



RANDOLPH  
COLLEGE

Student Handbook

Revised 9/24/15

Every Randolph College student is required as a condition of enrollment to comply with the policies and regulations governing student life. The College expects students to be familiar with these policies and regulations. An assertion of ignorance of any of the policies or regulations will not be accepted as an excuse for any violation of them.

Students are also required to comply with additions or modifications to policies and regulations that may be issued by College officials or Student Government during the course of the academic year. Every student is responsible for checking his/her campus post office box, portal, and e-mail account daily when on campus, and e-mail as often as possible when away. The most current policies will be available on the College website.

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## About Randolph College

### Randolph College Mission Statement

Randolph College prepares students to engage the world critically and creatively, live and work honorably, and experience life abundantly.

### Statement of Purpose

Since its founding in 1891 as Randolph-Macon Woman's College, Randolph College has offered students a rigorous education in the liberal arts and sciences. In keeping with the College motto, *vita abundantior*, integrated living and learning provide a foundation for meaningful lives characterized by a lifelong joy in learning.

Randolph College encourages each student to set and meet high personal goals. Campus life is grounded in the Honor System, which fosters individual integrity and mutual trust. As students from diverse backgrounds study and live together, they are expected to respect the rights and dignity of others, to be open to cultural differences, and to exercise personal and social responsibility. They are encouraged to develop confidence and to participate fully in a community in which women and men work together and treat one another as equals.

Through their experiences at Randolph College, students are challenged to think ambitiously and to prepare thoughtfully for their futures in a diverse society and an increasingly complex world that offers them expanding opportunities for leadership, responsibility, and service.



## College Song

*To Randolph College or Where the River*

Where the river winds through blue mountains,  
 Where purple vines entwine stately halls,  
 And roses tumble along sunny walls,  
 Where voices serenading in the night  
 Sing of loyalty and love.  
 There let wisdom rise!  
 O, there let wisdom rise!

Randolph College\* in fair Virginia,  
 Home of true learning, beauty, and art,  
 We sing thy praises, O *Alma Mater*,  
 Our voices serenading in the night  
 Pledge thee loyalty and love.  
 Here let wisdom rise!  
 O, here let wisdom rise!

*Text by Carol J. Hallstrom '43, music by Henry Hallstrom*  
 \* May be sung "Randolph-Macon"

## The College Motto

*Vita Abundantior*  
 (Life More Abundant)

## The Honor System

Randolph College has maintained a strong and vibrant student-run Honor System for over one hundred years since its founding as Randolph-Macon Woman's College. Randolph College students are honor bound to behave with honesty and integrity at all times, as generations of students have done throughout the history of the College. The Honor System could be considered idealistic in its expectations and demands, yet it has proven practical throughout its existence. The opportunities it provides for personal growth and for developing a broad, internally consistent sense of personal integrity are perhaps the best preparation one receives in college for coping realistically and effectively with a world of rapidly changing ideals and values. The Honor System sets a standard of honesty that is rare and therefore both inspiring and challenging. The challenge that the Honor Pledge presents is well worth the conscientious effort required to maintain it. An atmosphere of freedom and trust is the result, as are unproctored tests, pledged works, and self-scheduled exams.

The Randolph College Honor System is effective because the College community has believed in it and worked to maintain it in an ever-changing social context. It has been and continues to be at the heart of the College. It is something in which alumnae/i, students, faculty, and administrators feel a great sense of pride and respect. Randolph College is a very special place—special because of the people who comprise the community and the spirit of trust and freedom that unites them.

### Living Under the Honor System

A Randolph College student agrees to act with honesty and integrity in all matters, whether academic or personal, from the time he/she enters the College for orientation. The resulting atmosphere of mutual confidence among students, faculty, and administrators is evident in the feeling that a Randolph College student can be trusted to act with honesty and integrity; to take personal responsibility for his/her own actions as well as for the actions of another that violate the Honor Pledge or other community standards; to respect the rights of others; and to respect the property of others. In specific terms, a Randolph College student can be trusted

- to take a quiz or an examination without a proctor;
- to complete special “pledged” assignments without assistance;
- to have the privilege of self-scheduled exams;
- to have completed all assignments as reported;
- to use the reserved materials in the Lipscomb Library in accordance with established regulations;
- to respect the property of others at all times and under all circumstances, whether in student rooms or in community areas such as bathrooms, kitchens, lounges, and storage rooms.

### Ownership of the Honor System

The Randolph College Honor System is owned by its students who are responsible for abiding by all the tenets of the system during their enrollment at the College. Maintaining and supporting the values of the Honor System are the individual and collective responsibility of all members of the Randolph College community. Upon matriculation into the College, a student accepts responsibility for conducting

himself/herself in accord with the tenets of the Honor System and for requiring other students to do the same.

### **The Judiciary Committee**

The Judiciary Committee is composed of elected student representatives, an appointed Vice-Chair, an appointed Chair, a faculty member elected by the faculty, and the Dean of the College. The Committee is responsible for assuring that our core community values of honesty, integrity, civility, and respect for persons and property are upheld. The Judiciary Committee represents the ultimate disciplinary authority on campus and as such is responsible for investigating and adjudicating violations of the Honor Pledge. Students are bound to the guidelines of dual responsibility and confidentiality (both defined below) regarding matters presented for consideration by the Judiciary Committee. The pages that follow describe in detail the role of the individual student in supporting the Honor Pledge and the processes and procedures that are used by the Judiciary Committee to address potential violations.

### **The Honor System's Jurisdiction On- and Off-Campus**

Occasionally honor violations may occur between members of the Randolph College community at off-campus locations. Honor violations that stem from off-campus conduct may, as determined by the Chair of the Judiciary Committee, be adjudicated through our Honor System. It is unusual for the College to adjudicate a case in which the accuser is not a member of the Randolph College community, although it is possible for such a hearing to be held. For instance, the Bad Check Policy requires that a student be referred to the Judiciary Committee the fourth time that he/she has been reported for writing a bad check or having a delinquent account on campus or in the Lynchburg community.

### **Learning about the Honor System:**

#### **Honor Assemblies and Educational Programs**

The Judiciary Committee sponsors educational programs during each academic year, including some that are mandatory for all students. All new students are required to attend an Orientation Honor Assembly during their orientation program. At the Orientation Honor Assembly, the Chair of the Judiciary Committee, the Student Government President, and a Randolph College faculty member speak to students about both the philosophical and the practical aspects of living under the Honor System. At the conclusion of the program, all new students are required to sign the Honor Pledge. The Judiciary Committee also sponsors various educational opportunities about the Honor System each academic year that might include residence hall programs, community-wide assemblies, or dissemination of information door-to-door, via posters around campus, or in the dining hall. In addition, enrolled students are required to attend an Exam Honor Assembly before fall semester exam week. During the Exam Honor Assembly, all students re-affirm their commitment to the Honor System by signing pledge cards, and listen to remarks by the Judiciary Chair, the Exam Scheduling Chair and a faculty member. During the Exam Honor Assembly, students ultimately agree to uphold their responsibility to the System as a means of maintaining their privileges of unproctored and self-scheduled examinations.

## **The Honor Pledge and the Judiciary Committee**

The Judiciary Committee exists to assure that the Honor Pledge is explicitly followed by all Randolph College students. The Committee is empowered to address any potential violation of the Pledge. The Honor Pledge is signed annually by all Randolph College students and appears in all classrooms on campus.

### **Honor Pledge**

*I pledge absolute honesty in my academic work and in all personal relationships at Randolph College. I will maintain the integrity of my word, and I will respect the rights of others. Realizing that these standards are an integral part of life at Randolph College, I assume my obligation to uphold this honor pledge. If at any time I fail to live up to my obligation of this pledge, I will report myself to the Chair of the Judiciary Committee. I will also ask others to report themselves for any infraction of this pledge.*

### ***What Constitutes a Violation of the Honor Pledge?***

Actions that violate the Honor Pledge include but are not limited to lying; cheating; stealing; plagiarism; submitting a particular paper, or similar papers, for credit in more than one course without obtaining prior specific permission from all professors involved; failure to uphold dual responsibility; misuse of library materials that constitutes obstruction to research, administration, or other College activities; vandalism and other acts that are disrespectful of another's property; interference with the Judiciary process; failure to comply with a Judiciary sanction; and the fourth charge of writing a fraudulent ("bad") check. The spirit of honor on the Randolph College campus lies in the broader challenge of the Honor Pledge: the commitment not only to be honest in all aspects of one's life and to hold others to that standard as well, but also to maintain the integrity of one's word and respect the rights of others.

### ***The Meaning of Dual Responsibility***

The responsibility of each student under the Honor Pledge is described by the term dual responsibility. A student's first responsibility is to uphold the Honor Pledge at all times, and if he/she should fail to do so, to report himself/herself to the Chair of the Judiciary Committee within 24 hours of violating the Pledge. A student's second responsibility is to address any student who appears to have committed an honor violation. Therefore, each Randolph College student has not one, but two obligations; 1) for conducting himself/herself honorably, and 2) for addressing any student he/she suspects of having committed an honor violation and, after such, upon verification of an offense or continued suspicion of one, assuring that potential infractions of the Honor Pledge are brought to the attention of the Chair of the Judiciary Committee. The second of these is discussed in detail below.

### ***Confidentiality***

Confidentiality is required throughout the Judiciary process, beginning when a person suspects that a student has violated the Honor Pledge. At Randolph College we are committed to providing an environment in which personal and private information related to students is known only to those who truly need to know that information in order to address a concern or to assist the student in being a successful member of our community. In terms of the Honor System, personal and private information regarding specific students will only be made known to the persons who are directly involved in

the investigation of an alleged violation: the accuser, the accused, witnesses, Judiciary Committee members, the Dean of Students, advisors at the hearing for the accused and accuser, and those who are needed to assure follow-through on any potential sanction. All persons who are privy to personal and private information as described above are honor-bound to maintain the absolute confidentiality of any information they may learn based on their involvement with the matter.

### ***Persons to Whom One Can Speak about Honor Matters or Potential Honor Matters***

Any person who suspects that an honor violation has occurred is responsible for confronting the suspected student in order to give him/her a chance to explain his/her actions. If a member of the Randolph College community who harbors suspicion wishes to consult with someone prior to or after confronting the student, he/she may speak with the Chair of the Judiciary Committee or the Dean of Students, both of whom are bound by dual responsibility, or he/she may seek counsel from the College counselors who are not bound by dual responsibility.

### ***How to Address and Report a Potential Violation of the Honor Pledge***

Any member of the College community who believes a student may have violated the Honor Pledge is obligated to tell the student that the action in question appears to constitute an infraction of the Honor Pledge and to ask him/her to explain the action. The accuser must talk with the student he/she suspects about his/her suspicions right away, in person, and in private. If the explanation the suspected student offers removes the accuser's suspicion, both parties are responsible for dropping the matter entirely. The matter should not be mentioned again. If the explanation given by the suspected student does not remove the accuser's suspicion, the accuser must require that the student report himself/herself to the Chair of the Judiciary Committee within 24 hours. The accuser must then contact the Chair after the 24-hour period has passed to make sure that the accused student has indeed contacted the Chair. If he/she has not, the accuser is responsible for explaining the situation to the Chair so that the matter can be pursued by the Judiciary Committee. From that point, the matter is in the hands of the Judiciary Committee and the investigation of the matter handled solely by the Chair and the Committee Investigator. A student who reports himself/herself to the Judiciary Chair upon the request of another is not assumed to be admitting guilt. After a student has reported himself/herself, the Judiciary Committee Investigator will conduct an investigation to determine if a hearing is warranted or if the matter will be dismissed before a hearing is held.

## **The Judiciary Process**

### **Reporting Oneself to the Chair of the Judiciary Committee**

If a student suspects that he/she has committed an honor violation, or if he/she is informed by another member of the community that he/she suspects the student has committed an honor violation, he/she has 24 hours to report himself/herself to the Chair of the Judiciary Committee. Once the accused student has reported himself/herself to the Chair of the Judiciary Committee, the accused student is required to meet in person with the Chair within two (2) class days, although in some

cases the accused student and the Chair will conduct the initial meeting at the time the student reports himself/herself.

### **The Initial Meeting with the Chair of the Judiciary Committee**

In his/her initial meeting with the accused student, the Chair of the Judiciary Committee will explain the student's rights and the judiciary process in detail, making certain that the student knows where the information is located in the Student Handbook. The Chair will inform the student of his/her right to have an advisor from the College community and will give him/her names of those faculty members who have served on campus judicial committees in the past, as those persons are particularly knowledgeable about the judiciary process and may be most helpful as advisors to accused students. When considering whom to ask to serve as his/her advisor, an accused student for whom English is not the native language may wish to consider an advisor who is conversant in both English and the native language of the accused. Current members of the Judiciary Committee and the Judicial Appeals Board may not serve as advisors. If an accused student wishes to enlist the assistance of an advisor for his/her hearing, he/she is entitled to share information about the matter with that advisor. The advisor is bound to maintain confidentiality regarding any information that is shared.

### **The Investigation of a Potential Judiciary Case**

The Chair of the Judiciary Committee will appoint a student representative from the Judiciary Committee to serve as the Investigator of the case.<sup>1</sup> The Investigator will talk to all persons having any knowledge of the situation and will gather necessary documentation in order to establish the facts of the case. Investigative efforts on the part of others are a violation of the Judiciary process and are not in keeping with the spirit of the Honor System. All persons interviewed or contacted as a part of the investigation are required to maintain absolute confidentiality about the investigation and may only speak with the Investigator or the Chair of the Judiciary Committee about the matter. After all the evidence is compiled, the Chair and the Investigator will determine whether there is sufficient evidence for the case to be heard by the Judiciary Committee.

### ***If a Judiciary Hearing Is Not Warranted***

If the Chair and the Investigator determine that there is insufficient evidence for the case to be heard by the Judiciary Committee, the matter is dropped entirely. The Investigator will inform all parties involved in the investigation that the matter will not be pursued further, and all persons are on their honor not to speak of the matter again.

### ***If a Judiciary Hearing Is Warranted***

If it is determined that the case will go to hearing, the Vice-Chair and the Investigator will prepare a written case statement which gives the charge(s) against the student and a summary of the events surrounding the alleged violation(s). The Vice-Chair is

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<sup>1</sup> If a possible violation is reported during the final week of class, final examination week, senior week, or when the College is not in session, the Chair has the prerogative to serve as the Investigator for the matter.

responsible for scheduling the hearing, normally within 18 class days of the initial meeting between the Chair and the accused student.

At least 72 hours prior to the hearing, the Vice-Chair is required to send the accused student and the accuser written notification of the date, time, and place of the hearing, the charge(s), the nature of the evidence, and names of the witnesses who will participate in the hearing. The accused student must provide a list to the Chair of the names of witnesses and character witnesses, and indicate any evidence that he/she wishes to have submitted as a part of the hearing at least 48 hours prior to the hearing. The Vice-Chair will notify the accused student's witnesses of the date, time, and place of the hearing. After the determination is made for a hearing, the accused student and the accuser may each choose to invite an advisor from the faculty or staff of the College to provide support and advice at the hearing. It is the requesting student's responsibility to notify that advisor of the date, time, and place of the hearing and the charge(s), the nature of the evidence, and the witnesses.

### ***The Composition of the Judiciary Committee***

The Judiciary Committee is comprised of the following: the Chair of the Judiciary Committee, Vice Chair, four additional seniors, four juniors, four sophomores, and four first-years, the Dean of the College, and a member of the faculty elected bi-annually by the faculty.

### ***Quorum for a Judiciary Hearing***

During the fall and spring semesters, the presence of the following at a Judiciary Committee hearing is required for a quorum: the Chair, or the Vice Chair presiding in his/her place; four voting student representatives; and either the Dean of the College or the faculty representative. If neither the Dean of the College nor the faculty representative can be present at a hearing, a quorum can be achieved by the presence of the faculty member who most recently served as the faculty representative on the Judicial Appeals Board. A quorum is required for a hearing. The accused student may waive the quorum requirement only in the event that voting membership of the Committee drops below quorum as a result of a member's withdrawal during the hearing.

### ***Cases During Finals Week or College Breaks***

For cases arising the last week of classes or during finals week, the Chair has the right to postpone the case until the following semester, except in the case of a graduating senior or a student who is known not to be returning to campus the following semester. Efforts will be made to hear the case with an abbreviated quorum requirement consisting of the Chair of the Judiciary Committee (or the Vice-Chair presiding in his/her absence), two voting student representatives of the Judiciary Committee, and either the Dean of the College or the faculty representative to the Judiciary Committee. If the abbreviated quorum requirement cannot be met, the Chair of the Judiciary Committee, in consultation with the Dean of Students, reserves the right to empanel a committee composed of two faculty members, preferably with Judiciary experience, the Dean of the College, and at least one student with Judiciary experience to hear and decide the matter. The Dean of Students or his/her designee

will serve as the investigator for any end-of-semester case for which a student investigator from the Judiciary Committee cannot be reasonably enlisted. Appeals of any end-of-semester cases will go to the Judiciary Appeals Committee.”

### ***Challenges or Voluntary Withdrawals of Members***

The accused student has the right to challenge the participation of any member of the Judiciary Committee, but the challenge must be made in writing at least 72 hours prior to the hearing and must establish bias or show other cause. The Chair will decide the merit of a challenge. Should the Chair’s participation be challenged, the Dean of Students will determine the merit of the challenge. If the Chair is unable to preside at the hearing due to a challenge or for any other reason, the Vice-Chair will preside. Any member of the Committee who feels that he/she cannot hear the case objectively is responsible for declining to participate in the hearing. In addition, if at any time during a hearing a Committee member feels that he/she is unable to act objectively in reaching a decision, the Committee member will withdraw from further participation in the hearing. Should this withdrawal result in loss of a quorum, the accused student may waive his/her right to the required quorum by recording his/her desire to do so on the audiotape. If the accused student does not choose to waive the quorum requirement, then the hearing will be rescheduled by the Chair of the Judiciary Committee.

### **The Judiciary Hearing**

The hearing will be closed to non-participants. The accused student, the accuser, and the advisor(s) for either party will be present throughout the proceedings, with the following exceptions:

- The Judiciary Committee may choose to call an executive session during the process of a hearing to discuss a procedural matter or to confer about information already presented. If an executive session is called, the room will be cleared of all persons except members of the Judiciary Committee.
- Neither the accuser nor his/her advisor will be present when the Committee delivers its verdict or sanction(s) to the accused student. The Chair will inform the accuser of the hearing outcome within 24 hours of the conclusion of the hearing.

### ***The Judiciary Hearing Process***

The hearing will begin with introduction of the Committee members, the Investigator, the accused student, the accuser, and any advisors. The Hearing will proceed as follows:

- The case statement will be distributed to everyone present.
- The Chair will ask for any Committee member who cannot hear the case objectively to withdraw from participation in the hearing.
- The accused student will tell the Committee whether he/she pleads guilty or not guilty to the alleged violation(s).
- The Investigator will present the evidence.
- The accused student will explain in his/her own words what happened.
- The accuser will explain in his/her own words what happened.



- The accused student, the accuser, and the Investigator will be questioned by Committee members and by one another.
- The Chair will call the witnesses into the hearing, one at a time, to speak to the Committee in the presence of the accused student, the accuser, the advisors, and the Investigator.<sup>2</sup> A duly notified witness who does not appear at a hearing will be charged with failure to uphold dual responsibility. As soon as a witness has completed his/her testimony, he/she will be dismissed from the room and may not hear the testimony of others.
- Each witness will describe his/her involvement in the situation and then may be questioned by Committee members, the Investigator, the accused student, and the accuser.
- After all witnesses have been heard, the accused student may speak to the Committee again, and the Committee members may ask additional questions of the accused student, the accuser, and witnesses to the events in question. At this point in the hearing, the accused student will be allowed a total of one (1) character witness to provide oral testimony, and an additional one (1) written statement from a character witness. The accused student, the accuser, the Investigator, and Committee members may question the character witnesses who participate in the hearing.
- Advisors to the accused and the accuser may consult with their advisees as desired during the hearing, but may not ask questions or make statements during the hearing unless specifically requested to do so by the Chair of the Judiciary Committee.
- The accused student will have an opportunity to make a final statement to the Committee.
- After his/her final statement, the accused student, the accuser, the advisors, the witnesses and the Investigator will leave the hearing while the Committee deliberates.

The Committee may recall the accused student, the accuser, or any witness. The accused student, the accuser, the advisors, and the Investigator will all be present if any person is recalled. After all testimony has been completed, the Judiciary Committee will meet in executive session to discuss the facts of the case and will review all testimony and evidence. The Committee will then vote to determine whether the student is guilty or not guilty. Each Committee member, except the Chair, Vice-Chair and the Investigator on the case, has one vote, with Committee members voting in the following order: first year representatives, sophomore representatives, junior representatives, senior representatives, faculty representatives. A finding of guilty requires a majority vote of all members present and voting. The standard applied in

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<sup>2</sup> In the event that two or more accused students are involved in one case, the following procedure will be implemented: The Committee will follow normal judicial procedure for the first accused student until the point of deliberation, when the first accused student will exit the room. The Committee will begin again at the beginning of the judicial procedure to hear testimony from the additional accused student(s) and witnesses until the point of deliberation. At this time, the accused students will be brought together to serve as witnesses to each other's cases. The Committee shall then deliberate as usual and sanction each student separately.

determining guilt is the preponderance of the evidence. In the event of a tie, the student is found not guilty.

If the verdict is guilty, the Committee reviews Judiciary records of previous honor violations by the student. The Committee considers past violations and the entire proceedings of the current case in selecting an appropriate sanction. A simple majority of those members present and voting is required for a sanction to be imposed.

- When the Committee has reached a decision, the accused student, his/her advisor and the Investigator will be recalled to the hearing. The Chair will read the Committee's decision and, in the case of a decision of guilt, the sanction(s) that will be imposed.
- The Chair or Vice Chair is responsible for delivering to the student within 24 hours of the conclusion of the hearing written notification of the Committee's decision, any sanction(s) imposed, and the appeals procedure.

### **Judiciary Committee Records**

All materials, excepting confidentiality statements, pertaining to the following types of Judiciary cases are destroyed as soon as the decision not to have a hearing is made or as soon as there is a finding of not guilty:

- an alleged violation that was reported or investigated but never the subject of a Judiciary Committee hearing;
- a case in which the Judiciary Committee found the accused student not guilty;
- a case in which the Judicial Appeals Board reverses the verdict of the Judiciary Committee and finds the accused student not guilty.

For any case in which the accused student is found guilty and the verdict is not later reversed on appeal, the following materials are maintained permanently in the Office of the Dean of the College: a copy of the Judiciary Committee Chair's letter notifying the student of the verdict and the sanctions imposed; the case statement; the Investigator's report; any physical evidence presented at the hearing; and the audio-tape of the hearing. These materials are not maintained in the student's personal files but in a separate records system. Access to these materials is limited to the following persons: the student; the Chair of the Judiciary Committee; the Vice Chair of the Judiciary Committee; the Dean of the College; the Dean of Students; those authorized by the Dean of the College or the Dean of Students; and the President of the College. Access to this record by any other individual may only be granted by written permission of the student.

The suspension or expulsion of a student by the Judiciary Committee is recorded in the student's permanent record but not on the transcript.

The hearing, with the exception of executive sessions and final deliberations, will be audio taped to make possible the accurate review of testimony during final deliberations and by the Judicial Appeals Board in case of an appeal. A student found guilty by the Committee has the right to have proctored access to an unedited copy of

the recording in order to plan an appeal. The recording of the hearing is the property of the Judiciary Committee and may not be reproduced or distributed in any way.

## **Responsibilities & Rights of Those Involved in the Judiciary Process**

### **The Accused Student**

#### *Responsibilities*

- To report himself/herself to the Chair of the Judiciary Committee within 24 hours of violating the Honor Pledge or of being asked to report to the Chair by another member of the community. To report oneself to the Judiciary Chair upon the request of another is not an admission of guilt; rather, it is an obligation of dual responsibility.
- To meet in person with the Chair for the initial meeting within two (2) class days after the date on which he/she reported himself/herself to the Chair.
- To provide a truthful explanation upon being questioned, or to remain silent as is his/her right.
- To be certain that he/she understands his/her rights and responsibilities as outlined in this Student Handbook and as explained by the Chair.
- To check daily his/her campus post office box and email for messages from the Chair or the Investigator and to respond in a timely manner.
- To maintain confidentiality among members of the Randolph community about the alleged violation, the investigation, and the hearing in order to maintain the integrity of the Judiciary process.

#### *Rights*

- To be informed of his/her rights in the Judiciary process. Those rights are identified in this Student Handbook and will be explained to the accused student by the Chair of the Judiciary Committee.
- To be subject to investigation for a possible violation occurring during the preceding 12 months only.
- To have a fair hearing by the Judiciary Committee. Accused individuals will be judged solely on the evidence presented at the hearing.
- To be presumed innocent unless guilt is established by the admission of the accused or until the Judiciary Committee delivers a verdict of guilty.
- To have the existence and the details of an honor case and its proceedings kept confidential.
- To have a prompt hearing. Except in extenuating circumstances (to be verified by the Dean of Students), hearings will normally be scheduled within 18 class days following the initial meeting of the Chair and the accused student. See page 12 for special circumstances during finals week or during College breaks.
- To select and bring a member of the Randolph College community to the hearing as an advisor. Current members of the Judiciary Committee and the Judicial Appeals Board may not serve as advisors. The advisor to an accused student may not participate in the hearing except to consult privately with the

accused student as desired. The advisor may be present to hear testimony at any time the accused is present in the Judiciary hearing.

