson Code. Include the names of individuals or groups who were involved in or witnessed the incident and locations where the events you describe took place. Additional pages may be attached if necessary.

**DESCRIPTION OF ACTION TAKEN BY THE PERSON REPORTING ALLEGED VIOLATION**

Include a brief description of any attempts made to immediately intervene in the situation or any attempts made to encourage the student to report herself. Explain any informal reports of the violation made to staff, faculty, or Honor Council members prior to the submission of this form.

**SIGNATURE**

By signing below, you affirm that the information recorded above is true and accurate to the best of your knowledge, bearing in mind that the Judson Code is applicable.

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Signature of student or employee submitting the report

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Date of submission

Each student is responsible for following the Judson Code and upholding the honor system. Further, each member of the Judson College community, including students and employees, is responsible for reporting any violations of the Judson Code to the Chief Student Life Officer, the Chief Academic Officer, or the president of the Honor Council. Additional information about the Judson Code, the Honor Council, and student disciplinary procedures is available in the *Judson College Student Handbook*.

# Mother Judson, Alma Mater

E. L. POWERS

Moth - er Jud - son, Al - ma Ma - ter, We have  
Moth - er Jud - son, Al - ma Ma - ter, We have  
Moth - er Jud - son, Al - ma Ma - ter, We would

seen thy gra - cious sum light, Like a bea - con on the  
heard thy - mons glo - clear, Like a bu - gle call to  
win life's rious fight, We like thee, would live for

hill - top, Burn - ing bright - ly through the ech night, Guid - ing,  
bat - tle, Wak - ing - oes far and near, Call - ing  
ser - vice, Like thee, send forth bless - ed light, Gain - ing

cheer - ing by its ra - diance, Shin - ing far o'er land and sea, Moth - er  
us to high en - thy, deav - or, Loft - y thought and the deed, Moth - er  
cour - age in thy pres - ence, Strength to fight the no - ble through, Moth - er

Jud - son, Al - ma Jud Ma - ter, We would Ma aye be led by thee.  
- son, Al - ma Jud - son, - ter, We would con - aye thy sum - mons heed.  
thou art quering, We would aye be con - querors, too.

# **APPENDIX E**

## **Comprehensive Grievance Procedure for Title IX Compliance**

The College maintains the following policy on sex discrimination and sexual harassment in compliance with Title IX of the Education Amendments of 1972 and the Title IX regulations in 34 CFR Part 106. The College provides notice of this policy to applicants for admission and employment, students, and employees to the extent required by law.

### **DISCRIMINATION ON THE BASIS OF SEX**

The College does not unlawfully discriminate in its programs and activities on the basis of sex and complies with state and federal laws prohibiting sex discrimination.

As a non-profit Christian institute of higher learning, the College exercises its rights under state and federal law to use religion as a factor in making employment decisions. Some regulations issued under Title IX relating to discrimination on the basis of sex are not consistent with the College's religious tenets and do not apply to the College (34 CFR § 106.12(a)).

Questions or inquiries about the application of Title IX and the Title IX regulations to the College's programs and activities may be addressed to the College's Title IX Coordinator, to the Assistant Secretary of the Department of Education, or both.

### **REPORTING SEXUAL HARASSMENT, SEXUAL ASSAULT OR OTHER SEX DISCRIMINATION**

Title IX Coordinator. The College has designated and authorized the following employee(s) to coordinate its efforts to comply with its policies to prevent sexual harassment and discrimination:

Vice President for Student Life, Angie Teague, Judson College, 302 Bibb St.,  
Marion, AL 36756, [ateague@judson.edu](mailto:ateague@judson.edu), 334-683-5124.

### **Emergency Report.**

If you witness or experience any emergency involving sexual assault or any other crime of violence, or if you have immediate safety concerns, first call 911, then call the Campus Security at 334-683-5176.

