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WELCOME TO STUDENT LIFE!

Welcome to Spring Hill College! The Student Life 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 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 many 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 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 to - and have committed to - live by the standards established in the Spring Hill College Code of Conduct which are intended to encourage a positive experience in the classroom, on campus, and in the community. We are here to challenge and support you throughout your student experience at SHC. Go Badgers!

We have provided this Student Handbook 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 Student Handbook on 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 educates students to become responsible leaders in service to others.

We offer all 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 Department of Student Life 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 Life 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

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.

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 Life Mission Statement

Spring Hill's Department of Student Life 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, Academic Affairs, 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 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 regard 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 Life. 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.

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 Dean of Students 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 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 Life 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.

POLICY AND PROCEDURE FOR FORMAL STUDENT COMPLAINT

Complaint Policy

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 "[Formal Complaint Form](#),"
3. Signed, and
4. Delivered or sent to the attention of the Vice President for Culture and Community by the student.

The College will not entertain formal complaints that are not in writing or are anonymous.

Procedure for Formal Student Complaints

The College's "Formal Complaint Form" is available upon request on the Spring Hill College [website](#) or from the Office of Culture and Community. A student may contact the Vice President for Culture & Community, Dean of Students, 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 to the Vice President for Culture and Community.

By means of the College's "Formal Complaint Form," the student must provide 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 Vice President of Culture and Community, 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 sixty (60) business days after acknowledging receipt of the complaint, the Vice President of Culture and Community or an officer of the College s/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 Vice President, the officer who completes the review will report the results to the Vice President.

3. Within sixty (60) 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 Vice President of Culture and Community at Spring Hill College with regard to the disposition of the complaint is final.

4. Online Students: Any online student who feels his or her complaint was not satisfactorily resolved through this process has the right to take their grievance to the Alabama State Portal Entity (<https://psl.asc.edu/External/Complaints.aspx>) with the Alabama Commission on Higher Education and initiate the Student Complaint Process published on the 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.

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 meeting 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 sessions 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 formal 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 Counseling & Wellness Services, 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 Counseling & Wellness Services. Counseling & Wellness Services 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 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. Counseling & Wellness Services 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. 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 Conduct process.

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 Viragh and Viscardi Hall as Freshmen Halls, these buildings are 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.
- Student organizations selling or serving alcohol without prior approval by the Center for 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 and 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 beverages are 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 21 years of age or older 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

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 Dean of Students 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 conduct 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 conduct 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. All approved animals on campus must be leashed and under the control of the owner.

Students seeking to bring an Assistance Animal or Emotional Support Animal (ESA) to campus must submit a formal request through the Student Accessibility Resource Office at accessibility@shc.edu. This process ensures that reasonable accommodations are provided in accordance with the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), and applicable college policies. Once the request has been received and approved, student will be instructed to complete a Residential Accommodation Request Form [HERE](#). If a student is approved to have an Assistance Animal/Emotional Service Animal, they will receive an Assistance Animal/Emotional Support Assistance Animal Statement of Responsibility form (Appendix I) from the Student Accessibility Resource Office that they must complete and return to accessibility@shc.edu.

Students who bring animals to SHC without approval will be subject to disciplinary charge(s) from the Office of Community Standards and must immediately remove the animal from campus. Failing to do so will result in additional disciplinary actions.

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 email 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 email 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 through various media channels. 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. All new students sign a [Student Consent Form](#) through the Office of Marketing and Communications agreeing or declining to have their image included in College photography or videography.

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 Marketing and Communications:

- 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 allowed on campus without the permission of the Director of Marketing and Communication.

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, X, Instagram, YouTube, etc.), must officially register their page or pages with the Office of Marketing and Communications. Please feel free to contact that office with any questions or for guidance in establishing a social media presence.

The Office of Marketing and Communication 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 Marketing and Communications, e-mail Director, Christopher Armstrong, at carmstrong@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

Policy:

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

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, taser, impact weapon, explosive weapon, chemical dispensing device, or other item deemed a weapon by a member of the Division of Student Life 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; Including but not limited to an; Axe, Tomahawk, etc.
- Dagger, including but not limited to a dirk, stiletto and poniard;
- Bowie knife;
- Sword; or
- Spear.

TASER is a conducted energy device (CED) primarily used to incapacitate people

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; Slap Jack
- 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 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.

Violations of this policy will result in disciplinary action(s), up to/including criminal prosecution

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
 - o Shotguns
 - o Rifles
 - o Handguns
 - o Bows and Arrows
 - o Crossbows
- Individuals utilizing this service will need to contact Public Safety and schedule a "drop off". A Public Safety Officer will escort the individual and weapon from their vehicle to the Public Safety Office, ensuring the weapon is properly stored prior to delivery.

- 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.
- Upon retrieval of any weapon, a Public Safety Officer will escort the individual to their vehicle with the weapon
- 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

Purpose of Policy

This policy is to prevent and address any incidents of hazing as defined in Alabama State Law & Policy.

Spring Hill College ("SHC or "Spring Hill") 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.

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

Hazing 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

Definitions of Hazing

SHC prohibits hazing in all forms, in accordance with both federal and state law.

Under the Stop Campus Hazing Act (2024), hazing is defined as:

1. intentional, knowing, or reckless act;
2. committed by a person (whether individually or in concert with other persons)
3. against another person or persons regardless of the willingness of such other person or persons to participate;
4. That is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
5. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. Examples of hazing include but are not limited to the following:
 - a. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - b. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d. Causing, coercing, or otherwise inducing another person to perform sexual acts.
 - e. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - f. Any activity against another person that includes a crime; and
 - g. Any activity that induces, causes, or requires another person to perform a duty or task that is a crime.

Warning Signs Of Hazing

If you're wondering if something is hazing, look for key indicators, ask questions, and error on the side of reporting. (See Sec. IV. Reporting).

- Sudden change in behavior or attitude after joining the organization or team
- Wanting to leave the organization or team with no real explanation
- Sudden decrease in communication with friends and family
- Physical or psychological exhaustion
- Unexplained weight loss
- Unexplained injuries or illness
- Change in sleeping or eating habits
- Withdrawal from normal activities
- Expressed feeling of sadness or feeling of worthlessness
- Increase in secrecy and unwillingness to share details

In accordance with Alabama Code § 16-1-23, (1975), hazing is defined as follows:

- (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, or

(2) Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

(3) The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

(a) No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

(b) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

(c) Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

(d) Any person who participates in the hazing of another, or any organization

associated with a school, college, university, or other educational institution in this state which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

(e) Nothing in this section shall be construed as in any manner affecting or

repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault.

Campus Hazing Transparency Report

The Campus Hazing Transparency Report (CHTR) is published to comply with The Stop Campus Hazing Act, Higher Education Act of 1965, in particular 20 U.S.C. 1092(f) ("Jeanne Clery Campus Safety Act", hereinafter "Act"). The purpose of CHTR is to include findings of hazing as it pertains to established or recognized student organizations (not individuals) as defined under the Act.

