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## Vice President of Student Affairs' Welcome

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Welcome to Spring Hill College! The Student Affairs division is excited that you have chosen The Hill to spend your time in college as you not only expand your knowledge, but also grow as a person through interactions with others, civic engagement, and an understanding of yourself. Our staff is here to walk alongside you in that journey during your time on The Hill.

At Spring Hill College, we are blessed with outstanding faculty and diverse co-curricular offerings, including many programs and resources to foster connections with the students, faculty, and the city of Mobile. You will find many of our programs and services detailed in this handbook. There are many Student organizations, community service and leadership opportunities, residence hall experiences, counseling and wellness services, campus recreation activities, and academic and career development services designed to help you get the most out of your student experience.

During your time on The Hill, we encourage you to stay engaged in all aspects of your college experience:

**Engage in the Classroom.** Commit to going to class, spending time with your professors and classmates. Learning also occurs outside the classroom so be active by attending theatre productions, concerts, lectures, athletic events, and community events that support your educational growth.

**Engage in Campus Life.** With well over 60 student organizations there are opportunities for involvement. The Center for Student Involvement in the Student Center is a must-visit spot on the campus. Assume a leadership position early and grow leadership skills through a campus organization or vici organization in the community.

**Engage in your Safety.** Spring Hill College is located in one of the most beautiful areas of Mobile. However, we all play a part in the safety and security of this campus and community. Collectively we must all be vigilant about taking care of ourselves and each other. If you **see something, say something.**

As a Spring Hill College student, you are expected and have committed to live by the standards established in the Spring Hill College Code of Conduct which are intended to encourage a positive engagement in the classroom, on campus, and in the community. We are here to challenge and support you throughout your student experience at SHC. Please contact Student Affairs staff by calling (251-380-3023) or by emailing at [communitystandards@shc.edu](mailto:communitystandards@shc.edu). Go Badgers!

Sincerely,

Kevin Abel  
Vice President of Student Affairs  
Spring Hill College

#SHCFamily

## INTRODUCTORY MATERIALS

We have provided this Code of Conduct as a resource for your educational experience here at Spring Hill College. This Code of Conduct states proudly and boldly the rights and expectations of members of our community. It is every student's responsibility to read and to understand the policies and procedures contained within this Code. If you have questions regarding academic policies, please refer to the academic bulletin of information found on BadgerWeb.

There are some occasions during the course of the year when there are modifications to the policies contained within; normally, these occur after discussion and approval through the appropriate channels, many of which involve student input. At times, this is not possible, and therefore policies stated in the Code of Conduct and on the Spring Hill College website are subject to modifications at any time, as deemed appropriate by the College. Changes may be implemented without prior notice. Furthermore, unless otherwise specified, such changes will be considered effective immediately. For the most updated version of policies, visit the Code of Conduct and our website at:

<http://www.shc.edu/student-life/student-conduct/>

### Spring Hill College Mission

Rooted in its Catholic heritage and continuing the 450-year-old Jesuit tradition of educational excellence, Spring Hill College forms students to become responsible leaders in service to others.

We offer our students a thorough preparation for professional excellence and we strive to awaken mind and spirit to the pursuit of truth and to the ever-deepening appreciation of the beauty of creation, the dignity of life, the demands of justice and the mystery of God's love.

In our community of living and learning, we are committed to the Jesuit tradition of *"cura personalis,"* that is, a care for the spiritual, social and intellectual growth of each person. Through informed dialogue with the world's cultures, religions and peoples, we promote solidarity with the entire human family.

And true to the Catholic and Biblical tradition, we nurture both the personal and social dimensions of faith, seeking to draw our students into a deeper and more vital relationship with God.

### Spring Hill College Compelling Focus

The people of Spring Hill College, in community, work together to nurture learning for body, mind, and spirit. We take the time and make the effort to teach and act with justice, with care, and in the service of others.

### Spring Hill College Promise Statement

Forming leaders engaged in learning, faith, justice and service for life.

### Spring Hill College Ethos Statement

Spring Hill is a Jesuit, Catholic college dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith, and developing leadership expressed in service to others. Our educational mission reflects a commitment to spiritual growth, intellectual rigor, social justice, and an active engagement of contemporary issues.

The Division of Student Affairs contributes to the College's mission by providing programs, services and activities that challenge and encourage students to develop academically, spiritually, socially, physically and personally. In partnership with students, faculty and administration, the Student Affairs staff helps to create a formative climate consistent with our Jesuit, Catholic tradition.

This tradition challenges us to strive for excellence, to become men and women in service to others, to integrate classroom and out-of-classroom learning, to develop our talents through discovery and reflection, and to be concerned for each person as a child of God.

To achieve these ideals, all students are expected to contribute, through their words, actions and commitments, to the development and sustenance of a community characterized by respect, caring and honesty. These characteristics are essential to ensure the rights and privileges of all and to preserve the integrity of our educational community.

Working together with the community, students are expected to enhance the campus ethos. This expectation calls for behavior that is guided by five principles: respect for oneself, respect for others, respect for property, respect for authority, and honesty.



### Respect for Oneself

Each person is endowed by God with an inestimable dignity and worth. Therefore, it is appropriate for the College to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, to take themselves and their academic pursuits seriously, and to enhance the quality of their lives. The College, then, will routinely respond to any student engaging in self-destructive behaviors – behaviors that might impede an individual's ability to enjoy the privileges of education and to fulfill his/her obligations as a formed leader. Students engaging in such behaviors will be encouraged to seek help from the College community. It is the student's responsibility, however, to accept this help.

### Respect for Others

We believe that knowledge should contribute to the community. It is expected, then, that students will be open to learning about and respecting persons and cultures different from their own. Members of the campus community must act out of Christian charity and mutual respect, treating each other with sensitivity, consideration, understanding, tolerance, and an active concern for each other's welfare. The College is particularly concerned that its members show respect for others regardless of race, creed, gender, disability, sexual orientation, or nationality, and avoid all forms of harassing or offensive behaviors.

SPRING HILL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. FURTHERMORE, THE COLLEGE WILL NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, GENDER, AGE, RELIGION, DISABILITY, NATIONAL, ETHNIC ORIGIN, OR SEXUAL ORIENTATION. ALL COLLEGE POLICIES, PRACTICES AND PROCEDURES ARE CONSISTENT WITH SPRING HILL COLLEGE'S JESUIT, CATHOLIC IDENTITY AND MISSION STATEMENT.

### Respect for Property

The mission we share depends upon the responsible use of and respect for property. This respect extends to buildings, library materials, equipment and green space. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility and accomplishment. This principle requires students to respect personal and institutional property, both inside and outside the Spring Hill community.

### Respect for Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Spring Hill that authority resides especially in the officers of the College – its faculty, administration and staff – each charged with responsibilities essential to the orderly operation of the College. These individuals provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop. The College expects students to live by the policies of the College community and to follow local, state and federal laws.

### Honesty

A community can survive only to the extent to which there is trust among its members. Trust, in turn, depends upon truthfulness and forthrightness in both word and deed. While at Spring Hill, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

## Spring Hill College Student Affairs Mission Statement

Spring Hill's Division of Student Affairs supports the mission of the college and commitment to *cura personalis* by providing programming and services that create opportunities for personal and community development. As we celebrate the global Jesuit mission of faith that does justice, we seek to provide a diverse and inclusive environment for all.

## Statement of Student Rights, Freedoms and Responsibilities

As the oldest college in Alabama, the first Catholic college in the Southeast, and the third oldest Jesuit college in the nation, Spring Hill's heritage and mission remain constant: to form students to become responsible leaders in service to others. We pursue this ideal through a steadfast commitment to those principles stated in the College's Mission Statement: academic excellence, the development of leadership skills, the fostering of personal development, and the creation of a diverse community that calls everyone to service in Christian love.

Spring Hill College exists in its rich Jesuit, Catholic heritage for the transmission of knowledge and the pursuit of truth. Free inquiry and free expression are indispensable to the attainment of these goals. Students, faculty, administration and staff represent the integral parts of the academic community; they share responsibilities appropriate to their tasks for the proper functioning of the College in pursuit of its educational goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The academic community must exercise this freedom with responsibility to both itself and the larger community. The purpose of this statement is to enumerate policies to assure students' freedom to learn and the concomitant responsibilities attendant upon this freedom. Any interpretation of the articles of this student policy that is contrary to our Jesuit, Catholic tradition as put forth in our Mission Statement is inaccurate.

## Human Dignity and Diversity

As a Catholic Jesuit college, Spring Hill College, in keeping with its Mission Statement, recognizes and cherishes the dignity of every individual without any form of discrimination. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek truth about God and the world. Spring Hill College seeks to be a more diverse and inclusive academic community dedicated to a faith that promotes social justice through our admissions and employment policies and practices, our curricular and co- curricular offerings, and our welcoming and caring campus environment.

Our commitment to a diverse College community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the Spring Hill community is charged to take the time and make the effort to teach and act with justice, to treat all with care and respect, and to treasure and value our differences. This call to action is integral to the Jesuit, Catholic tradition that we share.

## Protection of Student Records

### SPRING HILL COLLEGE ANNUAL NOTIFICATION TO STUDENTS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day that Spring Hill College receives a request for access. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. A Spring Hill College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Spring Hill College to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Spring Hill College decides not to amend the record as requested, then Spring Hill College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before Spring Hill College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, Spring Hill College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Spring Hill College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Spring Hill College has contracted as its agent to provide a service instead of using Spring Hill College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibilities for Spring Hill College.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spring Hill College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

- FERPA's Directory Information (which may be released by the College without written consent of a student) and opt out process are explained in the Bulletin of Information. The Registrar's Office Page on BadgerWeb (Academics) provides a convenient link to the Bulletin.

## Freedom of Association

Spring Hill College is a diverse community of individuals who have a variety of interests previously acquired and who develop new interests as students. All students have the reasonable right to organize and join associations to promote and facilitate their common interests. The College has a corresponding right to approve or refuse to approve any campus organization or to take disciplinary action against unsanctioned or underground organizations, including individual student members. Campus organizations are open to all students without respect to race, color, national origin, sex, disability, religion, veteran's status, genetic information, or age as a condition for College recognition. Social fraternities and sororities may require gender qualifications as a condition of membership as authorized by law. Religious qualifications may be outlined by organizations whose

aims are primarily religious. Specific policies governing campus organizations can be obtained from the Center for Student Involvement located on the second floor of the Student Center.

## **Freedom of Inquiry and Expression**

All members of the Spring Hill College academic community enjoy the privilege of freedom of speech and expression. This includes the ability to express points of view on the widest range of public and private concerns, and to engage in the robust expression of ideas.

The College expects a balanced approach in all communications and the inclusion of contrary points of view. As is true with society at large, free speech and expression are always subject to reasonable restrictions of time, place, and manner, and do not include unlawful activity. Obviously, and in all events, the use of the College forum shall not imply acceptance or endorsement by the College of the views expressed. The College reserves sole authority to decide any reasonable restrictions of time, place, and manner.

## **Student Participation in Institutional Government**

As constituents of the academic community, students are free, individually, and collectively as the Student Government Association, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of Student Government about both its general and specific responsibilities, as specified in its constitution, and the actions of the Student Government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

## **Student Publications**

Student media – all publications – are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on a campus. At Spring Hill College, any publication sanctioned by the College or receiving funding from the College in any way is subject to guidelines and regulations set forth by the President, as publisher, and by the Board of Trustees.

However, in the delegation of editorial responsibility to the student editors or managers, the College provides sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression: it is the responsibility and obligation of the student media to observe the canons of responsible journalism and broadcasting as they apply.

## **Right to Assembly**

Students are free to assemble and express themselves publicly in a peaceful, orderly manner. Student rallies, demonstrations (either by individuals or groups), and assemblies held on campus should include only currently employed or enrolled faculty, staff, and students or alumni of the College. These initiatives must be registered 24 hours in advance with the Center for Student Involvement indicating the desired date, time, place, expected attendance, and type of demonstration planned. Student demonstrations that unreasonably interfere with the freedom of pedestrian or vehicular movement, disrupt the normal operations of the College, infringe on the rights of other members of the College community, or that are not registered will be considered violations of the Right to Assembly Policy.

## **CODE OF STUDENT CONDUCT**

Individuals assume certain responsibilities for upholding and maintaining the standards of expectations of the community to which they belong. In addition, the College also expects students to comply with civil laws. Student conduct that violates these laws or College policies and standards may result in disciplinary action.

The standards described below apply to behavior on College property and at all College-sponsored activities held on or off campus. Furthermore, since the College has a vital interest in the character of its students, the Vice President for Student Affairs/Dean of Students has the prerogative to sanction a student who engages in off-campus conduct that violates College policies, especially when this behavior is seen as detrimental to the institution or reflective of a student's character and fitness to remain as a member of the student body. Evidence of misconduct may be obtained through multiple sources, including, but not limited to, activity listed or displayed via the Internet, e-mail or social networking sites.

Beyond these articulated standards, we also recognize that certain behavior is incompatible with those principles outlined in the College Ethos Statement. As such, these behaviors are fundamentally incompatible with the College, its community, or its educational mission, and as such are subject to disciplinary action by the College. Stated policies and standards apply to both individual students and to any student organization.

As a private educational institution, Spring Hill College explicitly retains the right to refuse initial admission or readmission to any person whose attendance it deems to be either in conflict with the values espoused by the College or against the best interests of the College. Further, the College

reserves the right to suspend, dismiss, or expel at any time a student whose conduct it deems to be a violation of the College's principles, rules, regulations, or decisions, or whose attendance it considers to be against the best interests of the College.

The below standards of conduct are to be used as a guide for the student and are by no means all-inclusive. While the enforcement of these rules is normally administered through the campus judicial process under the supervision of the Student Affairs staff, such a judicial process is for the convenience of the College administration and may be suspended or revoked at any time by the administration without cause or prior notice to any student. The student conduct system is to be considered a process, rather than a "right" of any student or a contractual obligation on the part of Spring Hill College.

Spring Hill students enroll voluntarily in a College that embodies the Jesuit, Catholic tradition. It is, therefore, expected that they understand and abide by the moral and educational values that this tradition represents. The College respects the integrity and rights of students who hold values different from those it espouses; similarly, these students are expected to respect the values for which the College stands.

## Rights of Others or Property – Violations

The following non-exhaustive list provides general explanation of actions, events, and/or speech any student can expect the College to address:

**Aiding, Abetting, or Inciting:** Assisting, hiring, or encouraging another person to engage in a violation of the Code of Conduct.

**Destruction/Misuse of Property:** Intentionally or negligently damaging, destroying, defacing or tampering with College property or the property of any person. This includes vandalism committed on or off campus. It also includes taking down, defacing, or otherwise destroying authorized posters, handbills, and/or notices posted on SHC property. Misuse of property would include the use of one's residence hall room or apartment or other college property in a manner inconsistent with its intended use as a College facility or property. Such use and whether it is consistent is determined per the sole discretion of the appropriate College official.

**Disruption of the Educational Process:** Intentionally interrupting, impeding or causing the interruption or impediment of any class, lab, administrative office, SHC activity, SHC student activity or administrative process.

**Disruptive or Disorderly Behavior:** Disruptive behavior, including, but not limited to, disruption or obstruction of teaching, research, administration, recreation, meeting, police or fire responses, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non-College, or College approved activities.

**Disturbing the Peace:** Disturbing the peace and good order of the College community, including, but not limited to, fighting, quarreling, the use of amplifiers, bullhorns, musical instruments, and other mechanisms or communication beyond that of the natural voice without prior written approval from the Vice President for Student Affairs/Dean of Students Office. In addition, no person shall show or expose on Spring Hill College property any writing, sign, drawing, print, caricature, statue, burning cross or any other object which may excite scandal or has a tendency to disturb the peace, unless such person shall have first obtained the consent of the Vice President for Student Affairs/Dean of Student's Office.

**False Reporting of Emergencies:** Knowingly and purposely causing, making, and/or circulating a false report or warning of a fire, explosion, crime or other catastrophe.

**Infliction of Physical Harm:** Inflicting bodily harm on any person, animal, or self or taking action for the purpose of inflicting bodily harm to any person or self, or threatening use of force to inflict bodily harm upon any person or self or harassing and intimidating any person.

**Infliction of Mental Harm:** Threatening or taking any action that purposefully demeans, degrades, or disgraces a member of the SHC community or any member of his/her family.

**Gambling:** Unauthorized gambling or unlawful games of chance (i.e. raffle or lottery) for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name on SHC property or at any SHC function.

**Lewd Conduct:** Engaging in lewd, indecent, or obscene behavior.

**Misuse of College Telephone/Communication Systems:** Misuse of College phone/audio and computer network systems, including unauthorized entry and information dissemination; prank calls or e-mail messages; charging any long distance, international calling charges, or any other charges not listed here to any telephone on College premises or College-related premises without proper authorization.

**Misuse of College Documents:** Forging, transferring, altering, or otherwise misusing any College document or record, including identification cards.

**Reckless Operation of a Vehicle or other Wheeled Mode of Transportation:** The use of motorized vehicles, skates and bicycles on campus without the proper regard for safety, courtesy and caution, including, but not limited to, the wearing of skates or the use of hoverboards or similar devices indoors, engaging in cycling or skating stunts, and ignoring the right of way of pedestrians. No person shall ride at a speed greater than is

reasonable and prudent, having due regard to traffic, pedestrians' rights, surface of the sidewalk, the hazard at intersections, and any other condition then existing. Regardless of the mode of transportation, persons using any transportation device on campus are doing so voluntarily and at their own risk of injury with Spring Hill College or its employees not being held liable for any damages or injuries that may occur. No person shall use skates or similar devices on the College campus, except as specified in this paragraph. Persons may use or operate skateboards, skates or similar devices only on College sidewalks and while crossing streets at crosswalks. Sidewalks shall be defined as that portion of a street between the curb line, or the lateral line, of a roadway and the adjacent property lines or the walkway between buildings. The use of hoverboards, skates or similar devices is prohibited in all other areas of campus, including, but not limited to:

The interior area of the Rydex Commons where the decorative paver stones are located. Any parking lots or roadways where vehicular traffic is permitted.

**Tobacco Policy:** Smoking is not permitted in any building on campus. Spring Hill strives to provide a healthy, comfortable, and safe learning and working environment for all students, employees, visitors, and community members. To support this goal, the use of all tobacco products, including, but not limited to, cigarettes, cigars, e-cigarettes, vaporizers, pipes, hookahs, and smokeless tobacco, is not allowed in the following areas:

- Inside any campus building or campus vehicle;
- Within 25 feet from any campus building or structure (exterior walls);
- Areas designated as non-smoking (to include, but not necessarily limited to): the plaza anywhere between Quinlan Hall and the Outdoor Learning Area;
- Within 25 feet of all areas where volatile, flammable, or explosive materials are in use and/or situated, regardless if the use is temporary or consistent; and/or
- Within 25 feet of any posted "No Smoking" sign, wherever such signs may be located on campus.

**Theft:** Theft of Property or services of the College or of any other person. Including, but not limited to, identity theft or misuse, knowingly maintaining possession of stolen property, unauthorized removal of furniture from designated lounges, common areas, or residential spaces, and unauthorized possession of College furniture or equipment, including those owned and operated by Aramark Dining Services.

**Unauthorized Entry or Trespassing:** Unauthorized Entry, Use, or Trespassing: Forcible or unauthorized entry into any building, structure, vehicle, and/or facility, propping open secured entrances to secured spaces, or use of alarmed doors without permission or in an emergency.

**Unauthorized Possession or Use of Keys and Access Cards:** Knowingly possessing, using, making or causing to be made keys/access cards for any building, laboratory, facility, or room of the College except as authorized by Plant Operations.

**Unauthorized Possession or Use of Property:** Unauthorized possession or use of College property, or entrance to, use or occupancy of College or College-related premises, including unauthorized use of roofs and violations of the copyright laws.

## Drugs and Alcohol

**Possession, Use, Sale, Manufacture or Distribution of Drugs and Narcotics:** Possession, use, sale, manufacture, or distribution of drugs or narcotics, or the attempt to engage in such act(s). Except when such possession or use is prescribed by a licensed physician or permitted by law. Students who do not engage in prohibited drug activity, but who choose to remain in the presence of prohibited drug activity, may also be subject to disciplinary action.

**Possession, Use, Sale or Distribution of Drug Paraphernalia:** Possession, use, manufacture, sale, or distribution of drug paraphernalia.

**Unauthorized Use of Alcoholic Beverages:** Unauthorized possession, distribution or consumption of alcoholic beverages; or public intoxication or being under the influence of alcoholic beverages. Please refer to the Alcohol and Drug-Free Policy for further information.

**Unauthorized use of devices used for rapid consumption:** Unauthorized possession or use of devices which promote rapid consumption of alcohol including but not limited to funnels, bongs, beer pong tables, bars, etc.

## Fire Safety Violations

Failure to evacuate a building during the sounding of a fire alarm or upon the direction of a Staff member; or attempting to re-enter the building without the permission of the proper authorities.

## Violation of Health and Safety Regulations:

Violation of any health, safety, or related regulation, rule or ordinance, including, but not limited to, activity on the facades, ledges, or roofs, College structures, the launching of an object or substance from within or on a College structure or property, and/or the unauthorized use or alteration of fire-

fighting equipment, safety devices, fire alarms, elevator emergency phones, smoke alarms, heat sensors, or other emergency equipment. Tampering with fire safety equipment, like those listed above, will result in a minimum fine of \$100, which will be charged to the responsible student's account.

## Disrespect to College Officials and Failure to Comply

**Disrespect to College Officials:** Any disrespect for College Officials including, but not limited to, Public Safety, Residence Life staff and Resident Advisors or any abusive language, threat of violence or physical harm to their person will not be permitted.

**Failure to Comply with Imposed Disciplinary Sanctions:** Failure to fulfill all conditions that are imposed as part of a disciplinary sanction.

**Failure to Cooperate, Comply, or Identify:** Failure to follow the verbal and/or written directives of College personnel and officials in the discharge of their duties, including, but not limited to, complying with directives of Public Safety and Residence Life personnel and/or failure to properly identify oneself to these persons when requested to do so.

**Furnishing False Information:** Furnishing to a College office or to a College official a written or oral statement known by the student to be false. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal, or other appropriate non-academic conduct action.

**Repeat Violation:** Any repeated violation of the Code of Conduct.

## Italy Center Program Community Standards

Students who participate in the Spring Hill College Italy Center Program are held accountable to the Community Standards document provided to them via that program. These standards are the primary policies and procedures under which they will be governed and held accountable while enrolled and in attendance at the Italy Center Program. The Director of the SHC Italy Center Program will be the primary disciplinary officer during a student's attendance in that program. The Vice President of Student Affairs of the home campus in Mobile, Alabama will be consulted as needed and may be involved directly during the appellate process.

While the Italy Center Program Community Standards document will be the primary document governing students enrolled in that program, Spring Hill College students should realize that their behavior in Italy can also have a bearing on their status at their home campus. The Italy Center Program functions under the umbrella of the Spring Hill College Mission Statement and the Student Code of Conduct as found in the SHC Student Code of Conduct. As is true with any off-campus behavior, the Vice President for Student Affairs/Dean of Students has the prerogative to sanction a student who engages in off-campus conduct that violates College policies. Documentation of behavior in the Italy Center Program will become part of a student's disciplinary record at the SHC home campus.

## Student Athlete Community Standards

Students who participate in NCAA or formally recognized club sports are held accountable to the Athletic Department Student-Athlete Code of Conduct (available in the Student-Athlete Handbook) as well as individual team rules and code of conduct. These standards are applied in concurrence with the College's Code of Conduct. The Director of Athletics, Associate Athletic Director for Internal Affairs and Compliance, and head coaches will be the disciplinary officers for departmental and/or team violations.

Student-athletes should realize that their behavior can be addressed separately by Student Affairs and the Athletic Department. Documentation of Code violations within Athletics can become part of a student's disciplinary record with the College. Athletics will be notified of violations of the College Code of Conduct for review of any potential athletic code violations.

## Standards of Non-academic Conduct

The standards of conduct are to be used as a guide for the student and are by no means all-inclusive. While the enforcement of these rules is normally administered through the campus judicial process under the supervision of the Student Affairs staff, such a judicial process is for the convenience of the College administration and may be suspended or revoked at any time by the administration without cause or prior notice to any student. The student conduct system is to be considered a process, rather than a "right" of any student or a contractual obligation on the part of Spring Hill College.

## POLICIES AND PROCEDURES

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### Procedures for Complaints

A student may submit a formal complaint if he or she believes Spring Hill College has failed to follow its policies as set forth in this *Bulletin of Information* or in the Spring Hill College *Student Handbook*. A formal complaint is one that is



- 1) Submitted by the student,
- 2) Submitted in writing using the College's "Complaint Form,"
- 3) Signed, and
- 4) Delivered or sent to the attention of the President of Spring Hill College by the student.

The College will not entertain complaints that are not in writing or are anonymous. Neither will it consider complaints sent electronically or through facsimile transmission.

#### Procedure for Formal Student Complaints

The College's "Complaint Form" is available upon request on the Spring Hill College website or from the Office of the President. A student may contact the President, Provost, Vice President for Student Affairs, Vice President for Business and Finance, or the Director of Human Resources to inquire informally regarding the complaint procedure or about issues and concerns that could be considered complaints. However, the College's obligation to follow its complaint procedure will only begin when the student submits a formal written complaint.