- To have an adequate amount of time in which to prepare for a hearing. Unless he/she waives this right, an accused student will have a minimum of 72 hours from the time the Chair informs his/her of the charges, the nature of the evidence, and witnesses against him/her.
- To have access to written evidence at least 72 hours prior to the hearing.
- To challenge, prior to the hearing and with cause, the participation of any member of the Judiciary Committee in the hearing of his/her case. Such a request for the removal of a Committee member must be made in writing, must establish bias or show other just cause, and must be submitted to the Chair at least 72 hours prior to the hearing.
- Not to appear at his/her own hearing. The hearing will be held as scheduled and proceed as usual. (The Judiciary Committee strongly suggests that it is virtually always in an accused student's interest to appear at his/her hearing.)
- To be present throughout the presentation of the case statement and all evidence and the testimony of all witnesses.
- To speak in his/her own defense.
- To have the Committee hear testimony from other persons of his/her choice with information relevant to the case.
- To bring no more than one (1) character witness to provide an oral statement to the hearing, and no more than one (1) additional written character witness statement to be read by the committee.
- To remain silent. This will not be construed by the Committee to be an implicit admission of guilt.
- Not to be harassed by any member of the Committee during the investigation or the hearing in an attempt to coerce an admission of guilt or information about the conduct of others.
- To confront adverse witnesses and hear and question and rebut the adverse testimony and any unfavorable inferences that may be drawn from such testimony during the hearing. The accused student should not discuss the case with any witnesses prior to the hearing except in the presence of the Chair of the Judiciary Committee.
- To be notified in writing within 24 hours of the hearing's conclusion as to the Committee's decision, any sanction(s) imposed, and the appeals process.
- To appeal to the Judicial Appeals Board on the grounds of:
  - a. new evidence unavailable at the time of the hearing;
  - b. material error in procedure by the Judiciary Committee;
  - c. suspension or expulsion as a sanction from the Judiciary Committee;

Except by the special permission of the Judicial Appeals Board, all appeals must be filed with the President of the College within six (6) class days (inclusive of the examination period) following the decision of the Judiciary Committee.

### ***The Accuser***

### *Responsibilities*

- To confront the person he/she suspects has committed an honor violation, in person, in private, and as soon as possible. If and only if the accuser has made determined but unsuccessful efforts to talk to the student in person may the accuser present his/her suspicions to the student in writing or by telephone.
- To drop the matter entirely if the student's explanation removes the accuser's suspicion.
- If the student's explanation does not remove the accuser's suspicion, direct the student to contact the Chair of the Judiciary Committee about the suspected violation within 24 hours.
- To check with the Chair following the 24-hour period to confirm that the person has contacted the Chair as requested.
- To maintain confidentiality.
- To cooperate fully with the Chair and the Investigator appointed by the Chair.
- To participate in the hearing and explain to the Judiciary Committee why he/she suspects the accused student of violating the Honor Pledge. The participation of the accuser in the hearing is required. If the accuser cannot attend the hearing because he/she is not residing within a reasonable drive of Lynchburg at the time of the hearing, the accuser may participate in the hearing by way of a telephone conference call.

### *Rights*

- To know the outcome of the Judiciary Committee hearing. Before being told the outcome, the accuser must sign an official acknowledgment that the information is confidential and that a breach of confidentiality is an honor violation.
- To be accompanied during the hearing by an advisor of his/her choice from the Randolph College community. Current members of the Judiciary Committee and the Judicial Appeals Board may not serve as advisors. The advisor to the accuser may not participate in the hearing except to consult privately with the accuser as desired. The advisor may be present to hear testimony at any time the accuser is present in the Judiciary Hearing.
- To be free from harassment or intimidation by any participant in the hearing process or as a result of testifying in the matter.

## ***The Investigator***

### *Responsibilities*

- To meet privately and document his/her meetings with the accused student. He/she will gather information from the accused student regarding potential witnesses and extenuating circumstances.
- To meet privately with the accuser and with any witnesses to the matter in question.

- To develop a comprehensive report of his/her findings in the matter that he/she will subsequently share with the Chair of the Judiciary Committee. His/her report should provide facts and statements of steps taken in the investigation. The report must include all pertinent evidence and facts that are to be presented during a potential hearing.
- To meet privately with the Chair of the Judiciary Committee to share his/her investigator's report and determine whether, based on the facts available, a hearing in the matter is warranted. If the Chair and the Investigator determine that a hearing is warranted, the Chair will begin the process of scheduling the hearing.
- To share his/her report with the Judiciary Committee, the accuser, and the accused student at the Judiciary hearing of the matter. The Investigator's testimony at the hearing will include only points of clarification regarding the investigation, and must not indicate any bias for or against any person.
- To inquire about any favorable witnesses and/or evidence the accused student might be able to provide.

#### *Rights*

- To be free from harassment or intimidation by any participant in the hearing process or as a result of his/her report or testimony in the matter.

#### ***Witnesses***

#### *Responsibilities*

- To appear at any Judiciary Hearing at which their testimony is requested.
- To provide true and complete information about what they know about the matter in question.
- To maintain absolute confidentiality regarding anything they learn before, during, or after the hearing.
- To cooperate fully with the Chair and the Investigator.

#### *Rights*

- To ask appropriate and pertinent questions of any member of the Judiciary Committee, the accuser, or the accused.
- To be free from harassment or intimidation by any participant in the hearing process or as a result of testifying in the matter.

#### ***The Vice Chair of the Judiciary Committee***

#### *Responsibilities*

- To maintain confidentiality about matters brought to his/her attention.
- To summon witnesses to appear at the hearing of the Judiciary Committee and to advise them of Judiciary procedure.
- To instruct character references about their roles and responsibilities in the hearing process and to notify those individuals of the date, time, and place of the hearing.

- To write an objective case statement summarizing the charge(s) against the accused student.
- Within 24 hours of the conclusion of the hearing to provide the accused student with written notification of the Committee's decision, any sanction(s) imposed, and the appeals process.
- To have the accuser sign a Statement of Confidentiality prior to notifying him/her of the results of the hearing.
- To inform the accuser of the outcome of the hearing within 24 hours after the conclusion of the hearing.
- To follow up on sanctions, send reminders, keep records, and contact necessary departments to ensure sanction completion.
- To meet with violators who have not fulfilled sanctions.
- To manage exam violations and ensure all students who are required to volunteer do so.
- To submit a bi-weekly written report to the Chair on the status of sanction completion.

#### *Rights*

- To be free from harassment or intimidation by any participant in the hearing process or as a result of his/her report or testimony in the matter.

### ***The Chair of the Judiciary Committee***

#### *Responsibilities*

- To maintain confidentiality about matters brought to his/her attention.
- To confirm that the alleged offense has taken place within the previous 12 months.
- To instruct the accuser(s) to discuss the matter with the suspected student. The Chair and the accuser should not discuss the matter in detail until after the accuser has discussed his/her concerns with the accused student.
- To inform the accuser of his/her rights and discuss his/her obligations of dual responsibility and confidentiality.
- To contact the accused student after the accuser's 24-hour notice has expired if the accused has not yet reported himself/herself to the Chair.
- To conduct initial interviews with the accused student and to appoint a student representative on the Judiciary Committee as Investigator. During the initial meeting with the accused student, the Chair will instruct the accused student of his/her Judiciary rights through discussion of the relevant sections of this Student Handbook. Among the rights to be discussed are 1) the right to be accompanied during the hearing by an advisor of his/her choice from the Randolph College community,<sup>3</sup> and 2) the right to present no more than one (1) character witness to provide an oral statement, and one (1) written character witness statement at the hearing. This meeting can be conducted via

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<sup>3</sup> Persons who have served on campus judicial committees in the past may be willing to serve as advisors. The Chair will inform the accused of the names of these individuals.

phone or letter if the accused student chooses not to meet in person with the Chair.

- To present a list of Judiciary Committee members to the accused student so that he/she may exercise his/her right to challenge Committee members.
- To appoint a student representative on the Judiciary Committee to investigate the case. Investigation consists of questioning the people involved and gathering all available information and evidence.
- To determine, at the conclusion of the investigation, in conjunction with the Investigator, whether there is sufficient evidence to warrant a Judiciary hearing.
- To inform the accused student of the following in writing at least 72 hours prior to the hearing, unless the accused waives that right: the charge(s) against him/her; the date, time, and place of the hearing; the witnesses; and the nature of the evidence against him/her.
- To provide the accused student access to all physical evidence at least 72 hours prior to the hearing.
- To conduct the hearing according to procedures outlined above.
- After a decision of guilt and prior to deliberation on sanctions, to inform the Committee of any previous honor violation(s) and the Committee's action in each instance.
- When the Committee has concluded its deliberations, to recall the accused student to the hearing and to inform him/her of the Committee's decision and any sanction(s) imposed. In the case of suspension or expulsion from the College, the Chair will advise the student that the Dean of Students will be notified of the decision immediately, and that the student should seek the advice of the Dean of Students in preparing a potential appeal.
- To have the accuser sign a Statement of Confidentiality prior to notifying him/her of the results of the hearing.
- To provide all required information and to serve as a witness in the case of an appeal.
- To give written notice to the Dean of Students and the Associate Academic Dean in the event that a student is suspended or expelled. In the case of suspension, the notice shall specify the duration of the suspension, the start and end dates for the suspension, and all conditions with which the student must comply before being reinstated. (If the sanction is reversed to a sanction other than suspension or expulsion on appeal, no notification shall be made.)

#### *Rights*

- To proceed with the Judiciary process without the participation of an accused student who fails to respond to inquiries of the Chair and/or the Investigator.
- To summon the accused student, the accuser(s), and all necessary witnesses from within the College community and to request witnesses from outside the College community as appropriate.
- To be free from harassment or intimidation by any participant in the investigation or hearing process or as a result of participation in the resolution of the matter.



## ***The Judiciary Committee***

### *Responsibilities*

- To provide a fair hearing for each accused student.
- To make a fair and rational decision of guilt or innocence based on the evidence provided by the Investigator, the testimony of witnesses, and the statements of the accuser and accused.
- To maintain confidentiality about charges, evidence, hearings, and outcomes.
- To sponsor programs and publications to educate the College community about all aspects of the Honor System and its role in the life of the College.
- To clarify and amend policies and procedures so that the Judiciary process reflects and upholds the philosophy of the Honor Pledge. The Student Senate, the Faculty, and the Board of Trustees must approve substantive changes in policy or procedure.
- To report to the College community in two ways: a semester report to the faculty by the Committee's faculty representative that summarizes the number of cases and the charge, decision and, in the case of a guilty verdict, the sanction(s) of each case; a report made to the Sundial at the end of each semester summarizing the number of cases and the charge, decision and, in the case of a guilty verdict, the sanction(s) of each case.

### *Rights*

- To hold a scheduled hearing in the absence of an accused student who has been properly notified.
- To impose appropriate penalties on a student. Potential penalties include but are not limited to a warning; counseling with a member of the College community; requirement of an assignment appropriate to the nature of the violation; removal of the privilege of self-scheduled examinations; suspension (temporary removal of student status); and expulsion (permanent removal of student status).
- To be free from harassment or intimidation by any participant in the investigation or hearing process or as a result of participation in the resolution of the matter.

## **Plagiarism**

The following statement describes what constitutes plagiarism and how to avoid it. The statement represents the position of the College and the Judiciary Committee. All students will be held accountable for the information contained herein, and any violation of the principles set forth will be handled by the Judiciary Committee as a violation of the Honor Pledge and may result in suspension or expulsion.

### **Definition of Plagiarism**

Plagiarism is using the words or ideas of another person without properly acknowledging their source. When a student presents work for academic credit, his/her instructor assumes that the work is original except where the student shows through correct documentation that he/she is citing the work of another. Inadequate or

improper documentation is grounds for a student being charged with plagiarism. Whether he/she is found to have been ignorant of the conventions for documentation, careless in applying his/her knowledge of those conventions, or dishonest in presenting someone else's work as though it were the product of his/her own understanding, the result is the same: he/she has committed plagiarism. The Honor System requires that the student who has committed plagiarism go through the judiciary process.

### **“Common Knowledge”**

The student may have learned in secondary school that if he/she finds the same material in three sources, the material may be presumed to be “common knowledge” and need not be documented. That is not always the case. What is common knowledge among experts in a field is not necessarily common knowledge among members of a more general audience. A useful rule of thumb is that one might consider common knowledge any information available in an ordinary desk dictionary. If the student is in doubt, he/she should always cite his/her source.

### **Proper Documentation to Avoid Plagiarism**

Avoiding plagiarism is easy. The student need only follow the rules for proper documentation of material that is not original. Printed material, as well as material communicated electronically, orally, or in unpublished form, must be documented. There are four methods of using such material: direct quotation, paraphrase, summary, and a combination of paraphrase or summary with direct quotation. With all four, the writer must cite his/her source by using the documentation style appropriate to his/her discipline—in most cases either MLA or APA style. Both styles are described in detail in the current edition of the *Hodges Harbrace Handbook*. (Note that in the examples below, MLA style is used.)

### ***Direct Quotation***

The first method of using material that is not original is direct quotation. With this method, the student uses quotation marks (or, in the case of a longer passage, indentation and double spacing without quotation marks) to set off the exact words of his/her source. Omissions within the quotation are indicated by the use of spaced periods; brief additions or interpolations are placed in square brackets. (Consult *Hodges Harbrace Handbook* for proper use of these marks.) With these exceptions, a direct quotation must be copied accurately down to its punctuation and italics and must be followed by a parenthetical reference to the precise page or pages where it originally appeared.

For example, a direct quotation from Simone de Beauvoir's *The Second Sex* would appear in a paper in this form:

Formal attire has a double function: it is intended to indicate the social standing of the woman (her standard of living, her wealth, the social circles to which she belongs), but at the same time it puts feminine narcissism in concrete form; it is a uniform and an adornment; by means of it the woman

who is deprived of doing anything feels that she expresses what she is. (de Beauvoir 498)

Note that since this quotation is longer than four typed lines, it is indented and double-spaced, and the citation, by convention, follows the final punctuation. A quotation of four lines or less is enclosed in quotation marks rather than being indented, and the final punctuation follows the citation.

### ***Paraphrase***

A second method of using material that is not original is the paraphrase. With this method, the student digests the idea, opinion, or interpretation of his/her source and presents it completely rewritten in his/her own words. If he/she can talk freely about the material he/she has borrowed, he/she is probably safe in assuming that he/she can write a legitimate paraphrase. Merely changing a few words here and there in a passage that retains the essential language or even the sentence structure of the source does not constitute legitimate paraphrase. If any echo of the original source can be heard in the student's paraphrase, it is not a successful paraphrase.

Sometimes a student may have difficulty deciding whether certain language must be quoted, or whether it might legitimately be used as paraphrase without quotation marks--in other words, whether it is "common language." In "The Difference between Plagiarism and Research," Paul Roberts comments on this problem:

If P.V. Pettiquale writes, "Swallows build nests in trees," you, in paraphrasing P.V. Pettiquale, might also write, "Swallows build nests in trees." But if P.V. Pettiquale writes, "The swallow sings his heart-warming little song as he darts among the treetops," and you, without quotation marks, write, "The swallow sings a heart-warming little song" or "The swallow darts among the treetops," then you are plagiarizing. These phrases, wretched though they are, are the property of P.V. Pettiquale and may not be lifted from him without acknowledgment. (473-74)

In this context, there are no substitutes for the words "swallows," "nests," and "trees." This is "common language" necessary to any discussion of the subject at hand and thus may be presented without quotation marks.

The passage from de Beauvoir's *The Second Sex* quoted above might be paraphrased as follows:

In her discussion of the social meaning attached to women's clothing, de Beauvoir explains that it serves two purposes: first, clothing tells an observer what a woman's social rank is, and second, being preoccupied with dress is one of the few forms of self-expression available to women (498).

As this passage illustrates, the paraphrase, like the direct quotation, requires (a) a reference to the page or pages which have been paraphrased and (b) the author's last name, either in parentheses preceding the page number or in the text itself. Final punctuation follows the citation.

### **Summary**

A third method of using material that is not original is the summary. While a paraphrase is close to the same length as the original, a summary is considerably shorter than the original. Like a paraphrase, a summary must use the student's own words and sentence structure and must be followed by a parenthetical citation. A summary of the above passage from de Beauvoir might read as follows:

A woman's clothing reveals her social status and gives her a way to express herself (de Beauvoir 498).

### **Combination of Paraphrase or Summary with Direct Quotation**

A fourth method of using material that is not original is the combination of paraphrase or summary with direct quotation. For example, a student might include in a paper a passage like this:

In her discussion of the social meanings attached to women's clothing, de Beauvoir explains that it serves two purposes: first, clothing tells an observer what a woman's social rank is, and second, dress "puts feminine narcissism in concrete form; [. . .] by means of it the woman who is deprived of doing anything feels that she expresses what she is" (498).

The combination of quotation with paraphrase or summary, like the direct quotation, paraphrase, or summary used alone, requires a parenthetical citation. Since the quoted passage is shorter than four lines, it need not be indented; final punctuation follows the citation.

### **Conclusion**

Since citation forms and certain other rules for documentation vary among disciplines, the student should consult his/her instructor about the method preferred for a particular assignment. The forms in the *Hodges Harbrace Handbook* will be acceptable in many classes.

Whatever form of citation the student uses, he/she must proceed with the understanding that plagiarism, as it is defined here, violates the Honor Pledge. Plagiarism is also a serious offense outside the red brick wall. Writers like Doris Kearns Goodwin have suffered irreparable damage to their reputations as a result of plagiarism charges (History). Language and ideas are, after all, fundamental to an intellectual community's functioning; honesty requires the most scrupulous attention to their proper use.

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## RIGHTS AND FREEDOMS OF STUDENTS

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of the Joint Statement of Rights and Freedoms of Students is to enumerate the essential provisions for the freedom to learn.

### 1) Freedom of Access to Higher Education

Randolph College does not discriminate on the basis of race, color, ethnic origin, handicap, religious persuasion, gender or gender identity, sexual orientation, or age in the administration of its educational policies, and maintains such nondiscriminatory policy in all aspects of operation.

College programs, facilities and services, on and off campus, are open and made available to all enrolled students.

### 2) In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academic considerations, not on opinions or conduct unrelated to academic matters.

#### a) Protection of Freedom of Expression.

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### b) Protection Against Improper Academic Evaluation.

A student who believes that his/her professor has not evaluated him/her fairly should follow the process described in the *Grievances (Academic)* section of this *Student Handbook*.

#### c) Protection Against Improper Disclosure.

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

### 3) Student Records

The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (often referred to as the “Buckley Amendment”), which protects the privacy of educational records, establishes students’ rights to inspect their records, provides guidelines for correcting inaccurate or misleading data, and permits students to file complaints with the Family Educational Rights and Privacy Act Office. Specifically, students are afforded the following rights with respect to their educational records:

#### a) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Dean of the College, Dean of

Students, chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

**b) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her 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.

**c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.**

The right to inspect a student's academic record is limited to the student. Access to students' records, except directory information which may be released, is never granted to individuals from off campus requesting information, unless the student involved has given written permission or as applicable law requires. Directory information is defined as the student's name, photograph, college email address, program of study, degrees granted and awards received, city and state of home address, classification, enrollment status, dates of attendance, participation in officially recognized activities and sports, and height and weight of members of athletic teams. Students may restrict access to their directory information by contacting the Registrar's Office and filing a written request. In addition, the College will publish for internal use a student directory which includes names, pictures, campus addresses, major and class year. Further, to minimize the risk of improper disclosure, academic and disciplinary records are kept separate.

The College expects that students will discuss their academic progress with their parents. Students may authorize disclosure of information to parents or anyone else by completing a "Consent to Disclose Information from Education Records" form available in the Registrar's Office. Upon request the College will exercise its discretion to disclose information from the student's education records to authorized individuals under the following circumstances: 1) through the written consent of the student; 2) by submission of evidence that the parents declared the student as a dependent on their most recent Federal Income Tax form; 3) and in compliance with a subpoena. In cases of divorce, separation or custody, when only one parent declares the student as dependent, an institution may grant equal access to information from the student's education records. However, when access is

given to one parent, the College must grant equal access to the other parent upon his or her request with the submission of written consent, unless there is a court order, state statute, or legally binding document stating otherwise. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom the College has contracted (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 in order to fulfill his/her professional responsibility.

**d) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with requirements of FERPA.**

The name and address of the office that administers FERPA is Family Policy Compliance Offices, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

### Consumer Information Requirements

See the chart below for details about what information must be disclosed and from which office the information may be requested.

What must be disclosed?	Department	Contact
Rights under FERPA	Registrar	Barbara Thrasher
FFEL Deferments for Peace Corps or Volunteer Service	Financial Aid	Debi Woodall-Stevens
Available Financial Assistance	Financial Aid	Raylene Cope
Institutional Information	Department	Contact
Cost of Attendance	Business Office	Wendy Deitrick
Refund Policy	Financial Aid	Raylene Cope
Withdrawal Policy	Dean of the College	Paula Wallace
Requirements for return of Title IV for withdrawn students	Financial Aid	Debi Woodall-Stevens
Academic Programs	Dean of the College	Carl Girelli
Entities that accredit, license, or approve College Programs and procedures for review	Dean of the College	Carl Girelli
Special Services for students with disabilities	Dean of the College	Tina Barnes
Employees responsible for financial assistance disclosure and how to contact them	Financial Aid	Debi Woodall-Stevens



Study abroad program and Title IV assistance	Financial Aid	Debi Woodall-Stevens
Graduation and Transfer Rates	Institutional Research	John Keener
Campus Security Report	Security	Kris Irwin

**Judiciary Committee Records**

For any case in which the accused student is found guilty and the verdict is not later reversed on appeal, the following materials are maintained permanently in the Office of the Dean of the College: a copy of the Judiciary Committee Chair’s letter notifying the student of the verdict and the sanctions imposed; the case statement; the investigator’s report; any physical evidence presented at the hearing; the audiotape of the hearing. The materials are not maintained in the student’s personal files but in a separate records system. Access to these materials is limited to the following persons: the student; the Chair of the Judiciary Committee; the Dean of the College; the Dean of Students; those authorized by the Dean of the College or the Dean of Students; and the President of the College. Access to any other individual may only be granted by written permission of the student.

The suspension or expulsion of a student by the Judiciary Committee is recorded in the student’s permanent record but not on the transcript.

**4) Student Affairs**

**a) Freedom of Association.**

Students are free to organize and join organizations in order to promote their common interests.

- 1) To initiate and form a local campus organization with Student Government recognition, students must submit the constitution of the proposed organization to the Student Government Vice President, who shall present the constitution to the Student Senate for approval.
- 2) Student organizations recognized by Student Government may be requested to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of Student Government recognition.
- 3) Affiliation with an extramural organization should not of itself disqualify a student organization from Student Government recognition.
- 4) All recognized campus organizations must be open to all students without respect to race, sex, gender, color, ethnic origin, national origin, disability, sexual orientation, religious persuasion, or political doctrine.

**b) Freedom of Inquiry and Expression.**

- 1) Students and student organizations are free to examine and to discuss all questions of interest to them, to express opinions publicly and privately, and to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and to the larger community that in their

public and private expressions or demonstrations, students and student organizations speak only for themselves.

- 2) Students or groups are allowed to invite and to hear any person or to show any film of their own choosing. However, the College has the right to refuse to allow a presentation on the campus whenever it believes such may constitute a clear and present danger to the physical security of persons or of property. Groups sponsoring a presentation should recognize the degree of responsibility involved in extending an invitation and consider implications for Randolph College. Students sponsoring a presentation must notify the Scheduling Office and the Dean of Students Office of proposed plans in order to ensure orderly scheduling of facilities and adequate preparation for the event. Sponsorship does not necessarily imply that the sponsor group or the institution has approved or endorsed the views expressed.
- 3) The College reserves the right to determine the time, place, and manner of demonstrations conducted on campus. Violations of the policies governing demonstrations will be handled in an administrative hearing.
  - a. No students shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion that interferes with the normal operation of the College.
  - b. No student or group of students shall obstruct the free movement of students, faculty, or staff about the campus, interfere with the use of College facilities, or prevent the normal operation of the College.
  - c. No student shall act in a manner that disturbs the academic pursuits or infringes upon the privacy, rights, privileges, health, or safety of other persons.
  - d. Physical assault of a student, faculty, or staff member on College property or at functions sponsored by the College is prohibited.

c) **Student Participation in Institutional Governance.**

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

The Student Government provides channels for expression and action. The Constitution of the Student Government of Randolph College defines the means through which students may participate in the formulation and application of institutional policy affecting academic policies and student government.

Student representatives are included on the following College Committees:

- a. **Academic Personnel** Two students serve on a subcommittee to consider personnel complaints about faculty from students as a final board of appeals.
- b. **Curriculum** Two student members.
- c. **General Education** Two student members.
- d. **Campus Events** Three student members.

- e. **Institutional Effectiveness** One student member.
- f. **Intercultural Competence Project** Two Student members.

The President of Student Government may request that the Student Affairs Committee of the Board of Trustees meet with selected members of the student body to discuss issues of common concern.

The President of Student Government serves as the student representative to the Board of Trustees in accordance with the following provisions:

- a. The student representative will have the privilege of attending meetings of the Board of Trustees and of participating in discussions but will not have a vote.
- b. At times when the Board is considering personnel matters relating to individual faculty or administrative members (especially individual salary matters) or other matters which in the judgment of the President of the Board call for consideration without the presence of the student representative, the student representative will be asked to withdraw from the meeting.

**d) Student Publications.**

Student publications and radio broadcasting are major contributors to the atmosphere of free and responsible discussion and intellectual exploration. They influence student opinion on various issues on campus and in the world at large and are a means of bringing student concerns to the attention of faculty, administrators, and trustees.

The College delegates complete editorial responsibility for the student press to students and provides sufficient editorial freedom and financial autonomy to maintain the integrity of the student press as a vehicle for free inquiry and free expression in an academic community. Therefore, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The following provisions are safeguards in the editorial freedom of the student press:

1. The student press is free of censorship and advance approval of copy. Editors and managers are free to develop their own policies for editorial writing and news coverage although guidelines may be imposed by the Student Government as the publisher of each student publication.
2. The editor-in chief and managing editor of each student publication and the manager of the radio station are appointed by a selection committee comprised of representatives from the staff of the publication or station, Student Government, the Dean of Students Office, and the faculty.
3. No editor or manager will be subject to arbitrary suspension or removal from office because of student, faculty, administrative, or public disapproval of editorial policy or content.

4. Any action on the removal from office of an editor or manager must be brought before the Editorial Review Board. The Board shall have the power of removal. The Board shall be comprised of the President of Student Government as chair, the Chair of the Judiciary Committee, the President of the College, the Director of the Director of College Relations, a student representative from the publication under review excluding the editor, and a faculty member appointed by the Faculty Representative Committee. The editor or manager under review will have the right to explain and defend his/her actions before the Editorial Review Board.
5. All student publications containing expressions of opinion shall state that opinions there expressed are not necessarily those of the College or of the student body.

