



AGNES SCOTT  
COLLEGE

# Student Handbook



2019-2020  
agnesscott.edu

## TABLE OF CONTENTS

<b>Letter from the Vice President for Student Affairs and Dean of Students</b> .....	<b>1</b>
<b>Introduction</b> .....	<b>2</b>
Mission Statement .....	2
Agnes Scott College Values.....	4
Sustainability .....	5
Honor System .....	7
<b>College Leadership</b> .....	<b>8</b>
<b>Academic Departments and Programs, 2019-2020</b> .....	<b>9</b>
<b>Academic Freedom And Responsibility</b> .....	<b>10</b>
<b>Academic Rights And Responsibilities</b> .....	<b>12</b>
<b>Academic Work</b> .....	<b>13</b>
Grades .....	19
Disruptive Classroom Behavior Policy .....	20
Documentation Of Incidents And Outcomes .....	21
Attendance And Absences .....	22
Permanent Records And Student Status.....	23
Leave Of Absence .....	24
Withdrawing From The College.....	24
Refunds (General) .....	25
Advising .....	25
Cross-Registration .....	26
Graduation.....	27
Woodruff Scholars .....	27
<b>Graduate and Extended Programs</b> .....	<b>28</b>
Graduate Studies.....	28
Post-Baccalaureate Pre-Medical Program.....	28
<b>Student Rights And Responsibilities</b> .....	<b>29</b>
<b>Definitions</b> .....	<b>30</b>
<b>The Honor System</b> .....	<b>31</b>
Student Code Of Conduct .....	31
List Of Possible Sanctions .....	33
Graduate Council.....	37
Graduate Council Case Process .....	38
Graduate Council Hearing .....	40
Graduate Council Hearing Procedures .....	41
Graduate Council Sanctions.....	42
Graduate Council Appeals .....	44
Honor Court.....	45
Honor Court Case Process .....	46
Honor Court Hearing .....	49
Honor Court Hearing Procedures .....	49
Honor Court Sanctions.....	51
Honor Court Appeals .....	53
The Right To Appeal .....	54
The Student Body As Appellate Court .....	54
President Of The Association: Duties And Powers.....	54
Judicial Board .....	56
Policies Regarding Residence Life .....	56

Judicial Board Roles And Responsibilities.....	56
Judicial Board Case Process .....	57
Judicial Board Hearing Procedures .....	59
Judicial Board Sanctions .....	60
Judicial Board Sanction Procedures.....	61
Judicial Review Committee .....	62
Responsible Action/Medical Amnesty Policy.....	65
Misconduct / Community Standards .....	65
<b>Student Complaint Procedures.....</b>	<b>67</b>
<b>The Family Educational Rights And Privacy Act Of 1974.....</b>	<b>69</b>
<b>Student Right-To-Know Act.....</b>	<b>71</b>
<b>College Policies And Procedures.....</b>	<b>72</b>
Agnes Scott College Rings .....	72
Anti-Hazing Policy .....	73
Reporting Of Hazing .....	74
College Communication .....	75
Social Media Best Practices And Guidelines .....	75
Discrimination And Harassment Statement.....	76
Nondiscrimination Policy.....	76
Disruptive Behavior .....	76
Title IX .....	77
Statement On Gender Expression And Gender Identity .....	79
Pregnant And Parenting Students.....	80
Accessible Education: Students With Disabilities .....	81
Consensual Sexual Relationships/ Professional Conduct Policy .....	81
Bullying Policy.....	89
Alcohol And Drug Policy.....	89
Tobacco-Free Policy .....	91
Inclement Weather Emergencies .....	93
Intellectual Property Policy .....	94
Involuntary Withdrawal Policy .....	98
Missing Student Policy.....	101
Posting Policy.....	103
Responsible Action Protocol.....	105
Name Change Policy.....	106
<b>Campus Overview.....</b>	<b>111</b>
Traditions.....	114
Black Cat Activities And Terms .....	115
<b>Division Of Student Affairs .....</b>	<b>118</b>
Office Of The Vice President For Student Affairs And Dean Of Students.....	118
Athletics .....	119
Center For Student Involvement.....	119
Gué Pardue Hudson Center For Leadership And Service.....	121
Wellness Center .....	122
Religious And Spiritual Life .....	123
Residence Life .....	123
<b>Other Departments.....</b>	<b>138</b>
Gay Johnson Mcdougall Center For Global Diversity And Inclusion .....	138
Office Of Internship And Career Development.....	138
Dining Services .....	140
Information Technology Services (Its) .....	141
Institutional Review Board.....	146
Center for Writing and Speaking.....	147

Center For Global Learning..... 147  
McCain Library ..... 148  
Lost And Found ..... 152  
Media Facilities..... 152  
Post Office..... 152  
Public Safety ..... 153  
Work Study: Student Employment..... 157

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

Welcome to Agnes Scott College! If you are a new student, we hope you will quickly acclimate to this inclusive and dynamic community of learners, and that it will not be too long before you discover your unique place here at Agnes Scott College. If you are a returning student, we are delighted to have you back and trust you will continue on a path of personal, intellectual and social growth. The Agnes Scott Student Handbook is a valuable resource that outlines the principles of and expected standard of conduct within the Agnes Scott community. The Honor System is integral to the student-governed process, by which all students are held to a high standard of personal and academic integrity. Upon joining the Agnes Scott community, students pledge their support to the Honor System, signaling their commitment to upholding the Honor Code. In the Student Handbook, you will also find pertinent information related to your rights and responsibilities as students within the Agnes Scott community. Since all students are accountable for their conduct and adherence to the Honor Code, both on and off campus, we encourage you to take time to familiarize yourself with its contents. The Handbook also comprises a comprehensive overview of the myriad resources across the campus aimed at supporting students' development and academic success.

Again, it is our pleasure to have you as a part of the Agnes Scott campus community. Our desire is that you will come to fully embrace and embody the mission that guides this institution: "educating women to think deeply, live honorably and engage the intellectual and social challenges of their times." We encourage you to take full advantage of all the opportunities Agnes Scott offers and make the most of your college experience. Please visit the Agnes Scott website to obtain information regarding the college's policies and procedures related to gender-based discrimination, harassment and sexual misconduct policy (Title IX). The most current version of this Student Handbook is online at [agnesscott.edu/dos/student-conduct](http://agnesscott.edu/dos/student-conduct).

Educating Students for Life!

Karen C. Goff

Vice President for Student Affairs and Dean of Students

## 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 and leadership development, a board of advisors, 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 themselves 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 runs for office, competes for a scholarship or speaks up in class knows 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 alumnus 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*

## 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 the place for the Agnes Scott community to learn about the challenges of global climate change and to collaborate on innovative solutions for campus sustainability.

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 of 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.

## **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, reducing water usage, proper waste diversion through recycling, and interacting with our Environmental Residents and the Center for Sustainability to become educated in sustainability on campus.