How to Report. Any person may report a grievance relating to sex discrimination, including Sexual Harassment, whether or not the person reporting is the person who may be the victim of conduct being reported. A report may be made:

- in person during normal business hours;

- at any time during or outside of normal business hours by mail, telephone, or email; or
- at any time using any other means that results in the Title IX Coordinator receiving the verbal or written report

## **DEFINITIONS**

The following words in this policy, when capitalized, mean the following:

*Complainant:* an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

*Consent:*

Lack of consent results from either of the following:

- (1) Forcible compulsion.
- (2) Being incapable of consent.

A person is deemed incapable of consent if he or she is either:

- (1) Less than 16 years old.
- (2) Incapacitated.

Consent to engage in sexual intercourse, sodomy, sexual acts, or sexual contact may be communicated by words or actions. The existence of a current or previous marital, dating, social, or sexual relationship with the defendant is not sufficient to constitute consent. Evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device or sexually transmitted disease protection, without additional evidence of consent, is not sufficient to constitute consent.

*Dating Violence:* violence committed by a person

- (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (a) The length of the relationship.
  - (b) The type of relationship.
  - (c) The frequency of interaction between the persons involved in the relationship.

*Decision-maker:* the person or persons designated by the College to conduct the Hearing and make a determination on the allegations in a Formal Complaint. No Decision-maker will be a Title IX Coordinator or the Investigator.

*Document:* a document or electronic submission (such as by email) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.



*Domestic Violence:* felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Alabama, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Alabama.

*Education Program or Activity:* a location, event, or circumstance over which the College exercises (or, during the relevant time, exercised) substantial control over both the Respondent and the context in which the Sexual Harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the College.

*Facilitator:* A person who serves to facilitate an informal resolution of a Formal Complaint through mediation, arbitration, restorative justice, or a similar process.

*Formal Complaint:* a document which:

- (1) is filed by a Complainant or signed by the Title IX Coordinator; and
- (2) if filed by the Complainant, she is participating in or attempting to participate in the College's education program; and
- (3) alleges Sexual Harassment against a Respondent; and
- (4) Requests that the College investigate.

*Hearing:* The live hearing before a Decision-maker for the purpose of presenting evidence regarding the allegations in a Formal Complaint and allowing for questioning and cross-examination of Parties and witnesses by the Parties' advisors, all in order that the Decision-maker can determine responsibility.

*Investigative Report:* The written report created by the Investigator that fairly summarizes all relevant evidence obtained during the investigation of a Formal Complaint.

*Investigator:* The person designated by the College to investigate a Formal Complaint. If more than one person is designated, this term refers to all of the investigators.

*Party:* either the Complainant or the Respondent.

*Parties:* All Complainants and all Respondents with respect to a complaint of Sexual Harassment or with respect to multiple Formal Complaints, which have been consolidated.

*Respondent:* An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

*Sexual Assault:* an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including:

forcible or statutory rape, forcible sodomy, sexual assault with an object, forcible fondling, and incest.

*Sexual Harassment:* conduct on the basis of sex that satisfies one or more of the following:

- (1) A College employee conditioning the provision of a College aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

*Stalking:* engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- (1) fear for his or her safety or the safety of others; or
- (2) suffer substantial emotional distress.

*Supportive Measures:* non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent (or one who may become a Respondent) before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

#### **RESPONSE TO SEXUAL HARASSMENT (WITH OR WITHOUT A FORMAL COMPLAINT)**

If the College has actual knowledge of Sexual Harassment in an Education Program or Activity, the Title IX Coordinator is responsible for coordinating a College response that is prompt and reasonable in light of the known circumstances and includes at least the following:

- (1) Treating Complainants and Respondents equitably;
- (2) Promptly contacting the Complainant to discuss the availability of Supportive Measures;
- (3) Offering Supportive Measures to the Complainant whether or not the Complainant files a Formal Complaint;
- (4) Considering the Complainant's wishes with respect to Supportive Measures;
- (5) Explaining to the Complainant the process for filing a Formal Complaint; and
- (6) Following the College's grievance procedure before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.