By means of the College's "Complaint Form," the student provides the following:

- a. A statement describing the complaint in the clearest possible terms.
- b. The College policy or procedure—as set forth in the *Bulletin of Information* or the *Student Handbook*—that the student alleges has been violated and the time frame in which the alleged violation occurred.
- c. A concise description of the evidence upon which the complaint is based. The evidence should be directly related to the alleged violation, should state relevant facts, and should document or support the complaint.
- d. A description of the efforts the student has made to resolve the complaint, including both informal efforts and efforts to seek resolution through the appropriate appeal or grievance process.
- e. Full disclosure of any external channels the student is pursuing, including legal action.

Upon receipt of a formal written complaint by the President, Spring Hill College is responsible for the following:

1. Spring Hill College will acknowledge the receipt of a formal written complaint within five (5) business days of its receipt.
2. Within thirty (30) business days after acknowledging receipt of the complaint, the President or an officer of the College he designates will review the complaint and its documentation to determine whether the complaint represents a significant lapse or violation of the College's policies. If reviewed by an officer of the College other than the President, the officer who completes the review will report the results to the President.
3. Within thirty (30) business days after acknowledging receipt of the complaint, Spring Hill College will inform the student regarding the disposition of the complaint, which will include one of the following:
  - a. The complaint will not be processed further because
    - i. The student has not sought to resolve the complaint through appropriate informal efforts or an established appeal or grievance procedure. In this case, the student will be advised concerning the appropriate procedure for seeking resolution of the complaint.
    - ii. The complaint does not represent a significant lapse or violation in the application of a College policy.
    - iii. The complaint does not present adequate documentation in support of the student's allegation.
  - b. The complaint is valid and a resolution is suggested to the student.
  - c. A request for further information or documentation in order to complete the College's review of the complaint. In this case, the College will suspend consideration of the complaint until the student responds to the request for further information or documentation. Within thirty (30) days of the receipt of the requested information or documentation, the College will inform the student of the disposition of complaint.

The decision of the President of Spring Hill College with regard to the disposition of the complaint is final.

4. Any student who feels their complaint was not satisfactorily resolved through this process has the right to take their grievance to the college's state authorizing agency,

Alabama Community College Association (previously called the Alabama Department of Postsecondary Education)  
 P O Box 302130  
 135 South Union Street  
 Montgomery, AL 36104  
 (334) 293-4651  
<https://www.accs.cc/index.cfm/school-licensure/complaints/>

**For Students living in the state of Georgia** and taking a course in an online course or a hybrid or classroom course with a class meetings in Georgia, the final appeal step should be made to the Georgia Nonpublic Postsecondary Education Commission.

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084  
(770) 414-3300  
<https://gnpec.georgia.gov/>

Students are notified annually at opening day informational session regarding this grievance resolution policy, in addition to this posting of information on the SHC website.

Spring Hill College maintains a record of all the written student complaints it receives. This record includes documentation of the manner in which each complaint was received, reviewed, and decided. The record is available for review by the Commission on Colleges of the Southern Association of Colleges and Schools upon request.

## Alcohol and Drug Policies

The use or abuse of alcohol and other drugs increase the risk for a number of health-related and other medical, behavioral and social problems. These include:

- Acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death);
- Physical and psychological dependence;
- Malnutrition;
- Long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat and stomach;
- Contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, stillbirths, and learning disabilities; fetal alcohol syndrome;
- Psychological or psychiatric problems;
- Diminished behavior (hangovers, hallucinations, disorientation, slurred speech);
- Unusual or inappropriate risk-taking that may result in physical or emotional injury or death;
- Violent behavior toward others, such as assaults and rape;
- Accidents caused by operating machinery while impaired;
- Impaired driving resulting in alcohol and drug-related arrests, traffic accidents, injuries and fatalities;
- Negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends, and others;
- Conduct problems resulting in disciplinary action, including loss of employment;
- Legal problems including imprisonment, monetary fines, suspension of driver's license etc. Additional information is available on request.

Spring Hill College reserves the right to confront students whose choices have led them to use alcohol and other drugs. In keeping with its educational mission, the College informs and encourages students and others to make healthy choices with regard to drugs and alcohol through the Wellness Center, Residence Life, and Campus Involvement, which coordinates programs to encourage responsible and informed choices.

Spring Hill College reserves the right to notify parents/guardians of dependent students regarding any conduct situation. Where a student is not a dependent, Spring Hill College may contact parents/guardians to inform them of situations in which there is a health and/or safety risk, any conduct violation relating to alcohol and drug policy violations, and when a student is removed from the College.

To assist students in regaining control of their lives and making healthy, non-abusive choices, the College trains residence staff to be supportive of healthy choices and helpful to students trying to regain control from substance use through referrals to the Wellness Center. The Wellness Center can then provide evaluation and counseling services as well as support and referrals for treatment programs when necessary. Students may seek help for themselves by contacting the Vice President/Dean of Students, Residence Life staff or any College staff or faculty member. If a member of the College community has a personal problem with an addiction, he/she will be given the opportunity to seek treatment. If one is committed to dealing with the disease, it is possible that the student or employee will not be dismissed from the College. The Wellness Center is available for confidential counseling and/or referrals.

### Alcohol Policy

Consumption and possession of alcoholic beverages must be in conformity with state and local laws and College policies. Students of legal drinking age may responsibly drink in their residential space if all residents in the space are over the age of 21. The consumption of any alcoholic beverage in outdoor and public spaces on campus is a violation of Campus policy (except in spaces recognized by the College), and will result in confiscation and



disposal of the alcohol. Violations of the alcohol policy will be documented by College staff and will be processed through the College Student Conduct System.

Residents in whose room and/or apartment alcohol is being consumed are responsible for, and will be held accountable for, the behavior of their guests, including, but not limited to, ensuring that guests younger than 21 years of age do not consume alcohol, that open containers of alcohol are not carried out of the room and/or apartment, and that neither the residential students, nor their guests, become intoxicated or behave in a disorderly manner.

The following conduct is prohibited:

- Due to the age designation of Toolen, Viragh and Walsh Halls as Freshmen Halls, these buildings will be considered alcohol-free environments – no one in the non-staff areas (including guests of legal drinking age) of the building will be allowed to have alcohol or alcohol containers in these areas.
- Possessing or consuming alcohol if under the legal age. Spring Hill College abides by Alabama State Law, which dictates that persons must be 21 years of age or older to legally consume alcohol.
- The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.
- Operating a motor vehicle while under the influence of alcohol.
- No liquor may be sold or served at any time or under any circumstance by any student organization without prior approval by the Center of Student Involvement.
- The consumption of any alcoholic beverage in outdoor and public spaces on campus is a violation of campus policy (except in spaces specifically recognized by the College), and will result in confiscation, disposal.
- The consumption of any alcoholic beverage from glass is prohibited in approved outdoor and public spaces.
- Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
- Possessing, furnishing, or consuming alcohol in College interior buildings (other than personal residential space), except during recognized College events.
- Possessing a common source of alcohol (e.g., kegs, coolers, or equivalent quantities of "pooled" alcohol).
- Purchasing for, or furnishing alcohol to, a minor.
- Disruptive behavior, public intoxication or being dangerously intoxicated to the point of putting oneself or others in danger.
- Alcohol paraphernalia, empty containers, and alcohol "trophies" are prohibited in all living spaces where the occupant(s) is under the legal drinking age.
- Anyone who consumes alcohol must drink responsibly. Any behavior that indicates the misuse or over-consumption of alcohol is in violation of this policy. Engaging in activities that encourage irresponsible drinking is also a violation (e.g., competitive drinking, chugging drinks, beer pong, drinking games, etc.).
- Beer pong tables (purchased or hand-made), funnels, bongs, bars, and other devices used for the rapid consumption of alcoholic beverage is prohibited.

Students legally consuming alcohol in the Fairways Apartments (Langan, Andrews or Rubin), Skip's Place pod common rooms, and other College-designated public spaces must do so under the following criteria:

- The number of people in a pod common room at one time must not exceed 15 persons.
- The number of people in an apartment, including the balcony in Fairway Apartments must not exceed 10 persons.
- Alcohol is not to be stored in the Skip's Place common room or on balconies in Fairway Apartments. Individuals who are over 21 years old may be in possession of one alcoholic beverage at a time in the common room.

### Alcohol at College Events

Any individual or organization sponsoring a formal or informal social event is required to comply fully with the policies and procedures outlined in the Alcohol Policy for Campus Events. It is the sole responsibility of the sponsoring individual or organization to inform itself of these policies and to seek clarification where necessary. Failure to do so will result in actions being levied both on the organization and on the individual officers and/or members of that organization.

### Drug Policy

Stated simply, the College expects all members of the community to comply with the local, state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are prohibited. The College accepts the state statutory definitions of drugs and drug paraphernalia as well as the definition of illicit drugs found in the Safe and Drug-Free Schools and Communities Act.

### Distribution of Drug-Free Policy

In compliance with the Drug-Free Schools and Communities Act of 1989, the College distributes this statement annually to all faculty, staff and students and reviews its alcohol and drugs prevention programs and policies' effectiveness biennially.

### College Sanctions Concerning Alcohol and Drug Policies

The College confronts students when inappropriate choices are made. Violations of the alcohol and drug policies are subject to sanctions, the severity of which shall increase as the seriousness of the violation increases. Individuals, student groups, or organizations that violate any of these regulations will be held accountable for the consequences of their poor choices and may lose the privilege of institutional recognition and/or sponsoring future events.

When confronted by a violation of the Alcohol and Drug-Free Policy, the College is obliged to respond. Responses will most commonly involve disciplinary sanctions. Sanctions may include but are not limited to the following:

- Completion of an appropriate education or rehabilitation program (e.g., E-Chug, Under the Influence education program, counseling);
- Loss of on-campus vehicle privileges;
- Parental notification;
- Fines;
- Probation;
- Suspension from the College, athletic teams and/or organizations;
- Dismissal from a residence hall;
- Dismissal from the College.

### Legal Sanctions Related to Drugs and Alcohol

Conduct that violates local, state and federal laws may also lead to a referral to the appropriate authorities for prosecution, which may result in fines, imprisonment, etc.

### Medical Amnesty Policy

Student health and safety are of primary concern at Spring Hill College. As such, in cases of intoxication, alcohol poisoning, or drug-related medical emergencies, Spring Hill College always encourages individuals to seek medical assistance for themselves or others. In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected to:

- A. Contact Public Safety at 251-380-4444
- B. Remain with the individual(s) needing emergency treatment
- C. Students will follow the medical, health, and safety recommendations of the assisting staff

Students who seek medical attention for themselves related to the use of drugs or alcohol will not be formally charged with a violation of the Student Code of Conduct related to that use, provided that the student subsequently complies with any other recommended treatment from the Vice President of Student Affairs or his/her designee. Failure to complete required actions will result in additional sanctions being applied.

Students who seek medical attention for someone else related to the use of drugs or alcohol will not be charged with a violation of the Student Code of Conduct related to that use.

The amnesty policy applies to alcohol and/or drug use only. Medical amnesty does not apply to violations, perpetrated by a student while under the influence of alcohol and/or drugs such as property damage, hazing, or harassment. Further, use of alcohol and/or drugs never excuses perpetration of physical or sexual assault.

All students, regardless of medical amnesty, will meet with a College official for an educational conversation. Students who qualify for amnesty may also be referred for additional services and assessment. Educational, community, and health interventions as well as contact with a student's parents or family may be required. The Amnesty policy does not preclude or prevent action by the police or legal authorities. However, students who qualify for medical amnesty will not have the incident for which it applies appear on that student's official, judicial record.

The amnesty policy may not be applicable to students experiencing an alcohol or drug-related medical emergency who are discovered by a College employee, as these cases will be reviewed on a case by case basis.

Please be aware the Medical Amnesty Policy is limited to Spring Hill College's judicial process only. It cannot provide protection from incidents that occur off-campus that may involve federal, state or local officials.

Organizations: A representative of an organization hosting an event is expected to promptly call for medical assistance in an alcohol or drug-related emergency. This act of responsibility will mitigate the judicial consequences against the organization resulting from any policy violations that may have occurred at the time of the incident. Likewise, failure to call for medical assistance in an alcohol or drug-related emergency will be considered an "aggravating circumstance" and may affect the judicial resolution against the organization if policy violations may have occurred. Remember, our primary focus is the health and safety of every member of our community. Your commitment to be an active bystander is a critical component.

## Animal Policy

Animals, with the exception of approved service and/or assistance animals, and fish in an approved tank or container, are not permitted in any College buildings. Threatening or endangering the health and/or safety of an animal is prohibited. Any animals on campus must be leashed and under the control of the owner.

## College Communications Policy

Appropriate communication with various members of the College community is critical to keeping all members of the campus community well informed and providing the ability to respond as needed. In order to fulfill this goal in regard to students, the policy requires all students to regularly check their campus e-mail account, BadgerWeb account, the SHC website, and their personal mail.

Any one of these various means of communication may be used by the College for official communication to the student. These means of communication are further defined below:

Spring Hill College has four means of official communication with students:

- Spring Hill College provides each student with an e-mail account. Students who use another account bear the responsibility of checking their College account on a regular basis or forwarding that account to their preferred email system.
- A student's BadgerWeb account allows him/her to access his/her own website portal for instant information about his/her own interaction with the College, including an "announcement" section where important notices and school information may be communicated.
- Spring Hill College provides each residential student with a post office box. Students residing off campus should make sure the College has their current mailing address.
- The College maintains a website with regularly updated information.

Any one or all four methods may be used at any time to communicate official College business and time-sensitive information. Official communications might include, but are not limited to, faculty/student communication, administration/student communication, course registration information, storm related delays or closings or other emergency announcements. Students will be expected to check all four means of communication on a regular basis and will be responsible for their timely response to the information provided.

In addition, the RAVE emergency alert system is utilized for emergency communications. Rave Alert allows multi-modal broadcast messaging through email, voice, text messaging (SMS), and other mechanisms.

Communication sent to the SHC campus community, including any accompanying documents or attachments, is privileged and confidential. Disclosure, copying, dissemination or distribution of the message is strictly prohibited. This includes, but is not limited to, forwarding emails to unintended recipients, posting on social media, or sending confidential information to the news media.

### Permission to Use Photo/Video

While you are a student at Spring Hill College, we would like to promote your achievements to your hometown newspapers and the Mobile media. All photography and video projects directed by or approved by the College will be used only for promotion of the College and not by any for-profit organizations or businesses. Students who wish to not be included in any College photography or video projects should register their names with the Communications and Institutional Marketing office. All other students will be expected to provide a signed consent form as requested by the College.

### News Media and Advertising

All communications involving outside media and/or publications must comply with SHC's News Media and Advertising Policy. The following activities must be coordinated through and approved by the Office of Communications and Institutional Marketing:

- Contacts and inquiries from news media (including press releases)
- Requests for news media to cover campus and/or organizational events

- All advertising including, but not limited to, print publications, radio and television broadcasts

Reporters and photographers are NOT permitted to enter residence halls or classroom buildings without permission from the Office of Communications and Institutional Marketing and the Office of Student Affairs, and only when accompanied by a Communications Office representative.

### Social Network Policies

Faculty, staff and students are encouraged to use social media, but users cannot be perceived as official spokespersons for Spring Hill College.

Individuals, departments, and/or College organizations that have established or seek to establish an official College-sanctioned social media presence (e.g. Facebook page, Twitter, YouTube, etc.), must officially register their page or pages with the Office of Communications and Institutional Marketing. Please feel free to contact that office with any questions or for guidance in establishing a social media presence.

The Office of Communications and Institutional Marketing works to correct inaccuracies on SHC social media sites by responding with correct factual information and including source citations (links, video, contact information, etc.) when appropriate. Spring Hill College does not permit intentional or implied endorsements of any brand or company through the use of names, trademarks, logos, images or photographs.

To submit project requests to the Office of Communications and Institutional marketing, e-mail Director, Ashley Rains at [arains@shc.edu](mailto:arains@shc.edu).

## College Policy on Relationships

At Spring Hill College, members of the faculty and staff have responsibilities for students that are multifaceted, including service as intellectual guide, teacher, counselor, mentor, and advisor. The faculty or staff member's influence and authority extend substantially beyond the classroom and campus. The College believes that a sexual or romantic relationship between a faculty or staff member and a student—even if consensual—is inconsistent with the faculty or staff member's professional responsibilities and is inconsistent with a positive living, learning, and working environment at the College.

Therefore, Spring Hill College prohibits any faculty or staff employee from engaging in a romantic or sexual relationship with an undergraduate student enrolled at the College. The College also prohibits any faculty or staff employee from engaging in a romantic or sexual relationship with any graduate student whom he or she educates, counsels, coaches, supervises, or evaluates in any way.

In the event that a member of the faculty or staff has a romantic or sexual relationship with a student that precedes that student's initial enrollment at Spring Hill College, the faculty or staff member is required to notify his or her supervisor of the relationship at the time of the student's initial enrollment and is required to recuse himself or herself from any role in which he or she would educate, counsel, coach, supervise, or evaluate the student in any way.

In keeping with this policy, if charges of sexual harassment are made, the existence of a consensual relationship with an undergraduate or graduate student shall not be an adequate defense.

A violation of this policy shall be deemed to be personal conduct that substantially impairs the fulfillment of the faculty or staff employee's institutional responsibilities. As such, it shall be sufficient reason for dismissal for cause according to the policies of Spring Hill College.

## Firearms and Other Weapons

**Purpose:** To set standards for the possession of firearms and other weapons on the campus of Spring Hill College in order to prevent any unreasonable risk to the safety of the community.

### Definitions:

**Weapon** includes but is not limited to any firearm, Bow and Arrow, Crossbow, a prohibited knife, impact weapon, explosive weapon, chemical dispensing device, or other item deemed a weapon by a member of the Division of Student Affairs or Department of Public Safety staff.

**Firearm** means any device designed, made, or adapted to expel a projectile through a barrel using the energy generated by an explosion or burning substance or any device readily convertible to that use. For the purposes of this policy, devices that expel a projectile using air, spring tension, gas pressure, etc. are also considered firearms.

**Handgun** means any firearm that is designed, made or adapted to be fired with one hand.

**Prohibited knife** means a:

- blade over 3.5 inches
- any Switchblade knife (capable of being opened automatically or with gravity or centrifugal force)
- hand instrument designed to cut or stab another or be thrown;
- dagger, including but not limited to a dirk, stiletto and poniard;
- bowie knife;
- sword; or
- Spear.

**Impact weapon** means any instrument that is designed, made or adapted for the purpose of inflicting injury or death by striking an individual with the instrument. This includes but is not limited to:

- Club;
- Nightstick;
- Blackjack;
- Mace;
- Nunchucks;
- Tomahawk; or
- Knuckles

**Explosive weapon** means any explosive or incendiary bomb, grenade, rocket, or mine, that is designed, made, or adapted for the purpose of inflicting injury or death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon. For the purpose of this policy a “Hoax bomb” is considered an explosive weapon.

**Chemical dispensing device** means a device, other than a small chemical dispenser sold commercially for individual protection that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

**Policy:** *Except as otherwise provided in this Policy, possession of Firearms or other Weapons on Spring Hill College property is prohibited.*

#### **Exceptions**

1. In accordance with Alabama Criminal Code 13A-11-90, Spring Hill College prohibits employees from carrying firearms while on the Spring Hill College Campus. However, employees may transport or store lawfully possessed firearms or ammunition in the employee’s privately-owned vehicle if:
  - a. The employee has a valid concealed weapon permit; or the weapon is any firearm legal for use for hunting in Alabama, other than a pistol, the employee possesses a valid Alabama hunting license and it is a season in which hunting is permitted by Alabama law or regulation; and
  - b. The weapon is unloaded at all times on the property; and
  - c. The employee has never been convicted of any crime of violence as that term is defined in Section 13A-11-70, nor of any crime against an individual(s) set forth in Chapter 6 of Title 13A, nor is subject to a Domestic Violence Order, as that term is defined in Section 13A-6-141; and
  - d. The employee does not meet any of the factors of mental illness set forth in Section 13A-11-75(a)(1)a.1-8; and
  - e. The employee has no documented prior workplace incidents involving the threat of physical injury or which resulted in physical injury; and
  - f. The motor vehicle is operated or parked in a location where it is otherwise permitted to be; and
  - g. The firearm is located in either of the following:
    - i. In a motor vehicle attended by the employee, kept from ordinary observation within the individual's motor vehicle.
    - ii. In a motor vehicle unattended by the employee, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual’s privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
2. This Policy shall not apply to:
  - a. State of Alabama or federal law enforcement officers when carrying a weapon in conformance with the policies of their employing agencies.
  - b. A member of the armed forces of the United States or Alabama National Guard while acting in their official capacity and in conformance with their military orders.
  - c. Kitchen knives kept for the sole purpose of food preparation.

3. Students residing in college housing must store their Weapons and ammunition with the College Department of Public Safety in accordance with the Weapons Storage Section of this Policy.
4. Employees, consistently and normally paid in the CX Faculty and Staff Pay Group who live in College housing may be permitted to possess firearms or other weapons in their residence only with permission from the Director of Public Safety and the President of the College. Otherwise, employees must store their Weapons and ammunition with the College Department of Public Safety in accordance with the Weapons Storage Section of this Policy.

#### Firearm and Weapon Storage with Public Safety

The Spring Hill College Department of Public Safety offers secure, free weapons storage for students, staff and faculty living in college housing. Weapons which are brought to campus should be immediately checked in and stored in the Public Safety Department for safekeeping using the following procedures:

- Weapons Permitted to be Stored
  - Shotguns
  - Rifles
  - Handguns
  - Bows and Arrows
  - Crossbows
- Individuals utilizing this service will need to present a valid government issued photo ID when storing or retrieving their weapon.
- Owners will read and sign the **Weapon Contract** and will complete a **Weapon Information Form**
- A photocopy of the owner's identification will be made and filed with the Weapon Information Form. If applicable, a copy of their valid concealed weapon permit will also be kept on file.
- Individuals will have to sign a log book each time a Weapon is brought in or out of storage. The Weapon log will consist of the owner's name, make and serial number of the firearm. Owner's name and other descriptors should be used on the log for archery equipment or other Weapons.
- Weapons may be checked in or out 24 hours, 7 days a week, preferably with an appointment; however individuals should plan ahead and allow 30 -45 minutes wait time to allow for officer availability.
- No more than 3 Firearms may be stored for each owner.
- Arrangements must be made in advance and in writing for anyone other than the owner (the individual whose ID is with the Firearm) to retrieve the Firearm from the Department of Public Safety.
- Weapon chamber must be **OPEN** and **CLEAR** of ammunition prior to entering the Department of Public Safety.
- Weapons should be equipped with a barrel flag.
- Weapons must be transported in a carrying case from the vehicle, to the inside of the DPS building, and then back to the vehicle.
- Ammunition should be boxed by the owners in one box for storage.
- Archery equipment must be stored in a protective case, and all arrow tips must be removed from the arrows prior to storage.
- Any Weapon left for 90 days after an individual is no longer affiliated with SHC and without a formal written arrangement with the Director of Public Safety, will be considered abandoned by its owner and becomes the property of SHC Department of Public Safety.
- The officers of SHC Department of Public Safety have the right to refuse any Weapon to an individual if, at the time of the pickup, the individual is believed to be under the influence of any drug or if any officer believes the individual's judgment is impaired to the extent that the individual may pose a threat to themselves or others.
- SHC is not responsible for items damaged or lost.

- **The Director of Public Safety may seize or deny permission to possess any Weapon on campus property which is deemed to present a danger to the campus community.**

## Hazing Policy

Hazing is a violation of both the laws of the State of Alabama and the policies of Spring Hill College.

Hazing is defined in Section 16-1-23, Code of Alabama (1975), and contains the following summary statement:

Hazing is defined as (1) Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student.

The state law then continues to define specific forms of hazing and other restrictions. See Code of Alabama for full version.

Spring Hill College prohibits any action taken or situation created regardless of location, intent, or consent of the participants, which endangers the mental or physical health or safety of an individual; or creates a risk of injury; or causes discomfort, embarrassment, harassment, or ridicule; or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization.

The College furthermore prohibits any action or situation which is mentally, physically or morally degrading; or which interferes with scholastic activities; or which requires a personal or menial task of any kind; or which is inconsistent with Greek-letter organization ritual or founding principles.

Spring Hill College prohibits any other activities that are in violation of the policies and rules or recognized student organizations, Spring Hill College, city, county, state or national law, and/or national Greek-letter governing bodies and conferences.

Hazing and failure to report hazing by any member of the College community will not be tolerated, and severe action will be taken by the College against any student or organization found in violation of this policy, up to and including indefinite revocation of charter for the organization and suspension or dismissal for the students involved.

Any student or organization may be referred for prosecution through the Mobile County District Attorney when appropriate.

## Health Insurance Policy

All full-time undergraduate students must have medical insurance that provides coverage in the State of Alabama. Insurance information is submitted through the same Med Proctor account as your immunization record and personal health history.

## Health Records Policy

### Immunization Records and Personal Health History

Prior to attending Spring Hill College, students must provide a personal health history, proof of immunization against measles, mumps, rubella, meningitis, and tetanus. Students must also provide documentation of tuberculosis screening, such screening to have occurred within a year of attending the College. This information is collected through Med Proctor. Please log in to [www.medproctor.com](http://www.medproctor.com) to set up an account and complete required documentation.

### Timeline and Restrictions

Providing immunization record documentation and the Personal Health History Form must occur at a date prior to attending Spring Hill College, as specified by the Wellness Center. This deadline date is normally three weeks prior to the start of a student's first semester at SHC. If a student fails to submit these documents by the required deadline, students will not be allowed to move into campus housing or participate in any campus sponsored activities (including athletic events and pre-season practice/games) until the appropriate documentation is received, regardless of any timeline.

Contact the Wellness Center (ext. 2297) for any further information.