## **Energy**

Aside from 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 lightbulbs 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
- Turn off your heating/cooling system in your room when you're not using it
- Take cooler showers/shorter showers to reduce the amount of heat necessary to keep the water warm
- If you have a kitchen, dry your kitchenware on a rack instead of in the dishwasher

## **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, who is our main water supplier. Most water fixtures (e.g. toilets, sinks, showers) in residence halls are low-flow which use 60% less water than most standard appliances! But, there's always more to be done in sustainability, and 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!)
- Turn off the water in the shower if you're not rinsing yourself
- 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 a few utensils or kitchenware to be washed)

## Recycling and Composting

There are recycling bins all across campus and in the residence buildings, but just putting anything in the recycling actually hurts more than it helps! Putting liquids and items with food/food in general in the recycling makes the entire bin contaminated and unable to be disposed of properly. All of it ends up being thrown away proper items aren't put in the recycling receptacles. If you have questions, ask your Environmental Resident on 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!)
- Cardboard (break them down!)
- Paper
- Aluminum cans
- Glass Recycling
- This is separate from single-stream recycling; glass bins are located around residence halls on campus for Environmental Residents and students to put their glass products
- Center for Hard to Recycle Materials (CHaRM)
- The Center for Sustainability partners with CHaRM to remove hard to recycle materials off of 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 where students who are passionate in environmental stewardship 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 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 (Lee) I. Zak  
Location: Agnes Scott “Main” Hall, 118  
Phone: 404.471.6280

### **Interim Vice President for Academic Affairs**

#### **Dean of the College and Charles A. Dana Professor of English**

Christine S. Cozzens  
Location: Buttrick Hall, 105  
Phone: 404.471.6361

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

Karen C. Goff  
Location: Agnes Scott “Main” Hall, 100  
Phone: 404.471.6392

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

Robiaun R. Charles  
Location: 213 S. Candler Street  
Phone: 404.471.6326

### **Vice President for Business and Finance and Treasurer**

Kenneth W. England  
Location: Buttrick Hall, 112  
Phone: 404.471.6278

### **Vice President for Enrollment and Dean of Admission**

Alexa Gaeta  
Location: Rebekah Scott Hall  
Phone: 404.471.6140

### **Vice President for Communications and Marketing**

Danita V. Knight  
Location: Agnes Scott “Main” Hall, 104  
Phone: 404.471.6484

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

Yves-Rose Porcena  
Location: Alston Campus Center 314  
Phone: 404.471.6540

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

Lea Ann Hudson '76  
Location: Agnes Scott “Main” Hall, 120  
Phone: 404.471.6402

## ACADEMIC DEPARTMENTS AND PROGRAMS, 2019-2020

### Chairs of the Academic Departments

Art and Art History	Nell Ruby
Biology	Jennifer Larimore
Chemistry	Lily Harvey (F19) Ruth Riter (S20)
Classics	Megan Drinkwater
Economics	Li Qi
Education	Toby Emert
English	Charlotte Artese
French and German	Julia Knowlton
History	Yael Manes
Mathematics	Jim Wiseman
Music	Jason Solomon
Philosophy	Jared Millson
Physics/Astronomy	Chris Depree (F19) Amy Lovell (S20)
Political Science	Ellie Morris
Psychology	Jenny Hughes
Public Health	Rachel Hall-Clifford
Religious Studies	Abraham Zablocki
Sociology/Anthropology	Regine Jackson
Spanish	Rafael Ocasio
Theatre and Dance	Bridget Roosa

### Program Directors

Africana studies	Willie Tolliver
Applied Technology	Carlee Bishop
Asian studies	Jing Paul
Biochemistry	Doug Fantz
Molecular Biology	Tim Finco
Data Visualization/ Evaluation and Assessment Methods	Wendy Kallina
Environmental and Sustainability Studies	John Pilger Hal Thorsrud
Film and Media Studies	Willie Tolliver
Human rights	Doug Falen
International relations	Ellie Morris
Neuroscience	Jennifer Larimore
Social Innovation	Laquita Blockson
Women's Studies	Beth Hackett

### Other Directors

Bridge to Business	Tom Will
Center for Teaching and Learning	Julia Knowlton
Center for Writing and Speaking	Christine Cozzens
Graduate and Extended Programs	Kelly Ball
Internships	Dawn Killenberg
Post-baccalaureate Pre-medical Program	Mary Nell Higley
SUMMIT	Elaine Meyer-Lee
Writing and Digital Communication	Shannan Palma

## ACADEMIC 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 which 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 the student is 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 techniques 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. 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 or 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 is 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 is 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 is 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 has the responsibility to refer cases of academic dishonesty, including plagiarism and cheating, to Honor Court (AR).



## ACADEMIC WORK

### 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 they 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 Conduct 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 they 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 student 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).

### **B. Use of the college fax**

1. The college will not accept student course work that has been transmitted by a facsimile machine. Original copies of work must be submitted to the faculty member by the student.
2. If a paper must be sent to the college, it should be sent by express mail or courier service. Papers arriving by express mail or courier service after a deadline will not be accepted.

## **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, *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 either fine or imprisonment or both. Thus, plagiarism is a serious violation of the standard 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 her 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 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, etc.) 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 her; 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 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 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 all 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 Writing Research Papers (the MLA handbook). The MLA handbook 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 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, see the St. Martin's Handbook or another reference work recommended by your 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 her 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 few 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 SCHEDULE 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 apply.
  - 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 and will be clearly marked. Closed-note exams **MUST** be taken on the second floor in designated classrooms only. If you are taking an open-book/open-note exam or an exam with a calculator, take your books, notes and/or calculator into the exam distribution room when picking up your 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 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 openbook/open-note exam.
  - c. Items prohibited in Buttrick during exams: purses, backpacks, electronic/digital effects (e.g., cellular phones, pagers, tablets, tape/CD players, iPods, cameras), food and, as mentioned above, books, notes, folders, etc., unless they are required for your 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 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 will receive an official warning from Honor Court. A second violations will result in an Honor Court case. If the student is found “responsible” for her actions, the sanction of proctored exams may be given.
2. Prior to the last week of classes, students must purchase exam envelopes with attached tracking cards from the campus bookstore. The Office of Academic Advising 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 of her finals. **EXAM ENVELOPES MAY NOT BE USED TO SUBMIT PAPERS OR PROJECTS.** All papers and assignments must be turned in directly to your instructor. Papers, assignments or projects in lieu of finals will not be accepted by staff members in the exam distribution room.
  - b. Instructors will advise students when special conditions will apply to the examination (e.g., open book or calculators permitted) and the bookstore clerk will place the appropriate stamp on the envelope.
3. All examinations must be taken in intact blue books. Blue books are composition books in which the written work for examinations is entered. They are available for purchase in the bookstore along with exam envelopes.
  - a. Students may include more than one blue book in an exam envelope if the nature of the test suggests 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.
4. 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 name and will be placed on tables and distributed by members of the faculty and staff.
  - b. The examination period is considered to have begun at 15 minutes after the opening time of exam envelope distribution. However, a student may begin working on an exam as soon as selecting an acceptable exam room.
  - c. If a student is late in picking up the examination, they will not be allowed extra time.
  - 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 is severely restricted during exam time. 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.
5. 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. 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., 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 Honor Court president.
6. 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 Wellness Center immediately.
7. 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.
8. Exceptions to Self-Scheduled Examinations
  - a. Paper/Assignment/Project in Lieu of an Exam: If a paper or other assignment/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

Incompletes are a mechanism to account for extenuating circumstances that impact a student at the very end of the semester. A student seeking an incomplete (I) must see the assistant dean of the college, who may authorize an incomplete in consultation with the instructor. Requests for incompletes will not be approved after the end of semester. Incompletes are only appropriate provided there is a

documented extenuating circumstance that is impacting the ability of the student to complete end-of-semester work. It is, therefore, not appropriate for work that was to be completed throughout the semester or in cases of excessive absences. An incomplete will be approved only if the student has received a passing grade for completed course work. Deadlines for approved incompletes are set by the assistant dean of the college according to individual circumstances but will not exceed 10 calendar days after the beginning of the subsequent semester. Hard copies of all outstanding work must be submitted to the Office of Academic Advising before or by the posted deadline. In cases where a test, quiz or exam is outstanding, the student must arrange with the Office of Academic Advising to administer the test, quiz or exam before the posted deadline. Tests and exams that are part of an approved incomplete may not be taken off-campus. If any outstanding work is not completed by the deadline, the temporary “I” grade automatically becomes an administrative F regardless of other grades in the course. Only the assistant dean of the college may approve 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**

Students may obtain their class rank, grade point average and number of hours completed by filling out transcript request forms available on AscAgnes or in the Office of the Registrar. GPA and completed hours are also visible on AscAgnes. Transcript requests are processed within three to five business days after the request is filed. Refer also to “Permanent Records and Student Status” in the Academic Work, section of this handbook.

### **V. Grade Appeal Procedure**

When a student has substantial grounds to dispute a final grade and is prepared to present evidence, the student must initiate the procedure by voicing their complaint to the instructor no later than 30 days after the beginning of the next semester. If the matter is not resolved, the student may take the dispute to the department chair for mediation.

