

AGNES  
SCOTT  
COLLEGE

# STUDENT HANDBOOK

2023-2024



Division of  
Student Affairs

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## INTRODUCTION

Agnes Scott College is committed to educating women to be effective change agents in a global society. This commitment is expressed through SUMMIT, which equips all students with a strong foundation in global learning, leadership development in a context of professional success, a board of advisers, and a digital portfolio where they record, reflect upon and share their experiences.

SUMMIT is rooted in a liberal arts curriculum that emphasizes academic excellence, interdisciplinary study and experiential learning through internships, mentored research and study abroad. Building on Agnes Scott's 130-year history and atmosphere of academic and intellectual challenge, SUMMIT fosters the intellectual breadth and habits of mind characteristic of a liberal arts education.

As a student immerses herself in the world and its cultures, history and ideas, the student obtains the tools needed to explore their world passionately and ethically. The student gains the confidence to handle difficult questions and offer responsible, rational and creative answers. As a women's college, Agnes Scott provides diverse role models who offer rich and multilayered examples of what leadership can be. Students become leaders in social, athletic, academic and political arenas. Students who run for office, compete for a scholarship or speak up in class know their gender is not an impediment. As a result, the student forms a clear view of her strengths and weaknesses, finds their voice, and is encouraged to speak out about the issues of the day.

Agnes Scott alumnae and students include Rhodes, Fulbright, Marshall, Truman, Goldwater, Gates Millennium and Posse scholars; a Tony Award- and Pulitzer Prize-winning playwright; a Grammy-winning singer-songwriter; the former chief justice of the South Carolina Supreme Court; the former CEO of ANN INC., the parent company of Ann Taylor and LOFT; a former governor of the Federal Reserve Bank; scientists; and women who work at the CDC, EPA, IBM, AT&T and the Peace Corps. Other prestigious awards received by Agnes Scott students include the Benjamin A. Gilman International Scholarship, Rotary Ambassadorial Scholarship and Thomas R. Pickering Foreign Affairs Fellowship.

Distinguished high-school graduates come to Agnes Scott with a strong academic record and a desire to achieve higher goals. They leave with the knowledge and insight to achieve those goals and make a lasting contribution to their community, generation and world.

## MISSION STATEMENT

Agnes Scott College educates women to think deeply, live honorably and engage the intellectual and social challenges of their times.

Agnes Scott College provides a dynamic liberal arts and sciences curriculum of the highest standards so that students and faculty can realize their full creative and intellectual potential.

Agnes Scott College fosters an environment in which women can develop high expectations for themselves as individuals, scholars, professionals and citizens of the world.

Agnes Scott College strives to be a just and inclusive community that expects honorable behavior, encourages spiritual inquiry and promotes respectful dialogue across differences.

*Adopted by the Board of Trustees, August 2002  
Reaffirmed by the Board of Trustees, May 2012*

## Foundations

Agnes Scott College honors in its name the integrity and intellectual curiosity of Agnes Irvine Scott, a Scots-Irish immigrant to the United States. Her son, Col. George Washington Scott, was the college's primary benefactor, and the Rev. Frank Henry Gaines, minister of Decatur Presbyterian Church, was the founding president. While their leadership extended into the South the Presbyterian educational movement that began with Princeton University, Agnes Scott was established with a distinctive mission: to educate women for the betterment of their families and the elevation of their region. Initially named the Decatur Female Seminary in 1889 and renamed the Agnes Scott Institute in 1890, the college was chartered as Agnes Scott College in 1906.

The first institution of higher education in Georgia to receive regional accreditation, Agnes Scott College dedicated itself from the beginning to the highest level of "moral and intellectual training and education."<sup>1</sup> Its emphasis on academic excellence and a rigorous liberal arts curriculum "fully abreast of the best institutions of this country"<sup>2</sup> has always encouraged independent thinking in an atmosphere for learning. The college's residential campus, prized for its aesthetic distinction, has given all student generations a sense of place, purpose and responsibility. Student self-government under an Honor Code has been a hallmark since 1906. A founding member of many national and regional educational associations, Agnes Scott has been a member of Phi Beta Kappa since 1926. This tradition of educational leadership continues in the 21st century as the college models' new forms of undergraduate education for women through SUMMIT, which prepares every graduate to be an effective leader in a global society.

The Reformed tradition in which the college was created helped shape the intellectual, spiritual and ethical values it affirms to this day: individual inquiry, commitment to the common good, the importance of character formation and engagement with the world. These are reflected in the college's motto from II Peter 1:5: "Now add to your faith virtue; and to virtue knowledge." The college's charter commitment to provide "auspices distinctly favorable to the maintenance of the faith and practice of the Christian religion" has broadened into a commitment to ensure that students, faculty and staff of many faiths and secular persuasions are full participants in the life of the college. While Agnes Scott continues to be related to the Presbyterian Church (U.S.A.), its Board of Trustees is an independent, self-perpetuating governing body.

Widening the vision of its founders while remaining grounded in its original mission, Agnes Scott College continues to provide women with an edge for achievement. Alumnae distinguish themselves in medicine, science, education, ministry, the arts, law, politics, business, and community service. Since the early 1920s, the college has ranked in the 10 percent, among American colleges, in percentage of graduates who complete Ph.D. degrees. The Agnes Scott student body has expanded to include women who represent the diversity that is the United States and the world and women who are returning to college to complete their degrees. The engagement of the Agnes Scott community in the intellectual, cultural and social issues of its times represents both the proud history and the bright future of the college.

*Adopted by the Board of Trustees, August 2002*

*Revised by the Board of Trustees, October 2015*

## ACCREDITATION

Agnes Scott College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Questions about the accreditation of Agnes Scott College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500 or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## AGNES SCOTT COLLEGE VALUES

### A Commitment to Women

- To a holistic approach to education for women, acknowledging the primacy of intellectual development with integrating opportunities for physical, social, cultural and spiritual development.
- To perspectives within the liberal arts tradition that are particularly significant for women.

### A Commitment to Teaching and Learning

- To academic excellence, rigor and creativity that engender the joy of learning.
- To personal interaction between students and faculty, with an emphasis on independent study and mentoring.
- To the utilization of wide-ranging pedagogical techniques and technologies.
- To an emphasis on collaborative learning.

### A Commitment to the Liberal Arts

- To the experience of a broad range of liberal studies disciplines, including the humanities, fine arts and natural and social sciences, with significant depth in a disciplinary or interdisciplinary major.
- To the liberal arts as the indispensable foundation for professional life.

### A Commitment to an Appreciation of Diverse Cultures

- To curricula reflecting a wide range of original sources and scholarly critiques.
- To a student body and a faculty who bring to Agnes Scott the diverse perspectives of their circumstances, cultures and backgrounds.
- To respectful engagement with divergent ideas, philosophies and perspectives from all members of the college community.
- To applied learning opportunities in local and international communities.

### A Commitment to a Community That Values Justice, Courage and Integrity

- To encourage the development of a spiritual commitment and a set of values that can serve as sources of vitality, meaning and guidance in the lives of students.
- To support the development of leadership skills and community service experience needed to become effective contributors to one's family and profession and to society and world citizenship.

*Endorsed by the faculty, April 1995*

*Affirmed by the Board of Trustees, August 2002*

## SUSTAINABILITY

### Sustainability Mission Statement

The Center for Sustainability provides a place for the Agnes Scott community to learn about the challenges of global climate change, including climate and environmental justice, and to seek collaborations on innovative and equitable solutions for sustainability on and off campus. You don't have to be an expert to be a leader in this space. The Center for Sustainability encourages all students to find a topic within the sustainability umbrella that resonates with them and then engage!

Agnes Scott has made a commitment to sustainability on campus, as well as in the surrounding community and in the metro Atlanta region. The college is dedicated to changing all its operations in order to be more sustainable: from curriculum options to waste reduction, from energy conservation to organic gardening, from watershed stewardship to investment strategies, and from green purchasing to improved health and well-being. Also, specifically, Agnes Scott's Climate Action Plan outlines strategies and five-year targets designed to achieve climate neutrality by 2037 along with an innovative collaboration with the City of Decatur through the implementation of the Climate Resilience Plan.

## **Community Participation**

In line with our college's mission statement, Agnes Scott has committed to the highest standard of environmental stewardship, which includes energy conservation, on-site renewable energy sources, climate justice and resiliency, ecosystem services, transportation demand management, reducing water usage, proper waste diversion through recycling and composting, and using community engagement, such as the Environmental Residents program, as a way to become educated in sustainability on campus.

## **Energy**

In conjunction with the solar arrays and geothermal systems on campus, there are ways in which all students can help reduce their carbon footprint by being aware of where they use energy! The lights in most buildings are LED, which are high-efficiency light bulbs that mitigate the amount of energy we use for lighting.

However, students can make an impact in the following ways to decrease the amount of energy used:

- Always remember to turn off your lights when you're not using them (e.g., your room, the bathrooms, the kitchen area).
- Use natural lighting when possible.
- Take cooler/shorter showers to reduce the amount of heat necessary to keep the water warm.

## **Water**

On campus, we use water from the retention pond ("Lake Agnes") to water our landscape, but every building uses potable (drinkable) water from DeKalb County, which is our main water supplier. Most water fixtures (e.g., toilets, sinks, showers) in residence halls are low flow, which use 60 percent less water than most standard appliances! However, there is always more to be done in sustainability, and some ways in which you can reduce your water consumption are:

- Take shorter showers (have a playlist you use so you know how long your showers are).
- Don't keep the water running in the sink when you aren't actively using the water.
- If you have a kitchen, wash your dishes in an efficient manner (e.g., use the dishwasher when it's full, not when there are only a few utensils or a small amount of kitchenware to be washed).

## **Recycling and Composting**

There are recycling bins all across campus and in the residence buildings, but 'wishful recycling putting anything does more harm than good! Disposing of liquids and items with food, or food in general, contaminates the entire bin so it cannot be disposed of properly. Everything ends up being thrown away when accepted items aren't put in the recycling receptacles. If you have questions, ask your Environmental Resident about what can/can't be recycled and proper ways to do so. The recycling program is crucial to the diversion of waste on campus; the following are items we recycle on campus either through single-stream or more specific contractors:

- Single-stream (single-stream bins are readily available throughout campus)
  - Plastics 1–7 (look at the number inside the recycle triangle on your plastic), Newspaper, magazines, cardboard (break boxes down), Paper and Aluminum cans
- Glass recycling
  - This is separate from single-stream recycling; the college has partnered with the City of Decatur to recycle our glass. The red glass bin is located by Rebekah Scott Hall, on the gazebo side of the building.
- Center for Hard to Recycle Materials (CHaRM)
  - The Center for Sustainability partners with CHaRM to remove hard-to-recycle materials from campus. Some items include tires, electronics (e.g., mini-fridges, microwaves, anything that uses electricity), Styrofoam, plastic bags, etc.
  - None of the items listed under "CHaRM" can go in single-stream recycling; check out their website for what they accept.

Another way in which waste is diverted is through composting. The dining areas (Evans Dining Hall and Mollie's Grill) compost food waste during dining hours, and the college uses an industrial composting company, so things



that couldn't typically be used in residential composting (e.g., meat, bones, dairy) can be composted at our dining facilities!

### **Environmental Residents Program**

One of the ways in which we promote sustainability on campus is through the Center for Sustainability's Environmental Resident Program! It is an application and interview-based program for students who are passionate in environmental stewardship to educate their peers through sustainability-type programming, events or activities. This program and the students involved are instrumental in making sure our residence halls are properly diverting waste from the landfill, expanding the Center's sustainability impact to students and creating programs that engage people of all audiences.

The Center for Sustainability aims to be an open resource for students, staff and faculty on campus. If you have any questions, ideas for a project or a general inquiry, come visit us at our office in Campbell 204, email us at [sustainability@agnesscott.edu](mailto:sustainability@agnesscott.edu) or visit our website at [agnesscott.edu/sustainability](http://agnesscott.edu/sustainability).

### **HONOR System**

Ethics and values are central to the purpose, curriculum and social life of Agnes Scott. The Honor System, one of the oldest in the country, is governed by students. Each student is expected to uphold the system's high standards and take personal responsibility for their integrity and behavior. In choosing Agnes Scott, a student accepts the Honor System as their way of life and formally adopts it with the following pledge:

*As a member of the student body of Agnes Scott College, I consider myself bound by honor:*

- *to develop and uphold high standards of honesty and behavior;*
- *to strive for full intellectual and moral stature;*
- *to realize my social and academic responsibility in the community;*
- *to attain these ideals, I do therefore accept this Honor System as my way of life.*

### **COLLEGE Leadership**

#### **President**

**Leocadia I. Zak**

#### **Vice President for Academic Affairs and Dean of the College**

Rachel A. Bowser

#### **Associate Vice President and Secretary of the Board**

Lea Ann Hudson '76

#### **Vice President for Enrollment and Financial Aid**

Alexa W. Gaeta

#### **Vice President for Equity and Inclusion**

Yves-Rose Porcena

#### **Vice President for Student Affairs and Dean of Students**

Chicora Martin

#### **Vice President for Finance and Administration**

Nicole Long

#### **Interim Vice President for College Advancement**

Jake B. Schrum

## **ACADEMI FREEDOM and RESPONSIBILITY**

Agnes Scott is dedicated to the fostering and preservation of the free search for truth and of its free exposition. Academic freedom is essential to this purpose: Freedom in research is necessary to the advancement of truth; freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning. The free search for truth and its free expression carry with them responsibilities correlative with rights.

All members of the Agnes Scott community have the responsibility to exemplify, support and preserve the intellectual freedom of teaching, learning, research, expression and debate in the interest of reasoned inquiry. This responsibility imposes on the students, the faculty, administrative officials and the Board of Trustees the obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry, and instruction and free expression by faculty and students both on and off campus.

Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, is entitled to full freedom in research and scholarship and in the publication of the results. Research for pecuniary return, however, should be undertaken only with the consent of the president and the dean of the college. Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, is entitled to full freedom in the classroom to discuss any matter relevant to the subject of the course being taught.

It is the mastery of the subject which entitles the instructor to this freedom of presentation, and it is improper and in extreme cases may be a denial of the students' freedom to learn, for an instructor persistently to introduce material into the course that has no relevance to the subject or to fail to present the subject matter of the course as it has been approved by the faculty in its collective responsibility for the curriculum. It is the responsibility of the instructor in the classroom and in conference to encourage free discussion, inquiry and expression. Evaluation of a student's work and the award of credit must be based on their academic performance professionally judged and not on matters irrelevant to that performance.

Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, has the rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a faculty member who speaks or writes as a citizen. However, as a member of the academic profession and as an officer of Agnes Scott, the faculty members hold a special position of influence in the community and should make every effort at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make clear that they are not a spokesperson for the college.

The students of Agnes Scott are entitled to an atmosphere conducive to learning and to fair and evenhanded treatment in all aspects of teacher-student and administrator-student relationships. A student must be free to take reasoned exception to the data or views offered in any course of study, but the student is responsible for learning the content of any course for which the student is enrolled and for maintaining standards of academic performance established for that course.

The student shall be protected against prejudiced or capricious academic evaluations or disciplinary measures and against any exploitation by faculty and administrative officials for personal advantage. As a citizen, the student has the same rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a student who speaks or writes as a citizen. However, it is the responsibility of the student to make clear to the academic community and to the larger community that the student is not a spokesperson for the college.

In determining the administrative policies and procedures of the college, it is the responsibility of administrative officials and the Board of Trustees to foster and preserve the academic freedom of faculty, students and administrative officers with faculty status. For many years, the Board of Trustees has endorsed the policy of granting permanent or continuous tenure to full-time teaching faculty who have satisfactorily completed a probationary period of teaching. Tenure, which gives a degree of economic and professional security to the individual faculty member and stability to the faculty as a whole, is one of the most effective means of fostering and protecting academic freedom. The policy of granting tenure also creates a climate of free inquiry and expression in which students and nontenured faculty may share academic freedom equally

with tenured faculty. The Board of Trustees and the college's administrative officials and faculty support the continued policy of tenure as a means of protecting academic freedom.

The Board of Trustees and administrative officials have a particular responsibility to foster and preserve the freedom of expression and debate outside the classroom. The right of duly authorized committees and academic departments to invite to the campus guest lecturers, performers or exhibitors of their choice shall be preserved. Guest speakers shall be given the opportunity to be heard, and their freedom of speech shall be protected. The student press shall be free of censorship and advance approval of copy. Its editors and managers shall be free to develop their own editorial policies and news coverage, so long as student editors and managers fully accept the responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, undocumented allegations, attacks on personal integrity, and the technique of harassment and innuendo.

While the charter of the college states that the program of the college shall be carried out "under auspices distinctly favorable" to the Christian faith, no limitations of academic freedom are thereby intended. Agnes Scott College can successfully foster and preserve the free search for truth and its free exposition by the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

*Adopted by the faculty of Agnes Scott College, March 5, 1976*

*Approved by the Board of Trustees, May 4, 1976*

*Amended by the faculty, September 17, 1976*

## **ACADEMIC RIGHTS AND RESPONSIBILITIES**

All members of the academic community at Agnes Scott have a responsibility to promote an environment conducive to learning based on principles of respect, open communication, freedom of inquiry and nondiscrimination. These principles and practices are affirmed by the students, faculty and administrators of the college in the Statement on Academic Freedom and Responsibilities (SAFR) and Academic Regulations (AR).

### **Principles**

1. All members of the Agnes Scott community have the responsibility to treat each other with respect and to be fair and evenhanded in their treatment of others (SAFR).
2. The students and faculty of Agnes Scott are entitled to an atmosphere conducive to learning (SAFR).
3. Students, faculty and administrators have the right to express divergent opinions, interpretations and beliefs without fear of reprisal. Variety of interpretation includes, but is not limited to, interpretations based on race, gender, gender identity, gender expression, class, age, national origin, sexual orientation, religion and disability (SAFR).
4. Students and faculty should strive to create a classroom environment free of discrimination on the basis of race, gender, class, age, national origin, sexual orientation, religion and disability (Statement Against Discrimination and Harassment).
5. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards (SAFR).
6. Information about student views, beliefs, practices and associations that administrators and professors acquire in the course of their work should be protected against improper disclosure.

### **Practices**

1. Students and faculty have a responsibility to be present and prepared for all class meetings. Faculty are responsible for managing class time to maximize learning (AR).
2. Faculty are responsible for providing a clear syllabus that sets forth course policies and goals. The syllabus must also include faculty office hours, absence policy and procedures, and an explanation of the grading system. Faculty are also responsible for giving timely notice to students of any substantial deviation from the syllabus during the course of the semester (AR).

3. Students are responsible for completing assignments on time, and faculty are responsible for returning written work in a timely manner. Professors have the responsibility to read work carefully and to be available to discuss a student's work and its evaluation (AR).
4. Students may see their final examinations upon request and review them with their professors through the end of the next academic semester.
5. Students shall have an opportunity to evaluate their courses.
6. Students have the responsibility to follow the Honor Code in all academic endeavors, including take-home tests, examinations, and collaborative and pledged work. Faculty have the responsibility to refer cases of academic dishonesty, including plagiarism and cheating, to Honor Court (AR).

## **ACADEMIC WORK**

The following policies apply to undergraduate students. Graduate and post-baccalaureate students are subject to the policies in the Graduate Catalog.

### **I. Honor Code and Pledge**

- A. The success of the Honor System depends on the student's responsibility to the Honor Code and on their knowledge of academic regulations. Living in the Agnes Scott community, a student is on their honor not to ask for or give any information before or after they have completed a graded assignment or taken an examination.
- B. On any graded homework assignment, paper, quiz, test or exam, each student must write the word "pledged" and sign their name to signify that the student has neither given nor received aid on the assignment.
- C. Students should consult their instructor or a member of the Honor Court or the director of student integrity and community standards when they are not sure if an intended action regarding preparation of work is in accordance with the Honor Code.
- D. Students who witness Honor Code infractions are reminded of their dual responsibility. Your first responsibility as a witness is to encourage the violator to step forward of their own accord; if the student refuses to do so, then in accordance with the Honor Code, it is your responsibility to report the nature of the violation witnessed.

### **II. Tests, Oral Presentations and Labs**

- A. Tests are announced at least a week in advance. Attendance at these tests is mandatory. If a student, because of unavoidable circumstances, cannot be present for a test, lab or oral presentation at the appropriate time, permission to make up the test, lab or oral presentation at another time may be granted by the instructor in the course. A student who is permitted to take a makeup test should arrange to take the test at the convenience of the instructor.
- B. No student is required to take more than two tests on one day provided they notify the instructor at the time the third test is announced.
- C. Time allotted for test periods should be equal for all students. So that no student will be given an unfair advantage over another, tests should be taken up by the instructor or turned in by the student no later than 10 minutes past the end of the class period in which the test is given.
- D. Each student must indicate by the term "pledged" and their signature that the student has neither given nor received aid on the test.

### **III. Take-Home Tests**

- A. Take-home tests are to be administered and taken with care and consistency. All take-home tests are to be given to students in sealed envelopes that are provided by faculty services and picked up and distributed by the professor. The envelope will be filled out by the professor and will indicate the name of the student, the professor's name, the course number (e.g., English 110), the time

limit, and the date and time due (normally not to exceed seven days). Special instructions (including open book or other notations) will be included.

- B. Students must return the test directly to the faculty member in class or by special arrangement with the instructor. Tests must be taken in one uninterrupted sitting unless otherwise noted in the special instructions. Tests must be pledged and may not be discussed with other students in the class until the professor notifies the class that discussion is permitted.

#### **IV. Discussion of Graded Assignments**

To ensure that no student receives an unfair advantage on a makeup test or on a self-scheduled exam, no student should discuss a graded assignment, quiz, test or exam until the professor gives permission to do so. If the professor makes no comment one way or the other, students should assume they cannot discuss it. A student may not say how much time it took to take the test.

#### **V. Submission of Course Work**

It is the responsibility of the student to ensure that all papers are received by the faculty member before the appropriate deadline.

##### **A. College policy on late written work**

1. The grade on any late written work is automatically reduced by one third of a letter for each day the paper is late, including Saturday and Sunday, unless an extension is granted by the instructor in the course in which the work was assigned. Individual instructors may choose not to accept late work at all or have a stricter sanction policy. Students should consult with their instructors for specific information. No work may be accepted by an instructor after the end of the semester.
2. All written work of the semester must be completed by 9 a.m. of the reading day of the semester unless an extension is granted by the instructor. Extensions may not extend beyond the final exam period. Therefore, no work will be accepted past 5 p.m. of the last day of final examinations without an authorized incomplete (see policy on incomplete grades for more details).

#### **VI. Preparation of Written Assignments**

##### **A. Plagiarism**

Agnes Scott is an academic community, and the identity of an academic community is rooted in intellectual honesty, a principle that fosters the free exchange of ideas and gives full credit to the originators of those ideas.

Students become members of this community upon enrollment; their participation in class discussions and their fulfillment of all oral and written assignments teach them how to bear the responsibilities of membership. Writing papers, for example, is a valuable exercise in learning about the subject matter and in acknowledging the writer's debt to those who have written or spoken on the subject before. In preparing written work properly with complete and accurate attention to documentation and other forms of acknowledgment, the students demonstrate their support of academic honesty and fulfill their responsibility as members of the community of scholars.

According to Webster's Ninth New Collegiate Dictionary (1983), to plagiarize is "to steal and pass off the ideas and words of another as one's own, to use a created production without crediting the source, to commit literary theft: [to] present as new or original an idea or product derived from an existing source." In written work, plagiarism means taking another author's ideas or ideas from a source that has no listed author (such as some websites) and copying them or rephrasing them in one's own words without acknowledging the origins of those ideas. Omitting or "forgetting" to

include parenthetical references or footnote numbers or failing to use quotation marks to set off borrowed words or phrases all constitute acts of plagiarism.

Copying from print or Internet sources without attribution is the most blatant kind of plagiarism. Some incidents of plagiarism arise from careless research and note-taking methods or from simple failure to learn the correct way to cite a source. While efforts are made in first-year English courses as well as most other courses to explain the relevant forms of documentation and the proper methods of citing sources, the student bears the responsibility for learning and using these methods. There are many ways to gain such knowledge. Instructors and Writing Center tutors are always ready to answer questions about documentation or to help the student find the answer. The college handbook, “The St. Martin’s Handbook,” offers extensive explanations and examples of a number of documentation styles, and the library and the Center for Writing and Speaking have numerous references with detailed explanations and examples. “I forgot” or “I didn’t know” are not acceptable excuses for inaccurate written work that may be seen as plagiarized.

Plagiarism is contrary to the academic purposes of Agnes Scott. In their work, each student is to develop techniques of independent thought; research using another’s work as one’s own defeats the development of these techniques. Incidences of plagiarism fall within the jurisdiction of Honor Court. In addition, under federal and state laws, plagiarism is illegal and punishable by fine or imprisonment or both. Thus, plagiarism is a serious violation of the standards of our academic community and of governmental law.

Students found responsible for three or more plagiarism cases are subject to suspension or dismissal. All penalties are discussed in the Honor Court section of this handbook.

#### B. Sources and Assistance

1. The principles of the Honor System as applied to the preparation of papers and the writing of computer programs are intended both to allow the student the necessary freedom in preparing their papers and to respect her desire to set forth her own ideas. The principles are interpreted to mean:
  - a. That a student may freely discuss ideas with others, since discussion is a valuable stimulation to independent thought, but that a student must organize the material and express her ideas in the paper for herself;
  - b. That in the use of sources a student should observe the recognized conventions of acknowledging by appropriate documentation of the ideas, phrases and sentences borrowed from the sources used;
  - c. That it is the responsibility of the individual instructor to define the nature and purpose of each paper assigned and to clarify to what extent and in what manner sources (e.g., texts, writings of critics and scholars, comments of fellow students, ideas gleaned from visiting lecturers) may be appropriately used;
  - d. That a student should not turn in the same, or nearly the same, paper for two or more different classes unless express permission has been given by all professors involved;
  - e. That no rewriting or editing of one student’s work by another is allowed. Students may help each other learn the rules and practices of writing through discussion and consultation, but a student should not in any sense do another student’s work for another student; and
  - f. That under no circumstances may a student download or copy all or part of a paper or other work found on the Internet or in any other source and present it as her own; nor may a student structure her work based on a structure found elsewhere without giving full credit to the original. Any use of written materials or images found on the Internet or in any other source must always include proper citations.
    - i. The Center for Writing and Speaking (CWS) is available to students for responsible tutoring and support services to supplement the counsel provided by instructors in class or in student conferences.

- ii. Questions regarding interpretation of the Honor Code as it applies to the preparation of written work can be referred to Honor Court members or the Center for Writing and Speaking.
- C. General Guidelines for Preparation of Papers
  1. Each first-year student will be asked to purchase “The St. Martin’s Handbook,” which explains the procedures of documentation. Other departments (for example, psychology) may require their students to acquire other texts that explain the documentation procedures for that particular field of study. The faculty advises students not to sell these books at the end of the first year but to keep them for reference during the entirety of their college careers. Additional guidelines for preparation of papers may be found in the most recent edition of “The Modern Language Association Handbook for Writers of Research Papers” (“MLA Handbook”), which is available at McCain Library for short-term loan only.
  2. Quotations and Paraphrases  
Direct quotations should correspond exactly to the original in wording, spelling and interior punctuation, and should be surrounded by quotation marks and followed by a clear indication (parenthetical citation or footnote) of the original source. Indirect quotations or paraphrases that follow the meaning and structure of the original using different words do not need quotation marks but do need a parenthetical citation or a footnote indicating the original source. For a complete explanation of the complex rules and guidelines governing the use of sources, students should see “The St. Martin’s Handbook” or another reference work recommended by their instructor.
  3. Scientific Notation  
In the departments of the natural and social sciences, a special form of scientific notation is used more frequently than the form described above. Students should consult their professors to find out the form of documentation preferred by that department before writing a paper.
  4. Each student should be sure they understand the assignment of their instructor before proceeding with the composition of their paper. Instructors may provide special instructions regarding the form and content of papers and the citation method used. Refer questions to your instructor.

## VII. Examinations

Agnes Scott students have the privilege of self-scheduled examinations. With some exceptions, students may take any examination they choose at any of the designated times within the week specified for semester examinations. The success of self-scheduled examinations depends on the student’s responsibility to the Honor System and on their knowledge of the exam regulations. Living in the Agnes Scott community, a student is on their honor not to ask for or give any information before or after having taken an examination. This rule is in effect throughout the entire examination period and applies to all examinations, including fixed exams.

Generally, two or three exam periods are offered for several successive days at the end of each term. One reading day (a weekday with no classes or activities) is scheduled prior to the first exam day. Students should not plan to leave campus prior to the end of the final exam period.

Students who have work-study duties to perform should meet with their immediate supervisors at least two weeks in advance of the examination period to discuss their work schedules during that time.

### A. Self-Scheduled Exams

Complete procedures for the administration of self-scheduled exams are sent by email prior to exam week; however, several important regulations apply to the examination period:

1. Restrictions regarding rooms to be used and personal property allowed in and near examination rooms.

- a. Examinations are to be taken only in appropriately designated rooms. Open-book/open-note rooms will be located on the ground floor of Buttrick Hall and will be clearly marked. Closed-note exams MUST be taken on the second floor in designated classrooms only. When taking an open-book/open-note exam or an exam with a calculator, students should take their books, notes and/or calculator into the exam distribution room when picking up their exam. Students must be thoughtful in leaving and entering the examination room throughout the examination period.
  - b. NO BOOKS OR NOTES are allowed in Buttrick Hall from 8 a.m. on the first day of exams in a semester until the completion day and time of all exams for that semester. The only exceptions are books/notes related to an open-book/open-note exam.
  - c. Items prohibited in Buttrick Hall during exams: purses, backpacks, electronic/digital effects (e.g., cell phones, watches, pagers, tablets, tape/CD players, iPods, cameras), food and, as mentioned above, books, notes, folders, etc., unless they are required for the exam. These personal belongings should be left in residence rooms, student lockers or cars. Students are encouraged to carry their keys with them at all times.
  - d. Prohibited items found unattended in Buttrick Hall will be collected by Honor Court and college administrators. Students will be notified of a place and time to retrieve their belongings. Students with prohibited items in Buttrick Hall will receive an official warning from Honor Court. A second violation will result in an Honor Court case. If the student is found “responsible” for their actions, the sanction of proctored exams may be given.
2. Prior to the last week of classes, instructors will provide exam envelopes and blue books for courses that have self-scheduled final exams. Students must complete their exam envelopes with attached tracking cards in class and return them to their instructors. The Office of Academic Advising and Accessible Education will email students the exact deadline for submitting exam envelopes to instructors.
    - a. A student must complete a separate envelope and attached tracking card for each course in which they have a self-scheduled examination. Students must fill out the envelope and attached card without removing the card. If needed, students must submit at least one blue book inside the envelope. The exam envelope should be given to the course professor on the specified date prior to the examination period. It is the student’s responsibility to give the instructor an exam envelope for each final. Exam envelopes may not be used to submit papers or projects. Students must submit all papers and assignments directly to their instructor. Papers, assignments or projects in lieu of finals will not be accepted by staff members in the exam distribution room.
  3. Instructors will advise students when special conditions apply to the examination (e.g., open book or calculators permitted) and instructors will indicate such conditions on the envelope.
  4. Final examinations are normally completed in blue books. Blue books are composition books in which the written work for examinations is entered. They will be provided by your instructors along with exam envelopes. Only intact blue books should be submitted in the envelope.
    - a. Students may include more than one blue book in an exam envelope if the nature of the test dictates more than one will be required. Additional blue books will be available for sale during the administration of exams.
    - b. At the completion of an exam, students must be sure to sign the Honor Pledge and place the copy of the exam questions, the blue book and all used scratch paper in the brown envelope. The student must seal the exam envelope before leaving the examination room and return it to the designated room in Buttrick Hall.



5. For self-scheduled examinations, envelopes will be distributed at the beginning of examinations (9 a.m., 2 p.m. and 6 p.m.) from a room in Buttrick Hall, the exact location of which will be announced close to exam time.
  - a. Envelopes containing examinations will be divided alphabetically by the students' last names and will be placed on tables and distributed by authorized staff.
  - b. The examination period is considered to have begun 15 minutes after the start time of exam envelope distribution. However, a student may begin working on an exam as soon as they select an acceptable exam room.
  - c. Extra time is not allotted for students who are late picking up the examination.
  - d. A student may not study or talk after picking up an exam envelope. Where one may take books, blue books or notes while in Buttrick Hall is severely restricted during exam time. Students should pay close attention to information provided by Honor Court and the academic advising office prior to exams for information regarding the use of these items in Buttrick Hall.
6. Examinations are two-and-a-half hours long.
  - a. All examinations should be completed by noon, 5 p.m. or 9 p.m. Students are allowed 15 minutes after the bell at 11:45 a.m., 4:45 p.m. or 8:45 p.m. to return examinations to the designated room in Buttrick Hall. Exams are late if they have not been turned in when the bell rings at noon, 5 p.m. or 9 p.m.
  - b. If an exam is turned in at a time later than indicated, the grade on the exam will be lowered by one third of a letter grade for every five minutes it is late. This penalty begins as soon as the second warning bell stops ringing (i.e., at noon, 5 p.m. or 9 p.m.).
  - c. If a copy of the examination inadvertently has been taken away from an examination room, the copy should be returned immediately to the director of academic advising, who will notify the director of student integrity and community standards. .
7. If a student becomes ill while taking an exam, the following steps must be taken to allow a retake of the exam without sanction:
  - a. If a boarding student becomes ill while taking an exam, they should notify the administrator on duty in the exam distribution room. The exam administrator will keep the partially completed exam. The student must go to the Wellness Center immediately.
8. If a student neglects to take a final examination during the regular period without excuse from the director or assistant director of academic advising, they receive an F (zero) on that examination. Since the instructor has the responsibility for determining the relative value of the final examination to other work of the course, the instructor determines whether to average the F (zero) with other grades in the course or to require the student to take the final examination before giving a final grade.
9. Exceptions to Self-Scheduled Examinations
  - a. Paper/Assignment/Project in Lieu of an Exam: If a paper or other assignment or project is given in lieu of an examination, such papers, assignments or projects are due at the end of the last exam period. No papers, assignments or projects in lieu of a final may be submitted after 5 p.m. of the last exam period. All papers, assignments and/or projects must be turned in directly to the student's instructor(s). Papers, assignments or projects in lieu of finals will not be accepted by staff members in the exam distribution room.
  - b. Exams for Large Classes: Examinations in classes where there are more than 40 students must be taken before specified dates, which will be announced and posted. Students are responsible for reading the official college communication sent by email.
  - c. Fixed Exams: A few examinations require group administration and are scheduled to be taken at a particular time and in a particular place. A list of these courses and the dates

of examinations is sent in official college communication during the semester. Students should not plan to leave campus for breaks before the last day of the exam period. A student will be excused from a scheduled exam only if they are in the Wellness Center or if they have the permission of the director of academic advising.

Any questions or problems about procedures arising during an exam period should be referred immediately to the director of academic advising. If a student should find that they have failed to comply with any of these regulations, they should report this at once to the director of academic advising or to a member of the Honor Court. At all times, the student must consider their obligation to the Honor System and have consideration for fellow students.

## GRADES

### I. Grading Scale and GPA

Instructors set their own standards regarding the grading of class assignments. Students will be advised as to the point ratio used to determine the grade on particular assignments and the proportion of the final course grade determined by examination, participation and any other factors.

Agnes Scott uses a 4.0 grading scale, and the grade point average is included on the student transcript. To calculate a GPA, multiply the value of the grade received (A = 4 quality points per semester hour, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2, C- = 1.67, D+ = 1.33, D = 1, D- = .67, F = 0 and WF = 0) by the credit hours for the course. Then add up the total points and divide by the total credits (not including any course taken pass/fail). As an example:

Course Grade	Credits	Quality Points
Course 1: A	4.0	16
Course 2: B	3.0	9
Course 3: C+	4.0	9.32
Course 4: F	4.0	0
Totals: 15	34.32	GPA = $34.32 \div 15 = 2.288$

Grades of I, P, W and MED (medical withdrawal) are excluded from GPA calculation. Grades in physical education courses are excluded from GPAs. Grades taken on a pass/fail basis are recorded as a, P or F. A WF or F in a pass/fail academic course is included in GPA calculation. Only grades for courses taken at Agnes Scott are factored into a student's GPA. Complete information about the college grading policy is included in the academic catalog.