## 5) **Off-Campus Freedoms of Students**

### a) **Exercise of Rights of Citizenship.**

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials will ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

### b) **Institutional Authority and Civil Penalties.**

Activities of students may upon occasion result in violation of the law. In such cases, institutional officials will be prepared to advise students of sources of legal counsel and may offer other assistance. If students who violate the law incur penalties prescribed by civil authorities, institutional authority will not be used merely to duplicate the function of general laws but may be invoked where the institution's interests as an academic community are distinct and clearly involved. Institutional actions should be independent of community pressure.

## 6) **Procedural Standards in Disciplinary Proceedings**

In developing responsible student conduct, disciplinary proceedings play a role as do counseling, guidance, and admonition. In circumstances when disciplinary procedures are necessary to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair impositions of serious penalties.

### a) **Standards of Conduct Expected of Students.**

The Honor System and College policies published in this *Student Handbook* constitute formal statements of standards that all students must maintain. Infractions of the Honor System are within the jurisdiction of the Judiciary Committee. Upon enrollment at Randolph College, all students are bound by the expectations of the Honor System. Infractions of College policies are handled either by the Social Violations Hearing Board or in an

administrative hearing; the method of adjudicating an infraction is described in the section of this *Student Handbook* that describes the infraction.

In addition, the administration has set forth the following as unacceptable forms of behavior. Violations will be handled in an administrative hearing.

1. Any action that disturbs the academic pursuits or infringes upon the privacy, rights, privileges, health, or safety of other persons.
2. Any action that involves the disruption or obstruction of teaching, research, administration, or other college activities.
3. Unauthorized entry into or damage to College property or to property of a member of the College or any visitor to the College.
4. The use of obscene language in public or in connection with the official life and program of the College.

**b) Investigation of Student Conduct.**

5. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, staff requesting access shall make application to the Dean of Students for authorization. The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, including cars parked on campus and locked items in residence hall rooms, the ordinary requirements for lawful search shall be followed.
6. Students detected in violation of institutional regulations should be informed of their rights if proof of guilt would have serious consequences. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

**c) Status of Student Pending Final Action.**

Pending action on the charges, the status of a student will not be altered, or his/her rights to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well-being of himself/herself, of others, or of College property.

**d) The Judiciary Committee Procedures.**

Refer to the Honor System section at the beginning of this publication.

**7) Provisions for Revising Joint Statement**

Amendments and revisions must be approved by the faculty, students, and trustees. A simple majority vote of each of the three bodies will constitute passage.

## General Information

### Abbreviations

BCD .....	Behind Closed Doors, newsletter posted in bathroom stalls
B&G.....	Buildings and Grounds
DOC .....	Dean of the College Office
DOS .....	Dean of Students Office
HR .....	Head Resident (Residence Hall Staff)
MAC.....	Macon Activities Council
QPR.....	Quality Point Ratio (grade point average)
RA.....	Resident Assistant
SDD .....	Senior Dinner Dance
SG.....	Student Government

### Bicycle Registration and Storage

Bicycles kept on campus must be registered with the Security Office. During the academic year bicycles may only be stored on the racks located outside the residence halls or in the bicycle storage room on the ground floor of Bell Hall. Summer storage of bicycles is available *only* in the Bell Hall bicycle storage room. Bicycles left on exterior bike racks over the summer will be confiscated and sold or donated to charity. Bicycles left in hallways, public areas, or stairwells will be confiscated and the owner of the bicycle will receive a \$50 fine.

### Campus Residency Policy

Randolph College is committed to providing an educational environment that is enriching both intellectually and interpersonally. A prominent feature of our environment is the sense of community that is a result of the strength of our residential living experience. Through on-campus residency, students develop strong interpersonal connections with their peers, enjoy social and educational experiences together, develop the ability to negotiate solutions to community and personal issues, and learn to appreciate the rich diversity of cultures, opinions, talents and experiences that our community offers. Residence in a College residence is required of all students except those who are classified as Day Students or Prime Time Students. Students who are transferring to Randolph from another higher education institution located within 50 miles of the Randolph campus, and who at the time of matriculation are renting in the local community, may request a one-time-only exception to our residency requirement. Such requests must be made at the time of initial matriculation and will not be granted at a later date.

Students residing in the residence halls must maintain a full time course load as a condition of residency. Students who are 24 or older may not reside in student housing. Additionally, students may live on campus for no more than 10 semesters.

### Prime Time Status

To qualify for *Prime Time* student status a student must be 24 years of age or older on or before the first day of classes of the semester he/she initially enrolls. He/she must apply for admission specifically to the Prime Time Program. If an applicant to the Prime Time Program does not meet the age requirement, but is married or has children or other dependents that he/she financially supports, he/she may appeal for an exception through the Vice President for Student Affairs, who will take the matter to committee for review. A Prime Time or Graduate student who wishes to live in a residence hall on campus should contact the Director of Residence Life to make those arrangements. Prime Time and Graduate students who reside in campus residence halls will be categorized as Prime Time Resident or Graduate Resident students and will adhere to the expectations outlined for Resident Students (see above) as well as all residential life policies and guidelines.

### Day Student Status

In order to be eligible for *Day Student* status, the student must be enrolled full time and meet one or more of the following criteria on or before the first day of classes of the semester he/she initially enrolls:

- reside with a parent/guardian within a 50- mile radius of the College in the parent's primary residence,
- be married and living with a spouse,
- have a dependent child living with him/her.

If a student's status regarding the criteria above changes during the time of enrollment (e.g., he/she no longer lives with his/her parents), the College reserves the right to change his/her status to Resident Student. The College allows on-campus residency by full time students and selected staff only. Therefore, if a Resident Student marries or has a child during the time of residence, he/she will be allowed to petition to move to Day Student status effective the semester in which the marriage or birth of the child occurs. Students whose circumstances change such that they meet the requirements for a change in status may petition in writing to the Vice President for Student Affairs, who will take the matter to committee for review.

### Resident Student Status

All traditionally aged students (23 or younger) are required to maintain full-time enrollment and to live in campus housing. Students who reside with their parents in Lynchburg are strongly encouraged to become Resident Students so that they may benefit from the residential living component of the Randolph College experience.

Resident Students may not rent or lease in part or whole any off-campus dwelling during the period of their enrollment. Students who violate this policy may be subject to an administrative hearing to determine the appropriate sanction. On-campus housing and board charges will not be removed or reduced if a student chooses to violate the residency policy.

Only students who are properly enrolled and have paid room and board fees may occupy residence hall rooms on campus. A Resident Student who withdraws from the College for any reason during the academic year will be expected to vacate the campus residence within 24 hours of that withdrawal and will be assessed a fine of \$50 for each day he/she remains beyond the 24 hour vacating expectation, and may be subject to additional penalties.

### **Carts (for move-in and move-out)**

Carts may be borrowed from the Dean of Students Office during office hours (8:30 a.m. to 4:30 p.m., Monday-Friday) at the beginning of the fall semester (during move-in) and at the end of the spring semester (during move-out) on a first come, first served basis. The Dean of Students Office may offer carts at other times dependent upon the availability of staff. DOS will also have a cart available throughout the year that students may borrow with a \$10 deposit to retrieve large packages from the Mailroom.

### **Chalk Policy**

Chalk is allowed only on concrete sidewalks and blacktop surfaces. Chalk may not be used on vertical surfaces or brickwork at any time. No chalk is allowed on front campus. Chalk may not be used under covered porches, under the trolleys, or on stairways. Chalk must not be used to advertise alcoholic beverages or use obscene language in any way.

### **Clubs and Organizations**

Randolph College offers many opportunities for getting involved in campus life. A major source of involvement is the wide variety of student clubs and organizations. For information about how to get involved in a club or organization, students are encouraged to attend the Involvement Fair held Fall semester, watch the bulletin boards around campus, check the Portal, or talk with the Director of Student Activities.

Students who wish to form an organization that will be recognized by Student Government must complete all requirements of the New Club Process. The first step is to make an appointment with the Coordinator for Student Activities, who will explain the New Club Process in detail; the next step is to meet with the Student Organizations Committee Chair. Requirements for new clubs include obtaining 25 student signatures to verify student interest in such a student organization at Randolph College, generating a list of potential members, identifying an advisor, and submitting a constitution to the Senate Student Organizations Committee.

#### *Advisors of Randolph College Clubs and Organizations*

Every SG-recognized club or organization must have an advisor from the faculty or staff of the College. Some organizations may choose to have additional advising from outside the College in addition to their on-campus advisor who can provide expertise that may not be available within the faculty and staff. The role of the advisor is to



provide advice and support for the activities of the club or organization and to assist the leaders of the organization in leading the group toward collective goals. The advisor is expected to be knowledgeable about the specific activities of the club or organization, and must maintain regular communication with the leadership of the group.

All advisors of SG-recognized clubs and organizations, whether employed by the College or not, are expected to conduct themselves and their activities in ways that are consistent with College policy and practice. All advisors must be familiar with the regulations in place at the College and to abide by all College policies, regulations, practices and the Honor Code. No advisor may violate any student's right to privacy nor share information about any student with others except as specified in the College's policy on the *Rights and Freedoms of Students* printed in this handbook. Any advisor who fails to abide by the expectations above will be removed from his/her position by the Dean of Students and the President of Student Government.

The following student organizations are currently recognized by Student Government:

**African Student Association** Seeks to meet the needs and address concerns of African-American students on campus and facilitate multicultural understanding.

**Bridges** Organization for lesbian, gay, bisexual, transgendered and questioning students and supportive friends; strives to build bridges of understanding between the heterosexual and GLBTQ communities.

**Campus Outreach**

**Chinese Culture Club** Seeks to enrich the local community with knowledge and awareness of Chinese culture through food, calligraphy, and social events.

**Circle K** Sponsors community service projects; associated with the International Kiwanis.

**Class Executive Boards** Each class has an Executive Board comprised of elected officers. The Executive Board (known as Exec) takes the lead in organizing and implementing class business, including traditions and fundraising.

**Competitive Gaming Club**

**Creative Writing Club**

**Cuisine International**

**Curiosus**

**Dollar and Sense Club** Offers programming and field trips focused on the field of economics.

**Environmental Club** Focuses on environmental activism issues within the Lynchburg community as well as on a national level and provides community service opportunities in the area with an environmental aspect.

**Etas** Promotes Even Spirit and the interclass rivalry with the Odds.

**FMLA** Concentrates on establishing a broad constituency to work in pursuit of feminist ideals, such as social, political, and economic equality for women and men, girls and boys.

**F.R.A.M.E.** The Student Docent Club promotes the Maier Museum of Art on campus and in the Lynchburg community through educational programs and museum tours.

**French Club** The purpose of the French Club—Le Cercle Francais—is to promote study of the French language and the study, knowledge, and understanding of Francophone cultures.

**Gammas** Promote Odd Spirit and the interclass rivalry with the Evens.

**Hail, Muse! etc.** Randolph College's literary magazine; features poetry, short stories, photos.

**Humans vs. Zombies** HVZ is a modified game of tag and survival which takes place over several days.

**MAC (Macon Activities Council)** The programming board that sponsors campus-wide programs for the student body -- dances, concerts, movies, coffeehouses, magic shows, comedy clubs, off-campus trips, outdoor adventure.

**Macon Community After Hours**

**Melpomene** Members share an interest in ancient drama, and assist with production of the Greek Play.

**Model United Nations (Model U.N.)** Members seek to increase their knowledge of world politics.

**Pan World Club** Sponsors activities designed to increase appreciation of all cultures; the Pan World Coffeehouses are a campus favorite.

**Randolph Biology Club** Sponsors activities of interest to students interested in biology.

**Randolph Role Playing Society**

**Society of Physics Students** Encourages interest throughout the academic and local communities and introduces students to the professional community.

**Sock & Buskin** The blood, sweat, and tears behind the theater productions at Randolph College.

**Songshine** Baker's dozen of female *a cappella* singers; auditions held early during Fall semester.

**Student Athletic Advisory Committee** Serves as a representative body for Randolph College athletes in all matters pertaining to athletics, acts as a liaison between the student-athletes and both the Athletic Department and the Randolph College community, promotes involvement in sports, and coordinates community service efforts.

**Student Government** Composed of the Executive Committee, Student Senate, Judiciary Committee, Social Violations Hearing Board, standing committees, and the class governments.

**Student Virginia Education Association (SVEA)** Part of a larger professional organization, provides activities to support people interested in education.

**The Sundial** The campus newspaper.

**Track Club**

**Voices** Educates singers in all aspects of a college a cappella ensemble, including music selection, composition, arranging, direction, rehearsal, and performance.

**WWRM** The campus radio station, affectionately called The Worm.

**Young Democrats** Sponsors programs and is involved in current political issues.

The following student organizations are sponsored by campus departments:

**Chorale** Performing ensemble that rehearses and performs sacred and secular music of all periods. Sponsored by the Music Department.

**Environmental Issues Council** Promotes and encourages environmentally responsible activities and projects on campus.

**Touch of Harmony** A small vocal ensemble sponsored by the Music Department.

### **Counseling Services**

The Counseling Center is open daily Monday-Friday and is staffed by professional counselors. Services are confidential. Students may make an appointment by calling x8158. Services provided by the Counseling Center include individual and group counseling; referral to community therapists; workshops and programs on topics of interest to students; support groups; and a library of tapes and books for student use. Services for residential students are covered by student fees. Non-residential students may enroll in the Student Health Services Optional Plan for \$250 per year and completion of the Health Information Form and Immunization Form.

### **Delays and Cancellations: Notification Policy**

In the event that the College schedule will be altered due to weather conditions or other emergencies, a message will be recorded on every Phone Mail box on campus, a notice will be placed in the Announcements section of the College portal, and an e-mail alert will be sent to all students, staff, and faculty. Delays and cancellations at the College will also be broadcast on local radio and TV stations. If a class is canceled due to a professor's illness, the Dean of the College's Office will place a signed and dated notice on the classroom door notifying students of the situation. In the event that a class is canceled, the professor may designate a make-up day for the class.

### **Entering Student Rooms**

The College reserves the right to enter student rooms to address safety, health, or maintenance concerns or if there is suspicion of a violation of the law or College policy in that room. The College cannot prevent nor prohibit the search of student rooms on College premises by law enforcement officers acting in the performance of their duties. Student rooms will be entered for routine maintenance and custodial purposes and may be entered without prior notice for emergency, health, law enforcement, or safety reasons. Prior to entering a student room, staff will announce themselves and state the reason for entering the room. If a student's room is entered by College staff when he/she is not present, staff should leave for the student a note that specifies the time and date the room was entered and for what purpose.

### **Exam Honor Assemblies**

The self-scheduled exam system is a privilege extended to Randolph College students by the faculty and administration of the College. Given the significant level of individual student responsibility required by the system, attendance at an Exam Honor Assembly is required of a student each year that he/she is enrolled at the College.

All regularly enrolled students are required to attend one of the Exam Honor Assemblies scheduled before the final examination period in the fall semester. This includes students who do not have a scheduled or self-scheduled exam to take during the final examination period. During spring semester, any regularly enrolled student who was not enrolled on campus during fall semester will be required to view the videotape of the prior semester's honor assembly before signing a pledge card.

Only a grave, unforeseen circumstance will constitute an acceptable reason for not attending one of the two scheduled Exam Honor Assemblies. Any student who fails to attend one of the Exam Honor Assemblies must submit a written appeal to the Dean of Students in order to take examinations or to have written work assigned as all or part of an examination accepted by a professor.

### **Gaming and DVDs**

Students are welcome to use residence hall lounge televisions for gaming at the discretion of residence hall staff. Federal law prohibits playing videos or DVDs on any television in a student lounge or public area, unless the appropriate licensing fee has been paid. See the Director of Student Activities for more information on the public showing of videos.

### **Health Center Services**

Randolph College Health Center is housed on the main floor of the Terrell Health and Counseling Center, located behind Webb Hall. Health Center hours are 9:00 A.M. to 4:00 P.M., Monday through Friday. The College physicians and Nurse Practitioner have office hours at the Health Center each week and see students by appointment only. To schedule an appointment please call 434-947-8130 during office hours.

The Health Center provides treatment for illness, injuries, and general health concerns. We do routine gynecology exams, study abroad physicals, physicals for returning athletes, and assist students who need referral to specialists. We perform mono spots, rapid strep tests, influenza tests, pregnancy tests, and urinalysis in house. We send specimens to Centra Lab, Pathology Consultants, and prescribe x-rays, ultra sounds and scans as needed. Physicals and lab work if done in house can be paid for at the time of service or billed to the student's college account. Testing done off campus will be filed with insurance or charged as an account bill. The Health Center also provides health education and counseling. Services for residential students are covered by student fees. Non-residential students may enroll in the Student Health Services Optional Plan for \$250 per year and completion of the Health Information Form and Immunization Form.

### **Information Technology Resource Policy**

The Information Technology Resource Policy applies to all of the Randolph College community including students, faculty, administrators, staff, alumnae/i, contract employees, and those who may be granted a guest computer account on a request basis

by the system administrator. Our IT Resource Policy governs all network users. This includes all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Any member of the community who violates IT policy is subject to disciplinary action as stated in the policy and possible legal action under the Federal Electronic Communications Privacy Act. In addition, students are bound by the Randolph College Honor System in the use of computer resources on campus.

This statement of policy available on the College's Web site is not meant to be exhaustive. The Information Technology Advisory Committee has the final authority about what is/is not considered acceptable use of computer resources.

For more details about policies and College expectations regarding the use of technology on campus, please go to the Web: <http://www.randolphcollege.edu/IT>

### **Key Cards/IDs**

Key cards, known as Paw Passes, serve as College IDs and are issued to all new students during Orientation at no charge. The charge for replacement of a lost card is \$20. Information about obtaining a replacement card is available through the Information and Reception Desk. Key cards are the sole property of the students to whom they are issued and may not be loaned or given to others.

### **Laundry**

Laundry facilities are available 24 hours per day in Bell, Moore, Webb and Wright Residence Halls and are available to current resident students at no additional charge. Non-students and non-resident students are not allowed to use the campus laundry services. There is also a laundromat at the Boonsboro Shopping Center.

- Please take laundry out of washer/dryer immediately.
- Please remove your clothing from machines no more than fifteen minutes after end of cycle. Students are allowed to move others' clothing to a dryer or clean space fifteen minutes after found.
- Please clean lint filter in dryer after each load.
- Do not use others' detergent, dryer sheets, or fabric softener.
- If you would like to write down the washer/dryer you are using and your phone number on the dry-erase board, students are encouraged to call you before removing your clothes from the washer/dryer.

### **Leadership Positions**

Participation in campus leadership positions is restricted for three reasons: to encourage many students to assume positions of leadership; to encourage student leaders to focus their attention on a limited number of key responsibilities; and to help ensure that the responsibilities of every leadership position are executed as efficiently as possible.

No student may be nominated for or hold a Student Government or Class office unless he/she meets the requirements stated in the Student Government Constitution. No student may seek election or appointment to a club office unless he/she has a cumulative quality point ratio at the time of the election or appointment of 2.0 as a first-year student or sophomore or 2.2 as a junior or senior and is not on Progress Alert due to a shortfall in credit hours.

The following is a list of primary leadership positions. No student may hold more than one position from this list at the same time.

- SG President
- Judiciary Committee Chair
- SG Vice President
- SG Treasurer
- SG Secretary
- Hail, Muse! Etc. editor-in-chief
- Exam Scheduling Committee Chair
- Sundial editor-in-chief
- Sundial managing editor
- Helianthus editor-in-chief
- WWRM Station Manager

**Loans**

The Dean of Students Office maintains a small fund from which students may obtain short-term loans for true emergencies. The loan fund is available for emergencies that may threaten the student’s ability to remain at Randolph College, or other legitimate emergencies. The loans are generally limited to \$50 and are usually repayable within 60 days. Loans cannot be given to pay credit card debts, phone bills, or other anticipatable expenses, or debts to the Campus Store, Library, Business Office, or other unit of the College. Failure to pay back a loan on time will result in a hold being placed on the student’s account. Students needing an emergency loan should contact the Dean of Students Office (x8119).

**Missing Student Notification Policy for Resident Students**

Any time a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Security at 434-947-8000 or call 9-1-1 to alert Lynchburg police. Campus Security will fully cooperate with local police to generate a missing person report and initiate an investigation.

All reports of missing persons will be investigated. If the missing student is under the age of 18 and is not an emancipated individual, Campus Security or a representative of the Dean of Students office will notify the student’s parent or legal guardian immediately after it is determined that the student has been missing for more than 24 hours. If the preliminary investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than

24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College's Dean of Students office.

## **Parental Notification**

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

## **Party Planning and Registration**

Individual students and SG-recognized organizations are encouraged to sponsor social events for the enjoyment of themselves and their guests within established College guidelines. Students are encouraged to read through the guidelines carefully and to be informed about the College's expectations for sponsors and guests at those events in order to minimize the possibility of problems at the event. Party Contracts and Guidelines Sheets are available in the Dean of Students Office.

Students/student groups may request the use of Smith Bar, Smith Banquet Hall, residence hall lounge space, appropriate non-residential space, and appropriate outside spaces for events by contacting the Scheduling Office. If a social event at which alcohol will be present is planned for a space on campus, additional security may be required.

Private parties may not be scheduled on Family Weekend, Commencement Weekend, Symposium Weekend, during the seven (7) days preceding the final exam period, or other dates designated by the Vice President for Student Affairs or the President of the College.

## **Pets on Campus**

No pets, with the exception of fish, are allowed inside any College buildings. This includes classrooms, individual offices, and residence halls. Any dog on campus grounds must be on a leash at all times. Dogs that provide assistance to individuals with disabilities are permitted in College buildings. Residence hall residents should also review additional information about pets in the residence halls in the *Pets/Animals Policy* listed under *Housing Policies*.

## Piano Playing in Main Hall

Students are welcome to play the piano in Main Hall Lobby but are expected to be courteous of others and bear in mind that administrative offices, including Security, are directly affected by music being played.

## Posting Signs and Fliers

### Posting IS allowed on the following:

- The kiosks outside around campus.
- Elevator walls.
- Bulletin Boards in the Trolleys.

### Posting is NOT allowed on the following:

- **Painted surfaces or glass, including the panes of doors or windows.**  
Those responsible for posting fliers that cause damage to these surfaces will be charged for repair.
- The exterior of campus buildings, except on the posting kiosks, or anywhere on front campus. Hanging of poems and memories on the Poetry Tree and the Remembering Tree are acceptable.
- Main Hall Lobby. The Senior Staff of the College reserves the right to make additional exceptions or restrictions with regard to Main Hall Lobby posting policy.
- Any floor or sidewalk.
- On the doors of any elevator. Posting on the walls of elevators is permitted.
- Window painting is not allowed at any time.

**Those who post fliers, signs, decorations, etc. are responsible for taking down posted material within 36 hours of the advertised event.**

The Student Organizations Committee of the Student Government and the Dean of Students Office will be responsible for enforcing the sign posting policy with regard to items posted by SG-recognized organizations and individual Randolph College community members. Items posted in violation of these regulations will be removed, and the responsible party will be notified that it is in violation of the sign posting policy. Three violations of this policy will result in the loss of posting privileges for the remainder of the semester in which the violations occurred.

**NOTE: Any Randolph College community member may remove a posted item that is improperly posted, including items that are posted in no-posting areas, glass or painted surfaces, and any item *not stamped "DOS Approved"* by the Dean of Students Office if it was posted by a group not officially recognized by SG. It is suggested that persons who remove improperly posted items report the matter the Dean of Students Office or Student Government for follow-up.**



## **Posting in the Dining Hall**

Flyers advertising a campus event may be placed under the glass on the tables in the dining hall by an SG-recognized student organization or by a College department. Flyers may be removed at the discretion of the Dining Services staff. Flyers must be removed by the poster within 48 hours after the event. Nothing may be posted on the dining hall doors, windows, or walls except by the Dining Services staff, the Dean of Students, or the Director of Security. Contact the Dining Services Director for assistance in posting materials in the dining hall.

## **Religious Holidays**

Many religious and secular holidays are observed by members of the Randolph College community. Students are encouraged to celebrate the traditions of their own culture and to learn more about the traditions of other cultures.

Except in those cases where the College is closed for Fall Break, Winter Break, and Spring Break, or where the holiday falls on a weekend, classes will be in session during religious and secular holidays. A student who plans to miss classes in order to observe a holy day within his/her faith must first contact his/her professors to request permission to make up class work and/or examinations.

Although the College has no written policy for these requests, faculty members are encouraged to be sensitive to the needs of the diverse student body of Randolph College and to allow for appropriate observances of holidays by students whenever possible.

## **Roller Blades, Bicycles, Skateboards and Other Recreational Equipment**

The use of roller blades and bicycles is permitted at Randolph College. Each must be used outdoors, and users/operators must always yield to pedestrians. Roller blades and bikes may not be used indoors at any time, or in any building or on any outside steps or areas deemed unsafe. Any individual who engages in unsafe or dangerous use of roller blades or bicycles, as judged by College officials or other authorities, may be charged with violation of the Student Conduct Code. Likewise, if any property damage occurs as a result of roller blades or bike use, the individual in violation may be charged with "Property Damage," and could be liable for restitution to the College.

Use of wheeled recreational vehicles, other than roller blades and bicycles, is prohibited on campus. Use of skateboards, longboards, and the like is not permitted on campus at any time.

Slip'n slides, whether purchased or handmade, and similar water amusements are prohibited on campus, except as approved by the Dean of Students Office for use outdoors.

## **Room Draw**

Returning students choose their rooms for the following year through the room draw lottery held in the late spring. Rising seniors draw first, followed by rising juniors and rising sophomores, respectively. Room draw is administered by the Director of Residence Life.

## **Safety Escort Service**

The College's Security Staff offers a safety escort service within the campus (parking lots, academic and residential buildings, athletic fields, etc.) for faculty, staff, and students 24 hours per day. Any member of the College community may request an escort by contacting the Reception and Information Desk at 947-8000 or by dialing 0 on any campus extension phone. Escorts may be either on foot or in College vehicles, depending on weather conditions and other factors.

## **Scheduling Events**

To schedule meetings or other events in any campus location, complete the room request form available through the "Calendar" channel on the portal. If you have any questions contact the Scheduling Office by dialing ext. 8785 or by emailing [scheduling@randolphcollege.edu](mailto:scheduling@randolphcollege.edu).

Events must be scheduled with the Scheduling Office at least ten (10) days in advance of the event. Reservation requests, including all setup information, should be made at least ten (10) days in advance, and must include the name of a Randolph College Faculty or Staff sponsor or advisor. Events may not be advertised until confirmation is received from the Scheduling Office.