If the matter is still not resolved, the student may refer the dispute to the vice president for academic affairs and dean of the college for further mediation. If the dean is unable to resolve the dispute, the student must refer the matter in writing to the Committee on Academic Standards and Admission. The committee’s decision is final.

Should a committee member be the faculty member involved in the dispute, the faculty member shall not be involved in the committee’s deliberations and shall not vote. The chair of the Faculty Executive Committee shall serve in his or her place.

## **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 student 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.



## **What Is Disruptive Behavior?**

Behavior that prevents the professor from conducting the class, or 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;

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 student 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 her or his 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 disruptive behavior and contact information for the Judicial Review Committee.
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, which may be

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 Judicial Review Committee is final. In response to the JRC decision, the associate dean will notify the student of his

or her decision via email and U.S. mail (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 registrar to withdraw the student from the course.
5. Notify the vice president for the academic affairs and dean of the college and dean of students of charges and action 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 on 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 policy. Students on probation who violate this policy are subject to immediate dismissal.

Individual faculty members set course attendance policies. Faculty 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 accommodations 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 type of absences so students are responsible for understanding course obligations and asking for clarification from their instructor, if 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 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 director of student conduct 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 unusual 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 work missed is entirely that of the individual student.**

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

On occasion, a student may choose to take a leave of absence or withdraw from the college. A leave of absence may be requested only prior to the start of a semester. Withdrawal during the semester may impact a student's transcript and/or financial obligations and so such withdrawals require the student or their parent/guardian/spouse to consult with various offices. Students who do not intend to return after the completion of a semester must still complete an official withdrawal form. Students with questions about either a leave of absence or withdrawal should see the assistant dean of the college in the Office of Academic Advising and Accessible Education.

## **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 non-credit 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 athletics, 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 Judicial Board and by 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 upon the recommendation of 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 Judicial Review Committee.

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 Judicial Review Committee. In the case of disciplinary dismissal, this action is normally taken after a recommendation from Honor Court. Any transcript issued after dismissal will carry the notation of academic dismissal or disciplinary dismissal.

## **LEAVE OF ABSENCE**

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 readmission. A leave of absence form should be submitted to the Office of Academic Advising for approval before the start of the semester or semesters requested. Except under the most unusual circumstances, no requests for a leave of absence during a semester will be considered after classes have begun. A leave of absence may be for one or two semesters, with a maximum of two semesters during a student's college career.

A student may request that the assistant dean of the college extend their leave of absence from one semester to two semesters.

Students participating in approved study-abroad programs are considered to be making progress toward their Agnes Scott degree and are not considered on leave.

A student granted a leave of absence does not need to apply for readmission. By the deadline stated on the leave of absence request form, the student should notify the assistant dean of the college of their intent to return. A student who does not return within the time specified for their leave will be considered withdrawn and must apply for readmission.

A leave of absence may not be used to attend classes full time at another institution. If, for good reason, a student on leave wishes to take courses at another college, they should first consult with the assistant dean of the college. Except under special circumstances, strict limitations apply to the amount of academic credit that may be earned during a leave of absence: eight hours during a one-semester leave and 12 hours during a two-semester leave. If academic credit is attempted, a student must submit an official transcript to the college prior to returning. If a student is not in good standing at another institution, they must apply for readmission to Agnes Scott.

The vice president for academic affairs and dean of the college may make exceptions to the above policies.

## **WITHDRAWING FROM THE COLLEGE**

A student who wishes to withdraw must obtain a withdrawal form from the assistant dean of the college. Withdrawal is not official until the form has been signed by the assistant dean.

Academic or disciplinary actions involving the student will continue to proceed even if a student has completed a withdrawal form. 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 to

the assistant dean of the college for an exception. An appeal 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, grades of “MED” for all courses instead of “W” or “WF” may be approved.

## **REFUNDS (GENERAL)**

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, room and board. No refund will be made of the \$350 enrollment/\$150 preregistration deposit.

Agnes Scott’s institutional refund policy for tuition is to grant

- A 90 percent tuition refund when withdrawal is within the first week of the semester;
- A 50 percent tuition refund when withdrawal is before the end of the third week of the semester; and
- A 25 percent tuition refund when withdrawal is before the end of the sixth week of the 35 Agnes Scott Academic Catalog 2017 semester.

There are 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

- No refund for room charges after the start of the semester;
- No refund on mandatory fees; and
- A Pro-rated refund on meal plans (board) on a weekly basis.

The date of withdrawal is the last date of class attendance. This is defined as the date when the student initiates the withdrawal process by requesting a withdrawal form from the Office of Academic Advising. The student must then complete the form, including all required signatures, within three business days after receiving the form. Withdrawal is complete when the completed form is submitted to the Office of Academic Advising.

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.

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 advising office is your single source of information for virtually all aspects of the Agnes Scott academic program.

The Office of Academic Advising and Accessible Education, located in Buttrick Hall (G-15), coordinates much of the formal advising structure at Agnes Scott, including the assignment of major advisors (members

of the faculty), SUMMIT Advisors and SUMMIT Peer Advisors, and provides specialty advising such as health professions and for the dual degree programs. The Office also includes Accessible Education providing accommodations for students with disabilities. In addition, the office provides support in the following areas:

- Coordination of COMPASS, the student success online tool.
- Administration of various academic instruments such as the Learning and Studies Strategies Inventory and ACT Engage.
- Academic probation advising and support.
- Approval of transient study.
- Approval of Directed Reading (410), Directed Research (44) and Senior Thesis (490) courses.
- Dual-degree programs with Emory University and the Georgia Institute of Technology.

The office is also responsible for the administration of self-scheduled final examinations, the evaluation of all international transfer credit, academic exceptions including incompletes, and the processing of leave of absence requests and withdrawals.

### **Study Skills and Test-Taking Strategies**

Throughout the year, academic advising offers free workshops and programs to enhance students' overall academic success at Agnes Scott. Topics include major exploration at "Pizza and a Major", effective note-taking strategies, time-management skills and test-taking strategies through the fall semester Sum It UP program for first year students and sophomore workshops to pursue internships, study abroad, research opportunities and for those interested in health professions . Staff members in the Office of Academic Advising also meet in individual appointments to discuss study skills. Students may schedule appointments with staff member on COMPASS.

## **CROSS-REGISTRATION**

Agnes Scott is a member of the Atlanta Regional Council for Higher Education (ARCHE), a consortium of 20 institutions of higher education in the greater Atlanta area. Through the consortium, Agnes Scott students in good academic standing may enroll on a space-available basis in courses at any other member institution during the fall or spring terms if those same courses are not offered 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 must be taking at least one class at Agnes Scott during that term to be eligible for cross-registration. Students may take a maximum of 18 semester hours through cross-registration while students at Agnes Scott. ARCHE policy prohibits a second-semester senior from participating in cross-registration (unless taking the course for elective credit only when all other graduation requirements will have been met by the end of the semester).

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 specific or distributional or social and cultural analysis standard may be fulfilled by courses taken through cross-registration. (see the transfer credit section in the academic catalog) Courses taken to satisfy the depth standard must be approved by the student's adviser. 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 withdrawal 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 (around April 1 to apply to take fall courses and around Nov. 1 to apply to take spring courses).

ARCHE member institutions:

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

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 unusual 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.

## **WOODRUFF SCHOLARS**

Woodruff Scholars are not the traditional age of college students and typically do not live on campus. These women come from all walks of life, and many bring with them the assets of past college credit, work experience and/or parenting skills. Since women beyond the traditional age of most students first arrived in Agnes Scott's classrooms in the mid-1970s, they have had a presence on campus. Woodruff Scholars meet the same high admission standards as traditional-age students at the college, but they are able to also contribute to the classroom the perspective gained from greater life experience.

## GRADUATE AND EXTENDED PROGRAMS

### GRADUATE STUDIES

Graduate Studies at Agnes Scott offers master's degrees and graduate certificates for all gender students in five areas of study: Applied Technology (Certificate and Master of Science), Data Visualization (Certificate), Evaluation and Assessment Method (Certificate), Social Innovation (Master of Art), 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 provides 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.