SHC will provide an updated list twice a year that includes the name of student organizations found responsible, general descriptions of violations and sanctions, key dates of incidents, investigations, and the outcome.

Procedures for Reporting Hazing Conduct

Notice to the College

Spring Hill College may receive notice of an allegation or potential violation of this or other related policies in a number of ways, including, but not limited to:

- The filing of an incident report with the appropriate Spring Hill College department or official, including self-reporting.
- Any Responsible Employee is made aware of any potential violation of this or other related policies.
- Any Responsible Employee observes any potential violation of this or other related policies.
- Any Responsible Employee is aware of a Registered Student Organization (RSO)'s climate or culture that may indicate a probability of violations of this or any other related policies.

Self-Reporting of Individual Misconduct and Amnesty

RSO leadership are encouraged to immediately report any violations committed by members of the RSO of this or other Spring Hill College policies to the Director of Student Involvement. This report should provide a detailed description of the events that transpired, the names of any individuals involved, and a description of any internal disciplinary actions taken by the RSO. If RSO chooses to self-report behavior in this manner, the Director of Student Involvement will only investigate the individual(s) implicated in the report. Unless information discovered in the investigation suggests that the incident was aided, abetted, sanctioned or organized by the RSO, the investigation will be limited to the individuals implicated in the self-report and not the RSO. However, if information is uncovered in the investigation that suggests that the RSO aided, abetted, sanctioned or organized the event, the Director of Student Involvement or Dean of Students may launch a formal investigation of the RSO.

Students who make a complaint under this policy or who participate in an investigation related to this policy will not be charged with other minor College policy violations that are brought to light in the course of the investigation that arose out of, or were committed as a direct result of, the incident(s) under investigation (i.e. students forced to consume alcohol as part of a hazing incident will not be charged with violations of the College's alcohol policy) as long as those behaviors do not represent a threat to the health, safety or well-being of others. The University reserves the right to follow up with students related to those issues as appropriate in a non-disciplinary setting.

Education & Prevention Programs

Spring Hill College is committed to fostering a safe and inclusive campus environment free from hazing. The College is committed to educating all students, employees, and volunteers about what hazing is, how to recognize it, how to report, the investigation process, and relevant laws. The training and prevention programming also addresses how to safely intervene as a bystander, information about ethical student leadership, and promotion of strategies for building bonds without hazing. To learn more about education and prevention resources, contact the Student Involvement Office.

As part of the New Member Institute Program, all students joining Fraternity and Sorority Life will receive targeted anti-hazing education. In addition, the College offers research-informed anti-hazing prevention courses via Canvas, available to all students, faculty and staff.

All students will be required to complete this course in their first semester at SHC. The course emphasizes prevention strategies including Making Space for Leaders to Lead Change, Practicing Values-Based Leadership & Decision Making, and 10 Signs of Healthy & Unhealthy Groups.

The College will also offer ongoing resources and in-person training on hazing prevention and reporting procedures to all students, faculty and staff.

Investigation and Disciplinary Process

All reports of hazing will be reviewed promptly and handled in accordance with the College's established student conduct and employee discipline procedures. Upon receipt of a report, the designated campus official will initiate a fact finding process to determine whether a violation of this policy has occurred.

If a student, employee, or organization is found responsible for engaging in hazing, appropriate disciplinary actions will be taken. These may include but are not limited to educational sanctions, suspension, removal from an organization or position, or dismissal from the College. In cases involving student organizations, additional outcomes may include loss of recognition or privileges.

The College reserves the right to refer cases to law enforcement if criminal activity is suspected. Individuals may also be subject to civil or criminal penalties under applicable local, state, or federal law. Retaliation against any individual who reports hazing in good faith is strictly prohibited.

Preliminary Inquiry

Upon receiving notice of an alleged violation of this or other College Policies involving a RSO, the Director of Student Involvement, in consultation with the appropriate Spring Hill College departments, will conduct a preliminary assessment to determine if there is a reasonable basis for conducting an investigation into the alleged violations of College Policies. This initial assessment will include a review of the information reported. This may include, but is not limited to:

- interview(s) with the person(s) who made the report.
- review prior conduct history of the RSO and relevant members.
- gather information that would corroborate elements of the report.
- review of any materials related to the report.

Once a determination has been made that the alleged violations warrant a more comprehensive investigation or response, the Director of Student Involvement will notify the RSO in writing to outline the alleged violations, the resolution options based on alleged violations, and to schedule an educational conference (if applicable). This notification will also be sent to RSO Advisor(s), any relevant Spring Hill College departments, and if applicable, the RSO inter/national governing body.

If the Director of Student Involvement determines that no investigation is necessary, the report is documented and administratively closed. The Director of Student Involvement may, at their discretion, notify the RSO of the information received and that the matter is closed. In these cases, the Director of Student Involvement may choose, at their discretion, to maintain the confidentiality of any reporting party(ies).

Interim Measures

In cases where it is determined that certain continued operations of a RSO constitute a reasonable threat of harm to individuals, damage of College premises, or disruption to the educational mission of Spring Hill College, the Director of Student Involvement may issue interim measures, up to and including an interim suspension of all RSO activities, pending final disposition of the matter. Upon issuance of an interim measure, the Director of Student Involvement will notify the RSO representative and other appropriate parties in writing.

If a RSO wishes to seek a review of these interim measures, the RSO must submit a written request for an administrative review to the Director of Student Involvement. This administrative review should happen within five (5) business days of the Spring Hill College's receipt of the request. This administrative review is not a hearing on the merits of the underlying allegations, but is merely a review to determine what, if any, interim measures are appropriate. The review may lead to a continuance, revocation, and/or modification of the interim measures, including modifications that may be more restrictive than the initial measures. Spring Hill College will notify RSO leadership of the outcome of the review in writing within three (3) business days of the review meeting. This notification will include the Spring Hill College's decision and the rationale for that decision.

If Spring Hill College investigation lasts beyond 30 days (as outlined below, beginning from the date of the Educational Conference), the RSO may request another review of the interim measures, which will be handled similarly to the initial request for review as outlined above.

Resolution Options

Upon notice of a potential violation, the Director of Student Involvement will conduct an assessment of the allegations to determine the applicable resolution options available to address the alleged policy violations. The determination of resolution model will include consideration of the following:

- the severity of the alleged violations
- the risk of harm to other persons
- the conduct history of the RSO
- current status of the RSO
- any other relevant factors.

There are three levels of process associated with resolving alleged violations of this Code: 1) Prescribed Resolution, 2) Partnership Process Resolution, and 3) Formal Investigation. An Educational Conference will be used when the Partnership Process Resolution or Formal Investigation options are utilized. The Director of Student Involvement may, at any time, determine that a case should be moved from a lower tier to a formal investigation.