## **Self-Scheduled Exams**

The Exam Scheduling Committee will post detailed information about self-scheduled exams to the College portal approximately six (6) weeks before the exam period begins. A handout containing the same information will be distributed to all students through campus mail approximately two weeks before exams begin.

## **Spirit Groups**

According to College records, Gamma 13 was first formed around 1910 and Eta was established in 1922. Both organizations exist to promote student pride and spirit, and to support the friendly rivalry between the classes. The Etas and Gammas are spirit groups, and are provided with privileges such as rooms in which to conduct their meetings and activities, the right to reserve spaces on campus, and the right to conduct once-yearly stomps. The selection process for new members and all initiation activities must be coordinated with the approval of the Director of Student Activities, who serves as advisor to both groups.

## Stomps

A stomp is a traditional spirit activity sponsored by the Eta and Gamma spirit groups to build sister-class spirit and maintain the long-standing Odd-Even rivalry.

1. The Eta and the Gamma spirit groups are authorized to request permission from the Dean of Students to stomp. Additionally, the First Year Class may sponsor the traditional Odd Day or Even Day stomp on Odd Day or Even Day at 7:30 a.m. Requests to conduct stomps must be approved by the Dean of Students at least two weeks in advance. No other groups may conduct stomps on campus.
2. Stomps must not include knocking on student doors or any use of disrespectful language or gestures toward members of the Randolph College community.

## Storage of Personal Items

Only currently enrolled residential students are entitled to academic year storage privileges. The Director of Residence Life designates the specific areas that may be used for student storage during the academic year. On-campus storage is available only during the academic year; any personal items left in storage after Commencement Day will be discarded. **The College does not assume responsibility for damage to or loss of items placed in storage on campus. Students store items on campus entirely at their own risk.** Because the storage spaces are frequently unlocked and are not monitored, students are urged to consider renting storage space at local storage companies for their own protection. Valuables, electronic equipment, irreplaceable or keepsake items should not be stored in on-campus storage spaces. A list of storage companies is available in the local phone directory. Prior to graduation, withdrawal, or leave of absence, disenrolling students are responsible for removing all personal belongings from storage. Items discovered in storage which do not belong to a current student will be discarded at the owner's expense; transcripts will be held until removal charge is paid.

## Theft/Loss/Damage

The College is not responsible for the loss of or any damage to the personal property of students on the campus or at College-sponsored events, and will not be held liable for replacement or reimbursement. Any item left unmonitored in a hallway or public area may be discarded, and students are urged to protect their own property by keeping it in their residence hall room and locking the door. Students are encouraged to have their belongings insured by their family's homeowner's or renter's insurance policy.

## Transportation Policies

### *Shuttle*

The College regularly provides a Shuttle that helps students with access to the River Ridge Mall and other specified shopping destinations during the academic year. Students may obtain information about the Shuttle schedule on the College Portal.

### *Medical Need Transportation*

Emergency medical transportation, if needed, should be requested by the student to the Residence Life staff on duty through the Reception and Information Desk, and may involve the dispatch of an ambulance. On specific occasions, the College Security Staff may assist the student with transportation to urgent care facilities or a hospital if specifically requested by a member of the Dean of Students Staff, or the Health and Counseling Center Staff.

#### *Transportation to Airport, Train or Bus Station*

The College does not provide transportation for students to the airport, train or bus station for personal travel, at holiday breaks or the beginning and ending of the academic year. If a student is participating in a College-sponsored program that involves travel with a group of students and faculty, the sponsoring program may provide transportation for the group.

#### *Transportation to College Sponsored Activities Off Campus*

Frequently, College clubs, departments and organizations sponsor activities off campus for Randolph College students. In many cases, the sponsoring club, department, or organization will provide transportation via vans or buses to the activity. Depending on the nature and distance of the travel, the sponsoring group may require a contribution from the student to cover travel costs to the event.

## **Tutoring**

Tutoring services are available at no charge through the Learning Resources Center and the Ethyl Center. Writing assistance is available free of charge through the Writing Lab.

## **Use of the College Name, Logo, or Seal**

An individual may not use the College name, logo, or seal, or any variation thereof, singly or in combination, on any product for personal remuneration. A registered student group wishing to use any variation of the name or logo of the College on a product which will be distributed at no cost or which will be sold must submit a proposal, including the finished design, to the Dean of Students Office for approval. Using the name or the logo of the College without approval or in violation of the conditions of approval will be considered a serious infraction and be adjudicated in an administrative hearing.

If a student or student organization receives permission from the Dean of Students to use the College name or logo, the policies regulating the use of those items must be followed. Policies regarding the use of the College name and logo are contained in the Style Guides, which are available from the Office of College Relations.

The College seal may only be used for ceremonial communications (alumnae/i events, commencement, and convocation) or on official Randolph College documents (transcripts or diplomas). The seal is reserved for special occasions and should not be used on daily communications. The seal should not be used as a background graphic.

## **Photo and Video Rights**

Randolph College uses photographs, photographic images, names, and audio and video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, publicity, and advertising, etc. Your presence in or around College facilities and/or properties, as well as at off-campus College-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by Randolph and waives any claims or rights, whether in law or in equity.

Randolph does not collect release forms from its students, faculty, staff members, or guests for the use of images or films taken on campus. Any employees, students (or the parents or guardians of such persons, if under age 18), or guests who do not want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must notify the Office of College Relations (OCR) at Randolph College in writing.

In addition, employees, students, and guests who do *not* want to be photographed or recorded, and who have notified OCR in writing, are responsible for removing themselves from the area in which photographing/recording is occurring, or notifying the camera operator of their opt-out status. Failure to do so may result in the individual's inclusion in a photograph or recording; it will be deemed equivalent to a release, and will allow the college to use that photograph or recording as it chooses.

## **Vehicle Registration and Campus Parking**

Any student bringing a motorized vehicle of any type to be parked on campus must register said vehicle within three days of the beginning of the academic year. Registration information exists on the Student Portal. If acquired during the year, any and all vehicles must be registered within three days of arrival on campus. The Information and Reception Desk must be notified of any changes in registration or license plate information. Fines for parking violations are to be paid to the Business Office within three business days of the violation. Appeals of violations may be made within three days of the citation to the Director of Campus Safety and Security.

## **Withdrawals**

The College reserves the right to require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable or whose continued presence is a risk to himself/herself or others. Students who withdraw from the College for medical reasons must seek health clearance prior to re-admission to the College. Once a student is withdrawn from the College for any reason he/she must request special permission from the Dean of Students to be present on campus during that leave. Students who have been withdrawn involuntarily (through our disciplinary or other policies) are expected to vacate the campus immediately. Students who find themselves in these circumstances should consult with the Dean of Students for the specifics that will govern their departure.

## Student Government Constitution

*Revised September 2015*

### Organization

#### *Executive Branch*

The President of Student Government presides at meetings of the Executive Committee. Members: President, Vice President, Treasurer, Secretary

#### *Legislative Branch*

The Vice President of Student Government presides at Senate meetings. The Vice President has voting power in case of a tie. Voting Members: Senators (as determined by student population), Day-Student Representative, Prime-Time Committee Liaison, and Graduate-Student Representative. Non-voting members: President, Treasurer, Secretary, First-Year Board Representative(s).

Committees of the Senate: Student Budget Board, Committee on Student Organizations, Committee on Campus life.

#### *Judicial Branch*

Judiciary Committee, Social Violations Hearing Board

#### *Standing Committees of Student Government*

Exam Scheduling Committee

#### *Student Members of College Committees*

The Student Government President appoints students to serve as voting members of College committees

#### *Class Government*

Each class has an elected executive board.

**First Year Class:** President, Vice President, Secretary, Treasurer, Ring Week Chair

**Sophomore Class:** President, Vice President, Secretary, Treasurer, Pumpkin Parade Chair

**Junior Class:** President, Vice President, Secretary, Treasurer, Ring Week Chair

**Senior Class:** President, Vice President, Secretary, Treasurer, Senior Dinner Dance Chair

### Budget

The Student Activity Fee constitutes the budget of the Student Government.

### Elections

Election procedures are outlined in the By-Laws, which appear at the end of the Constitution

## Student Government Constitution

### Preamble

Whereas the students of Randolph College desire to create a student government, we hereby establish this Constitution.

#### Article I – Purpose

We, the Student Government of Randolph College, vow to promote a dedicated, academically motivated community by initiating and maintaining opportunities for communication, activities, and leadership as this fulfills our ultimate goal of improving student life.

#### Article II - Members

The Student Government shall consist of those students elected by the student body to positions in the executive, legislative, and judicial branches.

#### Article III - Executive Branch

Section 1. Members of the Executive Branch of Student Government shall be a President, a Vice President, a Secretary, and a Treasurer.

#### Section 2. Requirements to Run for Executive Branch Office

1. Student must have the requisite number of hours toward graduation designated for the particular position s/he seeks at the conclusion of the spring semester in which the election is held. Senior Status is defined as having completed 93 hours toward graduation. Junior Status is defined as having completed 62 hours toward graduation. In addition, student must have the minimum quality point ratio designated for the position at the time of the election.
2. Student must maintain the quality point ratio expectation for the position throughout the term in office. Failure to do so will result in a requirement to step down from office.
3. Student must be enrolled full time for the full academic year (Fall and Spring semesters).
4. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless s/he is found not guilty on appeal.

Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee.

- President
  - a. The President shall be a full-time member of the incoming junior or senior class. S/he must have and maintain a quality point ratio of 3.0 or higher.
  - b. The President must have had at least one year of experience in Senate or as class president or vice-president.
- Vice President
  - c. The Vice President shall be a full-time member of the incoming junior or senior class.

- d. The Vice President must have and maintain a quality point ratio of 3.0 or higher.
- e. The Vice President must have had at least one year of experience in Senate.
- Secretary
  - a. The Secretary shall be a full-time member of the incoming junior or senior class.
  - b. The Secretary must have and maintain a cumulative quality point ratio of 3.0 or higher.
  - c. The Secretary must demonstrate knowledge of publications and/or media or have served as a secretary for a campus club or organization.
- Treasurer
  - a. The Treasurer shall be a full-time member of the incoming junior or senior class.
  - b. S/he must have and maintain a cumulative quality point ratio of 3.0 or higher.
  - c. The Treasurer shall have served one year on the senate, one year as treasurer of a club, or maintain a B+ or above in Accounting.
  - d. The Treasurer may not serve as an officer of any SG funded club or organization during the term of office due to conflict of interest concerns.

### Section 3. Powers and Duties of the Executive Members

#### A. President

- a. The President shall call and preside over bi-weekly meetings of the Executive Committee.
- b. S/he shall serve as the student representative to the Board of Trustees (in accordance with the provisions in number 4.c.4 of the statement on Rights and Freedoms of Students).
- c. S/he shall be a liaison between the students and the Faculty and Administration.
- d. S/he shall serve as a member of the Judicial Appeals Board.
- e. S/he shall appoint students to College and Student Government committees and shall appoint all committees not otherwise provided for in the Student Government Constitution and By-Laws.
- f. S/he shall oversee all Student Government standing committees.
- g. S/he shall have the right to veto all acts, in whole or in part, of the senate.
- h. S/he shall report to the Senate information concerning the student body at every full senate meeting and inform the Senate of his/her activities.
- i. S/he can, on extraordinary occasions, convene the Senate; but in no case will he/she have the power to adjourn the Senate.
- j. S/he may appoint individuals to unfilled positions within any branch of the Student Government Association if necessary to assure that the work of that branch continues without interruption.



- k. S/he shall report once each semester to the faculty at a regularly scheduled faculty meeting to update them on the activities of the Senate.
- l. S/he) shall submit an annual written report of the Student Government to the Senate at the end of his/her term of office.
- m. S/he is also responsible for creating and distributing the short minutes within 24 hours of receiving them from the secretary.

B. Vice President

- a. The Vice President shall call and preside at all meetings of the Student Senate.
- b. In the event that the President of Student Government vacates his/her office, the Vice President, regardless of his/her academic class standing, shall assume the duties of that office until such time as the President returns or is declared unable to continue his/her term of office.
- c. S/he shall vote in the Student Senate in the case of a tie.
- d. S/he shall, with advice from the Dean of Students, run spring and fall elections according to the Student Government Constitution By-Laws.
- e. S/he shall serve as a member of the Student Government Executive committee.
- f. S/he shall submit a written report to the Senate at the end of his/her term of office.

C. Secretary

- a. The Secretary shall be responsible for composing and distributing the Senate Long Minutes within 48 hours of the most recent senate meeting, as well as all Student Government public relations, correspondence, and website maintenance.
- b. S/he will provide support to Student Government recognized clubs that wish to have websites.
- c. S/he shall write a report regarding the activities and issues being addressed by the Student Senate to the student body each month.
- d. S/he shall meet regularly with the leaders of Student Government-funded publications and media, report their progress to the Student Government Executive Committee and Senate.
- e. S/he will coordinate selection of the editor-in chief and managing editor of each publication and manager of the radio station through committee selection. The committees will be comprised of: the Dean of Students, the Director of Student Activities, the outgoing publication and media head, and their advisors.
- f. S/he shall serve as a member of the Student Government Executive Committee, the Student Senate, and the Information Technology Advisory Council.
- g. S/he shall submit a written report to the Senate at the end of his/her term of office.

D. Treasurer

- a. The Treasurer shall write and propose to the Student Senate for approval, with the assistance of the Budget Board, a budget for allocation of the Student Activity Fee.
- b. S/he shall submit quarterly to the Executive Committee, the Student Senate, and The Sundial on the expenditure of the Student Activity Fee.
- c. S/he shall be responsible for payment of all bills of the Student Government and reports of the Student Government Budget at each Senate meeting.
- d. S/he shall keep all financial records, recording all assets and expenditures.
- e. S/he shall serve as a member of the Student Government Executive Committee and the Student Senate, as an advisor to the Student Organizations Committee, and chair of the Budget Board.
- f. S/he shall submit a written report to the Senate at the end of his/her term of office.

#### Section 4. Powers and Duties of the Executive Branch

- A. The executive powers of the Student Government shall be vested in the President of Student Government.
- B. The Executive Committee of Student Government
  - a. Membership
    - a. The President of Student Government
    - b. The Vice President of Student Government
    - c. The Secretary of Student Government
    - d. The Treasurer of Student Government
  - b. Purpose
    - a. The members of the Committee must act so as to contribute to the overall welfare of the Student Government and promote the goals and purpose of the Student Government.
  - c. Powers and Duties
    - a. The Vice President, Secretary, and Treasurer shall act as an advisory board to the President of Student Government.
    - b. The Executive Committee shall act as an advisory board to the Student Government Standing Committees and the Student Senate.
    - c. The Executive Committee shall inform students of and represent students in College issues by means of the Student Senate, other student assemblies, and the College newspaper, and to represent the student body to Administration and Faculty.

#### **Article IV - Legislative Branch**

Section 1. The legislative power of the Student Government shall be vested in Student Senate

## Section 2. The Student Senate

- A. Membership.
  - a. The Vice President of Student Government presides at Senate meetings and votes in case of a tie.
  - b. The Student Government President, Secretary, Treasurer, and First-Year Board Representative(s) shall serve as ex-officio, non-voting members.
  - c. All Senators are voting members.
  
- B. Election of Representatives to Student Senate:
  - a. Rising Juniors and Seniors wishing to run for Student Senate positions must have the requisite number of hours toward graduation at the conclusion of the spring semester in which the election is held and a quality point ratio of 2.4 or higher. Rising Sophomore candidates must have the requisite number of hours toward graduation at the conclusion of the spring semester in which the election is held and a quality point ratio of 2.2 or higher. Candidates for Student Senate must maintain the quality point ratio expectation throughout the term in office. Failure to do so will result in a requirement to step down from office. In the event of a forced step down from office due to quality point ratio dropping under the required number, the student may appeal to the Student Government President and Dean of the College to stay in the position.
    - i. Senior Status is defined as having completed 93 hours toward graduation.
    - ii. Junior Status is defined as having completed 62 hours toward graduation.
    - iii. Sophomore Status is defined as having completed 31 hours toward graduation.
  - b. Student must be enrolled full time for the full academic year (Fall and Spring semesters).
  - c. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless S/he is found not guilty on appeal.
  - d. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee.
  - e. Elections will be carried out as stated in the By-Laws, Article VI.
  - f. First-Year senators are elected in the fall.
  - g. A Representative of the Prime Time Executive Committee, the Day Students, and the Graduate Students will attend all full senate meetings and have consistent communication with the chair of the Campus Life Committee.
  
- C. Purpose

- a. The Senate will act as a channel of communication among the Executive Committee, the College Administration, and the student body.
  - b. The student body will be represented by Senators who will vote on behalf of the student on all resolutions, bills, and referendums brought before the Senate.
  - c. The Student Senate will act as a resource for the Student Government Executive Committee.
- D. Dates of Assembly
- a. The Senate will assemble at least biweekly except during the months of May, June, July, August, December and January.
  - b. When necessary, a special session of the Senate may be called by the Vice President or the President of Student Government.
  - c. The senate shall have the power to convene themselves, as they deem necessary.
- E. A two-thirds majority of the Senate members will constitute a quorum to do business. The Executive Board and its advisor will determine all penalties as necessary for 2 unexcused absences and misconduct. Penalties will include removal from the office of Senator.
- a. The Senate will determine the rules of its proceedings.
  - b. The Senate will keep a record of its proceedings and, short minutes created from the record by the president will be printed and posted after each full senate meeting by the senators in hall bathrooms.
  - c. All votes of Senate members will be entered into the official record.
- F. Every Act of the Senate passed by the Senate will be presented to the President of Student Government. If s/he approves, he/she will sign it; if not, he/she will return it in whole or in part, stating specific objections
- a. Every order or resolution passed by the Senate will be treated as a regular bill and, before the same will take effect, it must be approved by the President of Student Government.
  - b. After reconsidering a vetoed act, the Senate may, by vote of two-thirds of the total membership, override the veto of the President of Student Government.
- G. Powers of the Student Senate.
- a. Any resolution pertaining to student life may be introduced to the Student Senate.
    - i. The Student Government Constitution and By-Laws must be voted on by the student body as represented through the Student Senators.
    - ii. College issues affecting student life may be brought before the Student Senate by any member of the student body.
  - b. The method of voting in Student Senate shall be as specified in the By-Laws, Article III.

- c. Upon presentation to the Student Senate of a petition pertaining to student affairs, signed by at least 15 percent of the student body, a referendum vote of the Student Senate must be taken. The referred measure must be passed by a two-thirds majority of the voting Student Senate. If signed by the President of Student Government, it will then be taken to the Student Government Executive Committee for referral within two Student Government Executive Committee meetings to the appropriate staff, faculty, or student office for consideration of the petition. A mandatory report must be presented to Student Senate giving an update or outcome of the petition.
- d. The Senate will have the power to pass all bills for expending revenues of Student Government.
- e. The Senate will have the right to pass Bills of Opinion, expressing the opinion of the Senate in regards to any matter concerning the welfare of the members of Student Government; they will be considered as statements of opinion and, therefore, will not require the approval of the President of Student Government

#### H. Duties of Student Senators

- a. Senators serve as voting members of the Student Senate.
- b. All Senators shall act as a liaison between the residents of their hall and the Student Senate.
- c. All Senators are required to report matters pertaining to Student Senate to their constituencies biweekly by means of meetings of their constituencies or by placing a report in public view.
- d. Senators will also be responsible for conducting informative polls and communicating with their constituents as necessary.
- e. All Senators shall be responsible for serving on committees(s) within the Senate as appointed by the Vice President.
- f. All Senators shall be responsible for special projects as assigned.

#### I. Vice President Replacement

- a. The Senate shall choose from its own membership a Senator who, in the event that the Vice President vacates office, will assume the office of Vice President until such time as the Vice President returns or is declared unable to continue the term of office.
- b. S/he must meet the same qualifications as the Vice President. See Article III, Section 2, B.
- c. S/he shall report to the President of Student Government after each Senate meeting

### **Article V - Judicial Power**

Section 1. The judicial power of the Student Government shall be vested in the Judiciary Committee and the Social Violations Hearing Board.

Section 2. The Chair of the Judiciary Committee

- A. The preferred qualifications for the Chair of the Judiciary Committee shall be a full-time member of the rising senior class. S/he must have completed 93 hours toward graduation and a quality point ratio of 3.0 or above in the spring semester in which s/he was elected. S/he must maintain that QPR throughout the term in office. S/he must be enrolled full time on the Lynchburg campus the entire term of office. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless s/he is found not guilty on appeal. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee
- B. The Judiciary Chair shall have had at least one year of experience on the Judiciary Committee.
- C. The Chair of the Judiciary Committee shall call and preside over all meetings of the Judiciary Committee. The Chair shall direct the investigation of all suspected violations of the Honor Pledge. The Chair shall be appointed as stated in the By-Laws, Article VI. S/He shall call mandatory honor assemblies before each exam period. S/He shall submit a quarterly written report of judicial affairs to the student body.

#### Section 3. The Vice-Chair of the Judiciary Committee

- A. The preferred qualifications for the Vice-Chair of the Judiciary Committee shall be a full-time member of the rising junior or senior class. S/he must have completed the required hours toward graduation and a quality point ratio of 3.0 or above in the spring semester in which s/he was elected. S/he must maintain that QPR throughout the term in office. S/he must be enrolled full time on the Lynchburg campus the entire term of office. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless s/he is found not guilty on appeal. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee
- B. The Judiciary Vice-Chair shall have had at least one year of experience on the Judiciary Committee.
- C. The Judiciary Vice-Chair shall be appointed as stated in the By Laws, Article VI.

#### Section 4. The Judiciary Committee

- A. Jurisdiction
  - 1. Cases involving violation of the Honor Pledge, which include but are not limited to lying, cheating, stealing, and plagiarism.
  - 2. Cases of failure to uphold dual responsibility.
  - 3. Cases of misuse of library materials that constitute obstruction to research, teaching, administration, or other college activities.
  - 4. Cases of interference with the judicial process that include but are not limited to breaches of confidentiality.
  - 5. Fourth violation of the Bad Check Policy.
  - 6. Cases referred by the Social Violations Hearing Board.

7. Cases appealed from the Social Violations Hearing Board by the students involved.

#### B. Membership

1. During the fall and spring semesters:
  - a. The Chair of the Judiciary Committee.
  - b. Three senior, three junior, three sophomore and three first-year representatives, to be elected during their respective class elections.
  - c. The Dean of the College.
  - d. A member from the Faculty appointed for a two year term by the Faculty.
2. During all other times (final examination periods, senior week, summer break, winter break) membership will include:
  - a. the Chair of the Judiciary Committee (or the Vice-Chair in his/her absence),
  - b. two class representatives elected during their class elections in the spring, and
  - c. The Dean of the College or the faculty representative. If the abbreviated quorum in B.2. cannot be met, the Student Government Association gives the College the right to empanel a committee composed of two faculty members, the Dean of the College, and at least one student with Judiciary or Social Violations Hearing Board experience to hear and decide the matter. Appeals of any end-of-semester cases will go to the Judiciary Appeals Committee.

#### C. Powers

1. The Judiciary Committee shall have the power to summon students whose conduct is being considered.
2. The Judiciary Committee shall have the power to summon necessary witnesses.
3. The Judiciary Committee shall have the right to hold a scheduled hearing in the absence of an accused student who has been properly notified.
4. The Judiciary Committee shall have the power to suspend or expel a student or to impose appropriate penalties upon a student.

#### D. Procedure

1. Upon receipt of an incident report, the Chair of the Hearing Board will make every effort to meet with the documented student within 15 class days, schedules permitting.
2. It is the responsibility of the accused to report himself/herself to the Chair of the Judiciary Committee within 24 hours of violating the Honor Pledge or of being asked to report to the Chair by another member of the community.
3. The Chair of the Judiciary Committee shall appoint a student representative from the Committee to investigate the allegation. The Investigator and the Chair will determine if a hearing should take place. The Chair will then, if necessary, arrange for a hearing.

4. The Judiciary Committee shall guarantee the accused advance written notice of the charges, the adverse witnesses, and all known evidence against him/her and shall guarantee his/her rights to speak in his/her own defense, to be presumed innocent, to remain silent, to confront all adverse witnesses, to have the Committee talk to additional persons for testimony or character reference, and to be judged solely on the basis of evidence presented at the hearing.
5. The accused has the right to be informed about the Honor System and Judiciary proceedings by consulting informed members of the Randolph College community.
6. The accused shall be present when all evidence under consideration by the Committee is presented.
7. The accused will be permitted to select and bring an advisor from the College community to all proceedings.
8. The accused has the right to a prompt hearing, yet s/he also will be given adequate time in which to prepare for a hearing
9. Any member of the Committee shall remove himself/herself from the hearing if the Committee member or the Committee feels that (he/she s/he) is unable to act objectively in reaching a decision.
10. The accused shall have the right to request the nonparticipation of any Committee member whom s/he feels has reason not to be able to be objective in his/her case.
11. A finding of guilty and the choice of a sanction shall require a majority vote of all members present and voting.
12. The Chair and Vice-Chair of the Judiciary Committee and the Investigator shall not vote.
13. Previous honor violations will not be considered when determining if an accused student is "guilty" or "not guilty."
14. If a verdict of guilty has been determined, previous honor violations will be considered in determining the accused student's sanction(s).
15. Upon rendering a decision, the Judiciary Committee shall provide to the accused student a written statement of the disposition of the case within 24 hours.
16. The Judiciary Committee shall record all proceedings on audiotape for use by the Judicial Appeals Board in the event that an appeal is made.
17. The student shall have the right to appeal to the Judicial Appeals Board per guidelines listed in Section 4.D. 1-2.
18. During an appeal to a judiciary decision, all judiciary sanctions are postponed pending the Judicial Appeals Board decision.
19. All parties involved are expected to maintain confidentiality.

#### Section 4. The Judicial Appeals Board

- A. Jurisdiction. Cases appealed from the Judiciary Committee shall be the jurisdiction of the Judicial Appeals Board.
- B. Membership



1. The President of the College or designee who shall serve as chair.
2. A member from the Faculty to be appointed biannually by the Faculty.
3. The President of Student Government.
4. The Chair of the Judiciary Committee as a source of documentation regarding the Judiciary Committee hearing. The Chair of the Judiciary Committee has no vote on the board.