Applicants are required to provide official transcripts, two letters of recommendation, professional resume/cv, and a statement of purpose. Writing samples are also required for students applying for the Writing and Digital Communication program.

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 their website online.

### 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 at all times to uphold the ideals and standards of the college.

Students interested in the Post-Baccalaureate Pre-Medical program should contact Dr. Mary Nell Higley in the Bullock Science Center, x6550.

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



## STUDENT RIGHTS AND RESPONSIBILITIES

### Standards of Behavior

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 the college. Except for Woodruff Scholar students, married students or students with children, all full-time students must live in a college residence hall (which includes Avery Glen, the on-campus apartments) or with parents, guardians or other immediate relatives.

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 own safety and the comfort of their fellow students.

The college and its agents maintain the right to enter a student's room for the purposes of maintenance, fire protection, safety, and upholding college regulations and policies.

In the event that a student's conduct indicates that the student is not in compliance with the ideals and standards of the college's residence life policies, or is not mature enough to reside on campus, the dean of students may terminate the student's resident status, at which time the student will be required to move out of the residence hall within 72 hours.

When a student, whether resident or nonresident, behaves in such a manner as to indicate that the student is not in compliance with the ideals and standards of the college, the dean of students may choose to handle the matter within the dean of students office, or the student may direct the issue to an appropriate administrative or judicial body on campus.

## DEFINITIONS

**Advocate.** The advocate assists the investigator and helps the student prepare for their hearing and accompanies the student into the Honor room.

**Chair.** The term “Chair” means the chairperson of the applicable Student Conduct Board.

**College.** The term “College” means “Agnes Scott College”.

**Complainant/Reporter.** The term “Complainant/Reporter” means the student or other individuals who are alleged to be the victim or subject of conduct that forms the basis for disciplinary action.

**Investigator.** The investigator gathers evidence and briefs the court on the facts of the case.

**Judicial Board, Honor Court, Graduate Council.** The terms mean a specific Student Conduct Board comprised of students specially selected by their peers and trained by the college.

**Judicial Review Committee.** The term “Judicial Review Committee” or “JRC” means a specific Student Conduct Board comprised of students, faculty and administrative, serves as the final hearing board for the College.

**Member of the College Community.** The term “member of the College community”

**Respondent/Accused.** The term “Respondent/Accused” means any student charged with violating the Honor Code or College policy.

**Student Conduct Officer.** The term “Student Conduct Officer” means any person or persons leads the Office of Student Conduct and Community Standards and oversees the administrative processes for the Judicial Board, Honor Court, Graduate Council, and the Judicial Review Committee.

**Student.** The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate studies.

## **THE HONOR SYSTEM**

The cornerstone of the entire structure of Agnes Scott life is the Honor System, which is founded on the support, 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' relations to the community. It is impossible to reduce this to an unvarying rule of procedure, but the unchanging obligation is to prevent the occurrence or recurrence of detrimental action or attitudes.

A helpful guideline for application of the Honor Code is the concept of dual responsibility. When a student is witness to an Honor Code violation (or possible violation), their obligation to the campus community is to confront each participant and suggest the student consider their behavior with regard to the Honor Code. 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 Code, those who have been asked to reconsider their actions and find their conformity to the intention of the code to be in question 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 an Honor 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.

## **STUDENT CODE OF CONDUCT**

The following is a listing of some offenses that are considered to be inconsistent with responsible student behavior and in violation of the Student Code of Conduct. This is not intended to be a complete or exclusive description of inappropriate conduct. Any inappropriate conduct is subject to disciplinary action, even if such conduct is not described herein, elsewhere in the Student Handbook, or in other college publications.

1. Violations of academic integrity.
2. Forgery, unauthorized alteration or unauthorized use of any document (e.g., medical documents, college documents, records, instruments, or forms of identification).
3. 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 emergency.
4. Use of force against any person or property or the threat of such force.
5. Gender-based harassment and sexual misconduct.
6. Hazing.

7. Bullying and harassment of any kind, whether physical, verbal or written, including gestures or language, electronic or otherwise, by any individual(s).
8. Discrimination directed at, but not limited to, age, color, ethnic or national origin, gender, gender identity, gender expression, handicapping condition, disability, marital status, political or social affiliation, race, religion, or sexual orientation.
9. Conduct that threatens the mental health or physical health or safety of any person or persons, including hazing, drug and/or alcohol abuse, attempted suicide, and other forms of destructive or self-destructive behavior.
10. Unauthorized entry into, unauthorized use of or misuse of college property, including computers and data voice communication networks
11. Intentionally or recklessly endangering the welfare of any individual or intentionally or recklessly interfering with any college activity or college-sponsored activity.
12. 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.
13. The distribution of alcohol, narcotics or dangerous drugs on college property or among members of the college community, if such distribution is illegal, or the possession of a sufficiently large quantity as to indicate an intention to distribute illegally.
14. Disorderly conduct, which includes public intoxication; lewd, indecent or obscene behavior; gambling; and conduct that tends to degrade the college or its members.
15. Use and/or possession of illegal substances and/or underage consumption of alcohol in connection with any on-campus or off-campus activity.
16. Theft of college services or theft of, or intentional or reckless damage to, college property, or property in the possession of, or owned by, a member of the college community, including the knowing possession of stolen property.
17. Shoplifting and/or any other misconduct on or off campus.
18. Intentional or reckless misuse of fire safety equipment.
19. The violation of the ethical code of one's intended profession either by graduate students enrolled in any of the college's professional or graduate programs or by undergraduate students in clinical courses or settings related to their intended profession.
20. Academic dishonesty, including, but not limited to, plagiarism and cheating, and other forms of academic misconduct, such as misuse of academic resources, facilities, software, data, equipment or networks, or any act that hinders the academic process.
21. Violations of federal, state or local law where such violations have an adverse effect on the educational mission of the college.
22. Failure to comply with the reasonable request of college officials (any college personnel acting as an agent of the college), including public safety officers, acting in performance of their duties.
23. Knowingly providing false testimony or evidence, or disrupting or interfering with the orderly conduct of a disciplinary conference or hearing, violating the terms of any disciplinary sanction imposed in accordance with this code, and any other abuse of the college's disciplinary procedures
24. Stalking/domestic violence/dating violence.

Culpability is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs or controlled substances.

## LIST OF POSSIBLE SANCTIONS

Sanction	Description
<b>Alcohol Fine First Offense</b>	First violation: \$50 fine; 10 hours of community service, depending on the severity of the offense; and a written 3-5 page essay of the Judicial Board's choosing. The essay must be turned in within 14 days and sent via ASC email to the Director of Student Conduct and Community Standards.
<b>Alcohol Fine Second Offense</b>	Second violation: \$100 fine; 20 hours of community service, and Alcohol EDU educational course.
<b>Alcohol Fine Third Offense</b>	Third violation: \$200 fine; 30+ hours of community service; and a recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), the Judicial Board may also present the case to Honor Court with the recommendation of suspension or dismissal for the third or additional violation(s) of the alcohol policy.
<b>Community Service</b>	The student is required to complete XXX hours of community service. The sanction will be coordinated with the Director of Community, Civic, and Global Engagement and the Director of Student Conduct and Community Standards to ensure the service will correspond with violation.
<b>Dismissal</b>	Effective immediately, the student will be dismissed from Agnes Scott College. As noted in the on-line version of the Student Handbook, dismissal is for an indefinite period. The student may apply for readmission to Agnes Scott College only if this sanction is removed by action of the Judicial Review Committee.
<b>Door Propping First Offense</b>	Formal warning given to the student. This sanction excludes approved college functions (i.e. move-in day and move-out day).
<b>Door Propping Second Offense</b>	The student will be assessed a \$100 fine for propping or using a propped door. This fine is payable to Agnes Scott College.
<b>Drug Assessment</b>	The student will be required to meet with an appropriately designated counselor from the Wellness Center for a drug assessment. The student must complete all recommendations based upon the assessment, and demonstrate a willingness to cooperate and openly communicate with the counselor. In addition, the student will be required to sign a release with the counselor, which allows the student to provide the Director of Student Conduct, and Community Standards/ Dean of Students Office with information confirming that the student has fulfilled their requirement to meet, and that the student has successfully met expectations. This assessment carries a \$100-\$200 fee, which may be paid out of pocket or by the student insurance provider with the student's co-pay.