The College will provide students or employees who report being victims of Dating Violence, Domestic Violence, Sexual Assault or Stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus. The explanation will include written notification of counseling, health, mental health, victim

advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims (within the College and in the community), and the availability of changes to academic, living, transportation, and working situations, or Supportive Measures regardless of whether the student or employee files a Formal Complaint or makes a report to law enforcement.

## **SUPPORTIVE MEASURES**

The College will offer Supportive Measures as appropriate, as reasonably available, and without fee or charge to the Complainant, the Respondent, or a person who may become a Respondent before or after the filing of a Formal Complaint, including where no Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the College's educational environment, or deter sexual harassment.

The following are examples of Supportive Measures the College may make available, but other similar measures may also be provided:

- (1) Additional excused absences from classes or leaves of absence
- (2) Extensions of deadlines or other course-related adjustments
- (3) Academic support services, such as free tutoring
- (4) Providing an escort to move safely between classes and activities
- (5) Providing parking closer to residence or classes
- (6) Modifications of work or class schedules
- (7) Mutual no-contact orders (prohibiting contact with another Party in person or by phone, email, text message, social network, or other means, including a third person)
- (8) Adjustments to campus housing assignments
- (9) Adjustments to campus work assignments
- (10) Counseling services.
- (11) Increased security and monitoring of certain areas of the campus

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

### **Confidentiality**

The College will maintain as confidential any Supportive Measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the College's ability to provide the Supportive Measures.

## **EMERGENCY REMOVAL FROM THE COLLEGE**

The College may place a non-student employee Respondent on administrative leave during the pendency of the grievance procedure. The College may remove any

Respondent from the College's Education Program or Activity on an emergency basis if:

- (1) The College conducts an individualized safety and risk analysis.
- (2) As a result of the analysis, the College determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal of the Respondent.
- (3) The College provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision for administrative leave or emergency removal does not modify any of the Respondent's rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## **PROCESS FOR FORMAL COMPLAINTS OF SEXUAL HARASSMENT**

### General Provisions

The College will:

- (1) Treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent.
- (2) Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance procedure.
- (3) Follow this grievance procedure before the imposition against the Respondent of any disciplinary sanctions or other actions that are not Supportive Measures.
- (4) Provide any Party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Party to prepare to participate.
- (5) Design remedies to restore or preserve equal access to the College's Education Program or Activity. Remedies may include the same individualized services described as Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- (6) Require all persons who serve as the Title IX Coordinator, Investigator, Decision-maker, Appeal Decision-maker, or Facilitator not to have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
- (7) Ensure that Title IX Coordinators, investigators, decision-makers, and Facilitators receive appropriate training. Part of the training will include how to serve impartially and avoid prejudgment of the facts, conflicts of interest, and bias.
- (8) Apply the preponderance of the evidence standard in making determinations with respect to all Formal Complaints, whether against students, faculty, or non-faculty employees.

### Notice of Allegations

Upon receiving a Formal Complaint, the College will provide all known parties written

notice that includes at least the following:

- (1) The College's grievance procedure, including any informal resolution process.
- (2) All allegations that may constitute Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance procedure.
- (4) A statement that the Parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- (5) A statement that the Parties may inspect and review evidence.
- (6) A statement that the College's code of conduct prohibits any student or employee knowingly making false statements or knowingly submitting false information during the grievance procedure.

If, in the course of an investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice, the College will provide notice of the additional allegations to Parties whose identities are known.

#### Dismissing a Formal Complaint

If the conduct alleged in the Formal Complaint 1) would not constitute Sexual Harassment even if proved, 2) did not occur in an Education Program or Activity, or 3) did not occur against a person in the United States, then the College must dismiss the Formal Complaint as a complaint of Sexual Harassment under Title IX or this grievance procedure. However, the College may separately prosecute allegations of conduct that would violate other provisions of the College's code of conduct.

The College may dismiss all or part of a Formal Complaint if at any time during the investigation or hearing:

- (1) a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it;
- (2) the Respondent is no longer enrolled or employed by the College; or
- (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations in it.