## Involuntary Withdrawal Policy

A student will be subject to involuntary administrative withdrawal from College housing and/or the College as a whole if there is convincing evidence that the student's behavior:

- demonstrates a direct threat of harm to self or others, or

- Significantly disrupts the living and/or learning activities of the college community.

### Referral for Evaluation

In order to make the above determination, the Vice President for Student Affairs/Dean of Students or designee will consult with, and may refer a student to, the College Wellness staff for an assessment. In making their assessment, the College Wellness staff will evaluate information provided by the student and his/her outside health providers. The student must provide all appropriate releases to allow free communication between health providers and the College Wellness staff.

Based on input from the Wellness staff, the Vice President or designee may refer the student to an independent mental health professional chosen by the College for an evaluation. The Vice President or designee shall set the conditions for evaluation (such as time frame and reporting requirements). A student who fails to meet the conditions for evaluation may be withdrawn on an interim basis or be subject to a hearing without the requested evaluation. Conditions of the evaluation include release of the evaluation information to the Wellness staff, the Vice President, or his/her designee. The student must sign a release of information allowing the College to disclose to the mental health professional the student's current behavior and reasons for referral, and allow free communication with the College's Wellness staff.

The College's Wellness staff will consult with the Vice President or designee on their assessment of all information concerning the student and make any recommendations deemed appropriate.

### Informal Hearing

- Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Vice President or designee.
- The student may be accompanied by a support person, such as a family member, or a member of the College's faculty or staff, per the discretion of the College. The College may involve its own counseling or health services professional(s), the student's mental health professional, or other College staff in the meeting as needed.
- The informal hearing shall be non-adversarial and conversational. The Vice President or designee will lead the meeting, and may exclude any person who disrupts the meeting. The hearing may be conducted in the absence of the student if the student has been given sufficient notice.
- The Vice President's or designee's decision shall be rendered within a reasonable amount of time, and if withdrawal is indicated, the written decision shall include any terms or conditions that must be met to gain readmission or reinstatement following a leave of absence. The decision of the Vice President or designee is final.

### Reinstatement

Reinstatement after involuntary withdrawal would be processed by petition to the Vice President for Student Affairs or designee. The Vice President or designee may act individually or in conjunction with College Wellness staff to reinstate the student or deny the request. The written response shall include rationale for denial, or any specific conditions which might be included as part of reinstatement.

### Deviations from Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## Missing Resident Student Notification Policy

The purpose of this policy is to provide the procedures for reporting, investigating, and making emergency notifications regarding any currently enrolled resident student of Spring Hill College who is believed to be missing. This policy is a good faith effort to comply with the Higher Education Opportunity Act (HEOA).

A student shall be deemed missing when:

- He/she is absent from the College or has been reported missing by another individual without any known reason; and,
- When his/her absence is inconsistent with his/her established patterns of behavior; and,
- The deviation cannot be explained.

Before presuming that a student is missing, reasonable measures should be taken to determine whether or not anyone familiar with the student has seen or heard from the person recently or is aware of where they may be.

- Any member of the Spring Hill College campus community, including students, faculty, and staff, who is concerned that a student is missing should contact Student Affairs (251-380-3023), Residence Life (251-380-3028), or the Spring Hill College Department of Public Safety (251-380-4444), as soon as it is determined that the student is missing as defined above. In emergency situations, the Office of Student Affairs, or



the Spring Hill College Department of Public Safety, will contact the Mobile Police Department immediately (911 or 251-208-7211). The Mobile Police Department must be notified if a student is missing for more than 24 hours.

- The Office of Student Affairs is required by law to inform the individual identified by the missing student as their emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, the Office of Student Affairs is required by law to notify the student's custodial parent or guardian (as contained in the records of Spring Hill College) within 24 hours of the determination that the student is missing.
- The Vice President of Student Affairs/Dean of Students shall initiate whatever action he/she deems appropriate under the circumstances in the best interest of the missing student.

## Non-Discrimination and Anti-Harassment Policy

### Discrimination

Spring Hill College does not discriminate on the basis of race, color, national origin, sex, disability, religion, veteran's status, genetic information, age, or any other groups protected by controlling federal, state, or local civil rights statutes in its programs and activities as per the appropriate legal statutes and regulations, including but not limited to Title IX. As a Catholic, Jesuit institution, Spring Hill College values and celebrates the diverse backgrounds, cultures, experiences, and perspectives of our community. Through the promotion and protection of diversity, the Spring Hill College community creates an environment where holistic development, academic excellence and a commitment to the well-being of others can flourish. The College is committed to maintaining a diverse and multicultural community in which the dignity and worth of each of its members is respected. The College strongly condemns any unlawful or wrongful discrimination. It is a violation of this policy to discriminate or retaliate against any person because he or she has opposed any discriminatory practice at the College, or because the person has filed a complaint, testified, assisted or participated in any process designed to address and/or resolve an allegation of discrimination.

### Harassment

Spring Hill College defines harassment as verbal or physical conduct based on a person's race, color, sex, veteran's status, religion, national origin, age, genetic status, disability, or any other groups protected by controlling federal, state, or local civil rights statutes that is sufficiently severe, pervasive, persistent, or objectively offensive that it has the purpose or effect of denying or limiting student's ability to participate in or benefit from the educational program, or that creates an intimidating, hostile, or offensive working, educational, or living environment. To constitute harassment, the conduct must include something beyond the mere expression of views, words, symbols or thoughts that some person may find offensive. The alleged conduct will be viewed from both a subjective (the complainant's) and an objective ("reasonable person's") viewpoint, and take into consideration all surrounding circumstances.

Included with this definition is bias-related harassment, which is language or behaviors that demonstrate bias against persons or groups because of race, color, ethnicity, religion, faith, or national origin. Some incidents of bias-related harassment may rise to the level of a hate crime. Hate crimes are defined by state and federal law, and typically involve a crime that is motivated by bias, and results in physical harm to person or property.

Spring Hill College is committed to a workplace and educational environment that is free of sexual and other unlawful harassment and where the dignity and worth of each of its members is respected. Sexual harassment, including sexual misconduct, is a type of discrimination prohibited by federal laws such as Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964 and by Alabama law. As a matter of College policy, sexual or other unlawful harassment occurring in the course of any College activity is prohibited.

### Scope

These policies on discrimination and harassment apply to all Spring Hill College students, student groups, faculty, staff, administrators, independent contractors, and all others engaged in College activities, and may apply to conduct both on and off campus. Spring Hill College has designated the Director of Human Resources as the individual responsible for handling inquiries regarding the non-discrimination policies. This person's contact information is as follows:

Patricia Davis  
Director of Human Resources and Title IX Coordinator Finance and Accounting Office, Room 128  
Murphy Fine Arts Center/Eichold Gallery Building 4000 Dauphin Street  
Mobile, AL 36608-1791

251-380-3063  
[pdavis@shc.edu](mailto:pdavis@shc.edu)

This person can also be referred to as the “Compliance Coordinator” in this document. If a person has a complaint regarding discriminatory or harassing behavior by the Compliance Coordinator, that person should talk to the Vice President for Business and Finance.

### Procedures for Resolution of Claims of Discrimination or Harassment

Students or employees with concerns about possible discriminatory treatment or harassment are encouraged to contact the Title IX Coordinator, Public Safety, or Office of Student Affairs, or the Office of Residence Life and Community Standards. In cases of physical assault, sexual misconduct, or destruction of property, individuals may also file a report on such matters with the Department of Public Safety and/or the Mobile Police Department. In cases of alleged discrimination, individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

At Spring Hill College, there are both informal and formal procedures available to a student or employee to address concerns about discrimination or harassment by students or student groups or organizations. They can be described as follows:

#### Informal Complaint Procedure

The informal procedure is voluntary in nature and is designed to achieve a resolution to which both the complainant and the respondent agree. An informal complaint may be made verbally or in writing to designated professional staff members in Public Safety, the Office of Student Affairs or the Office of Residence Life and Community Standards. A member of the professional staff will offer options to the complainant, including filing a formal complaint. The complainant may ask the designated staff member to act as a mediator to talk to the other party and determine whether an informal resolution can be reached. If a resolution is reached, that will typically bring closure to the matter, although the Title IX Coordinator must still be apprised of the complaint and the outcome. If a resolution cannot be reached through these informal processes, the formal complaint procedure may be used as an option by the complainant, respondent, or College. **At the discretion of the College, certain allegations, including those of sexual misconduct, will not be addressed through informal complaint procedures but will be addressed through the formal complaint procedure.**

#### Formal Complaint Procedure

A student or employee may file a formal complaint of discrimination or harassment (including sexual harassment) without having gone through the informal complaint process. A formal complaint of discrimination or harassment against a student or student group/organization should be in writing, and should be submitted to designated professional staff members in Public Safety, the Office of Student Affairs, or the Office of Residence Life and Community Standards. The complaint will be handled by the Title IX Coordinator (in the case of sexual harassment) or through the appropriate Code of Conduct disciplinary process as found in this Handbook. At the conclusion of the proper investigation process, the designated professional (the “hearing officer”) from these offices may handle the matter individually, per the disciplinary process, or may refer the case to a Resolution Committee to help determine the appropriate action. The Resolution Committee will be made up of the hearing officer, as chair, and two representatives of the faculty/staff. The Resolution Committee will make a recommendation to the hearing officer who will then make the final decision and implement any disciplinary sanctions or resolutions.

In cases involving alleged sexual misconduct, both the complainant and the respondent:

- Are entitled to the same opportunities to have an advisor present during a campus disciplinary proceeding or related meeting.
- Have a right to request issuance of a campus “no-contact order,” to prohibit the other party from having contact of any kind (including electronic contact or contact from third parties acting on the Respondent student's behalf) either on an interim or permanent basis.
- Shall be informed simultaneously of the outcome of the proceeding, in writing.
- Will have an equal opportunity to present relevant witnesses and other evidence.
- Will be afforded similar and timely access to any information to be used during the disciplinary hearing.
- Are entitled to a prompt, fair, and impartial investigation and resolution.
- Are entitled to a disciplinary process conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Additionally, the complainant has the specific rights of:

- The complainant has the right to submit physical evidence in the event of sexual assault.
- The complainant may request changes to academic and living situations after violence and sexual misconduct occurs. Student Affairs will help facilitate such changes.
- The College will not consider the prior, sexual behavior or history of the complainant with other individuals, or their engagement in under-age drinking in any investigation of sexual misconduct.
- The complainant has the right to not to participate in the hearing process.

Additionally, the respondent has the specific rights of:

- The Respondent has the right to timely notice of a hearing as indicated in the Code of Community and Residential Standards. The Respondent may waive the period of notice if desired.

The standard utilized to determine if a violation has occurred is a “preponderance of the evidence,” that being one based on a finding that it is more likely than not that a violation of this policy occurred.

Both the complainant and the person accused of inappropriate behavior will have the right to appeal the decision as designated in the Code of Conduct disciplinary process.

A student, student group, or student organization found responsible for a violation of the College’s policies on discrimination and harassment, including sexual harassment, will be subject to appropriate sanctions, including but not limited to those listed in the Code of Conduct section of the Student Handbook. The College will also take steps to prevent recurrence of any sexual misconduct and remedy the effect on the complainant and others, if appropriate. Separate from these sanctions, students may also be exposed to civil and/or criminal action.

#### **Complaints of Discrimination or Harassment against a Member of the Faculty, Staff or Administration**

Students or employees with concerns about possible discriminatory treatment, harassment, or sexual harassment, including sexual misconduct, by a member of the faculty, staff, or administration in connection with a College program, service or activity and/or who feel they have been discriminated against or subjected to discrimination or harassment by a College employee which meets the definitions above and/or violates federal statutes Title VI and/or Title IX are urged to promptly report the matter to the Title IX Coordinator.

In cases of physical assault, sexual misconduct, or destruction of property, individuals may also file a report on such matters with the Department of Public Safety and/or the Mobile Police Department.

If a person has a complaint regarding discriminatory or harassing behavior by the Title IX Coordinator, that person should talk to the Vice President for Business and Finance.

In cases of alleged sexual misconduct, any complainant may choose to contact off-campus counselors and advocates at the Mobile Rape Crisis Center (251-473-7273). Confidential communications on campus are limited to Wellness Center Counselors and priests specifically serving in a pastoral role. All other faculty and staff—including Resident Advisors—are “responsible employees” and must report information of alleged sexual misconduct to the Title IX Coordinator. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. The College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim. Those few Spring Hill College employees who responsible employees must contact to evaluate requests for confidentiality are: Title IX Coordinator, VP of Student Affairs, Director of Public Safety, or the Director of Community Standards.

In cases of alleged sexual misconduct, the College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of an investigation. These steps can include, but are not limited to, measures to eliminate contact between the complainant and the respondent, including a change in academic, living or work situations as appropriate. The College will also cooperate with the Mobile Police Department and any other legally authorized entity in enforcing orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court.

In these cases where the discrimination complaint is against the College, a member of the faculty, staff, or administration, students or employees may follow the informal and formal complaint procedures outlined above.

## Parking and Traffic Regulations

All vehicles operated on the campus by students, faculty, and staff are subject to the complete Parking and Traffic Regulations available in the Office of the Department of Public Safety. All drivers are expected to be familiar with these regulations.

Spring Hill College's fines, penalties and/or disciplinary sanctions may be imposed in addition to any civil, criminal, or traffic penalties that state, county, or local law enforcement agencies or courts may impose.

### Registration of Vehicles

All vehicles parked on campus must be registered with the SHC Department of Public Safety and should display the proper decal (hangtag for Faculty/Staff). In the event that an unregistered vehicle is seen consistently on campus, Public Safety will make every possible attempt to locate the owner of the vehicle and notify them that compliance is necessary. If the owner cannot be found, the vehicle is subject to being towed off of campus at the owner's expense.

Drivers should register their vehicle in the following manner:

- <https://www.permitsales.net/SpringHillClg>
- Enter your last name and your student ID #
- Choose the appropriate registration type
- Fill in the requested information and submit

The fee will be charged to your student account and decals may be picked up in the Public Safety Office. Decals not picked up will be sent through campus mail.

**Waiver of Fee:** Fees will be waived for students with an SHC Vanity License Plate on their car.

The decal is to be affixed permanently in a visible position to the lower left corner on the inside of the FRONT WINDSHIELD of the vehicle. Decals must be removed from vehicles when sold, traded, when a student graduates, or permanently withdraws from the College. If a student changes zones (resident or commuter) during the year, a new decal designating the new zone must be obtained in the Office of Public Safety. There will be no registration fee for replacement decals.

Residential students will be issued a Residential Parking Permit and are allowed to park in the Residence Hall parking lots. Parking in other areas will result in a parking citation.

Commuter students will be issued a Commuter Parking Permit and are allowed to park in the appropriate lots. Parking in other areas will result in a parking citation.

### Temporary Permits

Visitors who remain on campus more than one day should contact the Office of Public Safety for special temporary permits to allow them parking privileges. Temporary parking permits may be obtained by sending an email request to [temporarypermits@shc.edu](mailto:temporarypermits@shc.edu) or from the Public Safety Office. Students who are disabled for medical reasons may obtain a campus handicapped parking placard from the Campus Nurse in the Wellness Center or from Public Safety.

### SHC Parking Lot Information

Faculty Staff Parking Lots

- Hang Tags – Faculty and Staff Parking

Resident Parking Lots

- Purple Decals with white writing – Resident Parking

Commuter Parking Lots

- White Decals with purple writing – Commuter Parking

Open Parking Areas

- Unmarked Parking Lots – Open

### Prohibited Parking Areas

- Handicap Parking
- Fire Lane or Red Curb
- Unauthorized Lots
- Grass Areas

### Parking and Traffic Citations:

Vehicles found in violation of the parking rules are subject to receiving SHC Citations for the infractions.

- First Violation: Monetary fine as cited on ticket.
- Second Violation: Monetary fine as cited on ticket
- Third Violation: Monetary fine as cited on ticket
- Fourth Violation: Can result in the loss of the student's parking privileges.
- Parking on campus after parking privileges have been revoked will result in the vehicle being towed from the campus at the owner's expense.

The following is a list of the violations and the fines associated with each offense:

	<b>FINE</b>
1 – DRIVING UNDER THE INFLUENCE (SHC campus driving privileges may be revoked)	\$300.00
2 – LEAVING THE SCENE OF AN ACCIDENT (SHC campus driving privileges may be revoked)	\$250.00
3 – RECKLESS DRIVING	\$150.00
4 – ELUDING SPRING HILL PUBLIC SAFETY	\$50.00
5 – FAILURE TO HEED EMERGENCY LIGHTS	\$50.00
6 – PARKED WITHIN FIFTEEN (15) FEET OF A FIRE HYDRANT	\$50.00
7 – PARKED IN A DESIGNATED FIRE LANE	\$50.00
8 – PARKED IN A DESIGNATED HANDICAP SPACE	\$100.00
9 – TRAVELING AT AN UNSAFE SPEED	\$50.00
10 – DRIVING WITHOUT A VALID LICENSE	\$35.00
11 – DRIVING/PARKING ON OR OVER GRASSED AREA, SIDEWALKS, OR ANY OTHER AREA NOT DESIGNATED FOR VEHICULAR TRAFFIC	\$35.00
12 – FAILURE TO STOP AT POSTED STOP SIGN	\$35.00
13 – FAILURE TO YIELD RIGHT OF WAY	\$35.00
14 – DRIVING WRONG WAY ON ONE WAY STREET	\$35.00
15 – PARKED IN RESERVED OR RESTRICTED	\$35.00
16 – PARKED OBSTRUCTING VEHICULAR TRAFFIC	\$35.00
17 – FALSE/FICTITIOUS REGISTRATION	\$35.00
18 – FAILURE TO REGISTER VEHICLE	\$50.00
19 – PARKED OUT OF LANE WHERE APPLICABLE	\$35.00
20 – NO PARKING ZONE	\$35.00
21 – BLOCKING DRIVE OR WALKWAY	\$35.00
22 – FAILURE TO DISPLAY REGISTRATION	\$25.00

### Fine Payments

Fines are to be paid by credit or debit card within ten (10) days of the violation date; failure to pay the fine within ten (10) days will result in the fine being doubled. Students have the right to appeal a fine by emailing the Director of Public Safety to make the request. In the event the Director rules in favor of the student, the citation will be canceled and fine payment credited to the student account.

### Accumulation Penalties

The accumulation period for traffic/parking violations at Spring Hill College is for a one-year period, beginning August 1, 2017 and ending August 1, 2018. Students will pay the appropriate monetary fines for the first three citations received.

### Open Parking Hours

Vehicles may be parked in any legal parking space on campus (with the exception of reserved spaces) between the hours of 5:00 p.m. and 2:00 a.m. (Monday-Thursday). Beginning at 5:00 p.m. on Friday until 2:00 a.m. on Monday, vehicles may be parked in any legal parking space on campus. This does not include handicapped spaces, designated/reserved spaces, fire lanes, or parking on grass. At all other times, motorists must park their vehicle in spaces for which they are authorized by decal. Students must obtain permission from Public Safety before utilizing a Fire Lane as a Loading/Unloading area. The owner must call Public Safety and give their name, decal number, and at which building they are located; the owner will be given 30 minutes to load/unload. Failure to move the vehicle within 30 minutes will result in a citation.

### Bicycle Racks

Bicycle racks are available for students to use outside of most campus buildings. Space on the racks is on a first-come basis. It is highly recommended that you secure your bicycle to the rack in order to prevent theft. At the end of the academic year, bikes must be removed within a week of the last day of the semester or they will be forcibly removed and discarded. Exceptions to this policy can be made if the bike owner appeals to the Public Safety Department or to the Office of Student Affairs for exemption from the policy. The Director of Public Safety and/or the Dean of Students will decide if an exemption is warranted based on their sole discretion.

## Personal Electronic Communication Devices

The use of all personal electronic communication devices during class meetings and laboratories is prohibited, except when expressly permitted by the course instructor. All class members are required to turn off or silence their personal electronic communication devices during class meetings. Personal electronic communication devices include, but are not limited to, cellular and digital telephones, personal digital assistants (PDAs), and text messaging devices. Course instructors are authorized to confiscate personal electronic communication devices and/or impose appropriate academic penalties to implement this policy.

### Unauthorized Use of Electronic Devices

Alabama statutes include a Right of Liability law (Ala Code 6-5-770 et seq), then it is always recommended and advisable, if reasonably possible, to obtain a person's consent before photographing or video/audio recording them. It is prohibited, though, to use electronic or other devices to make an audio or video record of any person without his/her prior knowledge and consent in areas deemed private (or where a person would have a reasonable expectation of privacy), including, but not limited to, one's sleeping quarters, a locker room, restroom, or medical treatment area. It is always prohibited, regardless of venue, to photograph or video/record someone when the obvious intent to a reasonable person would be to embarrass or harass a person, or otherwise invade someone's right to privacy.

## Policy Statement for the Acceptable Use of Electronic Resources

Spring Hill College students, faculty and staff are encouraged to use the electronic resources provided by the College for purposes related to their studies and research, their teaching, and the execution of their duties as College employees. This policy outlines the standards for acceptable use.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, networks, facsimile machines, printers, email, voicemail, and other telecommunications facilities, as well as all information contained therein, owned or managed by the College.

## Residency Requirement

Spring Hill College believes in the value of a residential campus experience. Students residing in on-campus housing have a greater opportunity to enhance their campus engagement, live within close proximity to academic support, experience higher retention rates, contribute to the development of the campus community, avoid additional expenses resulting from commuting, and minimizes stress.

- All undergraduate students with full-time status (enrolled in a minimum of 12 hours per semester) are required to reside in on-campus housing and purchase a meal plan for every semester they are an undergraduate student, with the exception of summer terms. This residency requirement is published on the Spring Hill College Website, as well as in the Student Code of Conduct.
- Students seeking to live off-campus must meet the criteria listed below, complete a "Commuter Application," and have the application approved by Residence Life. The application is available on the Spring Hill College Residence Life Myhousing Portal.

### Requesting an Exemption to the Policy (Request for Commuter Status)

- Incoming First-Year or Transfer students requesting an exemption must do so at least one month prior to the beginning of their first semester at Spring Hill and receive a verification of the Commuter Status via their MyHousing Portal. Returning students must submit a "Commuter Application" at least one full semester prior to the semester for which the student is requesting an exemption and receive a written response approving the exemption. Any student who does not receive approval will automatically be assigned a room and meal plan and will be responsible for housing and meal plan charges.
- Please be aware that an approved exemption may result in a change to a student's financial aid package. Students are encouraged to speak to a staff member in Student Financial Services to better understand the impact.
- Appropriate documentation and verification will be required in order to approve a request. Exemption criteria and circumstances will be evaluated on a case by case basis.

### Failure to Obtain an Exemption

**Failure to obtain an approved exemption from Residence Life before enrolling (if you are a transfer student or an incoming freshman) or while enrolled as a full-time student will result in the posting of the semester housing and meal plan charges to the student account.** Any full-time student who fails to sign up for housing and has not been approved for an exemption will automatically be assigned a room and meal plan, and will be responsible for those charges unless an exemption from the housing contract is completed and approved. Nonpayment of this charge could result in the cancellation of classes and/or restriction from registering for any additional classes.

### Exemption Criteria

- Exemptions to the residency requirement are limited to the categories listed below:

- **Living with Parent(s)/Legal Guardian(s) in the Mobile area.** The qualification will pertain only to students living within 50 miles of campus with a legal guardian.
- **Marriage or Civil Union.** A certificate proving marriage/union is required.
- **Financial Hardship.** This would prevent a student from attending Spring Hill College if they are not allowed to live off-campus. This does not include the financial burden created by signing an Off-Campus Lease after entering into an agreement with our office or prior to being approved for exemption. Requests for approval for Financial Hardship may be reviewed in consultation with the Director of Student Financial Aid or his/her designee.
- **Medical condition or disability.** Any condition that cannot be accommodated on-campus. All requests for approval for Medical Conditions must accompany treating physician documentation and will be reviewed in consultation with the college Nurse.
- **Age.** Students who are 23 or older before the start of the academic semester.
- **Transfer Student Status.** In-coming Transfer Students who are international students, over the age of 21, or have a Community College AA degree will qualify. AA degree must be verified by official transcripts.

#### Verification Requirement

All of these criteria require some verification from third parties associated with documentation of the situation. The “Commuter Application” must be accompanied by the documentation before a decision about the request can be made. Fulfilling the requirements for exemption does not constitute an automatic release from the residency requirement.

#### Providing False Information

Providing false information to school officials is a form of disciplinary misconduct. Any student found to have provided false information on the Request for Release or Exemption form or during a personal interview may be subject to College disciplinary action.

#### Resnet Policy

##### Connecting to the College Networks in the Residence Halls

The use of Spring Hill College’s networks in the residence halls provides a flexible way to access the Internet with both wireless and wired access available. With these services, there is also responsibility.

- All computers connected to Spring Hill College’s network must have the latest operating system patches and be running up- to-date virus-scanning software and anti- malware software.
- Personal wireless routers are strictly prohibited due to the interference and disruption they may cause to the network and other students.
- Spring Hill College reserves the right to immediately block or physically disconnect any independently installed network devices without prior notice. This includes wired and wireless routers or any other networking device that is disruptive to providing network connections to Spring Hill College faculty, staff and students.
- All users of Spring Hill College’s wireless network are responsible for the security of their passwords and accounts.
- Passwords should not be shared with others, and should be changed every 90 days.
- Spring Hill College highly recommends that network users do not submit important information, such as passwords and credit card numbers, on a website form unless the website uses SSL encryption.
- Campus network equipment and wiring may not be modified, tampered with, or extended.
- Inappropriate use of information technology exposes Spring Hill College to a number of risks, including but not limited to virus attacks, legal liability, and compromise of network systems and services.