Early Resolution

In certain cases, there may be a determination by the Director of Student Involvement that there is insufficient evidence to proceed with an investigation, and/or the information collected, even if true, would not constitute a violation of policy. Early resolution is not a determination of responsibility, and is not recorded as a prior determination of such.

However, if the behavior may constitute a violation of policies of inter/national governing bodies with which the RSO is affiliated, and the Director of Student Involvement is aware of this affiliation, the Director may, at their discretion, forward the information to the appropriate body.

In these cases, the Dean of Students may choose to meet with the RSO representative and any other appropriate parties to discuss behavioral expectations. The Dean of Students may suggest proactive educational and/or developmental measures designed to assist the RSO.

However, if Spring Hill College receives additional information related to the matter that was resolved by early resolution, Spring Hill College reserves the right to reopen the matter and proceed with investigation and adjudication.

Prescribed Resolution Process

In certain cases, the Dean of Students, in reviewing the allegations, may determine that the allegations constitute a violation of policy(ies), and these violations have prescribed outcomes associated with them. In these cases, the Director of Student Involvement may send an outcomes letter to the RSO representative and any other appropriate parties outlining the determination, the outcomes, and the rationale for both.

Upon receipt of this letter, the RSO may do one of the following:

- Accept the determinations and outcomes – in this case, the RSO will follow the directives outlined in the outcomes letter and the matter will be considered closed once the outcomes are completed. Failure to complete the outcomes may result in additional disciplinary action; or
- Decline to accept the determinations and outcomes – in this case, the matter will be forwarded for formal investigation and adjudication.

The RSO must notify the Director of Student Involvement of their choice from the above within two (2) business days of receipt of the letter.

In certain cases, that might otherwise constitute a minor violation, the Director of Student Involvement may determine that a different resolution option is warranted. This determination may be based upon the prior history of the RSO or its members, the RSO's current status, any patterns of behavior, or other factors as deemed relevant.

The Educational Conference

In those cases, where the Violation Rubric would suggest a Partnership or Formal Adjudication Process, or in those cases that began with a Prescribed Outcomes Process but the RSO elects to have the case adjudicated through the Formal Adjudication Process, the Director of Student Involvement will schedule an Educational Conference with the RSO representative and RSO Advisor and other appropriate parties.

This meeting provides an opportunity for the leadership of the RSO, the RSO advisor(s) and the RSO inter/national governing body (if applicable) to discuss the nature of the allegations, the rights and responsibilities of the RSO, the resolution options available to the RSO based on the nature of the allegations, and the specific steps involved in the different resolution options. Participation in the Educational Conference is voluntary; however, the Director of Student Involvement may proceed with the process in the absence of participation from the RSO.

In the event that the RSO needs additional time to select the preferred resolution option, the RSO will be given one business day following the Educational Conference to notify the Director of Student Involvement of the preferred resolution option. The Dean of Students will make the final determination on the resolution option to be used in investigating and adjudicating the alleged violations.

Partnership Process

For this resolution process, the RSO is given the opportunity to conduct an internal investigation. The Partnership Process will include the following:

- The Director of Student Involvement will, in consultation with the RSO representative and RSO advisor and other appropriate parties, develop an investigation scope and timeline based on the nature of the allegations.
- The RSO must conduct an investigation and submit a written investigative report within the agreed-upon timeline, barring exigent circumstances as determined by the Director of Student Involvement, or as otherwise specified in writing by Spring Hill College.
 - o Report should be detailed and specific, including the names of specific individuals involved in the alleged violation and any internal disciplinary action the RSO has implemented relative to those individuals.

Report Review by Director of Student Involvement (note – the report should be submitted in writing electronically to the Director. The review process does not typically require an in-person meeting).

The Director of Student Involvement will review the RSO's investigative report and will make one of the following determinations:

- The Director agrees that the report is complete and will schedule a resolution meeting to discuss the report and findings and review next steps; or
- The Director agrees that the report is complete, that the behavior in question is individual in nature, and the individuals implicated in the chapter report are forwarded for adjudication under the student code of conduct and the case involving the RSO is closed; or
- The Director determines that the report is insufficient or incomplete, and provides feedback to the RSO and provides instruction for further investigation; or
- The Director determines that the RSO has intentionally provided inaccurate or incomplete information, obstructed the process, or is otherwise non-compliant or uncooperative. The Director of Student Involvement will then determine whether to move forward with investigation and adjudication of the allegations under the Formal Resolution Process.

Partnership Process Resolution Meeting

Once the Director of Student Involvement has determined that the report is complete, the Director will meet with the RSO representative and/or advisor (and other parties as appropriate i.e. inter/national governing body) and one of the following determinations will be made:

- **No Policy Violation** – If the RSO report determines that no policies were violated by the RSO, and the Director of Student Involvement accepts this determination, the process concludes for the RSO. Individuals implicated in the report may be forwarded for individual adjudication as outlined in the Student Code of Conduct.
- **Responsibility Fully Accepted:** If the RSO report determines that the RSO was responsible for all policy violation(s) that were alleged, and the Director of Student Involvement accepts this determination, the Director of Student Involvement will initiate the Determination of Outcomes process.
- **Responsibility Partially or Not Accepted:** If the RSO report determines that the RSO was responsible for some but not all, or for none of the policy violation(s) that were alleged, the Director of Student Involvement will make one of the following determinations:
 - o the Director of Student Involvement may accept the determinations from the report and will move forward to the outcomes process solely on the allegations for which the RSO accepted responsibility if applicable; or
 - o The Director of Student Involvement may not accept the determinations from the report and will move forward in investigating and adjudicating the matter under the Formal Investigation Process.

If individual students are identified at any point in the partnership process to have potentially violated any Spring Hill College policies, they may be individually referred to the Dean of Students for investigation and adjudication.

Determinations of responsibility through the Partnership Process are final and may not be appealed.

Formal Investigation Procedures

If the Director of Student Involvement determines at any point that a formal investigation is necessary, the Director of Student Involvement may assign the case to an investigator(s) **[The Director of Student Involvement may serve as the investigator; however, this would preclude them from serving as a hearing or appeal officer.]** for a formal investigation. The Director of Student Involvement will notify the RSO, the RSO advisor, and other appropriate parties that a formal investigation is being initiated.

During the course of the investigation, up to and including the five (5) day review period, the RSO may request to enter information into the record and may recommend specific witnesses to the investigator. Ultimately, determinations of relevance of information or witnesses will be determined by the investigator.