C. Powers. Same as Judiciary Committee. See Article V, Section 3, C.

D. Procedure

1. Except by special permission of the Appeals Board, all appeals must be filed with the President of the College within six (6) class days (inclusive of the examination period) following the verdict of the Judiciary Committee.
2. An appeal may be requested on the following grounds:
  - a. New evidence, new witness, or new testimony that might cause an appeal board to change the verdict;
  - b. Error in procedure that affected the verdict of the Judiciary Committee;
  - c. Suspension or expulsion as a sanction from the Judiciary Committee.
3. The basis for one's request for an appeal must be submitted as part of the written appeal. The President shall determine whether the reason given for the appeal meets any of the criteria listed above. The Judicial Appeals Board will conduct a hearing only if the President determines that the student's reason for filing the appeal fulfills at least one of the criteria in D.2.
4. The Appeals Board shall guarantee the student the right to speak in his/her own defense and to have the Board talk to additional persons for testimony or character reference. In addition, the student may request the right to confront adverse witnesses.
5. The student shall be permitted to bring an advisor from the College community to all proceedings to advise and counsel with the student but not to participate in proceedings. The student may request that the Chair of the Judiciary Committee review with the student's advisor the evidence and testimony from the Committee hearing. The student shall have the right to be present at this review.
6. Any member of the Board will abstain from voting if s/he feels by previous involvement unable to act objectively in reaching a decision.
7. The Board may confirm or reverse the decision of the Judiciary Committee and may decrease, increase, or reaffirm the severity of the penalty.
8. A decision of the Judicial Appeals Board shall require a majority vote and is final.
9. The President of the College shall provide the student with a written statement of the disposition of the appeal.
10. The Chair of the Judiciary Committee shall prepare written record of each appeal hearing, which shall be kept on file.

## Section 5. Social Violations Hearing Board

### A. Jurisdiction

1. The Social Violations Hearing Board shall hear cases involving violations of College policies that fall within its jurisdiction as described in the Student Handbook.

### B. Membership

1. The Chair of the Social Violations Hearing Board shall be a full-time member of the rising senior class. s/he must have completed 93 hours toward graduation and a quality point ratio of 3.0 or above in the spring semester in which he/she was elected. S/he must maintain that QPR throughout the term in office. S/he must be enrolled full time for the entire term of office. Previous experience on SVHB, the Judiciary Committee, or with residence life is strongly recommended. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to run for the office of Chair of the Social Violations Hearing Board, unless s/he is found not guilty on appeal. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee. S/he shall submit a report of quarterly affairs to the student body.
2. Two representatives each from the senior, junior, sophomore, and first-year classes. Rising Juniors and Seniors wishing to run for Social Violations Hearing Board positions must have the requisite number of hours toward graduation at the conclusion of the spring semester in which the election is held and a quality point ratio of 2.4 or higher. Rising Sophomore candidates must have the requisite number of hours toward graduation at the conclusion of the spring semester in which the election is held and a quality point ratio of 2.2 or higher. Candidates for Social Violations Hearing Board must maintain the quality point ratio expectation throughout the term in office. Failure to do so will result in a requirement to step down from office. In the event of a forced step down from office due to quality point ratio dropping under the required number, the student may appeal to the Student Government President and Dean of the College to stay in the position.

### C. Powers

1. The Social Violations Hearing Board shall have the power to summon students whose conduct is being considered.
2. The Board shall have the power to summon necessary witnesses.
3. The Board shall have the right to hold a scheduled hearing in the absence of a student who has been properly notified.
4. The Board shall have the right to impose appropriate sanctions upon the student who is found responsible for a violation of College policy. Sanctions available to the Board are listed in the Student Handbook.

5. The Board shall refer a violation to the Judiciary Committee should a possible violation of the Honor Pledge come to light in the course of the investigation or the hearing.
  6. The Board shall refer a violation of College policy to the Judiciary Committee when the accused student has already been sanctioned by the Board in three separate hearings during that same academic year.
  7. The Social Violations Hearing Board retains the option to refer a case to the Judiciary Committee after a second violation.
- D. Procedure if a Hearing is Warranted
1. Upon receipt of an incident report, the Chair of the Hearing Board will make every effort to meet with the documented student within 15 class days, schedules permitting.
  2. The Chair of the Social Violations Hearing Board shall investigate the alleged violation by consulting with necessary witnesses and the accused student. The Chair of the Board shall determine whether the evidence gathered during the investigation warrants a hearing.
  3. A hearing will be held within 15 class days of the accused student's initial meeting with the SVHB Chairperson, except in extenuating circumstances (to be verified by the Dean of Students).
  4. The Chair shall notify the accused student in writing 48 hours in advance of the date, time, and place of the hearing as well as the violation with which s/he is being charged, the nature of the evidence against him/her, and the names of any adverse witnesses.
  5. The accused student has the right to select and bring to the hearing an advisor from the Randolph College community who is knowledgeable about College policies and Board procedures but who does not have Board obligations.
  6. The Chair, three class representatives, and the Dean of Students or designated representative must be present for a quorum at a hearing. The accused student may waive his/her right to a quorum.
  7. Any member of the Board who feels that s/he cannot participate in a hearing objectively is responsible for declining to participate in the hearing.
  8. The accused student has the right to challenge the participation of any member of the Board. The challenge must be made in writing, must establish bias or show other cause, and must be submitted to the Chair at least 48 hours before the hearing.
  9. The accused student shall be present when all evidence under consideration by the Board is presented at the hearing and for the testimony of all witnesses.
  10. The accused student shall have the right to speak in his/her own defense and to question witnesses.
  11. The accused student has the right to remain silent.
  12. The accused student shall have the right not to appear at his/her scheduled hearing.
  13. A decision shall require a majority vote of voting members present. The Chair shall vote only in a tie.

14. A student's previous sanctions from the Social Violations Hearing Board will not be considered in the Board's deliberations as to whether the student is innocent or guilty of a violation but will be considered in the Board's deliberations as to an appropriate sanction if the student is found guilty
15. The accused student has the right to be notified at the conclusion of the hearing of the outcome, including the sanction(s), if the Board finds him/her responsible for the violation(s).
16. The accused student has the right to be notified in writing within 24 hours of the conclusion of the hearing of the Board's decision, any sanction(s) imposed, and the appeal process.
17. The accused student may appeal a decision of suspension or expulsion to the Judiciary Committee.

## **Article VI - Advisors to Student Government**

- A. Advisors to the Student Senate.
  1. The Dean of Students shall serve as the Advisor to the Executive Committee and to the Senate.
  2. Faculty Advisor.
    - a. The Faculty Advisor will be appointed for a three-year term by the President of the College on the recommendation of the President of the Student Government.
    - b. The Faculty Advisor shall serve as a liaison between the Randolph College faculty and the elected students.
    - c. He or she is responsible for advising the Executive Board and communicating the activities of Student Government to the faculty when appropriate.
    - d. S/he additionally has a permanent spot on the agenda to report to the Senate important faculty matters affecting students.

## **Article VII - Amendments**

Amendments to the Constitution may be proposed to the Student Senate. To become a part of the Constitution, these amendments must be passed by a two-thirds majority vote of the Student Senate. Substantive changes to the Judiciary Branch are subject to approval by the Faculty, Administration, and Board of Trustees of the College.

## **BY-LAWS**

### **Article I - Legislature Procedure**

All questions of order must be determined by Robert's Rules of Order (Revised Edition). Any club, organization, or part of Student Government that wishes to add

the phrase “student government recognized” or “student government sponsored” to their event, must first report to the full senate.

## **Article II - Finance**

The Student Activity Fee shall constitute the budget of the Student Government.

## **Article III - Method of Voting within the Student Senate**

Each Senator shall consult the individual members of his/her constituency on all matters pertaining to student affairs. When voting as a responsible Senator, s/he shall vote in consideration of the opinions of his/her constituency and all discussion that has taken place in Student Senate pertaining to the issue.

## **Article IV – Committees**

Section 1. Student Government Standing Committees.

All Student Government Standing Committees shall be overseen by the Student Government President and shall be required to report to the Executive Committee on a semester basis.

### **A. Exam Scheduling Committee**

1. **Membership.** The Exam Scheduling Committee Chair shall be appointed by a committee consisting of the Student Government President, the Dean of Students, and the outgoing Exam Scheduling Committee Chair for a term that consists of two exam periods; consecutive Spring and Fall periods, one full calendar year. Members of the Exam Scheduling Committee will be the vice presidents of the sophomore, junior, and senior classes and two representatives from First-Year Board.
2. **Purpose.** The Exam Scheduling Committee shall coordinate the implementation of self-scheduled exams.
3. **Advisor.** The Registrar’s Office shall advise the Exam Scheduling Committee.

Section 2. Student Senate Committees. The Senate Committees shall be overseen by the Student Government Executive Committee. The Chairs of the Senate Committees will give reports at each Senate meeting.

### **A. Student Budget Board**

1. **Purpose.** The Student Budget Board shall allocate the Student Activity Fee to student clubs and organizations. It shall facilitate organizational financial planning and offer incentives for "revenue raising."
2. **Philosophy.** Budget Board is designed to help organizations that cannot otherwise afford to complete their programming schedules. It is not to be relied upon to meet most or all of club and organizational expenses. However, funds allotted to clubs and organizations are based upon a preliminary figure, which is

calculated by factoring data from previous years, an allowance for inflation, and the number of people benefited from organizational projects and events.

3. **Membership.** The Student Government Treasurer chairs the Budget Board's meetings. Other Board members include three appointed members of the Student Senate as appointed by the Vice President of Student Government. In order to request Student Government funds, a club or organization treasurer must send a request to the Student Government Treasurer and Student Organizations Committee Representative at least two weeks prior to the date needed. A representative of the club or organization will attend the next Budget Board meeting to discuss the request. A consensus must be reached by the end of the meeting.
  4. **Reports.** Reports on the expenditure of the Student Activity Fee will be prepared by the Treasurer of Student Government three times a year--in September, January, and April. The Treasurer shall submit these statements to the Student Government Executive Committee, the Student Government Senate, and The Sundial.
  5. **Loan Policy.** Clubs and organizations without a Student Government approved constitution, with the exception of the class organizations, will not be granted loans. Organizations with a constitution may qualify for a loan. All organizations must pay back their loans in full by the date agreed upon.
- B. Student Organizations Committee**
1. **Purpose.** The Student Organizations Committee shall address Randolph College club and organization concerns by having meetings with the president or chair of each organization once a semester. It will bring these concerns to the Student Senate in their regular reports. It is responsible for facilitating the process a new club must follow to become Student Government approved and for assisting the Student Senate in approving new clubs for Student Government recognition. The Committee will strictly scrutinize all submitted Constitutions and Constitutional Amendments. It will analyze the submissions regarding Student Government policy issues for editorial review and to gauge the legitimacy of each proposed organization. It is responsible for submitting reviewed Constitutions to the full Senate for Approval and final recognition. It is also responsible for the inspection of existing Constitutions to ensure that each is up to date and continues to meet the needs of the Student Body.
  2. **Standards for Student Government recognized Clubs.** All Student Government recognized clubs must fulfill the stipulations below to be eligible for an allotment each semester and to be able to request additional funds.
    - a. Each Student Government recognized club must have a Student Government approved working constitution and an advisor.

- b. Each club must submit an End of Semester Report to the Student Organization Committee Chair by the last day of classes at 5:00 p.m.
  - c. Failure to submit an End of Semester Report will result in Probation Status.
  - d. Failure to submit an End of Semester Report two semesters in a row will result in defunct status.
  - e. Club Officers: President, Vice President, Secretary, and Treasurer must attend Student Leader Training in the fall term.
  - f. Each club must sponsor at least one advertised community event per year. Events can be cosponsored by two or more clubs.
  - g. Each club must have at least as many general active members as officers.
  - h. Each club must hold at least one general meeting per month.
  - i. Each club is encouraged, but not required, to maintain an active website.
3. Membership. The Chair shall be a Student Senator. S/he will be nominated and elected by the Senate. Senate members will be appointed by the Vice President of Student Government.

C. Campus Life Committee.

- 1. Purpose. The Campus Life Committee shall serve as a liaison to the Student Senate for concerns of Randolph College's resident students.
- 2. Membership. The Chair shall be a Student Senator. S/he will be nominated and elected by Senate members. Senate members will be appointed by the Vice President of Student Government. The Prime Time Representative, the Graduate Student Representative, and the Day Student Representative are encouraged to participate on the Campus Life Committee.

## **Article V - Procedure for Financial Requests from the Student Government Budget**

### Section 1. Eligibility.

A club or organization is eligible to request funding from Student Government if its constitution has been approved by the Student Senate. However, a request for funding does not necessarily guarantee that it will be granted. Receipts must be presented following any SG funded expenditure.

### Section 2. Disbursement of funds.

#### A. Automatic Disbursements.

- 1. At the beginning of each semester, the automatic budget disbursements equal to the previous semester's allocation shall be made to

Macon Activities Council  
 Student Government  
 Class Events  
 Class Governments  
 RA Hall programs  
 Media Outlets  
 SG Startup Funds for Clubs & Organizations

2. These amounts shall be re-evaluated at the end of each year to ensure that needs are being properly met.

### Section 3. Prioritization of Allotment Requests.

The amount of money requested by clubs and organizations typically exceeds Student Government's financial resources. For this reason, allotment requests must be prioritized and trimmed down by the Student Government Treasurer and members of the Budget Board.

- A. Procedure. Allotment requests will be examined individually and line by line during Budget Board meetings at the beginning of the year. In some cases, officers of the club in question may be called upon to give further information or negotiate a compromise.
- B. Line-item request refusals and prohibited expenditures. The Budget Board may refuse to grant funding for a particular project or event while granting the remainder of the request. Items that may be automatically refused include the following:
  1. Activities that are deemed dangerous, illegal, or unbecoming of a Randolph College student.
  2. Transportation to off-campus events. This item includes gas expenses for a private vehicle as well as bus, train, or airfare. The only transportation method that can be covered by Student Government is through use of a college-owned van driven by a college-endorsed driver.
  3. Purchase of alcoholic beverages.
  4. Compensation of a single club member for services rendered to the club or organization in a way that resembles a wage. Gifts may be presented to club members in the form of merchandise. This does not include reimbursement for purchases made on the club's behalf.
  5. These items all constitute prohibited expenditures. If a club is found to have used its allotment money for any of these purposes, the amount will be deducted from its allotment for the following semester or it may be asked to pay the amount back immediately. If the infraction is considered especially serious, it may result in the suspension of funding eligibility for a set period of time.
  6. Provision for the Macon Activities Council. Because of the unique purpose and structure of this organization, the Macon Activities Council may request funding for expenses covered under items 1 and 2 with the understanding that the Dean of Students Office should approve these expenditures.
- C. Proportional coverage.



The Student Government Treasurer and Budget Board may opt to grant funding for a percentage of the expenses for activities or projects that are low in priority or deemed inordinately costly. The organization will then be required to raise the money for the remainder of the cost.

- D. Prioritization of requested items.
1. High priority. Items on an allotment request are considered high in priority if they:
    - a. Take place at Randolph College.
    - b. Appeal to or include a high percentage of the campus community.
    - c. Promote service, education on an issue, or cultural awareness.
    - d. Demonstrate cooperation between organizations.
    - e. Demonstrate probability of attracting people from off campus.
  2. Low priority. Items on an allotment request are considered low in priority if they:
    - a. Take place off-campus (off-campus events are generally only eligible for proportional coverage).
    - b. Appeal to or include a limited number of students
- E. Prioritization of clubs and organizations. Requests from exemplary clubs will be given higher priority than requests from clubs that are deemed marginal. The relative value of organizations shall be determined by the Budget Board from the information available in the club's financial records and semester reports to the Student Organizations Committee. SOC members may be called upon to make recommendations. In determining priorities, the Budget Board considers the following criteria:
1. Active membership and mass appeal. Clubs that maintain high levels of involvement and attract a diverse membership shall be given especially high priority.
  2. Financial responsibility and compliance with Budget Board policies. This includes the appropriate use of the majority of allotment money received. The club must also demonstrate active interest in its financial condition by holding fundraisers.
  3. Fulfillment of club goals. This means that a club should complete all activities for which funding was granted.
  4. General activity levels. A club must hold regular meetings (meeting requirements are set forth in the club's constitution) and make an effort to contribute to campus life through programming, fundraising, and cooperation with other organizations or departments.

#### Section 4. Surpluses.

While responsible cost cutting throughout the semester is commendable, organizations are discouraged from carrying over large surpluses from semester to semester. Discouragement of excessive surpluses ensures that financial resources continue to be fairly distributed.

- A. When an allotment request is granted, it is considered a good faith agreement between Student Government and the organization. The organization is responsible for programming according to the plans set forth in the request. For this reason, organizations should avoid – “padding” their request forms with unfulfillable programming ideas or inflated expense projections.
- B. Surpluses that amount to no more than 20% of the club’s allotment for the semester are considered reasonable. In these cases, no action will be taken.
- C. Surpluses that exceed 20% are considered excessive. In these cases, an appropriate amount of the next semester’s allotment will be deducted and the money transferred to clubs with very low balances.
- D. Surpluses that exceed 100% are considered extremely excessive. In these cases, an organization may be required to forgo funding for the entire semester or until the club demonstrates financial need.

## Article VI - Student Government Election Procedure

Section 1. The Chair of the Judiciary Committee and Vice-Chair of the Judiciary Committee will be selected by a committee composed of the outgoing Chair of the Judiciary Committee, the outgoing Vice-Chair of the Judiciary Committee, the outgoing President of Student Government, the Dean of the College, and the Dean of Students. The selection committee reserves the right to appoint the Chair and Vice Chair if they do not meet qualifications stated in the Student Government Constitution.

### Section 2. Student Government Officer Elections.

- A. Student Government elections shall be supervised and coordinated by the Student Government President and the Dean of Students. Student Government elections shall be held during March.
- B. The following shall be elected by a campus-wide secret ballot: President, Vice President, Executive Secretary, and Treasurer. Fifty (50) percent of the regularly enrolled students on campus must vote before the election can be declared valid. For an election in which one (1) candidate will be elected, a winner will be declared when a simple majority of the vote is received by one candidate. In the event that no candidate receives a majority of the vote, a run-off will be held between the two (2) candidates who received the most votes. For an election in which more than one (1) candidate will be elected, the top vote-getters will be declared the winners for the available positions, with the only restriction being that each winner must receive at least 35% of the vote.
- C. Student Government election deadlines and dates will be set by the President of Student Government and the Dean of Students.
- D. Candidates may campaign for any Student Government position under the following conditions:
  - 1. Candidates may not spend more than twenty (20) dollars total on the campaign. Receipts of purchases made must be presented to the Student Government Treasurer by Election Day.
  - 2. Candidates may campaign door-to-door in the residence halls only before quiet hours.

3. All posters and fliers must be posted according to the posting policy outlined in the Student Handbook.
  4. Candidates may not campaign during class.
  5. Candidates will refrain from smear campaigning
- E. Candidates may run for only one Student Government position in an election.
- F. A student may not hold two (2) elected offices in the executive branch of Student Government concurrently.

### Section 3. Senate Elections.

- A. Procedure for Senate elections shall be as follows: The secret-ballot method shall be used. Fifty (50) percent of the assigned class must vote before the election can be declared valid. The candidate who wins a simple majority will be declared the winner. If no candidate receives a majority, the two (2) candidates with the most votes will participate in a run-off.
- B. Candidates may campaign for Senate positions under the following conditions:
1. Candidates may not spend more than twenty (20) dollars total on the campaign. Receipts of purchases made must be presented to the Student Government Treasurer by Election Day.
  2. Candidates may campaign door-to-door in the residence halls only before quiet hours.
  3. All posters and fliers must be posted according to the posting policy outlined in the Student Handbook.
  4. Candidates may not campaign during class.
  5. Candidates will refrain from smear campaigning.
- C. Senators will be elected as follows:
- Senior Class: 4 Senators
  - Junior Class: 4 Senators
  - Sophomore Class: 4 Senators
  - First Year Class: 4 Senators
  - Day/Prim-Time: 1 Senator
  - International: 1 Senator
  - Transfer: 1 Senator

### Section 4. Class Elections.

- A. Procedure for class elections shall be as follows: The secret-ballot method shall be used. Fifty (50) percent of the class must vote before the election can be declared valid. The top vote-getters will be declared the winners for the available positions, with the only restriction being that each winner must receive at least 35% of the vote.
- B. To hold any elected position in his/her class, a student must be a full-time regular member of the class. Class officers and elected class committee members must have a cumulative quality point ratio at the time of election of a 2.2 or above if a first-year or sophomore, or of a 2.4 or above if a junior or senior. S/he shall maintain the required QPR throughout his/her term of office

- C. Candidates may campaign for a class officer position under the following conditions:
1. Candidates may not spend more than twenty (20) dollars total on the campaign. Receipts of purchases made must be presented to the Student Government Treasurer by Election Day.
  2. Candidates may campaign door-to-door in the residence halls only before quiet hours.
  3. All posters and fliers must be posted according to the posting policy outlined in the Student Handbook.
  4. Candidates may not campaign during class.
  5. Candidates will refrain from smear campaigning.
- D. First-Year Class. The class shall hold elections for the First-Year Board and Judiciary Committee representatives in the fall according to Student Government procedures for class elections. Term of office: from the time of election to the end of the academic year.
- E. Senior, Junior, and Sophomore Class. Each class shall elect its class officers and judicial branch representatives in the spring according to Student Government procedures for class elections. Term of office: the academic year.

## **Article VII - Removal from Office**

### Section 1. Process.

In the event that a member of the Student Government Executive Committee, the Chair of the Judiciary Committee, the Chair of the Social Violations Hearing Board or the Exam Scheduling Chair should need to be replaced because s/he is unable or unwilling to fulfill his/her duties as written in the Constitution or because his/her conduct has proved to be detrimental to the work of the Student Government as a whole, the following may occur:

- A. The advisors of the Student Government or the Student Government President shall be notified of the problem. The notification must be in the form of a written complaint.
- B. The Student Government advisors will then hold a meeting with the officer against whom the complaint has been made.
- C. At the discretion of the advisors, a special meeting of the Student Government Executive Committee will be called at which the case will be reviewed and a decision made concerning whether the case will be referred to the Senate for an impeachment hearing.
- D. The President of the Student Government Association may appoint another qualified student to any vacant leadership position within Student Government as a result of a resignation or removal from office if an election is impractical or unrealistic due to time constraints or other factors.

Section 2. A three-quarters vote of all members of the Student Government Senate is required to remove the officer in question from office.

Section 3. Confidentiality is required throughout the impeachment process, beginning when a member of the College community suspects that there are grounds for a removal from office.

### **Article VIII – Amendments**

Amendments to the By-Laws may be proposed to the Student Senate. To become a part of the Constitution, these amendments must be passed by a two-thirds majority of the Student Senate.

## College Conduct Policies and Community Standards

The College policies described in this section of the *Student Handbook* are designed to help students contribute positively to the spirit of honor and community that governs life on campus, within the residence halls, and at College events. Students are responsible for knowing and abiding by the Honor Code and all College policies articulated below. Students are expected to familiarize themselves with the Statement of Rights and Freedoms located elsewhere in this *Student Handbook*, and to be aware of and abide by new or revised College policies announced to the College community during the academic year. All student life policies remain in effect during College breaks and recesses for those students who remain on campus.

### Bad Checks

The Bad Check Policy was adopted by Student Government to help maintain the tradition of trusting relationships between Randolph College students and local merchants, a tradition that allows students the privilege of writing checks to, and maintaining accounts with, city businesses. Campus departments and organizations that accept checks and offer accounts also have the option of using the Bad Check Policy to collect payment for a bad check or delinquent account. The Dean of Students Office enforces the Bad Check Policy.

When the Dean of Students Office receives a report that a student has written a bad check on campus or to a local organization or has a delinquent account with a local merchant or a campus organization or office, the student will receive a notice from the Dean that describes the steps he/she must take to resolve the matter. The student must report to the Dean of Students Office within 5 days to verify that he/she has fulfilled his/her responsibility. Failure to complete any step in the process within the specified time frame constitutes an additional violation.

There is no penalty for the first violation if the student takes care of the matter as required. The fine for a second violation is \$10; for a third violation, \$25. Upon the fourth or subsequent violations, the student will be referred to the Judiciary Committee, the charge being intent to defraud.

### Cell Phones & Other Handheld Device Guidelines

1. Classrooms and Meetings
  - No phone use.
  - If you have one, turn off or silent. Not vibrate!
  - Students are expected to consult directly with their professors on exceptions to these guidelines.
  - Per faculty legislation 04/12/11, students must turn off cell phones and place them in the appropriate baskets in classrooms anytime there is an examination in the class, or upon the request of the instructor.
2. Dining Hall
  - Phones may be used on vibrate or a quiet ring.
  - If you receive a call, please step outside.

- Please be courteous of others while using your phone.
3. Computer Labs and Library
    - Phones are expected to be turned off at all times.
    - If you must place a call, please step outside.
  4. Exams
    - No cell phones or other electronic devices are allowed in exam rooms during finals.

### **Children on Campus**

Randolph College supports and encourages the participation of staff, faculty and student families at campus events, as well as appropriate use of its facilities. However, in the past, children have been left unsupervised on College property, especially during snow days when public school has been canceled. Children must be supervised by an adult at all times when they are on the Randolph College campus. The College can continue to be a productive learning and working environment if everyone cooperates with this practice.

### **Dining Hall Operations Policies**

All resident students are on the College meal plan and must swipe their Paw Pass card upon entering Cheatham Dining Hall for a meal. Student Card numbers are not accepted. After finishing a meal and leaving the Dining Hall, students must, upon re-entry for another meal, present their Paw Pass for an additional meal swipe to prevent abuse of the “continuous” dining policy. All persons other than resident students must pay for each meal eaten in the dining hall. Payment must be made to the Cashier prior to entry into the dining hall. Meal prices for faculty/staff, non-resident students and guests will be posted at the cashier's stand.

To-go boxes are only permitted on a pre-arranged basis. The only reasons to-go boxes will be permitted are as follows:

- If you have a scheduling conflict and do not have time to eat between classes, sports practice or work. Please submit your written request to the dining hall office including a copy of your work, class, and sport schedules. You will then be placed on a list for the semester.
- If you have a medical condition with a note from the Health Center or doctor. Please submit your note to the dining services office or cashier.