<b>Sanction</b>	<b>Description</b>
<b>Drug Fine First Offense</b>	First violation: \$50 fine; 10 hours of community service, depending on the severity of the offense; and a written 3-5 page essay of the Honor Court's choosing. The essay must be turned in within 14 days and sent via ASC email to the Director of Student Conduct and Community Standards
<b>Drug Fine Second Offense</b>	Second violation: \$100 fine; 20 hours of community service, and drug educational course.
<b>Drug Fine Third Offense</b>	Third violation: \$200 fine; 30+ hours of community service; and a recommendation for a referral for a drug assessment. Depending upon the severity of the incident(s), the Honor Court may also present the case to Judicial Review Committee with the recommendation of suspension or dismissal for the third or additional violation(s) of the drug policy.
<b>Financial Restitution</b>	Due to the student's involvement in an incident that impacted another party from a financial perspective, the student is required to reimburse NAME OF VICTIM in the amount of RESTITUTION AMOUNT.
<b>Fire Safety Equipment Fine First Offense</b>	The student will be assessed a first-time fire safety equipment violation fine of \$100.
<b>Fire Safety Equipment Fine First Offense</b>	The student will be assessed a second-time fire safety equipment violation fine of \$200.
<b>Housing Probation</b>	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.
<b>Housing Suspension</b>	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.
<b>Letter of Apology</b>	The student must write a letter of apology to NAME. The letter must demonstrate a high level of sincerity, and email to the Director of Student Conduct and Community Standards to 4:30 p.m. on APOLOGY DEADLINE. The letter must be approved by the Director of Student Conduct and Community Standards, and once it is deemed acceptable, the Director of Student Conduct and Community Standards will distribute it to appropriate individual(s).

<b>Sanction</b>	<b>Description</b>
<b>Loss of Visitation</b>	The student loses their visitation rights for a specific period of time. For example, a student under this sanction may not sign-in to another hall or have a visitor sign-in to by a third party of any kind.
<b>No Contact Directive</b>	The student is to have no communication or interaction with NO CONTACT NAME. For the purposes of this mandate, contact is defined as, but not limited to, personal interactions, disturbing personal property (i.e. vehicle), telephone calls, notes/letters, text messages, social media, and e-mail both on and off campus.
<b>Parent/Guardian Letter</b>	A copy of this document will be sent to the student's parent(s)/guardian(s); therefore, the student is encouraged to talk with them before they learn of this incident through reviewing my letter. This letter will be send in accordance with federal, state and local privacy laws.
<b>Pet Fine First Offense</b>	The student will be assessed a first-time pet violation fine of \$50. This fine is payable to the Agnes Scott College.
<b>Pet Fine Second Offense</b>	The student will be assessed a second-time pet violation fine of \$100. This fine is payable to the Agnes Scott College.
<b>Pet Fine Third Offense</b>	The student will be assessed a third-time pet violation fine of \$200. This fine is payable to the Agnes Scott College.
<b>Probation</b>	The student will be placed on probation through PROBATION DATE. Any violations of College policies during this time period could result in further disciplinary action.
<b>Referral to Wellness Center</b>	The student will be required to meet with an appropriately designated counselor from the Wellness Center for an assessment. The student must complete all recommendations based upon the assessment, and demonstrate a willingness to cooperate and openly communicate with the counselor. In addition, the student will be required to sign a release with the counselor, which allows her/him/them to provide the Director of Student Conduct and Community Standards with information confirming that the student has fulfilled the requirement to meet, and that the student successfully met agreed upon expectations.
<b>Suspension</b>	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.
<b>Tobacco Fine First Offense</b>	The student will be assessed a first-time tobacco violation fine of \$50. This fine is payable to Agnes Scott College

<b>Sanction</b>	<b>Description</b>
<b>Tobacco Fine Second Offense</b>	The student has been assessed a second-time tobacco violation fine of \$100. This fine is payable to the Agnes Scott College
<b>Tobacco Fine Third Offense</b>	The student has been assessed a third-time tobacco violation fine of \$200. This fine is payable to the Agnes Scott College
<b>Fire Alarm</b>	The student has been assessed a third-time tobacco violation fine of \$250. This fine is payable to the Agnes Scott College

<b>Sanction</b>	<b>Deadline</b>
<b>Fine</b>	30 Days
<b>Reflection Paper/ Letter of Apology</b>	2 Weeks
<b>Service</b>	60 Days
<b>Disciplinary Probation Minor Sanction</b>	End of semester, unless post mid-term then end of next semester
<b>Counseling Referral</b>	5 class days



## GRADUATE COUNCIL

### Oath of Office

*“As a member (or as an officer) of the Graduate Council 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 Graduate Council and of Agnes Scott, and will endeavor continually to bring them to full realization.”*

### Areas of Primary Jurisdiction

#### I. Academic Dishonesty

Including but not limited to matters involving cheating, plagiarism, improper use of college computer resources and violations of the academic regulations. **STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ACADEMIC REGULATIONS.**

#### II. Stealing

Issues of theft of both tangible and intangible items; the latter include, but are not limited to the following:

##### A. Abuse of Telephone Access Code

It is the policy of the college's long distance service provider to prosecute anyone found responsible of abuse and/or fraudulent use of telephone services. This occurs when someone places a long distance call for free, pays less than they should or causes another to be billed without authorization. Also, theft of authorization code numbers or hacking, tampering with, or making connection with any telephone service facility, including wiring, with intent to avoid payment are all very serious crimes, punishable by up to five years' imprisonment and/or a \$15,000 fine.

##### B. Fraudulent Use of Another Person's Identification Card

All identification cards issued by Agnes Scott College are intended for the sole use of the person in whose name the card has been issued. Procuring another person's ID card with the intent to present oneself as that individual and thereby receive all of the rights, privileges and services available to that individual by virtue of the ID card is prohibited. In particular, use of another person's identification card to purchase or acquire food or other items on the owner's Agnes Scott account is considered theft and will be dealt with as such.

##### C. Duplication of College Software

Software owned by the college should be used in accordance with the copyright laws. Unauthorized copying of college-owned software or alteration of the contents of computer software programs is against the law and will be considered stealing.

#### III. Lying

Including but not limited to lying on official documents (e.g., forgery or deliberate false statements involving time cards, Residence Life documents and/or any academic-related documents) and lying to any official of the college (including but not limited to members of the administration, staff and faculty; public safety officers; and SGA, Graduate Council and Social Violations Board officers).

#### IV. Violations of the Drug Policy

- A. Applies to the drug policy, which appears under the “College Policies and Procedures” section in this Handbook and notes that sanctions for violation of the drug policy are recommended by the Graduate Council.
- B. All of the graduate students will follow the Graduate Council process for all of the alleged drug policy violation of graduate students.

#### V. Violent Behavior

Instances of acts, whether by word or deed, which may be generally considered violent behavior on the part of a student pursuant to the Student Code of Conduct in this Handbook should be referred to the Graduate Council.

#### VI. Improper Use of College Equipment and Computer Resources

- A. Involving matters related to all equipment belonging to the college, including but not limited to triggering fire alarms, unauthorized use of media resource center equipment, gratuitous operation of public safety call boxes or after-hours use of dining hall machinery.
- B. The council is also recognized as having jurisdiction in matters involving improper use of the college computer systems and other academic resources. This includes, but is not limited to, hacking, spamming or viewing confidential information using unauthorized methods.