To connect to the networks students must provide a network-ready computer equipped with all necessary network cards, cables, and drivers. If assistance is required, contact the Burke Library Helpdesk.

### Privileges and Responsibilities

Your access to Spring Hill College's electronic resources is contingent upon adherence to this policy. Misuse may result in the loss of access and/or disciplinary action, as noted in the "Enforcement" section below.

The lists of inappropriate activities included below should not be considered complete or exhaustive.

### Maintain the Security and Confidentiality of your Account

Users are responsible for all use made of their computer accounts. To protect their accounts, users should select a secure password, maintain its confidentiality, and change the password regularly.

The following activities are strictly prohibited:

- Sharing your password or account.

### Respect for Property Rights

Users are to respect copyright agreements and intellectual property ownership. The following activities are expressly prohibited:

- Downloading, installing, storing, or distributing software, music, images or other files obtained in violation of copyright or trademark laws on any computer owned by the College.
- Cheating and plagiarism.

### Respect for Privacy Rights

Users are to access only their own information, information that is publicly available, or information to which they have been given authorized access.

The following activities are expressly prohibited:

- Using another person's computer account.
- Using another person's files or data without appropriate permission.
- Reading, deleting or tampering with another user's files.
- Attempting to "crack" or guess other users' passwords.
- Obtaining passwords by other means, such as password capturing programs.
- Attempting to circumvent system security.
- Examining or collecting data from the network.

### Improper/Illegal Communications

- Any communication that would be improper or illegal in any other medium is equally so when done electronically: libelous material, obscene messages, harassment, forgery, threats, etc.

### Responsible Sharing of Resources

Users should not make such excessive use of shared resources in a manner in which performance is significantly degraded or other users cannot obtain access. Users are not always aware that their use is excessive and, on occasion, activities not specifically prohibited by this policy might interfere with the proper operation of a computer system or network. In such cases, an OIT staff person may take action to prevent the problematic activity or may contact you to assist with solving the problem.

The following activities are expressly prohibited:

- Releasing programs such as viruses, Trojan horses, worms, etc., that disrupt other users, damage software or hardware, or disrupt network performance.



- Releasing phishing emails which request personal information, passwords, or financial information.
- Tampering with or willful destruction of any computer equipment not your own.
- Sending large quantities of unsolicited email (“spamming”).

### Personal Use

The College makes electronic resources available primarily to achieve its goals of education and research, and for administrative activities. Incidental personal use is allowed, but the College reserves the right to restrict personal use of College systems if the use of resources for such activities becomes excessive.

The following activities are expressly prohibited:

- Using electronic resources to operate a personal business or commercial enterprise.
- Advertising commercial businesses.
- Using College resources to represent the interests of any non-College group or organization.
- Reselling services based on the College network, such as web hosting and mailing services.
- Running a proxy server that results in access to College materials by persons not affiliated with the College.

### Privacy of Your Files

- Individuals should not have an expectation of privacy when using the College’s electronic resources. The content of materials transported over the College network or stored on its computers is not routinely monitored by any College official. However, the President, Provost and Vice President for Academic Affairs reserve the right to authorize such monitoring and to restrict a user’s access when, in their judgment; it is necessary to protect the security, integrity, and effectiveness of the systems; it is necessary to protect the College from civil or criminal liability; or, there is reasonable cause to believe that violations of state, local or federal law or College policy have occurred. Furthermore, the College will comply with the lawful orders of courts, such as subpoenas and search warrants.
- In the course of assuring the viability of the College’s computer systems and network, system administrators may become aware of activity or material that indicates possible violation of this policy. Such information may be referred to the appropriate person, on- or off-campus, for further investigation.
- Spring Hill College provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. The College cannot be held accountable for unauthorized access, nor can the College guarantee protection against media failure, fire, floods, hurricanes, tornadoes, etc.

### Enforcement

- Violations of this policy may result in loss of access privileges as well as appropriate disciplinary (up to expulsion or termination of employment) or corrective action. If there is a reasonable belief such activity also violates local/state/federal laws, the College may refer these matters to appropriate law enforcement officials.

## INTERIM SEXUAL MISCONDUCT POLICY: Sexual Harassment, Including Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation

### 1. Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant* means an individual who is alleged to be the victim of conduct that could sexual harassment based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the recipient investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Spring Hill College is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Spring Hill College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the Spring Hill College.
- *Final Determination*: A conclusion by preponderance of the evidence that the alleged conduct did or did not violate policy.
- *Finding*: A conclusion by preponderance of the evidence that the conduct did or did not occur as alleged (as in a “finding of fact”).
- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by the recipient to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision-maker or Panel* refers to those who have decision-making and sanctioning authority within the Recipient’s Formal Grievance process.

- *Investigator* means the person or persons charged by Spring Hill College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of the Recipient who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority* (OWA) means an employee of the Recipient explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the Recipient.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means any process designated by Spring Hill College to apply only when Process A does not, as determined by the Title IX Coordinator.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the Recipient's educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by the Recipient on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 17.b., for greater detail.
- *Title IX Coordinator* is at least one official designated by Spring Hill College to ensure compliance with Title IX and the Recipient's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

## **2. Rationale for Policy**

Spring Hill College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

Spring Hill College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. Spring Hill College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The United States Department of Education has promulgated regulations requiring certain Title IX procedures ("2020 Title IX Regulations"). The 2020 Title IX Regulations are the subject of much current litigation. In addition, the Department of Education has been instructed by the President to review its regulations, and changes are expected. SHC intends to comply with the existing regulations while recognizing that additional changes are likely to be required by the Department or Court in the future, therefore this policy is adopted as an interim policy subject to modification as the applicable law may change.

## **3. Applicable Scope**

The core purpose of this policy is the prohibition of sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using Spring Hill College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Spring Hill College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Spring Hill College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

## **4. Title IX Coordinator**

The Vice President of Student Affairs, Kevin Abel, serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating Spring Hill College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this policy.

## **5. Independence and Conflict-of-Interest**

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Dr. E. Joseph Lee, President of Spring Hill College at 251-380-3865 or [president@shc.edu](mailto:president@shc.edu). Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to Dr. E. Joseph Lee, President of Spring Hill College at 251-380-3865 or [president@shc.edu](mailto:president@shc.edu) or designee. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

## **6. Administrative Contact Information**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

*Updated March 2021*

Kevin Abel  
 Title IX Coordinator  
 Office of Student Affairs  
 Barter Student Center, Office 125  
 (251) 380-3026  
 kabel@shc.edu

Recipient has also classified most employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-1100  
 Customer Service Hotline #: (800) 421-3481  
 Facsimile: (202) 453-6012  
 TDD#: (877) 521-2172  
 Email: OCR@ed.gov  
 Web: <http://www.ed.gov/ocr>

For complaints involving employees: [Equal Employment Opportunity Commission \(EEOC\)](#)

## **7. Notice/Complaints of Sexual Harassment and/or Retaliation**

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.
- 2) File a complaint with Spring Hill College Public Safety. Reports can be filed by calling Public Safety 24 hours, 7 days a week at 251-380-4444.
- 3) File a complaint with college staff including supervisors, residence life staff, including resident assistants, or other appropriate Spring Hill College staff members.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Spring Hill College investigate the allegation(s).

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Spring Hill College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that Spring Hill College investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

## **8. Supportive Measures**

Spring Hill College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Spring Hill College's education program or activity, including measures designed to protect the safety of all parties or Spring Hill College's educational environment, and/or deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Spring Hill College will inform the Complainant, in writing, that they may file a formal complaint with Spring Hill College either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Spring Hill College will maintain the privacy of the supportive measures, provided that privacy does not impair the Spring Hill College's ability to provide the supportive measures. Spring Hill College will act to ensure as minimal an academic impact on the parties as possible.

The Recipient will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or No-Contact orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

## **9. Emergency Removal**

The Recipient can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Intervention Team, using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested within 2 business days of emergency removal notification, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

Spring Hill College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

## **10. Promptness**

All allegations are acted upon promptly by Spring Hill College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Spring Hill College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Spring Hill College procedures will be delayed, Spring Hill College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

## **11. Privacy**

Every effort is made by Spring Hill College to preserve the privacy of reports. Spring Hill College will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Spring Hill College reserves the right to determine which Spring Hill College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Division of Student Affairs, Human Resources, Spring Hill College Public Safety, the Behavioral Intervention/Threat Assessment Team.

Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Spring Hill College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically below.

## **12. Jurisdiction of Spring Hill College**

This policy applies to the education program and activities of Spring Hill College, to conduct that takes place on the campus or on property owned or controlled by Spring Hill College, at Spring Hill College-sponsored events, or in buildings owned or controlled by Spring Hill College's recognized student organizations. The Respondent must be a member of Spring Hill College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Spring Hill College's educational program. The recipient may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Spring Hill College interest.

Regardless of where the conduct occurred, the Recipient will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Spring Hill College interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of Spring Hill College.

If the Respondent is unknown or is not a member of the Spring Hill College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Recipient's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator, SHC Counseling Center, or Lifelines Counseling Services.

In addition, Spring Hill College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Spring Hill College property and/or events.

All vendors serving Spring Hill College through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to Spring Hill College where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

## **13. Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Spring Hill College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.



Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Spring Hill College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

#### **14. Online Sexual Harassment and/or Retaliation**

The policies of Spring Hill College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the Recipient's education program and activities or use Spring Hill College networks, technology, or equipment.

Although Spring Hill College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Spring Hill College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Spring Hill College community.

#### **15. Policy on Nondiscrimination**

Spring Hill College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, veteran status, genetic information or any other applicable legally protected basis in its educational programs and activities, admissions, or employment practices. This policy is in compliance with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, other applicable laws, and College policies.

Inquiries regarding the nondiscrimination policies of Title IX and related issues may be directed to:

Kevin Abel  
Vice-President for Student Affairs/ Title IX Coordinator  
Student Center, 1<sup>st</sup> Floor  
4000 Dauphin Street  
Mobile, AL 36608-1791  
251-380-3026  
[kabel@shc.edu](mailto:kabel@shc.edu)

Inquiries regarding other nondiscrimination policies, including inquiries concerning the American with Disabilities Act, the Rehabilitation Act, and related issues may be directed to:

Patricia Davis  
Director of Human Resources and Risk Management  
Murphy Fine Arts Center, 1<sup>st</sup> Floor Office 128  
4000 Dauphin Street  
Mobile, AL 36608-1791  
251-380-3063  
[pdavis@shc.edu](mailto:pdavis@shc.edu)

#### **16. Definition of Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Alabama regard Sexual Harassment as an unlawful discriminatory practice.

Spring Hill College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

1. Quid Pro Quo:
  - a. an employee of the recipient,
  - a. conditions the provision of an aid, benefit, or service of the recipient,
  - b. on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to Spring Hill College's education program or activity.
3. Sexual assault, defined as:
  - a. Sex Offenses, Forcible: Any sexual act directed against another person,
    - o without the consent of the Complainant,
    - o including instances in which the Complainant is incapable of giving consent.
  - b. Sex Offenses, Non-forcible:
    - o Incest:
      1. Non-forcible sexual intercourse,
      2. between persons who are related to each other,
      3. within the degrees wherein marriage is prohibited by Alabama law.
    - o Statutory Rape:
      1. Non-forcible sexual intercourse,
      2. with a person who is under the statutory age of consent of 16.
      - 3.
4. Dating Violence, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
    - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii. Dating violence does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Alabama, or
  - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Alabama.

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:
    - a. engaging in a course of conduct,
    - b. on the basis of sex,
    - c. directed at a specific person, that
      - i. would cause a reasonable person to fear for the person's safety, or
      - ii. the safety of others; or
      - iii. suffer substantial emotional distress.
- For the purposes of this definition—
- i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
  - iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

#### Spring Hill College Policy on Relationships

At Spring Hill College, members of the faculty and staff have responsibilities for students that are multifaceted, including service as intellectual guide, teacher, counselor, mentor, and advisor. The faculty or staff member's influence and authority extend substantially beyond the classroom and campus. The College believes that a sexual or romantic relationship between a faculty or staff member and a student - even if consensual - is inconsistent with the faculty or staff member's professional responsibilities and is inconsistent with a positive living, learning, and working environment at the College.

Therefore, Spring Hill College prohibits any faculty or staff employee from engaging in a romantic or sexual relationship with an undergraduate student enrolled at the College. The College also prohibits any faculty or staff employee from engaging in a romantic or sexual relationship with any graduate student whom he or she educates, counsels, coaches, supervises, or evaluates in any way.

In the event that a member of the faculty or staff has a romantic or sexual relationship with a student that precedes that student's initial enrollment at Spring Hill College, the faculty or staff member is required to notify his or her supervisor of the relationship at the time of the student's initial enrollment and is required to recuse himself or herself from any role in which he or she would educate, counsel, coach, supervise, or evaluate the student in any way.

In keeping with this policy, if charges of sexual harassment are made, the existence of a consensual relationship with an undergraduate or graduate student shall not be an adequate defense.

A violation of this policy shall be deemed to be personal conduct that substantially impairs the fulfillment of the faculty or staff employee's institutional responsibilities. As such, it shall be sufficient reason for dismissal for cause according to the policies of Spring Hill College.

Spring Hill College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

#### **c. Force, Coercion, Consent, and Incapacitation**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent is:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Spring Hill College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Spring Hill College’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

## **17. Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Spring Hill College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Spring Hill College and any member of Spring Hill College's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Spring Hill College vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## **18. Mandated Reporting**

All Spring Hill College employees (faculty, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Spring Hill College for a Complainant or third-party (including parents/guardians when appropriate):

### **a. Confidential Resources**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- On-campus Victim Advocates
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination
- Athletic trainers (if licensed and privileged under state statute, and/or working under the supervision of a health professional)
- Off-campus (non-employees):
  - Licensed professional counselors and other medical providers
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains
  - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Campus counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who are confidential and who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

#### **b. Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the Recipient to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Spring Hill College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

#### **c. Mandated Reporters and Formal Notice/Complaints**

All employees of Spring Hill College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Spring Hill College.

Supportive measures may be offered as the result of such disclosures without formal Spring Hill College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of Spring Hill College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Spring Hill College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

### **19. When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Spring Hill College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Spring Hill College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Recipients may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Spring Hill College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Spring Hill College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that the Spring Hill College's ability to remedy and respond to notice may be limited if the Complainant does not want Spring Hill College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Spring Hill College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Spring Hill College to honor that request, Spring Hill College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Spring Hill College, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

### **20. Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Spring Hill College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Spring Hill College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

### **21. False Allegations and Evidence**

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Spring Hill College policy.

## **22. Amnesty for Complainants and Witnesses**

The Spring Hill College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Spring Hill College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Spring Hill College community that Complainants choose to report misconduct to Spring Hill College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Spring Hill College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

**Students:** Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the [Campus Police]).

Spring Hill College maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, the Recipient may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

## **23. Federal Statistical Reporting Obligations**

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a. All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b. Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c. VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with Spring Hill College Public Safety regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, [campus law enforcement/public safety/security], local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

## **INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON SEXUAL HARASSMENT (KNOWN AS PROCESS “A”)**

### **1. Overview**

Spring Hill College will act on any formal or informal notice/complaint of violation of the Policy that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as “Process A.”



The procedures below apply only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrator, or faculty members.

If a dismissal occurs under Process A, please see the SHC Student Handbook for a description of the procedures applicable to the resolution of such offenses, known as "Process B."

Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within Process A, as determined by the Title IX Coordinator.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures described in the student, faculty, and staff handbooks.

## **2. Notice/Complaint**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps Spring Hill College needs to take.

The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
- 2) An informal resolution (upon submission of a formal complaint); and/or
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).

The Recipient uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, Spring Hill College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, or their effects.

## **3. Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, and may seek to determine if the Respondent is also willing to engage in informal resolution.
  - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
    - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
      - an incident, and/or
      - a pattern of alleged misconduct, and/or

- a culture/climate concern, based on the nature of the complaint.
- If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply and refers the matter for resolution under Process B. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit the Spring Hill College’s authority to address a complaint with an appropriate process and remedies.

#### **a. Violence Risk Assessment**

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Behavioral Intervention Team as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer Recipient about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass order/Persona-non-grata/No-Contact Order is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other Behavioral Intervention Team (BIT) team members.

A VRA authorized by the Title IX Coordinator should occur in collaboration with the BIT or threat assessment team. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

#### **b. Dismissal (Mandatory and Discretionary)**

Spring Hill College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by Spring Hill College (including buildings or property controlled by recognized student organizations), and/or Spring Hill College does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the recipient.

Spring Hill College may dismiss a formal complaint or any allegations therein 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 therein; or
2. The Respondent is no longer enrolled in or employed by the recipient; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Spring Hill College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

#### **4. Counterclaims**

Spring Hill College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Spring Hill College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

#### **5. Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

Spring Hill College may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

##### **a. Who Can Serve as an Advisor**

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Spring Hill College community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Spring Hill College, the Advisor will be trained by Spring Hill College and be familiar with Spring Hill College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Spring Hill College, the Advisor may not have been trained by Spring Hill College and may not be familiar with Spring Hill College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

##### **b. Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Spring Hill College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Spring Hill College is not obligated to provide an attorney.

#### **c. Advisors in Hearings/Spring Hill College-Appointed Advisor**

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Spring Hill College will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, Spring Hill College will appoint an Advisor who will do so, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker(s) during the hearing.

#### **d. Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Spring Hill College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Spring Hill College is not obligated to provide an attorney.

#### **e. Pre-Interview Meetings**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Spring Hill College's policies and procedures.

#### **f. Advisor Violations of Spring Hill College Policy**

All Advisors are subject to the same Spring Hill College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Recipient officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

#### **g. Sharing Information with the Advisor**

Spring Hill College expects that the parties may wish to have Spring Hill College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Spring Hill College also provides a consent form that authorizes Spring Hill College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Spring Hill College is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, Spring Hill College will not comply with that request.

#### **h. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Spring Hill College. Spring Hill College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Spring Hill College's privacy expectations.

#### **i. Expectations of an Advisor**

Spring Hill College generally expects an Advisor to adjust their schedule to allow them to attend Spring Hill College meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Spring Hill College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### **j. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

#### **k. Assistance in Securing an Advisor**

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/> ]

### **6. Resolution Processes**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Spring Hill College policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Spring Hill College encourages parties to discuss any sharing of information with their Advisors before doing so.

#### **a. Informal Resolution**

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Spring Hill College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Spring Hill College.

Spring Hill College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

#### **b. Alternate Resolution Mechanism**

Alternate Resolution is an informal mechanism by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

#### **c. Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and Spring Hill College are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Spring Hill College policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

#### **d. Negotiated Resolution**

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Spring Hill College. Negotiated Resolutions are not appealable.

## **7. Grievance Process Pool**

The Formal Grievance Process relies on a pool of administrators or qualified, independent parties (“the Pool”) to carry out the process.

### **a. Pool Member Roles**

Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in Informal Resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices)
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

### **b. Pool Member Appointment**

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality.

## **8. Formal Grievance Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Spring Hill College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Spring Hill College’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Spring Hill College’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the Spring Hill College’s VAWA Brochure,

- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties' Spring Hill College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

## **9. Resolution Timeline**

Spring Hill College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as a estimate of how much additional time will be needed to complete the process.

## **10. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation.

## **11. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Dr. E. Joseph Lee, President of Spring Hill College.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Spring Hill College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

## **12. Investigation Timeline**

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Spring Hill College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

## **13. Delays in the Investigation Process and Interactions with Law Enforcement**

Spring Hill College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Spring Hill College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Spring Hill College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Spring Hill College will implement supportive measures as deemed appropriate.



Spring Hill College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

#### **14. Steps in the Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the Recipient does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

### **15. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees of Spring Hill College are expected to cooperate with and participate in the Spring Hill College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline. Student witnesses and witnesses from outside the Spring Hill College community are encouraged to cooperate with Spring Hill College investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The Recipient will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

### **16. Recording of Interviews**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

### **17. Evidentiary Considerations in the Investigation**

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless 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 if 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.

### **18. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker—unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker or Decision-makers from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees in the context of their employment will be directed to the appropriate Decision-maker depending on the context and nature of the alleged misconduct.

### **19. Hearing Decision-maker Composition**

The Recipient will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

## **20. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless 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 if 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.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Spring Hill College uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker(s) renders a determination based on [the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged].

## **21. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Recipient will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Spring Hill College and remain within the 60-90 business day goal for resolution.

## **22. Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or Spring Hill College at least five (5) business days prior to the hearing.

The Title IX Coordinator or Spring Hill College can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or Spring Hill College know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

### **23. Pre-Hearing Preparation**

The Chair or hearing facilitator after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

### **24. Pre-Hearing Meetings**

The Chair may convene a pre-hearing meeting(s) with the parties and their Advisors to invite them to submit the questions or topics they (the parties and their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant.

The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

### **25. Hearing Procedures**

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the hearing chair, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent), Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

## **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

## **27. The Order of the Hearing – Introductions and Explanation of Procedure**

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Title IX Coordinator. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

## **28. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

## **29. Testimony and Questioning**

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

### **30. Refusal to Submit to Cross-Examination and Inferences**

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission.

The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the Recipient's established rules of decorum for the hearing, the Recipient may require the party to use a different Advisor. If a recipient-provided Advisor refuses to comply with the rules of decorum, the Recipient may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

### **31. Recording Hearings**

Hearings (but not deliberations) are recorded by Spring Hill College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of Spring Hill College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **32. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Decision-maker(s) will review the statements and any pertinent conduct history provided by the Office of Student Affairs and will determine the appropriate sanction(s).

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions.

This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

### **33. Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Spring Hill College records, or emailed to the parties' Spring Hill College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Spring Hill College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the Recipient is permitted to share such information under state or federal law; any sanctions issued which Spring Hill College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Spring Hill College's educational or employment program or activity, to the extent Spring Hill College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Spring Hill College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

### **34. Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual Harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### **a. Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any Spring Hill College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either Spring Hill College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Spring Hill College.
- *Expulsion*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Spring Hill College-sponsored events.
- *Withholding Diploma*: Spring Hill College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation or the process is ongoing.
- *Revocation of Degree*: Spring Hill College reserves the right to revoke a degree previously awarded from Spring Hill College for fraud, misrepresentation, and/or other violation of Spring Hill College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including Spring Hill College registration) for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, Spring Hill College may assign any other sanctions as deemed appropriate.

#### **b. Employee Sanctions/Responsive Actions**

Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement Plan/Management Process*
- *Enhanced supervision, observation, or review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Reassignment*
- *Delay of tenure track progress*
- *Assignment to new supervisor*
- *Restriction of stipends, research, and/or professional development resources*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions/responsive actions, Spring Hill College may assign any other responsive actions as deemed appropriate.

### **35. Withdrawal or Resignation While Charges Pending**



a. Students: Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Spring Hill College, the resolution process ends, as Spring Hill College no longer has disciplinary jurisdiction over the withdrawn student.

However, Spring Hill College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Spring Hill College. Such exclusion applies to all campuses of Spring Hill College. A hold will be placed on their ability to be readmitted. They may also be barred from Spring Hill College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Spring Hill College unless and until all sanctions have been satisfied.

b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Spring Hill College no longer has disciplinary jurisdiction over the resigned employee.

However, Spring Hill College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the Spring Hill College or any campus of Spring Hill College, and the records retained by the Title IX Coordinator will reflect that status.

All Spring Hill College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### **36. Appeals**

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 5 days of the delivery of the Notice of Outcome.

An appeal panel chosen from the Pool will be designated by the Title IX Coordinator OR a single Appeal Decision-maker will Chair the appeal. No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

#### **a. Grounds for Appeal**

Appeals are limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a

response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with an Appellate Officer or Appellate Panel and the Chair or Panel will render a decision in no more than 5 business days, barring exigent circumstances. A preponderance of the evidence standard will be applied.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Spring Hill College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Spring Hill College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Spring Hill College-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

If the original sanctions include separation in any form, Spring Hill College may place a hold on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

#### **c. Appeal Considerations**

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Decision-maker(s) may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to Spring Hill College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

### **37. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the Recipient to the Respondent to ensure no effective denial of educational access.

The Recipient will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the Recipient's ability to provide these services.

### **38. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Spring Hill College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **39. Recordkeeping**

Spring Hill College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to Spring Hill College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Spring Hill College will make these training materials publicly available at [www.shc.edu](http://www.shc.edu); and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to Spring Hill College's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Spring Hill College will also maintain any and all records in accordance with state and federal laws.

#### **40. Disabilities Accommodations in the Resolution Process**

Spring Hill College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Spring Hill College's resolution process.

Anyone needing such accommodations or support should contact the Director of Academic Support and Disability Services or Director of Human Resources, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

#### **41. Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. Spring Hill College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

ATIXA 2020 INTERIM MODEL SEXUAL HARASSMENT POLICIES AND PROCEDURES  
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## Conduct Procedures

The student conduct process is based upon the assumption that disciplinary procedures, when required, should be an educational experience. Sanctions are imposed to help students develop a sense of personal responsibility, to encourage self-discipline, to foster healthy choices, to promote respect for the rights of others, as well as to protect the rights, freedoms, and safety of the entire campus community.

With respect to the student conduct policies, the term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate or graduate studies, including participants in Italy Center or South Alabama academic programs. The student conduct policies apply at all locations at all times. If any student should have any questions regarding appropriate behavior, please contact the Office of Residence Life and Community Standards.