If all or part of a Formal Complaint is dismissed, the College must promptly and simultaneously send written notice of the dismissal and reason(s) for it to the Parties.

#### Consolidating Formal Complaints

The College may consolidate Formal Complaints:

- (1) as to allegations of Sexual Harassment against more than one Respondent; or
- (2) by more than one Complainant against one or more Respondents; or

- (3) by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance procedure involves more than one Complainant or more than one Respondent, singular references to “Party,” “Complainant,” or “Respondent” include the plural, as applicable.

## **ADVISORS**

### Designated Advisors and College-Appointed Advisors

A Party may designate an advisor of his or her choice, and the advisor may be an attorney. The College will not limit the choice or presence of an advisor for either a Complainant or a Respondent in any meeting or grievance proceeding.

The College will appoint an advisor for any Party who does not have one present in the Hearing. College-appointed advisors serve at no cost to a Party. However, advisors appointed by the College serve for the limited purpose of conducting cross-examination at the Hearing. College-appointed advisors are not required to be attorneys or have a level of competency comparable to that of another Party’s designated advisor. An advisor is not required to perform any function beyond relaying a Party’s desired questions to the other Party and witnesses.

A Party may find that having an advisor is helpful throughout the grievance procedure and not just at the Hearing. Both Parties are encouraged to designate an advisor.

Because the College is required to provide certain information to a Party’s advisor, each Party must notify the Title IX Coordinator in writing if he or she has designated an advisor. A Party may obtain an advisor or change the identity of the Party’s advisor at any time.

### Rules for Advisors

Except during a Hearing, the role of the advisor is limited to providing support, guidance, or advice to the Complainant or Respondent throughout the grievance procedure. The following rules apply to all advisors, including advisors appointed by the College:

- (1) Advisors are not to answer questions posed directly to any Party or witness, nor otherwise interfere with questioning by the Investigator. An advisor may request reasonable opportunities to confer with the Party being advised.
- (2) During meetings, a Party and the advisor may talk quietly with each other.
- (3) Advisors do not have the right to question witnesses except in a Hearing.
- (4) Advisors may not present opening statements, closing statements, or arguments.
- (5) Advisors cannot disclose to other persons any confidential student information, which is disclosed to the advisor in the course of the grievance procedure.

- (6) Advisors must act in a respectful manner at all times; bullying, yelling, and abusive conduct are never permitted.
- (7) Parties and advisors must not disturb the Hearing or any other proceeding by loudly conferring with one another.
- (8) Advisors must comply with the decisions and directions of the Decision-maker.

If a Party's advisor (whether designated by the Party or appointed by the College) refuses to comply with these rules, including rules relating to decorum, the College may require the Party to designate a different advisor or, if no other advisor is designated, to accept an advisor appointed by the College to conduct cross-examination on behalf of the Party. The College may remove from any proceeding advisors who become disruptive or who do not abide by the restrictions on their participation.

### **INFORMAL RESOLUTION**

At any time after a Formal Complaint has been filed but before reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation or restorative justice that does not involve a full investigation and adjudication. Before the College and the Parties can proceed with an informal resolution, the College must notify the Parties in writing disclosing

- (1) the allegations;
- (2) the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- (3) that at any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance procedure with respect to the Formal Complaint; and
- (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The College must obtain the Parties' voluntary, written consent to proceed with an informal resolution process. The formal procedures for resolving a Formal Complaint will normally be suspended during the informal resolution process. If the informal process produces a resolution that is agreed upon by the Parties in writing, the grievance procedure shall end, and no investigation or Hearing shall occur.

The College:

- (1) may not require any person to waive the right to an investigation and adjudication of a Formal Complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right;
- (2) may not require the Parties to participate in an informal resolution process;
- (3) may not offer an informal resolution process unless a Formal Complaint has been filed; and
- (4) may not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Sexual Harassment against a student.