### II. Policy on Incomplete Grades

When an extenuating circumstance at the end of the semester impacts a student's ability to complete final assignments/exams, they may request an incomplete. A student seeking an incomplete (I) must see the director of academic advising and accessible education, who may authorize an incomplete in consultation with the instructor. An incomplete will be given only if the student has documented, extenuating circumstances supporting their request and has received a passing grade for completed course work. Incompletes are not appropriate in cases of excessive absences or missed deadlines throughout the semester. Deadlines for incomplete work are set by the director of academic advising and accessible education but must not exceed 10 calendar days after the beginning of the subsequent semester. If work is not completed by the deadline, the incomplete automatically becomes an F. When a pending Honor Court case is not resolved before the semester grade deadline, the assistant director of student integrity and community standards will inform the director of academic advising and accessible education to grant an incomplete until the Honor Court case is heard. Only the director of academic advising and accessible education may grant incompletes.

### III. Notification of Semester Grades

- A. Grades are available online via AscAgnes: [ascagnes.agnesscott.edu](http://ascagnes.agnesscott.edu).
- B. If a student is a dependent of their parents, the parents may request that grades be sent to them by notifying the registrar in writing and including a copy of their most recent federal tax return.

### IV. Academic Standing

A student's academic standing notations for each semester (honor list, academic probation, etc.) are shown on the official Agnes Scott academic transcript. Students may view their unofficial transcript on AscAgnes, which lists their courses, cumulative grade point average and number of credit hours completed. Copies of official transcripts may be requested online through Agnes Scott's transcript portal with the National Student Clearinghouse using the link below. Complete instructions, along with order and delivery options, are explained on the Agnes Scott webpage for the Office of the Registrar. [tsorder.studentclearinghouse.org/school/ficocode/00154200](http://tsorder.studentclearinghouse.org/school/ficocode/00154200)

### Policy for Disputed Final Grade

When a student has substantial grounds to dispute a final grade and is prepared to present evidence, the student must initiate the Grade Appeal Procedure no later than 30 days after the beginning of the next semester after the course with the disputed grade. The process is initiated by making a written complaint to the instructor and copying the director of academic advising. Upon receipt of the written complaint, the student and the instructor will discuss the dispute. If it is not resolved at that time, the student may proceed with mediation.

If mediation is agreed upon, the instructor and the student will each sign a document acknowledging the agreement and foreclosing further action on the grade dispute. These will be submitted to the director of academic advising.

The student and the instructor shall discuss the dispute, and the instructor shall have a reasonable period of time to consider changing the grade. The instructor shall notify the student of the decision in writing. If a reasonable period of time passes without the instructor notifying the student of their decision, the student shall inform the instructor and then may move forward with the next step.

If the matter is not resolved, the student shall have two business days after the instructor's notification is sent to forward the original written appeal with evidence to the department chair or program director for mediation. Should the department chair or program director be the faculty member involved in the dispute, the president of the Faculty Executive Committee (FEC) shall serve in the chair's place. The chair/program director or FEC president shall mediate the dispute by consulting with both parties but cannot make a grade change. The chair/program director or FEC president will notify the student in writing of the result of the mediation.

If the matter is not resolved, the student shall have two business days after the chair's/program director's or FEC president's notification is sent to forward the original written appeal with evidence to the vice president for academic affairs (VPAA) for mediation. The VPAA shall mediate the dispute by consulting with both parties but cannot make a grade change. The VPAA will notify the student in writing of the result of the mediation.

If the VPAA is unable to resolve the dispute, the student has two business days after notification being sent to forward the original written appeal with evidence to the Committee on Academic Standards and Admission (CASA). Should a CASA member be any of the following: the faculty member involved in the dispute, the chair/program director involved in the dispute, or the FEC officer involved in the dispute, then the faculty member shall recuse themselves from all matters regarding the case. The president of the Faculty Executive Committee shall serve in their place. If any person happens to be in the dispute process multiple times in different roles (e.g., professor and chair, chair and CASA member), then the FEC officers will substitute one of their committee members for all subsequent roles

after the first. CASA shall render its decision within a reasonable period of time. The committee's decision is final.

The director of academic advising and accessible education will monitor the progress of the complaint throughout the process and determine when the deadlines have passed. CASA will address any questions related to the process.

*Adopted by the faculty May 1, 2020*

### **DISRUPTIVE CLASSROOM BEHAVIOR POLICY**

Classroom behavior is informed and governed by the Agnes Scott College Honor Code as well as two specific policies adopted by the faculty and appearing in the Student Handbook: The Statement on Academic Freedom and Responsibility and the Statement of Academic Rights and Responsibilities. While these two policies affirm the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. It is ultimately the professor who controls the classroom, and if a professor believes the class is being disrupted, the professor has the right to ask a student to leave the class. Resolutions under this policy will be worked out in accordance with the Disruptive Classroom Behavior Procedure provided below.

#### **Definition of Disruptive Behavior**

Behavior that prevents the professor from conducting the class or prevents other students from learning is disruptive.

#### **Faculty Rights and Responsibilities**

Agnes Scott respects the right of professors to teach and the right of students to learn. Protection of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the responsibility:

- To establish and implement academic standards;
- To address students regarding problematic behavior and articulate expectations;
- To involve other appropriate offices when a classroom disruption arises; and
- To document any incidents and outcomes.

### **DOCUMENTATION OF INCIDENTS AND OUTCOMES**

If an instructor judges that a student's behavior materially and substantially disrupts the teaching and learning environment in the class, the instructor may do the following:

- Issue a warning.
- Require the student to leave class.
- Have security remove the student.
- Readmit the student after the professor and student have met outside of class and reached a resolution.

If the instructor elects not to readmit the student, the instructor will immediately notify the chair of their department and the associate dean of the college and submit a written report of the incident and reasons for removal. After receipt of this report, and no later than three business days after the incident occurred, the associate dean of the college will (via email and U.S. mail):

1. Provide the student with notice that (a) the request for removal has been submitted to the chair and associate dean, and (b) the student may not return to the classes in question until the issue is resolved.
2. Include a written report of the disruptive behavior and contact information for the Judicial Review Committee (JRC).
3. Call a meeting of the JRC to hear the case.
4. Inform the student of the JRC process and their right to appear and appeal removal.

5. Make all reasonable efforts to provide access to course materials, content and instruction while the case is being reviewed and heard by the JRC. In response to this formal notification, the student may meet with the associate dean within five working days from the date of the written notice to discuss options and submit a written appeal to the JRC.

Upon hearing the case, the JRC will decide on a course of action, including:

1. To allow the student to return to the course or courses, with or without conditions;
2. To allow or require the student to transfer to another course section or sections; or
3. To withdraw the student from the involved course or courses. The decision of the JRC is final. In response to the JRC decision, the associate dean will notify the student of their decision via ASC email within five working days. If the decision is to withdraw the student, the associate dean will also do the following:
  4. Notify the registrar in writing and direct the registrar to withdraw the student from the course.
  5. Notify the vice president for academic affairs and dean of the college and dean of students of the charges and actions taken.

### **ATTENDANCE and ABSENCES**

Academic work is the heart of the college experience, and academic success at Agnes Scott is directly related to class attendance. Attendance is part of the student's overall responsibility and performance in a given course. Excessive absenteeism will interfere with the student's ability to learn and may result in a lower final grade. Students on academic probation are subject to an attendance policy for the semester in which they are on probation. The policy prohibits more than one unexcused absence in each course throughout the semester and is in place regardless of the individual course absence policies. Students on probation who violate this policy are subject to immediate dismissal.

Individual faculty members set course attendance policies. Faculty members provide students with a written statement of policies regarding absences at the beginning of the semester. Policies must not penalize students for absences from class prior to their registration for the course.

Faculty course attendance policies should make reasonable allowances for students who miss classes due to serious illness, death of an immediate family member, observance of religious holidays, or participation in events or activities sponsored by the college. Policies may vary in how they make reasonable allowances for these types of absences, so students are responsible for understanding course obligations and asking for clarification from their instructor, as necessary. Not all instructors differentiate between "excused" and "unexcused" absences but will designate a maximum number of absences allotted for any reason. Missing scheduled tests or presentations may require documentation in order to be accommodated. Faculty members should indicate in their syllabi if they require advance notification of anticipated absences.

Instructors must delineate on the syllabus, which is made available at the beginning of the semester, any required course activities or events that take place outside of scheduled class time. Any course activities or events added to the syllabus after classes begin may be optional or recommended but may not be required. Extracurricular or extra-classroom activities that conflict with regularly scheduled classes may be optional or recommended but may not be required.

It is the student's responsibility to assess obligations for the semester as indicated on their course syllabi and determine their ability to meet course attendance requirements.

Students should communicate directly with instructors if they have missed class. If a student becomes seriously ill, injured or hospitalized, or experiences an emergency, they should notify the Office of Academic Advising and Accessible Education (404.471.6200) as soon as possible to inform the college of their situation. Students who are hospitalized should also contact the Office of the Vice President for Student Affairs/Dean of Students and schedule an appointment to meet with the assistant director of student integrity and community standards or designee prior to returning to class. The student should provide a copy of their discharge summary before the meeting.

## **I. Administration of regulations (extensions and appeals)**

- A. Instructors shall provide students at the beginning of the term with a written explanation of class policies regarding matters such as absences, grades, late papers and missed tests, labs and oral presentations. Each instructor shall provide a statement of the goals and requirements for each course, the nature of the course content, and the methods of evaluation to be employed. In cases where a student feels uncomfortable discussing reasons for absences or requests for extensions with individual faculty members, the student may speak directly to the director or the assistant director of academic advising or to the vice president for student affairs and dean of students, who will then communicate with the student's instructors. Decisions regarding extensions and penalties will still remain with the individual instructors.

## **II. The responsibility for missed work is entirely that of the individual student.**

## **III. Leave of absence and/or withdrawal**

The purpose of a leave of absence is to allow a student a break in their studies without having to withdraw from the college and apply for re-enrollment. A leave of absence form should be submitted to the director of academic advising and accessible education for approval before the start of the semester or semesters requested. Requests for a leave of absence must be submitted prior to the beginning of classes for that semester. A leave of absence may be for one or two semesters, with a maximum of two semesters during a student's college career. Detailed information about the types of leaves and withdrawals are outlined in the Student Catalog.

A student who wishes to withdraw must obtain a withdrawal form from the Office of Academic Advising and Accessible Education. Withdrawal is not official until the form has been signed by the director of academic advising and accessible education.

Withdrawals from the college with an effective date after the deadline to drop a course with a W grade will result in grades of WF. Grades of WF factor into the GPA the same as grades of F. In cases in which a student withdraws from the college after the deadline to withdraw with W grades and the student has documentation of a serious hardship or medical problem, they may appeal this policy. Appeals would need to be submitted before the last day of classes for that semester. If approved for an exception, the student would receive grades of W instead of WF. If requested, and documentation supports a medical cause for withdrawal, the assistant dean of the college may approve grades of MED for all courses instead of W or WF.

For the financial aspects of withdrawal from the college, see the Tuition and Fees section.

## **PERMANENT RECORDS AND STUDENT STATUS**

All permanent records at Agnes Scott and all transcripts issued by the college shall carry a statement of the student's graduation or a statement of the status of the student at the time of last attendance.

The definitions of student standing noted below are in accord with guidelines prepared by the National Center for Educational Statistics and the American Association of Collegiate Registrars and Admissions Officers for the U.S. Department of Education.

- A.** Good standing signifies that the student is eligible to continue or to return; it signifies that the student is on neither academic nor disciplinary probation. Probation is a middle status between good standing and suspension or dismissal. Probation covers a stated trial period during which it is determined whether the student is to be returned to good standing or dismissed, or suspended at the end of or during the probation period for failure to meet the requirements. Probation shall be noted as either academic or disciplinary.
- B.** Academic probation at Agnes Scott is imposed by the vice president for academic affairs on a student whose work is below minimum standards. A student on academic probation is placed on activity

restriction and may not hold any elective or appointive office or participate in any noncredit performing group or in any organized college activities except those activities that are associated with their academic program. In addition, a student on academic probation is permitted only one unexcused absence in each academic course even if the student is in a course without an attendance requirement. Further absences may result in academic dismissal during the semester. The student may not participate in intercollegiate athletic competitions and travel, and the student is not eligible to participate in cross-registration. Any transcript issued during the period of probation will carry the notation of academic probation.

Disciplinary probation may be imposed by the by the Honor Court for serious violations of social regulations. Disciplinary probations are also given for serious violations of academic regulations, in which case the probation is imposed by the Judicial Review Committee (JRC) upon the recommendation of the Honor Court. Any transcript issued during the period of probation will carry the notation of disciplinary probation.

- C. Suspension is an involuntary separation of the student from the college; it implies and states a time limit when return will be possible. Suspension shall be noted as either academic or disciplinary. Suspensions at Agnes Scott are imposed by the JRC.

In the case of disciplinary suspension, the action is usually taken after a recommendation from the Honor Court. The terms of a suspension include a definite time limit and a definite date after which return to college will be possible. Any transcript issued during disciplinary suspension will carry the notation of disciplinary suspension.

Dismissal is an involuntary separation of the student from the college; it may or may not be permanent but does not project a definite time of eligibility to return. Dismissal shall be noted as either academic or disciplinary.

- D. Dismissal is imposed by the JRC. In the case of disciplinary dismissal, this action is normally taken after a recommendation from the Honor Court. Any transcript issued after dismissal will carry the notation of academic dismissal or disciplinary dismissal.

### **Payment Policy and REFUNDS**

A student may not register or attend classes until accounts have been paid satisfactorily in the accounting office. All financial obligations to the college must be met before a student can receive a diploma, a transcript of record, or official grades.

Agnes Scott College participates in payment plans through Nelnet. For more information on Nelnet plan options, visit the Nelnet website at <https://mycollegepaymentplan.com/agnes-scott-college/> or call 800.609.8056 and speak with a representative. Refund Policy

A refund refers to college charges that are refunded to the student and/or to the financial aid sources that covered those charges. Refunds are made within 30 days of the student's withdrawal. Students who withdraw from Agnes Scott on or before the first class day of a semester will receive a full refund of any payment made toward tuition and room and board. No refund will be made of the \$500 enrollment deposit.

Agnes Scott's institutional refund policy for tuition is

- 90 percent tuition refund when withdrawal is within the first week of the semester;
- 50 percent tuition refund when withdrawal is before the end of the third week of the semester; and
- 25 percent tuition refund when withdrawal is before the end of the sixth week of the semester.
- No refunds after the end of the sixth week of the semester.

Agnes Scott's institutional refund policy for room and board and mandatory fees is to grant

pro-rated refund for room charges during the first two weeks after the start of the semester ONLY;

- no refund on mandatory fees; and
- a pro-rated refund on meal plans (board) on a weekly basis.

In order to be eligible for a refund of tuition, the withdrawal process must be initiated by requesting the withdrawal form from the director of the Office of Academic Advising and Accessible Education by the posted deadline and returning the completed form within two business days of receiving the form. (See the academic calendar for the posted calendar dates.)

The semester begins with the first day of class. The first week of the semester is the seven- day period beginning on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week. The return of any federal financial assistance will be determined by the last day of class attendance (defined as either physically attending a class meeting, accessing recorded class meeting content, or submitting a course related assignment, test etc.) For additional information, please refer to the academic catalog “Tuition and Fees” section.

### ADVISING

The Office of Academic Advising and Accessible Education empowers students to develop meaningful educational plans consistent with their academic, personal, and professional goals through accessible services and collaboration with faculty and other resources. The office is responsible for coordination of the Board of Advisors model and is a resource for students and advisors regarding academic standards, policies, and special curricular opportunities. Programs to develop learning strategies, promote structured exploration of major opportunities, and connect students to high-impact educational experiences are offered through the academic year.

All new first-year students will take the SUM-110 Academic Foundations Lab in the fall semester. The lab supports a successful transition to college through effective learning and time management strategies aligned with LDR-101 assignments. Students discuss the value of their liberal arts education and the ways global learning, leadership development, and digital literacy lead to professional success.

The office of Academic Advising and Accessible Education also facilitates access for students with disabilities through academic accommodations and offers individualized assistance for students on academic probation. Specialty advising for students interested in health professions or the dual-degree programs are offered through group sessions and by individual appointments. The Office of Academic Advising and Accessible Education is also responsible for the administration of all self-scheduled final examinations.

*Agnes Scott’s Advising Model: The Team of Advisors*

The Board of Advisors is an innovative team-based holistic advising model through which every student works with a four-year SUMMIT Advisor, peer advising, career advising, and a major advisor, collaborating to help each student integrate the many opportunities of SUMMIT into their learning journey. Each student is assigned a SUMMIT advisor, a professional academic advisor who works with the student throughout their time at the college, guiding them to experiences that align with both short-term and long-term academic and career goals. All students also have a team of SUMMIT peer advisors who model academic success, promote connections to campus resources, and help the transition to college in the first semester. When a student is ready to declare a major, usually during their sophomore year, they will select a member of the faculty to join their board as a major advisor. Major advisors provide discipline-specific expertise and guidance on opportunities both within and outside the classroom.



Finally, all students also have access to internship and career coaching, in addition to the SUMMIT Career Connect network of professionals. Career Coaches provide one-on-one and workshop coaching, alumni connection events, and employer visits to expose students to career literacy and professional opportunities.

### **CROSS - REGISTRATION**

Cross-registration at ARCHE (Atlanta Regional Council for Higher Education) member institutions allows students to take courses not available at Agnes Scott. In addition, students from other member institutions may enroll in courses at Agnes Scott. Students may cross-register for a maximum of two courses per term and a total of 18 semester hours. New students in their first semester are not eligible to participate in ARCHE, and seniors may not participate in the final semester before graduation. Students must be in good standing in the semester they participate in cross-registration.

Grades for courses taken through cross-registration are not factored into a student's GPA, but grades of A, B, C, or D are accepted for credit hours. Only one general education requirement may be fulfilled by courses taken through cross-registration. (See the Transfer Credit section)

Courses taken to satisfy the depth standard must be approved by the student's major advisor. Cross-registration courses may satisfy requirements for a minor if approved by the chair of the minor program. Students enrolled in cross-registration courses are subject to the regulations of the institution where the course is taken, including deadlines for application, registration and withdrawing from a course. Students should apply to the Office of the Registrar for approval before the end of course selection for the semester in which they plan to enroll in cross registration. ARCHE member institutions are:

Agnes Scott College	Interdenominational Theological Center
Brenau University	Kennesaw State University
Clark Atlanta University	Mercer University, Atlanta
Clayton State University	Morehouse College
Columbia Theological Seminary	Morehouse School of Medicine
Emory University	Oglethorpe University
Georgia Gwinnett College	Spelman College
Georgia Institute of Technology	University of West Georgia
Georgia State University	

It is the student's responsibility to make all transportation arrangements. For more information, contact the Office of the Registrar.

### **GRADUATION**

Degrees are conferred three times a year, in August, December and May. There is one commencement ceremony in May. A student must fulfill all graduation requirements to participate in commencement. In some limited circumstances, a second-semester senior who is within eight credits of completing their degree requirements and who has a plan for successful completion by August or December may petition to participate in the commencement ceremony in May by submitting a written appeal to the Committee on Academic Standards and Admission. Such appeals will be considered only if the student has met all other degree requirements and has registered for those Agnes Scott summer school or fall courses that will allow them to complete their degree requirements by August or December, respectively. If the appeal is granted, the student will participate in commencement ceremonies, including walking in with their class and walking across the stage.

## GRADUATE AND EXTENDED PROGRAMS

### Graduate Studies

Graduate Studies at Agnes Scott offer master's degrees and graduate certificates for all gender students in multiple areas of study: Data Visualization (Certificate), Data Analysis and Communication (Master of Science), Evaluation and Assessment Method (Certificate), Social Innovation (Master of Art), Technology Leadership and Management (Certificate and Master of Science), and Writing and Digital Communication (Certificate and Master of Art).

These innovative programs are an ideal match for Agnes Scott as the college seeks to offer curricula that provide academically rigorous, interdisciplinary and career-focused education. Our graduate programs amplify this goal with graduate students, by challenging them to be change agents, leaders and global citizens ready to lead and bring creative solutions to their workplace, organization and community.

The application process and requirements are detailed in the Graduate Catalog and are available on [www.agnesscott.edu/graduate-studies](http://www.agnesscott.edu/graduate-studies). For additional information, please contact Graduate Admission at [gradadmission@agnesscott.edu](mailto:gradadmission@agnesscott.edu).

Our graduate programs help change the way that professionals and industries approach real-world problems and put critical thinkers and implementers on the forefront of social change. They also extend the college's mission to "think deeply, live honorably and engage the intellectual and social challenges of their times" in a rapidly growing, ever-evolving world. Students interested in Agnes Scott Graduate Studies should visit the website.

### Post-Baccalaureate Pre-Medical Program

The Post-Baccalaureate Pre-Medical Program is a coeducational, 12-month program designed for students who have completed their baccalaureate degree in a nonscience field and now wish to pursue a career in medicine. The curriculum includes 32 credit hours of undergraduate laboratory science courses needed for admission to medical school. Applicants should demonstrate a high degree of motivation and commitment to the study of medicine. It is desirable for applicants to have had some exposure to a medical setting, either as a volunteer or a professional. Specific academic policies and admission procedures for this program are available on the Agnes Scott website.

Students in the Post-Baccalaureate Pre-Medical Program are an important part of the college community and share with undergraduate students the privileges and responsibilities accorded to all students, with the exceptions of residence hall housing and participation in intercollegiate athletics. Post-baccalaureate students represent Agnes Scott in Atlanta and the vicinity, and they are expected to uphold the ideals and standards of the college at all times. Students interested in the Post-Baccalaureate Pre-Medical Program should contact the Office of Graduate and Extended Programs at [gradadmission@agnesscott.edu](mailto:gradadmission@agnesscott.edu) or 404.471.5460.

### Agnes Accelerated 4+1 Program

Agnes Scott undergraduate students have a way to fast-track their future with our Agnes Accelerated 4+1 Program, a bachelor's-to-master's program.

Through the 4+1 Program, students can seamlessly blend the established academic excellence of our undergraduate SUMMIT experience with our forward-thinking graduate studies opportunities, effectively earning both a bachelor's and a master's degree in just five years.

Scotties in their junior year can apply to participate in any of our innovative master's programs: Technology Leadership and Management (M.S.), Data Analysis and Communication (M.S.), Social Innovation (M.A.), and Writing and Digital Communication (M.A.). By beginning graduate studies their senior year at Agnes Scott, undergraduates will be able to earn both their bachelor's and master's degrees in five years. Students interested in the Agnes Accelerated 4+1 Program should contact the Office of Graduate and Extended Programs at [gradadmission@agnesscott.edu](mailto:gradadmission@agnesscott.edu) or 404.471.5460.

**Agnes Scott's graduate and extended programs are open to women, men and all genders.**

## THE HONOR SYSTEM

The cornerstone of the entire structure of Agnes Scott life is the Honor System, which is founded on the commitment, the mature judgment and the personal integrity of each student. By entering Agnes Scott, a student voluntarily pledges their support to the regulation and spirit of the community. As a member of this community, the student accepts a definite responsibility for themselves and for their fellow students, which leads to responsible freedom within the structure of the Honor System. The Honor System is an expression of trust in students and in their willingness to uphold the ideals of the community. Each student is expected to accept their responsibility to protect the Honor System from actions and attitudes that may weaken it. The exercise of this responsibility involves a student's reporting of their own infringements of the policies and regulations, and involves an obligation for their fellow students' relationship to the community. It is impossible to reduce this to an unvarying rule of procedure, but the seminal obligation of all students is to prevent the occurrence or recurrence of detrimental actions or attitudes.

### *Honor Pledge*

In choosing Agnes Scott, a student accepts the Honor System as their way of life and formally adopts it by signing the following pledge:

*As a member of the student body of Agnes Scott College, I consider myself bound by honor to develop and uphold high standards of honesty and behavior; to strive for full intellectual and moral stature; to realize my social and academic responsibility in the community. To attain these ideals, I do therefore accept this Honor System as my way of life.*

A helpful guideline for application of the Honor System is the concept of dual responsibility. When a student witnesses harm or a potential violation of the Honor System, their obligation to the campus community is to remind the participant(s) of the Codes of the Community. The witness may opt instead to ask a third party to speak to the student(s) appearing to be in violation of the code. Under the exercise of personal responsibility to the Honor System, those who have been asked to reconsider their actions as a potential violation should report their own possible infringements to the Honor Court.

Should a student in apparent violation of the code refuse to report their own possible infringement, it is appropriate for another member of the community—who has firsthand information suggesting a Code violation—to report the possible infraction to the Honor Court. Under the Honor System, social and academic regulations are based upon their value to the community and to the individual student. This basis is one that is fundamental, not only at Agnes Scott, but wherever there is a community.

## THE COMMUNITY CODE OF CONDUCT

The college policies and procedures to support its learning environment, mission, functions and general operations are the *Agnes Scott College Community Standards*. These standards are explained in the Community Code of Conduct, which represent the community expectations of the student and student organizational behavior. The codes are based on the Honor System principles that students maintain a high standard of academic and social responsibility and are accountable for their behavior and the consequences of their decisions. Agnes Scott students are responsible for knowing and observing all policies and procedures related to their in-class behavior and their behavior in the college community. The college jurisdiction and discipline extend to conduct that occurs on college premises or at a college sponsored event, or conduct that adversely affects the college community and/or the pursuit of its mission.

Unfamiliarity with these codes is not a valid excuse for infractions of the policies. Knowledge of these codes will help the student and or a student organization in exercising their rights and avoid infringement on the

rights of others. These codes allow a student-led Honor Court or college administration to address impactful behavior on individuals and/or the campus community.

The college considers the observance of public laws of equal importance and students accused of violations of local, state, or federal laws that adversely affect the interests of the college, may also be subject to the disciplinary process.

The college views the Honor System process to address community violations as an educational intervention or experience for the parties involved. In cases involving misconduct, a student case is managed by the Office of Student Integrity and Community Standards. Cases are heard by the student-led Honor Court or director of student integrity and community standards. Cases received during holiday breaks, final exams periods and summer semesters may be heard by the director of student integrity and community standards, also the director has discretion to adjudicate cases with approval from vice president for student affairs and dean of students.

The Office of Student Integrity and Community Standards is in the purview of the Office of Dean of Students. The director of student integrity and community standards acts as a designee of the vice president for student affairs and dean of students, who seek to engage students on issues of community membership and responsible decision-making. The office's primary intent is to uphold the Honor System and Community Standards for students and student organizations by providing preventive educational experiences.

Through the implementation of the codes of the community, the office's objective is to create transformative spaces to promote a safe and conducive environment for deep learning and student success; to build and maintain socially-just, inclusive and welcoming campus communities by using restorative practices that focus on preventing and repairing community harm and reintegrating healing; and to engage and empower members in the community to address conflict in a respectful and responsible manner.

## **STUDENT MISCONDUCT**

This broad range of misconduct codes is not exhaustive and may be expanded or modified as needed. Please refer to the code terms and definitions chart on pages 51-53 to gain deeper understanding into the expectations and parameters of these misconduct codes.

### **1.0 VIOLATION OF LOCAL, STATE, AND FEDERAL LAW**

Failure to abide by local, state, and federal laws.

### **2.0 VIOLATION OF ACADEMIC INTEGRITY**

All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing dishonesty in any academic exercise or any act that hinders the academic process.

### **3.0 VIOLATION OF PUBLISHED POLICY**

Violation of the student code of conduct or any college policies, rules or regulations that are approved and published by various units of the College.

For example:

- Violations of the Assistance Animal Policy
- Violations of the Graduate Programs Student Handbook
- Violations of the Residence Life - Policy and Procedures
- Violations of Student Athletes Handbook

#### **4.0 VIOLATION OF SELF AND DUAL RESPONSIBILITY**

Failure to report one's self for infractions; encouraging, conspiring with, or cooperating with others in violations; or acting in concert or passive participation to violate college conduct regulations.

#### **5.0 DISRUPTIVE BEHAVIOR**

Disruption or obstruction of instructional, research, disciplinary, public service, administration or other university activities.

#### **6.0 DISORDERLY CONDUCT**

Conduct which is obscene or indecent.

#### **7.0 WEAPONS**

Use, possession, or storage of any weapon, dangerous chemical, fireworks, or explosive, whether or not a federal or state license to possess the same has been issued to the possessor.

#### **8.0 ALCOHOL MISUSE**

Public intoxication or use, possession, consumption, distribution, or sale of alcoholic beverages except as expressly permitted by the college's Alcohol Policy (see the Alcohol Policy).

#### **9.0 DRUG MISUSE**

Use, consumption, possession, or distribution of any narcotic, dangerous drug or controlled substance or possession of drug paraphernalia that would violate the college's Drug Policy and/or the law (see the Drug Policy).

#### **10.0 HAZING**

Engaging in, supporting, promoting, or sponsoring hazing (see the Anti-Hazing Policy).

#### **11.0 VIOLATION OF FIRE SAFETY & SANITATION**

Possessing incendiary devices without authorization or failure to exit a college building when the fire alarm sounds or failure to maintain an organization's facilities and/or surrounding property, creating a potential danger to health or safety of the occupants or other individuals.

#### **12.0 THEFT, DAMAGE & DISREGARD FOR PROPERTY**

Taking, attempting to take, or keeping in one's possession any property or item; malicious, unwarranted, attempted damage or destruction of any property or item; or unauthorized use of the College's name, seal, logo, mascot or any other words or symbols implying affiliation with the College.

### **PENALTIES FOR BREACH OF ACADEMIC INTEGRITY STANDARDS**

The following are potential educational and disciplinary measures that may be imposed upon a student or organization for a finding of responsibility for violations of the Community Code of Conduct. In determining the severity of sanctions or corrective actions, the following will be considered: the frequency, severity, and/or nature of the offense, history of past conduct, the respondent's willingness to accept responsibility, previous response to similar conduct, and the college's interests. **Students are not permitted to drop/withdraw from a course during an informal/formal resolution of an academic integrity violation.**

#### ***Faculty Conference Resolution***

Faculty members can choose to address a potential violation of the Honor Code on their own if they choose. A meeting between the primary instructor and the accused (s) can be mutually arranged to reach a resolution. This resolution then gets reported to the Office of Student Integrity (OSICS) upon completion. should

communicate with the student whom they suspect of violating academic integrity. The case then becomes a part of the student's internal conduct record at Agnes Scott, which creates a record of a student's infringement of academic integrity to create a mechanism for identifying patterns of dishonesty. This response will enable the college to take appropriate actions as necessary, including suspension/expulsion of students with repeated incidents.

### ***Academic Affairs Imposed Penalties***

Each incidence of academic dishonesty is subject to review and consideration by the faculty member and is subject to a range of academic penalties including but not limited to failing the assignment and/or failing the course. Academic penalties imposed by faculty members may be appealed through a **Final Grade Appeal Procedure**. Please refer to the Statement on Academic Freedom and Responsibilities (SAFR) and Academic Regulations (AR).

### ***Student Responsibilities***

The college policies and procedures to support its learning environment, mission, functions, and general operations are the *Agnes Scott College Community Standards*. Students' self-reporting breaches of academic integrity within 48 hours of the infraction is strongly encouraged. Suppose a student fails to self-report to the Honor Court or Office of Student Integrity and Community Standards. In that case, this is considered a violation of student responsibility explained in the Community Code of Conduct.

### ***Office of Student Integrity and Community Standards Imposed Penalties***

The Honor System process utilizes a preponderance of evidence standard to determine if an alleged student has violated academic integrity. The Honor Court or director of student integrity and community standards' decision is not a reevaluation of the reporting faculty's decision. Student Conduct sanctions range from written warning and educational assignments to suspension or dismissal depending on the magnitude and/or number of offenses. The incident will become part of the student's conduct record at Agnes Scott and severe sanctions of suspension and dismissal will be noted on the student's transcript.

## **POTENTIAL LIST OF SANCTIONS**

This broad range of sanctions is not exhaustive and may be expanded or modified as needed.

- I. Academic Grade Recommendations:** A recommendation on grade penalty for breach of academic integrity provided to the director of student integrity or Honor Court, which is noted on the decision/outcome letter.
- II. Community Service:** Assigned service with on or off-campus agencies with prior approval from said organizations.
- III. Dismissal:** Disciplinary dismissal is a permanent separation from the college. However, in some instances, a student may reapply to the college after four full semesters and must appear before the Judicial Review Committee for consideration. The Judicial Review Committee makes the final decision regarding readmission.
- IV. Disciplinary Probation:** notice to the student and or organization that any further disciplinary violation will result in more severe sanctions, which could include suspension or dismissal from the College. Disciplinary probation might also include one or more of the following: the setting of certain restrictions, the issuing of a reprimand, referral to an educational program, or restitution for damages.
- V. Educational Conversation:** Serves as an oral and written warning to disrupt impactful behavior.

- VI. Educational Program or Assignment:** Required participation in alcohol or other drug education, community conversation or, reflection paper.
- VII. Housing Probation:** Probation is continued assignment in housing but with a warning that further misconduct or violation of college policies and regulations during the probation period will be referred to the appropriate committee or administrative officer and may result in the student's separation from housing.
- VIII. Housing Suspension:** The student loses the privilege of living in a college residence hall for a specified length of time. At the end of this time, after receiving approval from the dean of students or designee, the student is allowed to reapply for residence hall living.
- X. Initiated Withdrawal:** Student is withdrawn from the academic course within which an offense occurred, without credit for the course; or in the case of suspension, withdrawal from all courses.
- XI. Referral to a Campus Resource:** The student will receive an optional referral to aa
- XII. Restorative/Facilitated Conversation:** Both parties must agree to participate in a facilitated conversation led by the director of student integrity and community standards with an Honor Advocate. This process intentionally brings together both parties to discuss the impact of the violation through vital questions to reach an informal resolution. In this conversation, actionable items are collaboratively determined and form the basis of an honor agreement between both parties and the Office of Student Integrity. Although this process creates an *informal* resolution, a written agreement will be sent to both parties. If actionable items are not upheld, a party (or parties) will go through the student-governed conduct process.
- XIII. Restrictions:** Temporary or permanent loss of college privileges with additional sanctions for violating a restriction.
- XIV. Restitution:** reimbursement or replacement of property; this may take the form of appropriate service or other compensation.
- XV. Suspension:** Suspension is an involuntary separation of the student from the college; it implies and states a time limit when return will be possible. Suspension shall be noted as either academic or disciplinary. Suspensions at Agnes Scott College are imposed by the Judicial Review Committee.
- XVI. Written Reprimand:** A written notice that continuation or repetition of violating the Honor System will result in severe disciplinary sanctions that may include disciplinary probation, suspension, or dismissal from Agnes Scott College.

## HONOR COURT

### *History*

In 1970, the Agnes Scott Student Government Association (SGA) named its judicial branch the Honor Court. It is an essential element of student governance. The Honor Court is a body of peers made up of appointed students to oversee the Honor System process. The director of student integrity and community standards serves as the advisor over the court. In 1974, the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student educational records, was passed, covering the confidentiality of student conduct records. Therefore, Honor Court members sign a confidentiality agreement form and must abide by the Honor Court oath.

*Oath of Office: “As a member (or as an officer) of the Honor Court of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Honor Council and of Agnes Scott, and will endeavor continually to bring them to full realization.”*

The Honor Court members collectively value confidentiality, respect, objectivity, adaptability, and a restorative mindset. The members are a small subset of the student community, and the administration works hard so that the Court is diverse to represent the ideals of the student body. The structure of the Court consists of undergraduate members who oversee cases and resolutions at the undergraduate level. Graduate and post-baccalaureate students will participate in cases and resolutions for graduate program students; they will only participate in cases and resolutions for undergraduates in rare instances. The members have training in restorative justice, conflict resolution, advocacy, and investigation. In addition, members serve on internal committees focused on community assessment, community building, and community storytelling to assist the Office of Student Integrity and Community Standards in campus engagement and preventive education programming.

## HONOR SYSTEM PROCESS

Any member in the community can submit a student misconduct incident report through the college’s official reporting system; it shall ensure a prompt, fair, and impartial review and resolution of alleged student misconduct. To effectively address Honor System violations, reporters cannot maintain anonymity. If a reporter would like to stay anonymous, they will need to connect with the anonymous reporting sources, which are authorized college counselors (CAPS) and the college chaplain.