In completing the investigation, the investigator(s) may:

- Make contact (if possible) with the individual(s) who submitted the initial information.
- Interview any individuals with relevant information.
- Request relevant information from RSO members (i.e. screenshots of text messages or pictures/videos) and note whether or not RSO members were compliant in sharing requested information.
- Provide relevant information at any point during the investigation to the Director of Student Involvement related to interim measures.
- Require RSO members, or a select group of RSO members (i.e. all new members of the RSO) to participate in an interview and may restrict communication between RSO members during the interview (for example, sequestering RSO members in a room and prohibiting interview participants from using their cell phone or other devices during the interview/sequestration).
- Request students to undergo a physical examination by a campus health center staff member or other appropriate medical professional of the College's choosing and to sign a waiver allowing that medical professional to share a summary of the relevant results of that examination (e.g., physical abuse, BAC, drug usage, etc.). When possible, personally identifying information will be limited or redacted.

Students participating in a formal investigation process are expected to participate in an active, cooperative and truthful manner. Failing to participate in any fashion, including failure to provide requested information or testimony, may constitute a violation(s) of the *Code of Student Conduct*. Additionally, the investigators will document these failures and the Hearing Officer(s) may make any inferences based on these failures.

The Spring Hill College will complete the initial investigation in a period of no more than 30 days, barring any exigent circumstances. In the event that exigent circumstances arise that will require a delay beyond 30 days, the Spring Hill College will notify the RSO representative of the delay, including the reasons for the delay and the anticipated timeline for completing the investigation.

At the completion of the investigation, the investigator(s) will provide a written draft of the investigation report to the Director of Student Involvement. The Director of Student Involvement will review that report for accuracy or thoroughness and, once complete, will share the draft of the report (with necessary redactions) with the RSO representative, RSO advisor, and any other appropriate parties for review and comment. The RSO must provide any comments related to the investigative report in writing to the Director of Student Involvement within five (5) business days of the receipt of the report, barring exigent circumstances as determined by the Director of Student Involvement. Upon receipt of these comments (if applicable) the Director of Student Involvement will generate the final report and share it with the RSO representative, advisor and any other appropriate parties at least five (5) days in advance of any formal resolution. The Director of Student Involvement will make the final determination of the relevance of any information gathered during the investigation.

Upon completion of the final report, the Director of Student Involvement will schedule a meeting with the appropriate RSO representatives to determine the appropriate adjudication process. At this meeting, the RSO may choose one of the following options for adjudication:

- **Informal Resolution** – the RSO may accept the findings of the investigation and determinations of the Director of Student Involvement based on the investigation report. If this occurs, the process will move forward to the outcomes process.
- **Formal Resolution** – the RSO may not accept the findings of the investigation and/or determinations made by the Director of Student Involvement. If this occurs, the RSO may choose to have the matter resolved through either an Administrative or Formal Hearing. Regardless of the hearing body selected, the RSO will be given a notice of the time, date and location of the hearing at least seven (7) days in advance of the hearing.
 - o **Administrative Hearing** – the RSO may select to have the case adjudicated by a single administrator designated by the Spring Hill College. **[The administrator in this case should be from the pool of candidates for any hearing body, and should not have been previously involved in the investigation or any other aspects of the case. The person appointed to hear the case should not be a subordinate to the person who made determinations in the case or who investigated the case.]**
 - The hearing officer may elect to call and question witnesses as necessary, including the investigator(s) who compiled the investigative report. The RSO may question any witnesses called by submitting written questions to the hearing officer.
 - The RSO will be given the opportunity, in person or in writing, to submit or give a statement to the hearing officer and to respond to any information provided by witnesses.
 - The hearing officer may question the RSO representative.
 - The RSO may bring an advisor of their choosing to the hearing. The RSO advisor may not speak on behalf of the RSO, question witnesses, or actively participate in the hearing other than to advise the RSO representative.
 - The hearing officer will make determination of responsibility using a preponderance of evidence (more likely than not) standard of evidence.
 - o **Formal Hearing Before Student Conduct Committee [or other appropriate SPRING HILL COLLEGE disciplinary body]** – the RSO may request to have the case adjudicated by the Spring Hill College Student Conduct Committee.
 - The hearing officer may elect to call and question witnesses as necessary, including the investigator(s) who compiled the investigative report. The RSO may question any witnesses called by submitting written questions to the hearing officer.
 - The RSO will be given the opportunity, in person or in writing, to submit or give a statement to the hearing officer and to respond to any information provided by witnesses.
 - The hearing officer may question the RSO representative.
 - The RSO may bring an advisor of their choosing to the hearing. The RSO advisor may not speak on behalf of the RSO, question witnesses, or actively participate in the hearing other than to advise the RSO representative.
 - The hearing officer will make determination of responsibility using a preponderance of evidence (more likely than not) standard of evidence.

Outcomes

At the conclusion of the resolution process (including the conclusion of any appeals process), if an organization accepts responsibility for violation(s) through the partnership or formal resolution process, or if the organization is found responsible for violation(s) through the formal resolution process, the Director of Student Involvement will schedule an outcomes meeting with the RSO representative, advisor, and other parties as applicable. The purpose of this meeting shall be to determine the outcomes necessary to effectively address the behavior of the RSO related to the violation(s) and will include the solicitation of input from the RSO representative, advisors, and all other interested parties.

At the completion of the outcomes meeting, the Director of Student Involvement will administer all Outcomes assigned to the RSO through the Partnership or Formal Resolution Process to the RSO representative and the RSO advisor in writing via an Outcomes Letter. The Outcomes may be assessed singly, in combination, or to follow consecutively [e.g., **an RSO may have its recognition rescinded and be allowed to return as an RSO on probation at the completion of the time of rescinded recognition**]. Outcomes will be communicated in writing by the Director of Student Involvement to the RSO and will list Outcomes assigned, including the length of any active status and/or rescission periods, the specific privileges impacted, and any and all other opportunities established as a part of the educational Outcomes.

The Director of Student Involvement will maintain the Outcome Letter in the RSO's record for a period of no less than seven (7) years. If a RSO loses campus recognition, the Director of Student Involvement will maintain the Outcome Letter indefinitely. If applicable, a copy of the Outcome Letter may be sent to their Inter/National Organizational Governing Body or other appropriate parties.

The Director of Student Involvement and/or the appropriate Spring Hill College department will oversee the completion of Outcomes. If the RSO misses any deadlines, fails to complete any Outcomes, and/or has a subsequent violation(s), the RSO may be subject to additional Outcomes and/or disciplinary actions at the discretion of the Director of Student Involvement.

The Outcomes implemented at the conclusion of the disciplinary process may include Status Outcomes, Educational Outcomes, or Structural Outcomes.