Food items may be removed from the dining hall only under the following three circumstances:

- For the purpose of eating a meal during an officially scheduled College meeting in the one of the meeting rooms near the dining hall.
- A 20-ounce or smaller beverage in your own container.
- A single bagel, piece of fruit (apple, banana, or orange) or ice cream cone when available.

China, glassware, or flatware may be removed from the dining hall only for the purpose of eating a meal over a scheduled meeting must be returned immediately following the meal or meeting.

Any unauthorized removal of food or dining hall property from the dining facility (including flatware, dishes and serving utensils, etc) is considered stealing under the honor code and will be handled as an honor offense by the Judiciary Committee. Failure to pay for food consumed by yourself or your guest or taking of food items from the dining hall in violation of stated dining hall policy is considered theft. A guest who eats in the dining hall without paying will be asked not to return to the dining hall in the future, the host will be responsible for paying for the unpaid guest's meal, and that host may face judiciary action under the Honor Code for theft.

Solicitation or electioneering is not permitted in the dining hall. Solicitation or electioneering may take place at the tables outside the dining hall, if properly registered, approved, and sponsored by a student organization.

## **Drugs**

The unlawful possession, use, or distribution of illicit drugs is prohibited by the College. Students are obligated to function under the legal standards set forth in local, state, and federal statutes. Law enforcement officials with proper documents may search any campus building without prior notice, within the constraints of a legal search.

Randolph College prohibits the possession, use, and/or distribution of synthetic cannabinoids (synthetic marijuana, Spice, K2, etc.), and of chemicals known as "bath salts."

Students are expected to be familiar with the health and safety risks associated with the illegal or improper use of drugs. These include possible dependence or addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment that may cause the user to engage in behaviors that place him/her at risk. Students may seek drug counseling and referrals at the College's Counseling Center.

College disciplinary action for illegal possession, use, or distribution of drugs may include referral for prosecution. In addition to College sanctions, members of the College community are subject to legal penalties, fully outlined in the Code of Virginia, that include the following:

### **Drugs - Marijuana – Possession**

- First Offense: confinement up to 30 days, fine not to exceed \$500, court costs and attorney's fees
- Second Offense: confinement up to 12 months, fine not to exceed \$2500, court costs and attorney's fees

### **Drugs - Marijuana – Distribution**

- Imprisonment for 1 to 10 years, fine not to exceed \$2500, court costs and attorney's fees
- Drugs - Schedule I and II – Possession (Cocaine, LSD, Hallucinogenic Mushrooms, etc.)
- Imprisonment for not less than 1 or more than 10 years, fine not to exceed \$2500, court costs and attorney's fees



Drugs - Schedule I and II – Distribution (Cocaine, LSD, Hallucinogenic Mushrooms, etc.)

- Imprisonment for not less than 5 or more than 40 years, fine not to exceed \$500,000, court costs and attorney's fees

Drugs - Distribution within 1,000 yards of school property (includes college campuses)

- Imprisonment for not less than 1 year or more than 5 years, fine not to exceed \$100,000, court costs and attorney's fee

Drugs - Possession of Paraphernalia

- Confinement for up to 12 months, fine not to exceed \$2,500, court costs and attorney's fees

Drugs - Transporting into Virginia – transporting of Schedule I & II drugs (Cocaine, LSD, Hallucinogenic Mushrooms, five or more lbs. of Marijuana, etc.) into Virginia with intent to distribute

- Imprisonment for not less than 5 years, but not more than 40 years including a mandatory 3 year minimum sentence; and a fine of not more than \$1,000,000
- Conviction of any Drug Offense could, in addition to the above penalties, include a six-month driver's license suspension.

### **Failure to Comply**

All students, as members of the Randolph community, are expected to comply with conduct sanctions within the timeframe specified. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions. Failure to comply with sanctions imposed by an Administrative Hearing Panel, a Conduct Hearing Officer or Sexual Misconduct Hearing Panel:

- First Violation Minimum – Written warning and compliance with the original sanction.
- Second Violation Minimum – \$100 fine or 10 hours of service plus compliance with previous sanction

Failure to comply with the request of Security Officers, staff members, RAs, HRs, or Student Government representatives acting in performance of their College responsibilities, including failure to provide proper identification upon request.

- First Violation Minimum – Written warning
- Second Violation Minimum – \$100 fine or 10 hours of community service

### **Failure to Submit Identification**

Failure to submit identification upon request to duly authorized and properly identified College officials. Students not having identification in their possession will be given adequate opportunity to find and present it. Providing a false name to any college official will be grounds for an honor charge against the student providing the false name.

- First Violation Minimum – Written warning

- Second Violation Minimum – \$100 fine or 10 hours of community service

## Fire Safety

All members of the College community are expected to be aware of and address any situations or conditions that might result in a fire on the campus. Concerns about potential fire hazards must be immediately reported to the Campus Safety and Security Department for evaluation and remedy. The following are College-wide fire safety regulations for all persons on campus:

- A. Fire exits must be clear at all times. Items in hallways and fire exits will be confiscated and the owners of the items fined.
  - a. First Violation Minimum – \$25 fine
  - b. Second and Subsequent Violations Minimum – \$100 fine
- B. Tampering with College fire safety equipment—including, but not limited to smoke detectors, heat detectors, fire extinguishers, and sprinkler heads—is prohibited.
  - a. First Violation Minimum – \$25 fine
  - b. Second and Subsequent Violations Minimum – \$100 fine
- C. Setting any unauthorized fire in or on College property is prohibited.
- D. The possession or use of fireworks of any kind on campus is prohibited.
- E. All occupants of a building must exit the building immediately whenever a fire alarm sounds, reporting to the exterior location designated as the evacuation location for that building. Students are responsible for ensuring that their guests also exit the building immediately.
- F. All students and their guests must comply with instructions from Security officers, residence life staff, and other College staff during a power outage.
- G. Candles, incense, and any device with an open flame or exposed heating element are prohibited.
- H. Hot pots, popcorn poppers, coffee makers, MicroFridges and refrigerators with grounded plugs and less than 4.2 cubic feet capacity, hair dryers, and vacuum cleaners are appliances allowed in residence hall rooms. Prohibited appliances include toasters, toaster ovens, hotplates, halogen lights and microwaves. Only students who have received authorization through the Health Center may use window units or other stand-alone air-conditioners.
- I. Local fire safety regulations prohibit frying in residence hall kitchens. (B-I listed above)
  - a. First Violation Minimum – \$50 fine, if applicable - restitution
  - b. Second and Subsequent Violation Minimum – \$100 fine
- J. Causing a false fire alarm by willfully activating a pull station, heat detector, or smoke detector is prohibited. The minimum sanction is a \$250 fine and 25 hours of service. The minimum sanction for a second violation is suspension.
  - a. First Violation Minimum – \$250 fine and 25 hours of service
  - b. Second Violation Minimum – Suspension

## Firearms/Weapons

Employees and students are not allowed to have firearms or weapons of any kind in their possession on Randolph College property or at any Randolph College-sponsored

event. Weapons including, but not limited to, handguns, rifles, shotguns, B-B guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and well-being of others. (This policy does not apply to law enforcement personnel.)

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as weapons may be removed or confiscated from the possession of anyone on campus. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges. Questions regarding this policy should be directed to the Director of Safety and Security at 434-947-8000.

### **Harassment**

Personally harassing or threatening another person is prohibited. Prohibited conduct includes but is not limited to: oral, written, or physical threats to the health, safety, or physical or psychological well-being of others; unwanted obscene, abusive or repetitive telephone calls, voice messages, or electronic communications; contacting witnesses or any other party to an incident to intimidate them or to get them to change testimony; any action that constitutes sexual harassment as elsewhere defined by the College. Charges of harassment involving students must be reported to the Dean of Students to be investigated, and if necessary will be adjudicated by an administrative hearing.

### **Hazing**

The purpose of this policy is to ensure that Randolph College are not subjected to any type of hazing. It is the responsibility of all individuals associated with the College to encourage an atmosphere of learning, social responsibility, and respect for human dignity. Randolph College supports the hazing law of the Commonwealth of Virginia which reads:

*It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.*

*Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.*

*Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.*

*The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth*

*of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.*

*For the purposes of this section, 'hazing' means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.*

Additionally, Randolph College students are expected to support the overarching mission of the College, and participants are expected to demonstrate honesty, integrity, and respect toward every other student, in keeping with the Honor Pledge and all other College policies. Violations of the Hazing Policy will be adjudicated by an Administrative Hearing Board. Groups or individuals found to be guilty of hazing will face sanctions that may range from required community or campus service to loss of privileges to expulsion.

Specific examples of hazing which are prohibited include, but are not limited to, the following:

- Requesting that anyone undertake activities or tasks which interfere with his/her academic, employment, or extracurricular responsibilities or deprive him/her of sufficient sleep,
- Requesting that anyone indicate in class or other academic function by apparel, face paint, or other aspect of his/her appearance that he/she is an initiate or member of the organization,
- Requesting that anyone engage in any activity that would violate the Honor Pledge or any College policy,
- Causing anyone to participate in humiliating or morally degrading games or activities,
- Causing anyone to be the object of malicious amusement or ridicule,
- Causing exposure to uncomfortable elements,
- Causing anyone psychological harm or substantial emotional strain,
- Blindfolding,
- Confinement of anyone in any room or compartment,
- Misleading anyone in an effort to convince him/her that he/she will not become a member or that he/she will be subject to psychological or physical strain if he/she fails to comply,
- Requesting nudity of a prospective member,
- Restricting the limbs in any fashion that would prohibit the person from moving freely on his/her own,
- Required consumption of any substance,
- Hitting,
- Pelting or spraying with any substance,
- Creation of excessive fatigue by demands for services or assignments or by depriving another person of sufficient sleep,

- Physical activity which is used to harass or which is not part of an organized athletic contest,
  - Road trips of any kind, including requests for initiates to drive current members to and/or from an off-campus activity,
  - Requesting that a student place himself/herself in a situation which increases the likelihood of personal injury
- Psychological hazing, defined as any act which is likely to:
- Compromise an individual's dignity;
  - Cause an individual embarrassment or shame;
  - Cause an individual to be the object of malicious amusement or ridicule; or
  - Cause an individual emotional distress;

The following policies, in addition to those listed earlier in this hazing policy, apply to any student group that has an initiation process:

- There shall be no initiation activities during Orientation week, during the first two class weeks either semester, during the last two class weeks either semester, or during final examination periods.
- The pledge period, or equivalent, for new members may not exceed 14 consecutive days.
- Alcohol use is prohibited during any part of the initiation process, even by students who are of legal drinking age.
- New members must not be asked to violate the Honor Pledge, College policy, or Virginia law.
- New members must not be asked to spend money associated with the initiation process other than any required dues, of which the new member must be made aware in advance of his/her decision to join the group.

### Location

This policy encompasses all acts of hazing that occur whether on or off campus. As such, an act of hazing by an individual or organization will be viewed by the Institution as a violation of the Institution's hazing policy, regardless of where the act of hazing took place.

### Consent

An individual may not consent to being hazed, and a victim's voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the Institution's hazing policy by an individual or organization.

### Retaliation

It shall be a violation of this policy for an individual or organization to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

## Paint

Spray painting is not permitted inside campus buildings; this includes student rooms, stairwells, and lounges. Spray painting outside is not permitted on front campus, on any portion of the exterior of any building or permanent structure, or on any sidewalk or driveway. Any spray painting on campus must be approved in advance by the Dean of Students Office. Damage caused by spray painting will be charged to the student responsible. If the responsible party cannot be identified, damage costs will be assessed to the smallest identifiable group (floor, hall, student organization, etc.).

## Projectiles

No student shall throw or cause to be projected any object or substance which has potential for damaging or defacing College or private property or causing personal injury or disruption.

- First Violation Minimum – Written warning
- Second Violation Minimum – \$100 fine or 10 hours of community service

## Public Decency

Randolph College students and their guests are expected to uphold generally accepted standards of common decency. To that end, the College prohibits conduct including streaking or other public undress, public urination, and public defecation. Public spaces, in this context, include, but are not limited to, hallways, lounges, stairwells, kitchens, and any exterior location.

Individual residence hall floor communities may establish dress code guidelines in reasonable exception to this policy.

- First Violation Minimum – Written warning
- Second Violation Minimum – \$100 fine or 10 hours of community service

## Quiet Hours Policy

Students are expected to show consideration of roommates and hall mates at all times and are expected to comply with reasonable requests from other residents or residence hall staff members to lower the noise level of their activity, whether or not quiet hours are in effect. **Courtesy Quiet Hours are in effect 24/7.**

- The RA and HR will help residents resolve conflicts about noise outside quiet hours.
- Excessive noise may be defined as, but is not limited to, talking loudly in the hallways or music, talking, or shouting that is audible beyond the confines of a student's room.
- Establishment of extended quiet hours is left to the discretion of the residents of a floor or hall, requiring a majority vote of affected residents.
- Exam quiet hours begin several days before the final examination period and extend through the end of the last exam period. Students will be informed in advance of the exam quiet hours.

Students are expected to help maintain an atmosphere suitable for study or sleep during the following hours:

- Weeknights (Sunday evening–Thursday evening) 10 p.m.–8 a.m.

- Weekends (Friday, Saturday, Sunday mornings) 2 a.m.–8 a.m.
- Moore Hall residents and visitors are expected to comply with established quiet hours in Moore; base quiet hours are 8pm-8am weeknights and midnight to 8am on weekends and may be extended by hall vote.
- First Violation Minimum – Written warning
- Second Violation Minimum – \$100 fine or 10 hours of community service

## Secret Societies

Randolph College students are free to associate as they may wish with groups on and off campus. Historically, there have existed a number of secret societies at the College, some dating to the earliest decades of the College's history. Because secret societies do not have open membership practices, neither the College nor Student Government extends official recognition to these groups. Secret societies are not eligible for funding or other support from the College or Student Government, and they are not allowed to schedule or use public space on campus for group activities. Students are responsible individually for any violations of College policy or Commonwealth law, regardless of whether the violation was a part of a group activity. Members of non-recognized societies may not conduct their activities publicly on or off campus, may not sponsor stomps, and may not cover or disguise their faces with masks, hoods, or face paint.

### The following policies apply to secret societies:

- 1) Every group, every current member, and every prospective member are responsible for knowing and abiding by all policies listed in this *Student Handbook*, by Virginia law, and by the Honor Pledge.
- 2) Each student is accountable under the Honor System for his/her own conduct that occurs as part of a group activity.
- 3) Public activities may not occur on campus in any location including residence halls, academic or administrative buildings, front campus, back campus, the playing fields, the area around the Pines House, the Dell, or any College-owned space.
- 4) No member of a group may cover or disguise his/her face in any way that would hinder identification of that member.
- 5) No secret society may sponsor a stomp.
- 6) Students involved in violations will be referred to the Social Violations Hearing Board.
- 7) Any violation of the Honor Pledge will be heard by the Judiciary Committee. The Judiciary Committee hears cases for individual accused students, not for any group of students. In the case of an honor violation associated with the activity of a student organization, each student involved will have a Judiciary Committee hearing in which he/she will be the accused party. This practice of the Judiciary Committee is based on the fact that each student is as accountable under the Honor System for conduct—one's own and others'—that occurs as part of a group activity as when he/she acts independently.
- 8) The Judiciary Committee may recommend to the Dean of Students or to Student Government, on the basis of Judiciary Committee investigations and hearings, that sanctions be applied to a student organization.

## **Smoking Policy**

Smoking is not permitted inside any college facility, and is prohibited within 30 feet of all entrances; exits; windows; air conditioning units or other ventilation intake systems; and covered porches/entryways of any building owned by Randolph College.

Smoking is allowed outdoors on the Randolph College campus, as long as the smoker is the requisite distance from buildings and properly disposes of all smoking materials. For the convenience of smokers, there are designated smoking areas with ashtrays and seating located as follows:

- Beside the Chapel on the path that leads to the Pines House
- Outside Leggett Hall in the grassy area facing Main hall
- Front Campus in the Gazebo

The campus community will be duly notified if there are changes in the College's policy. Violations of the Smoking Policy by students will be adjudicated by Conduct Hearing Officer; violations of the Smoking Policy by staff or faculty will be adjudicated by the Director of Human Resources.

- First Violation Minimum – Written warning
- Second Violation Minimum – \$100 fine or 10 hours of community service

## **Solicitation and Electioneering**

Solicitation or electioneering is not permitted in the dining hall. Solicitation or electioneering may take place at the tables outside the dining hall, if properly registered, approved, and sponsored by a student organization.

## **Sportsmanship at College Athletic Events**

The ODAC promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Consumption or possession of alcoholic beverages is prohibited. Smoking is prohibited at all WildCat athletic events.

## **Visitation/Guest Policy**

Visitation privileges at the College allow students to have non-student guests in their rooms in accordance with the policies outlined in this section. Visitation must not interfere with a roommate's right to free access to his/her room at all times. A roommate must not be deprived of his/her right to privacy, study time, or sleep because of a guest. Students are reminded that displays of physical intimacy are very private matters and must not be expressed in the presence of others.

## **Visitation hours:**



Upper-class students have guest visitation privileges 24 hours a day, seven days a week. No guest may stay longer than three days/two nights out of any seven-day period unless permission has been granted **in advance** by the Director of Residence Life.

In the summer before enrolling, first-year students select from among three guest-visitation options. First-year roommate pairs then complete binding roommate contracts during the first two weeks of the Fall semester that address issues of guest visitation. Overnight guest visitation for first-year students is only permitted on Friday and Saturday nights, within the parameters of the chosen visitation option. Off-campus guests may visit only until midnight on Sunday-Thursday nights.

### **Visitation and guest policies for all students:**

- All guests are subject to College policies. Randolph College students are responsible for informing guests of these policies and are responsible for their guests' behavior at all times.
  - A non-student visitor may remain on campus for no more than three days, two nights inclusive, out of any seven-day period, unless the Director of Residence Life has granted permission for a longer stay **in advance**. Roommates may negotiate a more limited policy between themselves.
  - No guest visitation is permitted during the period prior to classes beginning each semester.
  - Students may request a guest mattress from the Buildings & Grounds Department. Students are encouraged to provide 72 hours advance notice if a mattress is requested. Failure to return the mattress by the designated date will result in a \$25 fine.
  - All guests must be escorted into any residence hall. Other escort guidelines may be determined by floor vote.
  - Guidelines for use of hall bathrooms by guests will be determined by floor vote.
  - A student may entertain guests in designated residence hall lounges after visitation hours except in those lounges that open directly into a student living area. Examples: the West TV lounge, the Main Hall TV lounge.
  - Unescorted visitors may be in Main Hall Lobby, the Skeller, the Dining Hall, the Student Center or other non-residential public spaces at any time.
- First Violation Minimum – Written warning
  - Second Violation Minimum – \$100 fine or 10 hours of community service

### **Adjudication of Policy Violations**

Reported violations of College Social Policies and Community Standards may be adjudicated by one or more of the following judicial entities: an Administrative Hearing Panel or a Conduct Hearing officer (Dean of Students, Assistant Dean of Students, Director of Residence Life, Director of Safety and Security, Head Residents).

**Social Violations Hearing Board**

The Social Violations Hearing Board is empowered through the Honor System for hearing cases of potential violations of College Policy related to:

- Alcohol use
- Damage to public areas
- Failure to comply
- Quiet Hours
- Smoking
- Visitation
- Fire safety
- Hazing
- Private Parties
- Visitation

The Chair will convene a Social Violations Hearing Board hearing if requested by the student or required by circumstances. The composition and procedures of the Social Violations Hearing Board are documented in the Student Government Constitution, Article VI, Section 5.

**Administrative Hearing**

Violations of College policies that are not under the specific jurisdiction of the Judiciary Committee or the Sexual Misconduct Hearing Panel are addressed through the Administrative Hearing process. The Administrative Hearing process is empowered through the Honor System for hearing cases of potential violations of College Policy related to:

- Possession or use of illegal drugs
- Harassment (non-sexual)
- Possession/use of weapons or firearms
- Dining hall policy violations
- Assault
- Residency policy violations

If a student is alleged to have committed a violation that will be adjudicated administratively, he/she may be given the opportunity to choose one of the following options: 1) to have the Dean of Students or the Dean’s designee hear the case, determine whether the student committed the alleged violation, and impose sanctions; or 2) to have an Administrative Hearing Panel hear the case, determine whether the student committed the alleged violation, and impose sanctions. Any Administrative Hearing Panel will be comprised of three administrators from the senior or mid-level management of the College; the specific individuals will be chosen for the Panel by the Dean of Students. If the Dean of Students believes that the severity of the matter

warrants, or if she believe that she could not provide a fair hearing for the student, the case will be heard by the Administrative Hearing Panel described above.

### **Conduct Hearing Officers**

Conduct Hearing Officers are empowered through the Honor System for hearing cases of potential violations of College Policy related to:

- Alcohol use
- Damage to public areas
- Failure to comply
- Quiet Hours
- Smoking
- Visitation
- Fire safety
- Hazing
- Secret Society Violations (individuals and groups)
- Housing policies

If a student is alleged to have committed a violation of a social or housing policy, and it is the student's first or second policy violation in a given academic year, the case will be heard by a Conduct Hearing Officer. Conduct conference procedures are outlined in detail at the end of this section.

During the conduct conference, the student may request an Administrative Hearing.

### **Integrity of the Student Conduct Protocol Process**

The confidentiality guidelines of the Honor System apply to all matters heard by an Administrative Hearing Panel, and any Conduct Hearing Officer. Anyone who is involved in, is witness to, or is interviewed regarding a potential violation is honor bound to maintain confidentiality according to the Honor System guidelines.

Occasionally, an alleged social violation may include allegations of lying or other potential honor violations. In such instances a Judiciary Hearing may be warranted.

### **Possible Penalties for Violations**

The following are sanctions that may be imposed by the disciplinary hearing entities at the College (e.g., Judiciary Committee, Judiciary Appeals Committee, Administrative Hearing, Conduct Hearing Officers, or Sexual Misconduct Hearing Panel ) if a student is found guilty of violating a College policy or standard. This list is not exhaustive or in order of severity.

- Warning- written or oral
- Restrictions- on use of facilities, participation in activities, exercise of privileges

- Removal of appliances which are prohibited by College policy
- Removal of stereo/radio equipment or television
- Community service work (off campus or on campus)
- Restitution
- Fines
- Educational assignments (including presentations and papers)
- Change of on-campus residence
- Probation (notice that another violation may result in suspension or expulsion; may be applied in conjunction with any sanction less severe than suspension)
- Suspension (separation from the College for a specific period of time)
- Expulsion (permanent separation from the College)

### **Disciplinary Suspension or Expulsion**

Students who are on disciplinary suspension or have been expelled from the College may visit the campus only with the expressed, written permission of the Dean of Students or his/her designee.

### **Policy Violation by a Student Organization**

The following are the criteria for determining whether the violation in question is a student-organization violation:

- A violation was committed by one or more members of the organization and was sanctioned by the organization's leader(s).
- A violation was committed by one or more members of the organization, and organization funds were used to finance the venture.
- A violation was committed by one or more members of the organization and was supported by a majority of the organization's membership.
- A violation occurred in the course of or as a result of an organization-sponsored function.

If it is determined that the conduct of a Student Government-recognized student organization may have violated College policy, the organization will be referred to an Administrative Hearing or conduct Hearing Officer. In the case of an honor violation associated with the activity of a student organization, each student involved will have a Judiciary Committee hearing in which he/she will be the accused party. Each student is as accountable under the Honor System for conduct—one's own and others'—that occurs as part of a group activity as he/she is when he/she acts independently. The Judiciary Committee may recommend to the Dean of Students or to Student Government, on the basis of Judiciary Committee investigations and hearings, that sanctions also be applied to a student organization.

## Student Conduct Protocol

Outlined below is the process by which violations of College conduct policies and community standards will be adjudicated. *Please note: In instances where the reported behavior includes multiple alleged violations, involves excessive disrespect, or is extreme/harmful, the student involved could be immediately accelerated to second or third violation status.*

### First Violation Reported

- student receives letter of warning
- if alcohol violation and student is under 21 years old, letter may also be sent to parent

If student wishes to appeal, student must email the Director of Residence Life within three days to schedule conduct conference. Conduct conference will be adjudicated by a Conduct Hearing Officer. Results of conduct conference may include:

- charges dropped
- sanction upheld

If violation includes a potential honor offense, student may be asked to report her/himself to Judiciary Committee.

Failure to appear for conduct conference negates appeal.

### Second Violation Reported

- student receives notification letter assessing \$100 fine
- if alcohol violation and student is under 21 years old, letter may also be sent to parent

If student wishes to appeal, student must email the Director of Residence Life within three days to schedule conduct conference. Conduct conference will be adjudicated by a Conduct Hearing Officer. Results of conduct conference may include:

- charges dropped
- sanction converted to 10 hours of community service or, if appropriate, civic learning/restoration justice program

Failure to appear for conduct conference negates appeal.

Failure to complete service hours results in sanction reverting to assessed fine.

If the student is found guilty of the alleged policy violation(s), sanctions imposed may include, but are not limited to:

- social probation
- restitution

- community service
- restorative justice
- civic learning mentor program
- educational assignment
- removal of privileges
- suspension
- expulsion

If violation includes a potential honor offense, student may be asked to report her/himself to Judiciary Committee.

### **Third Violation Reported**

- student receives hearing notification letter
- if alcohol violation and student is under 21 years old, letter may also be sent to parent

Student must email the Director of Residence Life within three days to schedule a conduct conference. Failure to schedule conference may result in immediate suspension from the College. Results of conference may include:

- charges dropped
- sanctions imposed

Failure to appear for conference may result in immediate suspension from the College.

If the student is found guilty of the alleged policy violation(s), sanctions imposed by the Director of Residence Life may include, but are not limited to:

- social probation
- restitution
- community service
- restorative justice
- civic learning mentor program
- educational assignment
- removal of privileges
- suspension
- expulsion

If violation includes a potential honor offense, student may be asked to report her/himself to Judiciary Committee.

### **Housing Policies & Conduct Standards**

Each year, students are informed of policies related to specific residential matters, such as College breaks, room draw, summer storage, and final check-out. Students are responsible for complying with all published housing policies, not just those printed in

the *Conduct Policies & Community Standards*. Violations of housing policies are handled administratively by the Director of Residence Life.