The Office of Residence Life and Community Standards staff are responsible for the implementation of the student conduct and disciplinary system at the College. The Vice President for Student Affairs/Dean of Students is empowered by the President to administer the College’s disciplinary system. He/She may designate other department(s) and/or campus official(s) in monitoring and regulating the Code of Conduct as he/she deems appropriate.

At times, the Vice President for Student Affairs/Dean of Students may immediately intervene and administer the disciplinary process directly through his/her office or his/her designee(s). This may include, per the discretion of the Vice President, a choice of various disciplinary processes or procedures deemed best suited to meet the educational needs of the student(s) involved and the interests of the college community.

During certain periods of the academic year, such as the summer sessions and during the beginning/ending weeks of the fall/spring semesters, a more expedited process may be applied. Also, during summer and break periods, stricter standards of behavior may be applied to those given special permission to remain on campus for extended stays. These periods are usually those that fall outside of the normal fall/spring academic semesters.

### Proceedings

Proceedings conducted pursuant to this Code shall be fair and expeditious. Except where expressly adopted by this Code, the procedures of criminal and civil courts shall not govern disciplinary proceedings. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision unless significant prejudice to an accused student or to the College may result. In any hearing or disciplinary conference, the party bringing the complaint shall bear the burden of establishing by a consideration of the totality of evidence that, more likely than not based on the preponderance of evidence, a violation of the code has occurred.

The student does not have a right to representation by legal counsel at any non-Title IX hearing. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during their disciplinary hearing, although the role of counsel is limited to consultation only. The complainant in such a case may also be permitted to have legal counsel present at the hearing. Other advisors, such as parents, faculty mentors or other associates of the student, are allowed at the sole discretion of the College. This may be allowed if the College believes it will increase the educational value of the meeting. If allowed, the guest’s role will be one of consultation, not of advocacy.

The procedures described below are intended to clarify the normal chain of events that follow an alleged violation of the College’s Code of Conduct. At his/her discretion, the VP/Dean of Students, or his/her designee, reserves the right to suspend any student immediately until such time as a disciplinary hearing may be conducted.

### Reporting Misconduct

The student conduct process is initiated when a member of the College community files a written report of inappropriate behavior with the Office of Student Affairs.

### Prompt Notice

Students accused of violating the College’s standards of conduct shall, in good faith, be given prompt notice of possible offense(s). This will usually occur after a fact-finding investigation has occurred. The person alleged to have violated college policy, and possibly others with needed information, may be required to attend any investigative or discipline hearing involving the matter. This will occur in a meeting with the appropriate adjudicatory body or person.

### First-Time Violations, excluding sexual harassment and discrimination cases

Student conduct procedures for first-time violations:

- After receiving documentation, the Hearing Officer will conduct a fact-finding investigation and talk to the parties deemed necessary. He/she will then meet and conduct a disciplinary hearing with the student alleged to have violated college policy.
- At the disciplinary hearing, the student will take responsibility or not take responsibility for the alleged violation of the Code of Non-Academic Conduct. If the student takes responsibility, the Hearing Officer will levy sanctions. If the student does not take responsibility,

a decision ~~ordinarily~~ will be made by the Hearing Officer. If a decision is made by the Hearing Officer with whom the student disagrees, an appeal may be made.

- If a decision is made in the original hearing, the Hearing Officer will then communicate to the student what sanctions, if any, have been levied.

### In Absentia

If the student fails to appear for a scheduled hearing or otherwise fails to respond to the written (emailed) Notice of Hearing, the Office of Residence Life and Community Standards, may make a determination of a violation of the Code of Conduct based on information contained in the complaint or obtained through investigation, if any, and may impose sanctions. This decision shall be communicated in writing directed to the student's College email address. Decisions rendered to students in absentia are final and cannot be appealed.

## Appeals Process

A student or student organization found responsible for violating the Code of Conduct may submit an appeal request to the Office of Residence Life and Community Standards within three (3) business days following notification of the outcome of the original hearing. The appeal request must meet specific criteria outlined below for it to be reviewed and considered for appellate review. The appeal request should include the basis for the appeal, and any supporting information.

The Office of Residence Life and Community Standards will review the appeal request to determine if appeal meets the established criteria listed in Student Handbook. If the appeal request does **not** meet the criteria for an appeal the appeal request will be denied and student submitting appeal will be notified in writing. This decision is final and the decision of the hearing officer or board will stand.

If the appeal request meets the criteria for an appeal the Office of Residence Life and Community Standards will assign an Appellate Review Officer. The College will strive to complete the appeal as expeditiously as possible. An appeal outcome letter will be sent to the student submitting the appeal of the final decision and the process ends. This decision is final and the decision of the Appellate Review Officer will stand.

Appeals will only be heard based the following criteria:

- **New Evidence:** New evidence is information or material that was unavailable at the time of the Administrative Review meeting. The student shall demonstrate why the evidence was unavailable in his/her written statement of appeal. Evidence that was known and that the student chose not to present during the Administrative Review meeting does not constitute new evidence. In the rare case where new evidence becomes known after the period of filing for an appeal has expired, a student may request an appeal out of time, and the Office of Residence Life and Community Standards and/or the Vice President of Student Affairs has discretion to grant or deny the request.
- **Disregard for Student Rights:** Student rights are listed in the Statement of Student Rights, Freedoms, and Responsibilities section.
- **Appropriateness of the Sanction:** A sanction would be deemed inappropriate if it exceeds the maximum stated penalty.

The Appellate Review Officer may:

- Deny the appeal, thus upholding the assigned decision and sanctions; or
- Overturn the original decision and dismiss the original sanctions; or
- Uphold the original decision, but overturn the original sanctions and either dismiss or reduce the original sanctions.

The Appellate Review Officer may also revise a sanction if the severity of the sanction is out of proportion to the severity of the offense, taking into account information such as the student's previous disciplinary record, the likelihood of success of remedial actions, and other relevant factors.

Appellate review decisions are final, and sanctions become immediately effective, with the exception of expulsion. An expelled student may appeal to the Vice President of Student Affairs, who reserves the right to deny the appeal request, and whose decision is final.

### Student Conduct Sanctions and Interventions

The purpose of the imposition of sanctions is to educate the student and to redirect the student's behavior toward a pattern more acceptable to the College community, to protect the College community from possible harm or injury by said person or persons, and/or to give financial redress for loss, harm or destruction of property resulting from the actions of the accused. Representatives of the Division for Student Affairs may impose sanctions on a student or group of students.

A student or student organization/ group found responsible for a Code of Conduct violation shall be subject to sanctions. The College will impose sanctions as appropriate on a case-by-case basis taking into consideration the nature of the violations and the circumstances involved. Any costs associated with a sanction are the responsibility of the student or organization.

Student conduct records are cumulative, and previous offenses may impact sanctions.

Sanctions may include but are not limited to:

- **Written Warning:** A formal written warning that a violation has occurred, and that continued or repeated violations may result in further discipline. A record of an Administrative Warning shall be maintained.
- **Conduct Probation:** Conduct Probation lasts for a specified period of time during which the student is not in good standing with the College. Any further violation of the Code of Conduct or of the conditions of Conduct Probation occurring during the probationary period may result in further discipline. Conduct Probation may restrict the student's participation in co-curricular activities. During the probationary period, a student may be required to attend a meeting with a staff member of the Division of Student Affairs.
- **Loss of Privileges and Exclusion from Activities:** An exclusion from participating in designated privileges and activities for a specified period of time. Loss of privileges can include denial of the right to represent the College in athletics and student leadership and organizational roles, denial of the use of campus facilities or access to certain areas of campus, denial from participation in co-curricular activities, denial of computer network access, loss of scholarship or financial aid.
- **Restorative Actions:** Actions to restore the impact of a violation and/or repair the harms to the College community resulting from the misconduct. Restorative Actions can include: letters of apology, drafting and implementing a plan of resolution, attending a facilitated meeting with the harmed individual or group of students.
- **Campus and/or Community Service:** Performance of a specified number of hours of service to an appropriate, non-profit community agency and/or to a College office/department.
- **Facility Restriction:** Revocation of the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met, or permanently, depending on the severity of the violation.
- **Educational Assignment/Initiatives:** Completion of an educational assignment related to the violation committed. Such assignments can include attending a workshop, lecture, class, or other education program; or completing a report, reflection paper, or project.
- **Fines:** Fines for violations are based upon the violation. The Hearing Officer has the discretion to set the fine. Failure to pay the fine by the imposed deadline will result in the fine being doubled and added to the student account.
- **Residence Hall Relocation:** Transfer to another residence hall or room.
- **Residence Hall Suspension:** Removal from College on-campus residential facilities for a specified period of time that may also include conditions for reinstatement. Students under Residence Hall Suspension shall not enter any residential facility during the period of the suspension.
- **Restitution:** Compensation for damage, loss of property, or expenses of others as a result of the misconduct, which can be in the form of campus/community service, money, or material replacement.
- **Suspension:** The termination of student status for a specified period of time with conditional reinstatement. During a suspension period, a student is not allowed to be on campus for any purpose. Any suspended student found on campus during the suspension period may be subject to prosecution for trespass. If readmitted, any previously suspended student must schedule a meeting with the Office of Residence Life and Community Standards before registering or arranging to return to campus as a result of a Judicial Hold placed on their student records. Violation of the conditions of suspension or of the Code of Conduct during the period of suspension may result in further discipline.
  - **Reinstatement from Suspension:** When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Office of Residence Life and Community Standards (or designee) requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. In addition the student must apply for readmission through the College Admissions Office. Reinstatement and readmission are not guaranteed.
- **Expulsion:** The permanent termination of student status. An expelled student is removed from enrollment and is not eligible to re-apply for admission.

- **Parental/Guardian Notification:** In cases of violation of the Spring Hill College Code of Conduct, the College may notify the student's parent or guardian. The College also reserves the right to notify parents or guardians regarding the health and safety of a student at any time.
- **No Contact Order:** A directive to refrain from any contact, direct or indirect, with one or more designated person(s) or group(s) through any means. The prohibition on contact includes all forms of communication, whether by words or gestures in person or in writing through mail, e-mail, social networking sites, telephone, texting, etc., or third parties. All parties involved in the incident resulting in a no contact order will receive a written statement detailing the directive. Violating a No Contact Order may result in further disciplinary action.
- **Additional Sanctions:** Additional sanctions can include required counseling, drug, or alcohol consultation, or psychological or psychiatric evaluation. Additional sanctions may apply if a student fails a drug test, including suspension or expulsion.

**Administrative Sanctions:** Administrative Sanctions are in addition to the sanctions described above, and can include:

- **Postponement of Participation or Reception of Honors or Degrees:** The College reserves the right to delay or postpone student involvement in any College-related activity, including the conferring of any honor or degree during the pendency of disciplinary procedures.

In situations involving some of the sanctions listed above, a student may be asked to relinquish any College office held. If student leaders are charged with a violation of serious non-academic misconduct, they may be removed from the leadership position until the matter is resolved. Sanctions may also result in permanent removal from leadership positions. This may also include their representing the College in any capacity, or result in the loss of certain scholarships and financial aid. Failure to complete a required sanction is a serious offense, and is considered an additional violation of the Spring Hill College Code of Conduct that may subject the student to further discipline. Within one (1) week of a student's failure to complete a sanction, a Judicial Hold will be placed on the student's records.

**Remedies:** Following a hearing the hearing officer, will determine whether remedies for the Alleged Victim and/or the College community are necessary to eliminate any hostile environment, prevent its occurrence, and remedy its effects. Remedies for the Alleged Victim may include, but are not limited to, the imposition or continuation of a no contact order, employment, transportation, residence, or academic modifications, support services, and other measures to ensure safety. Remedies for the broader College community may include, but are not limited to, training and education, support services, review and, if appropriate, revision of policy, assessment of campus climate, and other measures to promote safety.

## Interim Actions

The Office of Residence Life and Community Standards or the Vice President for Student Affairs/Dean of Students may impose restrictions or otherwise separate a student from the College campus pending the scheduling of an Administrative Review meeting if a student poses a threat of harm to self or others in the College community, to College property, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, and to prevent disruption of, or interference with the normal operations of the College.

Interim actions are designed to be in place for pending the scheduling of an Administrative Review meeting on alleged violation(s) of the Code of Conduct. A student who receives an interim suspension may request a meeting with the appropriate designee of the Vice President of Student Affairs/Dean of Students within five (5) business days to discuss the following issues only:

- The reliability of the information concerning the student's alleged misconduct.
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses an imminent danger or substantial harm to others or to property.

The Office of Residence Life and Community Standards may affirm the interim suspension or lift the temporary suspension. The student shall be notified of the decision in writing within 24 hours of the meeting. An Administrative Review meeting will be scheduled as quickly as practicable.

Interim actions usually include, but are not limited to the following: students who live on campus may be immediately removed from the residence hall or temporarily relocated to another residence hall, may not be allowed to attend classes, participate in athletics, enter any campus residence hall, remain on campus, or be restricted from certain areas or buildings on campus. A student may also have their on-campus employment suspended or be transferred to another section of an academic course. Such interim actions may exist and be enforced until a final decision has been made on the pending complaint by the properly constituted authorities. During this period of interim suspension arrangements to get personal belongings can be requested through the Office of Residence Life and Community Standards.



## Definition of Conduct Standing Levels:

### Probationary Status

Conduct and/or Residence Hall Probation carries the possibility of additional discipline if the student is found in violation of the Code of Conduct during the probationary period. Probation shall not be for less than three months of enrollment, excluding break periods or summer. A student on Probationary Status is deemed "not in good standing" for the duration of the probationary period.

This status is often assigned to repeat violations, disruptive behavior of a serious nature, serious alcohol violations, failure to comply with disciplinary sanctions, vandalism, fire safety violations, serious safety and security violations, low-level drug violations, disrespect to a college official, etc.

### Suspension Status

Suspension is exclusion of the student from attendance in any academic or other activities of the College for a specified period of time. Written notification of this action will be provided to the student and may be provided to his/her parent/guardian.

Suspension results in:

- Notation on the student's disciplinary record;
- Student withdrawal from all courses for that semester;
- Immediate removal from the residence hall, cancellation of the housing contract, and forfeiture of all residence hall fees, up to the entire value of the housing contract;
- Forfeiture of all tuition and related fees.
- Exclusion from the College premises or any College event except when engaged in official business approved in writing by the Office of Residence Life and Community Standards.
- Other sanctions as appropriate.

### Expulsion

Expulsion is permanent dismissal as a student at Spring Hill College. All rights and privileges, tuition and fees are forfeited. In addition to forfeiting all tuition and other contractual amounts, the student suffers all the other losses and restrictions imposed upon suspended students, and are not eligible to apply for re-admission at any time. The student must leave the campus immediately if the expulsion decision is not appealed.

## STUDENT ORGANIZATION POLICIES

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### College Recognition and Registration of Student Organizations

It is the policy of Spring Hill College that all student organizations be recognized and registered through the Center for Student Involvement. College recognition of student organizations is a *privilege*, not a right. Operating as a SHC student organization requires the approval and oversight of Spring Hill College via the Center for Student Involvement. As such, the following policies regarding recognition apply:

A student organization will be deemed to exist when students form an alliance amongst themselves and operate in a manner consistent with the characteristics of a student organization. A non-exclusive list of typical characteristics of a student organization is listed below and will be considered when making this determination. Any group deemed a student organization by the College is expected to follow the policies, guidelines and procedures set forth here.

The below list is not exclusive and the totality of circumstances will be considered when making the determination.

- A majority of members or participants in the group are SHC students.
- All leaders and/or officers are SHC students.
- The group formally or informally holds activities, events or meetings in a manner consistent with student organizations, on or off campus.
- The group actively recruits SHC students for organizational membership.

- The group represents itself, directly or indirectly, as a Spring Hill College student organization or has the appearance of being a SHC organization.
- Students, in general, consider the group to be an SHC organization.
- The organization aligns with the mission and values of Spring Hill College.

### College Endorsement

Recognition of a student organization by the College in no way implies consent or endorsement of the positions or viewpoints espoused publicly or privately by members of the organization. Consequently, student organizations will, at all times, represent themselves in a manner which reflects this policy, using disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organizations are its own and not necessarily the views, opinions, or beliefs of the College, its faculty, administration, staff, or student body.

### Recognition

To be recognized by Spring Hill College, all student organizations must complete the approval process as outlined here. Executive officers for each organization are required to attend all training sessions facilitated by the Center for Student Involvement to maintain their status as a recognized organization.

### Recognition Renewal

All student organizations are required to renew their recognition each semester by registering with the Center for Student Involvement. Student organizations can renew their recognition by submitting a Registration Update Form before April 1 of the following academic year. The form should be accompanied by a current, or updated constitution, and a completed Advisor Agreement. If new offices have not been elected, the organization is responsible for informing the Center for Student Involvement within one week of the outcome of the election.

### Student Organization Review

Student organizations are expected to meet and maintain certain standards that are in keeping with the mission of the College. The College reserves the right to monitor all organizational activities and to conduct both regular and periodic reviews of approved student organizations to ensure that ongoing activities remain consistent with the original goals and purpose of the organization.

## Rights and Responsibilities of Registered Student Organizations

Student Organizations who are recognized by Spring Hill College and registered with the Center for Student Involvement are afforded the following rights and privileges:

- Use of the College's name in association with the club or organization in a manner designated by the College.
- Ability to host meetings, events and/or programs on the Spring Hill College campus.
- Use of College facilities, at no charge or at a reduced rate, provided appropriate scheduling and requesting procedures are observed.
- Ability to post events and meetings on campus event calendars.
- Use of campus bulletin boards and other designated posting areas according to the College's posting policy.
- The right to request funding through the Student Activity Fee Allocation Board and/or Student Government Association.
- Inclusion in the Center for Student Involvement publications including web site and clubs and organizations brochure.
- Ability to receive communications from the Center for Student Involvement regarding campus policies, events and opportunities.
- Use of the Student Organization Resource Center including equipment and supplies.
- The ability to request use of student organization storage spaces.
- Ability to receive organizational mail in the Center for Student Involvement.
- Ability to create and maintain a student organization web group on BadgerWeb.

In exchange for the rights and privileges, Recognized Student Organizations assume the following responsibilities:

- To remain in compliance with all applicable laws and policies; includes local, state and federal laws as well as college policies and procedures set forth in the Student Handbook and the Student Organization Handbook.
- To maintain an appropriate level of communication with the Center for Student Involvement; this includes reading and responding to emails from the Center for Student Involvement and/or its designees in a timely manner retrieving student organization mail in a timely manner, and submitting requested paperwork in a timely manner.

- To utilize college resources in an appropriate manner; this includes the ethical and efficient management of student organization funds as well as a respect for and proper care of college equipment, supplies and facilities.

## New Student Organization Recognition Process

A student organization is officially recognized by Spring Hill College only when approval is given by the Vice President for Student Affairs/Dean of Students or his/her designee. Approval may only be considered if the following steps are completed:

1. The group must submit a completed *Recognition Request Form* and supporting materials to the Center for Student Involvement. A complete submission should include the following:
  - A. A written proposal to include:
    - A statement of purpose and goals which are consistent and compatible with the mission and goals of the College and its Catholic, Jesuit beliefs
    - A statement demonstrating how the organization would benefit Spring Hill College and how its purpose and goals contribute to the overall educational mission of the institution.
    - A schedule of proposed activities for the first academic year of its existence along with a statement demonstrating how those activities will contribute to the advancement of the social, moral, cultural, intellectual, and/or spiritual development of its membership and the College community.
  - B. A draft constitution and bylaws; if applicable, a copy of the constitution & bylaws of national and/or local affiliates.
  - C. A list of at least five (5) currently enrolled Spring Hill College student members to include their student identification numbers and signatures.
  - D. A completed Advisor Agreement Form designating a Spring Hill College faculty/staff member as the student organization advisor.
2. The organization's officers and/or members must meet with the Coordinator of Student Involvement; the meeting will include a review of the organization recognition request and a brief overview of policies and procedures.
3. Upon approval from the Coordinator of Student Involvement, prospective groups are permitted to operate on campus with the privileges of a recognized student organization for a period of 30 days. The purpose of this time is to generate interest and establish the viability of the group. At the end of this period the group representatives will meet with the Coordinator of Student Involvement to evaluate the sustainability of the organization.
4. The organization's request for recognition must be approved by the Coordinator of Student Involvement. At that time, the director will forward the request to the Vice President for Student Affairs/Dean of Students for his/her approval.
5. The Vice President for Student Affairs/Dean of Students will review the request for recognition, consulting as needed, and determine if the organization should be officially recognized by the College.
6. Notification of the official recognition or denial of recognition will be sent to the organization's president and advisor. Upon approval, organizations are granted the rights and privileges of official recognition as set forth by the College.

Spring Hill College reserves the right to deny recognition and approval to any student group that fails to properly complete campus processes/procedures, is deemed in conflict with the mission/goals of the college, or can be considered detrimental to the campus and/or its students.

1. Any appeals of the decision to deny recognition will be lodged with the Center for Student Involvement in writing within two weeks of the group's notification of denial.
2. Appeals will be reviewed by the Vice President of Student Affairs/Dean of Students and groups may elect to meet in person to discuss their concerns. All decisions of the Vice President of Student Affairs/Dean of Students will be final.

## Club Sport Recognition

Spring Hill College deems any student organization where physical activity and/or sports competition are the primary purpose a "Club Sport". Club sports are housed in the Athletics Department and any student wishing to establish a club sport should contact the Athletics Director for more information.

## Fraternity and Sorority Recognitions

Spring Hill College deems any student organization that can be identified as a social fraternity or sorority a "Greek-Lettered Organization." Greek-Lettered Organizations must comply with all policies and procedures outlined in the Fraternity/Sorority Life Policy Manual, which is a part of the Student Organization Handbook.

## Loss of Recognition

The College may, at any time, suspend or revoke recognition of any student organization found in violation of College policy or in conflict with the mission, policies, parties, or goals of the College, or its Catholic, Jesuit traditions and beliefs. Any groups whose recognition has been revoked may appeal in writing through the Center for Student Involvement

## Unrecognized & Unregistered Student Organizations

Student organizations that lack the recognition of the College and/or have failed to register with the Center for Student Involvement may not operate on the Spring Hill College campus or act in a manner to indicate they are a SHC organization, on or off campus. Individuals found to be operating a student organization without recognition or registration may be subject to disciplinary action.

## Student Organization Officers

In order for an individual to be eligible for, elected to, appointed to, or hold office in any registered student organization, the must meet the following requirements:

- Must be enrolled as a full-time student at Spring Hill College.
- Must have a minimum of a 2.0 cumulative grade point average.
- Must be in good standing with the College and be under no academic or disciplinary probation.
- Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- Must complete all training required by the Center for Student Involvement in order for the organization to maintain recognition.

Only the officers of an organization (as listed with the Center for Student Involvement) may represent the organization in official relations with the College. Only those individuals listed as officers are permitted to reserve space, schedule events, make purchases from campus accounts, and/or conduct other business on behalf of the organization.

## Advisors

All registered student organizations are required to have an advisor who is a full-time faculty or administrative staff member at Spring Hill College.

An advisor should do the following:

- Attend executive board and general meetings.
- Be aware of and follow policies that govern student organizations.
- Encourage and assist the group in setting organization goals.
- Be available to the officers of the organization for consultation.
- Encourage the officers to maintain accurate records.
- Stay up-to-date on what is occurring within the organization.
- Assist the officers in understanding their duties and organizing programs.
- Advise and consult organization officers on budgets and other financial affairs.
- Attend a Student Organization Orientation on an annual basis.
- Provide continuity to the organization's policies, programs, and traditions.
- Promote personal growth and leadership development among group members.

Each faculty/staff advisor is required to sign the Advisor Agreement Form. By signing this agreement, the Spring Hill College faculty/staff member certifies that he/she will fulfill the duties of a registered student organization advisor to the best of his/her ability.

## Fraternity and Sorority Expansion

Organizations that are deemed social fraternities or sororities by the College may only be recognized through the Expansion Policy set forth in the Fraternity/Sorority Life Policy Manual.

## Student Organization Training & Policies

### Student Organization Training

All Executive officers of student organizations are required to attend all training sessions sponsored by the Center for Student Involvement. Any groups failing to comply will be unable to conduct business on Spring Hill College campus until they have completed the required training sessions. All organizations seeking to be recognized for the current academic year are expected to send a representative from their executive board to each of the following training sessions. Any groups that are formed, or change leadership after the semester training sessions are required to arrange for alternative training with the Center for Student Involvement before any of their events or financial requests will be approved.

## Event Registration

All events to be held or sponsored by student organizations, with the exclusion of regular meetings, must be registered with and approved by the Center for Student Involvement. This includes, but is not limited to, educational and social programs, entertainment events, fundraisers, parties, and travel. Student organizations may register events by submitting a completed Event Registration Form, and all supporting documentation to the Center for Student Involvement a minimum of five (5) class days before the event. Events should be registered with the Center for Student Involvement prior

to any reservations for space are submitted or contracts with speakers are signed. Staff of the Center for Student Involvement may require that an event be rescheduled if not registered by the deadlines above.

Events at which alcohol will be present must follow the Alcohol Policy for Campus Events and be registered utilizing the Alcohol Event Registration Form two (2) weeks prior to the event date. Supporting documentation is required for these events.

Organizations planning events more than 25 miles from campus must complete additional paperwork.

Student Organizations may be asked to contract security for on-campus events when deemed necessary.

The Event Registration Form is available in hard copy in the Center for Student Involvement or electronically via Google Drive. Forms may be submitted electronically to [csi@shc.edu](mailto:csi@shc.edu) or in person in the Center for Student Involvement. Once proposed events have been reviewed and approved groups may use SchoolDude or Web Event to book their on-campus events. If any information listed on the Event Registration Form changes, the organizing group is responsible for notifying the Center for Student Involvement as soon as possible.