Status Outcomes

Status Outcomes may include, but are not limited to:

- **Warning:** A Warning is given to notify a RSO that the behavior and conduct has been inconsistent with the expectations of Spring Hill College. A warning has no immediate effect upon an RSO's status at the College and may be specified for a period of time. However, once given a warning, a RSO should expect different Outcomes to result from any subsequent violations, especially while on a current warning status when/if similar behaviors occur.
- **Restriction of Privileges:** Restriction of Privileges precludes an RSO from participating in certain activities or may require an RSO to forfeit specific privileges. A RSO under a status of Restriction of Privileges is not in good standing with Spring Hill College. Restriction of Privileges may include, but is not limited to, loss or limitation of social events or limitation of ability to participate in Spring Hill College events or activities.
- **Disciplinary Probation:** Disciplinary Probation serves to notify a RSO that it must avoid any further violations for a specified period of time in order to avoid additional disciplinary action. RSOs on probation are not in good standing with the College. An RSO may be prohibited from participating in certain activities or forfeit specific privileges while on probation. If a RSO on probation is found responsible for any subsequent violations, the outcomes may escalate. Disciplinary Probation may include Restriction of Privileges.
- **Deferred Suspension:** Deferred Suspension is a status for a specified period of time during which any subsequent finding of Responsibility for a violation of the Code of Student Organization Conduct or any other Spring Hill College policy shall result in the Outcome of Suspension for the RSO. Deferred Suspension may include Restriction of Privileges.
- **Suspension:** Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the College's registration of the RSO for a stated or an indeterminate period of time, cessation of Spring Hill College funding, restriction of all operations at the College, and restriction of use of Spring Hill College resources. If the RSO also holds a charter from an inter/national organization governing body, the Spring Hill College may also request that the inter/national organization governing body revoke the charter of the RSO.

A RSO placed on Suspension is prohibited from sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus. A suspended RSO may not solicit or initiate any new members. Suspension may also include the forfeiture of other specifically listed privileges. Suspension should be for a specific and determined period of time, and will include a written return agreement outlining specific conditions for return. The Suspension may be delayed at the discretion of the Director of Student Involvement.

If the RSO dissolves or loses recognition, as a result of organizational conduct, and then attempts to seek recognition under the guise of a different organizational name, Spring Hill College reserves the right to deny the request for recognition or withdraw the recognition. This conclusion may be based on any of multiple factors, including but not limited to, overlapping membership, similarity of purpose, and the timing of the dissolution or prior loss of recognition and the request for new recognition.

Continued operation of the RSO after suspension or loss of recognition will result in a violation of Failure to Comply and may result in additional outcomes or restrictions, up to and including an extension of the Suspension beyond the terms originally outlined in the initial Outcomes Letter/return agreement.

A RSO that has completed a period of suspension and has met conditions for return as outlined in the return agreement may seek reinstatement by complying with the registration requirements of the appropriate Spring Hill College department.

Educational Outcomes

Educational Outcomes may include, but are not limited to, educational programming, community service, interventions, restrictions, workshops, or other Outcomes determined to help develop the culture and community of the RSO. The Director of Student Involvement will determine Educational Outcomes after consultation with the appropriate Spring Hill College Office(s), the governing body and/or affiliated organization of the RSO, organizational leadership, advisors, and/or other appropriate stakeholders as necessary.

Structural Outcomes

Structural Outcomes are related to the structure, membership or governance of the organization. Structural outcomes, developed in collaboration with the inter/national organization governing body (if applicable), may include, but are not limited to, changes to RSO operating procedures, a review of RSO membership/leadership, an external RSO review, and changes to RSO advisor support. Structural Outcomes may be included alongside any Status and Educational Outcomes, but only after consultation with the appropriate Spring Hill College department(s), the RSO inter/national governing body (if applicable), the RSO representative, RSO advisors, and/or other appropriate stakeholders as necessary.

Prevention Programs

Spring Hill College is committed to fostering a safe and inclusive campus environment free from hazing. Currently, the College educates all new members in Greek organizations on anti-hazing through the New Member Institute program. The College will be expanding anti-hazing prevention through a class offered on campus that will be offered on Canvas to all students, faculty and staff. All students will be required to complete the course in their first semester at SHC. The course will use researched-informed prevention strategies including Making Space for Leaders to Lead Change, Practicing Values-Based Leadership & Decision Making, and 10 Signs of Healthy & Unhealthy Groups. The College will also offer resources and in-person training to all students, faculty and staff on anti-hazing procedures.

HEALTH POLICY

All full-time undergraduate students must have medical insurance that provides coverage in the State of Alabama. Insurance information is submitted to the same email account as your immunization record, badgershealth@shc.edu.

Immunization Records

Prior to attending Spring Hill College, students must 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 should be sent to badgershealth@shc.edu. Records are maintained for seven years.

Timeline and Restrictions

Providing immunization record documentation must occur at a date prior to attending Spring Hill College, as specified by the Badgers' Health Immunization form. 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 Counseling & Wellness Services (ext. 4098) 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 Dean of Students or designee will consult with, and may refer a student to outside health providers. The student must provide all appropriate releases to allow free communication between health providers and the College administrative staff.

The Dean of Students or designee, in consultation with the Counseling Center and/or the Behavioral Assessment Intervention Team (BAIT), may refer the student to an independent mental health professional chosen by the College for an evaluation. The Dean of Students 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 Dean of Students, 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.

Informal Hearing

- Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students or designee is final.

Reinstatement

Reinstatement after involuntary withdrawal would be processed by petition to the Dean of Students or designee. The Dean of Students or designee may act individually or in consultation with the Counseling Center and/or the Behavioral Assessment Intervention Team (BAIT) 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

Missing Resident Student Notification Policy provides 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 the Dean of Students (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 Dean of Students, 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 Dean of Students Office 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 Dean of Students 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 or the 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 individual responsible for handling inquiries regarding the non-discrimination policies. This person's contact information is as follows:

Dr. Vannee Cao-Nguyen
Vice President, Culture & Community
Title IX Coordinator
Barter Student Center, Office 125
(251) 380-3026
vcaonguyen@shc.edu

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 Vice President for Culture and Community, Title IX Coordinator, HR Director, Public Safety, Office of 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, Office of Community Standards, Culture and Community Office, or the Office of Residence Life. 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 it is related to sexual harassment. 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, Office of Community Standards, the Office of Residence Life or Office Culture and Community. 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. For detailed procedures please refer to the Sexual Harassment and Misconduct Policy or the Student Code of Conduct.

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 including:

- submit physical evidence in the event of sexual assault.
- request adjustment to academic and living situations after violence and sexual misconduct occurs. Office of Community Standards 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, the individual should file a complaint with the President of the College.

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 Counseling & Wellness Services counselors, SART advocates, 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 Life, 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 (hang tag 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 campus at the owner's expense.

Drivers should register their vehicle in the following manner:

- <https://portal.permitsales.net/driverportal/SpringHillClg>
- Watch tutorial "**How to Create an Account**"
- Click "**Login**" then "**REGISTER ACCOUNT**"
- Register your account. Your **ID number will be your Student ID number**.
- Login to your account and register your vehicle.
- No payment information will be needed at this time. Your fee will be added to your "**Student Account**".
- **Note: This will be your portal for all things parking related.**
- You will then be notified via email once your registration is complete and you can pick up your decal.