## **INVESTIGATING FORMAL COMPLAINTS**

### **The College's Responsibilities**

The College will designate one or more investigators to investigate the allegations in the Formal Complaint. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the Parties. The College shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived it. If the Investigator makes any determinations regarding credibility, those determinations may not be based on a person's status as a Complainant, Respondent, or witness.

The College may restrict who can be present during any meeting or proceeding related to the grievance procedure, including meetings or interviews conducted by the Investigator. However, both the Complainant and the Respondent will have the same opportunities to have others present during any grievance proceeding.

### **Equal Opportunity to Present and Review Evidence**

In the course of the investigation, all Parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The College does not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

Before completing the Investigative Report, the Investigator will send to each Party and the Party's advisor, if any, all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including

- (1) evidence upon which the College does not intend to rely in reaching a determination regarding responsibility; and
- (2) inculpatory or exculpatory evidence, whether obtained from a Party or another source.

The evidence will be subject to inspection and review by both Parties and may be provided in an electronic format, a hard copy, or a mixture of both. Each Party will have at least 10 days to submit a written response to the evidence. This written response shall be the Party's final opportunity to identify and present witnesses and other inculpatory and exculpatory evidence.

If the Investigator finds that Party has provided new evidence (including witnesses) directly related to the allegations, the Investigator will provide the new evidence to both Parties, and permit an additional 10 days for each Party to respond to the new evidence. The Investigator will consider the Parties' written responses to the evidence before



completing the Investigative Report.

### Medical and Treatment Records

In gathering evidence, except with the Party's voluntary, written consent the College cannot access, consider, disclose, or otherwise use a Party's records that are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity; and
- (2) made and maintained in connection with the provision of treatment to the Party.

### The Investigation Report

After the time for a Party's written response to the evidence has expired, the Investigator will create an Investigative Report that fairly summarizes all of the relevant evidence gathered in the course of the investigation.

At least 10 days prior to the Hearing, the Investigator will send each Party and each Party's advisor a copy of the Investigative Report in an electronic format or a hard copy. A Party or a Party's advisor may make a written response to the Investigative Report by providing a copy to the Investigator and the Title IX Coordinator no later than noon of the last business day before the day of the Hearing. The Title IX Coordinator will provide a Party's written response, if any, to the other Party. A copy of the Investigative Report and all written responses by the Parties will be provided to the Decision-maker prior to the Hearing.

## **PRE-HEARING PROCEDURES**

### When Hearings Are Required

A live hearing must be held with respect to a Formal Complaint unless:

- (1) the Formal Complaint has been dismissed;
- (2) the facts alleged in a Formal Complaint are not contested;
- (3) the respondent has admitted, or wishes to admit responsibility; or
- (4) The Parties want to resolve the case through an informal resolution process without a completed investigation or adjudication.

The Parties cannot waive a hearing except by agreement to use the College's informal resolution process.

### Preparing for the Hearing

At least three days before the Hearing, the College will notify each Party and advisor in writing of the date, time, location, and participants for the Hearing, including the name of each witness whom the College will request to appear at the Hearing (in person or

virtually) for the purpose of providing evidence. The Hearing may be conducted with all participants physically present in the same location or, at the College's discretion, any or all Parties, witnesses, and other participants may appear virtually, with technology enabling participants simultaneously to see and hear each other.

#### Requesting Separate Rooms

At the request of either Party, the College will provide for the Hearing to occur with the Parties located in separate rooms using technology enabling the Decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions. In order to have sufficient time to make the appropriate arrangements, a Party's request to be in a separate room must be made in writing to the Title IX Coordinator at least forty-eight hours before the Hearing.

#### Attendance by Advisors

If a Party does not have an advisor present at the Hearing, the College must provide the Party an advisor of the College's choice without fee or charge to that Party. Unless the College grants a delay for good cause shown, the College shall appoint an advisor for a Party whose designated advisor is absent from the Hearing. The advisor is not required to be an attorney, and shall be responsible to conduct cross-examination on behalf of that Party. The absence of a Party or advisor may be grounds for delaying the proceedings, but the College can allow the Hearing to proceed even in their absence. The Hearing cannot proceed unless all Parties have an advisor present.