#### VII. Discrimination and Harassment

Students are encouraged to contact the dean of students regarding student-to-student discrimination or harassment. The dean of students may also recommend that the issuer of the complaint be referred to Graduate Council. The college’s Policy on Discrimination and Harassment can be found under the section “College Policies and Procedures” in this handbook.

#### VIII. Breach of Confidentiality

Instances where a student divulges information considered to be confidential to a third party. This may include but is not limited to disclosing Honor Court or Judicial Board, or Graduate Council case(s) information, divulging admissions information, divulging information regarding mediation between roommates, and sharing budget allocations information.

**ALL MEMBERS OF THE AGNES SCOTT COMMUNITY ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH THE INSTITUTION’S INFORMATION SYSTEMS RIGHTS AND RESPONSIBILITIES POLICY.**

## GRADUATE COUNCIL CASE PROCESS

### Reporting Suspected Cases

A student who suspects that the student has committed an honor violation should inform the president of Graduate Council, a member of Graduate Council or the Director of Student Conduct and Community Standards. A student who has been informed that another member of the community has observed their involvement in an alleged violation of the Honor System has 48 hours to contact the president of Graduate Council, a member of Graduate Council, or the Director of Student Conduct and Community Standards. A student reporting themselves to Graduate Council is not admitting responsibility for the alleged violation; the student is recognizing that a member of the community feels that the student has broken the Honor Code and is asking Graduate Council to determine if the student is responsible or not responsible for the alleged violation. A student can report using the online incident report via the dean of students website: [agnesscott.edu/dos/student-conduct](http://agnesscott.edu/dos/student-conduct)

## **Dual Responsibility**

This concept is central to the Honor Code at Agnes Scott. Dual responsibility purports the following two things: personal responsibility and responsibility to the community. A member of the community who observes a student breaking the Honor Code has a responsibility to the campus community to approach them within one week of the observed behavior and ask that the student report themselves for possible violation to Graduate Council. Should a student refuse to report their possible violation, the member of the community who observed the violation should report it to Graduate Council. The faculty and staff of Agnes Scott College, being members of the community, are also bound by dual responsibility and the Honor Code. Any student who observes a faculty or staff member violating the Honor Code may refer to the “Student Complaint Procedure” in this handbook or make an appointment with the vice president for student affairs/dean of students to discuss the violation.

## **Initial Meeting request from the Graduate Council President or Director of Student Conduct and Community Standards**

The student who is accused of a breach of the Honor System will be requested to meet their Investigator. The initial meeting request will come from the [graduatemembers@agnesscott.edu](mailto:graduatemembers@agnesscott.edu) email address.

The student should also refer to Student Handbook and the student will be asked to keep details of the case confidential when speaking to students outside of Graduate Council. The accused student is not allowed to withdraw from Agnes Scott College while the student is involved in a Graduate Council case. The president of Graduate Council will discuss the appointment of an investigator from Graduate Council. Due to the Graduate Council limited availability the director of student conduct and community standards will act as an investigator if there are no graduate council students available to interview the student.

The accused student may also schedule a meeting with the director for student conduct and community standards if the student has any questions or concerns about their rights or Graduate Council procedures. The accused student has the following rights:

- To know who brought the charge(s).
- A list of the witnesses or people to be interviewed by the investigator (additional names can be added prior to the hearing).
- Access to all evidence used in the case, including all interview materials.

## **Appointment of an Investigator**

An investigator will be assigned to each student’s case by the president of Graduate Council or director of student conduct and community standards to investigate the alleged violation of the Honor Code. If schedules permit, the president of Graduate Council will meet with the accused student before an investigator are appointed. If the schedules of the accused student and the Graduate Council president do not allow for a timely meeting, the Graduate Council president may assign an investigator prior to the accused student’s meeting with the Graduate Council president. Once assigned, the investigator will research and examine the facts and circumstances pertinent to the possible violation. Due to the schedule of the graduate council members, the director of student conduct and community standards may serve as an investigator for the case.

## **Faculty Liaison**

In cases involving the faculty of Agnes Scott, the director of student conduct and community standards will be the faculty liaison. The liaison will help guide the faculty member through the Graduate Council case process and answer any questions the faculty member may have regarding the case, as well as keep the faculty member updated about any developments in the case.

## **Investigation**

The investigator will research each case thoroughly before the student is charged and brought before the graduate council. This investigation may include meetings with others connected to the case, e.g., the appropriate dean, professors, witnesses, etc. Each person who is interviewed must respect the confidentiality of the process and not discuss this case with other members of the community, with the exception of the investigator, the president of Graduate Council or the vice president for student affairs/dean of students or director of student conduct and community standards. If the accused student would like to have any character witnesses from the Agnes Scott community, then the student may contact them in order to ask them to speak on their behalf. The student must still notify the president of Graduate Council of any character witnesses the student may wish to call.

The investigator will only contact the student ONCE to schedule a meeting, if the student fail to appear for their meeting request, the case will be heard in the student absences.

## **Evaluation of Evidence to Determine Whether a Case is Warranted or Not Warranted**

The director of student conduct and community standards evaluates the evidence and determines whether a case is “warranted” or “not warranted.” If a case is not warranted, the director of student conduct and community standards tell the accused student that the case was dropped.

If the case proceeds, the accused student will be given the case information from president of Graduate Council or director of student conduct and community standards detailing the specifics of the case, the witnesses and the alleged violations being brought against the accused student. The accused student will have a minimum of 72 hours to prepare for their appearance before Graduate Council. The student may, if the student wishes, waive the time element and request an early hearing. The Graduate Council must hear the case within 14 days of the student being given the written charges unless the college is not in session. The president of Graduate Council or director of student conduct and community standards will notify the accused student in writing of the date and time of the case.

## **GRADUATE COUNCIL HEARING**

The accused student has the privilege of bringing to the Graduate Council witness(es) who may contribute pertinent information to the case. The accused must notify the president of the Graduate Council of the witnesses the student wishes to call at least 48 hours before the case. It then becomes the responsibility of the president of Graduate Council and the investigator to contact and question the witness(es). Once a witness has begun contact with the investigator, any discussion of information pertaining to the case must remain confidential. As with other college procedures, neither the college nor any student shall have attorneys or legal representation at any judicial proceeding.

The Graduate Council case will be closed to nonparticipants. Witnesses that are not members of the Agnes Scott community can submit a statement to be read during the hearing. The accused student may be present while the case is presented. The accuser will be invited to the hearing, but is not required to attend. Graduate Council members may ask questions of any of the participants.

It is highly recommended that the student charged with a violation of the Honor Code present their case at the time designated by the Graduate Council president. The student should submit a prepared statement to be read at the meeting of the council whether the student is present or absent. All participants in the case, including the accused student, and the investigator, will be excused while the council deliberates. Witnesses may be recalled if the council wishes, but all participants must be present to hear any additional information.

Graduate Council’s verdict in the case and any imposed sanctions shall be communicated in writing by the president of Graduate Council and sent via email from the graduate council email address either by within 24 hours of completion of the hearing. If the verdict is “responsible,” the written decision of Graduate Council

will also inform the student of their right to appeal any Graduate Council decision to Judicial Review Committee or to the student body. The letter will direct their to refer to the “Graduate Council Appeals” section of the Student Handbook for specific information on the appeal process and procedures.

## **GRADUATE COUNCIL HEARING PROCEDURES**

- The president will call the meeting to order by asking the body to stand and recite the Honor Pledge.
- The president will remind everyone of the requirement of confidentiality and invite anyone who feels that they cannot hear the case objectively to recuse themselves.
- The accused student will state whether they is “responsible” or “not responsible” for the alleged violations.
- The investigator will present the evidence, often asking the accuser to explain what happened if they are present at the hearing.
- The accused student will present their evidence and/or read their statement.
- The council is given the opportunity to question all parties present at the hearing.
- The president will call witnesses who have information to add to the case one at a time to speak to the council. The accused student, accuser and investigator may question the witnesses. The council will then be allowed to question the witnesses.
- The accused may invite up to three character witnesses to appear before the council. These witnesses must be members of the Agnes Scott community. Their statements may be written or oral.
- The investigator and accused student will have a chance to make a final statement to the council.
- The accused student, investigator and witnesses will be asked to leave while the council deliberates.
- When Graduate Council reaches a decision, the accused student, investigator, director of student conduct and community standards will be notified of the council’s decision within 24 hours of the hearing. They will be notified in via email.