Drivers may also access the **Vehicle Registration Portal via the HillSafe App**. Download the HillSafe App for **free** from the Apple App Store or the Google Play Store. Once you download and set up the App you'll find the Vehicle Registration link at the bottom of the front page of the App. Click the link and the rest of the process will be the same as mentioned above.

The fee will be charged to your student account and decals may be picked up in the Public Safety Office. Monday through Friday 8am till 4pm.

Waiver of Fee: Fees will be waived for students with an SHC Vanity License Plate on their car. Vehicles with the SHC Vanity Plate will still need to be registered with Public Safety in the same manner as all other vehicles. The **fee** will be waived once registration is completed and a photo of the plate is emailed to "parking@shc.edu"

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

Students with a registered primary vehicle who are temporarily driving an unregistered vehicle on campus are required to contact Public Safety for a "Temporary Permit." There is no charge for a temporary permit.

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 "parking@shc.edu" Subject "**Temporary Permit**" or from the Public Safety Office. Students who are disabled may obtain a temporary campus handicapped parking placard from the Public Safety Department.

SHC Parking Lot Information

Faculty Staff Parking Lots

- o Hang Tags – Faculty and Staff Parking

Resident Parking Lots

- o Purple Decals with white writing – Resident Parking

Commuter Parking Lots

- o White Decals with purple writing – Commuter Parking

Open Parking Areas

- o Unmarked Parking Lots – Open

Prohibited Parking Areas

- Disabled Parking
- Fire Lane or Red Curb
 - 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
- 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: May 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 most common violations and the fine associated with each offense:

Offense/Violation	Fine
Driving Under the Influence (SHC campus driving privileges may be revoked)	\$300.00
Leaving the Scene of an Accident (SHC campus driving privileges may be revoked)	\$250.00
Reckless Driving	\$150.00
Eluding SHC Public Safety	\$50.00
Parked Within 15 ft. of a Fire Hydrant	\$50.00
Parked in a Designated Fire Lane	\$50.00
Speeding or Above Prudent Speed	\$50.00
Parked in a Designated Handicap Space	\$100.00
Driving without a Valid License	\$35.00
Driving/parking in an area not designated for vehicular traffic	\$35.00
Running a stop sign	\$35.00
Failure to yield right of way	\$35.00
Failure to register vehicle	\$50.00
False/fictitious registration	\$35.00
Parked obstructing vehicular traffic	\$35
Driving wrong way on way street	\$35
Failure to heed emergency lights	\$50

Parked Out of Lane	\$35
Blocking Drive or Walkway	\$35
"Other" parking/moving violations in accordance with AL Statutes	\$35

Payment Instructions

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 on August 1st, and ending on July 31st. Students will pay the appropriate monetary fines for the first three citations received.

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 Life for exemption from the policy. The Director of Public Safety and/or the Dean of Students will decide if an exemption is warranted.

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 telephones. Course instructors are authorized to confiscate personal electronic communication devices for the duration of a class and/or impose appropriate academic penalties as needed 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. Therefore, all traditional, full-time, new and returning undergraduate students (having a minimum of 12 hours per semester) are expected to reside on campus for all four years of their undergraduate study and to participate in a Campus Meal Plan. 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 minimize 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)/Custodian(s) in the Mobile area.** The qualification will pertain only to students living within 50 miles of campus with a parent/legal guardian/custodian. As determined by the IRS at a permanent residence within 50 miles of Spring Hill College. Each student’s primary residence is established by the student’s Application for Admission to Spring Hill College.
- **Marriage or Civil Union.** A certificate proving marriage/union is required.
- **Dependent Children.** Students who reside with a dependent child or children for whom the student provides more than 50% of the dependent’s support.
- **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 Student Accessibility Resources office.
- **Age.** Students who are 23 or older before the start of the academic semester.
- **Transfer Student Status.** Incoming Transfer Students who are over the age of 21.

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, submit a support request to the IT Support Portal at <https://www.shc.edu/it/submit>.

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.

SEXUAL HARASSMENT AND MISCONDUCT POLICY

Spring Hill College is committed to providing a living, learning, and working environment free of discrimination on the basis of sex in all forms. Sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking are not consistent with the values of Spring Hill College. At Spring Hill College, we go beyond compliance with federal laws pertaining to sex-based violence, and we aspire to cultivate a community that is rooted in our Jesuit traditions of justice and respect for others. All members of the campus community should work to promote an environment that fosters respect, integrity, and a commitment to human dignity in an effort to strengthen our resolve against sex discrimination.

Spring Hill College has established comprehensive internal policies and procedures to ensure a prompt, fair, and impartial response to allegations of sexual harassment, misconduct, or retaliation. The College upholds the equal dignity of every member of its community and is committed to fostering a safe and respectful environment. Throughout the grievance process, Spring Hill College strives to balance the rights of all parties with compassion and integrity, recognizing the emotional and personal challenges that may arise during such difficult times.

For information regarding the Sexual Harassment and Misconduct Policy, click [HERE](#)

Title IX Coordinator

Federal guidelines require that Spring Hill College designate a Title IX Coordinator to ensure compliance with Title IX regulations, serve as a campus resource on Title IX, and receive any sex-based discrimination and harassment complaints. Spring Hill College has designated the following staff person as the Title IX Coordinator:

Vannee Cao-Nguyen, EdD.
Vice President of Culture and Community
Title IX Coordinator
Spring Hill College
4000 Dauphin St.
Mobile, AL 36608
251-380-3026
vcaonguyen@shc.edu
Titleix@shc.edu

STUDENT CODE OF NON-ACADEMIC CONDUCT

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 student conduct process under the supervision of the Office of Community Standards, such a student conduct 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.

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. All new students to the College receive this Code in the New Student Orientation course. It is also on the Spring Hill College website.

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 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 conduct process under the supervision of the Dean of Students, such a conduct 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 a 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 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 Dean of Students 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, inhalants, pipes, hookahs, and smokeless tobacco, is not allowed in the following areas:

- Inside any campus building or campus vehicle;
- Within 25 feet of 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 Facilities.

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

All students receive this information at orientation. It is also posted on the Spring Hill College website.

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.

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 students who participate in Italy Center or University of 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 Community Standards.

The Office of Community Standards staff are responsible for the implementation of the student conduct and disciplinary system at the College. The 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 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 Dean of Students, 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 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 Community Standards.

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 Dean of Students or their designee will conduct a fact-finding investigation and talk to the parties deemed necessary. He/she will then meet and conduct an educational conference with the student alleged to have violated college policy.
- At the educational conference, 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 Dean of Students will levy sanctions. If the student does not take responsibility, a decision will be made by the Dean of Students. If a decision is made by the Dean of Students with whom the student disagrees, an appeal may be made to the Vice President for Culture and Community.
- If a decision is made in the original hearing, the Dean of Students 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 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 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 Community Standards will review the appeal request to determine if the appeal meets the established criteria listed in the Student Handbook. If the appeal request does **not** meet the criteria for an appeal the appeal request will be denied and students submitting appeal will be notified in writing. This decision is final.