#### Attendance of Parties and Witnesses; Delay for Absent Witness

The College is prohibited by law from requiring any Party or witness to appear at the Hearing, or from engaging in any act that would intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, grievance proceeding, or Hearing.

For these reasons, the College is not responsible if a Party or witness fails to appear at the Hearing, and the Hearing may proceed in the absence of the Party or witness. The College may grant a Party's reasonable request to delay the Hearing if that Party or an important witness is unable to attend the Hearing. A request for a delay should be made *as soon as possible* in the manner described below in the section of this grievance procedure entitled Temporary Delays or Extensions.

### **HEARING**

#### Convening the Hearing

The Decision-maker shall convene the Hearing at the appointed time. In order to

maintain students' privacy as much as possible, witnesses will not be in the Hearing room or attending by technological means except when providing evidence or being cross-examined. Parties and witnesses will not be "sworn in," but may be reminded that providing false information in connection with the Hearing is a violation of the College's code of conduct for students or expectations for employees.

### Questioning Parties and Witnesses

Each Party's advisor will be given an opportunity to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the Party's advisor, and never by a Party personally.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-maker may ask both advisors to provide reasons why a question should or should not be considered relevant. The Decision-maker will instruct all Parties and witnesses not to answer any question until the Decision-maker has allowed the question.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- (1) such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- (2) the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Decision-maker shall not permit any questions, nor the introduction of any evidence, that would involve the disclosure of information protected under a legally recognized privilege under state law unless the person holding the privilege has waived it. Because the College's grievance procedure is not a civil proceeding or state action, there is no right against self-incrimination. However, the Decision-maker cannot draw an inference regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.

### Availability of Evidence

The College will make all of the evidence that was subject to inspection and review by the Parties in connection with the preparation of the Investigative Report available at the Hearing to give each Party equal opportunity to refer to such evidence during the Hearing, including for purposes of cross-examination. Parties must notify the Title IX Coordinator at least forty-eight hours prior to the Hearing regarding any physical evidence, transcripts, recordings, or other items requested to be physically available at the

Hearing.

### Conducting the Hearing

The Hearing will be conducted substantially as provided below. The Decision-maker may recess the Hearing for appropriate and reasonable rest and meal breaks. Any Hearing participant may request a break.

1. The Investigator or Title IX Coordinator will serve as the moderator for the Hearing. The function of the moderator is to move the proceeding forward in an unbiased manner and to give the Parties and witnesses an opportunity to get their evidence before the Decision-maker.
2. The moderator will review the Complainant's allegations and review the evidence provided by the Complainant and summarized in the Investigative Report. The moderator will ask the Complainant whether he or she wishes to affirm the allegations and evidence as reviewed, and whether he or she would like to make any additional statements.
3. The Respondent's advisor will be given an opportunity to question the Complainant.
4. The moderator will review the Respondent's response to the allegations and review the evidence provided by the Respondent and summarized in the Investigative Report. The moderator will ask the Respondent whether he or she wishes to affirm the response and evidence as reviewed, and whether he or she would like to make any additional statements.
5. The Complainant's advisor will be given an opportunity to question the Respondent.
6. The moderator will bring each witness before the Decision-maker, either in person or through appropriate technology. The moderator will review any evidence provided by the witness and summarized in the Investigative Report. The moderator will ask the witness whether he or she wishes to affirm the evidence as reviewed.
7. The Complainant's advisor will be given an opportunity to question the witness.
8. The Respondent's advisor will be given an opportunity to question the witness.
9. If the College has provided any relevant evidence summarized in the Investigative Report, an appropriate representative or representatives of the College will review such evidence.