When a report of student misconduct is received, the information will be reviewed to determine whether the allegation(s) describes conduct in violation of the community code of conduct by the director of student integrity and community standards. If the reported behavior is not a violation, the report will be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review will be conducted into each account received to determine whether charges against the student should be brought. A student who has been informed that another community member has observed their involvement in an alleged violation of the Honor System has 48 hours to self-report.

An incident report should include as much information as possible – such as:

1. The type of misconduct alleged.
2. The name and contact information of the persons involved.
3. The date(s), time(s), and place(s) of the misconduct.
4. The name(s) and contact information of any individual(s) with knowledge of the incident.
5. Whether any tangible evidence has been preserved.



## **INTERIM & INVOLUNTARY MEASURES**

Interim measures may be implemented at any point after the college becomes aware of alleged student misconduct involving self-harm or harm to others. The Office of the Dean of Students will provide an initial assessment or an evaluation with the members serving on the Student of Concerns committee. The dean of students or director of student integrity and community standards can provide interim measures to protect any student or other individual in the ASC community. Where feasible, interim measures should be imposed to minimize the burden on the Complainant and the Respondent.

### **Involuntary Withdrawal/Interim Suspension**

The college strives to promote the health and safety of all community members by providing student health care, counseling services, and public safety and by enforcing student-conduct regulations and protection services. To ensure the institution and its members are allowed to carry out their activities without substantial threat of interference or danger of harm, the college has adopted a policy and the following procedures for the involuntary withdrawal/interim suspension of a student when deemed necessary to promote the health and safety of either the student or college community.

### **Criteria and Procedures for Involuntary Withdrawal/Interim Suspension**

A student will be subject to immediate involuntary withdrawal/interim suspension from the college and/or college housing if the vice president for student affairs and dean of students determines the student

- engages or threatens to engage in behavior posing a significant risk to the health or safety of self or others;
- engages or threatens to engage in behavior that would cause significant property damage or directly and significantly impede the lawful activities of others; and/or
- significantly disrupts the living and learning community.

Once it is determined the student's conduct falls within these criteria, the college may take interim action to protect the well-being of a student and/or other members of the campus community. By interim involuntary withdrawal/interim suspension, the college may remove a student from any or all college premises, classes and college activities on or off campus when the vice president for student affairs and dean of student, after consulting with any of the following—designee(s) of the vice president for student affairs and dean of students; the Director of the Wellness Center or other appropriately licensed mental health professional; the Office of Residence Life; the vice president for academic affairs and dean of the college; the Department of Public Safety, and/or an outside risk assessment professional - determines that a threat of significant risk to self or others exists. Interim involuntary withdrawal/suspension is a preliminary action to protect the health and safety of the student withdrawn, or of others. This is a protective measure and not a penalty.

The student will be notified in writing and temporarily withdrawn or suspended from the college and asked to leave campus property and college events/activities on or off campus immediately. The withdrawal will be continued until the Judicial Review Committee reaches a final decision regarding the student's future status.

During this withdrawal period and until the committee makes a determination, the student may not return to campus nor participate in campus activities without the prior written approval of the vice president for student affairs and dean of students. The student shall be provided with a copy of this Involuntary Withdrawal/Interim Suspension Policy. At any time, the student may terminate the process by voluntarily withdrawing from the college.

The vice president for student affairs and dean of students will make the initial determination whether the matter will be sent directly to the Judicial Review Committee or whether the student will be referred to a licensed psychiatrist or psychologist for evaluation. The student will be notified of this decision in writing, either via email or mail. If the matter is sent directly to the Judicial Review Committee, the committee shall convene and consider the case within seven days of the notice to the student.

The student has the right to request a meeting with the vice president and dean of students regarding the withdrawal/suspension. All efforts will be made to hold this meeting within 2 business days of the notification

of the withdrawal/suspension. The vice president and dean of students can choose to lift the interim measure, keep the measure in place, or modify the action during this outcome. The decision of the vice president and dean of students is final

### **Referral for Assessment**

The student may be referred by the vice president for student affairs and dean of students, at the college's expense, to an appropriate licensed mental health profession. This professional participation is intended to assist the college in assessing the situation and to provide guidance to the College regarding the student's future status.

The vice president for student affairs and dean of students shall also provide the professional a description of the student's behaviors that led to the referral, with a copy to the student, along with a copy of the Involuntary Withdrawal/Suspension Policy. Students must complete the referral by the assigned deadline provided in the referral letter unless approved by the vice president and dean of students.

Once the assessment is complete and provided to the vice president and dean of students, the student can request a meeting to review the assessment. All efforts will be made to hold this meeting within 2 business days after notification from the student of the desire to meet. The student may also choose to provide the dean an evaluation by an independent licensed psychiatrist or psychologist of the student's own choosing and at the student's expense. This second evaluation must take place within one week of the first evaluation unless an extension is granted in writing by the vice president for student affairs and dean of students.

The student who has been referred for psychiatric or psychological evaluation and participates in this Judicial Review Committee proceeding acknowledges and agrees this process may involve a discussion of the student's relevant medical/psychiatric records and communications and will result in some loss of confidentiality and privacy. During the involuntary withdrawal/suspension process, a representative of the college reserves the right to contact the student's parents or legal guardians, if deemed appropriate.

### **Referral to Student Integrity and Community Standards**

Interim Withdrawal/Suspension is a temporary action. The Student Conduct process governs all student behavior at Agnes Scott College. Therefore, any concerning behavior will be reported to the Office of Student Integrity for further evaluation. The assessment report will not automatically be provided in the referral or may only be provided in summary, if information within the report could mitigate or impact a finding of responsibility.

### **Re-enrollment following Involuntary Withdrawal**

Students who are suspended or otherwise removed from the college following a referral related to an Involuntary withdrawal/suspension, must follow all general processes for a student to return to campus. Additionally, a student in this category should include in their statement any insight into the issues that contributed to the student leaving the college; a description of the actions taken to address these issues; and if re-enrolled, a plan to prevent the recurrence of the issues. Supporting documentation from a healthcare provider, while not required, is highly encouraged if relevant. If a student receives additional information regarding a diagnosed mental health concern, the student is encouraged to contact Accessible Education as part of their return plan to campus. Returning to campus will be governed by outcomes/sanctions from the Student Conduct process. If a student takes classes while away from Agnes Scott College, all transcripts of any courses taken during the withdrawal period should also be included in the request for re-enrollment application. A request for re-enrollment must be completed by November 1 for consideration to be re-enrolled for the spring semester and by June 1 for consideration to be re-enrolled for the fall semester.

### **Deviations from Established Procedures**

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

## Judicial Review Committee

The college's Judicial Review Committee is given these responsibilities:

- 1) Reviewing and acting on recommendations of the Student Government Association (SGA) that affect the powers and philosophy of student government or pertain to major regulations concerning student welfare.
- 2) Recommending to the vice president for academic affairs and dean of the college (VPAA) that a student who has not met academic standards of the college be dismissed at the end of the semester. In these cases, student members are not present at the meetings and the quorum is reduced to five out of eight members.
- 3) Acting upon the recommendation of the Honor Court that a student be placed on disciplinary probation for violation of academic regulations.
- 4) Acting upon the recommendation of the Honor Court that a student receive disciplinary suspension or dismissal for violation of social or academic regulations.
- 5) Acting as the court of final appeal for Honor Court decisions and/or sanctions; or, when a student appeals an Honor Court decision and/or sanctions to the student body, acting as the court of final review of the case, its appeal, and the student body's judgment.
- 6) Requiring the withdrawal of any student whose presence is thought to be injurious to the interest of the college community, or imposing the sanction of administrative probation, suspension, or dismissal in situations involving a student's failure to meet the standards or expectations of the college community.
- 7) Assuming original jurisdiction in a disciplinary action upon the recommendation of the vice president of student affairs and dean of students (VPSA) or the assistant director of student integrity and community standards.
- 8) Assuming original jurisdiction in a disciplinary action at a time when neither a quorum of Honor Court nor the president of SGA nor the president of Honor Court is readily available. (Note: When the college is not in session and/or no quorum of Honor Court or the Judicial Review Committee is present, the president of the college will consult with the VPAA and/or VPSA to form a subcommittee of Judicial Review to assume original jurisdiction for an alleged violation of the Honor Code. The president of the college or VPAA or VPSA will appoint to the subcommittee in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review.
- 9) Acting upon a formal written student complaint appealed to the committee by an individual directly involved in the original complaint or referred to the committee by a vice president as provided in the Student Complaint Policy.
- 10) Acting upon a formal written report from the VPAA to hear cases involving disruptive classroom behavior.
- 11) To act upon the recommendation of a faculty member that a student not receive Latin honors despite having met the minimum GPA requirement.

The Judicial Review Committee will convene annually, following student leader and faculty elections, to orient new members and review its policies and processes, updating them as appropriate. Agnes Scott 2023-2024

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Judicial Review Committee members are:

- • President of the College, Chair
- • Vice President for Academic Affairs and Dean of the College
- • Vice President for Student Affairs and Dean of Students
- • Registrar
- • President of Student Government Association
- • Vice President of Student Government Association
- • President of Honor Court
- • President of the Judicial Board
- • Assistant Director of Student Integrity and Community Standards (non-voting member)
- • Four Faculty Members
- • **Ex officio members (as provided in the Student Complaint Procedures)** The chair of the FEC (Faculty Executive Committee) and director for people and culture, when a faculty or staff member is the subject of a formal written student complaint referred to the Judicial Review Committee in accordance with the Student Complaint Procedure.

### STUDENT RIGHTS AND RESPONSIBILITIES

The student responding to a breach of the Honor System will receive a charge letter via their student email requesting to meet with an Honor Court Advocate and Honor Court Investigator, or director of student integrity and community standards. The Respondent student will have five (5) business days to respond to the charge letter and schedule an appointment. If the student does not respond promptly, the student will receive a hearing notice from the Honor System or director of student integrity and community standards. Students shall not have attorneys or legal representation in the Honor System process.

The Honor Court Advocate will refer the Reporter and Respondent students to information in the Student Handbook and campus resources and ask the involved parties to keep details of the case confidential when speaking to students outside the Honor Court. The Respondent may not withdraw from Agnes Scott College while involved in an Honor System case.

The Respondent may also schedule a meeting with the assistant director of student integrity and community standards if the student **has any questions or concerns about their rights or responsibilities.**

#### *The Respondent's rights:*

- (1) An explanation of the charge(s) and knowledge of who brought the charge(s);
- (2) A list of the witnesses or people to be interviewed by the investigator (additional names may be added before the hearing);
- (3) Access to all evidence used in the case, including all interview materials;
- (4) Ability to admit or deny responsibility for the code violation(s).
- (5) Notification of the Honor Court members assigned to the case and the option to send a written request within 3 days of receiving notice to the director of student integrity and community standards to have the student(s) removed from the case.
- (6) Option to request an appeal of a decision made by the Honor Court or director of student integrity and community standards.

***The Involved Parties' responsibilities and rights:***

- (1) ***Confidentiality:*** involved parties should not breach confidentiality by divulging information considered to be confidential to a third party or parties outside of the Honor Court or Office of Student Integrity and Community Standards;
- (2) ***False Complaints/Statements:*** Individuals are prohibited from intentionally giving false statements to a college official or members of the Honor Court. Any person found to have intentionally submitted false complaints, accusations, or statements, including during an Honor hearing, in violation of the code shall be subject to appropriate sanctions;
- (3) ***Retaliation:*** Anyone who reports what they believe to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subject to retaliation. Any person found to have engaged in retaliation in violation of the Community Code of Conduct shall be subject to disciplinary action;
- (4) ***Amnesty:*** Students are encouraged to come forward and report violations of the law and student misconduct, notwithstanding their improper use of alcohol or drugs. Any student(s) who voluntarily reports and in good faith information to college faculty or staff before any investigation concerning the use of drugs or alcohol will not be voluntarily reported to law enforcement. Nor will information the individual provides be used against the individual for violations. Nevertheless, these students may meet with the director of student integrity and community standards regarding the incident and may be required to participate in an appropriate educational program(s). Under this amnesty procedure, the required participation in an educational program will not be considered a sanction.

**Initial Honor Meeting with the Respondent(s)**

The Honor Court Advocate and Honor Court Investigator will meet with the Respondent(s). The student advocate and student investigator are appointed to the case by the Honor Court Justices or director of student integrity and community standards. Members are asked to recuse themselves if they have a personal relationship with a respondent. During the initial meeting, the following information will be provided or requested by the advocate and investigator:

***Advocate:*** Will ensure that the rights of the Respondent are met. They educate the respondent on their responsibilities going through the Honor System process. In addition, they inform the respondent on confidential campus support which includes authorized college counselors through (CAPS), the college chaplain, and the Office of the Dean of Students. The Advocate will obtain information on accommodations the respondent may need in the process.

***Investigator:*** Will explain the alleged code violations and review or request written statements from the respondent. The investigator will ask the respondent in this initial meeting if they accept or deny responsibility for the code violations. If the respondent admits responsibility to all alleged charges in this initial meeting, the process can proceed to an administrative conference immediately, a scheduled conference to discuss sanctioning, or be informally resolved if appropriate. If the respondent denies responsibility the process proceeds to a formal hearing.

**Informal Resolutions**

Each incident is evaluated on a case-by-case basis. The informal resolution process addresses incidents in which the code violation is not considered severe, but is a concerning offense that impacts the community. If a respondent admits responsibility to all alleged charges in this initial meeting, the process can proceed to an administrative or scheduled conference to discuss sanctioning or be informally resolved if viable appropriate options are available. An outcome letter will provide a restatement of the information discussed at the conference; a rationale from the advocate and investigator on why they agreed that the respondent was responsible for the violation; and information on the informal sanctions.

**Educational Conversation:** Serves as an oral and written warning provided by Honor Court or director of student integrity and community standards to disrupt impactful behavior.

**Educational Program or Assignment:** Required participation in alcohol or other drug education, community conversation or reflection paper.

**Referral to a Campus Resource:** The student will receive a referral to appropriate campus resource(s) or service (s) by Honor Court or director of student integrity and community standards; follow through of the referral is optional.

**Restorative/Facilitated Conversation:** Both parties must agree to participate in a facilitated conversation led by the director of student integrity and community standards with an Honor Advocate. This process intentionally brings together both parties to discuss the impact of the violation through vital questions to reach an informal resolution. In this conversation, actionable items are collaboratively determined and form the basis of an honor agreement between both parties and the Office of Student Integrity.

## HONOR HEARING PROCEDURES

- The hearing chair will call the meeting to order by asking the body to stand and recite the Honor Pledge.
- The hearing chair will remind everyone of the requirement of confidentiality and invite anyone who feels they cannot hear the case objectively to recuse themselves.
- The Respondent will state whether they are “responsible” or “not responsible” for the alleged violations.
- The investigator will present the evidence, often asking the Respondent to explain what happened if they are present at the hearing.
- The Respondent will present their evidence and/or read their statement.
- The council is given the opportunity to question all parties present at the hearing.
- The chair will call witnesses who have information to add to the case one at a time to speak. The panel will then be allowed to question the witnesses.
- The Respondent will have a chance to make a final statement to the panel.
- The Respondent will be asked to leave while the panel deliberates.
- When the hearing panel reaches a decision, the assistant director of student integrity and community standards will be notified via email of the hearing panel’s decision within 24 hours of the hearing.
- An Honor Court Justice who was not assigned to the case will work with the chair of the hearing panel to write a decision letter to the Respondent. The decision letter must be reviewed by the director of student integrity and community standards and sent in a timely manner.

### Outcome

The hearing panel must have a quorum of three (3) members to vote. The first vote taken by the panel is to determine whether the Respondent is “responsible” or “not responsible.” This decision requires a simple majority vote. If the Respondent is found not responsible, the hearing panel will issue an outcome letter sharing that the panel found them not responsible for the violation. If the Respondent is found responsible after the first vote by the panel, the panel has a second vote to decide the educational or disciplinary sanctions, with a simple majority vote on sanctions. The panel will send an outcome letter to the Respondent with the findings, a rationale for the decision, and information to complete sanctions.

In cases where the panel imposes any of the following disciplinary sanctions - social probation, disciplinary probation, suspension, or dismissal - the assistant director of student integrity and community standards shall inform the Judicial Review Committee. The Judicial Review Committee is led by the college president and comprises staff and faculty members on the committee, they the committee will review the case to confirm or change the sanctions set by the member of the Honor Court serving on the hearing panel. The committee will send an outcome letter to the Respondent confirming or changing the recommended findings and/or sanctions suggested by the members serving on the hearing panel.

### **APPEAL**

Should a student decide to appeal the decision of a finding and/or sanction, they have five (5) business days from the receipt of the outcome letter, excluding Saturday, Sunday, and college holidays, to write a narrative of appeal under the following grounds:

- A procedural error was committed which affected the hearing outcome.
- The disciplinary sanction is disproportionately severe for the violation.
- New evidence has been discovered to alter the hearing's outcome.

#### **President of The Association: Duties and Powers**

The president of the association is empowered to call the association into session once the request is received from the student who is appealing an Honor Court decision. The association may be called into session by the president of the Student Government Association. In addition, the president is “to preside over meetings of the association.”

#### **Basis Upon Which the Appeals Process Is Structured**

In addition, it is strongly recommended that the association follow the procedures listed after the following constitutional excerpt to ensure an organized and just appeal process for the student(s) involved.

#### **Action of the Association**

- A. The association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.
- B. For the transaction of business, a quorum shall consist of one fourth of all enrolled students.
- C. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the association, a two-thirds vote by the students choosing to vote shall be required.

#### **Recommended Procedures to Be Followed for a Meeting of the Association**

1. The president of the association will set the date and time; it will be posted widely throughout the campus one week before the vote.
2. The president of the association will chair the meeting.
3. The president of the association will determine if a quorum is present. If a quorum is not present 15 minutes after the meeting is scheduled to begin, the president shall declare the meeting adjourned for lack of a quorum.
4. Once the presence of a quorum has been confirmed and the meeting has been officially convened, no one present may leave the meeting place. Students who arrive after the meeting has been called to order by the president of the association will not be allowed inside the meeting room and will not be allowed to vote. It will be the responsibility of the Student Government Association and the assigned agents of the Student Government Association to make or record a reckoning of which enrolled students are in attendance for the meeting and may vote. This roll will be adhered to in the voting process.

5. The secretary of the Student Government Association shall keep the official minutes of the meeting. It is strongly urged that the secretary of the organization whose verdict is being appealed also take minutes for that organization's formal records.
6. The president of the organization whose decision is being appealed will present their case, and the student who is appealing the decision will present their case. Each side will have 15 minutes to present their respective cases. The president of the association may extend only one time per side the presentation of cases by 10 minutes each. Five minutes for rebuttal will be allowed to each side.
7. A period of no more than 30 minutes total will be allowed for members of the student body to ask questions of and receive answers from both sides in the interest of clarification.
  - a. Members of the Agnes Scott student body (association) are the only people who may speak.
  - b. The president of SGA has the right to dismiss any person from attendance and the subsequent vote if that person is deemed disruptive, (i.e., does not adhere to the rules of decorum and speak in turn as called upon).
8. Legal representation or other outside representatives are not allowed at the meeting.
9. The voting will be done by secret ballot. The members of the Executive Board of the association who are not directly involved in the case will count the votes and report them to the president of the association while the student body is still convened. Only one vote is taken. A majority of two-thirds of the students choosing to vote is needed to censure or revoke a decision of an organization of the association.
10. Upon receiving the results of the balloting, the president of the association will inform the student who requested the appeal of the outcome of the vote. The members of the student body assembled for the meeting will then be notified of the results by open announcement.
11. Following the close of the meeting, the secretary of the Student Government Association will make a formal written notice of the student body's decision to the appealing student, the organization whose decision was appealed, the assistant director of student integrity and community standards, the dean of students, the dean of the college, the director of academic advising and the president of the college. When the decision of the student body involves a sanction of probation, suspension or dismissal or any alternate sanction that affects grades, the registrar will receive a copy of the minutes of the meeting as well.
12. If the case before the student body was an appeal against an Honor Court decision and the original verdict and sanction would have gone before the Judicial Review Committee for reconsideration (see "Honor Court Sanctions"), then after the decision by the student body, the case goes before the Judicial Review Committee for final review. The committee may ask any of the participants in the case to appear before them. The procedures in this review are the same as those outlined in the "Appeals to the Judicial Review Committee" steps 2 through 10, except that the president of the association will present the issues raised at the student body meeting and the subsequent recommendation of the student body. Following this review, the Judicial Review Committee has the right to approve, disapprove or modify the verdict and/or sanction and is responsible for enforcing its decision.
13. The judgment of the Judicial Review Committee is final.



CODE TERMS	DEFINITION
Amnesty	Students are encouraged to come forward and report violations of the law and/or code violation notwithstanding their choice to have consumed alcohol or drugs.
Community	Is comprised of Agnes Scott College students, staff and faculty.
Complainant	An individual who experienced misconduct alleged to have violated the Community Code of Conduct.
Disruption	Interrupt, impediment or obstruction of teaching, instructional, research, disciplinary, public service administration or other college activities.
Distribution	Sale, exchange, transfer, delivery or gift.
Endanger	To bring into danger or peril
FERPA	Family Educational Rights and Privacy Act, a federal law that governs the privacy of student education records.
Good Standing	Signifies that the student is eligible to continue or to return it signifies that the student is on neither academic nor disciplinary probation.
Hearing Panel	Honor Court or Judicial Review Committee authorized by the college to determine whether a Student or Student Organization has committed misconduct and to determine sanctions.
Honor Court Member	Students holding judicial branch positions responsible for governing over the Honor System process.
Information	Witness, testimony documents, statements or other material presented in support of either the Complainant or Respondent's case.
Judicial Review Committee	A specific Student Conduct Board composed of students faculty and administrators, serves as the final hearing board for the college.
Preponderance of Information	The lowest standard of proof that is based on the information gathered regarding the code violation.
Registered Student Organization	Any organization which is registered in accordance with the college policies and procedures.

Complainant	Individual who reports an allegation of conduct that may violate the Code but who is not a party to the complaint.
Respondent	Individual who is alleged to have engaged in conduct that violates college policy.
Honor Advocate	Honor Court member who informs the complainant and respondent about the Honor System process. The Advocate also provides information on campus resources and can assist parties in reading statements during the hearing.
Honor Investigator	Honor Court member who gathers information and briefs the Hearing Panel on the facts of the case.
2.1. Cheating	Attempting to use or aiding others in using unauthorized materials, information, or study materials. This behavior also means unauthorized collaboration or gaining unauthorized access to unauthorized materials.
2.2 Excessive Collaboration	The end result of all idea swapping, sharing, brainstorming and conferring has obliterated one student's voice and replaced it with that of another.
2.3 Fabrication	Falsification or unauthorized invention of any information or citation.
2.4 Plagiarism	Portraying another's work or ideas as your own, or not citing or improperly citing references within the text or references of a paper.
2.5 Multiple Submissions	Submitting substantial portions of the same work for credit more than once without explicit consent of the faculty member(s).
4.1 Self Misconduct	Failure to report one's self for infractions of the community code of conduct.
4.2 Dual Misconduct	Encouraging, conspiring with, or cooperating with others in violations, or acting in concert or passive participation to violate college conduct regulations.
5.1 Disruptive Behavior	Intentionally interfering with typical college, sponsored activities, including, but not limited to studying, teaching, research, campus events, college administration, student conduct proceeding, or public service activity or emergency services (see the Disruptive Classroom Behavior Policy)
5.2 False Reporting	Intentionally furnishing false information to the college, or intentionally initiating or causing to be initiated any false report; warning; or threat of fire, explosion or other emergencies.
6.1 Threatening Behavior	Conduct that threatens or endangers any person or persons including but not limited to physical violence, abuse, intimidation and/or coercion.

6.2 Bullying and Cyberbullying	Repeated conduct and/or severe unwanted aggressive behavior that intimidate or intentionally harm or control another person physically or emotionally. These behaviors are not protected by freedom of expression.
6.4 Disorderly Conduct	Conduct that is lewd, indecent or obscene; gambling; and conduct that tends to degrade the college or its members.
6.5 Failure to comply	Failure to comply with the reasonable request of any properly identified college official within the scope of his or her responsibility.
6.6 Falsification	Forgery, unauthorized alteration, or unauthorized use of any document (e.g., medical documents, college documents, records, instruments, or forms of identification).
6.7 Unauthorized access or use	Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data voice communication networks.
6.8 Retaliation	Any adverse action against someone who exercises their right to make a complaint, or against any individual who provides information related to any such complaint.
6.9 Failure to comply with Institutional Process	Failure to respond to, and cooperate with, the Honor Court or College officials in the carrying out of the Honor System process.
6.10 Sanction Violation	Violating the terms of any sanction imposed by the Honor Court, Judicial Review Board or college official in accordance with the Community Code of Conduct
11.1 Fire Hazard	Possessing or using fireworks, explosives, or other incendiary devices without authorization.
11.2 Failure to Evacuate	Failure to exit a college building when the fire alarm sounds.
11.3 Health Hazard	Failure to maintain an organization's facilities and/or surrounding property, creating a potential danger to health or safety of the occupants or other individuals.
12.1 Theft	Taking, attempting to take, or keeping in one's possession any property or item including but not limited to any tangible possession, information or account, without proper authorization.
12.2 Damage	Unauthorized use of the College's name, seal, logo, mascot or any other words or symbols implying affiliation with the College.
12.3 Disregard for property	Unauthorized use of the College's name, seal, logo, mascot or any other words or symbols implying affiliation with the College.

## RESPONSIBLE ACTION /MEDICAL AMNESTY POLICY

### **Purpose:**

Health and safety are first and foremost for the Agnes Scott College community. As an Agnes Scott community member, we expect students to demonstrate care and concern for others in matters of medical emergencies and/or crises. To encourage students to immediately seek necessary medical attention for themselves or others, the college will not impose disciplinary action of record for a violation of student alcohol or drug possession or consumption against individual students or recognized student groups/organizations when they report to, or seek assistance from, on-duty medical staff or law enforcement for a medical emergency or condition.

### **To initiate the Amnesty and Responsible Action Protocol, you must:**

1. **Call for help:** Upon witnessing a medical emergency or personal crisis, you must take immediate action to call Public Safety (404.471.6400), 911, or, if you're on campus, contact an RA on duty.
2. **Stay:** Remain with the individual(s) needing help until the emergency medical staff or law enforcement arrives.
3. **Cooperate:** Provide information and assistance as needed to the emergency responders and campus officials reporting to the needs of the individuals. Meet with the appropriate college administrators following the incident and agree to the timely completion of any recommended educational alcohol or other drug corrective measure as assigned by the assistant director of Student Conduct and Community Standards, designated conduct administrator or hearing board/panel.

The college also will not impose disciplinary action of record for a violation of alcohol or drug consumption/use against the student who is the subject of such medical emergency or condition. The college has the discretion to seek similar cooperation from the student who is the subject of such emergency or condition as appropriate.

In order for amnesty to apply, a student or recognized student group/organization must follow the above-mentioned steps. The dean of students or designee has the discretion to require the organization to participate in an appropriate educational program in lieu of a violation of the college policies.

## STUDENT COMPLAINT POLICY

Agnes Scott strives to address student concerns in a responsive and prompt manner. Students are encouraged to resolve concerns themselves by first talking directly with the individuals or departments involved. The vice president for student affairs and dean of students is available as a resource for students who have complaints. Student complaints are defined as concern or general dissatisfaction with the college and/or its employees.

Agnes Scott distinguishes between student complaints and student appeals of college policies and decisions. A student's appeal, whether for an exception to a policy, of a decision made by a judicial body, or of a financial aid award, is not considered a student complaint. There are specific procedures in place for students who wish to make an appeal; these procedures vary according to the type of appeal. Information about appeal procedures can be found in the relevant sections of the Student Handbook and/or the Agnes Scott College catalog.

Specific procedures for disputing final grades and reporting violations of the college's sexual harassment and consensual relationship policies are also found in the Student Handbook. In addition, there are multiple processes in place for students who have a complaint about another student. These include the Honor Court, Student Integrity and Community Standards and conflict resolution processes available through the Office of Residence Life.

Students seeking guidance on resolving a complaint against another student should contact the vice president for student affairs and dean of students or the Director of Student Integrity and Community Standards.

**The following procedures are to be followed for all other types of complaints.**

**I. Informal Complaint:**

A student who has a complaint about Agnes Scott and has not been able to resolve it by speaking with the individual(s) involved should discuss the issue with the college official responsible for that area of the college. The student should attempt to resolve the issue informally within 30 days of the occurrence. If the matter still cannot be resolved, then the student may file a formal written complaint.

**II. Formal Complaint:**

A student who has attempted to resolve the issue through the informal complaint process and is still not satisfied may file a formal written complaint with the vice president for academic affairs and dean of the college or the vice president for student affairs and dean of students. This should be done as soon as possible after the informal process is completed, but within six months of the occurrence. The student must complete the Student Complaint Form, which is available on the Dean of Student MyAgnes Page under the Reporting Tab, in the office of academic advising and accessible education and on the college's website. If the complaint is about a vice president of the college, the student should file the complaint with the Office of the President. If the complaint is about the president of the college, the student is advised to speak with the vice president for student affairs, or the student may file a formal written complaint by submitting the complaint form to the secretary of the board in a sealed envelope addressed to the chair of the Board of Trustees.

**III. Procedures for Resolution of Formal Written Complaints:**

- A. Depending on the nature of the formal complaint, the Office of the Vice President for Student Affairs, Office of Academic Advising and Accessible Education or the Office of the President will log the formal complaint and send it to the appropriate officer of the college for resolution.
- B. The officer (or their designee) will review the written complaint and respond to the student within 10 business days while the college is in session.
- C. If the complaint involves a specific staff or faculty member's action, the officer should consult with the director of people and culture for guidance. The officer will also inform any named staff or faculty member upon receipt of a formal complaint that names that person. Depending on the nature of the complaint, the officer may call together all involved parties, mediate the situation and find a reasonable solution. If no resolution is found or the resolution is unsatisfactory to any party, the student or an individual directly involved in the dispute may petition in writing to the Judicial Review Committee within 72 hours of the attempt to mediate and settle the matter. An officer can also send the complaint directly to the Judicial Review Committee, if the student chooses, in lieu of mediation.

The Judicial Review Committee has 30 days to hear each side of the dispute and render a decision. If a specific staff or faculty member's action is in question, the director of people and culture will be an ex officio member of the Judicial Review Committee. Additionally, if a faculty member's action is in question, the president of the Faculty Executive Committee will also be an ex officio member. The committee will announce its findings and recommendations in writing to all parties involved.

Deliberations of the Judicial Review Committee are confidential. Current procedures of the Judicial Review Committee will be followed; no legal representation or recording devices will be permitted at committee meetings. The committee's decision is final. All parties are expected to respect the confidentiality of the committee's decision.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to educational records. Agnes Scott defines a person as a student once the person applies and enrolls and their file is passed from the Office of Enrollment Services to the Office of the Registrar. These rights include the following:

- I.** The right to inspect and review the student's own education records within 45 days of the day Agnes Scott receives a request for access.

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

A student does not have the right to inspect and review these education records:

- A. Financial records, including any information those records contain, of their parents.
- B. Confidential letters and confidential statements of recommendation placed in the education records of the student before Jan. 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- C. Confidential letters and confidential statements of recommendation placed in the student's education records after Jan. 1, 1975, if:
  - 1. The student voluntarily signed a waiver of the right to inspect and review those letters and statements.
  - 2. Those letters and statements are related to the student's:
    - a. Admission to an educational institution.
    - b. Application for employment.
    - c. Receipt of an honor or honorary recognition.

- II.** The right to request amendment of the student's education records if the student believes they are inaccurate or misleading.

To amend a record the student believes is inaccurate or misleading, the student should write the Agnes Scott official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If Agnes Scott decides not to amend the record as requested, the college will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when the student is notified of the right to a hearing.

- III.** 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.

One exception permitted without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Agnes Scott in an administrative, supervisory, academic, research or support-staff position (including law enforcement personnel and health staff); a person or company with whom Agnes Scott has contracted (such as an attorney, auditor or collection agent); a person serving on the Agnes Scott College 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 their tasks.

A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility. Upon request, Agnes Scott discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

**IV.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by Agnes Scott to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Phone: 1.800.USA.LEARN (1.800.872.5327)

Certain information is considered public and is released by Agnes Scott at its discretion. In accordance with FERPA, Agnes Scott has designated the following as “directory information” that may be released without the student’s consent:

- name
- permanent home address
- campus email address
- major field of study
- enrollment status/anticipated completion date
- dates of attendance
- degrees and awards received (including honor rolls)
- participation in officially recognized activities and sports
- photographs, video and digital images

Agnes Scott’s Online Phone Directory (OPD) includes cell phone numbers. OPD is a private, password-protected, online campus directory that is only accessible to Agnes Scott College faculty, staff and students who have a current network account, and OPD is for internal use only.

**Students may choose to exclude some or all of their directory information, including photographs, from disclosure by filling out a data exclusion request form in the Office of the Registrar.** Failure on the part of a student to specifically request the withholding of information indicates approval for disclosure.

### **STUDENT RIGHT - TO - KNOW ACT**

In compliance with the Student Right-to-Know Act, graduation rates and other student consumer information for Agnes Scott College are available at <https://www.agnesscott.edu/consumer-information/retention-graduation-data.html>.

Agnes Scott facts and historical degree and enrollment information can be accessed at [www.agnesscott.edu/institutionalresearch](http://www.agnesscott.edu/institutionalresearch).

A copy of graduation rates may be obtained upon written request to:

Office of Institutional Research  
Agnes Scott College  
141 E. College Ave.,  
Decatur, GA 30030

## COLLEGE POLICIES AND PROCEDURES

### AGNES SCOTT COLLEGE RINGS

Since as early as 1919, Agnes Scott College students and alumnae have proudly worn an Agnes Scott College ring as a visual symbol of the rigor of an Agnes Scott education and their academic accomplishments. The ring also symbolizes the siblinghood of Agnes Scott alums and connects alums of all ages. The distinctive ring is beautifully set with a genuine black onyx stone incised with the letters ASC. The sides of the ring bear the degree and date of graduation.

Students in the college's traditional B.A. and B.S. programs typically purchase their ring during their sophomore year and officially receive their ring during the Sophomore Ring Ceremony. However, any undergraduate degree-seeking student who has earned 12 or more institutional credits (semester or quarter hours) at Agnes Scott is considered an alum of the college and, therefore, eligible to wear an Agnes Scott College ring.

A transfer student who wishes to receive their ring in the Sophomore Ring Ceremony during their first year at Agnes Scott must place their ring order with the ring vendor on campus during the fall semester. In the event the student does not successfully complete 12 credit hours at the end of the semester, their ring will be held by the college until the student has earned 12 hours. If their enrollment at Agnes Scott ends prior to completion of 12 hours, the student will forfeit both the cost of purchasing the ring and the ring, which will be donated in a future year to a sophomore who needs financial assistance to obtain a ring. All students must meet the eligibility criteria to place a ring order.

In exceptional circumstances, non-alum may receive approval to wear a ring. All exceptions must be approved by the Agnes Scott Alumnae Association's Alumnae Board. Requests for an exception must be submitted in writing to the senior director of alumnae relations and must outline the reasons that the non-alumna should be granted the privilege of wearing an Agnes Scott College ring. Following the next meeting of the Alumnae Board, the senior director of alumnae relations will notify the requester and the college's ring vendor of the board's decision in writing. If the request is approved, instructions for placing an order for the ring will be included. When placing a ring order online through the vendor's website, students, alum and their family members will be required to provide the class year and degree of the student or alum for whom a ring is being ordered and to certify that the student or alum meets the criteria for eligibility. Any questions about this policy should be addressed to the senior director of alumnae relations.

*Adopted by the Alumnae Board, Spring 2016*

### **Onyx Ring Fund**

Beginning with the class of 2023, all students will pay an additional \$90 within their overall student activity fee, dedicated to the Onyx Ring Fund. All students in their sophomore year, starting with the class of 2022, will have the cost of the base onyx ring offered by Herff Jones covered via the Onyx Ring Fund. Each student may elect to order a more expensive ring but will be expected to pay the difference in cost. The student body, the Student Government Association, the President's Cabinet and the Board of Trustees approved this increase in fee in order to ensure that all future Scotties receive a black onyx ring. All students with 12 or more institutional credits are eligible to receive an onyx ring.