#### Request for Off-Campus Speaker

As members of a Catholic-centered, academic community, it is essential that all of our activities and programs be aligned with our common mission. To encourage educational engagement, student organizations are encouraged to invite guest speakers to campus who have demonstrated expertise in an area of interest to the College community. Registered student organizations, in consultation with the organization advisor, may invite a speaker to campus once the event has been approved by the Coordinator of Student Involvement. Expression that is indecent or grossly obscene or offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inconsistent with accepted norms of conduct at the College and will not be permitted.

To ensure a positive and enriching academic and social environment on campus, potentially controversial programming must be planned in consultation with the advisor of the organization, the Coordinator of Student Involvement, and the Vice President for Student Affairs/Dean of Students. When considering a speaker, it is essential for students to allow sufficient time for College staff to thoroughly and thoughtfully consider their choice. It is the responsibility of the program planners and sponsoring organization to take into consideration the potential impact a speaker might have on the community, and to weigh the positive and negative consequences of extending an invitation.

Guidelines for inviting a speaker to campus include:

- Completion of the Request for Approval of Off-Campus Speaker form and Event Registration Form a minimum of five (15) class days prior to the event (as much advance planning as possible is encouraged). This must be completed before inviting a presenter to campus.
- The organization advisor, Coordinator of Student Involvement, and Vice President for Student Affairs/Dean of Students must all agree to allow the presenter to speak.
- All speaker agreements/contracts will contain a clause that, in the case of a clear and present physical danger to the College or local community, the College may bar the use of college properties and facilities. Such a decision would be made by the Vice President for Student Affairs/Dean of Students in the exercise of his/her general responsibility for the safety of the college community.
- The sponsoring organization claims responsibility for any effects following the program or conduct of the speaker, and arranging support for such effects (such as additional security or counselors).
- There is no clear or present danger of physical harm to the speaker(s) or those in attendance.
- Advertising for the speaker(s) must explicitly state the name of the sponsoring organization, the audience for which it is intended, and any pertinent disclaimers to help one decide whether or not to attend.
- Any required contracts must be signed by appropriate College personnel; students are not permitted to sign contracts on behalf of the College.
- It is essential for student leaders to recognize that with the privilege to make decisions about programs, comes the responsibility to defend their choice. The greater the cost or impact of the program, the greater the accountability on the part of the decision maker.

The following questionnaire has been designed to guide students in their selection of speakers for student-sponsored programs and assist in the preparation process. Program planners are expected to review the answers to this questionnaire with their club, organization advisor, and the Coordinator of Student Involvement, and develop a rationale for choosing the individual in question prior to extending an invitation to the speaker.

- What are the goals of bringing this speaker to campus?
- What is the basic message that this speaker conveys? Will the speaker foster the intellectual, spiritual, or moral development of members of the community? Does the program's message maintain and/or uplift the worth and dignity of individuals?
- Upon whose recommendation are we considering this speaker? Is that person a reliable and representative person?
- Will the timing of this program conflict with other campus programs?
- What is the cost of the speaker? What percentage of the budget is that amount of money? How does his/her cost compare with other speakers? Are there other speakers who will deliver this message for a lower fee? Will an admission fee be charged? Is this program a good use of student money?
- Does the program's message respect all cultures? How might the language, lifestyle, and politics of this speaker be evaluated by members of the Jesuit, faculty, administrative, student, and Mobile communities? Does the program's content encourage the attendance of all individuals?
- If this speaker has the potential to offend people and/or create campus controversy, what steps will be taken to address this potential problem? (Examples include: soliciting support from individuals or groups whom you anticipate will object, inviting a second speaker to represent the alternative view, educating the community about the value of the speaker through a well written and persuasive article in student publications).

### Alcohol & Co-Curricular Events

As an institution of higher learning, Spring Hill College is committed to the formation of men and women who are intellectually, spiritually, socially, and morally mature. One of the College's objectives is to educate students regarding the responsible use of alcohol and the effects of its misuse/abuse on human behavior. Therefore, it is appropriate that the College establish policies that enforce state law and reflect institutional values and aid in the promotion of a healthy Spring Hill community.

Social activities are sponsored and encouraged by the Center for Student Involvement as an integral part of the Spring Hill College experience. In an effort to maintain a healthy and responsible environment for such activities, in line with the mission of Spring Hill College, we have developed guidelines for alcohol use at these events. Just as the individuals who drink are responsible for their personal actions, the organizations sponsoring social events at which alcohol is served are also responsible for preparing, monitoring, and managing the activities of those who attend their functions. The Center for Student Involvement does not discourage these events, trusting that students of the legal drinking age are acting responsibly.

The following regulations are in effect for all events at which alcohol is served:

- **Event Registration:** All events where alcohol is present must be registered with the Center for Student Involvement at least two (2) weeks prior to the event. Alcohol Event Registration Forms must be submitted to the Center for Student Involvement for approval. All supplemental materials are due with the registration form two (2) weeks in advance. Hard copies of these forms may be obtained in the Center for Student Involvement or electronic copies are on the CSI Google Drive.
- **Party Participants:** All party participants must be given an invitation and/or ticket. The sponsoring organization must provide a list of all party participants with their complete birthdate (01-01-83) on the provided Google Sheet and in the correct format. Final lists must be completed by 8:00 am two working days prior to the event. The total number of attendees should be below the occupancy permitted for the venue.
- **For invitation parties** where members of one organization host an event and invite guests, the following guidelines will be in place. In line with FIPG recommendations, guest lists should consist of only members of an organization physically attending the event and up to two (2) guests per attending member. Please note, that members not attending the event should not be listed on the guest list nor should they invite guests.
- **For parties in which an organization sells, gives, or auctions tickets to an event,** the following guidelines will be in place. Ticket sales should be concluded prior to the time the guest list is due to the Center for Student Involvement and no tickets may be distributed after that time. All ticket holders' names and complete birth dates must be recorded on the guest list submitted to the Center for Student Involvement. Organizations selling, giving or auctioning tickets to an event should provide no more tickets than the venue will hold and number of guests for which police have been contracted and sober monitors in attendance (please talk with the Staff of the Center for Student Involvement to figure out these numbers if you are unsure).
- **Sober Monitors:** Sponsoring organizations will designate a team of students who will remain sober for the duration of the event and assist with enforcing all College policies. These students must have successfully completed a training program provided by the Center for Student

Involvement. The number of sober monitors present should be in keeping with the following ratio: All events must have a minimum of four (4) sober monitors; those events with over 75 participants must provide one (1) additional sober monitor for each additional 25 participants (for example: 5 sober monitors for 100 participants, 6 sober monitors for 125 participants, etc.).

- Chaperone: One advisor of the sponsoring organization and/or SHC faculty/staff member must be present and designated as the official chaperone. The advisor must be present for the duration of the event and should not consume any alcoholic beverages while serving in the capacity of advisor. Alumni members who wish to serve as advisors must be approved by the Coordinator of Student Involvement.
- Alcohol Distribution: All alcohol must be provided by a licensed third-party vendor and not from a common source container. Alcohol may not be purchased with group funds or included in entrance fees. In addition, no individuals will be allowed to bring alcohol into events. Drinks must be purchased by individuals and no more than one drink may be purchased at any one time. Sponsoring organizations will ensure that third party vendors do not provide alcoholic beverage drink specials or alcoholic beverages at prices below the following prices per individual drink: draft beer-\$1.00, mixed drink-\$2.50, can beer-\$1.25, bottle beer-\$1.75. Sponsoring organizations will ensure that third party vendors will not provide alcoholic beverages to participants at no cost.
- Food & Non-Alcoholic Beverages: Free, non-alcoholic beverages will be provided by the sponsoring organization, and they will be displayed in a prominent place for the duration of the event. Substantial food will also be made available throughout the duration of the event.
- Off Campus Events: For off-campus events, students and their guests will be required to travel to and from the event by means of buses that will be provided by the sponsoring organization. No student shall be admitted to an off-campus event that did not travel on a designated bus. Two students, who are to remain sober during the event, are permitted to transport themselves to the venue prior to the beginning of the event for the purposes of set up. Following the event these same two students are permitted to transport only themselves back to campus.
- Bus Transportation & Loading: For off-campus events requiring bus transportation, bus loading will take place from the Student Center. The sponsoring organization is responsible for ensuring that a law enforcement officer is present while students board buses. This staff person will not permit any student who is intoxicated on board. No alcoholic beverages are permitted in the bus loading area or on buses. Organizations are required to have at least two sober students (as previously defined) monitoring the area where buses are departing. The role of the student monitors is to help manage the boarding of the bus and to verify that all policy standards are being followed.
- Event Management: Student organizations are responsible for checking participants' identification and must issue wristbands for those who are of legal drinking age. Students not of legal age who are found drinking alcohol and/or using a fake identification card at any College event will be asked to dispose of the alcohol, will have the ID confiscated, may be referred to the disciplinary system, and may be required to leave the event. Any students and their guests who are removed from the event must be returned to campus via a contracted third party transportation vendor, at their own expense.
- SHC Policy: All other policies contained with the Student Handbook must be followed and all behavior at such events must be in line with those policies and the overall mission and ethos statement of the institution.
- All students must abide by all policies regarding alcohol use set forth by the Division of Student Affairs. Student leaders within the College are expected to uphold these policies and to promote the ideals behind responsible alcohol use. In the event that the aforementioned standards are not respected, individuals can expect to be subject to the Code of Conduct and the disciplinary process. Organizations can expect to be held collectively to the standards of behavior required of such organizations and the sanctions that would apply to such organizations that violate these standards.

Failure to follow the above policies when organizing and hosting an event with alcohol or failure to submit the required paperwork in the format requested by the time designated could result in the event being cancelled.

### Security & Co-Curricular Events

Student organizations sponsoring events at which attendance will be over 300 persons, where alcohol will be served, or when deemed necessary by staff members must provide security under the following guidelines:

- Security Request: All security must be contracted through the Mobile Police Department or the Department of Public Safety. All Security plans for events must be approved through Public Safety.
- Officers Needed: The number of officers present must be consistent with the following ratios
  - 75 people                      1 officer
  - 76-150 people              2 officers
  - 151-225 people            3 officers



- 226-300 people      4 officers
- 301-375 people      5 officers
- 376-450 people      6 officers
- 451-525 people      7 officers
- 526-600 people      8 officers
- Coverage Times: Officers must arrive 15 minutes before the beginning of an event and remain 15 minutes after the event end time. If buses are required, officers must be present during bus loading.

## Student Organization Travel

Student Organizations who wish to travel more than 25 miles from the College for events and activities must follow the policies and procedures as outlined below:

- Student Organizations must submit a completed Event Registration Form and Travel Request Form to the Center for Student Involvement no less than three (3) weeks prior to travel date. The form must be accompanied by a completed Travel Waiver for each student traveler.
- Students utilizing privately owned vehicles must complete and sign a Personal Vehicle Use Waiver prior to travel.
- Members of student organizations who are traveling to conferences and activities are considered representatives of Spring Hill College and are expected to behave accordingly. Student must follow all policies outlined in Spring Hill College Code of Conduct and act in accordance with all local, state, and national laws. Any failure to do so may result in disciplinary action.
- Any accidents, injuries, or incidents occurring while traveling must be reported immediately to the Office of Public Safety at 251-380-4400.

## Incident Notification Policy

To ensure the safety of Spring Hill College students, it is mandated that student organization representatives notify appropriate College personnel if any serious incident occurs at any student organization event. A “serious incident” is defined as any occurrence in which it is reasonable to believe that a person’s safety or well-being is at risk or that an individual or group’s behavior may put the safety or well-being of others at risk. Such incidents include, but are not limited to, the following:

- An incident that requires action from emergency response agencies (police, fire department, ambulance, etc.).
- An incident or potential incident of violence occurs, such as a fight, threatening words of serious violence to self or others, use/possession of weapons, or disorderly conduct.
- Alcohol intoxication to the point that a person’s basic functions are impaired (e.g. the person can’t talk coherently, remember basic items, slurred speech, is vomiting or showing signs of motor impairment). The person may need constant monitoring that night due to alcohol poisoning. They cannot just be left alone or left with someone who is not trained to monitor the signs of alcohol poisoning unless an evaluation is made.
- A serious injury or illness occurs – anything over a minor bruise or cut (e.g. someone breaks their leg, a person convulses, a person faints). Such instances may be signs of something more serious and we may need to consult with our campus nurse or other medical personnel.

### Conflict with Outside Establishment Or Third Party Vendors.

If such an incident occurs, student organization representatives must immediately contact the Coordinator of Student Involvement or his/her designee. If the incident requires that a student be returned to campus, the representative must also contact the Residence Life professional staff member on duty. Student organizations hold the responsibility of ensuring that they have the contact information for all appropriate College personnel.

## Fundraising

Student organizations are permitted to engage in activities or programs to support their organization and/or community organizations. As a non-profit institution, all fundraising should be for implementing club programs or to raise money for philanthropic causes. It should be noted that all fundraising activities are deemed an “event” and must be registered with the Center for Student Involvement.

In the event that fundraising activities include the solicitation of businesses and/or external constituents (including alumni), approval is required by the Spring Hill College Development Office. Prior to making contact with businesses or individuals, student organizations must provide a list (email or hard copy) of potential donors or sponsors to the Assistant to the Vice President for Development and Alumni Relations or his/her designee. Before



approaching any outside source for donations and/or sponsorship, a signed copy or email of approval from the Coordinator must be forwarded to the Center for Student Involvement in conjunction with the Event Registration Form.

## Posting, Promotions & Advertising Policy

Student organizations must promote and publicize their organization and events in a manner that is in accordance with the mission and values of Spring Hill College. Publicity and promotional items that utilize the name or trademarks of Spring Hill College and/or its registered student organizations (either directly or indirectly) are subject to limitations set forth by the College. Student organizations are responsible for ensuring that any materials produced are in line with College policies. Students, faculty, staff and other members of the Spring Hill College community may place posters, notices, or flyers on general-purpose bulletin boards only. All postings must be sponsored by a College organization, department or office, and contain contact information for the sponsoring group. Non-College groups or individuals are permitted to post on general-purpose bulletin boards only. All postings on campus must have the approval stamp of the Center for Student Involvement and Career Development. Any groups found to be in violation of this policy will have their posting privileges revoked, and be assessed costs to repair any damage.

All advertisements are to contain:

- The complete name of the student organization that is hosting the event. Greek Letters must be spelled out.
- Date
- Time
- Location
- Contact information for the organizing group
- For speakers, flyers must also include any pertinent disclaimers to allow one to determine whether or not to attend.

Advertisements may not contain any of the following:

- References to the sale of Alcohol (Exemptions must be requested in writing from the Coordinator of Student Involvement)
- References to Drugs
- Racial or Discriminatory Language or graphics
- Graphics or Language of a Derogatory Sexual Nature

All advertisements that do not meet these requirements will be removed at the poster's expense. Painting any sidewalk, grass, building or any other surface is prohibited and considered vandalism.

### On Campus Promotions

#### Paper Flyers and Posters

Individual flyers posted in and around campus must be approved prior to posting and adhere to Spring Hill College Posting Policy. All copies of flyers must be approved and have the Center for Student Involvement and Career Development stamp of approval prominently displayed before being posted on campus. Once flyers have been approved, it is up to the organization to post the stamped flyers in accordance with the SHC Posting Policy. Flyers may only be affixed to surfaces with masking or painters tape. Flyers are allowed to be posted for a maximum of two weeks and must be removed by the sponsoring organization at the conclusion of this time. Advertisements that have not been approved by the Center for Student Involvement and Career Development will be removed on sight. Distribution of flyers or announcements through the Spring Hill College Mailroom are to be used by academic or departmental uses in accordance with the Posting Policy. Any students wishing to deliver advertisements or announcements to mailboxes, must be approved by the Center for Student Involvement prior to distribution.

No items may be posted outside of the approved posting locations. Please see below for approved posting locations.

Approved Posting Locations:

- Student Center
  - Tri- Board displays in Lobby
  - With reservations through the Center for Student Involvement and Career Development
    - Frame easels
    - Napkin Holders
    - Plexiglas displays on doors and windows
    - Permanent sign holders
    - Digital Billboards
      - Please send a single standard size Microsoft Powerpoint slide for each event to be advertised.
- Mailroom
  - Bulletin boards

- Residence Halls
  - Common area walls, bathrooms, hallways, and stairwells. Glass surfaces not included.
  - Designated bulletin boards, with RA approval.
  - Distribution or posting of advertisements, within University residences shall be in accordance with general posting policy. Final judgement on items posted within the Residence Halls will be reserved for the Coordinator of Residence Life.
- Academic Buildings
  - Department bulletin boards, with division secretary approval.
  - Elevators, restrooms, and windows on exterior doors. Posting on the windows in classroom doors is discouraged.
  - Use of bulletin boards “for departmental use only” will be in accordance with the rules of the department. Contact the division secretary for regulations and permission to post.
- Library
  - Contact the help desk for posting restrictions and approval.
- To post in any other location contact the Center for Student Involvement and Career Development for approval.

No flyers or announcements may be attached to any of the following, including but not limited to:

- Painted surfaces
- Windows or glass surfaces
- Wooden surfaces
- Metal or plastic surfaces
- Street signs
- Poles
- Trees
- Vehicles
- The surface of campus buildings or other College property
- Any exceptions must be approved by the Coordinator of Student Involvement prior to use.

Banners, Posters, Sidewalk Chalk, and Other Posting Opportunities:

- The use of chalk by members of the College community to publicize campus events on sidewalks is permitted as follows:
  - Student Organizations looking to chalk must submit an event registration form a minimum of five business days in advance that lists the sponsoring organization/individual, the date/time the chalking will occur, what the message(s) will be, why chalking is the best option to use, and the specific location the organization wants to place the message.
  - Chalk advertisements can only be displayed for a one-week period. Groups requesting more than one week must obtain the approval of the Center for Student Involvement and Career Development prior to posting.
  - Messages must be at least 20 feet from the entrance of any College building.
  - Messages must adhere to the Posting Policy: content must be approved by the Center for Student Involvement, messages must be signed by the student organization, must be removed by the group within 48 hours of the conclusion of the event.
  - Messages or information that violate College policy are subject to removal at the expense of the advertiser.
  - The use of chalk on buildings, brick, or any other College property is prohibited.
  - Under no circumstances may any type of adhesive be used to make sidewalk chalk adhere to the ground. This includes, but is not limited to hairspray, glue, etc.
  - Sidewalk chalk must be used on sidewalks that are not covered by an overhang, foyer, or walkway to allow for the rain to naturally wash the chalk away.
- Posters must be approved by the Center for Student Involvement and Career Development before being displayed.
- Post your event in the Campus Update email, sent to all of campus every Monday and Thursday.
- Any other suggested advertising opportunities on campus must be approved by the Center for Student Involvement and Career Development.

Social Media Policy:

- Student organizations are encouraged to utilize social media to connect with existing members, reach out to potential members, and publicize their events.
- All use of social media on behalf of a recognized student organization must adhere to the guidelines laid out in the posting policy, and refrain from using any derogatory or defamatory language or images.

The above list is not meant to be exhaustive in nature and other examples of inappropriate actions may be deemed a violation of this policy. The Center for Student Involvement reserves the right to interpret the above policy and may hold organizations responsible for the above actions and any others where the spirit of this policy may have been violated. Student organizations found in violation may be subject to sanctions or disciplinary action. If there is any doubt about the appropriateness of a promotion or advertisement of an event or organization, organizations should contact the Coordinator of Student Involvement.

## News Media & Advertising

All communications involving outside media and/or publications must comply with SHC's News Media & Advertising Policy. The following activities must be coordinated through and approved by the Office of Communications & Marketing:

- Contacts and inquiries from news media (including press releases).
- Requests for news media to cover campus and/or organizational events
- All advertising including, but not limited to, print publications, radio and television broadcasts

Reporters and photographers are not permitted to enter residence halls or classroom buildings without permission from the Office of Communications and Marketing and the Office of Student Affairs and only when accompanied by a communications office representative.

The Center for Student Involvement uses these guidelines when approving campus groups to show movies in a public viewing.

## Gambling and Games of Chance

Gambling is defined in Section 13A-12-20(4)(2009), Code of Alabama (1975) as:

"A person engages in gambling if he stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under his control or influence, upon an agreement or understanding that he or someone else will receive something of value in the event of a certain outcome. Gambling does not include bona fide business transactions valid under the law of contracts, including but not limited to contracts for the purchase or sale at a future date of securities or commodities, and agreements to compensate for loss caused by the happening of chance, including but not limited to contracts of indemnity or guaranty and life, health or accident insurance."

The Center for Student Involvement has received numerous inquiries into and requests to hold events that could be considered gambling or games of chance. For the purpose of determining whether an event of this type will be approved through the event registration process, the above definition and following guidelines will be used to determine whether an event will be approved for not. Please note that each event registration request will be reviewed on a case by case basis and a determination made to the best of our ability as to whether the event will be approved. Student organizations should review current laws regarding such practices for more guidance.

- The mere fact that the outcome of a game, either in a single play or over multiple plays, can be affected by an understanding of the laws of probability or an understanding of the rules of the game, or can be affected by other recognizable techniques or knowledge, does not change the fundamental nature of that game. Simply put, a player's understanding of the rules or of the laws of probability relating to a game of chance does not change the fact that he is playing a game of chance. (Garrett v. State, 893 So. 2d. 700, 701(Ala.Crim.App.,2007).
- "Credits, free or purchased, provided to play gambling devices are 'something of value' as defined by section 13A-12- 20(11) of the Code of Alabama. When a patron wagers these credits on a gambling device, consideration flows from the patron to the facility." 05 Ala. Op. Atty. Gen. 173 (2005).
- "Skill or the competitor's efforts must sufficiently govern the result. Skill must control the final result, not just one part of the larger scheme." State ex rel. Tyson v. Ted's Game Enter., 893 So.2d 355, 373 (Ala. Civ. App. 2002) quoting Horner v. U.S., 147 U.S. 449, 459 (1893). The test is whether chance is meaningful in determining the outcome of the game--skill should override the effect of the chance.
- Raffle contests, even those consisting of donated prizes, in which a prize is awarded by chance for consideration, i.e., the purchase of a ticket, is a violation of the prohibition against engaging in the business of conducting a lottery. (Opinion issued by the Office of the Attorney General of the State of Alabama on February 10, 1989, to the Honorable Donald B. Sweeney, Jr.)
- For instances of a basketball shooting contest, where the contestant is selected by chance to shoot a basket, the courts have provided an opinion that the outcome of the contest depends primarily on the element of the participant's skill, rather than chance, and thus, this type of contest would not fall within the statutory definition of a "game of chance." (Opinion issued by the Office of the Attorney General of the State of Alabama on February 10, 1989, to the Honorable Donald B. Sweeney, Jr.)

The Center for Student Involvement strongly discourages clubs and organizations from providing cash prizes as awards for any event due to the difficulty in tracking such a transaction and accounting for those funds appropriately. Clubs and organizations wishing to provide cash as a prize/award, should deposit that money into their account through the Center for Student Involvement and then the organization may request a check to the appropriate individual. It is important to note that taxes may be taken out of such an award. Alternatives to providing cash prizes include gift cards (please Gift Card Policy below), Badger Bucks for use on-campus, and providing an actual prize. Clubs may discuss further alternatives with the staff in the Center for Student Involvement.

## Gift Card Policy

Based on recent clarifications from the IRS regarding the distribution of gift certificates and/or cards, the following procedures must be followed:

Whenever we use gift cards as prizes, awards, gifts, or, as payment for services, it is treated the same as if we were paying somebody in cash, regardless of the amount. When we do this, we need to track to whom we are giving the gift cards and provide that information to the SHC Payroll Office, for both employees and non-employees. We will need to provide the recipient(s) name, amount of gift card, date, and event/purpose given. If he/she is, or ever has been, an employee of Spring Hill College, the Payroll Office will add the value of the gift card to his/her W2 form as gross income and he/she will be taxed on the value of the card. Employees include such people as RA's, work-study students, students paid as SGA and CPB officers, etc. The Payroll Office will verify who has ever been in the accounting system as an employee and enter it as income as appropriate.

Therefore, the use of gift cards as prizes for programming reasons is still possible, but the above procedures must be followed. Copies of the form described below must be turned into the Payroll Office within two (2) business days of the event where the cards were given or the date when actually received by the recipient. A record of what was sent to the Payroll Office should also be kept in the office distributing the gift cards. Written notice should be given to the gift card recipients stating that if they are currently or ever have been an employee of SHC, they will be taxed on the value of the gift card. An example of what could be given to the recipients is shown below:

### Gift Card Documentation

Congratulations on receipt of the gift card or gift certificate, as indicated below. As a recipient of this item, please know that you may be taxed on the value of the gift card if you are currently an employee of Spring Hill College or have ever been an employee of Spring Hill College. The value of the gift card will be added to your W-2 form by the SHC Payroll Office. A Copy of this form will be provided to the Spring Hill College Payroll Office.

## Aramark Catering Services

Aramark Food Services is the exclusive caterer for on-campus venues. Should Aramark not be able to assist with your event, you may request permission to bring in outside food and drink. Your request will be reviewed and you will be notified if approved or not. If food or drinks are provided, please report spills immediately to the facility staff.

## FACILITIES RESERVATIONS

Once an event is registered and approved with the Center for Student Involvement, registered Student Organizations may reserve campus spaces online, links to both reservation systems are available on BadgerWeb.