### **Air-Conditioning**

The residence halls do not have the electrical capacity to support individual air-conditioning units in each room. Therefore, the College permits the use of personal air-conditioners (window units, stand-alone units, etc.) only by those students who have received specific authorization from the Health Center. Physician documentation must be provided annually to the Health Center, no later than April 1. Window units provided by students must be installed by B&G personnel at the request of the Director of Residence Life. Unauthorized air-conditioners will be confiscated and stored until students can take them home.

### **Bathroom Breakables**

Glass items left in community bathrooms on counters, fixtures, windowsills, or the floor will be discarded by staff members. Such items are unacceptable in community bathrooms (other than in a cubby or medicine cabinet) because of the safety hazard they present.

### **Bathroom Privacy**

Multiple-occupancy showering is prohibited in all community bathrooms. Only one person may occupy a shower/tub/toilet stall at any given time.

- First Violation Minimum – Written warning
- Second Violation Minimum – \$25.00 fine

### **Bed Assembly**

To maximize the useful life of College beds and mattresses, **beds may not be removed from a student room nor disassembled**. The College does not provide removal or storage of unwanted beds. Mattresses and box springs must remain on assembled bed frames provided by the College.

- Violation Minimum – \$50.00 fine

### **Bed Bunking/Bed Raising**

Only College-provided materials may be used to bunk beds. Bunking materials may not be used to build lofts or raise the height of a bed. Beds may not be raised on bricks, cinderblocks, bunking posts, or other materials except for risers designed specifically for this purpose, such as the ones available at Bed, Bath & Beyond.

Students who wish to have their beds bunked or unbunked must submit a maintenance request form to the Hall RA by the end of the first week of classes each semester.

- Violation Minimum – \$25.00 fine, plus additional \$25/day for each day that student does not comply with a staff member’s request to correct the violation

### **Bulletin Boards in the Residence Halls**

The Residence Life Staff is responsible for designating the use of all bulletin board space in the residence halls.

### **Check-Out**

All students are expected to check out by the designated date and time at the end of each semester – and absolutely no later than within 24 hours of the conclusion of their last exam. Those students who take the last final exam of the semester are expected to vacate the campus no later than the time and date announced for the halls to close for the semester. The fine for failure to check out by the published hall closing time or failure to depart within 24 hours of taking one’s last final exam is \$100 per day.

Two exceptions to the check-out policy are allowed following the spring semester only:

- A. Graduating students may remain on campus through Commencement Day without charge for housing for Senior Week (the Sunday prior to Commencement through Commencement Day) and
- B. Underclass students wishing to volunteer to assist with Commencement weekend activities may request permission from the Dean of Students Office to remain on campus.

All students must vacate campus by 6 p.m. on Commencement Day. Any student who has not vacated the campus as required by this policy will be billed \$100 per day.

### **College Breaks**

Residence halls remain open to students over the fall, Thanksgiving, and spring holiday breaks. Any student wishing to remain in residence during these breaks must register with the Dean of Students Office by the advertised deadline for each break. Students failing to register may be subject to disciplinary action.

### **Cooking in the Residence Halls**

Small kitchens are available for student use in each of the College’s residence halls. Students may use those kitchens for personal cooking or group events. The residents of the residence hall in which the kitchen is located are responsible for maintaining the cleanliness and sanitation of the kitchen, and for setting their own community guidelines for food to be left in the cupboards and refrigerator. Students who use the kitchen are responsible for cleaning all cooking equipment, dishes and work surfaces immediately after use. The Residence Hall Staff reserves the right to close a kitchen if the residents are unwilling or unable to keep it tidy and sanitary. **Please note that frying of any kind may not be done in the residence hall kitchens due to local fire safety regulations.**



## Damage

Each residential student is required to complete and sign a Room Condition Form (RCF) upon taking occupancy of his/her assigned room. Students will be charged for damages beyond normal wear-and-tear in residence hall rooms based on comparison of a room's condition at the time a student moves out with the description listed on the RCF. **It is a student's responsibility to confirm the accuracy of his/her RCF before he/she signs the form.**

**The following materials may not be used** on walls, doors, or furniture in student rooms, hallways, or public areas: nails, putty, mounting tape, duct tape, packing tape, contact paper, stickers, super glue, and toothpaste. Students will be assessed for damage to walls, doors, or furnishings caused by these materials and by the use of tape. Students are encouraged to hang posters and bulletin boards from the picture molding using hooks and fishing line or picture wire.

A \$45.00 cleaning charge will be assessed to any student whose room requires cleaning beyond reasonable vacuuming at the time he/she moves out.

Toothpaste may not be used to spackle nail holes in walls. A \$35 fine will be assessed to any student using toothpaste on the walls in his/her room.

Damage to residence hall public areas and furnishings will be charged to the student(s) responsible. If the responsible party cannot be identified, damage costs will be billed to the smallest identifiable group (for example, suite, floor, hall).

Students are responsible for cleaning up their own vomit/body spills (blood, urine, etc.). Spill containment kits are available at the Reception and Information Desk to assist in this process. If no one takes responsibility for/initiative to clean up a body spill, B&G housekeepers will clean the mess. However, any spill that is cleaned up by housekeeping staff will result in a \$50 charge to be billed back to the smallest identifiable unit (person/room/floor/hall).

Room inspections are done at check-out each May, and damage charges are assessed as deemed necessary by College staff. Should a student wish to contest a specific charge, his/her appeal must be made before August 1 in the year the applicable charges were posted to the student's account.

## Dressers

Dressers may not be stacked, unless designed to do so.

- Violation Minimum – \$25.00 fine, plus additional \$25/day for each day that student does not comply with a staff member's request to correct the violation

## Egress

For safety during evacuation, fire exits must be clear at all times. Items in hallways and fire exits will be confiscated and the owners of the items fined.

- First Violation Minimum – \$50.00 fine
- Second Violation Minimum – \$100.00 fine

## Floor Meetings

Continued dialogue is necessary in order for floor units to function effectively as communities. At various times during the year, residence hall staff may call floor meetings in order to facilitate discussion of community standards. If academic or work conflicts prevent his/her attendance at a mandated floor meeting, a resident is responsible for notifying his/her RA or HR **in advance** of the meeting. Failure to attend a required meeting may result in the assignment of community service hours or other sanction as deemed appropriate by residence hall staff.

- Violation Minimum – 1-3 hours of community service, or other sanction as deemed appropriate by residence hall staff

## Furniture Removal

### **Beds, dressers, and wardrobes may not be removed from student rooms.**

Students living in fully occupied rooms may remove nightstands, desks, and chairs from their room in Main Hall only. Students **may not** place furniture in the hallway for removal; they must request that the item be moved into furniture storage by submitting a maintenance request form to the RA. B&G will come to the room to remove the furniture if time permits and if storage space is available.

- Violation Minimum – \$50.00 fine per item

College-owned furnishings and other property (including but not limited to lounge furniture, computers, custodial equipment, a/c units, and campus signs) should not be removed/moved from their assigned locations except by authorized College personnel.

- Violation Minimum – \$50.00 fine per item

## Indoor Sports

Skating, bike riding, and recreational sports intended for outdoor play are not permitted in the residence halls or academic buildings.

- First Violation Minimum – Written warning
- Second Violation Minimum – \$25.00 fine

## Interior Lights

In order to maintain safe passage through our residence halls, including entry and exit, interior lights should be left on at all times when buildings are occupied. Your safety is of the utmost importance to us and your help is needed to insure that we all continue best safety practices. Please report any light on campus that is not working properly,

whether inside or outside, to Buildings and Grounds (B&G) at (434) 947-8109 or to the Reception and Information Desk at (434) 947-8000.

## **Keys**

Keys to residence hall rooms are issued to residential students when they move into the residence halls. Day students and Prime Time Students are issued keys to the exterior doors of the residence halls and keys to their respective lounges. The keys issued to students remain the property of the College, and students are expected to act responsibly to protect and maintain control of their College issued keys at all times. College-issued keys may not be duplicated, loaned or given to anyone other than the person to whom the keys were issued. Failure to properly control College-issued keys or improper duplication of keys will result in serious disciplinary action. Missing (lost or stolen) or damaged keys must be reported immediately to the Security Office. Missing keys will result in changes in locks that were affected by the loss, and the charge for the re-keying will be billed to the individual student. Replacement keys may be obtained after completing the key request form located within the Campus Services link under the Community Commons section of the portal and submitting the form along with the required signatures. Please allow at least one business day for the locks to be changed out and new keys to be issued. The charge for missing keys is contingent on the costs associated with re-keying the affected locks: \$50 for residence hall room or lounge key; \$20 for a student ID/key card.

## **Lock-Out Policy**

Any student who requires the assistance of a Security Office staff member to unlock the outer door of the residence hall or his/her room door will be required to pay a \$5 fee for any lock-out in excess of one during the academic year. Students who are locked out of their residence hall or room should contact Security for assistance.

## **Pets/Animals**

Students are not permitted to have animals, with the exception of fish (maximum 5 gallon tank), in the residence halls. A student who has an animal in the residence hall will be fined \$50 and required to remove the animal from the campus within 24 hours of receiving notification to do so from an RA/HR, or other College staff member. If the student fails to remove the animal as required, the animal will be removed by College officials.

- Violation Minimum – \$50.00 fine, plus additional fine of \$50/day for every day the animal remains on campus after the 24-hour notification period

## **Room Changes**

No room changes will be made until after the first week of classes. Any student interested in a room change must see his/her Head Resident and follow the required procedures before changing rooms. The Head Resident will explain the room-change

procedures. Students who change rooms without authorization are subject to disciplinary action, which may include immediate relocation to originally assigned room.

### Room Vacancies

The Director of Residence Life may assign a student to fill any available vacancy in the residence halls. Available space is determined based on the designated occupancy of the room at the time the current resident was assigned to or selected the room.

### Roommate Rights and Responsibilities

Each resident has the following rights; he/she must also behave in a manner that extends these same rights to his/her roommate.

Roommate Rights and Responsibilities:

- A. To study and sleep in one's room, free from undue interference.
- B. To expect that a roommate will respect one's personal belongings.
- C. To have a clean environment in which to live.
- D. To lock the door to increase security.
- E. To be assertive.
- F. To be free from intimidation and physical or emotional harm.
- G. To adhere to College policies as listed in the current *Student Handbook*.
- H. For guest visitation not to deprive a roommate of his/her right to free access to his/her room or his/her right to privacy, study, or sleep, except as agreed to mutually in advance by the roommates.
- I. To adhere to the visitation policy, the negotiated roommate contract, and any agreements made between/among roommates about living conditions in the room.

When a resident violates his/her roommate's rights as defined above, the Director of Residence Life or the Dean of Students may require the student who is in violation to move to another room as an outcome of the roommate mediation process or as disciplinary action.

### Windows

Window screens may not be removed or opened. In addition, the following are prohibited:

- A. sitting or standing on or leaning over window ledges in any campus building
- B. being on the roof of any campus building
- C. being on an exterior fire escape when the fire alarm in that building is not sounding
  - First Violation Minimum - \$50.00 fine
  - Second Violation Minimum - \$100.00 fine or 10 hours of community service

## Housing Policies Adjudication Protocol

### Violation reported

- student receives notification letter assessing fine or assigning community service hours

If student wishes to appeal, student must email the Director of Residence Life within three days to schedule an appeals conference. Results of appeals conference may include:

- charges dropped
- sanction upheld
- fine (if applicable) converted to community service hours

If violation includes a potential honor offense, student may be asked to report himself/herself to Judiciary Committee.

Failure to appear for appeals conference negates appeal.

## Special Concerns-Incident Protocols

### Community Advisory Committee

The Community Advisory Committee is comprised of staff, faculty and students at Randolph College who meet as needed to advise the administration regarding matters that pose or could potentially pose a threat or threats to our community (or its members) and our positive campus environment. The Committee members are appointed annually by the President and shall include at least two students, two faculty members, and two staff members, one of whom shall be the Director of Multicultural Services (or its successor position, if changed or renamed by the College). It shall be chaired by the Director of Multicultural Services. The Dean of Students and the Dean of the College shall serve perennally on the Committee as non-voting ex-officio members. The Committee may be convened anytime at the request of the President, Dean of Students or Dean of the College when a legitimate concern emerges regarding an incident that breaches or could potentially breach Randolph College's positive educational environment; examples include, (i) a hate incident, (ii) an incident of intolerance, (iii) an infringement of the rights of another person, or (iv) a perceived need for a programmatic response to significant community challenges that are not being addressed through existing policies or protocols. The Committee may also be convened to provide advice and guidance to the Senior Staff of the College regarding development of policy concerning hate incidents and hate crimes as defined in the Hate Incident Protocol dated July 2009.

### Grievances (Academic)

Students may express their concerns about aspects of the academic program (curriculum, class schedule, academic support services, equipment, etc.) in writing through the Faculty Curriculum Committee. Contact the Office of the President to obtain the name of the chair of the Curriculum Committee to arrange to have your concern heard by the Committee.

For a student whose case involves an allegation of sexual harassment, see the Sexual Misconduct Policy section of this *Student Handbook*.

Individual academic grievances by students will be handled in accordance with the general principles of the AAUP guidelines (AAUP, Policy Documents and Reports, 9<sup>th</sup> ed. (Washington, D.C., 2001) 113-114. In those cases in which a student believes that a faculty member has treated him or her unfairly, the first recourse should always be a conference between the student and the faculty member. If the student is not satisfied with the result of this conference, he or she must consult in succession, the chair of the department and then the Vice President for Academic Affairs/Dean of the College. This process is designed to allow for every opportunity to resolve the grievance informally. If the student is still not satisfied with the results of these conferences, he or she may choose to appeal to the Academic Personnel Committee. The Chair of the APC will then convene the subcommittee on student grievances (three faculty and two student members).

The sub-committee will review the evidence of the complainant and discuss with the faculty member its response to the student's complaint. Following discussion the faculty members of the sub-committee will go into executive session and make a recommendation to the full Academic Personnel Committee as to how the grievance shall be resolved. The chair shall then relay the committee's recommendation to the Dean of the College who, having provided a copy of the recommendation, will ask the instructor to implement it. If the instructor does not comply, the Dean, on notifying the instructor and the student, may take appropriate action. Only the Dean of the College, upon the written recommendation of the Academic Personnel Committee, has the authority to change a grade over the objection of the instructor.

### **Grievances (Non-Academic)**

A student who has a complaint or grievance regarding non-academic elements of his/her experience, or the conduct of non-academic personnel at the college, may present that complaint in writing to the Vice President for Student Affairs and Dean of Students who will consider the complaint and involve the proper personnel at the College in resolving the matter. Any complaint that may arise against the Vice President for Student Affairs and Dean of Students should be directed to the Director of Human Resources for resolution. If the student's complaint involves an allegation of Sexual Harassment, the written complaint should be addressed to the Chair of the Sexual Harassment Committee; the process for resolving Sexual Harassment matters is described elsewhere in this Handbook.

The Residence Hall Staff may be helpful in resolving minor differences between students that may arise in the residential setting. We encourage students to attempt positive resolution of minor interpersonal matters by communicating clearly and constructively with the other party involved, using the Residence Hall Staff as mediators, as needed.

### **Hate Incident Protocol**

Randolph College seeks to create a living/learning environment in which all persons are respected and a vibrant, diverse community is paramount in importance. We have established policies and procedures that provide guidelines for addressing violations of our community standards, and to assure that incidents of hate are immediately reported, investigated, and if at all possible, addressed within our judiciary system. Further, we are prepared to involve the police or governmental agencies if an act or statement that occurs on our campus is in violation of state or federal law. Any act or statement that has the effect of interfering with the educational process within our community by creating a hostile environment for any member or group within our community is intolerable.

Randolph College has established a Community Advisory Committee that works to assure that our community values are upheld by advising the administration in cases of violations of our community standards and regarding incidents that pose or potentially

pose a threat to Randolph College's positive educational environment by actions or statements from any person on our campus.

### *Definitions*

A hate incident is defined as any speech, act or harassing action that targets, attacks or threatens an individual or group because of actual or perceived race, color, national or ethnic origin, gender, religious affiliation, sexual orientation or disability.

A hate crime is defined as "a crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, national origin, ethnicity, gender, disability or sexual orientation of any person." – Definition adopted from Sec. 280003(a) of the Violent Crime Control and Law Enforcement Act of 1994, 28 USC note.

### *Responses to Hate Incidents and Hate Crimes*

Randolph College has established practices that are used to respond to incidents that threaten the values of our community, including those that may be defined as hate incidents or hate crimes. When an incident of hate or a hate crime occurs on our campus, our first obligation is to assure the safety of the individual(s) targeted and to tend to immediate safety needs. College staff and law enforcement personnel, if appropriate, will preserve evidence, investigate the incident, identify a perpetrator, and make referral to the Commonwealth Attorney or Federal Prosecutor for prosecution.

### *General protocol for responding to Hate Incidents and Hate Crimes*

If a hate incident or hate crime happens on the Randolph College campus, it is the obligation of the person(s) who are first aware of the incident to notify the College Security Staff, Dean of Students and/or RD on Duty (after hours) immediately. The following steps will be taken:

- The College staff will assess the situation, assure that the person(s) victimized by the incident is safe, and will immediately preserve any evidence that may be helpful in the investigation. If appropriate, the Security Staff will contact the Lynchburg Police Department for assistance in preserving and processing evidence at the site of the incident. The first responders to the incident will produce comprehensive incident reports, including photographs of any evidence, if practical.
- An investigation will be conducted using any relevant evidence and witness accounts by the College Security Staff, Dean of Students Office, and/or Lynchburg Police as appropriate.
- The Dean of Students staff notified will follow-up with the victim(s) to assure that he/she is safe and feels comfortable in his/her living space at that time. If he/she reports feeling uncomfortable, alternative living arrangements will be offered.
- If appropriate, the campus community will be notified of the incident after the facts have been confirmed through an investigation.



- As soon as possible, the Community Advisory Committee will be convened to discuss any additional campus response that might be appropriate given the situation.
- The Dean of Students staff will remain in contact with the student(s) directly affected by the incident to be of support as the investigation proceeds.

## **Alcohol Policy**

This policy covers the use of alcoholic beverages on College property. Randolph students and their guests must observe Virginia law, which states that no person under the age of 21 may purchase, possess, or consume any type of alcohol.

Students 21 years of age or older are permitted to possess and consume alcohol at registered social events on designated College property and in Residence Hall bedrooms of students who are 21 or older.

Students under the minimum legal drinking age are not permitted to possess or consume alcohol anywhere on College property, including at registered social events or at College-sponsored events.

Sanctions for a policy violation range from a verbal warning to temporary or even permanent separation from the College depending on the severity of the violation. Please refer to the Adjudication of Policy Violations section of the Handbook for more information.

## **Prohibited Conduct**

1. Possession, consumption, or purchase of alcohol by persons under the age of 21.
2. Distribution including the sale of alcohol to persons under the age of 21.
3. Public intoxication.
4. Distribution of alcohol to visibly intoxicated persons.
5. Possession of an open container of alcohol in a public space.
6. Driving under the influence of alcohol.
7. Participating in organized drinking games or possessing items used for drinking games (e.g. beer pong tables, funnels).
8. Possession of common sources of alcohol including kegs or alcoholic punch.
9. Using or distributing alcohol in an irresponsible way.

## Definitions

1. *Public intoxication*: the signs of physical or mental impairment resulting from alcohol use.
2. *Open container*: any container not in its original, unmodified, manufacture-sealed packaging.
3. *Public space*: all indoor and outdoor College property including, but not limited to, stairwells, hallways, classrooms, lounges, storage spaces, group meeting spaces, the student center, and other spaces of common or restricted student access.
4. *Non-public space*: Residence Hall rooms and those spaces designated as an “event-space” approved through the College’s event registration process.
5. *Irresponsible use/distribution of alcohol*: when the intended or foreseeable outcome is either the abuse of alcohol or to become intoxicated. Such use includes when the consumption/distribution of alcohol results in potentially dangerous, harmful, or otherwise negligent behavior, such as becoming ill or vomiting from alcohol consumption.

## Alcohol in Residential Halls

In addition to the previous, the following applies specifically to Residence Halls. Students may not host, or attend unregistered social events with alcohol in Residence Hall bedrooms or public spaces. Students over 21 may gather in bedrooms (of residents who are 21 or older) and consume alcohol as long as all other policies are compiled with, e.g. fire safety regulations, quiet hours, courtesy hours, etc. Events with alcohol must be registered with the Office of Student Leadership and Engagement. Please refer to the Social Events with Alcohol Policy in this handbook for more information.

Students under the age of 21 constitutes may not possess empty alcohol containers. Regardless of age, excessive amounts of empty alcohol containers may constitute evidence of the irresponsible use of alcohol.

## Amnesty or “Good Samaritan” Clause

The College may choose not to pursue conduct charges against any student transported to the hospital by an emergency medical service due to their over consumption of alcohol provided the student transported calls for help or is called for in good faith out of concern for that person’s health and safety. Students may be hesitant to report to College officials (RAs, Campus Security) because they fear they may be accused of minor policy violations, such as underage drinking. In such cases, educational options, not punitive options will be explored to resolve these cases.

To encourage students to offer help and assistance to others, the College utilizes this same policy of amnesty for students who offer help to others in need due to over-consumption of alcohol, or prohibited substances. Those who call for help may also not face an official judicial response. The Dean of Students may choose not to extend this policy to the same person repeatedly.

## Safe Harbor Clause

Students who bring their own drug use, addiction, or dependency to the attention of College officials on their own volition without being pressured to do so by the circumstances, such as an investigation, may not face a judicial response. Students will be referred to the Health and Counseling Center. Failure to comply with the requirements laid out by the Health and Counseling Center will nullify this Safe Harbor protection and violations will be handled in accordance with standard procedures.

## Effects of Alcohol

Alcohol consumption alters behavior. Even small amounts (one to two drinks) can impair mental judgment and hinder coordination, impairing a person's ability to drive, or walk safely, or can lead to poor social choices. Heavy consumption (four or more drinks in a day) causes observable impairment to mental functions, impairing the ability to learn, memorize and perform academically, sometimes for weeks after the drinking occurred. Severe drinking can cause respiratory and/or organ failure, brain damage, depression and death. If combined with other central nervous system depressants or drugs, any amount of alcohol could produce these effects. Alcohol abuse can lead to permanent impairment, and physical/psychological dependence. When alcohol consumption ceases after prolonged heavy use withdrawal symptoms can include severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

## Risks of Alcohol Use

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

*The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2013).*

*Alcohol affects your brain.* Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

*Alcohol affects your body.* Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.

*Alcohol affects your self-control.* Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.

*Alcohol can kill you.* Drinking large amounts of alcohol can lead to coma or even death. Also, 1 out of every 3 traffic-related deaths is alcohol-related.

## Virginia Law Regarding Alcohol

The following is listed by requirement of Virginia law. Virginia's Alcohol Beverage Control Act details the possession, use and consumption of alcohol. The Act applies to all Randolph College students and employees.

Local laws and possible legal sanctions are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### **Social Events with Alcohol Policy**

Randolph College is committed to providing a safe campus environment for its students, employees, and visitors. The College follows all Virginia ABC rules. This policy regulates, provides accountability, and governs the purchase, distribution and use of alcohol at registered College events. The Director of Dining Services (Aramark) and the Director of Safety and Security are responsible for the College's ABC Policy.

### **Types of Events**

Campus-wide events are those limited to Randolph College students, faculty, staff, and their invited guests.

Private events are those to which attendance is limited to an invited group.

**B.Y.O. (Bring Your Own) Events:** Even though the attendees provide the alcohol, BYO events must conform to the same guidelines as all other events where alcohol is to be present. The student or organization sponsoring the event will control the collection, serving and disbursing of alcoholic beverages, a designated serving area will be established, and only one drink at a time may be obtained. Tickets or a punch card system must be in place for attendees to obtain beverages from the serving area, and hosts must adhere to food and alternate beverage requirements set forth in this policy. Deviations from these regulations must be approved in advance by the Dean of Students or designee.

### **Registration**

All social events with alcohol (private events and campus-wide Events) must be submitted to the Office of Leadership and Engagement within five business days of

the proposed event. Fridays and Saturdays 4pm to 1am are the only times a social event with alcohol may be registered for unless an exception is requested and approved of by the Dean of Students or designee. No more than four events per weekend are allowed, and no more than two on any given night. Registration forms are available in the Office of Leadership and Engagement in the Dean of Students Office on the first floor of Main Hall.

All events must have an Event Manager who registers the event and acts in the capacity of Social Host assuming all the responsibilities and requirements applicable under Virginia Law:

1. It is against the law to provide alcohol to or purchase alcohol for minors.
2. It is also illegal to have minors consuming alcohol in your residence or other location under your supervision.
3. The provider is responsible if there is reason to suspect the consumer of the alcohol is under 21.

You may be held liable if you know minors under your supervision are drinking, and you fail to intervene. Penalties for violation include up to 12 months in jail and a \$2,500 fine for each underage person.

### **Servers**

Severs must be at least 21 years of age and be trained. Severs found violating College policy and/or local laws will face disciplinary action and/or legal penalties.

### **Serving of Alcoholic Beverages**

Alcohol service is limited to one standard drink per person at the time of serving. Common sources of alcohol where direct access to alcohol is possible including punch bowls, kegs and beer trucks or trailers with open taps are prohibited. The serving or consumption of alcohol at any activity or event related to membership recruitment, initiation or induction is prohibited.

At no time can alcohol be sold to guests or charged for unless arranged specially through the Director of Dining Services. It is also prohibited to charge an entrance fee to any event.

### **Types of Alcohol**

Beer, wine, malt beverages or wine coolers may be served and/or consumed at an event. Hard liquor is only permitted in mixed drinks (not as shots) and only at one standard U.S. shot per drink. Grain alcohol served in any form is strictly prohibited.

### **Locations**

If approved, the Office of Leadership and Engagement will schedule the event's location. Currently, students wishing to register a social event with alcohol may do so for Smith Bar, and other locations requested and approved of by the Dean of Students or designee on an ad hoc basis.

### Entrance to Events and ID checking:

Event staff (who may not consume alcohol during the event) must check to ensure that every guest either has a Randolph ID or is accompanied by a Randolph student with a valid ID. An additional ID that provides proof of legal drinking age is required to consume alcohol. The use of false, altered, or borrowed identification of any type is lying, an infraction of the Honor Code, and is also a criminal offense.