### **ANTI - HAZING POLICY**

Agnes Scott College strives to maintain a safe and inclusive community where students may participate in activities and organizations without compromising their safety and welfare. Hazing opposes the values of the campus community and damages an individual's physical, mental and emotional well-being. The Max Gruver Act, Georgia state law requires reporting, investigation and administrative adjudication of alleged incidents of hazing as related to students and student organizations. In addition, public disclosure of administrative



adjudications of hazing or hazing-related convictions within 15 calendar days of final adjudication or public notice of criminal conviction. Therefore, hazing is not tolerated from current students, alumnae, faculty or staff as a requirement for admission or acceptance into any organization or on an athletic team. It is the college's expectation that new members will be welcomed into student organizations and on athletic teams with advisers and coaches, and that the welcoming activities will be positive and affirming.

Agnes Scott College interprets hazing as any willful act done by one or more individuals, whether physical, mental, emotional or psychological, which subjects another person voluntarily or involuntarily to anything that may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate or endanger that person, or which may in any fashion compromise their dignity as a person.

Examples of behavior or activities that meet the definition of hazing follow. These examples are merely illustrative of specific forbidden practices and are not intended to be all-inclusive.

- Physical contact or punishment, exercise, or sleep deprivation that causes excessive fatigue and/or physical and psychological shock.
- Coerced or forced consumption of food, drink, alcohol, tobacco or illegal drugs.
- Coerced or forced transportation of individuals.
- Public tests, humiliation, ridicule, indecent exposure or nudity.
- Coercing or forcing illegal acts.
- Forcing, requiring or pressuring participation in any activity that is unlawful, perverse, publicly indecent or contrary to the individual's moral beliefs.
- Interfering in an individual's academic, athletic, health or personal success.
- Personal servitude to others.
- Mental harassment.
- Sexual harassment.
- Collective behavior such as marching, dressing alike, lineups, etc.
- Tattooing or branding.
- Deception or threat contrived to convince new members that they will not be permitted to join or that their continued participation is doubtful.
- Threat of social exclusion.
- Any activity that involves the use of alcohol or any controlled substance in violation of the college's Alcohol and Drug policies or the laws of the state of Georgia.
- Any activity that is not in accordance with the college's established policies.

### **REPORTING of HAZING**

Reports of violations of this policy must be reported in a prompt manner. Students and members of the campus community are required to report hazing activity and knowledge of or suspicion of hazing. An individual subjected to hazing may not be aware that what is occurring constitutes hazing or may not feel empowered to refuse participation. Perceived, implied or expressed consent to hazing does not make it acceptable under this policy.

To make a report of hazing or to determine if an activity constitutes hazing, contact any of the following offices:

- Office of the Dean of Students
- Public Safety
- Residence Life
- Athletics

Making a false accusation of hazing is prohibited. Individuals who are victims of hazing and truthfully report activities will not be charged with violating this policy. Individuals who report a hazing incident they have knowledge of but did not participate in will not be charged with violating this policy. In addition to following this policy, all student athletes shall follow the policies and guidelines set forth by the NCAA. All reported hazing allegations will be thoroughly investigated. The primary purpose of the investigation is to ensure that the hazing activities end and that those who participate in hazing are held accountable to the campus community. If the allegations of hazing are true based on the investigation, appropriate action will be taken against the individuals and/or organizations responsible for the hazing.

Sanctions will be imposed based on the severity of the violation and will be determined by Agnes Scott College's Honor Court. Sanctions may include, but are not limited to, the following:

- Fines for damages, educational assignment or community service.
- Student organization/athletic team probation, which includes loss of privileges as a recognized student organization/athletic team of Agnes Scott College.
- Suspension, dismissal or expulsion from Agnes Scott College.

### **A Note for Student Leaders**

The opportunity to be a leader at Agnes Scott College can be one of the defining aspects of your experience in college. Athletes or student organizational leaders develop skills that serve them throughout their lives and set the stage for lifelong friendships. The challenge that accompanies these roles is that leaders are held to a higher standard by peers, coaches, advisers and the college. When hazing occurs in an organization, leaders often become the focus of the issue, and they are held to account for the actions of those they lead. Leaders may be held individually responsible as well.

The following are resources that will help student leaders understand the challenges and responsibilities of their roles and will provide ways to lead and build a cohesive unit without hazing. For more information regarding hazing, available resources include:

- [hazingprevention.org](http://hazingprevention.org)
- [stophazing.org](http://stophazing.org)
- [insidehazing.com](http://insidehazing.com)

## **COLLEGE COMMUNICATION**

Students are required to regularly check their mailboxes in the post office in Alston Campus Center and their Agnes Scott email accounts. Any communication from the president, the vice president for academic affairs and dean of the college, the vice president for student affairs and dean of students, academic advising, the registrar, the office of communication and marketing, or the Honor Court ) is considered "official college communication" and will be marked accordingly. Students are held accountable for reading and responding to these letters and emails within a reasonable time or by the specified date requested in the email or communication.

## **SOCIAL MEDIA BEST PRACTICES AND GUIDELINES**

Agnes Scott recognizes that today's emerging communications technologies afford us unprecedented opportunities to share our thoughts, stories and ideas with the world. With these opportunities comes the responsibility of exercising good judgment, particularly in the use of social media. It is important for students to be mindful of how they are representing themselves as well as the college in their use of social media. Students are expected to understand and follow the social media best practices and guidelines listed below. Agnes Scott values and respects free speech and expression, and these guidelines are not meant to limit or discourage students' discourse and other activities on social media. In accordance with the college's standards

of behavior, these guidelines are set forth to encourage students to be responsible, thoughtful and respectful in their use of social media.

- Carefully consider the content and tone of your comments, images and videos before posting them.
- While social media makes it easy to share our ideas, it should never be used to spread false or misleading information. Check and double-check your facts before you post, and cite a verifiable source for data, information and points of view that are likely to be controversial.
- Respect the opinions and views of others. Social media is often a forum for debates, which can sometimes become heated. Remember to avoid engaging in exchanging insults or using inappropriate language or images that are hateful, defamatory, threatening, obscene or discriminatory.
- Be aware that the Student Code of Conduct policies in the Student Handbook apply to social media, including bullying, stalking, threats, harassment and sexual misconduct. In their social media use, students are also expected to adhere to the policies set forth in the college's Acceptable Use of Electronic Resources Policy, which can be found on the Information Technology Services MyAgnes group resources [Acceptable Use Policy](#)
- Protect your personal information and avoid posting it online. Be careful to protect the personal information of others as well, and do not post the personal information of faculty, staff or students.
- Do not post confidential or proprietary information about Agnes Scott.
- Do not post copyrighted material or intellectual property legally owned by others without their permission and the appropriate credit information.
- Do not use Agnes Scott logos or images owned by the college on your social media account without written permission from the Office of Communications and Marketing.
- If you are a student assisting in the management of social media on an official Agnes Scott-affiliated account for a department, program or office, please read the social media policy in the college's Employee Handbook for guidelines.
- Misuse of social media is subject to disciplinary action by the Honor Court and/or the director of student integrity and community standards. Agnes Scott does not regularly monitor students' personal social media accounts; however, students will be held accountable for any social media violations. Agnes Scott reserves the right to remove any posts, members, or any content from Agnes Scott owned social media accounts or sites.
- Students should direct questions regarding the social media best practices and guidelines to the director of student integrity and community standards and/or to the Dean of Students.

## DISCRIMINATION AND HARASSMENT STATEMENT

Agnes Scott values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott community. Discrimination or harassment is unacceptable on this campus. Such behavior is contrary to our intellectual environment and the spirit of fellowship fundamental to our community. Discrimination or harassment may take many forms, including, but not limited to, verbal insults, inappropriate humor, defacement or destruction of property, and physical intimidation. It may be directed at any one of our distinctive human differences. All members of our community are diminished by these acts. Harassment or discrimination of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability or veteran status is a violation of Agnes Scott College policy. Persons determined to have engaged in unacceptable behavior, such as activity that substantially threatens or interferes with another person's academic efforts, property, employment or participation in the life of the college, or creates a hostile or demeaning atmosphere, will be subject to prompt disciplinary action.

*Approved by the Board of Trustees, May 18, 1990  
Amended, Oct. 30, 2015*

## NONDISCRIMINATION POLICY

Agnes Scott College does not discriminate on the basis of race, color, national origin, religion, sexual orientation, gender identity, gender expression, age or disability in the recruitment and admission of any student and, in addition, does not discriminate on the basis of gender in the recruitment and admission of students to its post-baccalaureate programs. This nondiscriminatory policy also applies to all the rights, privileges, programs and activities generally accorded or made available to students at the college and to the administration of educational policies, scholarship and loan programs and all other programs administered by the college.

The following individuals have been designated to handle inquiries regarding the Agnes Scott College Nondiscrimination Policy:

- Vice President for Academic Affairs and Dean of the College
- Vice President for Enrollment and Dean of Admission and Financial Aid

## STUDENT BIAS RESPONSE PROTOCOL

Agnes Scott values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College community. Discrimination or harassment is unacceptable on this campus. Such behavior is contrary to our intellectual environment and the spirit of fellowship fundamental to our community. Discrimination or harassment may take many forms, including, but not limited to, verbal insults, inappropriate humor, defacement or destruction of property, and physical intimidation. It may be directed at any one of our distinctive human differences. All members of our community are diminished by these acts. Harassment or discrimination of any person or group of persons based on race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability or veteran status is a violation of Agnes Scott College policy. Persons determined to have engaged in unacceptable behavior, such as activity that substantially threatens or interferes with another person's academic efforts, property, employment or participation in the life of the college, or creates a hostile or demeaning atmosphere, will be subject to prompt disciplinary action.

*Approved by the Board of Trustees, May 18, 1990  
Amended, October 30, 2015*

### **The Function of the Student Bias Response Team (BRT)**

1. Living Honorably – The Bias Reporting Protocol: BRT is charged with addressing cases of both implicit and explicit bias between Agnes Scott students. To do so, the protocol puts into place a safe and

confidential reporting system for incidents, which are sent to the BRT for review. Members of the BRT review file reports and work to bring effective resolutions to incidents reported. The following guidelines are used to assist the BRT throughout the process:

- Establish the facts and the nature of a reported incident.
  - Ensure that support is available to the targeted individual(s) and/or group(s).
  - Direct all parties involved to available campus resources.
  - Mediate communication between the individual(s) reporting the incident and the individual(s) responsible for it.
2. Thinking Deeply – Policy Advocacy: BRT not only reacts to bias incidents but also strives toward bias prevention. To prevent future bias, the BRT will provide recommendations to the Diversity Taskforce and the Gay Johnson McDougall Center for Global Diversity and Inclusion to support educational awareness aimed at a bias-free campus.
  3. Engaging Social Challenges – Campus Engagement Programming: BRT utilizes campus engagement as a means to educate and support inclusive excellence within the campus community. BRT aims to engage the campus in diversity and inclusion work with recommendations for programming to the Diversity Taskforce and the Gay Johnson McDougall Center for Global Diversity and Inclusion.

**Definition of Bias:**

Agnes Scott College defines a bias incident as an act of bigotry, harassment or intimidation involving a member of the community that a reasonable person would conclude is directed at a member or group within the community based on race, color, ethnicity, nationality, economic background, age, physical and mental health or ability, sexual orientation, sex, gender identity or expression, marital status, veteran status or religious practice. A bias incident can occur whether the act is intentional or unintentional. Agnes Scott College can successfully foster and preserve the free search for truth and its free exposition through the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

**Organization of the Student Bias Response Team:**

The BRT’s membership body consists of faculty and staff from the campus community. Faculty and staff members are on the BRT because the nature of their specific jobs complements an investment in inclusive excellence and the anti-discrimination policy.

The persons who hold the following positions will be members of the BRT:

Primary Group

- Assistant Director of Student Conduct and Community Standards, Co-Chair
- Vice President of Equity and Inclusion, Co-Chair
- Accessible Education Representative
- Residence Life Representative
- Title IX Coordinator/Special Counsel to the President
- Faculty Diversity Fellow
- Athletics Representative
- Associate Vice President for People and Culture/Deputy Title IX Coordinator

Secondary Group (as needed)

- Public Safety Representative
- Global Learning Representatives
- Student Outreach and Education Representative
- Academic Advising Representative
- The Vice President of Academic Affairs and Dean of the College and the Vice President of Student Affairs and Dean of Students will serve as the ex-officio members of the BRT.

BRT Meetings: Meetings of the BRT will be held as needed to discuss the process of ongoing cases and to evaluate and discuss the results of previous cases, as well as address logistical decisions of the team. One of the co-Chairs will send the agenda and minutes of these scheduled meetings to the team before the scheduled meeting.

## **Bias Reporting Process: Two Options**

### **Bias Incident Form: (Primary)**

Students who wish to report an incident of bias should complete the Student Bias Incident Form. The form will be located on the Office of Student Conduct and Community Standards website available to the campus community. The questions on the form will provide additional information regarding any incidences reported to the team.

### **Informal Reporting: (Secondary)**

Informal reporting is any form of reporting that does not include the completion of the Bias Incident Form. Informal reporting may include:

- emailing a member of the BRT about an incident
- holding a conversation about an incident with a member of the BRT

Because BRT members are required to report any incidences of bias that are brought to their attention, the method of informal reporting is still considered a legitimate reporting process. Though informal reporting is accepted, the best way for a reporter to ensure that an incident is addressed effectively is to fill out the Bias Incident Form found on the Office of Student Integrity and Community Standards website.

### **Educational Role in Fostering a climate of Inclusion, Civility and Mutual Respect:**

In addition to considering reports of bias incidents, the Bias Response Team will assume an educational role in fostering a climate of inclusion, civility and mutual respect throughout the Agnes Scott College community. In carrying out this responsibility, the role of the Bias Response Team will be as follows:

1. To make recommendations to the Diversity Taskforce and the Gay Johnson McDougall Center for Global Diversity and Inclusion as to how to best foster an inclusive campus climate characterized by civility and mutual respect.
2. To prepare an annual report describing the number and type of bias incidents reported and how the incidents were addressed, sent to the Gay Johnson McDougall Center for Global Diversity and Inclusion.

### **Statement on Sexual Assault and Title IX:**

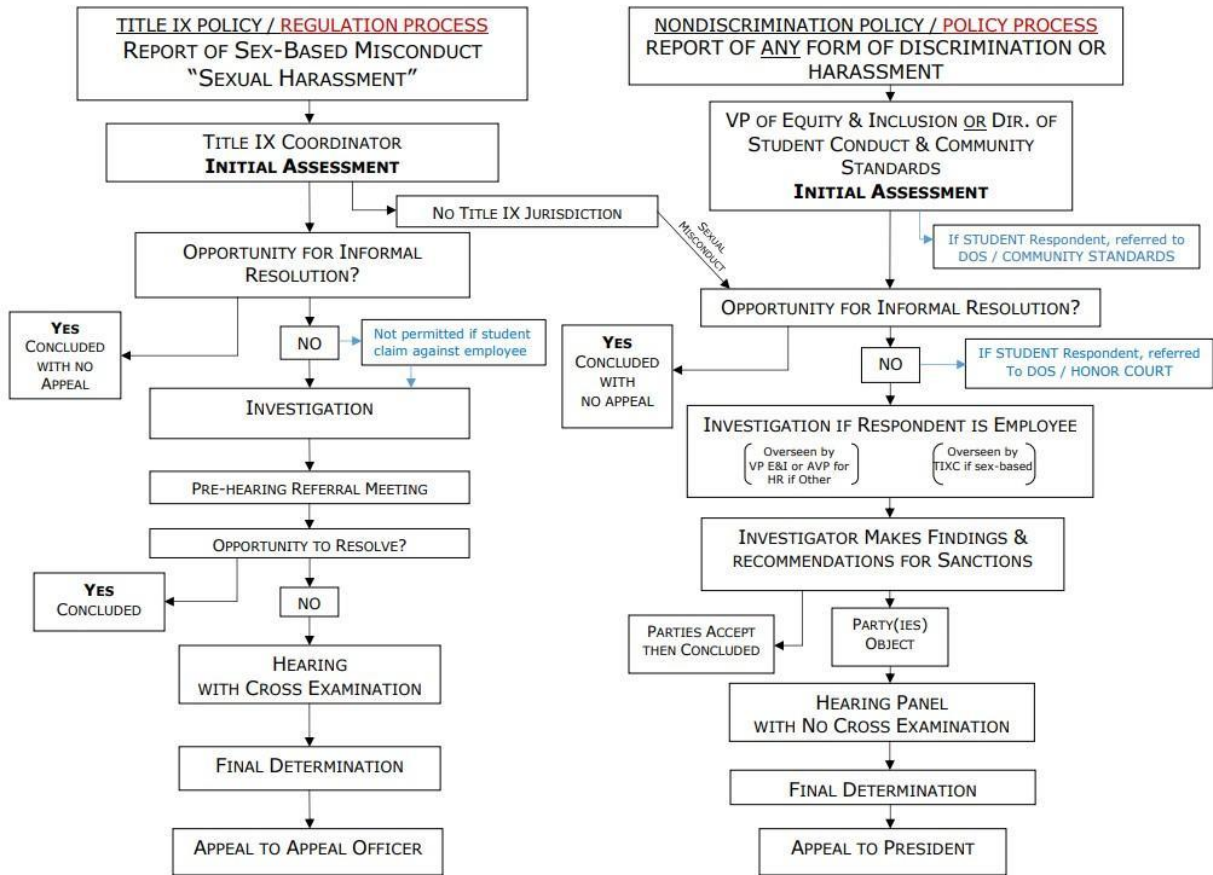
If a reported incident involves an accusation of sexual assault or gender-based violence in any way, BRT will immediately refer the case to the Title IX Coordinator and Deputy Title IX Coordinators.

### **Statement on Anonymity:**

Any student who reports an incident of bias through the Bias Reporting Protocol will have their privacy upheld and protected by the BRT. The information on a report and any related information regarding the reporter will not be shared with any persons outside the BRT without the reporter's consent. Although limited, there will be situations in which information concerning reported incidents may be requested for the following reasons:

- when compiling information for BRT's Annual Bias Analysis Report
- when incidences require the involvement of the Honor Court, the Judicial Board, the Judicial Review Committee and/or are potential Title IX jurisdiction

**Resources:** The Skidmore College Bias Incident Reporting was used to assist in the development of the Agnes Scott College Student Bias Response Protocol.



### DISRUPTIVE BEHAVIOR

Disruptive behavior includes any behavior that infringes on the rights, privileges or property of others, or which impedes the safety of community members or disrupts the educational process or essential operations of the college. Disruptive behavior offenses could involve disturbance of the public peace, lewd and indecent behaviors, and/or belligerent behavior toward students, faculty and/or staff in the performance of their duties. Depending on the nature of the disruption, cases involving disruptive behavior may be adjudicated by the Honor Court or the dean of students. For disruptive classroom behavior, please refer to the “Disruptive Classroom Behavior Policy” section within this handbook.

## TITLE IX

Agnes Scott College is committed to providing a healthy learning and work environment that is safe and characterized by mutual trust and respect for all members of our community. This commitment, as well as the college's obligations under federal law, means that the college will not tolerate discrimination against or harassment of any individual or group based upon race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability or veteran status or any other prohibited factor under law.

Pursuant to the Sexual Harassment (Title IX) and Sexual Misconduct Policy with Procedures (Title IX Policy) and the Sexual Misconduct and Other Discrimination Harassment Policy and Protocols (Nondiscrimination Policy), Agnes Scott College prohibits and will act to prevent, address and eliminate all forms of gender-based and sexual discrimination, harassment, violence and bullying. See flowchart of process above. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college will provide resources to promote awareness, literacy and prevention of sexual violence and harassment as well as support to members of our community who experience, encounter and/or witness behavior that violates this Sexual Misconduct Policy and the ethics of our institution. To foster this discrimination-free environment, the institution has appointed a Title IX Coordinator and Deputy Title IX Coordinator(s), who will work with a trained team to ensure that all students, faculty, staff and guests are not subjected to sexual misconduct. The Title IX Coordinator oversees compliance with all aspects of the Title IX Policy.

Sexual misconduct by any faculty member, staff member, student or student organization that is a participant in a college-sponsored program, event or activity is a violation of both state and federal law as well as college policy, and will not be tolerated by Agnes Scott College. Sexual misconduct is broadly defined by the college. Sexual misconduct can occur between strangers and acquaintances, including people who have been 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 of different sexes. It is not possible for a person to give consent if incapacitated by drugs, alcohol, or other physical or mental impairment; or if the person has been threatened or coerced into giving consent; or if the person is under the age of 16. Any contact of a sexual nature without consent is a violation of these policies.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, including sexual harassment and sexual violence, in education programs or activities that receive federal financial assistance. Agnes Scott College has jurisdiction over complaints pursuant to Title IX or this policy. Sexual misconduct that might not be held to violate this statute (or Title VII of the Civil Rights Act of 1964) may nonetheless be considered sexual misconduct under Agnes Scott policies, and the college condemns and prohibits such conduct even if such conduct would not be judged unlawful under federal law. Members of the community who believe they have been subjected to sexual misconduct are strongly encouraged to report these incidents. Third-party and anonymous reports are also welcome. Reports of sexual misconduct may be verbal or in writing. Once a report is received, the Title IX coordinator or a deputy Title IX coordinator will act promptly and equitably to ensure the safety and wellness of the potential victim as well as the Agnes Scott community.

**Academic freedom respected:** The college is committed to academic freedom as stated in Section III of the Faculty Handbook, Statement on Academic Freedom and Responsibility, and any complaints of sexual misconduct will be evaluated consistently with this policy. The college's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of germane academic



material. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern. Material germane to a course may sometimes offend or disturb; however, intimidation and harassment are inconsistent with the maintenance of academic freedom on campus and violate the ethical and professional responsibilities of faculty members to avoid any exploitation of students for private advantage.

**Retaliation:** The college strictly prohibits retaliation of any kind against any member of the Agnes Scott College community. The college will act to protect anyone who submits a report (“Reporting Party”) or complaint (“Complainant”) or any investigation participant from retaliation in any form. Harassment, intimidation, shunning, threats or coercion or in the form of any materially adverse harm that would dissuade a reasonable student, faculty member or employee from filing a sexual misconduct complaint or participating in a sexual misconduct investigation is strictly prohibited. Any person who feels the student has been subjected to retaliation should make a report to the Title IX coordinator or a deputy Title IX coordinator.

**Applicability:** These policies apply to sexual harassment, discrimination and violence committed or experienced by students, faculty, staff or employees that occurs in connection with any academic, educational, extracurricular, athletic or other program of Agnes Scott College, whether the programs take place in college facilities, at a program sponsored by the college at another location or elsewhere.

**Reports, comments, questions or concerns should be communicated to:**

**Title IX Coordinator**

Marti Fessenden, Special Counsel to the President

mfessenden@agnesscott.edu

404.471.6547

Hopkins Hall, 207

Deputy Title IX Coordinator for Faculty/Staff

Audraya Scales, People and Culture ascales@agnesscott.edu

404.471-6407

Hopkins Hall

**Deputy Title IX Coordinator for Students**

TBD

**Department of Education Office of Civil Rights**

400 Maryland Ave. SW Washington, DC 20202-1100

ed.gov or email OCR@ed.gov

For the Title IX Sexual Misconduct Policy in its entirety, please visit:

<https://www.agnesscott.edu/wellnessandsafety/policy-statement.html>

**STATEMENT ON GENDER EXPRESSION AND GENDER IDENTITY**

Agnes Scott College is a diverse and inclusive community that strives to provide a safe learning environment for all students, including those who challenge gender norms within our society. We are proud of our many trailblazing alumnae whose lives challenged the gender conventions of their day, including the first woman to be ordained in the Presbyterian Church in the United States and one of the first women to argue a case before the Supreme Court. We believe in the distinctive value and advantages of women’s colleges and celebrate our rich legacy as an institution focused on providing a liberal arts education for women that is “fully abreast of the best institutions of this country.”<sup>1</sup> We are also proud of the ways women’s colleges have provided students the opportunity to explore freely and pursue ideas, aspirations and identities, including those considered radical or unconventional in their time. Our statement of support on gender expression and gender identity is consistent with the multitude of ways that we seek to live our mission.

- At Agnes Scott College, we “educate women to think deeply, live honorably and engage the intellectual and social challenges of their times.”<sup>2</sup>
- In our strategic plan for 2014, “Engaging a Wider World,” we have committed to becoming “a living laboratory of campus-wide commitment to justice, courage, integrity, respect and responsibility.” Our goal is to “develop a more inclusive campus community that provides all members with avenues for participation and voice” and to “cultivate knowledge of and respect for diversity as key ingredients for educational excellence.”<sup>3</sup>
- In light of these commitments, we support students, including students who identify as lesbian, gay, bisexual, transgender, queer, intersex or questioning (LGBTQIQ). This support takes the form of a variety of campus services designed to create a safe learning and living environment for all. We recognize and value individuals across the spectrum of gender and are proud of the trans women, trans men and non-binary individuals who have been admitted and/or graduated from Agnes Scott. We embrace our identity as a women’s college and as a community committed to inclusive excellence in our mission.
- We will continue to support efforts to cultivate understanding and acceptance of gender diversity so that all persons, regardless of their gender identity and gender expression, are fully recognized as citizens and feel safe leading authentic lives.
- We encourage all members of our community to educate themselves about how they can support individuals whose gender identity or gender expression may challenge gender norms. The Gay Johnson McDougall Center for Global Diversity and Inclusion serves as a resource in providing education and support and in addressing questions or concerns for all students, faculty and staff. The center sponsors workshops, dialogues and trainings, which include Safe Zone and Trans 101 training, programs specifically designed to promote knowledge and sensitivity toward members of the LGBTQIQ community. These programs strengthen our ongoing efforts to be a welcoming and inclusive community.

*Originally adopted, April 2010  
Most recent revision, November 2014*

### **PREGNANT AND PARENTING STUDENTS**

Agnes Scott College is dedicated to supporting the academic success of pregnant and parenting students. This includes prohibiting discrimination against pregnant and parenting students in all academic, educational, extracurricular, athletic and other programs or activities.

#### **A. Pregnancy Housing Guidelines**

The following guidelines concern students who experience a pregnancy while living in campus housing. Agnes Scott recognizes the confidential nature of a pregnancy and seeks to provide students with confidential and supportive services. All students should be aware that confidential counseling is available through on-campus counseling and psychological services (as well as privately, off campus) to provide help in making decisions about a pregnancy.

If a student is carrying a pregnancy to full term on campus, the student should contact the Wellness Center and Residence Life as soon as possible. Agnes Scott’s goal is to help the pregnant student have a healthy, comfortable and supportive living environment throughout the pregnancy. The Wellness Center staff will refer the student to the appropriate on-/off-campus support to assure that the student has a comprehensive prenatal care plan in place and the department has the most up-to-date contact and physician information in case of an emergency.

Pregnant students may continue taking classes and engage in all other community activities. If a student prefers to take a medical leave of absence with the intention of returning to campus after delivery of the baby, such leaves may be requested through the Office of Academic Advising and Accessible Education.

If a student would prefer to remain enrolled in classes for the duration of the pregnancy and live in off-campus housing, the student is allowed an automatic exemption from on-campus housing. If a pregnant student chooses to remain in on-campus housing throughout the pregnancy, it is important that the student make necessary arrangements for housing for the infant prior to delivery, as children are not allowed to live in campus housing.

At times, it may not be possible during a student's pregnancy for campus housing to adequately meet the needs of the pregnant student and/or the associated needs of the other members of the residential community. If this should occur, residence life and the dean of students may determine that the pregnant student needs to move to an appropriate off-campus residence, in which case, Residence Life will help the student make the transition. (Please note that residence life resources to help a student locate off-campus housing are significantly limited and may be minimal at certain times of the year.)

#### **B. Pregnancy, Parenting Support and Accommodation Guidelines**

Pregnant or parenting students needing assistance with appropriate Title IX accommodations can contact the Title IX coordinator or Title IX deputy coordinator at [T9 Coordinator@agnesscott.edu](mailto:T9Coordinator@agnesscott.edu) or 404.471.6547.

Expectant students who may need to miss class or other activities due to pregnancy-related issues should discuss their situation with involved faculty and/or the staff members, as well as one of the Title IX coordinators listed above so that alternative arrangements can be planned. Breastfeeding students may request access to the college's lactation room located in the Office of People and Culture in Hopkins Hall by contacting the Title IX coordinator at [T9Coordinator@agnesscott.edu](mailto:T9Coordinator@agnesscott.edu).

Although healthy pregnancies without complications are not considered a disability covered within the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, complications or other medical issues that may result from pregnancy may be. An expectant student needing temporary accommodations for a medical situation related to pregnancy may contact the Office of Academic Advising and Accessible Education at 404.471.6174 for assistance and documentation guidelines.

#### **C. Children in the Classroom**

children (including babies) typically should not be brought to class with a student. The presence of children during a class can be distracting or disruptive for the parent, students and instructor.

Children of students are allowed in the classroom under the supervision of the parent or guardian only in the following limited circumstances:

- Those limited occasions when alternative arrangements are impractical or impossible, such as in the event of the illness of a day-care provider; AND
- The faculty member responsible for the classroom has given specific approval.

This practice should only be utilized sparingly and if there are no other options reasonably available.

Alternatives such as the student arranging to record a particular session should be considered. Students requiring longer-term arrangements related to their child-care needs should contact the dean of students to discuss and examine available options. Students must avoid bringing children to classrooms on days of examinations, and children are not permitted to participate in field trips or retreats.

Parents or guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on the campus unless caused by the recklessness or gross negligence of the college, its officers, agents or employees.

*\*Children are defined those under the age of 18 who are dependents of students.*

## ACCESSIBLE EDUCATION: STUDENTS WITH DISABILITIES

Agnes Scott College views disabilities as an integral part of the rich diversity of our community. The college is committed to providing equal educational opportunities to all students and complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act Amendments Act of 2008. The Office of Academic Advising and Accessible Education collaborates with students, faculty and staff to help create an inclusive educational environment for students with disabilities. We also engage in outreach across campus to promote a welcoming and accessible environment. Accessible Education provides accommodations, services and resources to students with varying disabilities including psychological, medical, physical or learning-specific. Academic accommodations may include, but are not limited to, the use of accessible textbooks or readings, a note-taker, extended time for examinations/quizzes, a reduced-distraction environment for examinations/quizzes, use of word processing for examinations and housing accommodations. To request accommodations or for more information, please visit [agnesscott.edu/academic-advising/accessible-education](http://agnesscott.edu/academic-advising/accessible-education).

## CONSENSUAL SEXUAL RELATIONSHIPS/PROFESSIONAL CONDUCT POLICY

### Definitions

- A **supervisory/advisory relationship** includes teaching, grading, advising, mentoring, evaluating or supervising research; participating in decisions on academic status; managing teaching assignments; participating in decisions on funding or other resources affecting students; writing a letter of reference or otherwise recommending for admission, employment, fellowships or awards.
- Employees whose jobs confer **influence or authority** over undergraduate or graduate students or other learners include counselors; athletic coaches; staff involved in discipline; staff providing services directly for students; staff with the ability to access or modify a student's academic, work, financial or other record; and staff working in deans' offices or academic affairs or advising.
- A **sexual, intimate or romantic relationship** is any intimate, sexual, or other type of romantic or amorous relationship, whether casual or serious, short or long term (and whether or not consensual). A single sexual encounter is considered a sexual relationship under this policy. Conversely, the relationship does not have to include physical intimacy if a romantic relationship exists that is beyond the reasonable boundaries of a collegial or professional relationship. If there is any doubt whether a relationship falls under this policy, individuals should seek guidance from their supervisor or a college people and culture professional.
- **Undergraduate student** means any student at Agnes Scott who does not have a college degree, regardless of registration status. The term "undergraduate student" includes high school students; Agnes Scott undergraduate students during the summer or on a leave of absence; visiting, exchange and special students; and summer school students. **Graduate student** means any student at the college who has an undergraduate degree, regardless of registration status, including visiting, exchange and special students, and Agnes Scott graduate students on leave.

### Relationship Policies and Expectations

#### 1. Among employees:

Sexual, intimate and/or romantic relationships ("sexual relationship(s)") (even consensual ones) between college employees and those they supervise are potentially exploitive because of the imbalance of power inherent in them. Employees must avoid relationships that pose threats to the fulfillment of their professional duties or call into question the consensual nature of their relations. Faculty and staff are expected to comport themselves in a manner consistent with their position and the college's mission at all times and in all relationship matters while at work.

The college prohibits employees from supervising, evaluating or determining the terms or conditions of employment of anyone with whom they have a sexual relationship. When a sexual relationship

begins between any employees in a supervisory/advisory relationship, immediate steps must be taken to terminate the supervisory arrangement, and alternative means of supervision must be implemented.

If employees in a supervisory/advisory relationship have had a sexual relationship in the past or have a continuing or past intimate relationship, either party may request that alternative means of supervision be implemented.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

**2. Among undergraduate students and faculty:**

Sexual relationships between faculty members and undergraduate students are inconsistent with the mission of the college and inappropriate because they carry a risk of damaging the student's educational experience and the faculty member's career. The college thus prohibits sexual relationships, even of a consensual nature, between faculty members and currently enrolled undergraduate students. Faculty members are strongly advised to exercise their best professional judgment concerning student-faculty relationships and to consider that intimate relations with students, even of a non-sexual nature, can be fraught with difficulties and the appearance of impropriety.

**3. Among graduate students and faculty:**

The college discourages sexual relationships between graduate students and faculty members not in the same program. The college prohibits sexual relationships, even of a consensual nature, between faculty members and graduate students in the same program or students whom they supervise/advise, evaluate or teach.

**4. Among undergraduate and graduate students and non-faculty employees:**

For the same reasons that faculty members are prohibited from having sexual relations with students, Agnes Scott College prohibits non-faculty employees from having sexual relationships with undergraduate or graduate students whom they employ, supervise, evaluate, counsel, advise, potentially discipline or might reasonably be expected to have influence or authority over. For relationships that are not prohibited between non-faculty employees and students, the relationship must be disclosed in the course of any college-related discipline, people and culture matter, Title IX matter or any other college proceeding, in which the relationship may have relevance.

**5. Prior relationships:**

The foregoing policies do not apply to persons whose consensual sexual relationships existed prior to their enrolling or being employed at Agnes Scott College. If a teaching or supervisory relationship exists between persons with such a prior relationship, this relationship must be disclosed, and alternative means of supervision must be implemented.

**6. General conduct:**

The college's mission and employment terms support honorable behavior and the observation of the highest community standards of conduct that protect the interests and safety of all constituencies at the college.

**7. Violations of this policy:**

All faculty and staff at Agnes Scott College should understand that romantic or sexual relations with students or employees in violation of this policy may lead to disciplinary action by the college, up to and including dismissal and/or may lead to legal action by complainants/reporting parties.