If the appeal request meets the criteria for an appeal the Office of 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 on 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 Community Standards and/or the Vice President of Student Life 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 Culture and Community, 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 Office of Community Standards 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 Life.
- **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 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 Community Standards or the 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 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 Culture & Community/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 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 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.

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 Life/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's 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 Life/Dean of Students for his/her approval.
5. The Vice President for Student Life/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 Life/Dean of Students and groups may elect to meet in person to discuss their concerns. All decisions of the Vice President of Student Life/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 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 Life/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 Life/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).

Liability Waivers

All students participating in an event requiring physical activity or engaging in physical activity on behalf of the College are required to sign a liability waiver prior to participation. Liability waivers can be found on the SHC Involve platform, or physical copies are available in the Center for Student Involvement office. All liability waivers must be submitted to the Center for Student Involvement prior to the event.

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 Life. 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 canceled.

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
 - o Tri- Board displays in Lobby
 - o 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
 - o Bulletin boards
 - o Residence Halls
 - o Common area walls, bathrooms, hallways, and stairwells. Glass surfaces not included.
 - o Designated bulletin boards, with RA approval.
 - o 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
 - o Department bulletin boards, with division secretary approval.
 - o Elevators, restrooms, and windows on exterior doors. Posting on the windows in classroom doors is discouraged.
 - o 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
 - o 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:
 - o 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.
 - o 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.
 - o Messages must be at least 20 feet from the entrance of any College building.
 - o 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.
 - o Messages or information that violate College policy are subject to removal at the expense of the advertiser.
 - o The use of chalk on buildings, brick, or any other College property is prohibited.
 - o 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.
 - o 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

College funds are not to be used to purchase gift cards. Gift card purchases will not be reimbursed by the College.

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
- 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 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.

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
 - o 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

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 beginning 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 Purchase Request 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 Purchase Request. 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.
- **Reimbursement:** The College does not allow reimbursements. If a student chooses to spend personal funds on a student organization, they do so at their own expense.

*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

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

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 belongings 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 (communicated through the Office of Residence Life)). Only students who are approved 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

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 Office of Residence Life 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:

- o Single rooms: 2 persons
 - o Double rooms: 5 persons
- Skip's Place:
 - o Single room: 3 persons
 - o Double room: 5 persons
 - o Common Room (including balcony): 15 persons
- Toolen Hall and Walsh Hall rooms: 4 persons
- Viragh Hall:
 - o Double rooms: 4 persons
 - o Common room (including balcony): 15 persons
- Portier:
 - o Single room: 6 persons
 - o Double room: 8 persons

Fire extinguishers are placed in every building and checked regularly. In the event that a fire or small flame occurs 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 or email. 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 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.

Renter's Insurance

Spring Hill College is not responsible for the security of personal belongings in the residence halls. The College strongly advises students to purchase renter's insurance. The College is not liable for any damage to any personal belongings in residence halls under any circumstances.

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 work order 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
 - o 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.
 - o Any item that has an exposed heating coil, such as toasters
 - o Halogen lamps, sun lamps, space heaters, and any lamp or device that produces excessive heat as a main or side effect.
 - o 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.
 - o Personal grills, hibachis, or any other incendiary devices
- Home Items

- o Any heating, ventilation, or air conditioning device, other than small fans that do also not produce heat
- o Sunlamps
- o Water beds
- o Candles, incense, or any other devices that require a flame
- o Pets (except for fish in an aquarium no larger than 10 gallons)
- o Subwoofers
- Outdoor Equipment and Signage
 - o Business, realty, street or parking signs
 - o Construction equipment
 - o Lawn decorations
 - o Parking meters
- Weapons and Replicas
 - o 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 Office of Residence Life 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.

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 THESE POLICIES AND PROCEDURES

The Dean of Students shall have the responsibility to make the provisions of this policy and the procedures set forth available to all 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 orientation materials to new students
- Posted on the Spring Hill College website

Appendix I

Student Accessibility Resources

**Assistance Animal/Emotional Support Assistance Animal – Statement of Responsibility***(This is not a request/registration for a Service Animal)*

Name: _____

Badger ID#: _____

Definitions:

- A. **Assistance Animal:** As defined by the FHA, Assistance Animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance Animals perform many disability-related functions, including but not limiting to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. Some animals, but not all, that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provided the benefit needed as a reasonable accommodation by the person with the disability. Assistance Animals are not considered Service Animals and are not permitted in public spaces, classrooms, or workspaces.
- B. **Emotional Support Animal:** An animal whose sole function is to provide emotional support. Emotional Support Assistance Animals do not qualify as a Service Animal and are not permitted on campus except to the extent the animals are considered Assistance Animals under the FHA.
- C. **Service Animal:** Under the ADA, service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or task performed by a service animal must be directly related to the individual's disability. *Note: ADA regulations contain a specific provision which covers miniature horses.*

Procedures for Assistance Animal/Emotional Support Assistance Animal Accommodations:

- A. Students must apply for an Assistance Animal/Emotional Support Assistance Animal prior to every Fall semester to be considered for approval for the academic year (Fall, Spring, and Summer) through the Student Accessibility Resources (SAR) staff at accessibility@shc.edu.
- B. Assistance Animal/Emotional Support Assistance Animal applications that are not submitted prior to the academic year starting (Fall) will not be accepted and will have to apply for the following year's application cycle.
- C. On a case-by-case basis, if a student's first semester is the Spring or Summer, the Assistance Animal/Emotional Support Assistance Animal accommodation request for approval will be reviewed.

- D. A student who is approved for an Assistance Animal/Emotional Support Assistance Animal will be required to meet with the Student Accessibility Resources (SAR) staff to review and agree to the following requirements.
- E. Failure to follow these requirements may result in Spring Hill College (SHC) authorizing the removal of the Assistance Animal/Emotional Support Assistance Animal from SHC residential facilities.
- F. **Students who bring animals to SHC without approval for an Assistance Animal /Emotional Support Assistance Animal will be subject to disciplinary charge(s) from the Campus Life and Conduct Office and must immediately remove the animal from campus.**

Student's Responsibilities as the Assistance Animal/Emotional Support Assistance Animal owner:

- A. Students are only permitted one (1) Assistance Animal/Emotional Support Assistance Animal per documented disability need. The size of Assistance Animal/Emotional Support Assistance Animal must be appropriate for the available assigned residential space.
 - a. SHC reserves the right to determine if the type or size of an animal is deemed as a reasonable accommodation and not a health or safety threat.
- B. SHC expressly reserves the right to consider the needs of all students in order to reasonably accommodate students whose disability will be impacted by living in proximity to the Assistance Animal/Emotional Support Assistance Animal.
 - a. The student agrees to abide by all equally-applicable policies that are unrelated to the student's disability such as assuring that the Assistance Animal/Emotional Support Assistance Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for other students residing in the residence.
 - b. Roommates will need to sign a roommate agreement to ensure that there are no conflicting medical conditions (i.e., respiratory diseases, asthma, severe allergies) that would be impacted by the Assistance Animal/Emotional Support Assistance Animal living within the residence.
- C. An Assistance Animal/Emotional Support Assistance Animal must be contained within the privately assigned, student living accommodation (room, suite, or apartment), except to the extent the student is taking the animal out for natural relief.
 - a. When an Assistance Animal/Emotional Support Assistance Animal is outside of the student's private living accommodation, the animal must be either controlled by a leash or harness or contained in an animal carrier.
 - b. Assistance Animal/Emotional Support Assistance Animals are not permitted in any SHC facility, including the commons building, other than the residential building to which the student is assigned.
 - c. The Assistance Animal/Emotional Support Assistance Animal is only allowed in the student's assigned residential facility. The Assistance Animal/Emotional Support Assistance Animal is not allowed to roam residential halls, academic buildings or classrooms, common areas of buildings, or eating areas.
- D. The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations.
 - a. SHC has the right to require documentation of compliance with such ordinances, laws, or regulations,
 - b. Any vaccination records that will expire during the course of the Assistance Animal/Emotional Support Assistance Animal approval will not be accepted.
- E. The student must abide by SHC's policies pertaining to having an Assistance Animal/Emotional Support Assistance Animal.
 - a. Cats/dogs must be spayed/neutered.
 - b. The student is responsible for the appropriate management of the animal.
 - c. Assistance Animal/Emotional Support Assistance Animals must wear a collar (if appropriate) with a tag that includes the owner's name and contact number.
 - d. The student is responsible for maintaining up-to-date vaccinations and preventive treatments for fleas and ticks. Students are required to provide documentation to Residence Life staff as proof.
- F. In the case of an emergency, SHC is not responsible for evacuating the animal.
 - a. The owner must provide contact information for a minimum of two alternative caregiver/emergency contacts who will take responsibility of the Assistance Animal/Emotional Support Assistance Animal and remove it from campus should the owner be unable to care for it (i.e., evacuation, accident, hospitalization).
 - b. **The caregiver/emergency contact must reside OFF campus** and must be available to remove the Assistance Animal/Emotional Support Assistance Animal in a timely manner appropriate for the animal species and needed care. The caregiver/emergency contact can be a kennel, lodge, or veterinarian that the student confirms in advance will take the animal.
 - c. Dogs must be removed within six (6) hours. All other animals must be removed in no more than twelve (12) hours.
- G. The Assistance Animal/Emotional Support Assistance Animal is permitted in SCH residential facilities only as long as it is necessary due to the student's disability.
 - a. The student must notify SHC in writing, if the animal is no longer needed or is no longer in the residence by emailing accessibility@shc.edu and reslife@shc.edu.
 - b. To replace an Assistance Animal/Emotional Support Assistance Animal, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.

Monitoring and Violations of Assistance Animal/Emotional Support Assistance Animal Accommodations:

- H. The student's living accommodation must be kept clean with no odors from the Assistance Animal/Emotional Support Assistance Animal. The student's living accommodation may be inspected for fleas, ticks, or other pests if necessary.
 - a. Upon move-out at the end of each academic year, students must treat the residential unit using approved fumigation methods by a SHC-approved pest control service.
 - b. If the student fails to treat their unit, the student will be billed for the expense of any pest treatment above and beyond the standard pest management performed in SHC residential facilities. The student's responsibility shall not exceed five hundred dollars (\$500.00). SHC shall have the right to bill the student's account for pest treatment obligations under this provision.
 - c. If a facility work order is submitted for a residential room that is assigned to a student with an Assistance Animal/Emotional Support Assistance Animal, the animal must be secured in a kennel or crate prior to the maintenance staff entering the room. Maintenance staff will not enter the room until the animal is secured.

- d. If an emergency necessitates First Responders to be on site, First Responders will assess the situation and determine the course of action before proceeding into residence.
- I. The student is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner.
 - a. Failure to properly dispose of the animal's waste may result in fines. Any evidence that the animal is not house-broken will result in sanctions.
- J. SHC will not ask for, or require, a student with a disability to pay a surcharge or deposit for the animal to live in housing.
 - a. The student is financially responsible, however, for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement.
 - b. The student may be charged for any damage caused by the Assistance Animal/Emotional Support Assistance Animal that is beyond reasonable wear and tear.
- K. In instances where it is determined that the Assistance Animal/Emotional Support Assistance Animal is not being cared for, SHC reserves the right to have the animal removed from the residential facility to ensure immediate health and well-being of the animal.
 - a. SHC may have the Assistance Animal/Emotional Support Assistance Animal removed from SHC residential facilities if it is not removed in a timely manner as specified by this procedure.
 - i. If it is necessary for the Assistance Animal/Emotional Support Assistance Animal to be removed from SHC residence facilities, the student may be obligated to fulfill the Housing and Residence Life contract obligations for the remainder of the contract term.
- L. Disruptive and/or aggressive behavior by the animal will not be permitted, and if it occurs, the animal may be removed from the residential facility by SHC administration.
- M. The Student Accessibility Resource Office has the responsibility to ensure all individuals in SHC housing facilities requesting Assistance Animal/Emotional Support Assistance Animal for approval are in compliance with these policies. Students found in violation of any of these policies may be subject to sanctions that may include but are not limited to the following:
 - a. First Violation – written warning from the Student Accessibility Resource Office
 - b. Second Violation – referral to the Campus Life and Conduct Office for determining appropriate sanctions and monetary fines, if applicable
 - c. Third Violation – Assistance Animal/Emotional Support Assistance Animal would be removed from SHC campus within 48 hours at the student's expense

I have read and understand the Assistance Animal/Emotional Support Assistance Animal policies above.

Student Printed Name: _____

Student Signature: _____

Date: _____

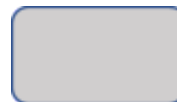
Student Accessibility Resources Staff:

Signature: _____

Date: _____

Spring Hill College takes student complaints and grievances seriously and has processes in place to ensure that complaints are addressed appropriately and in a timely manner. Students may appeal an accommodation decision or register a formal complaint about the implementation of an accommodation with the Student Accessibility Resource Office. Students who believe that they have experienced discrimination, harassment, or retaliation should contact the Vice President, Culture and Community Office to file a complaint or grievance.

I verify that the following **off-campus individuals/kennels/lodge/veterinarian** are permitted to care for my Assistance Animal/Emotional Support Assistance Animal in the event that I am incapacitated (i.e., accident, hospitalization, etc.). Please initial in the box below.



Contact #1

Name: _____

Phone #: _____

Relationship to student: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact #2

Name: _____

Phone #: _____

Relationship to student: _____

Address: _____

City: _____ State: _____ Zip Code: _____