### **Outcome**

Graduate Council must have a quorum of three members to vote. The president of Graduate Council may be counted in the makeup of the quorum but only votes in the case of a tie.

The first vote taken by the council is to determine if the accused is “responsible” or “not responsible.” This decision requires a simple majority vote. If a student is found not responsible, the accused student, accuser, investigator are notified. This case can never be used against a student in other proceedings.

If a student is found “responsible” for their Graduate Council case, any previous Honor Code violation records may be introduced as sanctions are considered. Sanctions are introduced as motions, must be voted on separately and will be decided by a simple majority vote except when discussing probations, suspensions or dismissals. There shall be no more than a total of three votes against (combinations of negative and abstentions) when voting to impose probations, suspensions or dismissals.

In cases where Graduate Council imposes social probation, disciplinary probation, suspension or dismissal as the sanction against the student found to be “responsible,” the director of student conduct and community standards shall inform in writing the Judicial Review Committee. Judicial Review Committee will then review the case as indicated below to confirm or change the sanctions set by Graduate Council. When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of social regulations is

administered by the Graduate Council, it shall be the duty of the Graduate Council president to inform the Judicial Review Committee, which has the power to approve, disapprove or modify the council's decision. Social regulations are generally defined as those rules and policies that pertain to daily life at Agnes Scott outside the academic and/or classroom arena. Social regulations include but are not limited to theft; lying in nonacademic matters; residence hall and building use violations; violation of the gun and knife policy, alcohol policy or drug policy; misuse of nonacademic college facilities and resources; and discrimination and harassment issues.

When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of academic regulations is recommended, the decision shall be submitted to the Judicial Review Committee for review with subsequent approval, disapproval or modification.

Academic regulations include but are not limited to those defined under the academic regulations section in this Handbook, lying in regard to academic matters, and theft or misuse of academic property or resources.

### **Minutes**

Minutes from all cases shall be typed by the secretary of Graduate Council and submitted within 48 hours to the president of Graduate Council and the director of student conduct and community standards, who keeps permanent Graduate Council records. When the decision of Graduate Council 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 case as well. The minutes of Graduate Council proceedings are kept confidential and cannot be used by students or legal counsel. The Graduate Council president, when presenting a case to the Judicial Review Committee, may use the Graduate Council minutes. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Graduate Council or Judicial Review Committee proceeding.

### **Alternative Jurisdiction for Honor Violations**

When the college is not in session and/or no quorum of Graduate Council or the Judicial Review Committee is present, the president of the college will consult with the dean of the college and/or the dean of students 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 dean of the college or dean of students will appoint in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review to the subcommittee. Any appeal of decisions reached by the subcommittee may be made to the president of the college, who may hear it or wait to refer it to Judicial Review when a quorum can be constituted.

The director of student conduct and community standards or vice president of student affairs/dean of students is able to hear the case in the absence of a student judicial boards. This is referred to as "Fast Track." This method will ONLY be used when the accused student acknowledges responsibility for allegations. The appeal process will remain in effect should the student decide to appeal to the Judicial Review Committee; thereby the Judicial Review Committee will still serve as the appeal board.

## **GRADUATE COUNCIL SANCTIONS**

Upon written request, Graduate Council will disclose to a victim of a crime of violence or sexual harassment the final result of any institutional disciplinary proceeding regarding that crime or offense.

The Graduate Council judges offenses and gives sanctions. Possible sanctions for violations are as follows:

### **I. Warning File**

If a student is found responsible for a violation of the Honor Code, the student will automatically be placed on active warning file. The student will remain on active warning file until one year after their graduation. If the student violates the Honor System or any other college rules and regulations during this active period, their previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, their record may be reviewed at Graduate Council's discretion. Students will be notified when their names are placed on warning file.

### **II. Restricted Privileges**

#### **A. Exam Privilege**

For violation of exam procedure, a student may lose the right to take exams when the student pleases and instead be required to schedule them with the office of the dean of the college and then adhere to this schedule.

### **III. Plagiarism or Integrity Workshop**

In the case of a plagiarism violation, Graduate Council reserves the right to require the student to participate in a plagiarism or integrity workshop directed by a professor and/or others.

### **IV. Educational Sanctions**

Sanctions imposed by Graduate Council for discrimination or harassment may include the following educational sanctions if deemed appropriate to the offense:

- A. Having the student complete a self-evaluation form that would assist the student in understanding how their discriminatory attitudes were developed and reinforced.
- B. Having the student complete an evaluation form for Graduate Council that would have the student express which aspects of the Graduate Council sanction were beneficial and which aspects were not.
- C. Having the student read or watch and report to Graduate Council on literature or a video presentation pertaining to discrimination.
- D. Having the student attend a particular program sponsored by the Center for Global Diversity and Inclusion at Agnes Scott College, to be followed by a report to Graduate Council.

### **V. Social Probation**

During the period of probation, the student is considered not to be in good standing with the college. No mark is placed on their transcript. However, a student receiving the sanction of social probation is prohibited from participating in any school-sponsored activities, e.g., internships, study abroad and intercollegiate athletics, or holding any leadership positions, e.g., SGA, or campus tour guide.

### **VI. Disciplinary Probation**

During the period of probation, the student is considered not to be in good standing with the college. A mark of disciplinary probation is placed on their transcript for the duration of the probation. If the student violates the Honor System or any other college rules and regulations during the active period of their probation, their previous case may be reviewed as evidence for the necessity of more serious action.

#### **A. Disciplinary Probation for Violation of Social Regulations**

Administered by the Graduate Council, this sanction is given for violation of social regulations. Social regulations are defined in the Graduate Council procedures in this student handbook. The

Judicial Review Committee is notified of the imposed sentence for subsequent approval, disapproval or change, and for enforcement by the committee.

**B. Disciplinary Probation for Violation of Academic Regulations**

Given for violation of academic regulations, this sanction is recommended to the Judicial Review Committee by the Graduate Council for review with subsequent approval, disapproval or change, and for enforcement by the committee.

**VII. Suspension and Dismissal**

For a substantive violation of academic or social regulations, Graduate Council may recommend suspension or dismissal. Suspension is made with a stipulated time of return when the student is automatically reinstated in good standing if the student so desires. Dismissal is made without a time length for return, and readmission occurs only after the student has applied to the college again.

In cases of suspension or dismissal, the Graduate Council must recommend this sanction to the Judicial Review Committee for review with subsequent approval, disapproval or modification, and enforcement by the committee.

**VIII. Other Sanctions**

In cases where Graduate Council feels that none of the above sanctions is appropriate, other disciplinary action may be taken. All such sanctions are subject to review by the Judicial Review Committee, with subsequent approval, disapproval or modification, and enforcement by the committee.

**GRADUATE COUNCIL APPEALS**

- I.** In the event the Graduate Council determines that a student is “responsible” in the case that has been brought against the student. The student must be informed of their right to appeal the decision. If the decides to do so, the student may appeal for one of the following reasons:
  - A. There is new evidence which is likely to change the results,
  - B. There is substantial reason why the evidence should be re-evaluated,
  - C. There was a violation of judicial process,
  - D. The sanction(s) imposed are too harsh given the findings.
- II.** A student may appeal a decision of any judiciary body only once and only to the next higher court. Declaration of intent to appeal must be made in writing to the presiding officer of the council whose decision is being appealed within 48 hours of the student’s being informed of that council’s decision. The student shall also file a statement of intent to appeal with the appropriate appeal body within 72 hours after their case has been decided.
- III.** In appealing a case from the Graduate Council, the student has one possible channels of appeal that the student may choose to follow:
  - A. May appeal their case to the Judicial Review Committee.
- IV.** If the student appeals to the Judicial Review Committee, this committee shall follow the steps outlined in Reviews by and Appeal to the Judicial Review Committee.