## **Process for Investigating Violations of the Consensual Sexual Relationships Policy**

### **A. Initiation of a report or complaint**

1. **Timeliness:** Reports and complaints of a violation of the Consensual Sexual Relationships/Professional Conduct policies should be initiated as soon as possible after the violation(s) occurs in order to aid effective investigation. All reports and complaints will be

- promptly investigated, and appropriate action will be taken to remedy the problem as expeditiously as possible.
2. Non-retaliation: Anyone who submits a report (“reporting party”) or complaint (“complainant”) will be protected from retaliation in any form. Anyone who knowingly makes false accusations will be subject to appropriate disciplinary action consistent with college policies and procedures.
  3. Confidentiality: The college will respect the privacy of reporting parties and complainants, of persons against whom a complaint is made (“responding parties”), and of witnesses in a manner consistent with the college’s duty to investigate and take appropriate action.
  4. Due process and fairness: The college will make every reasonable effort to protect the rights of both reporting parties/complainants and responding parties.
  5. Initial report: All students and employees should report a violation of the Consensual Sexual Relationships/Professional Conduct policies about which they have credible evidence to a college vice president or the associate vice president for people and culture or their designee. No one should assume that an official of the college already is aware of any given instance of alleged violation of the Consensual Sexual Relationships/Professional Conduct policies. Any member of the college community who knows of or receives a complaint of a violation of this policy should report the information or complaint to a college vice president or the associate vice president for people and culture.
  6. Informational meeting: Anyone having credible evidence of a violation of the Consensual Sexual Relationships/Professional Conduct policies should meet with a college vice president and/or the associate vice president for people and culture or designee. At this meeting, the reporting party/complainant should explain the basis for the report. The vice president or associate vice president (or designee should explain the college’s policies and procedures regarding consensual sexual relationships/professional conduct. The vice president and/or associate vice president or designee should clarify for the reporting party the types of information that will automatically initiate further procedures.
  7. Informal resolution: After discussing the report of a violation of the consensual relationships policy with the reporting party/complainant, if the vice president or associate vice president believes that the situation might be best resolved informally, or that the conduct does not violate the college’s policy on consensual relationships/professional conduct, or that the complaint rests on misperceptions or miscommunication, the vice president and/or associate vice president or designee may attempt an informal resolution of the report or complaint. This attempt at informal resolution may include further fact-finding, consultation with involved parties, or other reasonable means to resolve the situation or remedy the conduct informally. If informal resolution is attempted, however, the identity of the reporting party will be kept confidential, unless the reporting party gives permission to divulge their identity, and no resolution will be imposed that is not agreed to by all parties involved.
  8. Informal investigations and resolution attempts may be terminated at any time by the filing of a written complaint. In any event, the informal resolution process must be concluded as soon as possible after the informational meeting, unless extended by consent of the reporting party and the responding party or parties. Information and accusations contained in reports or gathered in the process of informal investigations shall be kept in a confidential file in the Office of People and Culture. Information about an individual in this file may be accessed for the purpose of investigating future reports of a violation of the consensual relationships/professional standards policy but may not be used as a basis for making personnel decisions. Records of informal resolutions shall be kept in a confidential file in the Office of People and Culture and may be used as a basis for future personnel decisions only with the consent of the reporting or responding party to the informal resolution.
  9. Written complaint: At any point before or during the process of informal resolution, any person having knowledge of a violation of the Consensual Sexual Relationships/Professional Conduct

policies may initiate a formal process of investigation and resolution by filing a written statement explaining the basis of the complaint. Any college vice president or the associate vice president for people and culture or designee may initiate formal procedures to investigate and resolve conduct suspected of constituting a violation of the Consensual Sexual Relationships/Professional Conduct policies on the basis of substantial credible evidence. Past reports of a violation of the Consensual Sexual Relationships/Professional Conduct policies alone do not constitute substantial credible evidence; the vice president or associate vice president must have evidence about current conduct to file a complaint. If the vice president or associate vice president (or designee) initiates the process of investigation and resolution, they must also put in writing the complaint and explanation of the substantial credible evidence that warrants the initiation of the investigation and resolution process.

**B. Investigation of the written complaint:**

If informal resolution (with or without sanctions) does not occur, a formal investigation will follow. Any complaint or allegations that require a formal investigation will follow tenets of impartiality, equity and fairness. For consistency reasons, the college may follow the same policy and protocols associated with the Sexual Misconduct and Other Discrimination Harassment Policy and Protocols (Nondiscrimination Policy) but flexibility to modify the process will be permitted if all parties agree.

You may find the Nondiscrimination Policy at:

<https://www.agnesscott.edu/wellnessandsafety/policy-statement.html>

### **BULLYING POLICY**

Bullying is defined as an unwanted aggressive behavior that involves a real or perceived power imbalance that is repeated, or has the potential to be repeated, over time.

Bullying includes any intentional electronic or applicable to online and social media, written, verbal or physical act or a series of acts directed at another student or students that is severe, or considered severe by the victim or others in authority, persistent or pervasive, and that has the intended effect of doing any of the following:

1. substantially interfering with a student's education;
2. creating a threatening environment; or
3. substantially disrupting the orderly operation of the college.

Bullying is prohibited, and participating in such acts will result in disciplinary action. Any student involved in bullying will be in violation of the Honor Code and may be at risk for suspension or expulsion from the college. Any student who feels they are being bullied should follow the reporting procedures listed below.

#### **Reporting**

Any member of the Agnes Scott College community who feels they have been subjected to bullying by another member of our community (or believe someone else has been the subject of bullying) should report the behavior to the Office of the Dean of Students or the assistant director of student conduct and community standards.

Anyone who attempts to use bullying to retaliate against someone who reports an incident, brings a complaint or participates in an investigation, in an attempt to influence the judicial process, will be in violation of the Honor Code.

## **DRUG POLICY**

### **Policy Statement**

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Agnes Scott College committed to prevent the use of illicit drugs and the abuse of alcohol by students and employees. As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement.

### **Standard of conduct**

- State of Georgia law provides that it is unlawful for any person less than 21 years of age to possess or consume alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell or represent to sell narcotics, hallucinogens, dangerous drugs or controlled substances, except as where permitted by prescription or law.
- Agnes Scott College's student conduct code prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The distribution of alcoholic beverages by students or at student events is prohibited except as expressly permitted by the college policy guidelines overseen by the Gue Pardue Hudson Center for Leadership, Engagement & Service.
- The codes of conduct also prohibit other alcohol-and drug-related misconduct. Students under the age of 21 are prohibited from the possession of alcohol in violation of law and/or college policies.
- All students are prohibited from use and possession of illegal drugs or controlled substances. Sanctions for violations of these student conduct regulations may discipline outlined below. The Family Educational Rights and Privacy Act (FERPA) has given colleges/universities the option to notify parents/guardians about specific types of information from a student's conduct record.
- Agnes Scott College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Agnes Scott College campus. As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement. They will also notify their supervisor of any criminal drug statute conviction for a violation no later than five days after such conviction.

### **College Disciplinary Sanctions for Alcohol/Drug Offenses**

Sanctions that may be imposed by Agnes Scott College for violators of this Policy include the following or any combination thereof:

- A. Alcohol and Other Drugs (AOD) Educational
- B. Reprimand
- C. Restrictions
- D. Referral
- E. Community Service
- F. Probation
- G. Suspension
- H. Expulsion / Forced Dismissal

### **Sanctions**

Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions, but may include imprisonment. Penalties double when offenses occur within 1,000 feet of a postsecondary educational institution. Georgia law states that public educational institutions shall, as of the date of conviction, suspend students convicted of any felony offense involving manufacture, distribution, sale, possession, or a controlled substance, or a dangerous drug except for cases in which the institution previously took disciplinary action against the students for the same offense.



Georgia law specifies that college- sanctioned student organizations that, through its officers, agents, or responsible members, knowingly permit or authorize the sale, distribution, serving, possession, consumption or use of controlled substances or dangerous drugs in violation of state laws at any function shall have its recognition withdrawn.

### **Statement of Health Risk**

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause: blackouts, poisoning, overdose and death; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety. Risks associated with specific drugs are described later in this section.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drowning and other injuries; contracting sexually-transmitted infections including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers, but can also have a negative impact on the affected students' academic work, emotional wellbeing and adjustment to college life. [Source](#)

### **Alcohol & Other Drug (AOD) Programs**

In compliance with the Federal guidelines and as a part of the College's commitment all new students complete an AlcoholEdu course. In addition, the College is working with local community preventive partners Decatur Fire Department and Decatur Prevention Initiative to host on campus education prevention programming on alcohol and drug misuse. As well, the Decatur Prevention Initiative is working collaboratively with the Office of Student Integrity and Community Standards and Wellness Center to conduct a campus survey about personal health behaviors to help measure students' alcohol-related attitudes and behaviors. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The Office of People and Culture and the Wellness Center have referral resources available and all inquiries will be kept discreet.

## **ALCOHOL POLICY**

Alcoholic beverages are restricted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

### **A. Georgia**

1. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.
3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

### **B. Decatur**

It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways or alleys of the city. It is unlawful to carry any type of open liquor container in public.

### **C. Agnes Scott**

Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the college ~~the dean of students~~ and its consumption confined to designated areas of the residence halls.

Designated residence hall areas for alcohol consumption by students of legal drinking age are:

1. Residence hall rooms: consumption, preparation and storage when all residents are over 21.
2. Hall kitchens: preparation until control at all times by the of age owner of the alcohol

All alcoholic beverages should only be stored in the resident's room. When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar covering. Alcohol and alcoholic beverages must be covered when they are transported outside of resident halls including to and from vehicles, other of age resident's rooms and all other areas of campus. Official events and events generally open to other residents in the residential spaces must be alcohol free.

Agnes Scott defines intoxication on campus as being unable to assume normal responsibilities and/or evidencing vulgar or boisterous behavior that is disruptive to the campus community. Agnes Scott's alcohol policy applies to students who are drinking on campus underage or intoxicated on campus regardless of age and to students of legal drinking age who sell or furnish alcohol on campus to students not of legal drinking age.

Students and/or their guests may not drink alcoholic beverages in any part of the residence halls except in designated areas. Students may not drink alcoholic beverages on any area of the grounds except designated areas at campus-wide functions or parties. Students who are underage may not have guests of legal age with alcoholic beverages in their residence hall rooms.

Student Government funds may *only* be used for the purchase of alcoholic beverages at any function held on or off campus and sponsored by the college or any organization within the college *in accordance with the following guidelines:*

1. In order to facilitate the efficient processing of the alcohol requisition forms, they will be available from the Gue Pardue Hudson Center for Leadership, Engagement & Service office upon completion of activity approval forms. Requisition forms must be submitted no later than two weeks prior to the date of the function. At the beginning of each semester, organizations are advised to submit a proposed agenda of events where alcohol may be served.
2. Complete any alcohol request forms to be submitted to the Gue Pardue Hudson Center for Leadership, Engagement & Service.
3. Upon establishment of the organization's itemized budget, the SGA treasurer will ensure that only a reasonable portion of the money allotted for refreshments at campus-wide functions will be for alcohol/a bartender.
4. It will be understood that the Agnes Scott alcohol policy and the Honor System will be enforced at all functions where alcohol is served.
5. Only a Gue Pardue Hudson Center for Leadership, Engagement & Service staff member, or organization adviser may purchase alcohol on behalf of the organization.
6. Only students 21 years or older who have completed the Social Host Certification through the college's Alcohol Awareness Workshop may serve alcoholic beverages, and a nonalcoholic beverage must also be served at the function. Alcoholic beverages that may be served at campus-wide functions are beer and wine.
7. All events at which alcohol will be served must work with the Gue Pardue Hudson Center for Leadership, Engagement & Service to hire a third-party bartender to serve. Neither students nor staff/faculty members are allowed to serve alcoholic beverages at events.

## TOBACCO - FREE POLICY

### Overview

Agnes Scott College recognizes the serious health implications of both the direct use of tobacco products and indirect exposure to the use of tobacco products, along with the hazards associated with environmental tobacco smoke. In order to create an atmosphere consistent with Agnes Scott's mission and our commitment to improve the health and wellness of members of the Agnes Scott community and the environment, Agnes Scott College prohibits the use or sale of tobacco products on its main campus, effective Jan. 1, 2015.

### Policy Details

Effective Jan. 1, 2015, the use or sale of tobacco products is prohibited in or on Agnes Scott College's main campus.

- i. This policy covers all tobacco products, as defined below, and it applies to students, employees and visitors.
- ii. Use of tobacco products in any facility on Agnes Scott College's main campus is always prohibited, including any interior space rented or leased by outside entities.
- iii. Use of tobacco products is prohibited in any college office located in a college-owned building.
- iv. Outdoor use of tobacco products is prohibited on all grounds or property owned or wholly leased by Agnes Scott that is included in the "main campus," as defined below.
- v. Tobacco use shall also not be permitted in amphitheatres or in and within bleachers and grandstands used for spectators at sporting and other public events.
- vi. College-owned properties used as private residences are exempt from this policy.
- vii. Use of tobacco products is prohibited in all vehicles, private and commercial, while on Agnes Scott College property.
- viii. Use of tobacco products in college-owned vehicles is prohibited at all times, both on and off college property.

### Compliance

Compliance with this policy is the responsibility of all members of the Agnes Scott community. Members of the Agnes Scott community (faculty, administrators, staff and students) are invited to assist in the implementation of this policy by respectfully informing tobacco users of this policy. Repeated violations of this policy may result in disciplinary action under the Agnes Scott Student Handbook, Agnes Scott People and Culture Policies and Procedures, or other applicable Agnes Scott regulations or policies. Agnes Scott visitors are expected to comply with Agnes Scott's tobacco-free environment.

### Agnes Scott's Commitment to the Community

Agnes Scott College is committed to assisting members of the Agnes Scott community in tobacco cessation. Agnes Scott recognizes that quitting tobacco use can be a significant personal challenge and tobacco-cessation programs are an integral component in implementing this policy. A complete listing of cessation resources can be found here: <https://www.agnesscott.edu/wellnesscenter/student-health-services.html>

### Agnes Scott's Commitment to the Environment

Agnes Scott College is committed to protecting the environment and recognizes that as part of our mission to live honorably, we accept the challenge of environmental stewardship and leadership in sustainability. As part of this challenge, Agnes Scott recognizes the damaging effects of tobacco products on the environment. For more information on the impact of tobacco on the environment, visit [no-smoke.org/pdf/Environmental\\_Impact\\_of\\_Tobacco.pdf](http://no-smoke.org/pdf/Environmental_Impact_of_Tobacco.pdf).

### Definitions

For the purpose of the policy, the following words and phrases have the following meanings:

**A. Tobacco products:** All tobacco products, products that resemble tobacco products, and products that depict the use of tobacco are prohibited. Tobacco products are defined to include, but are not limited to, cigarettes, e-cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones and tubes, cigars, cigarillos, bidis, cigarette packages or smokeless tobacco containers, lighters, ashtrays, key chains, T-shirts, coffee mugs and any other item containing, reasonably resembling or depicting tobacco or tobacco products.

**B. Agnes Scott’s main campus:**

The boundaries of South Candler Street to the east, South McDonough Street to the west, East College Avenue to the north and West Davis Street to the south. The residential village (three theme houses), Department of Public Safety, West Parking Facility, Candler Street Parking Lot and Office of Facilities at 401 E. College Ave. are included in the “main campus” scope.

All exterior and common areas at Avery Glen Apartments and those apartments occupied by Agnes Scott College students are also included in the “main campus” scope.

**Related Links**

Wellness Center “How to Quit” [agnesscott.edu/wellnesscenter/caps](http://agnesscott.edu/wellnesscenter/caps)

American Lung Association “How to Quit” [lung.org/stop-smoking](http://lung.org/stop-smoking)

Environmental Impacts of Tobacco: [no-smoke.org/pdf/Environmental\\_Impact\\_of\\_Tobacco.pdf](http://no-smoke.org/pdf/Environmental_Impact_of_Tobacco.pdf)

**Contact Information**

Wellness Center Phone: 404.471.7100

People and Culture Phone: 404.471.6384

Sustainability Phone: 404.471.6499

Public Safety Phone: 404.471.6355

Dean of Students Phone: 404.471.6391

**INCLEMENT WEATHER AND OTHER EMERGENCIES**

In the event of severe weather, information on the closing or delayed opening of the college is available from the college website. When appropriate we also may announce closure to local media outlets but students should always refer back to the college website for the most accurate information. Students should also ensure you are signed up for the text-based system for all emergency announcements. Shelter-in-place and Campus Lock-down are the two primary means we use to protect the campus community in the event of tornadoes or violent criminal incidents. Everyone is strongly encouraged to review the following emergency guidelines.

**Tornado Safety Guidelines**

**Terms to know:**

Tornado WATCH- Tornadoes are possible, and conditions are favorable for the development of tornadoes. Stay tuned to radio or TV stations for watch alerts.

Tornado WARNING- A tornado has been sighted or detected by weather radar. You should take shelter immediately.

**Severe Weather Alert Notifications:**

**Mass Notification**

A message will be sent to the campus community in the form of a text, email, or phone call. While severe weather is threatening, it is important to keep cell phones charged and with you at all times. Mass notification contact information can be updated in the registrar’s office for students and the Office of Human Resources for employees.

## **Emergency Siren**

The “Emergency Siren” will be activated when the National Weather Service issues a tornado warning for the city of Decatur. Advances in weather radar have allowed meteorologists to forecast tornadoes for specific geographic areas. This means that a tornado warning could be in effect for northern or southern DeKalb County but not the area where our campus is located. The emergency siren is controlled by the city of Decatur and is only activated in the event of a tornado warning. If the siren is activated, please take the following actions immediately to protect yourself and your family:

If you are in a residence hall, academic building, or nearby apartments or homes: go to a central area on the lowest level. Stay away from windows. If you are in a car: stop, get out, and go to the storm shelter or the lowest level in a nearby building. If you are outside or in an open space: Lie flat in a ditch or depression and cover your head with your hands. DO NOT seek shelter under an overpass or bridge.

## **Lock-down Guidelines:**

A lock-down is a form of sheltering-in-place that is a temporary technique utilized to limit human exposure to life-threatening, hostile, or hazardous situations. When a lockdown is declared by campus police, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows and not allowing entry or exit to the secured area until the “all clear” confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to a life-threatening or hazardous situation (e.g., shooter, bomb threat, etc.). In all cases, individuals must follow the directions of the campus police and appropriate law enforcement officials.

Examples of life-threatening or hazardous situations that may require a campus lock-down include, but are not limited to:

- someone has a gun or weapon on campus
- an active shooter (where shots are heard on campus)
- a serious crime that is actively occurring on campus (homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)
- a serious crime committed in close proximity to the campus or a campus building (homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)

## **Initiation of Lock-down Procedure**

If the risk assessment determines the need to secure a building or buildings to protect the campus community and to prevent an escalation of an emergency, the Agnes Scott College Police Chief or designee will give the order to "lock-down" specific areas or the entire campus. Notice that a "Lock-down" has been issued will be broadcast over the college’s mass notification system (Omnilert) and other appropriate means.

## **Lock-down Procedures**

All campus buildings are to be locked to prevent entrance from unauthorized persons. If this situation occurs: Follow instructions and try to remain calm

- Close and lock all doors immediately and turn off lights, barricade doors if possible and take cover to protect yourself
- Students in residence halls are to remain in their rooms with the door locked.
- Staff members are to remain in their offices or a secure area, preferably without windows, with the door locked.
- Faculty members are to remain in their classroom or office with the doors locked or barricaded, where possible.

## INTELLECTUAL PROPERTY POLICY

### I. Purpose

Agnes Scott is committed to providing an environment that supports the creation and development of works of authorship and inventions by its faculty, employees and students. Agnes Scott has developed this Intellectual Property Policy in order to identify and protect the intellectual property rights of the college, its faculty, employees and students in such copyrightable works of authorship and patentable inventions. This policy specifies when the creator retains ownership of such works and inventions and instances when the college obtains ownership thereof.

### II. Definitions

The following definitions shall apply to the terms used in this policy.

- A. The “College” is Agnes Scott College.
- B. “College Intellectual Property” means intellectual property owned by the college pursuant to this policy as set forth below in Section III.
- C. “College Resources” means college funds from any source; facilities; classrooms; class time; personnel; offices; labs; studios; equipment, whether owned or leased; production facilities; computer hardware, software, support or resources; funding, grants, contracts and awards; or other college-owned resources.
- D. “Copyrightable Works” means original works of authorship fixed in a tangible medium of expression, now known or later developed, from which they can be perceived, reproduced or otherwise communicated, either directly or with the aid of a machine or device.
- E. “Course of Employment” means where a creator creates or develops intellectual property as part of their employment obligations or responsibilities or at the specific direction and/or under the control of the college.
- F. “Creator” means any faculty, employee, student or other person(s) who creates, or substantially assists in the creation of, intellectual property subject to this policy.
- G. “Vice President for Academic Affairs and Dean of the College” means the person who directs the overall planning, operation and administration of the general academic program at the college.
- H. “Dispute Panel” means a panel that shall resolve disputes arising under this policy in accordance with Section VI hereof. The dispute panel, chaired by the vice president for academic affairs and dean of the college, shall be composed of two members designated by the creator(s) and two members designated by the vice president for academic affairs and dean of the college. In the event that the dispute is between two members of the Agnes Scott community, one panel member will be designated by each disputant and two members will be designated by the vice president for academic affairs and dean of the college. The dispute panel members must be current faculty or employees of the college.
- I. “Employee” means any person, other than faculty, hired by the college, on either a full- or part-time basis, to perform college duties. Employees include administrative and professional staff, and students who receive salaries or assistantships, work-study funds, stipends, or hourly wages while performing duties at the specific direction of, or assigned by, the college. “Employee” does not include a student providing research assistance to faculty or engaging in collaborative research or creative endeavors with faculty.
- J. “Faculty” means any person hired by the college to conduct instructional and/or teaching activities, whether on a full- or part-time basis. Faculty includes persons hired as adjunct or visiting professors and instructors.
- K. “Intellectual Property” means, except to the extent comprising traditional works of scholarship, (i) copyrightable works, and (ii) inventions.
- L. “Invention” means any new and useful process, product, discovery, software, machine or composition of matter, or improvement thereon, whether patentable or otherwise. M.

- M. “Policy” means this intellectual property policy.
- N. “Sponsor” means a third-party business or person that finances the creation of intellectual property pursuant to a contract or arrangement between the college and that business or person. The federal, state or municipal government, or any agency of those governments, can be a sponsor under this policy.
- O. “Student” means any person taking one or more courses at the college, either full time or part time.
- P. “Substantial Use” means the significant use of college resources, whether during or after customary college business hours. The following are examples of substantial use, but in no way limit or restrict the meaning thereof:
  1. extended use of time and energy by the creator(s) in the work that results in a reduction in the expected levels of teaching, scholarship or other academic activities, so that anticipated performance in these areas is at a level significantly less than normal;
  2. the use of college funds to support the work’s creation;
  3. the use of faculty or other employees in the creation of the intellectual property;
  4. the use of funding from gifts to the college to support creation of intellectual property;
  5. the production of intellectual property under specific terms of a sponsored research grant or contract; and
  6. the use of specifically designated college funds to support the creation of the intellectual property involved. Normal and ordinary use of college-provided office space, library resources and computers shall not constitute “substantial use.”
- Q. “Tangible Means of Expression” includes, but is not limited to, books, periodicals, manuscripts, phonographs, films, tapes and other electronic media.
- R. “Traditional Works of Scholarship” means copyrightable works or inventions that are created independently and at the creator’s own initiative for traditional academic purposes, such as the development of courses, the teaching of classes, or scholarly research or creative endeavors considered within academia or the college to be evidence of professional accomplishment or advancement. Traditional works of scholarship include, but are not limited to, the following: scholarly books and articles, including books in any tangible form; course materials, including course notes, syllabi, examinations and course assignments; literary works and musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic and sculptural works; photographs, prints, diagrams, models and technical drawings; software; motion pictures and other audiovisual works, including any screenplays, teleplays, or other original scripts or texts; sound recordings; and architectural works.

### **III. Ownership of Intellectual Property**

Ownership of all intellectual property created in whole or in part by faculty, employees and students shall be subject to the following guidelines:

- A. Faculty:
  1. Traditional works of scholarship created by a faculty member shall be owned by such faculty member provided, however, that subject to other requirements imposed by a publisher, the college shall retain a royalty-free right to use such traditional works of scholarship for noncommercial, educational purposes only.
  2. If the college expressly directs a faculty member or members to create or develop the intellectual property, or the intellectual property is created as a specific requirement of employment or as an assigned institutional duty, then the college shall own the intellectual property.

3. If the faculty creator has voluntarily transferred the intellectual property, in whole or in part, to the college, with such transfer in the form of a written document signed by the faculty member, then the college shall own the intellectual property.
  4. If the faculty creator has created or developed intellectual property in connection with a project funded, in whole or in part, by a sponsor, then the intellectual property shall be owned in accordance with the terms of any applicable contract or agreement between the faculty creator, the college and the sponsor. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this policy; and
  5. Unless otherwise delineated within subsections (1) through (4) above, and if the faculty creator made substantial use of college resources in creating or developing the intellectual property, then the college shall own the intellectual property.
- B. Employees: All intellectual property created or developed by an employee in the course of employment shall be deemed a “work made for hire” and owned by the college.
- C. Students:
1. Intellectual property created or developed by a student while acting in the capacity of an employee shall be owned by the college.
  2. Intellectual property created or developed by a student (a) working with or for an employee of the college, or (b) at the specific request or direction of the college, shall be owned by the college.
  3. Intellectual property created or developed by a student in collaboration with a faculty member shall be owned in accordance with the provisions set forth in Section III. A., unless the student and faculty member agree otherwise in writing.
  4. Intellectual property created or developed by a student in connection with a project funded by a sponsor shall be owned in accordance with the terms of any applicable contract or agreement between the college and the sponsor, regardless of whether the student was acting as a student or an employee. In the absence of such an agreement, any intellectual property arising from such project shall be owned by the college; and
  5. Unless otherwise delineated within subsections (1) through (4) above, intellectual property created or developed by a student through the substantial use of college resources shall be owned by the college.
- Ownership of intellectual property created by a faculty member, employee or student that does not fall within the guidelines set forth above shall vest in the creator.

#### **IV. Commercialization**

The college, at its sole discretion, may commercialize any intellectual property that is owned by the college in accordance with Section III and shall have the authority to decide the revenue, if any, that the college will receive as a result of such commercialization. In the absence of a written agreement to the contrary, any revenue received from the commercialization of college intellectual property, other than college intellectual property resulting from the course of employment, will be distributed as follows:

- A. The college may, at its discretion, first deduct from revenue all or any portion of any actual expenses incurred by the college in protecting, developing or marketing the college intellectual property, including, but not limited to, legal fees and other fees paid to third parties. If the creator objects to the amount of such expenses deducted, then the student shall submit a written audit request to the vice president for academic affairs and dean of the college, and the college will engage an independent auditor to determine the amount of actual expenses incurred, provided, however, that the auditor’s fees will be added to such expenses and deducted from the revenue as well.
- B. After any deductions of expenses, the remaining revenue shall be distributed as follows:
  1. The first \$5,000 shall be distributed to the creator(s), pro rata if more than one creator is involved.



2. After the first \$5,000 has been distributed, 50 percent of the remaining revenue shall go to the creator(s), pro rata, and 50 percent shall go to the college.

#### **V. Assignment of Creator**

With respect to college intellectual property, the college may, upon request and at its discretion, assign ownership to the creator subject to a perpetual royalty-free license to the college to use the intellectual property for its own purposes. Such requests should be submitted to the vice president for academic affairs and dean of the college, who shall decide whether to assign such ownership. The college may also accept property that is voluntarily assigned and/or required by contract provision to be assigned to the college. The college shall determine whether to accept or reject any and all assignments of intellectual property.

#### **VI. Resolution of Disputes**

- A. Disputes arising over the application of this policy, including the ownership of intellectual property or distribution of revenue to creator(s), shall be brought in writing to the vice president for academic affairs and dean of the college. The dean will convene a meeting of the dispute panel within a reasonable time thereafter to resolve such disputes. The dispute panel shall issue their decision in writing, providing reasons for their decision, as a recommendation to the president.
- B. Either party to a dispute may appeal the decision of the president to the Board of Trustees, which may, at its discretion, refer the matter to binding arbitration. The cost of the arbitration shall be borne equally by the college and the creator(s).

#### **VII. Responsibility of Parties**

It is the responsibility of the college and all members of the college community to ensure adherence to this policy.

Faculty, employees, students and other creators governed by this policy shall have the obligation to:

- A. Make themselves aware of and adhere to restrictions on rights of intellectual property deriving from agreements between the college and sponsors;
  - B. Inform the college in a timely manner of any and all material that should be protected pursuant to the provisions of this policy and to cooperate with the college to obtain such protection;
  - C. Obtain written permission from the vice president for academic affairs and dean of the college to publish, in journals or other media, use or distribute any college intellectual property; and
  - D. Ensure that students or contractors working collaboratively with or under the faculty or staff's direction on projects (whether or not for pay) that may result in intellectual property have executed the appropriate agreements concerning the assignment of rights as contemplated by this policy.
- Any and all requests by any person for a clarification, explanation or determination of any of the rights and/or obligations under this policy shall be made in writing to the vice president for academic affairs and dean of the college. The vice president for academic affairs and dean of the college shall respond within a reasonable time upon the receipt of such request.

#### **VIII. Severance/Choice of Law**

Any provision of this policy that is prohibited by law, or unlawful or unenforceable under applicable law, shall be ineffective only to the extent of such prohibition, without invalidating the remaining provisions of this policy. Where the terms of this policy are inconsistent with applicable law, and where applicable law controls, this policy shall be deemed to be amended to comply with applicable law. This policy shall be construed and interpreted according to the laws of the state of Georgia.

#### **IX. Reservation of Rights**

The college, in consultation with the executive committee of the faculty, reserves the right to modify and/or make changes, as it deems advisable at any time, to this policy. Changes shall become effective after approval by the Board of Trustees and upon publication of the revised policy.

## **MISSING STUDENT POLICY**

A student is determined to be missing when a report comes to the attention of the college via the Office of the Dean of Students and/or the Department of Public Safety and though initial fact finding, the college determines the report to be credible and the college is unable to contact the student in a reasonable time. At such time as the student is deemed missing, Public Safety will notify local law enforcement of the circumstances presented with the report of a missing person within 24 hours of this assessment finding. The dean of student's office, or Public Safety, if they have not done so already, will notify a parent/guardian via the emergency contact provided to the college. Anyone who believes an Agnes Scott student is missing should contact Public Safety at 404.471.6400.

### **Missing Person Policy Statement**

The purpose of this policy is to establish procedures for Agnes Scott College to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the college for a period of more than 24 hours without any known reason or contrary to usual patterns of behavior.

### **Procedure for Designation of Confidential Emergency Contact Information**

All residential students have the opportunity annually to identify an individual or individuals to be contacted by the dean of students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the Department of Public Safety, the dean of students and the director of residence life.

### **Designation of Emergency Contact Information**

Students aged 18 and above and emancipated minors: Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student. Students under the age of 18: If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

### **Procedure:**

Any report of a missing student should be directed to the Department of Public Safety (404.471.6400) immediately. An investigation will be initiated to determine the validity and credibility of the missing person. If a report of a missing student is made to Residence Life, a staff member will immediately contact and work with Public Safety.

Cooperative efforts may include:

- Conducting a health and wellness check on the resident;
- Attempting to make contact via cell phone, email or other means;
- Determining card access activity (if applicable), meal plan usage, or class attendance; or
- Identifying other students (e.g., roommate(s), friends, classmates) who may be aware of the missing student's whereabouts.

The Department of Public Safety, with the assistance of the Office of Residence Life and the Office of the Dean of Students, will investigate and gather information about the missing student from the reporting person and other individuals who may assist with the investigation.

No later than 24 hours after determining that an Agnes Scott resident is missing, the dean of students or designee will notify the individual identified by the missing student as the emergency contact (for students 18

and above and emancipated minors) or the parent/guardian (for students under the age of 18 and not emancipated) that the student resident is believed to be missing.

If search efforts are unsuccessful in locating the student in a reasonable amount of time, the Department of Public Safety will conduct a full investigation by collaborating with local law enforcement agencies and utilizing all resources available.

### **Parent/Guardian (Emergency Contact) Notification Policy**

Parent/guardian notification is not necessary for the majority of situations faced by the on-call response team. In circumstances indicate the need to contact an emergency contact should be notified, the on-call dean or designated staff member (when possible) gives the student an opportunity to call the parent/guardian or emergency contact first. If the student is not able to contact the emergency contact, on-call staff member will attempt to receive permission to call the family/emergency contact however, it is the colleges discretion to notify emergency contacts as allowed by law.

Typically, parents/guardians or emergency contacts are to be notified in the following circumstances:

- When the student is an imminent threat to self (i.e., suicide attempt) and/or others
- When the student is hospitalized and the student cannot provide consent or refusal for the contact, or if due to psychiatric and/or other medical purposes it is deemed necessary.
- When the student is involved in a circumstance involving life-threatening medical issues
- When the student is hospitalized for an incident involving alcohol or a drug overdose
- When the student is involved in a situation that has legal implications, involves some sort of law enforcement or includes an arrest if the student is able to give consent

Exception: When a student under 18 years of age is involved in an emergency incident or hospitalized, the parents/guardians will typically be called immediately. In addition, if there is a heightened concern about the health and welfare of a student, the dean of student's office may notify the parents/emergency contact even if no imminent threat to self or others exists. This decision is made on a case-by-case basis.

## **POSTING POLICY**

### **Purpose of the Posting Policy**

Agnes Scott College should be free from excessive and abusive postings, communications, chalking and litter, which defaces and depreciates the value of the grounds and facilities of the campus. The following policies are designed to regulate the use of the posting space. The college reserves the right to deny posting of any materials on campus.

### **Registered Student Organizations and Off-Campus Organizations**

registered Student Organizations communications must go through the Gue Pardue Hudson Center for Leadership, Engagement & Service for approval of materials intended for posting in the Alston Campus Center. They must also abide by the following guidelines and requirements for posting in the student center. Off-campus communications may go to the Alston Campus Center Information Desk to receive approval for postings, and these postings may only be posted on the bulletin board labeled "off-campus postings" on the first floor of the student center.

### **Guidelines for Postings**

All communication intended for on- and off-campus audiences by registered student organizations represents Agnes Scott College and is subject to proofreading, editing and review by the Gue Pardue Hudson Center for Leadership, Engagement & Service Postings are defined as flyers, letters, banners, chalking, posters, programs, public folders, postcards, easels, table tents, announcements, newsletters and any other medium of communication that is used to announce an event or message.

## **Posting Process**

A final copy of all printed materials is to be dropped off at the Gue Pardue Hudson Center for Leadership, Engagement & Service (Alston Student Center, Room 216) for posting approval unless you are an off-campus organization that will receive approval from the Information Desk in Alston. Once approved, the poster will be stamped with an approval stamp and signed with the initials of a staff member of the Gue Pardue Hudson Center for Leadership, Engagement & Service. Copies of the posting should be made of the stamped copy. Any postings without an approved stamp, or posted in a non-approved area, will be taken down by a staff member of the Center for Student Involvement.

## **Digital Signage**

Only registered organizations and campus departments may post through digital signage in the Alston Campus Center managed by the Gue Pardue Hudson Center for Leadership, Engagement & Service.

## **Sanctions and Enforcement**

All student organization presidents are required to sign an agreement to abide by the posting policy. Failure to do so will result in suspension of posting privileges.

If, after three notifications, a student organization fails to comply with agreed-upon posting policies, the organization's posting privileges will be revoked for one month.

Individuals of organizations found damaging or tampering with another group's publications for any reason, unless otherwise instructed to remove the publicity by the Gue Pardue Hudson Center for Leadership, Engagement & Service, could lose posting privileges for one month.

## **Campus Departments**

Campus departments must also receive approval from the Alston Information Desk. Campus departments have to abide by the following guidelines and requirements for posting to include necessary information, etc. Flyer/Poster Requirements:

- All posters, flyers, banners, etc., must have the name of the sponsoring organization or department, and clearly promote the activity or event on each item. The date, time and location of the event should also be included on the materials.
- The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a sign, poster, flyer, etc., is in a language other than English, subtitles must be used to identify the name of the organization, the subject of the flyer, and the time and place of the event.
- Postings can only be posted on designated bulletin boards using tacks.
- All printed materials must be no larger than 8.5"x11", standard copier/printer size. Requests to post larger flyers by student organizations may be made through the Center for Student Involvement and will be evaluated on a case-by-case basis.
- No materials should be placed over existing, approved materials.

## **Campus Buildings Posting Restrictions**

- Alston Campus Center: Post only on magnetic strips and bulletin boards.
- Avery Glen Apartments: No posting.
- Buttrick Hall: Post only on magnetic strips and bulletin boards.
- Dana Fine Arts Building: Post only with the permission of the Art and/or Theatre Departments.
- Letitia Pate Evans Hall: Post only on bulletin boards or with table tents.
- Mary Brown Bullock Science Center: Post only on bulletin boards.

- McCain Library: Post only on the designated cork board in the library’s lobby, after approval from library staff.
- Presser Hall: Post only on magnetic strips.
- Residence halls (Agnes Scott Hall “Main,” Rebekah Scott Hall, theme houses, Winship Hall, Walters Hall, Inman Hall, Hopkins Hall): Students may submit 35 flyers to the Office of Residence Life by the Friday two weeks before the event. Flyers will be distributed to the residence life staff, who will post flyers in designated areas.
- Woodruff Physical Activities Building: Post only with permission on the bulletin boards.