10. The Complainant's advisor will be given an opportunity to question the College's representative(s).
11. The Respondent's advisor will be given an opportunity to question the College's representative(s).
12. The Decision-maker may ask questions of any Party, witness, or College representative during the time that person is presenting evidence or being questioned.
13. Each Party or the Party's advisor, beginning with the Complainant, will have the opportunity to make a brief closing statement to the Decision-maker.
14. After confirming with the moderator that there is no additional evidence or other matters to be addressed, the Decision-maker will adjourn the Hearing.

### Record of the Hearing

The College will create an audio or audiovisual recording, or transcript, of the Hearing and make it available to the Parties and to the Decision-maker for inspection and review.

## **DETERMINATION OF THE ALLEGATIONS**

### Letter of Determination

The Decision-maker shall determine whether the Respondent is responsible for each of the allegations in the Formal Complaint that could constitute Sexual Harassment. The Decision-maker shall reach these decisions by applying the preponderance of the evidence standard. In making the determination, the Decision-maker:

- (1) must make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
- (2) must not make credibility determinations based on a person's status as a Complainant, Respondent, or witness.
- (3) must not rely on any statement of a Party or witness who does not submit to cross-examination at the Hearing.
- (4) cannot draw an inference about responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (5) cannot rely upon evidence or information protected under a legally recognized privilege unless the person holding the privilege has waived it.

The Decision-maker shall issue a written determination stating the Respondent's responsibility for the alleged misconduct. The written determination must include:

- (1) Identification of the allegations potentially constituting Sexual Harassment;

- (2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (3) Findings of fact supporting the determination;
- (4) Conclusions regarding the application of the College's code of conduct to the facts;
- (5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- (6) The College's procedures and permissible bases for the complainant and respondent to appeal.

The Decision-maker shall exercise independent and unbiased judgment with respect to:

- (1) findings of fact which support the determination(s);
- (2) conclusions regarding the application of the College's code of conduct to the facts;
- (3) the determination regarding responsibility as to each allegation; and
- (4) the rationale for the Decision-maker's conclusions.

The Decision-maker may consult with College officials for information with respect to the procedural steps taken, the College's normal practices relating to appropriate sanctions, and the College's procedures and permissible bases for appeals.

#### Effective Date of Determination

The College will provide the written determination regarding responsibility to the Parties simultaneously. If neither Party appeals, the determination becomes final on the date on which an appeal would no longer be considered timely.

If a Party appeals the determination, the determination becomes effective on the date the College provides the Parties with the written determination of the result of the appeal, unless the appeal decision requires further proceedings.

The Title IX Coordinator is responsible for effective implementation of any sanctions or remedies.

#### **SANCTIONS**

The College can impose a range of disciplinary sanctions and remedies with respect to any misconduct for which a Respondent has been determined to be responsible. Possible disciplinary sanctions and remedies include:

- (1) Imposing, continuing, or modifying any Supportive Measures.

- (2) Warning: A reminder to the respondent about relevant College rules, regulations, or policies and the potential consequences for violating them.
- (3) No contact order: A directive to initiate no contact with the Complainant, including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party.
- (4) Reprimand: Written notice that College rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction.
- (5) Fines: A monetary fine assessed for a disciplinary violation.
- (6) Probation: Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities and provide for expulsion for violating the terms of probation.
- (7) Restitution: Reimbursement or other compensation for damage or loss of property.
- (8) Eviction: Probation or removal from campus housing.
- (9) Suspension- Termination of student status at the College for a specified period of time.
- (10) Expulsion- Termination of student status at the College permanently or for an indefinite period of time.

## **APPEALS**

### **Right of Appeal**

Both Parties may appeal from a determination regarding responsibility, or from the College's dismissal of all or any part of a Formal Complaint. The appeal procedures shall apply equally to both Parties.

Any of the following is an appropriate basis for appeal:

- (1) Procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made; or
- (3) The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

### **Filing an Appeal**

In order to appeal, a Party must file a written Notice of Appeal challenging the initial outcome that is received by the Title IX Coordinator within ten days after the written Letter of Determination was issued. The Notice of Appeal must state, at a minimum:

- (1) every basis for the appeal;
- (2) a complete statement of the facts and evidence that support each basis for the appeal; and

- (3) the relief requested as a result of the appeal.