### Facility Reservations for Non-Academic Spaces

Reservations for all non-academic spaces on-campus will be completed in School Dude. The procedure for reserving a room or campus space is as follows:

- Go online to [http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew\\_wiz1.asp?acctnum=650140160](http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=650140160)
- Enter your email address, if prompted to complete registration with the site.
- Select the Schedule Request Tab at the top of the page.
- Select the type of schedule you wish to submit. Complete all fields of the schedule page.
- Please submit the set-up request for your event when submitting the room request.
- Once all information is complete, enter the password: shcevents.

### Facility Reservations for Academic Spaces

Reservations for academic spaces will be completed in Webevent. The steps for requesting space are below:

- Go online to <http://webevent.shc.edu>
- Click on the room you want to reserve
- Click "Add Event"

- Enter the date and start/end time for the event
- If it is a repeated event, use “Repeat Until”
- Enter the event title
- Provide a description of the event in the description box (event purpose, intended audience)
- If there are any special needs for the room, note it in the description box
- Enter your name and email address (confirmation will be sent by email)
- Click “Submit”

You will receive confirmation once the event has been submitted and then once it has been approved. Note that the reservation is not officially on the calendar until it has been approved by the administrator. If corrections are needed for an existing reservation, the student who made the reservation should contact the Help Desk. Those requesting space on-campus, should also note that approval to use the requested space does not signify event approval. Event registration approval and facility request approval are two separate processes that must both be completed in a timely fashion.

Facilities are reserved on a first come first serve basis. For special events and programs, failure of the student organization to register the event with the Center for Student Involvement may result in reservations being cancelled. Failure of the reserving party to return the facility to its original state of cleanliness (including disposal of garbage in appropriate containers) will result in clean-up fees. It is expected that organizations will respect all College policies and guidelines when using facilities. Failure to follow facility guidelines may result in sanctions or disciplinary action.

Please note, that if your club/organization is planning an event at/outside of the Outlaw Center, the circular drive in front of the Outlaw Center is a designated fire lane. As a fire lane, the area should remain clear of any items, such as tables, chairs, stage, etc., for the duration of the event. Fire lanes on campus need to be observed and remain clear of any set-ups at all times.

#### Facilities & Equipment Requests

Registered student organizations may use a number of resources for events and programs. Those organizations reserving and using Spring Hill College’s resources and equipment are responsible for its proper use and for ensuring that all items remain in good condition. Requests for setup and equipment usage should be made well in advance to ensure that they are reserved. However, all requests must meet certain deadlines.

#### Facilities Setup Request:

Students may request event setup for reserved spaces by submitting an Organization Setup Request Form to the Center for Student Involvement. Organizations are encouraged to submit requests as early as possible to ensure proper setup, but forms must be submitted a minimum of seven (7) prior to an event. Items available for student organization use and setup are:

- Tables
- Chairs
- Tents
- Lectern
- Dance Floor
- Trash Receptacles
- Audio/Visual Equipment
- Stage

The set up request form is now included in the facilitations reservation request. Please make every effort to complete your set up when requesting your room to ensure that the room is set the way you want for your event.

\*Please note that not all equipment is able to be set-up in all venues. Please contact the Center for Student Involvement with questions.

#### Audio Visual Requests:

For spaces outside of the Student Center, requests for audio visual equipment and/or usage of sound equipment already installed in rooms (such as Byrne Hall, Gautrelet, etc.) may be submitted to the helpdesk located in the Burke Library by emailing: [helpdesk@shc.edu](mailto:helpdesk@shc.edu) or calling 380-2276.

Requests for equipment must be made a minimum of seven (7) days prior to the event. Individuals checking out equipment are deemed responsible for equipment and any damages that may occur to it.

### Sound & Stage Requests:

Requests for the usage of staging and sound equipment outside of the Student Center or in spaces without existing equipment may be made by submitting an event set-up request. All requests must be submitted no less than two (2) full weeks prior to event.

### Fire Pit:

Students may request the use of the fire pit in McLean Plaza from Public Safety. The application can be found at:

<http://departments2.shc.edu/publicsafety/fire-pit-use-application>.

The completed application must be submitted in person to the Public Safety Office at least three (3) business days before the event date. The requesting organization is responsible for extinguishing the fire at the conclusion of the bonfire, and ensuring the plaza is clear of trash and debris. Failure to meet these requirements will result in disciplinary and possible monetary sanctions.

### General Policies

- Exits of rooms cannot be blocked. Items placed in front of doors must be at least four feet from the door.
- The chairs in a room belong to that specific room. Chairs cannot be moved from room to room.
- Nothing can be taped to any wall or door surface.
- If you are doing craft projects in the rooms involving markers, glue, etc., please plan to cover the tables. The Student Center does not provide tablecloths.
- Nothing can be hung from the ceiling, lights or sprinkler heads.
- All items brought into campus facilities must be removed from each facility at the end of the event, unless prior approval has been given.
- Please be out of the rooms by the event end time.
- Items not allowed in the facilities:
  - Furniture or props that could damage the facility.
  - Paint – or paint or glitter pens.
  - Metallic Glitter (on banners, tables, etc.) Large paper confetti is allowed.
  - Sand
  - Hay or straw
  - Pyrotechnics
  - Candles or open flames
    - Lamps or lighting fixtures using halogen bulbs.
- If you enter a room and the set-up is different than what you need, please consult with the Student Center staff. Often this occurs when a group fails to submit a set-up request. Should you move furniture, all items need to be returned to the configuration and condition that you found upon entering the space.

### Price LeBlanc Grand Hall

The Podium in Price LeBlanc Grand Hall Room C CANNOT be moved under any circumstance. If the podium is moved, you will be asked to leave the room immediately and your ability to reserve rooms in the Student Center could be discontinued. The podium is to be considered as a part of the room's architecture. It can be draped or partitioned off. No drinks or food are ever to be set on the podium. If you use the projector and computer, please make sure you shut down the equipment, turn off the projector, and completely power off the podium (master power switch located in podium above the CPU).

## STUDENT ORGANIZATION FUNDING & ACCOUNT PROCEDURES

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### Student Organization Funding

Funding for Registered Student Organizations is available through the Student Activity Fee Allocation Board and through the Student Government Association. Student Organizations can submit their budget needs to the Student Activity Fee Allocation Board at the end of each semester. New Student Organizations or those with additional needs may apply for funds for projects and programs through the Student Government Association senate. For more information on deadlines, requirements and the allocations process, contact the Center for Student Involvement or a Student Government Association member.

### Organization Accounts

Registered Student Organizations sponsored and/or sanctioned by the College may set up a Spring Hill College account through the Center for Student Involvement. Funds can be deposited into and withdrawn from the account by going through the College's established depositing and purchasing procedures (see below). Deposits and withdrawals are tracked by the Center for Student Involvement. Access to these funds is limited to individuals currently listed as officers with the Center for Student Involvement.

### Student Activity Fee Account

Funds acquired from the Student Activity Fee Allocation Board or through the Student Government Association must be placed into a Student Activity Fee Account. The funds may only be utilized for approved expenses as defined by funding policies and the individual organization's allocation for the specific semester of allocation. Any funds raised through ticket sales must be deposited into the group's Student Activity Fee Account, in accordance with SAFAB regulations. If the funds raised are not spent on the event they were allocated for, they will be returned to the SAFAB general fund at the conclusion of the semester. All funds remaining in these accounts at the end of the fall semester will be reallocated during the spring semester and fund remaining at the end of the Fiscal Year (May) will be returned to the College.

### Agency/Fundraising Account

Student organizations that collect dues from its members or participate in fundraising may choose to establish an Agency Account. These accounts "roll over" from year to year and, because these funds are not derived from the college or its fees, may be utilized to make purchases or donations restricted by Student Activity Fee policies (i.e. purchase t-shirts for members, donate funds to charity, host an organizational banquet, etc.).

### SHC Account Procedures

Registered Student Organizations with SHC accounts must generate all financial transactions through the Center for Student Involvement. Financial transactions can be initiated by student organization officers (as listed with the office) by turning in a completed Financial Transaction Form.

### Deposits

Organizations may make deposits into their SHC accounts by obtaining a completed Deposit Request Form from the Center for Student Involvement and then submitting the completed form and the payments to the Cashier.

### Purchases

Student organizations can initiate purchasing procedures by providing the office with a completed Financial Transaction Form. All expenditures must be approved by the Coordinator of Student Involvement. To be approved, all expenditures must be in accordance with all allocation guidelines (as provided by SGA or the Student Activity Fee Allocation Board).

Student Organizations may make purchases in the following ways:

- **Purchase Orders:** The use of Purchase Orders is limited to vendors that accept purchase orders from Spring Hill College (contact the vendor to inquire). If a vendor accepts purchase orders from the college, no other payment method may be used. The student organization must attach a vendor-supplied quote/invoice or a detailed purchase list to their completed Financial Transaction Form. An official Purchase Order will be available for pickup within five (5) business days. Receipts must be submitted to the Center for Student Involvement within two (2) business days of the purchase. Failure to turn in receipts may result in a charge to the requesting student's Spring Hill College account.
- **Check Requests:** College Checks may be cut for both purchases and for the payment of services. The requesting student organization must supply a vendor-supplied invoice and/or a completed W-9 Form as required. A college check will be available for pickup within ten (10) business days.
- **Reimbursement:** Some purchases may require that students pay for items on an individual basis and receive reimbursement from their SHC account. However, student organizations must receive approval for items prior to their purchase to guarantee that they will be reimbursed.

An approved Financial Transaction Form will be available for pickup after 2:00 pm the next business day. To receive reimbursement, a receipt must be supplied to the Center for Student Involvement within one week of purchase.

\*Please note: Requests must be turned in with all supporting documentation the Friday before your event for the check request to be processed in the next week's check run. Requests require the approval of many different staff members in many offices across campus and while staff process requests as quickly as possible, there are delays in the review process at times. Therefore it may take 2 – 3 weeks for reimbursements or checks to be processed. Please plan accordingly and submit all information as far in advance as possible.

#### **Tax Exempt Status**

Based on its status as a tax-exempt institution, Spring Hill College does not pay sales tax on any purchases made with college funds. It is the responsibility of the student organization to inform vendors of this tax-exempt status. Student organizations may pick up a Letter of Tax Exempt Status in the Center for Student Involvement. In the event that an organization fails to do so, no reimbursements will be made for sales tax.

## **FRATERNITY & SORORITY LIFE POLICIES**

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#### **Policies & Guidelines**

Spring Hill College: Chapters/Colonies must adhere to all guidelines and policies as defined in the Student Handbook, Student Organization Handbook, the Fraternity/Sorority Policy Manual, FIPG insurance policies and their respective governing council.

(Inter)National Organizations: To remain a chapter/colony in good standing, chapters/colonies must comply with all (inter)national policies including, but not limited to, (inter)national constitution & bylaws, risk management policy, and chapter guidelines. In addition, chapters are expected to meet the standards and policies set forth by their respective umbrella organizations (North American Interfraternity Conference, National Panhellenic Conference, or National Pan-Hellenic Council).

Policy Conflict: In the event that any of the policies or standards stated above is deemed in conflict with each other, the more stringent policy (as defined by Spring Hill College) must be followed.

#### **Registration & Update**

(Inter)National Information & Policies: Within the first two (2) weeks of the fall semester, Chapter leadership must file the following with the Center for Student Involvement:

- A copy of their Chapter/Colony constitution & bylaws;
- A copy of their (Inter)National Organization's risk management policy;
- A certificate of insurance evidencing coverage and listing Spring Hill College as additional insured. Proof of insurance is required from all Greek Letter Organizations recognized by Spring Hill College.

Chapter/Colony Roster: Within the first two (2) weeks of each semester, chapter/colony leadership must submit a complete Chapter/Colony Roster to the Center for Student Involvement. In the event that any changes are made in chapter/colony membership, leadership or advisory roles, a new roster must be submitted within one (1) week.

Chapter/Colony Calendar: A representative of each chapter must attend the annual calendar planning meeting. At this time all groups present will designate the dates for their events for the following academic year. Any chapters not represented will need to work around existing events to set their dates, which are due to the Center for Student Involvement no later than one week following the calendar planning meeting.

Grade Verification Form: To receive a chapter/colony scholarship report, each member of the chapter/colony must have signed the Grade Verification Form. This signature will remain on file until a member leaves Spring Hill College or is removed from the chapter/colony roster.

Mid-Year Report: On or prior to December 5th chapter/colony leadership must submit a Mid-Year Report to the Center for Student Involvement.

Annual Report: On or prior to April 26th chapter/colony leadership must submit an Annual Report to the Center for Student Involvement.



## Chapter Participation

**Chapter/Colony Representation:** All chapters/colonies are expected to have representatives on governing councils, committees and task-forces as requested by the Center for Student Involvement.

**Spring Hill College Liaison:** All city-wide chapters, when Spring Hill College membership exists, are required to have a Spring Hill College Liaison. This member is to be a Spring Hill College student who attends meetings as required by the Center for Student Involvement and serves as an intermediary between their organization and the College.

**Educational Programs:** Chapters/Colonies must attend educational programs as required by the Center for Student Involvement. A program schedule and participation requirements will be made available at the beginning of each semester.

**Leadership Retreat:** All chapters/colonies are required to have representatives attend the annual Leadership Retreat.

## Advisors

**Alumni Advisors:** All chapters/colonies are required to have a minimum of one (1) alumni advisor. This individual must be recognized by the (Inter) National organization as a representative of the fraternity or sorority. Advisors are expected to be actively involved with the chapter and available to the Center for Student Involvement for correspondence, regular meetings, etc.

**Faculty Advisors:** All chapters/colonies must have a minimum of one (1) SHC faculty/staff advisor. This individual may be in addition to alumni/alumnae advisors. Advisors are expected to be actively involved with the chapter/colony and available to the Center for Student Involvement for correspondence, regular meetings, etc.

## Officers

**Officers:** All chapter/colony officers must maintain a 2.2 cumulative grade point average and a full-time class load of twelve (12) credit hours.

**Chapter/Colony President:** The chapter/colony president is to be the official representative of the chapter/colony and must be available to the Center for Student Involvement for correspondence, regular meetings, etc. The following standards of participation are required for all Chapter Presidents:

- Each chapter/colony president must attend scheduled president's meetings. In the event that a chapter/colony president cannot attend, an excuse must be approved by the Coordinator of Student Involvement prior to the meeting and a chapter/colony representative must be present.
- Chapter/Colony presidents must participate in a one-on-one meeting with appropriate staff member within the Center for Student Involvement a minimum of two (2) times during both the fall and spring semesters.

In the case of a city-wide chapter the Spring Hill College Liaison will be expected to fulfill this responsibility.

**New Member Educator:** The following standards of participation are required for all New Member Educators:

- Each new member educator must attend scheduled new member educator meetings. In the event that a new member educator cannot attend, an excuse must be approved by the appropriate staff member within the Center for Student Involvement prior to the meeting and a chapter/colony representative must be present.
- Each new member educator must meet with the appropriate staff member within the Center for Student Involvement one week prior to the beginning of any new member education program/membership intake process.

**Recruitment Chair:** The following standards of participation are required for all Recruitment Chairpersons:

- Each recruitment chair must attend scheduled recruitment meetings. In the event that a recruitment chair cannot attend, an excuse must be approved by the appropriate staff member within the Center for Student Involvement prior to the meeting and a chapter/colony representative must be present.
- Prior to engaging in any recruitment activities, each recruitment chair must meet with the appropriate staff member within the Center for Student Involvement.

**Social Chair:** The following standards of participation are required for all Social Chairpersons:

- Each social chair must attend scheduled social chair meetings. In the event that a social chair cannot attend, an excuse must be approved by the appropriate staff member within the Center for Student Involvement prior to the meeting and a chapter/colony representative must be present.
- Each social chair must meet with the appropriate staff member within the Center for Student Involvement prior to implementing their first social event.

Other Officers: The following standards of participation are required for all other Chapter/Colony Officers:

- Chapter/Colony Officers must attend meetings at the request of the appropriate staff member within the Center for Student Involvement. In the event that an officer cannot attend, an excuse must be approved by the appropriate staff member within the Center for Student Involvement prior to the meeting and a chapter/colony representative must be present.

## NPC/NIC Recruitment

### General Policy & Guidelines

Recruitment Guidelines: Each chapter/colony must follow the guidelines and policies for recruitment set forth by their respective governing council.

Deferred Recruitment: Spring Hill College engages in a deferred recruitment. Under this policy, no Greek Letter Organization may extend an invitation to membership to any first-semester freshman.

### Membership Requirements

Bid Eligibility: To be eligible for a bid of membership in a Greek Letter Organization, an individual must be enrolled at SHC as a full-time student, completed a minimum of twelve (12) credit hours, not currently be on disciplinary probation, and have the following minimum cumulative grade point average of: 2.2 for National Pan-Hellenic Conference, 2.5 for IFC recruitment, 2.7 for Delta Gamma, 2.75 for Phi Mu, 2.7 for Tri-Delta, 2.55 for Sigma Kappa.

Eligibility Approval: Prior to offering a bid for membership, chapters/colonies must submit a Verification of Candidates/Potential New Members to the Coordinator of Student Involvement for an eligibility check. Bids may not be extended until approval of eligibility is received.

### Recruitment Events

Registration: All informal recruitment events must be registered with the Center for Student Involvement through submission of a Notice of Intention to Conduct Informal Recruitment a minimum of one (1) week prior to the event and must be approved by the Coordinator of Student Involvement. A recruitment event is defined as any planned event hosted by the chapter/colony in which one or more potential new members are present.

Formal Recruitment: Formal Recruitment activities shall occur in the spring semester at a time to be determined by the Center for Student Involvement in consultation with governing councils.

Recruitment Participation: Only active members and new members of the organization may assist the chapter/colony with recruitment (others may assist with behind the scenes work).

Alcohol: No alcohol may be present at recruitment events.

Time Restrictions: Recruitment activities, workshops and/or meetings may not occur prior to 7:00am and all events must be completed by 11:00pm Sunday-Thursday and 12:00am on Friday & Saturday.

## New Member Education

### Program

Program Approval: Chapters/Colonies must submit a copy of their new member education program to the appropriate staff member within the Center for Student Involvement for review and approval a minimum of two (2) weeks prior to the beginning of a new member education program. This program description should include dates of meetings, retreats, new member events and initiation.

Meeting: A minimum of one (1) week prior to the beginning of any new member program, chapter/colony presidents and new member educators must meet with the appropriate staff member within the Center for Student Involvement before receiving program approval.

New Member Period: A chapter/colony's new member education and period prior to initiation may not exceed eight (8) weeks

**Time Restrictions:** New member activities and/or meetings may not occur prior to 7:00 A.M. and all events must be completed by midnight Sunday-Thursday and 2:00a.m. on Friday & Saturday evenings. In the event that retreats and/or overnight activities occur, special consideration may be made by the Center for Student Involvement.

### **Membership Requirements**

**Anti-Hazing Workshop:** All new members are required to attend the annual Anti-Hazing Workshop. In the event that no formal program is planned during the new member education period, chapter/colony leadership is required to work with the Center for Student Involvement to arrange a hazing education program for their new members.

**New Member Bill of Rights:** All new members must read, understand and sign the SHC New Member Bill of Rights prior to the beginning of any new member program.

**Anti-Hazing Contract:** Prior to the intake of any new member, all chapter/colony members must read, understand and sign the SHC Anti-Hazing Contract.

## **NPHC Intake**

### **General Policy & Guidelines**

**Intake Guidelines:** Each chapter must follow the guidelines and policies for membership intake set forth by their respective governing council.

**Deferred Recruitment:** Spring Hill College engages in a deferred recruitment. Under this policy, no Greek Letter Organization may extend an invitation to membership to any first-semester freshman.

### **Membership Requirements**

**Membership Eligibility:** To be eligible for membership in a Greek Letter Organization, an individual must be enrolled at SHC as a full-time student, completed a minimum of twelve (12) credit hours, have a minimum cumulative grade point average of 2.2 and not currently be on disciplinary probation.

**Eligibility Approval:** Within one (1) week of the conclusion of selection, chapters must submit the Verification of Candidates/Aspirants to the Coordinator of Student Involvement for an eligibility check. Membership may not be offered until approval of eligibility is received.

### **Intake Events**

**Registration:** A Membership Intake Notice must be filed with and approved by the appropriate staff member within the Center for Student Involvement a minimum of two (2) weeks prior to the beginning of the process.

**Abstention from Membership Intake:** If an organization is not planning on conducting intake during a semester they must submit a Notice of Intention to Abstain from Conducting Membership Intake to the appropriate staff member within the Center for Student Involvement within the first two (2) weeks of that semester.

**Alcohol:** No alcohol may be present at intake events.

### **Program**

**Program Approval:** Chapters must submit a copy of their intake program to the appropriate staff member within the Center for Student Involvement for review and approval prior to its beginning. This program description should include dates of meetings, retreats, events and initiation.

**Meeting:** Prior to beginning intake, chapter presidents and dean of pledges must meet with the appropriate staff member within the Center for Student Involvement before receiving program approval.

**Intake Period:** A chapter's intake period prior to initiation may not exceed eight (8) weeks

**Time Restrictions:** Intake activities and/or meetings may not occur prior to 7:00am and all events must be completed by midnight. In the event that retreats and/or overnight activities occur, special consideration may be made by the Center for Student Involvement.

### **Aspirant/Candidate Requirements**

**New Member Bill of Rights:** All candidates must read, understand and sign the SHC New Member Bill of Rights prior to the beginning of any candidate/aspirant education.

**Anti-Hazing Contract:** All members must read, understand and sign the SHC Anti-Hazing Contract prior to the beginning of any candidate/aspirant education.

## Neophyte Requirements

Anti-Hazing Workshop: All neophytes are required to attend the annual Anti-Hazing Workshop. In the event that no formal program is planned, Chapter leadership is required to work with the Center for Student Involvement to arrange a hazing education program for neophytes.

## Fraternity/Sorority Expansion

### Local Sororities & Fraternities

Spring Hill College does not allow Greek letter organizations that are not affiliated with an (inter)national organization. Organizations that may be deemed “local” fraternities or sororities will not be allowed on the Spring Hill College campus. To be eligible for recognition, (inter)national organizations must be a member of one or more of the following umbrella organizations:

- National Panhellenic Council (NPC)
- National Pan-Hellenic Council (NPHC)
- North American Interfraternity Conference (NIC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Multicultural Greek Council (NMGC)
- National Asian Pacific Islander American Panhellenic Association (NAPA)

### Expansion/Extension Policy for NIC/NPC Organizations

Spring Hill College is committed to the development of a strong and viable fraternity/sorority community on campus. In this regard, when the Student Affairs Staff, in consultation with the Panhellenic Council and Interfraternity Council, believes a new Greek Letter Organization is desirable and needed on campus to further the ideals of fraternity/sorority life and strengthen the fraternity/sorority community, the procedures outlined below will be followed. The purpose of these procedures is to ensure that extension/expansion of Greek Letter Organizations occurs in a manner, which includes a carefully developed plan that is conducive to the educational mission of Spring Hill College. This approach provides maximum opportunity for successful colonization and a meaningful and rewarding experience for the students within the fraternity/sorority community.

A Greek Letter Organization may not colonize at Spring Hill College unless the following guidelines are followed.

- The Student Affairs staff and the fraternity/sorority community will determine when the fraternity/sorority community is ready for extension/expansion.
- After Spring Hill College makes the decision to expand/extend, a committee will be appointed and will coordinate this process. The committee will send a letter to all eligible (inter)nationally affiliated Greek Letter Organizations inviting them to submit a letter of interest to the Coordinator of Student Involvement. Greek letter organizations wishing to colonize at Spring Hill College must be a member of a national umbrella organization such as the National Panhellenic Conference, the National Interfraternity Council, the National Pan-Hellenic Council, etc. When considering extension/expansion, special consideration may be given to Greek Letter Organizations previously colonized and/or chartered at Spring Hill College that have withdrawn from campus but are now in good standing.
- Once (Inter) National Greek Letter Organizations have received letters, those wishing to establish a colony at Spring Hill College must submit a letter of interest to the Center for Student Involvement. A packet of materials should accompany this interest letter. This packet of supporting materials should include, but are not limited to:
  - An outline of the (inter)national history and current administrative structure
  - Policies and programs on:
    - Academic emphasis and scholarship programs
    - Membership education programming
    - Associate/new member guidelines
    - Hazing

- Alcohol and substance abuse
  - Health education
  - Sexual harassment
- Provisions of support for the proposed new colony
- Policy of relationship with the host institution
- Information pertaining to the Greek Letter Organization's colonization and chartering procedures
- Upon receipt and review of materials by Student Affairs Staff and the Extension/Expansion Committee, a decision will be made to invite up to three finalists to campus to make presentations. The main emphasis of the presentations should be:
  - Services of the (Inter)National Greek Letter Organization;
  - Why the Greek Letter Organization should be allowed to establish at Spring Hill College;
  - How the Greek Letter Organization complements the mission and purpose of Spring Hill College;
  - How the Greek Letter Organization would enhance the Spring Hill College Greek community (what it would provide that other Greek Letter Organization do not currently provide);
  - Details of the membership development program;
  - Details of policies related to:
    - Academic Achievement and Scholarship
    - Alcohol Abuse
    - Substance Abuse
    - Hazing
    - Health Issues
    - Sexual Harassment, Assault and Rape
    - Legal Liability
    - Risk Management;
  - Details of the associate/new member program;
  - Financial resources, support and commitment;
  - Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at Spring Hill College;
  - Timetable and guidelines for colonization and chartering.
- After the conclusion of the campus presentations, the Student Affairs Staff, in consultation with the Expansion/Extension Committee, Panhellenic Council and Interfraternity Council will decide whether to issue an invitation to colonize on the Spring Hill College campus. If the decision is to expand/extend, the Expansion/Extension Committee will make a recommendation to the Student Affairs Staff on which organization to invite to Spring Hill College.
- If the decision is made to issue an invitation, then the Greek Letter Organization will be required to send the appropriate staff member within the Center for Student Involvement a written schedule and guidelines of the extension/expansion program through to chartering, including financial obligations of members for their first full year. The Greek Letter Organization must also provide a "deadline date" by which the colony will be chartered. The Greek Letter Organization will not begin extension/expansion efforts until Spring Hill College receives and approves the written schedule and guidelines. Final written approval including the "starting date" will come from the appropriate staff member within the Center for Student Involvement. If the Greek Letter Organization is not chartered by the agreed upon date, then, based upon the recommendation of Spring Hill College, the Greek Letter Organization may be asked to withdraw from campus.