**Signs Cannot Be Posted On:**

- Any living thing, involuntarily.
- Elevators.
- Interior and exterior doors of any building.
- Trees, railings, staircases, bus shelters, newspaper boxes, benches, ceilings, car windshields, trash cans, recycling bins, light poles, windows (including postings done by window paint, etc.), walls, floors, painted surfaces or any other exterior surfaces unless by express permission of the Center for Student Involvement.

**Posting Removal**

If a posting has not been approved, staff will remove the posting. Out-of-date flyers will be removed. Postings must be removed no later than one week after the event. If at any time an individual finds a posting problematic (posting violations, etc.), they are to notify the Gue Pardue Hudson Center for Leadership, Engagement & Service immediately. Individual may not remove or deface a posting for any reason, other than to remove an out-of-date posting.

**Chalking**

Chalking on campus is permitted only on sidewalks. Chalking must be done with a water-soluble powder substance, in open, horizontal areas that can be directly washed by rain.

**Banners**

- Only registered student organizations and campus departments may post banners in the Alston Campus Center.
- All banners must have the name of the sponsoring organization and clearly promote the activity or event. The date, time and location should be provided on all banners.
- The banner must be in reasonably good taste and abide by the Honor System within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a banner is in a language other than English, subtitles must be used to identify the name of the organization, the subject of the banner, and the time and place of the event.
- The Gue Pardue Hudson Center for Leadership, Engagement & Service reserves the right to remove any banner just as it would any other marketing material posted on campus.

**RESPONSIBLE ACTION PROTOCOL**

**Purpose of Protocol**

Students are encouraged to make responsible decisions in life-threatening situations that result from alcohol and/or other drug abuse and to seek medical attention for someone who is in danger because of intoxication. Students should alert Agnes Scott College officials, Agnes Scott’s Department of Public Safety or local police, or professional medical personnel when they or their friends are in danger. Students who call for, seek or

require emergency assistance for alcohol or other drug-related emergencies may not be subject to mandatory alcohol and other drug sanctions under the Community Code of Conduct.

### **Scope of Protocol**

The Responsible Action Protocol applies to students who seek assistance or medical treatment for another student experiencing or believed to be experiencing alcohol- or drug-related overdose. The protocol also applies to students who are experiencing an alcohol- or drug-related overdose and seek assistance or medical treatment on their own behalf or are the subject of such a request.

The Responsible Action Protocol does not apply if the student seeking help for another student purchased, supplied or otherwise made available the alcohol or other drugs to the student needing medical assistance.

If a representative of an organization hosting an event calls for medical assistance, this act of responsibility might mitigate potential conduct consequences that could arise against the organization (i.e., the fact that an organization sought help might be considered in potential sanctioning for college policy violations).

The protocol applies only to the Student Community Code of Conduct and does not in any way prohibit law enforcement agencies within their jurisdictions from enforcing the laws enacted by the State of Georgia.

### **Requirements of Protocol**

Students considered for the Responsible Action Protocol are required to meet with the assistant director of student conduct and community standards and/or the vice president of student affairs/dean of students who, after evaluating the situation, may also refer the student(s) to the Wellness Center for assessment, counseling and/or possible referral for treatment. Students who are referred to the Wellness Center but fail to meet and complete the recommendations in their entirety may be subject to further action.

Even if there is not a disciplinary action, the assistant director of student conduct and community standards and/or the vice president of student affairs/dean of students could notify the parents of the student (parental notification) and will maintain a file of the case, which can be used as a prior record should subsequent alcohol or other drug violations occur.

If the student has any subsequent incidents, these will be handled through the regular student conduct process. If a violation is found to occur, prior records, including involvement in the Responsible Action Protocol, will be considered for sanctioning purposes. With a prior record, students may receive sanctions above any minimum described in the Student Code of Conduct, which can include suspension or expulsion from the college.

### **Limitation of Protocol**

The Responsible Action Protocol applies only to alcohol and other drug-related medical emergencies. It does not apply to other prohibited behavior such as disorderly conduct (including physical or verbal abuse), property damage, or distribution of illicit substances.

## **NAME CHANGE POLICY**

Agnes Scott College recognizes that students and employees may wish to use a name other than their legal name across college systems. When requested, the college will use a chosen first name except where use of the legal first name is required by college business or legal need.

The goal of the policy is to provide Agnes Scott students and employees with a consistent experience across college systems and use of one's chosen first name wherever a legal first name is not required or necessary.

Agnes Scott's infrastructure is multifaceted and complex, utilizing many software systems. While many systems already reflect a chosen first name, there are remaining systems where the implementation of a chosen first name is forthcoming or where both a legal first name and chosen first name appear. As systems are updated or replaced, chosen first name capabilities will be improved and implemented.

Updates to this policy will be communicated to the campus community as necessary.

## How to Request a Name Change

You can request a name change by completing the Name Change Form in the following offices:

- Students: The Office of the Registrar
- Employees: The Office of People and Culture

Please be advised that addresses are linked to legal names. That means any notices sent to the home address, including tax documents, tuition and other payments due to the college, etc., will bear legal first names.

The college is required to use your legal first name for official external reports but may use the chosen first name to the extent feasible for internal identification.

Upon submission of your Name Change Form, the display option you select (see options below) will be recorded and your chosen first name, if specified, will be reviewed by the Office of the Registrar or the Office of People and Culture. Once your chosen first name is accepted, it will appear in systems identified below. If your chosen first name is not approved, your legal first name will remain the only name on your record at the college.

Examples of chosen first names that will not be approved include, but are not limited to:

- Names used for the purpose of misrepresentation
- Names containing non-alpha characters
- Names containing offensive, derogatory, discriminatory or inappropriate language

### Name Display Choice Options

1. Legal First Name Only (default), example: Agnes I. Scott
2. Chosen First Name Only, example: Irvine Scott
3. Legal First Name (Chosen First Name), example: Agnes (Irvine) Scott

### Based on Your Name Display Choice, Chosen First Name Only or Legal First Name (Chosen First Name) Will Be Used in the Following Circumstances:

AscAgnes <sup>1</sup>	Class Roster	Grade Roster
My Advisees	Welcome! Name	Athletic Team Roster
Carta	Compass	Declining Balance
Diploma <sup>2</sup>	Email account display name	Commencement Program <sup>2</sup>
Housing Records	ID Card <sup>4</sup>	Class Search
Student Schedule	Library Records	Canvas
Senior Investiture	Unofficial/Advising Documents	
Media/Public Relationship Announcements	Online Directory – OPD (unless directory suppressed)	

- 1 On external facing elements of this site
- 2 Students may choose their printed diploma name when submitting the graduation application.
- 3 Unless specified otherwise on the graduation application.
  - 4 Chosen name will appear on the front of the ID Card and legal name will appear in small print on the back of the ID Card.

### Legal First Name Must Be Used in the Following Circumstances:

AscAgnes	Agnes Scott eTranscripts	Degree Audit
My Account Statement	My Financial Aid	My Profile

Official Class Roster	Pay Advices	Transcript Request Status
Time History	View My 1098-T Forms	View My 1099-MISC Info
W-2 Statements	Degree Audit	Financial Aid
Medical & Insurance Records	NCAA Paperwork	National Student Clearinghouse
Network username and email address	SEVIS and I-20	Student Employee/Payroll Information*
Student Financial Accounts	TMS	Transcripts – Official or Unofficial
Travel paperwork	Responses to enrollment inquiries such as verification requests	All external communications and reporting
Emergency Responder and Enforcement Systems	Internal systems that require and can only accommodate Legal Name	

### Legal Name Change

In order to change the legal name on your official college records such as transcripts and employment records, you must legally change your name. For employees, a legal name change is recognized by submitting a Social Security card. Students can provide a passport, original court document and/or government-issued visa. If you are a graduate, you can also request an updated diploma with your current legal name. Although your name will be changed on all documents, your prior name will continue to be listed as a previous identity in the college’s database in order to ensure that any searches of your former name will access the correct files.

### Keeping Your Identity Private – Family Educational Rights and Privacy Act of 1974 (FERPA)

If you would like to prevent any of your information from being released for any reason, you may opt out by completing a total FERPA block with the Office of the Registrar. A total FERPA block means that data from your college educational records cannot be released to anyone, including potential employers or loan companies seeking to verify your enrollment. However, a student may not be “anonymous” to other class members enrolled in the same class. College officials with a legitimate educational interest may still have access to your education record. For more information about FERPA and student records privacy, see the college website.

### Frequently Asked Questions:

*Can I provide a chosen last name?*

No, your last name will continue to be your legal last name.

*Can I use any chosen first name that I wish?*

Refer to the “How to Change Your Name” section about approved chosen first names.

*Can I use my chosen first name for email?*

Yes and no. Yes, you can change your display name. No, you cannot change your email address. Please recognize that changing your email display name can have unintended consequences and result in name search failures or result in a sent message not readily being recognized as a message from you.

*How long does it take for my chosen first name to appear in systems capable of displaying it?*

Your request form will be processed within five business days, and you will see the new chosen first name in some systems within one to three days after the form is processed. Be aware that the name change will not appear in all systems at the same time and systems that require your legal first name will continue to show your legal name. Processing time may take longer at the beginning and end of each semester as those are busy times for the Office of the Registrar and the Office of People and Culture.

*How often can I change my chosen first name?*



Currently, there is no limit on how often you can change your chosen first name. HOWEVER, keep in mind that making this change can have ripple effects throughout your day-to-day experiences. Changing your chosen first name more than once per year can lead to confusion regarding your identity, result in challenges in customer service, and/or cause interruptions in your ability to access some college systems.

*How does the preferred name policy affect F-1 and J-1 visa students?*

Chosen first name is for use within the college community. International students may feel free to select a chosen first name for on-campus use. However, this does not apply in situations where one's legal name is required. For the purpose of F-1 or J-1 student visa status, the legal name is required on I-20s and DS-2019s. An individual's legal name is what appears in the passport.

*Who should I contact if I have additional questions?*

Students should contact the Office of the Registrar, and employees should contact the Office of People and Culture.

*If I provide a chosen name, will it be used on mailings to my parents/guardians?*

Mailings to parents and guardians use the legal first name on file.

*Will my professors be notified that I have a chosen first name?*

After your form has been processed, the chosen first name will appear as described in the policy above. The change may take longer to appear in some systems depending on the timing of data updates.

*If I have elected the chosen-first-name-only display option, will my professor see my legal first name?*

Your professor will see your legal first name as described in the "Legal First Name Must Be Used in the Following Circumstances" section.

*Are staff and faculty members required to call students by their chosen first name?*

Referring to students by the name they wish to be called in classrooms and when interacting with college personnel supports a respectful learning environment. Staff and faculty members will make an effort to call you by your chosen first name.

*How quickly can I get my new ID card and where do I go to get a new ASC ID card?*

The Office of the Registrar notifies ITS of the change. You will receive an email from ITS when your new ID card is ready. Be prepared to pay the \$15 replacement fee when you pick up your card. Also, note that if you have indicated you want to be referred to by your chosen first name, your chosen first name will appear on the front of the ID card and your legal first name will appear on the back of the ID card in a smaller font.

*Do I have to get a new ASC ID card if I submit a Name Change Form?*

No, using your chosen first name on your ASC ID card is an option, not a requirement.

*Does the chosen name policy extend to all Agnes Scott employees?*

Yes.

*What is a legal name?*

A legal name is the name that identifies a person for legal, administrative and other official purposes. A person's legal first name generally is the name of the person that was given for the purpose of registration of their birth, and which then appears on their birth certificate.

*What is a chosen first name?*

A chosen first name is a first name you prefer to be called by others and identified by in college systems. It is different than your legal first name. A nickname is something your close friends or family may use but will not be recorded unless you specify it as your chosen first name.

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*Policy Clarification or Modifications: Direct to the Office of the Registrar  
Approved: Cabinet, January 2019*

### **ASSISTANCE ANIMAL POLICY**

Agnes Scott College is committed to providing reasonable and appropriate accommodations for qualified students with disabilities. The college complies with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act Amendments Act (ADAAA) and the Fair Housing Act (FHA). Agnes Scott College

permits Assistance Animals (often referred to as Emotional Support Animals) in campus residential housing as a reasonable accommodation once the student has met the guidelines under which approval of an assistance animal is determined and the procedure for requesting housing accommodations has been completed and approved. Please note that if you are found responsible for having an assistance animal without approval, you are no longer eligible.

Please see the Academic Advising and Accessible Education website for the full policy.  
<https://www.agnesscott.edu/academicadvising/accessible-education/assistance-animals.html> .

### **Removal of Approved Animal and Conduct:**

The college may exclude/remove an Emotional Support Animal when:

1. The animal poses a direct threat to the health or safety of others;
2. The animal's presence results in a fundamental alteration of the college's program;
3. The owner does not comply with Owner's Responsibilities in campus housing; or
4. The animal or its presence creates an unmanageable disturbance, interferes with the Agnes Scott community, results in substantial physical damage to the property of others or interferes with the reasonable enjoyment of campus housing by others.

The college may exclude/remove a Service Animal if:

1. The animal is out of the control and the animal's owner does not take effective action to control it;
2. The animal is not housebroken;
3. The animal poses a direct threat to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services, or the owner does not comply with Owner's Responsibilities in campus housing.

### **Damage**

Owners of Approved Animals are solely responsible for any damage to persons or college property caused by their animals.

### **Areas Off-Limits to Service Animals**

A Service Animal is permitted to accompany the student anywhere the student goes on campus, but the college may prohibit the use of Service Animals in certain locations because of health or safety restrictions (e.g., where the animals may be in danger, or where their use may compromise the integrity of research).

Restricted areas may include, but are not limited to, the following: custodial closets, facility equipment rooms, research laboratories, areas where protective clothing and hair nets are necessary, and rooms with heavy machinery. When students with Service Animals must access a restricted area for a course requirement, reasonable accommodations will be provided to assure the student equal access to the academic program or activity.

### **Process/Sanctions**

Once an Assistance Animal Policy violation has been alleged, the Honor Court, Director of Student Conduct and Community Standards, or Dean of Students Office will contact the accused student (Owner). It is important to note that each incident is different and the outcome of the case will depend on the severity of the alleged infraction. Repeat offenses will be considered and considered when assigning sanctions.

Sanctions could include but are not limited to the following:

- 1st Offense: Formal warning issued from the Office of Student Conduct and Community Standards, reflection paper, review of policy with the Office of Student Conduct and Community Standards and/or Office of Accessible Education.
- 2nd Offense: Animal is removed from campus depending on the allegation/violated or additional sanctions are added to the Owner's case.

In cases where the Owner is found responsible the Owner will be given 48 hours to have their animal removed from the residence hall. Honor Court may remove the animal during the first offense depending on the severity of the case.

### MAINTENANCE OF RECORDS

All conduct records are maintained by the college for seven years from the time of their creation except those that result in separation, suspension or expulsion, including from housing, and those that fall under Title IX, which are maintained indefinitely.

## CAMPUS OVERVIEW

### A Guide to Official Names of Buildings and Places on Campus

**Agnes Scott Hall** (opened in 1891—prior to this time the institution operated in a white house located on the property) is best known as “Main.” Named in memory of Agnes Irvine Scott, the mother of the institution’s founder, Col. George Washington Scott, it is topped by the college’s iconic bell tower. Graduating seniors ring the bell upon receiving admission to graduate school or their first job offer. McKinney Parlor, located in Main Hall, is named for Professor Mary Louise McKinney, who taught at the college for 46 years and lived on campus for 74 years. For 31 of those years, the McKinney Parlor, then Room 42, was Professor McKinney’s classroom. She was associated with the institution for longer than any other person. Dieckmann Conference Room, also located in Main and for many years a music classroom, was named in honor of Professor C.W. Dieckmann, music teacher from 1905 to 1950. Professor Dieckmann wrote the music for “God of the Marching Centuries,” the college’s hymn.

**Alston Campus Center** is named for the third president of the college, Wallace McPherson Alston (1951–1973). Located here is the Gué Pardue Hudson Center for Leadership and Service, which is named for longtime Dean of Students Gué Pardue ’68, who retired in July 2008 after 34 years at the college. Mollie’s Grill is named after longtime Associate Dean of Students Mollie Merrick ’57. The Luchsinger Lounge is named in honor of Amelia Davis Luchsinger ’48. The Patricia Collins Butler Center is named for Patricia Collins Butler ’28, the first woman to serve as judge on the U.S. Justice Department’s Board of Immigration Appeals. The Anne Register Jones Conference Suite is named for the late Anne Register Jones ’46, a dedicated alumna and vice chair of the Board of Trustees. Additionally, located on the third floor, the Center for Global Diversity and Inclusion at Agnes Scott College is named for international human rights leader and Agnes Scott alumna, Gay Johnson McDougall ’69x, ’H10.

“The Hub” is a multipurpose room on the ground floor of the Alston Campus Center. The name derives from the college’s original library, built in 1910 with a gift from Andrew Carnegie. When the library collection outgrew this building and the McCain Library was built in 1936, the original library became a student center. It was renamed the Murphey Candler Student Activities Building, in honor of a charter trustee. However, the students called it the Hub because it was the center of campus social activity. Much loved by alumnae and students, the Hub, originally located in the corner area of Woodruff Quadrangle across from the Alston Center, was demolished in 1986.

Within the Alston Campus Center, there are designated spaces for commuter students—a Commuter Student Lounges and the lockers. Within the Commuter Student Lounges, commuters can break in between classes and activities. Lockers are used to store their items throughout the academic year. To receive card access to spaces and/or a lock, please visit the Gúe Hudson Purdue Center for Leadership, Engagement and Service on the second floor of Alston Campus Center.

**Bradley Observatory** (1949; renovated 2001) was given by the W.C. and Sarah H. Bradley Foundation of Columbus, Ga. The large dome atop the observatory houses the 30-inch Lewis H. Beck telescope. The observatory is home to Delafield Planetarium (2001), named for Dennis Delafield and JoAnn Sawyer Delafield ’58, the latter a trustee emerita of the college. The 70-seat Delafield Planetarium boasts a 10-meter AstroTek

dome and a computer-controlled projector built by Zeiss Instruments, maker of the world's finest planetarium projectors.

**Mary Brown Bullock Science Center** (2003) was named in honor of President Mary Brown Bullock '66, the seventh president of Agnes Scott and its first alumna president, during whose tenure the building was constructed. A three-story representation of Agnes Irvine Scott's DNA double helix, traced through her great-great-great-granddaughter Lisa Harvey Lepovetsky '73, is on the wall of the Woolford B. Baker Atrium. The atrium's name reflects a significant gift from Joseph R. Gladden Jr., chair of the Agnes Scott College Board of Trustees from 1992 to 2002, and his wife, Sally, a 1965 graduate. Baker, a biology professor at the college in the 1920s for whom the atrium is named, was Gladden's grandfather. Teasley Lecture Hall on the ground floor is the gift of late trustee Linda Teasley '61 and Harry E. Teasley Jr.

**Buttrick Hall** (1930) was named in honor of Wallace Buttrick, former president of the General Education Board of New York, an invaluable friend to the institution in the first quarter of the 20th century.

**Byers Tennis Courts** (2002) were given by Tricia Fling Byers '98, in honor of her mother, Kathleen Hope Fling '33.

**John Bulow Campbell Hall** (1951; renovated 2014) was named for a former trustee who established the John Bulow Campbell Foundation through his will, continuing his legacy of giving to Agnes Scott.

Constructed as a science building, the building initially housed faculty offices, classrooms and laboratories for biology, chemistry and physics. In fall 2014, the building reopened as a 21st-century living and learning community with the Jones Center for Academic Excellence on the ground floor, the Frances Bailey Graves '63 Auditorium and the Tull Conference Room on the first floor, classrooms, and residence hall accommodations for 96 students. The Jones Center is named for former Trustee Elizabeth Rhett Jones '73 and her husband, Gary T. Jones, and is home to the Center for Writing and Speaking, the Economics Learning Center, the Sociology and Anthropology Research Lab, and the Resource Center for Math and Science.

Frances Bailey Graves Auditorium, known as "The Frannie," was named in memory of Frances "Frannie" Bailey Graves '63, a devoted alumna and vice chair of the Board of Trustees. The Tull Conference Room was a gift from The Tull Foundation.

**Charles A. Dana Fine Arts Building** (1965) was named in honor of the nationally known philanthropist of the same name. It was designed by renowned Atlanta architect John Portman. The building is home to The Dalton Gallery (named for Harry L. Dalton and Mary Keesler Dalton '25) and Winter Theatre, named for Professor Roberta Powers Winter '27.

**Letitia Pate Evans Hall** (1950; expanded and renovated 1999) was named in honor of Letitia Pate Evans, a former trustee of the college. In addition to the main dining room, the building contains the Elizabeth R. Jones President's Dining Room and the South Dining Room, on the main level, and the Bullock Conference Room on the Terrace Level.

**Lawrence L. Gellerstedt Jr. and Mary Duckworth Gellerstedt Track and Field** (1988), known as Gellerstedt Field, was named in honor of former Chair of the Board of Trustees Larry Gellerstedt Jr. and former Trustee and Alumnae Association President Mary D. Gellerstedt '46 in appreciation for their service to the college, including their leadership as co-chairs of the Centennial Campaign.

**Hopkins Hall** (1954) was named for Dean Nannette Hopkins, the first teacher employed when Agnes Scott was founded. She remained with the college for 49 years (1889–1938).

**Jenie D. Inman Hall** (1910; renovated in 1985) was a gift from Samuel M. Inman, chair of the board, who named the building for his first wife, Jenie D. Inman.

**McCain Library** (1936; enlarged and renovated in 2001) was named in honor of James Ross McCain, the college's second president, who served from 1923 to 1951. In addition to book, electronic, media and periodical holdings, the library contains the Robert Frost and Catherine Marshall '36 collections. It is home to the Betty Pope Scott Noble '44 College Heritage Center. The library also contains the Kate Durr Elmore Reading Room named for Kate Durr Elmore '49, and the Elizabeth Henderson Cameron Reading Terrace named for Betty Henderson Cameron '43, the first female chair of the Board of Trustees.

**Presser Hall** (1940) was named for Theodore Presser, who established the Theodore Presser Musical Publishing Co. and founded the Presser Foundation, an agency that contributed \$65,000 of the \$275,000 cost to construct the building. The formal name of the primary auditorium for the college is Gaines Chapel, in memory of the college's founding president, Frank H. Gaines, who served from 1896 to 1923. Maclean Auditorium was named for Professor Joseph Maclean, head of the college's Department of Music from 1893 to 1918.

**College Advancement** (1951; renovated 2018) has been the residence of presidents Alston, Perry, Schmidt, Mahoney, Bullock and Kiss. Through the years, the College Advancement Home has been a gathering place for members of the campus community and a place where student traditions develop, from the Sunday night make-your-own sandwiches during an early presidential tenure to President Kiss' karaoke night for graduating seniors. During the years in which poet Robert Frost regularly visited the college, informal discussions were held in the President's Home. During his almost 30-year relationship with the college, Frost stayed in the College Advancement Home so often that a room is named in his honor. The Advancement Home was the official home of the president until 2018, when the college advancement department moved into the renovated space.

**Scott-Sams House** at 312 S. Candler St. Built between 1875 and 1885, the house is listed on the National Register of Historic Places. The home was built by Bucher Scott, son of George Washington Scott and grandson of Agnes Irvine Scott, and remained in the Scott family until its purchase by the college in 2015. This is the home of the president of Agnes Scott College as of 2018.

**Rogers Steam Plant and Laundry** (1930) was named long after its construction for P.J. Rogers Jr., business manager of Agnes Scott from 1951 to 1970. No longer used for its original purposes, "the steam plant" is on the south side of Dougherty Street, across from Dana Fine Arts Building.

**Rebekah Scott Hall** (1905; renovated 2018) was named in honor of Rebekah Bucher Scott, wife of college founder Col. George W. Scott. The upper floors are student residences while the first floor and annex house the offices of admission and financial aid. It is home to the Katharine Woltz Reception Room, named in honor of Katharine Woltz Farinholt '33, and has been used for campus events. In 2018, the Welcome Center was officially named after former college president Elizabeth Kiss.

**Julia Thompson Smith Chapel** (2008) was named for Julia Thompson Smith '31, wife of Hal L. Smith, a generous donor and longtime chair of the Board of Trustees. Julia Thompson Smith was a Phi Beta Kappa English major and former Alumnae Association board member. In all, five Thompson women attended Agnes Scott, including Julia's sister, Anne Thompson Rose '38, and three nieces: Lucy A. Rose '68, Nancy Rose Vosler '63 and Peggy Rose Day '65. The Smiths' son, John E. Smith II, is a trustee emeritus. The naming gift for the chapel garden was given by former Trustee Jim Philips and his wife, Donna. The garden is named for his parents, Davison Philips and Kay Philips '43.

**Walters Hall** (1956) was named Frances Winship Walters Hall and "dedicated to the memory of Mr. and Mrs. George C. Walters." George C. Walters was Frances' husband, who died in 1914. She never remarried. She had attended Agnes Scott for two years and later served as a trustee for 17 years, the final seven as the board's vice chair.

**Winship Hall** (1964) was named in honor of the Winship family and particularly for George Winship, chair of the Board of Trustees from 1938 to 1956.

**The George W. and Irene K. Woodruff Quadrangle** was named in 1987 in memory of former Trustee, longtime Board Vice Chair and philanthropist George W. Woodruff and his wife, Irene King Woodruff, whose mother was a loyal alumna. This is the largest quadrangle on campus and is considered the center of campus. The Gazebo, a structure of historic and architectural significance, has stood on the campus in several locations and in several forms since it first sheltered the college's well in front of "Main." It later stood on the west lawn of "Rebekah," where it was enclosed to serve as an office, day student room, prayer room and meditation chapel. It was restored to its original style as part of the renovations of the late 1980s and moved to its present location on Woodruff Quadrangle.

**Robert W. Woodruff Physical Activities Building** (1988) was named in memory of the Atlanta philanthropist and longtime president of The Coca-Cola Company.

**Anna I. Young Alumnae House** (1921; renovated in 2009) was named in honor of alumna Anna Irwin Young, professor of mathematics from 1895 to 1920. It is the second-oldest alumnae house in the United States (after Vassar) and the oldest in the Southeast. The renovated house was the first building in Decatur to be awarded LEED Silver.

## TRADITIONS

**Alumnae Pond:** Friends throw newly engaged classmates into the Alumnae Garden’s pond, a gift of the class of 1936.

**Blackfriars:** Chartered in 1915, Agnes Scott’s drama group took its name from an Elizabethan theatre in London where many of Shakespeare’s plays were performed. Blackfriars is the oldest continuously operating production theatre in Atlanta, as well as the oldest campus organization. Men were allowed to take part in Blackfriars’ productions beginning in the 1930s. Prior to that time, women students, often in no costume black skirts, played the male roles.

**Black Cat:** One of the oldest Agnes Scott traditions, Black Cat began in 1915 as a prank night between first-year students and sophomores. Mary Sweet, college physician from 1908–1937, suggested it as a way to eliminate hazing of first-year students. The weeklong tradition now serves as the homecoming week where classes compete against each other for the Black Cat trophy.

**Sophomore Ring Ceremony:** The Sophomore Ring Ceremony celebrates sophomore students as they receive their Agnes Scott class rings in Presser Hall’s Gaines Chapel and are welcomed into the Black Ring Mafia. The Onyx Ring Referendum, passed by the Student Government Association in 2018 and adopted by the Board of Trustees, allows each student an opportunity to obtain the onyx ring, which is recognized around the world.

**College Hymn:** The Agnes Scott College hymn, “God of the Marching Centuries,” was written for the centennial of the Decatur Presbyterian Church. However, since men with strong connections to the college wrote the music and lyrics, Agnes Scott claimed the hymn as its own. D.P. McGeachy Sr., who wrote the lyrics, was a longtime college trustee. Professor C.W. Dieckmann wrote the music and named it “Gaines” after the first Agnes Scott president. “God of the Marching Centuries” is sung at important college occasions. Many alumnae have also chosen the hymn to commemorate important events in their lives (e.g., weddings or, more somberly, funerals).

**The Honor System:** The Honor System is the cornerstone of the entire structure of Agnes Scott life. It is founded on the support, mature judgment and personal integrity of every student. The Honor System challenges each student to develop high standards of personal conduct, to strive for full intellectual and moral stature, and to realize their social and academic responsibility in the community.

**The Hub and “Hub Sings”:** The Charles Murphey Candler Building was originally a library and stood on the corner of the Woodruff Quadrangle across from Alston Campus Center. When McCain Library was built in 1936, the Carnegie Library was renamed the Charles Murphey Candler Building and converted to a student center. It served this function for more than 40 years and was nicknamed the “Hub” by students. For decades, its grand piano was the scene of Hub Sings, where scores of students sang college and Black Cat songs. Seniors, in line with hands on the shoulders of the classmate in front, marched around the main floor in their black gowns acquired for Senior Investiture, singing, “We are tired old seniors, weary, worn and blue,” to the tune of “Pomp and Circumstance.” “Hub Sings” now take place in the Hub of the Alston Campus Center and include both alumnae and students.

**Senior Investiture:** Originating hundreds of years ago in English universities, Senior Investiture is one of the college’s most cherished traditions. During the investiture ceremony, each senior is capped with an academic mortar board as a symbol of their status at the college.

**Movies filmed at Agnes Scott:** From *A Man Called Peter* in 1954 to *The Blind Side* in 2009 and *Big Momma’s House: Like Father, Like Son* in 2010, the collegiate architecture and beautiful landscape of the Agnes Scott

campus have appealed to moviemakers. Many full-length features, made-for-television movies, TV shows and commercials have been shot on campus.

**Ramona Cartwright:** Created by the class of 1958, Ramona Cartwright and George P. Burdell were fictitious students at Agnes Scott College and Georgia Institute of Technology. News is received periodically in the Office of Alumnae Relations on continuing episodes in Ramona's life. The Atlanta Journal and Constitution was red-faced when an announcement of Ramona and George's engagement appeared in the late 1950s.

**Ringing the bell:** Agnes Scott seniors ring the bell in Agnes Scott's Main Hall tower upon acceptance to graduate school or when they receive a job offer. Additionally, graduate students are invited to ring the bell when they achieve a professional goal associated with their particular graduate program. For example, a promotion or a new job offer will be the occasion for bell-ringing. Graduate students may also ring the bell for admission to advanced graduate or professional education, such as a Ph.D. program, a prestigious internship or other professional milestones.

**Robert Frost:** The distinguished American poet first visited the college for a lecture in 1935 at the invitation of Professor Emma Mae Laney. He returned in 1940. Beginning in 1945, he came every year through 1962. Both Agnes Scott students and the Atlanta community turned out to hear the poet at standing room-only readings in Presser Hall's Gaines Chapel.

His last 18 visits were stays of several days, during which he met with faculty and students, autographed books and delivered a public reading. He was scheduled to return to Agnes Scott for his 21st visit in January 1963, but he died during the week reserved for his visit. A sculpture of the poet given by Susan Gamble Smathers '75 and Bruce Smathers stands in the Alumnae Garden to commemorate the relationship Frost and the college enjoyed. Shortly after his first visit, Frost sent Professor Laney some autographed first editions of his poems. In the ensuing years, he added other works as well as the collections of his famous Christmas cards. McCain Library houses what Frost called the best collection of "Frostiana" outside of Amherst College. Also, in the library is the 1958 Frost portrait by Professor Ferdinand Warren.

#### **Community Hour and Special Convocations**

Community hours are 1–1:50 p.m. on Tuesdays and Thursdays and 3–3:50 p.m. on Fridays. These times are set aside on the college calendar as a period when no classes are held so that events of community-wide interest may be scheduled.

Convocations are typically held during community hour. They are important occasions in the life of the college when the Agnes Scott community gathers together for special programs, to celebrate student achievement and to recognize milestones in college history. The entire campus community is encouraged to attend these official college functions, some of which include academic processions. College offices and services are closed during convocation. These are the traditional community events: Opening Convocation and Senior Investiture Martin Luther King Jr. Convocation Founder's Day Convocation

#### **BLACK CAT ACTIVITIES AND TERMS**

Black Cat Week begins when the college bell rings at midnight on Sunday. Each class is assigned a day to host its party in Evans Dining Hall and to dress as its mascot. Black Cat Week also includes a bonfire Thursday evening, a junior class production Friday evening and a formal dance Saturday evening.

**Class colors and mascots:** Every year, a color is assigned to the incoming class that represents it during its time at Agnes Scott. The colors alternate among red, green, blue and yellow. Keeping their color in mind, each class selects a mascot. Traditionally, first-year students try to keep their mascot a secret until the bonfire, while sophomores try to uncover the mascot beforehand and reveal it to the campus.

**Picking the mascot:** Once Black Cat orientation has concluded, first-years will finalize a list of three to five possible mascots for the class to vote on. A Center for Student Involvement staff member must be present to ensure the process is fair and efficient. This list will be sent out by a Center for Student Involvement staff member along with electronic ballot. Students will have up to three days to vote on their mascot and the winner will be announced to the class president. In the case of a tie, there will be another vote with an electronic ballot with only a one-day voting period. The winner will be announced as the mascot.

Students have the option to contest their mascot once within their first year at Agnes Scott College. In order to do that, the class president must send out an electronic petition to the class and more than 50 percent of the class must be in favor of changing their mascot (85–90 percent of the class must vote in favor of or against in order to ensure a fair petition has been conducted). If less than half of the class is in favor, the mascot shall remain as is. If more than half of the class is in favor, an electronic ballot will be sent out by the class president. Mascot options will be the same as the ones decided upon at the Black Cat orientation meeting at the beginning of the fall semester. Students of the first-year class will have three days to vote for their potential new mascot. In the case of a tie, the top two choices will be voted on via an electronic ballot with a one-day voting period. Majority rules (even by one vote), and the winner will be announced as the new and final mascot for the class. No more contesting against the mascot shall be allowed.

**Decorations:** As the bell rings on Black Cat Week at midnight on Sunday, each class decorates the campus, both Woodruff Quadrangle and a designated floor of Alston Campus Center, with its color and mascot.

**Sibling classes and songs:** Each first-year class becomes the sibling class of the junior class at Agnes Scott. Red/blue classes are siblings and green/yellow classes are siblings. Each class creates its own song and a song to show its love for its sibling class. The class and sibling songs are performed at Bonfire and Junior Production.

(Note: The word “sister” has been replaced with “sibling” to reflect more inclusive language.)

**Bonfire:** Bonfire is a chance for all classes to dress like their mascots, sing college songs and show off class spirit. Bonfire takes place in front of Alston Campus Center on Thursday night during Black Cat Week. It is at this event that the first-years reveal their mascot.

**Field Day:** Field Day gives the classes a final opportunity to compete before Junior Production. Each class competes against the other in various field games. Students who do not wish to participate directly earn points for their class by showing their spirit on the sidelines.

**Junior Production:** The junior class writes, directs and performs their Junior Production on Friday night of Black Cat Week. This play satirizes life at Agnes Scott, as well as campus personalities, with good humor and wit. The entire campus is invited and is seated by class. After Junior Production, the Black Cat Trophy is awarded to the class that performed the best during Black Cat Week.

**Historical Class Mascots**

1957 Dennis the Menace	1972 Huckleberry Finn
1958 Droopy	1973 Daisy Mae
1959 Casper	1974 Mickey Mouse
1960 Charlie Brown	1975 Johnny Appleseed
1961 Eloise	1976 Raggedy Ann
1962 Yogi Bear	1977 Dennis the Menace
1963 Winnie the Pooh	1978 Hot Stuff
1964 Harvey the Invisible Rabbit	1979 Jiminy Cricket
1965 Dennis the Menace	1980 Keystone Cops
1966 Madeline	1981 Yellow Pages
1967 Peter Pan	1982 Peppermint Patty
1968 Popeye	1983 Boy Scouts
1969 Raggedy Ann	1984 Cracker Jack Sailors
1970 Christopher Robin	1985 Sundance Kids
1971 Jiminy Cricket	1986 Scottish Highlanders
	1987 Merry Men



1988 Pilots  
1989 Cheshire Cats  
1990 Mighty Mounties  
1991 Jiminy Cricket  
1992 Blues Brothers  
1993 Woodstock  
1994 Cat in the Hat  
1995 Peter Pan  
1996 Roadrunner  
1997 Solid Gold Dancers  
1998 Wonder Women  
1999 Green Berets  
2000 Blues Brothers  
2001 Sun Goddesses  
2002 Queen of Hearts  
2003 Poison Ivy  
2004 Sirens  
2005 Queens of the Nile  
2006 Vixens  
2007 007 Bond Girls  
2008 Luna Moon Goddesses

2009 Total Eclipses  
2010 Phoenixes  
2011 Amazon Warriors  
2012 Blue Water Dragons  
2013 Valkyries  
2014 Red Foxes  
2015 The Tinkerwolves  
2016 The Muses  
2017 The Lions  
2018 Rosie the Riveter  
2019 The Sprites  
2020 The Visionaries  
2021 Scottie's Angels  
2022 The Incredibles  
2023 Buttercup  
2024 Stitch  
2025- Lighting Bug  
2026  
2027

## **DIVISION OF STUDENT AFFAIRS**

The shared purpose of the various departments is reflected in the Student Affairs Core Purpose statement: The Division of Student Affairs educates, engages and empowers students to lead in a global society.