#### Consideration of an Appeal

The College will promptly notify both Parties in writing that an appeal has been filed and provide a copy of the Notice of Appeal to the other Party. The non-appealing Party shall have \_ten days from the date of such notice to submit to the Title IX Coordinator a written statement in support of the initial outcome or in opposition to the appeal. A copy of any such written statement shall be provided to the appealing Party.

The appeal shall be considered and decided by an Appeal Decision-maker who is not the same person as the Investigator, the Title IX Coordinator, or the Decision-maker that reached the determination regarding responsibility or dismissal. The Appeal Decision-maker shall review the Notice of Appeal, the response of the non-appealing Party, and may review the record of the Hearing as necessary to reach a conclusion on the appeal. The Appeal Decision-maker shall be bound by the same rules and considerations, which apply to a Decision-maker, as, described in this grievance procedure.

#### Decision on Appeal

The Appeal Decision-maker shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall, insofar as applicable, provide the same type of information required to be included in the initial written determination issued in connection with the Hearing.

The decision on appeal shall be appropriate to the basis or bases for appeal, and may adopt one or more of the following holdings, regardless of which Party filed the appeal:

- (1) Affirm the initial written determination;
- (2) Change any part of the written determination, including a change to find responsibility or to find no responsibility;
- (3) Increase or decrease the sanctions;
- (4) Require additional investigation (particularly in the case of new evidence that is material, not merely cumulative, and if presented in the Hearing could reasonably have resulted in a different determination); or
- (5) Order a new Hearing

The written decision on the appeal shall be provided simultaneously to both Parties.

### **SCHEDULED TIME FRAMES FOR THE GRIEVANCE PROCEDURE**

#### Normal Time Frames

The College will conclude this grievance procedure in a reasonably prompt manner and in accordance with the following time frames:



- (1) The College will generally issue the written Hearing determination within ten days after the filing of the Formal Complaint.
- (2) The College will generally issue the written appeal determination within ten days after the filing of the Notice of Appeal.
- (3) The College will generally conclude any informal resolution process within ten days after the Parties agree to an informal resolution.

#### Temporary Delays or Extensions

The College may direct a temporary delay in the grievance procedure or the limited extension of the normal time frames for good cause. The College will notify the Complainant and the Respondent in writing of any temporary delay or limited extension and the reasons for the action.

The Complainant or Respondent may request a temporary delay or limited extension in writing to the Title IX Coordinator. The written request must state the reason for the delay or extension and the length of the delay or extension being requested.

Some examples of situations, which may constitute good cause for a delay or extension, include: the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities; or other situations caused by circumstances outside the recipient's control.

The College will attempt to accommodate the schedules of Parties and witnesses throughout the grievance procedure in order to provide Parties with a meaningful opportunity to exercise their lawful rights. However, the College will not delay the grievance procedure indefinitely because a Party, witness, or advisor is refusing to cooperate. In order to resolve complaints within reasonable time frames, the grievance procedure can proceed to conclusion even in the absence of a Party or witness.

### **RETALIATION PROHIBITED**

#### Retaliation Defined

Retaliation shall include the following:

- (1) Conduct intended to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.
- (2) Bringing disciplinary charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint, for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.

### No Retaliation

Neither the College nor any other person may engage in retaliation against an individual because the individual has made a report or complaint or testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or Hearing under this grievance procedure.

Any person who believes that he or she has experienced retaliation, which is prohibited by this grievance procedure, may file a complaint or Formal Complaint with the Title IX Coordinator.

### Confidentiality

The College must keep confidential the identity of:

- (1) any individual who has made a report or complaint of sex discrimination;
- (2) any individual who has made a report or filed a Formal Complaint of Sexual Harassment;
- (3) any Complainant;
- (4) any individual who has been reported to be the perpetrator of sex discrimination;
- (5) any Respondent; and
- (6) any witness except as may be permitted by law or as necessary to carry out this grievance procedure.