- If the decision is made not to offer an invitation at that time, then specific reasons explaining why an invitation will not be extended will be presented in writing to the (Inter) National Greek Letter Organization.
- Campus recognition procedures as outlined by the Center for Student Involvement and the Panhellenic and Interfraternity Councils must be followed and successfully completed. Further information may be obtained from the Center for Student Involvement.
- Any Greek Letter Organization requesting to colonize and/or charter at Spring Hill College must have, as part of their (inter)national constitution & bylaws, an article requiring campus recognition for a charter to be awarded and that upon withdrawal of recognition by Spring Hill College, the (Inter)National Greek Letter Organization must remove the charter and withdraw from campus.
- Any Greek Letter Organization requesting to colonize or charter at Spring Hill College must be a member in good standing of FIPG or have proof of current liability insurance.

Any and all communication to and/or from Spring Hill College will be through the appropriate staff member within the Center for Student Involvement. The CSI Staff Member will be the “official” representative of Spring Hill College throughout the extension/expansion process, the only exception being the President of Spring Hill College, the Vice President of Student Affairs and Dean of Students or their designees.

## RESIDENCE LIFE POLICIES

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All students are expected to abide by the Policies and Procedures listed in this Student Handbook. The following policies, however, apply in a particular way to students who reside on campus and their guests. These policies are supplemental to the Student Handbook policies and will be enforced and implemented under the same discipline system as contained in the Student Handbook.

### Balconies

Students who live in Fairway Apartments are responsible for the balcony area adjacent to their apartment. Any furniture or other items placed in balcony areas in Fairways should be lightweight, easily removable, and designed for balcony use (per the discretion of the Residence Life staff). No other items, including alcohol and trash, should be stored on balconies, breezeways, or walkway- terraces. The throwing of any object from the balconies is strictly prohibited. No furniture or other objects may obstruct walkways or stairwells. Alcohol must not be stored on balconies.

Fire hazards must not be used on balconies, including grills, hookahs, fire pits, or cigars.

### Cinder Blocks and Lofts

Cinder blocks cannot be used and lofts cannot be built in student rooms unless prior approval has been obtained from the Director of Residence Life and Community Standards.

### College Furniture & Other Property

Lounges and common areas are provided across the campus. In order to maintain these areas for use by all students, it is important that no furniture be removed. Further, furniture in residential spaces should remain in assigned residential spaces. Should furniture be moved, removed, or damaged, or used for any reason other than intended, or other damage occur in any common area, responsible individuals will be subject to disciplinary action and group assessments may be made. If no person is caught vandalizing furniture or common spaces, then all residents (building/ pod) will share in the cost of repairs, along with any additional disciplinary fines.

### Common Areas

All students share responsibility for the care and protection of public areas and equipment of their Residence Halls.

Group damage assessments will be made whenever damage or vandalism to common areas occurs and the responsible party cannot be identified. Vandalism should be reported to the Residence Life staff immediately.

Personal items should not be left in common spaces, which includes not storing bicycles in common spaces. Any personal belonging placed in common areas, including hallways, stairwells, or fire exits that make exiting the building or prompt evacuation of the residence hall is prohibited and the person responsible for those belongings may face disciplinary action.

## Concessions

Vending machines are located in most residence halls. If a machine is not working properly, please report it to the Residence Life staff. Vending machines are considered a service provided by the College. In the event a vending machine is vandalized or items are stolen, the vending machine will be moved for the duration of the year.

## Decoration of Rooms

Students may decorate their rooms to reflect personal tastes. However, the following guidelines must be followed for all room decorations:

- Decals, bumper stickers, nails, screws, or other objects that may damage the surface of the wall, ceilings, room door, or other items in the room are not permitted. Only Blue Painter's Tape or Command Strips should be used to hang posters and other items on walls. Nails, push pins, and sticky tack are not permitted.
- The hanging of banners, flags, posters, signs or neon lights in windows is not permitted.
- Decoration with paint, wallpaper, paneling or corkboard, or the installation/construction of any attached structure is strictly prohibited and will result in cleaning and/or repair charges, along with possible disciplinary sanctions.
- All decorations should be in good taste and within the spirit of the mission of Spring Hill College. Residence Life reserves the right to ask a student to remove any items from walls, windows, doors, or from any College owned space.
- Students who decorate or misuse residence hall rooms or apartments or other college property in a manner inconsistent with its intended use as a College facility or property, will be subject to discipline. Acceptable use is determined at the discretion of the appropriate College officials.

## Deliveries to the Residence Halls

To help ensure the safety of the residential community, delivery persons must be met at the entrance of the residence hall.

## Early Arrivals

Students are expected to make arrangements for move-in based on their assigned move-in dates (found on the academic calendar). Only students who are approved through a college vice president may return prior to official opening dates. The criteria for approval of an early arrival centers on whether a student's work or presence is essential for orientation for in-coming students or opening of the Residence Halls. Students will not be allowed to move in or receive a room key unless they are approved.

Early arrivals are highly discouraged and must be based on the student's need to be on campus and not convenience, including travel convenience. As a result, SHC grants very few requests for early arrival outside the parameters noted below. It may be necessary for parents to take a day off from work to move a student, so families are asked to plan accordingly.

All requests for early arrivals are subject to the availability of the space where the student is assigned to live.

### Requests

Two dates are critical for the early arrival process. Work supervisors, coaches, or department heads shall submit a roster of students considered for early arrival to the Director of Residence Life & Community Standards no later than **July 1**.

The Residence Life office will coordinate arrival details with campus departments, supervisors, and coaches; students will receive specific check-in information from the respective department, supervisor or coach. The department, team, or supervisor is required to provide an interim meal plan from the date the student arrives until the student's fall meal plan begins.

- **Athletics:** The respective fall-season coach requiring early compliance meetings shall submit the team roster to Residence Life no later than July 1. Any adjustments to the roster shall be communicated, as information is available, to Residence Life. The team is required to provide an interim meal plan from the date the student arrives until the student's fall meal plan begins.
- **College Employment:** Faculty, work-study supervisors, or other college staff who require students to be back on campus early due to work-study or other college employment must submit their written request to the appropriate college vice president prior to June 1. If approved, the work supervisor shall submit the approved student roster to Residence Life no later than July 1. It is the department's responsibility to ensure the request has been approved through the proper channel and in the above noted time frame. The department is required to provide an interim meal plan from the date the student arrives until the student's fall meal plan begins. It is the work supervisor's responsibility to communicate with students that they have been approved for an early arrival.

- **College Program:** Faculty, program directors, or other college staff who require students to be back on campus early due to participation in a college-sponsored program must submit their written request to the appropriate college vice president prior to July 1. The faculty member, program director, or other college staff member shall submit the approved student roster to Residence Life no later than July 1. It is the faculty member, program director, or other college staff member's responsibility to ensure the request has been approved through the proper channel and in the above noted time frame. The department is required to provide an interim meal plan from the date the student arrives until the student's fall meal plan begins. It is the program director's responsibility to communicate with students that they have been approved for an early arrival.

**Note:** Departments that wish to plan a student retreat must hold the retreat after the assigned move-in date.

- **Summer Housing:** Students who are living in campus-owned housing for the summer will be transitioned to their fall room assignment on or around July 31, if they choose to purchase the August lease in order to move early.
- **Sibling arriving early:** If an upper class student has a first-year sibling, he or she may move in on the arrival date for first-year students with no additional charge. Students should contact the Residence Life office to make the request.

#### Requesting An Exception

We understand there can be extenuating circumstances that require an early arrival. Students who have not been approved for an early return based upon the above criteria may request to move into their fall housing assignment beginning the Monday before the fall opening date. A student shall provide a detailed written request to the Residence Life office no later than 5 business days before the requested move in date. The request will be reviewed and if approved, the student will be assessed an early arrival fee, shown below, which will be charged to the student's account. The fee does not include a meal plan, so students are required to plan accordingly for meals until their fall meal plan begins.

Early arrival fee (for rare exceptions):

- **5-days prior: \$500**
- **4-days prior: \$400**
- **3-days prior: \$300**
- **2-days prior: \$200**
- **1 –day prior: \$100**

Requests to arrive prior to the fall move-in date will **NOT** be approved for the following reasons:

- **Roommate already on campus:** Students who are hoping to move in because their roommate(s) have already been approved will not be granted permission for early arrival. Unauthorized early arrivals will be billed a \$100 per day early arrival fee, may be asked to leave, and face disciplinary action.
- **Just want to be back:** If there is no legitimate reason for a student to be back on campus early, the request will not be approved. Unauthorized early arrivals will be billed a \$100 per day early arrival fee, may be asked to leave, and face disciplinary action.
- **Working in Mobile:** Students working off-campus will not receive approval to move in early.
- **Summer lease runs out:** Students who live off-campus in Mobile may not move into their fall rooms early due to summer sub-leases expiring.

#### Accountability

Students who are approved to be on campus are expected to uphold Spring Hill College policies. Any student found to be residing on campus who has not received approval will be asked to leave campus and will face disciplinary actions. Any student found to have provided access to a student who is not approved for early arrival may also face disciplinary action. Disciplinary actions that may be taken, but are not limited to, include fines, restitution, and restorative sanctioning.

### Electrical Appliances in the Residence Halls

Reasonable use of electrical appliances is allowed in the Residence Halls. Any use that inhibits the proper electrical functioning of the halls or is deemed unsafe may be prohibited, per the discretion of the Residence Life staff. Small refrigerators not to exceed 6 cubic feet are permitted. Microwave ovens of 1000 watts or less are also allowed. Unauthorized appliances are subject to immediate removal by the owner and/or immediate confiscation by the Residence Life staff and may result in disciplinary action.



## Entrance Doors to Residential Areas

To assist in maintaining a safe and secure residential community, the doors to all residential living areas shall remain locked 24 hours a day. Students are expected to meet guests and visitors at the outside doors and escort them in. Propping outside doors or allowing unauthorized access to the residence halls breaches the security of the buildings and will not be tolerated. This action will result in severe disciplinary action.

If a person(s) are caught vandalizing the door (yanking it open, breaking glass, damaging the lock) AND/OR propping a door – they will be fined \$150 and may face other sanctions. If no person is actually caught vandalizing a door, then all residents (building/ pod) will share in the cost of repairing the door along with any additional disciplinary fines. The minimum cost for first offense will be \$25/resident.

If no person is actually caught propping a door:

- 1st Offense – the pod/hall/building will be notified with a warning that the next time a door is propped, community fines will occur.
- 2nd Offense – residents in this pod/hall/building will be notified that they will be fined \$25 each to their student account.
- 3rd Offense – residents in this pod/hall/building will be notified that they will be fined \$50 each to their student account.
- Subsequent offenses will result in graduated fines (up to \$100 per resident) and disciplinary sanctions may apply.

Your personal safety and the security of your property are our primary concerns, but we need your assistance.

## Fire Drills/Alarms

To help provide for the safety of residents, periodic fire drills are scheduled, as needed, each semester. Students are required to vacate the building whenever the alarm sounds. Failure to evacuate in a timely manner during a fire alarm will result in disciplinary action. Rendering a false alarm is considered a criminal offense.

It is each resident's responsibility to be aware of and familiar with evacuation procedures. In the case of a fire alarm, residents should do the following:

- A. Leave in a calm, prompt, and orderly manner, by stairwell, to the appropriate evacuation zone.
  - a. Mobile Hall residents should evacuate to the Tennis Courts.
  - b. New Hall residents should evacuate to the Burke Library Courtyard (by Einstein's)
  - c. O'Leary Hall residents should evacuate to Dorn Field
  - d. Skip's Place residents should evacuate to the softball field parking lot
  - e. Toolen Hall residents should evacuate to Dorn Field
  - f. Viragh Hall residents should evacuate to the softball field parking lot
  - g. Walsh Hall residents should evacuate to the Tennis Courts
  - h. Fairway Apartments residents should evacuate to Quinlan Quad
  - i. Portier residents should evacuate to Dorn Field
- B. Carry a towel for breathing and wear shoes for protection.
- C. Close room doors.
- D. Feel any closed door for heat before opening.
- E. Have a "buddy system" for physically challenged residents and heavy sleepers set up within Residence Hall Communities.
- F. Stay out of the building until given official permission to reenter. In case an exit is not possible, residents should know that the safest thing to do is stay in their rooms with the doors closed. They should put wet towels or clothing around the base of the door to keep smoke from entering the room, then open the window slightly, put a white cloth in the window, and remain in the room until help arrives. Once evacuated, residents should stay out of the building until the all-clear has been announced.
- G. Once safely evacuated call or instruct others to call Public Safety (251) 380-4000 to bring emergency services to campus.

In the event that you witness a fire, but the alarm is not sounding, pull the nearest fire alarm promptly.

## Fire Safety

The fire safety equipment, the fire alarm system, smoke detectors and appropriate procedures are provided for the protection of life and property of residents. Tampering in any way with this equipment and signage or failure to comply with the fire safety procedures is considered a serious infraction of College regulations and Alabama state law, and may lead to serious disciplinary sanction. All fire exits and building entrance/exits must not be obstructed, in order not to impede evacuation. Anyone obstructing safe exit from the building, including storing items in shared walkways or in front of fire exit doors, will be considered in violation of the fire safety policy.

Any activity that could potentially compromise the fire safety of College property, including, but not limited to, unauthorized burning of candles, halogen lights, propane tanks, incense, open fires, or burning/scorching posters or other materials is strictly prohibited and will result in disciplinary action.

Capacity limits are established for fire safety and are strictly enforced. Any residential community (room, pod, and/or apartment) that exceeds the capacity limit will be considered to be in violation of the fire safety policy. All assigned residents of the community are responsible for respecting the capacity limit, and any violation will result in community disciplinary action. The capacity limits are as follows:

- Fairway Apartments
  - Apartment (including balcony): 10 persons
- Mobile Hall rooms: 3 persons
- New Hall and O'Leary Hall:
  - Single rooms: 2 persons
  - Double rooms: 5 persons
- Skip's Place:
  - Single room: 3 persons
  - Double room: 5 persons
  - Common Room (including balcony): 15 persons
- Toolen Hall and Walsh Hall rooms: 4 persons
- Viragh Hall:
  - Double rooms: 4 persons
  - Common room (including balcony): 15 persons
- Portier:
  - Single room: 6 persons
  - Double room: 8 persons

Fire extinguishers are placed in every building and checked regularly. In the event that a fire or small flame occur and a fire extinguisher is used, contact Public Safety immediately to notify them of the fire and the use of the fire extinguisher. To use a Fire Extinguisher:

1. Pull the pin.
2. Aim at the base of the fire.
3. Squeeze the handle/trigger.

Sweep the fire extinguisher spray, as needed to suppress the fire.

## Hall Sports

In the interest of personal safety and the safety for the interior structure of our buildings, playing of hall sports or any similar type of behavior is not permitted inside the residence halls. Rough play, pranks, or any activity that endangers the safety of students or the College are prohibited.

## Inspection of Rooms

Each student is expected to keep his/her room clean and free from health, safety, and fire hazards. The Residence Life Office conducts Health and Safety Inspections periodically during each semester. The College will conduct at least 2 official safety checks a year. Prior to the general inspections, all residents will usually be notified via flyers. Residents are encouraged to set up an appointment with their Resident Assistant if they want to be present during their inspection. The College reserves the right to inspect rooms at any time for any reason deemed necessary, including the suspicion of illegal or inappropriate behavior or suspicion of policy violations.

## Keys

A room key and front door key (or card) are issued when a student assumes occupancy of his/her room. A non-refundable fee of \$100 will be assessed for a lost front door key and \$75 for a lost room key. A non-refundable fee of \$25 will be assessed for a lost mailbox key, and a \$30 non-refundable fee will be assessed for a lost ID card. Students should remember that the safety, security and privacy of their rooms and residence halls are a shared responsibility and should never loan nor attempt to duplicate their keys. Students should report lost or damaged keys (or cards) to the Residence Life or Public Safety staff immediately. Failure to return a room key and/or door key at move-out will result in a minimum \$100 improper checkout fine.

ID cards and wristbands are replaced through the Public Safety Office.

## Lockouts

If a student is locked out of his/her room during College Business Hours (Mon.-Fri. 8:00 A.M. - 4:30 P.M.), they should report to the Public Safety Office for assistance. During all other times, residents should contact their Resident Advisor or the RA on Duty for assistance. A \$50 lockout fee will be assessed for lockout services. During the first 2 weeks of the fall semester, this fee will be waived.

## Meal Plan

All students living on campus are required to purchase a meal plan. For a more detailed description of meal plans, please visit BadgerWeb.

## Overnight Guests

The residence halls and apartments are intended for use by residents of the building and their invited guests. A guest is defined as a person visiting a resident of the residence hall at the resident's invitation.

To ease the congestion of the move-in period and to allow roommates the opportunity to discuss what to do about overnight guests in the room, no overnight guests will be allowed in the residence halls until the first day of classes. Then, only with the permission of the roommate and in accordance with the guidelines below are overnight guests permitted.

The College reserves the right to revoke the privilege of the guest policy at any time. Students will be notified when this occurs.

The following guidelines relate to all guests:

- It is the responsibility of the host student to ensure that their guests are aware of College and residence hall policies. A resident's guest is expected to know and abide by College policies and residence hall regulations at all times. The guest will be held accountable for non-compliance with college policies and residence hall regulations and may be subject to immediate removal and being permanently banned from the Spring Hill College campus. The student host will also be held accountable for their guests' behavior through the student conduct process.
- Neither room keys nor door access cards will be provided for guests. Residents should not give their keys or student ID card to a guest for them to get into the room or building.
- Only residents and their invited guests are permitted in the living areas of the building other than the lobby. These areas include individual rooms and floor lounges. Individuals found in the building who are not residents or guests of residents are trespassing.
- Guests are to use the appropriate gender restroom/shower facilities.
- All guests must be escorted by a resident of the building at all times. A staff member may approach an individual if they are not recognized as a resident of that building and/or a resident of the building is not escorting them.

The follow guidelines relate to all overnight guests:

- Students may have an overnight guest in their room for a maximum of two consecutive nights. The College reserves the right to revoke this privilege. Guests may not move from one host's room to another in order to extend their stay on campus.
- The consent of the roommate is given.
- The guest's stay does not exceed 6 nights per semester.
- The guest is at least 18 years of age. Approval from the Director of Residence Life and Community Standards or designee is needed if the guest is under the age of 18.

## Personal Belongings

Spring Hill College is not responsible for the security of personal belongings in the residence halls. The College strongly advises students planning to bring valuables into the residence halls to arrange for coverage under their parents' or their own personal property insurance policy.

## Pest Control

All residential areas are sprayed for pests (insects) on a periodic basis. If the need arises, a student may request a supplemental pest control visit be made using a maintenance request.

## Pets

Small fish in bowls or aquariums (maximum capacity of 10 gallons) are allowed in student rooms. No other pets are permitted within the interior of any campus buildings including residence halls for any period of time. Failure to adhere to this policy will result in immediate removal of the pet by the owner or the Residence Life staff, an automatic \$100 conduct fine, and referral to the discipline system.

## Prohibited Items

The following list of prohibited items is a sample of things not to bring with you to the Residence Halls. Any item that is in violation of any College policy or that is illegal is also considered a prohibited item. Other items determined by Residence Life to be disruptive or dangerous may also be prohibited.

- Alcohol and Paraphernalia (if under 21)
- Fire Hazards
  - Cooking appliances other than a microwave (1000 watts or less) or a hot water boiler with an automatic shut-off mechanism are prohibited in all living spaces except for designated kitchens.
  - Any item that has an exposed heating coil, such as toasters
  - Halogen lamps, sun lamps, space heaters, and any lamp or device that produces excessive heat as a main or side effect.
  - Open flames and burning of any item (including candles and incense) are strictly prohibited within 25 feet of any residence hall. Evidence of an open flame, such as a candle with a burned wick, violates this policy.
  - Personal grills, hibachis, or any other incendiary devices
- Home Items
  - Any heating, ventilation, or air conditioning device, other than small fans that do also not produce heat
  - Sunlamps
  - Water beds
  - Candles, incense, or any other devices that require a flame
  - Pets (except for fish in an aquarium no larger than 10 gallons)
  - Subwoofers
- Outdoor Equipment and Signage
  - Business, realty, street or parking signs
  - Construction equipment
  - Lawn decorations
  - Parking meters
- Weapons and Replicas
  - Weapons and replicas including firearms, airsoft guns, knives with blades larger than 3.5 inches, electroshock weapons (Tasers), clubs and bats not used for sporting purposes, etc. For complete details, see the Firearm & Other Weapon Policy on page XX.

Items that have been illegally obtained on or off campus, or are illegal themselves, are subject to confiscation. The student(s) involved will also be referred to the disciplinary system.

## Quiet Hours & Courtesy Hours

To help maintain an atmosphere conducive to study, students are required to maintain a noise level that does not disturb others. Quiet Hours are from 12:00 am (midnight) to 9 am Sunday – Thursday and 2 am to 9 am on Friday and Saturday. Additional quiet hours may be determined by Residence Life or individual Hall Councils or during specified periods.

The College observes 24-hour courtesy hours, wherein noise should be kept to a considerate level and students are expected to respond cooperatively to requests for quiet. During final exam weeks, the Residence Halls will observe 24-hour quiet hours.

## Roofs and Windows

Students are not permitted on the roofs of campus buildings. Students are also prohibited from throwing anything out of or into windows.

## Room Assignments

According to the contract entered into by the student and Spring Hill College, the College, through the Residence Life Office, reserves the right to assign and/or consolidate each residence hall student, and/or room and roommate, as it deems appropriate. The College makes room assignments without regard to race, color, religion, handicap or national origin. The Terms & Conditions of the housing application further define rights and responsibilities of residents and Residence Life.

## Room Furnishings

Students are provided with at least a single bed, dresser, desk, and chair. The students may provide other furnishings. Furnishings assigned to a given room may not be removed/stored.

## Single Rooms

There are a limited number of single rooms available in the Residence Halls. Students who did not receive a single room during room selection may request to be on a waiting list to receive a single room. Freshmen are not typically assigned to single rooms. Students who are assigned to a double room and who do not have a roommate for whatever reason, may be consolidated into other rooms with a roommate. Students without a roommate cannot automatically “declare” their room a single, and they will need to be ready to accept a new roommate at any time. The Residence Life Office reserves the right to change the occupancy status of a room in order to meet departmental needs. Please see the Terms & Conditions of the Housing Application for more information.

## Telephones

Telephones exist in the interior entrance area of all buildings and in the exterior breezeways of the Fairway Apartments. Students are responsible for the appropriate use of any telephone equipment of the College that they are using.

## Television

All student rooms are wired for basic cable television service. Satellite dishes are not permitted.

## Unauthorized Entry

Entry into a residence hall or apartment when the building is officially closed, or when an individual has been banned from a particular building or area on campus, is considered trespassing; students who violate this policy will be referred for disciplinary action and possible criminal prosecution.

## Visitation

The primary purpose of Spring Hill’s residential visiting regulations is to assist in the development of positive interpersonal relationships in a setting which provides for some privacy and the need to place strong emphasis on mature, responsible social behavior within the mission of the institution. In addition to the possible consequences listed within the Student Handbook, the privilege of visitation may be revoked for individuals or for residential areas where the visitation policy is being violated.

### Visitation Hours:

Sunday–Thursday 10:00am–midnight

Friday–Saturday 10:00am–2:00am

Any modification of the hours during which visitation is allowed by a particular residential area will be posted clearly in that area. It is a violation of the visitation policy to have non-registered guests in the residence hall after visitation hours. Violations of this policy will result in disciplinary action.

Guests who are not students at Spring Hill College may enter residence halls only at the expressed invitation of a resident of that hall. All others will be treated as trespassers. All guests must be met at the front door and escorted into the building by their hosts.

Otherwise, they may not enter. Resident students shall remain in the company of their guests and be responsible for their conduct throughout the visit. Students and their guests are expected to be aware of the rights of other members of the residential community. Any violation of policies renders both guests and hosts responsible for the violation.

The residence hall staff has the overall responsibility for upholding all College policies. The residence hall staff is authorized to check that all guests have left the building when visitation has ended. During final exam week, residential visitation hours are to be determined by the Residence Life Office and the Department of Public Safety. If you have any questions regarding residence hall policies or procedures, please contact an Area Coordinator or the Residence Life Office.

## Emergency Contact Information

**Resident Students** – A resident student is any student residing in a Spring Hill College residence hall under a housing contract. All resident students are required to designate two (2) emergency contact persons as part of their “Residence Hall Personal Record”. Only authorized campus officials as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

## Student Notification of This Policy

The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth available to resident students. This is accomplished by the following methods:

- Discussed by Resident Advisors with each resident student at the beginning of each semester in residence hall meetings
- Included in the annual Campus Security report
- Included in published Spring Hill College Student Handbook