Our Vision is to innovate and model excellence in global leadership, social justice and high impact co-curricular experiences. We cultivate inclusive communities designed to graduate honorable students who live, lead and thrive in a global society.

### **OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS**

#### **Staff:**

Vice President for Student Affairs and Dean of Students

Associate Vice President and Associate Dean of Students

Senior Administrative Assistant

Location: Alston 212

Phone: 404.471.6392

The programs, services, resources and advocacy efforts of the division of student affairs are intentionally designed with attention to outcomes that expand students' spheres of knowledge, engage them in transformative experiences, and promote knowledge of self, others and the world.

Collectively, the work of student affairs reinforces and extends the academic experience and fosters experiences and opportunities that result in student learning, directly supporting the college's mission to create a dynamic experience in which women can "realize their full potential," preparing them to become "citizens of the world." Each area in student affairs endeavors to achieve outcomes relevant to its particular work; as a whole, the Division of Student Affairs is committed to the following learning outcomes:

- An awareness of self and a healthy self-identity; the capacity to examine, test and challenge one’s own beliefs, values, attitudes and behaviors.
- Engagement across difference, an understanding and appreciation of diversity, and capacities for intercultural communication and connectedness.
- Knowledge, skills and abilities for ethical, compassionate servant leadership and responsible, active and engaged citizenship within the Agnes Scott community and beyond.
- Personal responsibility for one’s actions and an understanding of their impact on self and others. Social responsibility to transform and sustain the local and global communities in which we live.
- The ability to make meaning of one’s life, purpose and journey of engagement.
- Holistic growth, a balanced, healthy lifestyle, and a lifelong commitment to learning.

## **ATHLETICS, PHYSICAL EDUCATION AND RECREATION**

### **Staff:**

Director of Athletics, Physical Education and Recreation (APER)

Associate Director of Athletics, Physical Education and Recreation

Assistant Director of Athletics, Physical Education and Recreation- Facilities and Operations

Assistant Director of Athletics, Physical Education and Recreation- Campus Recreation

Head Coaches of Cross Country, Basketball, Soccer, Softball, Tennis and Volleyball

Head Athletic Trainer

Phone: 404.471.6510

Website: [ascscotties.com](http://ascscotties.com)

### **Intercollegiate Athletics**

The Department of Athletics sponsors six NCAA Division III intercollegiate sports including basketball, cross country, soccer, softball, tennis and volleyball. The college competes in the USA South Athletic Conference. Student-athletes must be invited to participate in intercollegiate athletics by the head coach either through recruitment or tryouts. Admission to home contests is complimentary for members of the ASC community and guests.

### **Campus Recreation**

Guided by student interest, Scotties participate in recreation and intramural programs, which include a variety of fitness classes, sports clinics, recreational sports games and outings, both on and off campus. Recreational equipment is available for check out in the Woodruff Athletic Complex. Campus Recreation manages the “Scottie Bike” program that allows students to check out bicycles for the day from the McCain Library for free.

A workout space is available only to Agnes Scott undergraduate students with ID access. It includes treadmills, recumbent exercise bikes, an elliptical and a rowing machine, along with kettlebells. It is located in Alston Campus Center Room 114.

Students may also use the SNAP Fitness gym located on the second floor of the parking deck any time except for 5 p.m. to 8 p.m., seven days a week. Access is granted with your ASC ID. To get your ID activated, you must complete a waiver at <https://www.smartwaiver.com/w/51ae5903a3b81/web>.

## **GUÉ PARDUE HUDON CENTER FOR LEADERSHIP, ENGAGEMENT AND SERVICE**

### **Staff:**

Senior Director of the Hudson Center for Leadership, Engagement and Service

Assistant Director of Service and External Engagement

Coordinator for Student Engagement

Coordinator for Student Involvement

Coordinator for Leadership Development

Operations Coordinator

Location: Alston Campus Center, 216  
Phone: 404.471.5879

The Gué Pardue Hudson Center for Leadership and Service (CLS) creates and sustains a vibrant campus experience for students that fosters personal and intellectual growth inside and outside of the classroom. CLS empowers students to become positive change agents in their community by promoting personal leadership development, active engagement and global citizenship. Each CLS program provides students with an opportunity to apply the skills and knowledge gained in SUMMIT courses in practical ways, helping all Scotties learn to lead authentically and act with moral courage.

The Center for Student Involvement (CSI) provides co-curricular opportunities for student involvement through myriad clubs and organizations that foster intellectual growth and leadership development. Annual traditions and events include, but are not limited to, New Student Orientation, Black Cat Week, Sophomore Ring Ceremony and Pancake Jam. The center provides entertainment and dynamic social events and supports all aspects of student leadership programs to enhance the liberal arts education at Agnes Scott College. CSI recognizes that a multiplicity of identities is represented within the campus community and affirms existence of these varied perspectives through the work of student-led clubs and organizations. A variety of cultural celebrations, social justice initiatives and community events help educate students across campus. In addition to providing activities and events, CSI oversees student organizations such as the Student Government Association, Programming Board, Orientation Leaders and Mortar Board. All students are encouraged to participate in numerous opportunities to serve and lead while collaborating with CSI to foster a vibrant social life on campus.

#### **New Student Orientation**

At Agnes Scott, the entire community works together to assist incoming students with their transition to college. The new student orientation program is designed to support students holistically, intertwining academic and social experiences. New Student Orientation begins in the summer, when Orientation Leaders work diligently with the Center for Student Involvement to provide a positive orientation experience, as well as connect with students to serve as a guide.

#### **Student Government Association**

The Student Government Association serves as the voice of the student body. The Executive Board and Senators are elected by the entire student population of Agnes Scott College. They work closely with the administration as they write resolutions and bills in support of student needs and concerns. The SGA meets weekly for business, and these meetings are open to anyone in the Agnes Scott community. In addition to having representation on the SGA, each class has a Class Council that serves on their behalf.

#### **Student Activity Fee**

The student activity fee is paid by each student at the beginning of the first semester of an academic session in which the student is enrolled for six or more semester hours. The student activity fee for the **2021–2022** academic year is \$330. The activity fee entitles a student to participate in the programs and events hosted by organizations chartered by the Student Government Association.

#### **Programming Board**

Programming Board, also known as ProBo, is a student organization made up of student leaders who plan, coordinate and execute events on and off campus, adding to the vibrant social life of the Agnes Scott campus. Major events planned by ProBo include the Black Cat Formal Dance, Harvest Fest, Light the Mic, and AgnesPalooza.

#### **CSI L.E.A.D. Team (Leadership Through Event and Activity Development)**

The CSI LEAD Team is a leadership program for a select group of students who plan, coordinate, execute and evaluate events while intentionally discussing and growing their leadership skills. The LEAD Team events include some of the most well-loved traditions such as Grocery Bingo, Monthly Trivia, Pancake Jam, Welcome Back Week and Scottie Welcome. These are all a critical part of the vibrant social life for Scotties.

Programs and activities presented by the LEAD Team are open to all members of the Agnes Scott community, including undergraduates, graduate students and post-baccs.

### Scottie Shuttle

The Scottie Shuttle is a twenty-five-passenger bus provided by the Center for Student Involvement for the Agnes Scott College community to aid in facilitating connections between students/faculty/staff and the greater Decatur/Atlanta area. All people utilizing the Scottie Shuttle have the right to expect a safe space, a safe trip and a reliable service. The shuttle is available for use to departments and student organizations as part of their efforts to create a vibrant social life.

The Scottie Shuttle is FREE for Agnes Scott students only. Seats on the shuttle are available on a first-come, first-served basis. In the event that capacity has been met during special events, a ride share code will be provided in order for students to receive a discount on a shared ride app such as Lyft and Uber. **Guests are not permitted on the shuttle at any time.** Drivers have the right to check for proper institution identification to ensure all riders are students, faculty or staff of Agnes Scott College. **Food and drinks, except for water in closed containers, are not permitted on the bus.** The shuttle leaves from the Main Loop at regularly scheduled intervals and returns to the Main Loop at specified times, unless communicated otherwise. If a student misses the final shuttle back to campus, they are responsible for their transportation back to campus. The schedule and days of shuttle operation are determined by the Center for Student Involvement using the input and feedback of students and the college community. During college closures, holidays, and breaks, the shuttle will not operate, unless communicated otherwise. The schedule will be sent to the community via email and posted on social media by the Center for Student Involvement. Real-time route information can be found by downloading the Passio Go app and selecting Agnes Scott College. Any suggestions for future locations should be emailed to [csi@agnesscott.edu](mailto:csi@agnesscott.edu).

The Scottie Shuttle provides transportation for exclusive use to student organizations and department trips. Student organizations are required to pay a fee of \$75 per day. Departments are required to pay a fee of \$100 per day. All trips must remain within the confines of the state of Georgia. Student organizations and departments requesting use of the Scottie Shuttle are also required to submit a request form.

The link to the request form can be found on the Center for Student Involvement website at [agnesscott.edu/csi](http://agnesscott.edu/csi). Student organizations and departments should contact Jennifer Duncan, assistant director of student involvement and Alston Building Manager at [jduncan@agnesscott.edu](mailto:jduncan@agnesscott.edu) for shuttle availability and scheduling prior to submitting a request. All requests for use of the shuttle must be submitted at least **14 days** in advance of use. All cancellations must be submitted **7 days** in advance of the scheduled request. Any cancellations less than 7 days in advance will be charged the entire fee. Any questions regarding shuttle rentals should be directed to the Center for Student Involvement.

### Leading Everywhere

Leadership begins with a strong sense of self, and CLS programs are designed intentionally to help students explore their values, strengths and authentic leadership style. Beginning with Legacy: The Goizueta Foundation Leadership Immersion immediately following New Student Orientation, students will build their leadership capacities through their SUMMIT courses and subsequent co-curricular offerings, such as the Catalyst Leader program, SCALE and Explore. More information about each of these programs can be found at <https://www.agnesscott.edu/center-for-leadership-and-service/>.

### Scotties Serve

Service and leadership are inextricably linked and are vital for success. The goal of leadership is to bring about positive change. Within communities and society, this change frequently takes place through various forms of community engagement. By addressing societal needs alongside impacted communities, students participating in service programs have the opportunity to live out their leadership in Decatur and beyond. Find out about service opportunities through our portal, Scotties Serve, at <https://agnesscott.givepulse.com>.

### **Civic Engagement**

One of the goals of the Center for Leadership and Service is empowering students to be engaged, global citizens. Visit the Civic Scotties Toolkit website for more information on voter registration, civic participation, advocacy and more. Be sure to register through [agnesscott.turbovote.org](http://agnesscott.turbovote.org) to get updates and reminders for upcoming elections.

### **Global Engagement**

Through the Gué Pardue Hudson Center for Leadership and Service's global engagement offerings, you'll learn more about other cultures, experience traditional events, build relationships with peers and develop a sense of cultural humility.

## **WELLNESS CENTER**

### **Staff:**

Director of Counseling and Psychological Services

Receptionist

Office Manager

Psychiatrist (contract)

Staff Counselors (3)

Medical Director (Consulting Physician)

Nurse Practitioner

Registered Nurse

Location: Hopkins Hall

Phone: 404.471.7100

The Wellness Center comprises Counseling and Psychological Services (CAPS) and Student Health Services. The primary purpose is to assist students in maintaining a state of health that allows them to function at their maximum capacity. Our staff includes licensed therapists, a nationally certified nurse practitioner, registered nurse, insurance coordinator and administrative assistant. We strive for the highest level of integrity, empathy, professionalism and compassion while working as a team to meet the health care needs of a diverse and growing student body.

Our nurse practitioner and registered nurse work collaboratively with our contract medical director, physician consultants in internal medicine, gynecology, dermatology, psychiatry and sports medicine. Services include evaluation and treatment of health problems, counseling, special health education and screening programs. The college reserves the right, if parents or guardians cannot be reached, to make decisions concerning emergency health problems for any student who is a minor. Students with specific health problems, serious illnesses or injuries will be referred to the appropriate specialist or medical facility.

Confidential counseling services are offered for all enrolled Agnes Scott students by licensed clinicians.

Services include individual and group counseling, consultation and referral services, outreach and programming. Students seek counseling for a variety of concerns including managing relationships, handling family problems, coping with stress, handling a crisis, eating and/or body image concerns, improving study skills, improving time management, increasing self-esteem, and dealing with alcohol and/or drug concerns. Individual counseling involves one-on-one meetings with a counselor, and sessions may vary in time. Group counseling is offered on an as-needed basis and involves three or more students meeting with one or more counselors to deal with shared concerns.

Consultation is available for staff, faculty, students or family members with a concern about a student or a specific mental health-related issue. Referrals are available for off-campus mental health services (e.g., longer-term psychotherapy, testing for learning disabilities, psychiatric care and intensive-treatment programs). In addition, workshops and presentations can be arranged for groups or classes interested in counseling-related topics. The center's wellness educational programs include stress reduction, prevention of illness, self-care,

and promotion and encouragement of positive health practices. Reference materials on wellness issues are also available.

### **Student Health Insurance**

Agnes Scott College requires that all students have health insurance. You have the option of choosing to enroll in the Student Health Insurance Plan (SHIP) or the option to apply for waiver of the student health insurance each year. To waive you must have proof of comparable coverage outside of ASC. If you have health insurance, you will need to complete a waiver to see if your plan meets the requirements. If your waiver is approved, you will not be billed for the student health insurance plan. The online hard waiver process opens in May each year. The student health insurance is an annual policy that is effective from August 15 until August 14 the following year. The premium cost will be included on your tuition statement each semester if you choose the college insurance plan or if your waiver is not approved. The student health insurance plan provides coverage worldwide and is underwritten by Sirius America Insurance Company. Claims are administered by ASRM Student Health Insurance. Details regarding this coverage are available online at <https://www.asrmstudent.com/AGNESSCOTT/welcome.aspx>. International student insurance is provided through a separate program provided by GeoBlue Insurance. For more information, please visit <https://www.agnesscott.edu/wellnesscenter/student-health-insurance/> or call 404.471.7100 . "All degree-seeking international students at Agnes Scott College are required to maintain health and accident insurance coverage during the entire time they are enrolled at the college."

## **RELIGIOUS AND SPIRITUAL LIFE**

### **Staff:**

Julia Thompson Smith Chaplain and Director of Religious and Spiritual Life

Location: Alston Campus Center, 224

Phone: 404.471.6437

The Julia Thompson Smith Chaplain serves as pastor to all members of the Agnes Scott community and coordinates religious activities, offering opportunities for worship, reflection, service and community-building. As a liaison between the college and the broader religious community, the chaplain encourages students to become actively involved with a local church, mosque, synagogue or other faith community. On-campus worship includes ecumenical worship services, special observances and events in celebration of notable campus occasions. The chaplain advises student-led religious and spiritual organizations that operate on campus as well as the Interfaith Council, a committee of leaders from each student-led religious/spiritual group and other interested students, reflecting an increasing diversity of faith traditions at Agnes Scott.

Opportunities for reflection on the relationship between faith and learning, as well as on personal and societal issues, are provided through speakers, group discussions, grief support groups, workshops and spiritual counseling. Through the annual James Ross McCain Faith and Learning Lecture, students have a chance to hear from and interact with internationally recognized scholars, activists and theologians.

### **Presbyterian Affiliation**

Founded by members of Decatur Presbyterian Church, Agnes Scott has maintained close ties to the Presbyterian Church (U.S.A.) since 1889. The Reformed tradition in which the college was created helped shape the intellectual, spiritual and ethical values affirmed to this day: individual inquiry, commitment to the common good, the importance of character formation and engagement with the world. The college's charter commitment to provide "auspices distinctly favorable to the maintenance of the faith and practice of the Christian religion" has broadened into a commitment to ensure that students, faculty and staff of many faiths and secular persuasions are full participants in the life of the college.

For detailed departmental policies regarding religious student organizations, religious community partners, the Julia Thompson Smith Chapel, and faith-sharing, please visit the Religious and Spiritual Life webpage at <https://www.agnesscott.edu/campus-life/religious-spiritual-life.html>.

## RESIDENCE LIFE

### **Staff:**

Director of Residence Life

Associate Director of Residence Life

Assistant Director of Residence Life

Area Coordinators

Graduate Assistants

Location: Winship Residence Hall, Terrace Level, Room G-44 Phone:  
404.471.6408

Website: [agnesscott.edu/residencelife](http://agnesscott.edu/residencelife)

Agnes Scott is a residential liberal arts institution. The residential environment is a key component of each student's college experience. All students, except Woodruff Scholars, are required to live in on-campus housing or campus apartments during their tenure at the college. There are occasional exceptions to the live on-campus housing policy. Authorization to live off campus is granted at the discretion of the Director of Residence Life, in special situations or when space is unavailable on campus.

Living on campus is an integral part of the living and learning experience. The Office of Residence Life provides an interactive community, not just a place to sleep. All staff and resources support the educational and social growth of students as they take advantage of this benefit. Residence halls are almost entirely self-governed within the policies of the college and the Office of Residence Life.

Agnes Scott's residence halls are comfortable and inviting, providing students with diverse residential options designed to support students' transition to the independent life after college. All residence-hall rooms have Wi-Fi services and common TV-viewing areas with basic digital services. Agnes Scott "Main" and Inman Halls have been restored to their Victorian elegance. Their former grace is recaptured with period design and furnishings (some donated by alumnae) and chandeliers in the lobbies and parlors. Both are listed in the National Register of Historic Places. Two other comfortable residence halls are Walters and Winship, which provide housing for most first-year students. Walters features the GEMS (Generating Excellence in Math and Science) living and learning community. Campbell Hall reopened in 2014 as a suite-style residence hall and academic building, the first of its kind at Agnes Scott College. Student rooms have semi-private bathrooms, and the halls are filled with modern community spaces. Newly renovated Rebekah Hall opened fall 2018. Apartment living is available at the college's Avery Glen Apartments, located on the east side of campus. Avery Glen affords a greater sense of independent living for eligible students. Our Living and Learning Communities (formerly named "Theme Houses"), consist of three restored Queen Anne-style homes on the west side of the campus. Students must apply to live in these houses according to their interest in and commitment to assigned themes. By choosing to reside in a house, residents commit to using the living arrangement to advance learning for themselves and the Agnes Scott community. Collaboration between faculty and students is an important focus of this arrangement, and each house has a faculty or staff adviser. A full description of our residence hall facility types is located on our department website: [agnesscott.edu/residencelife](http://agnesscott.edu/residencelife).

### **Professional and Paraprofessional Staff**

All residence life student staff are hired, trained, supervised and evaluated by the Office of Residence Life and the Division of Student Affairs.

The Director of Residence Life is responsible for the budget, strategic planning and administrative oversight of the unit; creating department goals and standardizing processes for staff and students; acting as a resource agent in support of residents; and coordinating major processes such as the room selection process, facility inspections for health and safety, and many others.

The Associate Director of Residence Life is responsible for the overall administration of a comprehensive Residential Education program. The Associate Director works collaboratively with various campus constituents on programs related to residential education, including the living and learning communities, SUMMIT first-year experience, civic engagement and student leadership. Through engaging events and meaningful interactions, Residential Education promotes the holistic development of all students from the perspective of a liberal arts education.

The Residence Life Operations Coordinator manages the daily operational functions of the residence halls, office projects, and administrative functions for the office, including submitting work orders, inputting student charges for rooms and meal plans, and supervising the residence life office assistants. In addition to managing the logistics of daily operations, the residence life coordinator supports students in a myriad of ways, including scheduling appointments with residence life staff and connecting students with campus resources.

The Graduate Assistants are paraprofessional, live-in staff who work part time in the Office of Residence Life but who have significant responsibilities in the residence halls. The graduate assistants play a significant role in the life and operations of the residential campus at Agnes Scott by providing staff-level, on-call emergency support, student support, facilities management, residence hall programming, resident assistant (RA) training and supervision, and administrative projects.

The Resident Assistants (RAs) are the upper- class student staff who live on each floor within the residence halls, living and learning communities and Avery Glen Apartments. Resident assistants build community in the residence halls and assist with day-to-day interactions among residential students. Each RA is required to make rounds within their building/house/complex when serving as the RA “on call” for their building and/or area, to provide programming opportunities for their floor’s residents, and to mediate roommate conflicts as needed.

Names and contact information for staff members are distributed to students via email each semester and remain posted inside of each residential facility. This information can also be found on our department website: [agnesscott.edu/residencelife](http://agnesscott.edu/residencelife).

### **Room Selection**

All returning unmarried (single) undergraduate students currently enrolled at Agnes Scott are automatically eligible to participate in the housing application and room selection process. This includes students who are enrolled in the college’s study-abroad programs, students on leave of absence and students who are currently living off campus. Special readmitted students, part-time students, and Woodruff scholars, should contact the Office of Residence Life directly to inquire about housing availability.

Agnes Scott does not allow students to reserve rooms outside of the housing selection process.

All rooms and apartments are available for students to choose during the housing lottery process. It is in the best interest of students to be present to select their own rooms. However, the use of a proxy is allowed for room selection. The proxy will designate the room to which the absent student will be assigned. The absent student must have submitted the appropriate proxy permission forms prior to the housing selection process. Students in study- abroad programs must designate their proxies via the online housing application process when they apply for housing after submitting a proxy form to the Office of Residence Life. The absent student will be required to accept the specific room assignment given at the random selection.

### **Housing and Residence Life Regulations**

Housing is restricted to enrolled students only. Students who enroll as part-time students or fall below full-time credit hours cannot live on campus without approval from the Dean of Students and the Office of Residence Life. In accordance with Agnes Scott’s desire to encourage and recognize individual maturity and responsibility, it is expected that students will conduct themselves with propriety and exercise good judgment so that their behavior will bring credit both upon themselves and upon the college. If a student’s conduct indicates they are not in compliance with the ideals and standards of the college’s residence life policies or that the student is not mature enough to reside on campus, the Dean of Students may terminate their resident



status. In addition to the specific standards set forth and beyond the areas they govern, it is assumed that students will follow the dictates of common sense and will exhibit a healthy respect for their safety and the comfort of their fellow students. The college and its agents maintain the right to enter a student's room for the purpose of maintenance, fire protection, safety, and upholding college regulations and policies. In the event that a student's conduct indicates that they are not in agreement with the ideals and standards of the colleges residence life policies or that the student is not mature enough to reside on campus, the Office of Residence Life may terminate the student's resident status, at which time the student will be required to move out of the residence hall within 48 hours.

Detailed information about the policies and guidance specific to the residential community can be found in the Agnes Scott Housing Agreement and in Appendix X: Residence Life Policies

The Judicial Board retains primary jurisdiction in the matters listed below:

Residence Life works in conjunction with the Judicial Board and utilizes a warning system for violations pertaining to visitation/guests, appliances, hall meetings, quiet hours and first-year sign in/out. These warnings accumulate over the school year and are reset at the beginning of each fall semester.

## **CAMPUS DEPARTMENTS**

### **GAY JOHNSON MCDUGALL CENTER FOR GLOBAL DIVERSITY AND INCLUSION**

Location: Alston Campus Center, 307

Phone: 404.471.6118

The Gay Johnson McDougall Center for Global Diversity and Inclusion is committed to fostering a community where intersections of identity are appreciated, celebrated and honored at Agnes Scott College. Students, faculty and staff are encouraged to engage in professional development programs and events focused on inclusive excellence. The Association of American Colleges and Universities (2005) defines inclusive excellences this way:

A multi-layered process through which we achieve excellence in learning, research and teaching; student development; institutional functioning; local and global community engagement; workforce development; and more. It is the active, intentional and ongoing engagement with diversity in ways that increase one's awareness, content knowledge, cognitive sophistication and empathic understanding of the complex ways individuals interact within systems and institutions.

The center strives to connect this concept to the students' experiences as they embark on their leadership journeys and explore their roles as change agents in the intellectual and social challenges that affect their local as well as emerging global communities. Our pursuit of excellence through inclusive practices and education allows our community members to thrive in a socially just learning environment free of bias, harassment and discrimination. As we continue our work, we serve as a support system as you redefine your reach in our growing, interminable and socially conscious global world.

### **OFFICE OF INTERNSHIP AND CAREER DEVELOPMENT**

Student Check-in Location: Buttrick Hall, G-12

Phone: 404.471.5454

Agnes Scott has an integrated approach to internship and career coaching. Our goal is to expose students to career exploration and internship opportunities early in their academic career so that those experiences inform and reinforce their academic experience in the classroom.

First-year students complete SUM 120 during the first seven weeks of their spring semester. SUM 120 is a seven-week lab led by career coaches and career peers. In this interactive lab, first-year students learn about career pathways from alums, access tools for self-assessment and career research, and work with career peers to complete their résumés/CVs. Students leave SUM 120 prepared to explore, connect and grow as

professionals. As students select majors, they are encouraged to join at least one Career Community and access unique offerings for internships, career networking and knowledge within their area of study.

Our goal is that every student will have at least one, if not more, meaningful internship experiences. Internships provide a venue for students to learn about their strengths, interests and career opportunities. Employer surveys consistently show that participation in internships is the No. 1 experience employers' value. Students are encouraged to talk to career coaches to brainstorm and research organizations that match their interests. First- and second-year students are encouraged to pursue not-for-credit internships during summer and other academic breaks. By intentionally planning part-time job and volunteer opportunities, students can create a series of real-world experiences that strengthen their academic learning and develop them professional skills. Employers post open internship opportunities and search for students on our jobs board, Handshake, that is free to all students. All students have access to Handshake via their single sign-on at [agnesscott.joinhandshake.com](https://agnesscott.joinhandshake.com).

Career Development provides a variety of programs to help students develop and strengthen their professional skills whether they plan to pursue a job or graduate school. Students are encouraged to follow Internship and Career Development on Instagram and visit early in their Agnes Scott experience to begin taking advantage of programs such as the following.

#### **Workshops and One-on-One Guidance To Develop Professional Tools:**

- Résumé, LinkedIn and cover letter/personal statement.
- Interview skills and practice interviews.
- Networking skills.

#### **Personal Learning and Assessments**

- Students have access to Career Match and Vault to help with self-assessment, interest inventories and career possibilities.

#### **Career Learning Opportunities**

- Career panels and career treks to learn about the world of work through the experiences of alums and Atlanta-area organizations.
- Alum engagement via informational interviewing, career receptions and professional coaching.

#### **Job and Internship Connections**

- Handshake helps all students find meaningful careers.
- Employer information sessions.
- 

### **DINING SERVICES**

Location: Evans Dining Hall

Phone: 404.471.6352

Website: [agnesscottdining.com](https://agnesscottdining.com)

#### **Welcome to Agnes Scott Dining Services!**

Food. It's how we relax, relate and reconnect—with ourselves and with others. Agnes Scott is proud to offer one of the best dining services around. Dining services strives to keep up with the ever-changing trends in dining by offering great exhibition cooking, authentic ethnic dishes, culinary twists on old American favorites and a great variety of healthy options. Enjoy restaurant-quality meals that add value to your dining membership. Dining Services looks forward to making your campus life enriching and rewarding.

### **INFORMATION TECHNOLOGY SERVICES (ITS)**

Location: Walters Hall

Phone: 404.471.6483

Computer-related questions and service requests should be directed to the IT Help Desk, x5487, or [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu) or [input a support/service ticket](https://agnesscott.edu/support/service-ticket).

Information Technology provides complete computing service and support for all computer labs and computerized classrooms. Please refer to the IT MyAgnes site for IT-related policies, information regarding Gmail and Google apps, tutorials, etc. Special course-related software (e.g., SPSS, specific language-related software, math applications) is installed on various computers around campus. Computer service and support for student personal computing needs are limited to network-related services.

Before using any campus technology resources, be familiar with the rules governing their use. Refer to the Policies and Procedures section of the IT [MyAgnes group resources](#) for regulations governing the use of computer resources. The Honor Code and/or applicable federal or local law shall apply to misuse of computer resources.

Please review the following policies and guidelines:

[Acceptable Use Policy:](#)

[Copyright Policy:](#)

[Digital Millennium Copyright Act:](#)

[Electronic Mail Policy:](#)

[Password Policy:](#)

[Scottie Printing:](#)

[Remote Printing](#)

[Google Sites:](#) [agnesscott.edu/its/policies-procedures/google-sites-policy.html](http://agnesscott.edu/its/policies-procedures/google-sites-policy.html)

### **Wireless Networks**

The Agnes Scott Wireless network (WoofWoofWiFi) is available throughout campus buildings and many outdoor areas. Open a web browser and you will be automatically redirected to the WoofWoofWiFi login page. Use your network login to access the service.

For Wi-Fi service issues, contact the IT Help Desk at 404.471.5487, [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu) or [input a support/service ticket](#).

### **Computer Labs**

1. The following computing facilities are available to students for course work in a specific area of study: Astronomy Lab (Bradley, 107), Bibliographic Instruction (McCain, 211), Student Collaborative Learning Centers—SCLC (Bullock Science Center, 203 and 303), Physics Lab (Bullock Science Center, 104W), Chemistry Lab (Bullock Science Center, 303E), Psychology Lab (Bullock Science Center, 108E), Biology Lab (Student Projects Lab and Bullock Science Center, 206E), Education Curriculum Library (Buttrick Hall, 335), Education Classroom (Buttrick Hall, 203), Music Lab (Presser, G19) and Mac Lab (Dana, 210). Multiple computing labs are strategically located throughout the Bullock Science Center, designed for discipline-specific data analysis and student projects. The ground floor of Campbell Hall contains the following: The Writing and Speaking Center, the Economics Center, the Math Center, the Science Center and the Social Science Research Center.
2. Public computing facilities are available in the following locations: McCain Library (main and ground floors and wireless laptop checkout at the Circulation Desk), the Writing and Speaking Center (Campbell, G-14) and Cyber Café (Alston, 101). These facilities have varying numbers of computers, network printers and computer peripherals (slide scanners, flatbed scanners, color printing, digital tablets, etc.).

Please remember:

1. Food and drink are not permitted in computer labs and classrooms.
2. Recycle paper in appropriate receptacles.
3. Take your personal belongings with you when you leave.
4. Log off the computer when finished.

5. Think before you print, and print only what you need.
6. All public computer systems use a program called DeepFreeze to maintain system configurations. When you save your work, either save to your personal digital storage device or make sure you are saving to the T drive. If you save anything on the hard drive, you may not find it later, as these computers are cleaned up weekly.

### **Account Administration Account Creation**

1. New student accounts are created throughout the summer and one week before the start of the spring semester. The Office of Admission provides new student account information.
2. Account names are based on the first ten characters of your last name as they appear in your student record and three randomly generated numbers.
3. Vanity names are not permitted.

### **Account Retention/Deletion**

1. Accounts for students who withdraw from the college for any reason other than an approved leave of absence are deleted within 24 hours after IT receives the withdrawal notice from the Office of the Registrar.
2. Graduating Senior accounts are retained until January 31st. Email notices are sent out as reminders for your account deletion.

### **Account Management**

1. Student mailboxes are not backed up; therefore, they cannot be restored. Students are responsible for saving messages they want to keep.
  - a. Google provides unlimited storage for email messages and files. Email attachments may be no larger than 25 MB and individual files may be no larger than 1 TB.
2. Server-level spam detection is done through Google. However, if you receive any emails that do not look authentic or are suspicious, please refrain from clicking any links and report the emails to ITS immediately.
3. The college uses KnowBe4 as a security training resource and at various times in the semester electronic security training activities are sent out to faculty, staff and students. We also conduct phishing exercises throughout the year. You should use the Phish Hook on the right side of your Google Mail screen to report messages you feel are phishing attempts.

### **Cable TV Services**

Some residence halls have TV-viewing common areas for student use. Hardwired cable-TV service in residence hall rooms is not available. To view cable TV in your room, you must use the residence hall wireless network for streaming services available to you from services you have access to at your home and that you can log in to via your personal computer, or subscription services such as Sling TV, Hulu, Netflix, Amazon Prime, etc.

### **Indemnification of the College**

Users agree by virtue of access to the college's computing and email systems to indemnify, defend and hold harmless the college for any suits, claims, losses, expenses or damages, including, but not limited to, litigation costs and attorney's fees arising from or related to the user's access to or use of college email and computing systems, services and facilities.

### **IT: Campus Computer Network (ASCNT)**

Agnes Scott's local area computer network, ASCNT, provides the college with access to a variety of network resources that include, but are not limited to, email, the Internet, the intranet, online library catalogs, a campus-accessible online phone directory, the course management system, network printing and AscAgnes. AscAgnes (pronounced "Ask Agnes") provides students with self-service access to the course catalog, class

schedule, grades, a view of progress toward degrees, required forms and financial aid term award details. Students use their network/email login information to gain access to AscAgnes resources.

- All college-owned computer systems are connected to the network.
- Each student is assigned an email address by ITS as described above.
- Students are expected to use proper “netiquette” and technology policies referenced in this handbook.
- Students can connect their personal computers to the campus network in their residence hall rooms. Each new student will receive a copy of the connectivity instructions during orientation. Returning students can attach their personal computer to the campus network, open a web browser and re-authenticate to the campus network. If a student needs help getting connected, the student should ask their residential computing consultant for help or contact the IT Help Desk at 404.471.5487, [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu) or [input a support/service ticket](#).
- All student personal computers connected to the campus network must have one of the approved antivirus products listed on the IT website.
- Contact residential computing consultants if you have computer questions or need help.
- A print management system is currently active to control printing.
- Refer to [agnesscott.edu/its/policies-procedures/scottieprinting.html](http://agnesscott.edu/its/policies-procedures/scottieprinting.html) for details. **Contact**

### **Information**

The college is committed to academic freedom as stated in Section II of the Faculty Handbook, Statement on Academic Freedom and Responsibility, and the assessments of complaints about unauthorized use or misuse of electronic resources will be evaluated consistent with this and other college policies as listed above.

### **Identification Card (ASC Card)**

The ASC Card is your official Agnes Scott identification card. The ASC Card provides access to services and photographic proof of your standing as a campus member. The Office of Telecommunications, a unit of ITS, issues the card.

#### **Getting the Card**

The ASC Card is granted to all registered students during orientation as part of their enrollment at Agnes Scott College. Students may also obtain their ASC Card from the Office of Telecommunications upon provision of a photo ID.

#### **Caring for the Card**

Avoid bending or scratching your ASC Card. Do not punch holes in the card. Keep your ASC Card out of washers and dryers, away from magnetic fields (cell phones, stereo equipment, computers and disks, other magnetic stripe cards, etc.) and extreme heat (such as the inside of a parked car). It is best to keep your card in a protective holder. The ASC Card is a “proximity” access card and must be held within five inches of the card access reader to open a door.

### **Card Issuance**

Cards issued Monday through Friday, 9 a.m.–4 p.m. in Walters Hall, Room G15

#### **Uses:**

##### **Dining Services**

The ASC Card gives the cardholder access to dining services meal plans; Dining Services maintains and services the meal plan account.

##### **Printer Services**

The ASC Card gives the cardholder access to print, copy and scan on campus copy machines.

##### **Library**

The ASC Card gives the cardholder access to McCain Library services; the library maintains and services the library account.

#### Door Access

The ASC Card gives the cardholder access to the following administrative buildings after hours:

Alston Campus Center	Chapel
Bullock Science Center	McCain Library
Bradley Observatory	Dana Fine Arts Building
Campbell Hall	Dance Studio

The ASC Card also allows building access for students who reside in the following residence halls:

- Campbell Hall, Theme Houses, Rebekah Hall, Winship Hall and Walters Hall

#### **Policies Use of the ASC Card**

The cardholder agrees that the ASC Card is the property of Agnes Scott and can be confiscated from the bearer as a result of inappropriate conduct or abuse.