Upon receiving proper ID upon entry, event staff will provide one wrist band per student or guest to distinguish those over the age of 21 from those underage.

### Event Management

All registered events require at least one “Event Manager.” The Event Manager takes full responsibility for management of the event. All Event Management Staff must refrain from consuming any alcohol directly before, or during the event.

Event Managers will do the following:

- Post ABC License visibly at every event.
- Post a list of Event Management Staff visibly at every event. Accepting a server position creates exposure to personal liability, such as serving to someone underage, etc.
- Coordinate all alcohol orders through the Director of Dining Services.
- Pick up all alcohol.
- Keep all alcohol under lock and key.
- Order all spirits from the Boonsboro ABC Store under the Randolph License.
- Order all beer and wine from an approved vendor (Farm Wineries; Blue Ridge Beverage, Century Beverage, etc.).
- Keep all invoices separated by wine, beer, or spirit.
- Assure that all containers display the Mixed Beverages (MB) Stamp.
- Remove the MB stamp from the bottle upon disposal.
- Refrain from the mention of alcohol in invitations to the general public.
- Refrain from advertising “Happy Hour,” “two for one,” or “free alcohol” or similar wording that might appear to promote excessive consumption.
- Assure that all bartenders are 21 years of age if making drinks and 18 years of age if serving.
- Assure that food is available at all events at which alcohol is served.
- Setup control points to ensure alcoholic beverages do not leave/enter the event area.
- Notify the ABC representative **a minimum of 24 hours** in advance of any party serving alcohol by Email.

If an event has more than ten guests, at least one Event Management Staff member is required for every increment of ten persons in attendance. If an event has 30 attendees, than three Managers are required. If the event has fewer than ten guests: the Event Manager may also be the Server. One Server is required for every fifteen guests. That

same event with 30 attendees would require two Servers in addition to the three Managers

Two individuals must be stationed at main entrances for any event with more than 50 guests. One individual must be stationed at each additional point of entry/exit. A minimum of one “floating” monitor per 50 guests is required, whose purpose is to address violations of the alcoholic beverage policy that are not occurring at the bar and/or entrance to the event.

A punch card system is used for Private Events. Legal IDs displaying the age of the holder in addition to a paw pass must be presented to a Server. The Server will record the name of the student or guest on a punch card. Each drink served represents one punch on the punch card to be punched by the Server at the time of serving. The punch card and paw pass must be present for each drink requested.

The number of punches on a card is determined by the length of the event.

### **Event Managers**

Event Managers are students who are responsible for supervising the serving of alcohol and the overall management of registered social events including but not limited to the checking of IDs, general access to the event, staffing of entrances and exits, being present at all times during the event. Event managers must designate the Event Management Staff for the event and supervise their work. Event managers may share responsibility with their organization and possibly face student conduct action and/or legal penalties for violating the provisions of this policy and/or the laws of the Commonwealth.

### **Event Termination**

Events that fail to comply with the College’s alcohol policy, state law, or other college policies may be terminated by a member of the Student Affairs staff, law enforcement officers, including agents of the Virginia Alcoholic Beverage Control, or an appropriate fire or safety officer (depending on the circumstances).

### **Guests and Guest Lists**

Individuals or groups sponsoring social functions are responsible for the actions of all guests in attendance at the event.

All private events must have a guest list. Guests are defined as those individuals who are known to the host(s) of the function and have previously been identified as invited guests to the function.

Guest lists must be submitted with the registration form to the Office of Student Leadership and Engagement. At no time may the number of guests at a function exceed the maximum occupancy restrictions for that facility.

The signed guest list must be turned into the Office of Student Leadership and Engagement on the first business day following the event. Failure to turn in a guest list, prior to or following the event, may result in loss of privileges. The College reserves the right to confirm the accuracy of guest lists by reasonable means.

### **Outdoor Events**

Outdoor events with alcohol will be approved on an individual basis based on the ability to control access to the event, and the distance from residential or academic areas.

### **Public/Common Areas**

Alcohol may be served and/or consumed only in public areas approved through the event registration process. Public areas include all indoor and outdoor College property. In residential facilities, common spaces include lobbies, lounges, kitchens, bathrooms and hallways. No one may bring alcohol to or from an area designated for a registered social event.

### **Security**

The College may require professional security personnel to be present for any event that involves the serving or sale of alcoholic beverages. The number of attendees, amount of alcohol present, location of the event, and potential for crowd control issues will all be factors in determining security for an event.

Randolph College assumes no liability by the articulation of this policy. Permission to register a social event with alcohol does not release the student, organization or sponsor from responsibility under applicable College policies and local laws. Student organizations or sponsors are not agents of the College and have no authority to make any representations or undertake any actions or contracts on behalf of the College.

### **Sexual Misconduct Policy**

Randolph College is committed to maintaining a community in which learning and working can be carried out in an environment of human dignity and respect. The College stands opposed to all forms of harassment, including sexual and gender-based harassment, and will work to prevent such behavior within the College community. Sexual misconduct is antithetical to the values and standards of the Randolph community, is incompatible with the safe, healthy environment that the community expects and deserves, and will not be tolerated.

Title IX of the Higher Education Amendments of 1972 states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.



As a recipient of federal funds, Randolph College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX.

Any act of sexual misconduct constitutes a violation of College policy. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct cases. Creating a safe environment is the responsibility of all members of the College community. When an allegation of sexual misconduct is brought to an appropriate administrator’s attention, and a Respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated, and protect the rights and needs of Complainants and Respondents.

## **Overview of Policy**

The expectations of our community regarding sexual misconduct can be summarized as follows:

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don’t. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy just as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

In the case of allegations of sexual misconduct, this policy supersedes all other procedures and policies set forth in other College documents. The College reserves the

right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the Complainant and Respondent.

As required by the Code of Virginia, the Registrar will include a notation on the transcript of any student who has been suspended for, has been permanently dismissed for, or withdraws from the institution while under investigation for an offense involving sexual violence.

### **Sexual Misconduct Offenses**

Sexual misconduct refers to any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all sexual misconduct.

Sexual misconduct offenses include, but are not limited to: sexual harassment; non-consensual sexual contact (or attempts to commit the same); non-consensual sexual intercourse (or attempts to commit the same); sexual exploitation; stalking; intimate partner violence; and retaliation.

1. Sexual harassment is unwelcome, gender-based verbal, nonverbal, written, electronic or physical conduct that is sufficiently severe, persistent or pervasive that it substantially and unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from education or employment at the College and is based on power differentials (*quid pro quo*), intimidation, the creation of a hostile environment, or retaliation.
2. A hostile environment caused by sexual harassment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities.
3. Non-Consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.
4. Non-Consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.

5. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
6. Stalking refers to a course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional, or psychological. Stalking includes cyber-stalking, in which electronic media are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.
7. Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with the Respondent.
8. Retaliation refers to acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

### **Consent**

Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity and can be withdrawn at any time. Previous relationships or prior consent cannot imply consent to future sexual acts. Coercion, force, or threat of either invalidates consent.

Consent may never be given by:

- (a) Minors, even if the other participant did not know the minor's age.
- (b) Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
- (c) Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or other drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy. If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to

continue and capacity to consent. Neither party should make assumptions about the other's willingness to continue.

### **Force**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

### **Other Misconduct Offenses (will fall under Title IX when gender-based)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).

### **Reporting Sexual Misconduct**

Randolph College strongly supports and encourages prompt reporting of sexual misconduct. If you believe you or someone you know has been a victim of sexual misconduct, you should report incident(s) to the College's Title IX coordinator or to College Safety and Security as soon as possible. Because sexual misconduct may constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities. Individuals may file a complaint at any time, but the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. The College's investigation and resolution of a complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Any party may request an extension of any deadline by providing the Title IX Coordinator with a written request for an extension. The Title IX Coordinator may modify any deadlines contained in this policy as necessary and for good cause.

Any student may file a complaint against other students or employees of the College. In addition, a College employee may file a complaint against other employees or

students of the College. Students and employees of the College may also file complaints regarding third parties who are not enrolled at or employed by the College if the conduct giving rise to the complaint is related to the College's academic, educational, or extracurricular programs or activities. The College may not have jurisdiction to discipline third parties, but it can provide a student or employee with support services and, if appropriate, it will conduct an investigation of the incident to ensure that it does not represent a pattern of sexual misconduct occurring at the College or involving its students or employees. Finally, third parties may file a complaint against students or employees of the College under this policy if the conduct giving rise to the complaint is related to the College's academic, educational, or extracurricular programs or activities.

## **How to Report**

### **Immediate Assistance**

If you or someone you know has been the victim of sexual misconduct, contact Campus Safety and Security, 24 hours a day, at 8000 (from an on-campus phone) or 434.947.8000 (from a cell phone) or the Lynchburg Police Department at 911. Individuals are strongly encouraged to inform the Lynchburg Police Department about instances of sexual misconduct. Individuals may file complaints directly with local law enforcement agencies by dialing 911. Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

1. Randolph College Safety and Security, 24 hours a day, seven days a week (available by phone at 434.947.8000 and located in Main Hall),
2. the College's Title IX Coordinator, Matha Thornton, from 8:00 a.m. to 5:00 p.m., Monday through Friday (available by phone at 434.947.8895 or by email at [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu) and located in the Dean of Students Office in Main Hall).

Individuals may inform law enforcement authorities about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint (or a College complaint). Individuals who make a formal criminal complaint may also choose to pursue a College complaint simultaneously.

### **Filing a Complaint**

Anyone wishing to make a complaint under this policy should contact one of the following individuals or offices:

1. Title IX Coordinator. Randolph College's Title IX Coordinator is Matha Thornton, Vice President for Student Affairs and Dean of Students, whose office is located in Main Hall in the Dean of Students Suite. Dean Thornton may be contacted during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) by phone at 434.947.8119 or by email at [mthornton@randolphcollege.edu](mailto:mthornton@randolphcollege.edu).
2. Randolph College Safety and Security. The Department of Safety and Security is located in Main Hall at the Reception and Information Desk. The Department of Safety and Security is also available by phone at 434.947.8000. Campus Security Officers are available 24 hours a day, seven days a week.

3. Dean of Students. The Dean of Students Office is located in Main Hall. The Dean of Students is available during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) by phone at 434.947.8119.

4. Human Resources Office. The Human Resources Office is located in Smith Hall, Room 103. The Human Resources Office is available during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) by phone at 434.947.8114.

If an employee of the Randolph College Department of Safety and Security, the Dean of Students Office, or the Human Resources Office receives a report of alleged sexual misconduct, that employee must notify the College's Title IX Coordinator. Individuals may also file anonymous reports by calling Campus Safety and Security or completing a form online at [silent witness crime reporting form link](#).

Individuals who choose to file anonymous reports are advised that it may be very difficult for the College to follow up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes. The Clery Act requires all colleges that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

An individual may report alleged sexual misconduct to a faculty or staff member other than those referenced above. It is important to note that all College employees (except for Health and Counseling Center staff and the College Chaplain) are mandated reporters and are required by Federal regulations to report known or suspected incidents of sexual misconduct to the College's Title IX Coordinator, whereupon such information will be used in compliance with this policy, including notification of local police as required by law. No employee is authorized to investigate or resolve complaints without the involvement of the College's Title IX Coordinator or designee.

### **Confidentiality**

The College will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the incident(s) of sexual misconduct. In addition, information regarding alleged sexual misconduct will be shared among College administrators as appropriate and necessary. It is important to note that all College employees (except for Health and Counseling Center staff and the Campus Chaplain) are mandated reporters and are required by Federal regulations to report incidents of sexual misconduct to the College's Title IX Coordinator, whereupon such information will be used in compliance with this policy, including notification of local police as required by law. Complainants and Respondents may request that the College treat information regarding alleged sexual misconduct as confidential. The College takes such requests seriously. However, the College cannot always control confidentiality violations by students or third parties.

Requests for confidentiality may limit the College's ability to investigate and take reasonable action in response to a complaint. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator or designated administrators may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the request(s) against the following factors:

- (a) the seriousness of the alleged sexual misconduct;
- (b) the Complainant's age;
- (c) whether there have been other complaints of sexual misconduct against the Respondent;
- (d) the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- (e) the applicability of any laws mandating disclosure.

The Title IX Coordinator will inform the person requesting confidentiality if the College cannot ensure confidentiality.

As required under Code of Virginia § 23-9.2:15, in alleged cases involving sexual violence, the Title IX Coordinator will consult with a Review Committee. The Committee will include the Title IX Coordinator (or her designee); a member of Campus Safety; and a member of the Student Affairs Division. The Title IX Coordinator may also include other members of the college community as she deems appropriate. This Committee shall convene within 72 hours of receiving the report. The Review Committee will determine if disclosure of information to the law enforcement agency responsible for investigating the alleged act of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals, consistent with FERPA regulations. If the Committee determines this disclosure is necessary, the Title IX Coordinator will notify the victim of any disclosure that is made.

If the alleged incident would constitute a felony violation under Code of Virginia § 18.2-61, the representative of the Campus Safety Office will consult with the Commonwealth's Attorney within 24 hours of the Review Committee meeting, without disclosing personally identifiable information about the individuals involved.

### **Individuals with Disabilities**

The College will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this policy. Requests for accommodations must be made to the Office of Disability Services, 434.947.8132.

### **Protecting Students Reporting Sexual Misconduct**

The Title IX Coordinator or designee will consult with the reporting party and the victim regarding protective measures such as changes to campus housing or academic schedules, removing the student's information from the College directory, or issuing a "no contact order."

Retaliation against any person for filing, supporting, or providing information in connection with a complaint of sexual misconduct is strictly prohibited. Violations will be addressed through this policy. Any person who feels that he or she has been subjected to retaliation should make a report to the Title IX Coordinator.

The College considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The College does not condone underage drinking; however, the College may extend limited immunity from sanctioning in the case of illegal alcohol use to victims, witnesses and those reporting incidents and/or assisting the victims of sexual misconduct, provided that they are acting in good faith in such capacity.

### **Grievance Procedure**

Complaints of sexual misconduct may be resolved through the informal process or through a formal hearing procedure, described below. Having attempted resolution through the informal process does not preclude the Complainant's use of the formal hearing procedure if he or she is not satisfied with the efforts to resolve the complaint through the informal process. In addition, a Complainant may choose to utilize the formal procedure without having attempted resolution through the informal process. Complaints may be made against an individual by the Complainant, by another College community member, or by the College for the purpose of fulfilling its duty to maintain appropriate vigilance against conduct that constitutes sexual misconduct.

This grievance procedure must not be used to bring malicious or knowingly false complaints. The sexual misconduct grievance procedure will be used when any person is alleged to have filed a knowingly false complaint or who knowingly provides false information to College officials. If a claim is not substantiated, the College may, with the agreement of the Respondent, take steps to restore the reputation of the accused individual, including expunging records or notification to persons who participated in the grievance proceeding(s).

The Title IX Coordinator is responsible for determining and documenting whether reasonable grounds exist to believe that the conduct at issue constitutes sexual misconduct under this policy. The Title IX Coordinator will direct that the case will proceed unless it is clear from the complaint and/or the initial meetings with the parties and/or the investigation that no reasonable grounds exist for believing that the conduct at issue constitutes sexual misconduct under this policy.

If at any point during the complaint, investigative or disciplinary processes, the Title IX Coordinator or designated representatives reasonably believe that a Respondent who is a member of the College community poses a substantial threat of harm to the Complainant or other members of the campus community; threatens or endangers College property; or disrupts the stability and continuance of normal College operations and functions, the Title IX Coordinator or Deputy Coordinator, in conjunction with the appropriate College administrators, may take actions to minimize or eliminate the threat including , but not limited to, issuing a no-contact order, referring the respondent to counseling , or interim suspension.

### **Informal Process**

Any member of the College community who believes she or he has been the victim of sexual misconduct and chooses to seek more information about sexual misconduct or an informal remedy to the situation may contact the Title IX Coordinator.



The objective of the informal process is to respond immediately to a complaint with actions designed to eliminate misconduct. The goals of the informal process are to gather information, identify sources of conflict, analyze problems, and offer ways for resolving the complaint. The Title IX Coordinator or designee will discuss with the Complainant the individual's concerns, clarify the College's policy and grievance procedure, and when appropriate remind her or him of the availability of counseling services. The resolution process shall vary depending on the Complainant's willingness to have her or his identity disclosed.

*a. If the Complainant is willing to have her or his identity disclosed to the Respondent:*

The Title IX Coordinator or designee will attempt to work with the parties involved to resolve the matter informally. The resolution process might involve any number of strategies, including (1) individual meeting(s) between Title IX Coordinator or designee and the Respondent; (2) written communication between the Complainant and the Respondent; and/or (3) mediated meeting(s) between the Complainant and the Respondent, facilitated by the Title IX Coordinator or designee. Mediated meetings are not available in cases of sexual assault.

Based on information gathered from the Complainant and the Respondent, the Title IX Coordinator or designee shall prepare a written resolution agreement she or he believes will fulfill the goals of the informal process and is acceptable to all parties.

If the parties agree to an informal resolution of the complaint, the Title IX Coordinator or designee shall have the resolution agreement signed by both parties, provide each party with a copy of the signed agreement, and maintain the original of the signed agreement in the Title IX Coordinator's confidential file; and

If a mutually agreeable resolution cannot be reached, the Title IX Coordinator or designee shall send each party written notification of that fact and of the formal procedure for pursuing a sexual misconduct complaint and shall maintain a copy of the written notification in the Title IX Coordinator's confidential file.

*b. If the Complainant is not willing to have her or his identity disclosed to the Respondent:*

The Title IX Coordinator can determine that it is in the best interest of the College to pursue the issue. The College may start an investigation even in the absence of a filed complaint if information about sexual misconduct comes to the attention of the College. The Title IX Coordinator shall notify the Complainant that the College will be pursuing the issue. The Title IX Coordinator will notify the Respondent that a confidential complaint has been reported. The Title IX Coordinator will advise the Complainant that she or he may still elect to seek resolution of the complaint in the future.

## Formal Process

In the case of formal resolution, a Hearing Panel will conduct a series of hearings in which it will interview and question the Complainant and the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual misconduct. In such a situation, the Title IX Coordinator or designee will propose sanction(s). If the Complainant and the Respondent agree to such proposed sanction(s), then the complaint will be resolved without a hearing and without any further rights of appeal by any party. If either the Complainant or Respondent objects to such proposed sanction(s), then the Hearing Panel will convene for the exclusive purpose of determining a sanction. The decision of the Hearing Panel regarding sanctions may be subject to appeal.

**a. The Hearing Panel.** The Title IX Coordinator or designee will appoint the members of the Hearing Panel, to include three faculty or staff, with one member serving as the Chair of the Hearing Panel. Members of the Hearing Panel must be trained to hear cases of sexual misconduct. The Title IX Coordinator or designee will share the complaint and the investigative report with the Hearing Panel and, if only a portion of the misconduct alleged in the complaint justifies continuing to the hearing process, the Title IX Coordinator or designee will specify which part(s) of the alleged misconduct will be the subject of the hearings.

**b. Notice of the Composition of the Hearing Panel.** Promptly after appointing the members of the Hearing Panel, the Title IX Coordinator or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the alleged misconduct justifies continuing to the hearing process, the Title IX Coordinator or designee will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearings.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Title IX Coordinator or designee within three days of delivery of the notice of the composition of the Hearing Panel. Such objection must state the specific reason(s) for the objection. The Title IX Coordinator or designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.

## c. Hearing Policies and Procedures

1. *Submission of Written Materials by the Parties.* Within five days of delivery of the notice of composition of the Hearing Panel, the Complainant and the Respondent may provide the Title IX Coordinator or designee with (1) a

list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute, and (2) a written statement of position.

2. *Notice of the Hearings.* Not less than five days, but not more than ten days after delivery of notice of the composition of the Hearing Panel to the parties, the Title IX Coordinator or designee will provide a separate notice to the Complainant, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth, as applicable, the date, time, and location of the relevant individual's hearing. In its notices to the Complainant and the Respondent, the names of the witnesses or other third parties that the Hearing Panel plans to call will be provided.

3. *Failure to Appear.* If the Complainant or the Respondent fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed.

4. *Counsel and Support Persons.* Both the Complainant and the Respondent may have an advisor present to support and assist them during their respective hearings. The Title IX Coordinator, designee, or Chair of the Hearing Panel may disallow the attendance of an advisor if they are also a witness or if, in the discretion of the Chair of the Hearing Panel, the person's presence would be obstructive to the hearing or otherwise warrant his or her removal from the hearing. An advisor may communicate with a party privately, but he or she may not address the Hearing Panel, cross-examine witnesses, or have any other speaking role. An advisor must maintain confidentiality regarding any and all communications exchanged pursuant to this policy. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process.

5. *Evidentiary Matters.* The Complainant and the Respondent will have an equal opportunity to present evidence during their respective hearings. Formal rules of evidence will not be observed during the hearings.

Evidence of the past sexual histories of the Complainant and the Respondent will not be permitted at the hearings, unless the Complainant has been in the past formally disciplined by the College for falsely filing complaints alleging sexual misconduct; the Respondent has been in the past either convicted in a criminal proceeding or formally disciplined by the College for sexual misconduct; or the past sexual activity of the Respondent may be permitted to show that they have engaged in a pattern of behavior similar to the alleged sexual misconduct at issue before the Hearing Panel, provided the Chair of the Hearing Panel determines in writing that the evidence is reliable and trustworthy and the conduct is sufficiently and

substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

*6. Conduct of the Hearings.* The hearings will be conducted in an inquisitorial manner, which means that the Hearing Panel will be responsible for asking questions of the parties and the witnesses and developing evidence through testimony. The Chair of the Hearing Panel will resolve any questions concerning procedure or the admission of evidence or testimony (including the relevancy and reliability of the evidence and testimony). The Respondent may choose not to testify or appear before the Hearing Panel; however, his or her exercise of that option will not preclude the Hearing Panel from making a determination regarding the complaint filed against the Respondent.

In the interests of a fair and equitable hearing, the parties involved in sexual misconduct proceedings may not be required, or allowed, to confront one another directly if it is determined that such direct contact will impair the fairness of the hearing process or the emotional well-being of the Complainant or Respondent. If the parties are separated for any part of the hearing process, any testimony or evidence will be made available to ensure fairness and support a rebuttal.

*7. The Decision of the Hearing Panel.* Following the conclusion of the hearings, the Hearing Panel will confer and by majority vote determine whether the evidence establishes that it is more likely than not that the Respondent is responsible for violating the sexual misconduct policy. In other words, the standard of proof will be the preponderance of the evidence standard. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for sexual misconduct, or both. In the most serious cases, suspension or expulsion is probable.

The Hearing Panel will determine sanctions, giving consideration to whether a given sanction will (1) bring an end to the violation in question, (2) reasonably prevent a recurrence of a similar violation, and (3) remedy the effects of the violation. The Hearing Panel will forward its determinations regarding sanctions to the Title IX Coordinator or designee.

Sanctions imposed are not effective until the resolution of any timely appeal. However, if it is advisable in order to protect the welfare of the victim, Complainant (if not the victim) or the College community, the Hearing Panel (or other decision-making body, if applicable) may recommend and the Title IX Coordinator may determine that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted.

*8. Final Accommodations and Corrective Action.* In addition to any sanctions imposed on the Respondent, promptly following the conclusion of the hearings and the Hearing Panel's issuance of a determination of

responsibility, the Title IX Coordinator or designee will determine the final accommodations to be provided to the Complainant, if any, and the Title IX Coordinator or designee will communicate such decision to the Complainant and, to the extent that it affects him or her, to the Respondent.

9. *Final Outcome Letter.* Within 6 calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter concurrently to the Respondent and the Complainant. The Final Outcome Letter will set forth the name of the Respondent, the violation (s) of this policy for which the Respondent was found responsible, if any, sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

10. *Confidentiality and Disclosure.* In order to comply with FERPA and Title IX, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

If it is determined, however, that the Respondent is found responsible for violating the sexual misconduct policy, College policy does not prohibit the further disclosure of the final outcome letter by either the Complainant or the Respondent.

## **Appeals**

The Complainant or the Respondent may appeal the decision of the Hearing Panel and/or the sanction imposed on the Respondent within 14 calendar days from the date of the Final Outcome Letter. The decision of the Hearing Panel and the sanction imposed on the Respondent may, if desired, be appealed simultaneously.

### Appeals of the Decision

The grounds for an appeal of the decision are (a) availability of germane new evidence not available at the time of the hearings that could significantly impact the outcome of the hearings and/or (b) procedural errors during the hearings that significantly impacted the outcome of the hearings. Appeals of the decision of the Hearing Panel must be made in writing to the Title IX Coordinator. The Title IX Coordinator will inform the other party (i.e., the Complainant or the Respondent) of the filing of the appeal.

The Title IX Coordinator will make a determination (a) that the decision of the Hearing Panel should stand; (b) that the decision of the Hearing Panel should be overturned; or (c) that additional hearings should occur or evidence should be obtained before making an appellate determination.

In the event that the Title IX Coordinator determines that the decision of the Hearing Panel should be overturned or that additional hearings should occur or additional

evidence should be obtained, she will specify the appropriate steps to be taken to come to a final resolution of the complaint (which may or may not include an additional hearing or set of hearings before a different hearing panel). The Title IX Coordinator will notify the Complainant and the Respondent concurrently of the decision or action.

#### Appeals of the Sanction

The sanctions imposed on the Respondent may be appealed on grounds that the severity of the sanction is disproportionate to the gravity of the sexual misconduct for which the Respondent was found responsible. Appeals must be made in writing to the Title IX Coordinator. The Title IX Coordinator will inform the other party (i.e., the Complainant or the Respondent) of the filing of the appeal.

The Title IX Coordinator will make a determination (a) that the decision of the Hearing Panel should stand, (b) that the decision of the Hearing Panel should be overturned, or (c) that additional hearings should occur or evidence should be obtained before making an appellate determination.

In the event that the Title IX Coordinator determines that the decision of the Hearing Panel should be overturned or that additional hearings should occur or additional evidence should be obtained, she will specify either (a) the final sanctions to be imposed on the Respondent, which will not be subject to further appeal or (b) that another hearing will be convened before the Hearing Panel for the sole purpose of considering sanctions, in which case the final sanctions set by the Hearing Panel will not be subject to further appeal. The Title IX will notify the Complainant and the Respondent concurrently of the decision or action.