Use of the ASC Card is subject to all terms, conditions, rules and regulations as put forth by Agnes Scott. Students must present their ASC Card at the time of use in order to obtain services, and the card should be carried at all times. It is not valid without a current validation sticker.

ASC Cards and related accounts are nontransferable; any misuse or illegal transactions can result in privilege suspension. Students are responsible for the usage of their card.

#### **Disclosure of Information to Third Parties**

The Office of Telecommunications will disclose card access information and/or photos to third parties only in the following circumstances:

- In order to comply with court orders or other applicable laws.
- If the cardholder gives the Office of Telecommunications written permission.

#### **Lost/Stolen Cards**

Immediately report any lost or stolen card or unauthorized card usage in person during operating hours at the Office of Telecommunications or by phone at 404.471.6490. If it is after hours or on the weekend, please contact Public Safety at 404.471.6355. The cardholder is responsible for all usage of the card prior to proper notification of the Office of Telecommunications or Public Safety.

#### **Replacement Cards**

The cardholder must report to the Office of Telecommunications during the appropriate office hours to purchase a replacement ASC Card. There is a \$15 fee to replace lost, stolen or damaged cards.

#### **Temporary Cards**

In the event an ASC Card is lost, stolen or damaged, a 24-hour temporary card can be issued by the Office of Telecommunications during weekday hours or by the Department of Public Safety after hours and on the weekend. The card will provide access to any existing privileges from the cardholder's original card. If the ASC Card is found, the student must return the temporary card to the office in which the student received it. If the ASC Card is not found, the student must bring the temporary card back to the Office of Telecommunications during business hours and purchase a replacement ASC Card for \$15.

### **INSTITUTIONAL REVIEW BOARD**

#### **Guidelines for the Protection of Human Research Participants**

All students, staff and external researchers at Agnes Scott who are conducting research on living human subjects will need approval from the Institutional Review Board (IRB) before beginning their research project. Please note that research includes, but is not limited to, independent research projects conducted or

directed by faculty or staff, independent student research, and student research performed within a classroom context. Also note that the IRB's definition of "original research" may be construed broadly. Life histories, interviews, focus groups, surveys and other forms of data collection may require IRB approval. The guidelines for the protection of human research participants must be used for all research projects conducted under the auspices of Agnes Scott College that to any degree involve using human research participants. Applications and all inquiries should be sent to [IRB@agnesscott.edu](mailto:IRB@agnesscott.edu). Consult the IRB website for more information at [agnesscott.edu/irb](http://agnesscott.edu/irb).

### **CENTER FOR WRITING AND SPEAKING**

The Center for Writing and Speaking (CWS) is a peer-tutoring organization aiding students in writing, oral presentations, multimodal projects, and related assignments and activities. The CWS is located on the ground floor of Campbell Hall in G-14. Tutoring is free for Agnes Scott students and is available Sunday through Friday during posted hours.

At Agnes Scott, tutoring in writing and speaking is not a remedial service but a satisfying and fruitful way of encouraging students of all ability levels to write and speak better. We view the tutor as a resource, someone who can help students improve their writing or speaking even if it is already excellent.

In CWS tutorial sessions, students are encouraged to develop their own ideas and to respond effectively and creatively to course assignments. They may visit the CWS at any stage of their assignment or project. Tutors can help with brainstorming, outlining, drafting, writing, revising, proofreading, visual aids, speech practice, interview skills and more.

In addition to regular tutoring appointments, the CWS offers the Partners Program for weekly tutoring with the same tutor for a full semester for students who want consistent help with their writing and speaking. First-year students in ENG110 and LDR101 will also benefit from having an assigned CWS course tutor. The course tutor will attend all class sessions, consult with the instructor, and assist students with course-specific help for writing and speaking assignments.

The CWS serves the entire Agnes Scott community by sponsoring events such as speakers, panels, readings and contests to support writing and speaking and related activities. The center prides itself on being an "intellectual hub." Computers, audio and video equipment, sample papers and model speeches or presentations and other resources are available in the Center for Writing and Speaking for students to use in tutoring sessions or on their own. Our Presentation Center (Campbell, G-17) is the perfect place for students who wish to practice or record their speeches and presentations. Visit us at [agnesscott.edu/writingandspeaking](http://agnesscott.edu/writingandspeaking).

### **CENTER FOR GLOBAL LEARNING**

Location: Buttrick Hall

Phone: 404.471.5380

The mission of the Center for Global Learning is cultivating informed, responsible and effective engagement with the global community. The Center for Global Learning is where global learning really takes flight (or sail, or foot or bike). As a central theme of SUMMIT, global learning at Agnes Scott College equips Scotties to understand and navigate our increasingly "global" world. Today, we all encounter an exhilarating and overwhelming range of people, ideas, cultures and commodities.

Your experiences during your years at Agnes Scott will prepare you to translate those encounters as a student and as a leader. Every Scottie attains a foundational understanding of complex global dynamics through our first-year curriculum and co-curriculum and the rich composite of international perspectives on campus.

After that, students can elect to pursue more in-depth learning through a breadth of study abroad, independent and faculty-led opportunities, the Global Learning specialization, and/or advanced co-curricular events. The Center for Global Learning coordinates all these learning opportunities as well as provides services for international students.

The broad areas of service and advisement include International student services and advising, First-Year Global Gateways and Global Journeys, faculty-led study programs and independent study abroad.

For more information on international students, visit: [agnesscott.edu/global-learning/international-students](https://agnesscott.edu/global-learning/international-students)

For more information on global learning during your first year, visit: [agnesscott.edu/global-learning/first-year-global-learning](https://agnesscott.edu/global-learning/first-year-global-learning)

For more information on independent study abroad, visit:

[agnesscott.edu/global-learning/for-all-scotties/study-abroad/independent-study-abroad](https://agnesscott.edu/global-learning/for-all-scotties/study-abroad/independent-study-abroad)

## MC CAIN LIBRARY

Location: McCain Library

Phone: 404.471.6094

McCain Library provides resources, services and facilities designed to support the needs of the Agnes Scott community. In addition to scholarly books and periodicals, the library collection includes a broad array of popular fiction and nonfiction, documentary films, and both recreational and media equipment to borrow. The library's website, [agnesscott.edu/library](https://agnesscott.edu/library), provides access to WorldCat, the library catalog; to GALILEO, Georgia's consortia collection of databases, including many with full-text journal articles and primary sources; and to additional electronic books and databases that are also licensed for campus researchers. Those e-resources may be searched individually or simultaneously using the Discover search tool. The librarians and staff of McCain Library are dedicated to providing excellent customer service. Save yourself time and talk with them about the best sources for your research, evaluating resources, citation styles, using library services, and anything else to help you succeed in college and information-seeking. Drop by or make a research appointment online. If you cannot pick up a borrowed item during library hours, place a Hold and ask that it be left for you in a locker near the CDVL (<https://libguides.agnesscott.edu/worldcatrenew/placingholds>).

### McCain Library and Student Data

McCain Library maintains access to certain protected, personally identifiable student data, including name, institutional ID number and contact information in order to provide library services, such as circulating library materials. Library student data, including library borrowing history, is kept confidential, and information about your library account is not available to anyone outside of library staff. In using library services, the student acknowledges that McCain Library has access to their protected data and may use it in the provision of library services.

### Library Hours (Hours are subject to adjustment)

During fall and spring semesters, the library is open 94 hours each week (with extra hours added around exams):

Monday–Thursday, 8 a.m.–1 a.m.\* (checkout services end at 10:30 p.m., then study only till 1 a.m.)

Friday 8 a.m.–6 p.m.\* Saturday 10a.m.–4 p.m.

Sunday 3 p.m.–1 a.m.\* (checkout services end at 10:30 p.m., then study only till 1 a.m.)

\*Appointment-based research guidance is available 35 hours a week

(<https://mccainlibrary.youcanbook.me/index.jsp>). Walk-up research guidance is available at the Scottie Research and Rescue Desk, Monday–Friday, 1 p.m.–5 p.m., with additional evening hours 5 p.m.–8 p.m.

Monday–Wednesday (some evening hours may be staffed virtually). The Circulation Desk is staffed for checkouts and returns until 10:30 p.m. Sunday–Thursday.

Hours vary for summer, semester breaks, holidays or inclement weather and are posted at the entrances and on the library website's Hours page (<https://agnesscott.libcal.com/hours>).

### Responsible Library Use

Students should always bring their ASC ID with them to the library to check out any items. Materials borrowed on your account are your responsibility, including costs associated with overdue, lost or damaged



items. Rather than lending library materials to other students, have the other student ask circulation staff to place a hold on an item, triggering an email alert once the item is returned and available.

### **The Building**

McCain has seven floors. Don't miss the study nooks and art scattered throughout, the lobby's ceiling inscriptions, the Elizabeth Henderson Cameron Reading Terrace (a great place for soaking up sunshine), the Elmore Reading Room's curved, comfy couch, and the Noble Heritage Center collection of Agnes Scott historical items (hours posted each semester or by appointment). Please show consideration for others by setting cell phones to silent or vibrate and by keeping voices low throughout the building. Floor 3 has been designated a Quiet Study Area; no voices, music, laptop or cell phone use should be audible on that floor. Five group study rooms and three media-viewing rooms are available and may be reserved in advance (<https://agnesscott.libcal.com/allspaces>) through the library's home page for collaborative work between two or more students (solo studiers are asked to use other library spaces such as the carrels on the west side of Floor 1's terrace).

### **Refreshments**

Food that is not smelly, crunchy or greasy is allowed, but all edibles should be kept away from computers, library materials and carpet. Beverages should have closed lids and not leave rings on wooden surfaces. Trash from food and drinks should be carried back outside to help maintain the building. Please promptly report any accidental spills to a library staff member.

### **Carrels**

There are 12 carrels on the first floor along the terrace that are available to anyone. Another group of individual study carrel (41 throughout McCain Library) may be reserved on the first morning of each semester by students enrolled in an independent study (490s) or a senior seminar (<https://www.agnesscott.edu/library/using-the-library/study-spaces-and-carrels.html>). After priority needs are met, remaining carrels are available for checkout by other students. Speak with the access services coordinator, stop by the circulation desk or phone 404.471.6094 for details. All library materials on reserved carrels must be checked out so that their status is clear in the WorldCat library catalog. While library staff enjoy seeing the personalization of carrels each year, please do not damage surfaces or walls. Other students may sit at reserved carrels when they are unoccupied, but they should be left as they were found. Any student borrowing a reserved carrel is requested to move amicably to another part of the library if the student with the reservation arrives to use their carrel.

### **Circulation and Renewals**

Circulating materials may be borrowed at the Circulation Desk (Floor 1) by presenting a valid Agnes Scott ID. Additionally, lockers are located near the ground floor entrance for 24/7 retrieval of items once a hold has been placed through the WorldCat catalog. Most materials may be loaned; however, reference books, periodicals, microfilm, and most course reserves are for use in the library only unless special permission is granted by library staff. The usual loan period for books is one semester (unless recalled); other items' loan periods follow (unless different arrangements are requested in advance):

- DVDs: 7 days
- iPads: 3 days
- Library laptops: 6 hours
- Audiovisual/recreational equipment (cameras, projectors, volleyballs, etc.): 3 days
- Reserves: 2 hours, 4 hours, 1 day or 3 days depending on professors' wishes to enable access for the whole class—typically 2 hours

A menu of equipment and recreational items and how many are available is viewable on the library website (<https://www.agnesscott.edu/library/using-the-library/borrowing-items/borrowing-equipment.html>). Most borrowed materials can renew online through your library account (<https://agnesscott.account.worldcat.org/account>) before their due date, as long as another patron has not requested them (limit: two renewals for books and DVDs, one renewal for equipment and reserves). Watch for courtesy college email reminders before due dates. Late fines for laptops, iPads, media equipment, and

course reserves are higher than for books. When the library building is closed, you may return non-equipment items to the brown book drop outside the front entrance (to the left of the doors). Equipment must be returned in person.

### **Computers and Printers**

Students should use their college network login and password on public computers in McCain Library. The campus AgnesScott Wifi wireless network is available to Agnes Scott students who wish to use personal laptops in the library or on its terrace. McCain's Floor 1 has two clusters of computers and one flatbed scanner available for library research, Canvas, and Microsoft Office applications; plus, there are 10 laptops available to borrow for six hours of use at a time. The Ground Floor also has eight computers (opposite the elevator and around the spiral stairs). Media Viewing Room 1 offers a large monitor, wireless keyboard and mouse for collaborative small-group work (PowerPoint, etc.); that room may be reserved on the library home page and seats about five students. If all the computers on the lower floors are busy, ask a staff member about unlocking McCain 211, the library's classroom. Unless a workshop/meeting is scheduled, it acts as an overflow computer lab. More printers, Macs, graphics and editing software, and scanners are available in the Center for Digital and Visual Literacy on the Ground Floor, outside the main library space.

Save yourself the worry of lost documents; always and often save your files to a USB drive or to a free cloud-based document storage service such as Google Drive. Items saved to the desktop, the C:\ drive, or My Documents will be deleted when you log off the library's public computers. Remember to log off to protect your files and privacy on computers and printers.

The ground and main floors have Canon printers/scanners that will accept print requests from any college desktop computer. Tap your ASC ID card at the Canon's front panel to queue your print job or to begin a scan. Printing to the networked printers is managed by ITS (500 free pages; \$30 annually). Once you have used up your free allocation, you may add additional money to your account at the library's Circulation Desk or at the ITS Help Desk in Walters Hall. It's smart to be "green" and to save files electronically whenever possible.

### **Creating and Managing Bibliographies**

Students have access to Zotero, a free online tool for easily managing bibliographies and citations. The LibGuides website (<https://libguides.agnesscott.edu/>) offers a quick start guide to Zotero and its Word plug-in.

### **Lost Items**

Students are responsible for library materials they have checked out. A book believed to be lost should be reported to the Circulation Desk immediately to avoid a billing fee. The maximum charge for a lost book is \$100, plus any accumulated fines. Library materials and interlibrary loans that are mutilated, defaced or damaged are subject to the same fees as lost books. Please handle library materials carefully so that others may use them in the future. Circulation also maintains a "lost and found" area, so if personal belongings are misplaced in McCain Library, check at the circulation desk (and also at the Department of Public Safety next to the West Parking Deck).

### **Unreturned Items**

If overdue items are not returned, they will go to billed status, and the replacement cost will be charged to the student's library account. Once an item has reached billed status, library staff will work with the student to either return or pay for the item. Items not returned or paid for within one week of billed status will be considered stolen. Please contact [accessservices@agnesscott.edu](mailto:accessservices@agnesscott.edu) with questions about loaned materials.

### **Media Viewing and Listening**

The DVD collection (documentaries and popular films) is shelved on the left side of the Main Reading Room on Floor 1. CDs and LP record albums are housed on the ground floor along with equipment for viewing/playing them.

### **Passwords and Off-Campus Access**

For off-campus or personal computer access to McCain Library research databases online, you will be prompted to type in your network username and password (your college email address and the password used to log in to your Agnes Scott email account).

If you are prompted for any other username and password, look for an option to Find Your Institution and search for Agnes Scott College or Open Athens. If Agnes Scott College appears, an option to log in with your network username and password will be provided. Many library databases also allow users to create a free personal account to save and manage citations after you have authenticated your access.

### **Periodicals, Journals and Newspapers**

McCain Library licenses and provides access to over 100,000 journals and newspapers online. Full Text Finder (the Journals A-Z locator) on the library's website will direct students to the appropriate database(s) for online access or to McCain print/microfilm holdings. For items not available here, consider interlibrary loan (see library website). Current print periodicals are housed in the Main Reading Room on Floor 1. Daily newspapers, such as *The Wall Street Journal*, may be borrowed from the Circulation Desk. Older bound journal volumes and microfilm (both arranged alphabetically by title) are located on the Ground Floor.

Canon printers have a photocopy function, and a microfilm reader-printer is available near the bottom of the spiral stairs.

### **Research and Instructional Services**

Librarians are available most of the hours the library is open to help students locate, analyze and select information from various resources. Save time—just ask us! Librarians are glad to provide individual or group orientations or to consult about a particular research topic. We work with many research-intensive classes each semester to ensure students are able to find the information they need and to build strong research skills; we also offer workshops that are often recorded. SkillBuilder workshops are posted to our YouTube channel (<https://libguides.agnesscott.edu/skillbuilders>).

The Scottie Research and Rescue Desk, located on the first floor (the second service desk after you enter McCain), is a great place to receive personalized research assistance. Ask questions in person, schedule an individual appointment (<https://mccainlibrary.youcanbook.me/index.jsp>), send an instant message using the chat service on the library's website, email questions/suggestions to [library@agnesscott.edu](mailto:library@agnesscott.edu) or call 404.471.6096. In addition, the library website includes a variety of research guides (LibGuides) to assist students 24/7 (<https://libguides.agnesscott.edu>) and to provide tips on finding books, e-books, articles and primary sources. These guides are a handy starting point—available anytime without a password.

### **Reserve Readings for Courses**

Certain books and films are placed on reserve by faculty members to facilitate group access to course-related assignments. These materials are located at the Circulation Desk (Floor 1) and can be used inside the library for short periods of time. Most may be checked out overnight, starting two hours before closing (unless a professor prefers that their personal copy remain in the library). Present a valid Agnes Scott ID to borrow reserves, and request the item needed by its title.

Note: To ensure fair access to all the students in a class, reserves should be returned on time. Overdue reserve materials incur a charge of \$1 per hour.

### **Access to Other Libraries' Collections**

If a resource is not part of McCain's collections, you may suggest a purchase (via the web form link on the library's website). Requests are considered if an item falls within McCain's collection development policy/budget, or you may borrow from another library as outlined below.

### **Interlibrary Loan (ILL)**

McCain Library absorbs the cost of interlibrary loans, but in order to keep that service free, we ask that students prioritize and request only items that will be used for research. To request a book or article not available here, fill out an electronic ILL request form on the library website. Include as much information as possible. A research librarian will be glad to help verify that the citation is accurate. Allow five to 10 days for a request to be filled; depending on the time of year and the material needed, some requests may take more or

less time to arrive from the lending library. The student will receive an email when the item is available. To maintain the college's cooperative agreements with other libraries, due dates for interlibrary loan materials must be strictly observed. One renewal request may be made before a due date (refer to the staff contact details on the blue book band attached to the requested book).

### **Interlibrary Use (ILU) Cards**

An alternative to interlibrary loan is available through ARCHE (Atlanta Regional Council for Higher Education), a consortium of 20 colleges and universities in the Atlanta-Athens area. By agreement among these institutions, students may be granted permission to check out books from another library for a limited time to supplement the resources of their home library. If you have transportation to a nearby library, first obtain an Interlibrary Use Card (ILU) from McCain's Scottie Research and Rescue Desk. Cards are issued to any student in good standing (fines below \$10) who has a valid information need. Research should be done first at McCain Library, and then if it is necessary to go further, librarians here can verify which local library holds the material needed.

### **DeKalb County Public Library (DCPL) Cards**

Resident Agnes Scott students are eligible for library privileges at all DeKalb County public libraries. The main branch is located in downtown Decatur on Sycamore Street. To obtain a DCPL card, students must present a valid Agnes Scott student ID and proof of DeKalb County residence (e.g., U.S. mail, such as a bill addressed to your campus mailbox). We are here to facilitate your success, so take full advantage of our information skills, resources, and study spaces!

## **LOST AND FOUND**

Public Safety x6355

The "lost and found" is located at the Department of Public Safety. Students who lose items should report the loss immediately to the Department of Public Safety, and students who find items should deliver them to the same location.

## **MEDIA FACILITIES**

Location: McCain Library

Phone: 404.471.5468

Students may view reserved materials, such as DVDs, or listen to CDs using the three group-viewing rooms or the individual carrels located on the Ground Floor of McCain Library. Group Viewing Room 1 also offers a computer with a 50-inch flat screen, wireless keyboard and mouse for small-group project collaboration. McCain Library lends equipment such as digital video cameras, still digital cameras, flash drives, digital audio recorders, etc. If interested, ask at the main circulation desk.

**The CDVL (the Center for Digital and Visual Literacy)**, located on McCain's Ground Floor, is a unit reporting to the Center for Global Learning and Leadership Development. The CDVL has two Mac labs (McCain, G-11 and McCain, G-37) equipped with specialty hardware and software production tools, such as video- and audio-editing software, Adobe programs, scanners and a color printer. The CDVL offers free peer tutoring for Agnes Scott students that is available Sunday through Friday during posted hours on their website [cdvl.agnesscott.org](http://cdvl.agnesscott.org).

Media Services is located adjacent to the CDVL and reports to ITS. They oversee the Flex Studio, which has an audio recording booth and video/photography studio. It is equipped with professional lighting, DSLR cameras, microphones and mixing and effects equipment. Choose the green screen to create an ideal background for videos and photographs. Post-production tools include the latest Apple iMac and industry-standard software such as Final Cut Pro and the Adobe Suite. The audio recording booth is perfect for recording podcasts using professional mics, a mixer and recording software. Media Services also supports classroom technology and will consult with you on choosing the best A/V equipment for your classroom presentation or school event.

## POST OFFICE

Location: Alston Campus Center

Phone: 404.471.6349

### Campus Mail

Mailboxes are provided to all students and serve as a means of communication between students and various campus organizations and administrative offices as well as the primary means of distributing incoming mail. Students are urged to check their mailboxes regularly and are responsible for reviewing official notices and information about campus activities sent by campus mail. Failure to observe deadlines and notices sent through the mail may result in penalties. Mailboxes are accessible 24 hours a day.

### Services

The Agnes Scott Post Office is a substation of the Decatur Post Office and provides a full range of services including registered, certified, insured, priority and express mail at established postal rates. Money orders, stamps and stamped envelopes are also sold at the service window, but unstamped envelopes, boxes and other packing/shipping materials are not provided. Additional private shipping services provided by FedEx and UPS are available, and the Post Office does have packing/shipping materials such as express envelopes, shipping boxes, and packaging for these services. The Post Office also sells MARTA UPass cards.

### Amazon Lockers

Agnes Scott College Amazon Locker, Estrela, is located on the first floor of Alston Campus Center across from the Post Office. Amazon deliveries are made Monday through Friday, from 8 a.m. to 5 p.m. Eastern time. Returns using Amazon Lockers are limited. For more information, please refer to [amazon.com](https://www.amazon.com) or visit the Center for Student Involvement on the second floor of the Alston Campus Center building.

**Post Office Service Window Hours** Monday– Friday, 8:30 a.m.–4:30 p.m.

## PUBLIC SAFETY

Director of Public Safety: Henry Hope

Location: The West Parking Facility, 137 South McDonough St., Decatur, GA 30030

Emergencies: x6400

General Information and Assistance: x6355

The college administration, Department of Public Safety and local authorities consider your personal safety to be of paramount importance. However, students are expected to exercise advance planning and good judgment when traveling to campus facilities or off-campus destinations after business hours.

The college and surrounding communities are part of a major metropolitan area and must be considered as such by all members of the campus community. Please make yourself familiar with campus personnel and operations as well as normal activities in communities nearby before venturing out alone.

Agnes Scott is dedicated to assisting members of our community in providing for their own safety and security. A copy of Agnes Scott's Annual Security Report is sent to students, faculty and staff prior to October 1. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies for alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting:

Department of Public Safety

141 E. College Ave., Decatur, GA 30030

404.471.6355

Email: [ascpolice@agnesscott.edu](mailto:ascpolice@agnesscott.edu)

## **Emergencies**

Students should contact the Department of Public Safety in all police, fire or medical emergencies.

### **A. General Student Emergencies**

1. In the event of a student emergency on campus, dial Public Safety at 404.471.6400. This number should be used only for emergency situations. Dispatchers are on duty in the Public Safety office 24 hours a day.
2. All other questions concerning the Department of Public Safety should be directed to 404.471.6355.

### **B. Metro Atlanta Emergency**

1. If you are off campus and an emergency occurs, dial 911. Be prepared to provide your location and/or the nearest access street. When requested, give your address as Agnes Scott College, Decatur, and provide the police with the Public Safety emergency number: 404.471.6400. Notify Public Safety after 911 has been dialed.

## **Emergency Alert Phones**

Emergency alert telephones are equipped with a button for direct emergency-line assistance and direct-dial buttons to contact Public Safety for reporting emergencies or to request information. Distinguishable by the blue light atop the tower, these phones are located strategically throughout the campus. Sites include the following:

- The west end of the South Candler Road parking lot
- Outside the front door of the Woodruff Physical Activities Building
- Sidewalk outside the primary entrance to the Bradley Observatory
- South end of the South Parking Lot (near the tennis courts)
- Sidewalk on E. Dougherty Street between Woodruff and Dance Studios
- Front of the south entrance of the Science Center
- Sidewalk at the east end of Bullock Hall
- Just outside the iron gate at the primary entrance to Dana
- Rebekah parking lot at Buttrick Drive
- Main Loop between Main and Rebekah
- North side of E. College Avenue in front of the college at the underground viaduct to the railroad crossing
- Sidewalk of the Main Loop between Inman and the Hopkins parking lot
- Sidewalk between Hopkins and Candler Road
- Candler Street near Winship and the iron gate
- Avery Glen, on the corner near the manager's office
- All four levels of the parking facility

## **Emergency Transport**

In an emergency medical situation, please call Public Safety at x6400. The ill or injured student will be transported to DeKalb Medical Center by ambulance. If the student does not need emergency transportation, the student should be taken to the hospital by a friend. If a student's condition is very minor, Public Safety or an approved transportation service can transport the student to an urgent care facility or the DeKalb Medical emergency room. A residence life or administrative staff member should be notified of all emergencies.

## **Investigation of Complaints**

- A.** When a complaint of any criminal activity is made to the Department of Public Safety, it will be handled using standard police procedures. Any criminal activity involving an Agnes Scott student or a student's

guest/visitor will be reported to the dean of students, and standard police procedures as outlined in sections B.-E. below shall be followed.

- B.** If investigation of the complaint requires a search, the search will be conducted by public safety officers.
- C.** Evidence of criminal activity can be seized during the search. This includes not only evidence related to the original complaint but also evidence of any other criminal activity that might be in plain view of the officers conducting the search.
- D.** At the time of the search, or at any later time during the investigation of the complaint, students or other individuals found to be involved in criminal activity may be arrested and released on a copy of charges or arrested and taken to jail.
- E.** Refusal to cooperate with public safety officers in the course of an investigation can result in an arrest for obstruction of an officer (O.C.G.A. 16-10-24).
- F.** The dean of students office will be informed of the results of any criminal investigation conducted by the Department of Public Safety and will then determine if additional investigation and/or action is necessary.

#### **Public Safety-Motorist Assistance**

If a student's or faculty or staff member's car becomes inoperative on college property, a public safety officer will jump-start the car. If a student or a faculty or staff member locks the keys in their car on college property, a public safety officer will try to get the owner's keys out of the car. Public safety officers cannot assist with student automotive emergencies off campus.

#### **Parking Regulations**

- A.** All students wishing to keep a car on campus must register the car with Public Safety. The Avery Glen Apartments are part of the campus community, and student residents are held to the same standards in the parking regulations.
  - 1. Students parking cars on campus may secure a parking decal good for one academic year for \$100 through the Department of Public Safety. Students purchasing decals are provided with a brochure regarding campus parking regulations and are responsible for knowing those regulations.
  - 2. Temporary parking permits are available for students needing parking privileges for only a short time (up to two weeks). The cost for a temporary parking permit is \$10.
  - 3. Parking permits must be displayed on each vehicle parked in lots designated for use by students, faculty and staff. Drivers must park only in lots designated for use by their constituency (i.e., student, faculty or staff).
- B.** Visitors and guests must park in areas designated for their use. Students that reside at Avery Glen Apartments are not considered visitors and must abide by the parking regulations for other resident students.
- C.** Specific regulations enforced by Public Safety include those listed below. Failure to comply will result in either a warning, a ticket, wheel immobilization, towing or any combination of the aforementioned penalties.
  - 1. Parking is not authorized adjacent to yellow curbs or in spaces designated for specific individuals or visitors, loading zones, limited time parking zones, fire lanes, handicapped parking or tow-away zones. Loading zones and service areas are for service and vendor delivery vehicles.
    - a. Any vehicle violating parking regulations, blocking a street or thoroughway, or parked on a sidewalk will be subject to towing. If a student parks in a reserved space on campus, the student will receive either a parking citation or a wheel lock.
    - b. A student's car may also be towed or wheel-locked if the student receives more than three tickets in an academic year. Cars may be towed to one of the following addresses:  
S & W Wrecker Service, 2158 Tucker Industrial Road, Tucker, GA 30084,  
Phone: 770.493.9083

- c. The student must pay the towing fee in the amount designated by the towing company plus extra fees for every additional day the car remains in the towing facility. These fees are determined by the towing company and are subject to change without notice. The wheel-lock removal fee is \$50. Payment will only be accepted IN CASH. The student must come by the Department of Public Safety office to get a copy of the impound slip before the car will be released.
  - i. The repeated abuse of these regulations, with no evidence of cooperation from the vehicle owner, will likely result in wheel lock or towing of the automobile.
  - ii. The right to close any parking area for college purposes is reserved by the college. Do not attempt to park in these areas by removing traffic cones and/or barricades. Tickets will be placed on cars that are in violation of specifically stated regulations. The registered permit holder is responsible for all violations attached to the vehicle. The first failure to observe parking regulations will carry a \$10 fine; second tickets carry a \$25 fine; and the third and subsequent tickets carry a \$50 fine. However, certain violations carry stiffer fines based on severity. These include parking in a handicapped spot without a permit, \$100–\$500; parking in a fire lane or next to a hydrant, \$50; blocking or obstructing traffic flow, \$50. Consistent or flagrant disregard of parking regulations will result in the loss of the privilege of keeping a car on campus.
- d. Local law applies on campus with regard to guest parking. Visitors parking unlawfully (e.g., fire lanes or towing zones) are subject to enforcement of those laws.
- e. Parking fines and appeals
  - i. Fines are collected in the accounting office during normal business hours. The ticket should be presented to the accounting office with payment. It will be stamped and returned to the vehicle owner as proof of payment.
  - ii. Tickets may be appealed within five days of receipt of the citation. The written appeal should be sent to the Department of Public Safety. The department will be responsible for notifying the vehicle’s registrant of its decision in writing.

### **Personal Safety**

#### **A. On or Around Campus, Including MARTA**

Exercise common sense and caution when walking around campus at night or when riding MARTA.

#### **B. Off Campus**

In the event a student finds themselves stranded or in need of police assistance while on an interstate or state highway in Georgia (including in metro Atlanta), the student should dial \*DOT (511) from their cell phone, if the student has one. The Georgia Department of Transportation will then dispatch a state patrol officer or HERO unit as necessary to lend assistance.

#### **C. Safety Tips**

Public Safety provides several publications and seminars during the year about personal safety and awareness of your surroundings as a means of decreasing the opportunities of becoming a victim of a crime. In addition, the department has posted safety tips on the college’s website at [agnesscott.edu/publicsafety](http://agnesscott.edu/publicsafety)

### **Concerning Behavior**

Loiterers, canvassers and salespersons are not allowed on the campus. Students are to report any suspicious person(s) immediately to the Department of Public Safety and to the Office of the Dean of Students.

All Agnes Scott facility employees will be in uniform when working in residence halls and in other student-use buildings. Other vendors and repair persons must sign for a badge in the Public Safety office. Students must accompany male guests when in student-use areas. Students from other colleges using college library resources are required to check in at the circulation desk.



A student may represent a product or firm with permission of the dean of students. Students with prior authorization may post notices in order to advertise but no telephone or door-to-door solicitation will be permitted.

### **WORK STUDY: STUDENT EMPLOYMENT**

#### **A. Campus Employment**

1. Students who have been awarded work study as a part of their financial aid package will be notified individually of the procedures for job placement. Students who have never participated in the student employment program are required to attend the New Student Orientation. For more information on student employment, contact the Office of Financial Aid or the Office of People and Culture.

2. Policies Regarding Student Employment

Per the Georgia Illegal Immigration Reform and Enforcement Act of 2011 (IIREA), Agnes Scott College participates in the E-Verify program, which is an Internet-based system that verifies employment eligibility through a partnership between the U.S. Department of Homeland Security and the Social Security Administration.

In order to comply with employment law and receive a paycheck in a timely manner, the work-study student is responsible for completing appropriate paperwork through the Office of People and Culture. This includes providing appropriate documentation for the I-9 Employment Eligibility Form and applicable federal and state income tax forms (W-4, G-4) before beginning to work.

Agnes Scott students are employed by the college in various ways across the campus. Most often, their positions are approved through the Office of Financial Aid for the college work-study program. Occasionally, students will occupy a position funded through a specific department or division budget. You may contact the Office of People and Culture to discuss student positions between semesters or during academic breaks. All such student positions are contingent upon available funds within departmental budgets.

A student's employment, though important, is secondary to their pursuit of an education at Agnes Scott. For that reason, full-time Agnes Scott students may not be hired for full-time positions within the college. Students are not authorized to work more than nine hours per week. Part-time students meeting the qualifications for the job may, in certain situations, be considered for full-time jobs. However, they must make an appointment with the dean of students prior to applying for a position. Questions about the hiring of students should be directed to the Office of People and Culture or the Office of Financial Aid. Questions regarding eligibility for college work study or financial aid should be directed to the Office of Financial Aid.

When possible, staff members are encouraged to mentor students and help acquaint them with professional on-the-job behavior. The student employee should be given duties and responsibilities specific to the position for which the student has been hired. This is done in the form of a job description.

Performance standards should be assigned and feedback relative to the student's ability to meet those standards should be given. The Office of financial Aid encourages a performance review for each student placed through the college work-study program.

If a student must be absent due to illness or pressing academic matters, the supervisor may request that the student make up the hours at another time. If a student performs unsatisfactorily, the supervisor must make the student aware of their shortcomings and follow corrective action procedures. In certain situations, the student may be reassigned to another department. Students are expected to adhere to the following guidelines with regard to their employment:

- a. Punctuality—Be at work when scheduled. If you are unable to do so, notify your supervisor as soon as possible, but no later than the scheduled start time.

- b. Professionalism—Behave in a manner consistent with the position assigned.
- c. Phone calls—Limit personal calls. Remember that the office you are assigned to must conduct business.
- d. Internet access—Accessing personal email and surfing the Web are not permitted without supervisor authorization.
- e. Homework—Ask for your supervisor’s permission before doing homework.
- f. Attire—Dress appropriately for the position assigned. Consult your supervisor with any questions.
- g. Confidentiality—In your capacity as an employee, you may have access to personal or confidential information regarding other students or employees. Be responsible with this information.
- h. Teamwork—Approach the job with a willing spirit. Realize that every experience encountered at Agnes Scott is a potential learning opportunity. Approach work assignments as such.

Students are also responsible for completing and submitting biweekly electronic time sheets on AscAgnes by the deadline indicated on the Student Payroll Schedule. All supervisors should ensure that students assigned to their department complete the appropriate new-hire paperwork and submit their time sheets in a punctual manner. All time sheets are due on AscAgnes by 9 p.m. on the due date, unless otherwise notified. Students who do not complete the appropriate new-hire paperwork or turn in time sheets in time for payroll to process will not be paid. A student who has missed the deadline will need to complete a paper time sheet, obtain their supervisor’s approval and submit it to the Office of People and Culture as soon as possible. Late time sheets will be held until the next upcoming payroll.

Direct deposit is mandatory for all student employees. Forms for direct deposit are available in the Office of People and Culture.

Questions concerning employment paperwork or time sheets may be directed to the Office of People and Culture.

Interactions between staff and students can be extremely rewarding for both. Learning occurs both inside and outside the classroom. This employment relationship is another way in which Agnes Scott prepares students for future achievement.

**B. Drug-Free Workplace Act of 1988**

Agnes Scott has been and continues to be committed to the health and well-being of the members of our community. In the spirit of this commitment, and in compliance with the provisions of the Drug-Free Workplace Act of 1988, the college has issued the following policy statement regarding controlled substances on campus. This policy applies to all employees, including faculty, staff and work-study students.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited on campus. Any employee who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott.

As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement. They will also notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. More information regarding this legislation is available in the Office of People and Culture. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The Office of People and Culture and Student Health Services have reference material about treatment sources for substance abuse. All inquiries will be kept strictly confidential.

**C. Off-Campus Employment**

Opportunities for off-campus employment (short- and long-term, full- and part-time) are posted in the internship and career development office.