If the student does not seek an appeal, the Judicial Review Committee will act on recommendations of Graduate Council. The president of Graduate Council will present the case. The student has the right to appear before the committee to answer questions of its members and present their case. The judgment of the Judicial Review Committee is final. A list of Judicial Review Committee members and a summary of its functions appear in the Judicial Review Committee section of this handbook.



# HONOR COURT

## 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 Court and of Agnes Scott, and will endeavor continually to bring them to full realization.”*

## Areas of Primary Jurisdiction

### I. Academic Dishonesty

Including but not limited to matters involving cheating, plagiarism, improper use of college computer resources and violations of the academic regulations in this handbook. STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ACADEMIC REGULATIONS.

### II. Stealing

Issues of theft of both tangible and intangible items; the latter include, but are not limited to the following:

#### A. Abuse of Telephone Access Code

It is the policy of the college’s long distance service provider to prosecute anyone found responsible of abuse and/or fraudulent use of telephone services. This occurs when someone places a long distance call for free, pays less than they should or causes another to be billed without authorization. Also, theft of authorization code numbers or hacking, tampering with, or making connection with any telephone service facility, including wiring, with intent to avoid payment are all very serious crimes, punishable by up to five years’ imprisonment and/or a \$15,000 fine.

#### B. Fraudulent Use of Another Person’s Identification Card

All identification cards issued by Agnes Scott College are intended for the sole use of the person in whose name the card has been issued. Procuring another person’s ID card with the intent to present oneself as that individual and thereby receive all of the rights, privileges and services available to that individual by virtue of the ID card is prohibited. In particular, use of another person’s identification card to purchase or acquire food or other items on the owner’s Agnes Scott account is considered theft and will be dealt with as such.

#### C. Duplication of College Software

Software owned by the college should be used in accordance with the copyright laws. Unauthorized copying of college-owned software or alteration of the contents of computer software programs is against the law and will be considered stealing.

### III. Lying

Including but not limited to lying on official documents (e.g., forgery or deliberate false statements involving time cards, Residence Life documents and/or any academic-related documents) and lying to any official of the college (including but not limited to members of the administration, staff and faculty; public safety officers; and SGA, Honor Court and Social Violations Board officers).

### IV. Violations of the Drug Policy

A. Applies to the drug policy, which appears under the “College Policies and Procedures” section in this Handbook and notes that sanctions for violation of the drug policy are recommended by the Honor Court.

- B. Although the Judicial Board has first responsibility for responding to violations of the alcohol policy, and public safety or local authorities may also be involved, this provision regarding Honor Court jurisdiction is applicable for cases in which (1) the student is in serious violation of the alcohol policy and/or (2) a student has previously broken the alcohol policy.

#### **V. Violent Behavior**

Instances of acts, whether by word or deed, which may be generally considered violent behavior on the part of a student pursuant to the Student Code of Conduct in this Handbook should be referred to the Honor Court.

#### **VI. Improper Use of College Equipment and Computer Resources**

- A. Involving matters related to all equipment belonging to the college, including but not limited to triggering fire alarms, unauthorized use of media resource center equipment, gratuitous operation of public safety call boxes or after-hours use of dining hall machinery.
- B. The court is also recognized as having jurisdiction in matters involving improper use of the college computer systems and other academic resources. This includes, but is not limited to, hacking, spamming or viewing confidential information using unauthorized methods.

#### **VII. Discrimination and Harassment**

Students are encouraged to contact the dean of student's office regarding student-to-student discrimination or harassment. The dean of students may also recommend that the issuer of the complaint be referred to Honor Court. The college's Policy on Discrimination and Harassment can be found under the section "College Policies and Procedures" in this handbook.

#### **VIII. Breach of Confidentiality**

Instances where a student divulges information considered to be confidential to a third party. This may include but is not limited to disclosing Honor Court or Judicial Board or Graduate Council case(s) information, divulging admissions information, divulging information regarding mediation between roommates, and sharing budget allocations information.

**ALL MEMBERS OF THE AGNES SCOTT COMMUNITY ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH THE INSTITUTION'S INFORMATION SYSTEMS RIGHTS AND RESPONSIBILITIES POLICY.**

## **HONOR COURT CASE PROCESS**

### **Reporting Suspected Cases**

A student who suspects that the student has committed an honor violation should inform the president of Honor Court, a member of Honor Court or the Director of Student Conduct and Community Standards. A student who has been informed that another member of the community has observed their involvement in an alleged violation of the Honor System has 48 hours to contact the president of Honor Court, a member of Honor Court, or the Director of Student Conduct and Community Standards. A student reporting themselves to Honor Court is not admitting responsibility for the alleged violation; the student is recognizing that a member of the community feels that the student has broken the Honor Code and is asking Honor Court to determine if the student is responsible or not responsible for the alleged violation. A student can report themselves using the online incident report via the dean of student website: [agnesscott.edu/dos/student-conduct](http://agnesscott.edu/dos/student-conduct)

## **Dual Responsibility**

This concept is central to the Honor Code at Agnes Scott. Dual responsibility purports the following two things: personal responsibility and responsibility to the community. A member of the community who observes a student breaking the Honor Code has a responsibility to the campus community to approach them within one week of the observed behavior and ask that the student report themselves possible violation to Honor Court. Should a student refuse to report themselves for possible violation, the member of the community who observed the violation should report it to Honor Court. The faculty and staff of Agnes Scott College, being members of the community, are also bound by dual responsibility and the Honor Code. Any student who observes a faculty or staff member violating the Honor Code may refer to the “Student Complaint Procedure” section of the handbook or make an appointment with the vice president for student affairs/dean of students to discuss the violation.

## **Initial Meeting request from the Honor Court President or Director of Student Conduct and Community Standards**

The student who is accused of a breach of the Honor System will be requested to meet their Investigator and Advocate. The initial meeting request will come from the [aschonorcourt@agnesscott.edu](mailto:aschonorcourt@agnesscott.edu) email address.

The president will refer the accused student to information in the Student Handbook and ask the accused student to keep details of the case confidential when speaking to students outside of Honor Court. The accused student may not withdraw from Agnes Scott College while the student is involved in an Honor Court case. The president of Honor Court will the appointment of a student advocate from Honor Court.

The accused student may also schedule a meeting with the director for student conduct and community standards if the student has any questions or concerns about their rights or Honor Court procedures. The accused student and their advocate have the following rights:

- To know who brought the charge(s).
- A list of the witnesses or people to be interviewed by the investigator (additional names can be added prior to the hearing).
- Access to all evidence used in the case, including all interview materials.

## **Appointment of an Investigator and an Advocate**

An advocate and investigator will be assigned to each student’s case by the president of Honor Court to investigate the alleged violation of the Honor Code. The Honor Court president will assign an advocate and investigator to the accused student. Once assigned, the investigator will research and examine the facts and circumstances pertinent to the possible violation. The advocate will assist in these duties and will also be available to guide the accused student through the case process.

## **Faculty Liaison**

In cases involving the faculty of Agnes Scott, the director of student conduct and community standards will be the faculty liaison. The liaison will help guide the faculty member through the Honor Court case process and answer any questions the faculty member may have regarding the case, as well as keep him or her updated about any developments in the case.

## **Investigation**

The investigator will research each case thoroughly before the student is charged and brought before the court. This investigation may include meetings with others connected to the case, e.g., the appropriate dean, professors, witnesses, etc. Both the investigator and the advocate must attend all meetings and the investigation may continue after the student has been charged. Each person who is interviewed must respect the confidentiality of the process and not discuss this case with other members of the community, with the exception of the investigator, the advocate, the president of Honor Court or the vice president for student

affairs/dean of students or director of student conduct and community standards. If the accused student would like to have any character witnesses from the Agnes Scott community, then the student may contact them in order to ask them to speak on their behalf. The student must still notify the president of Honor Court of any character witnesses the student may wish to call.

The investigator will only contact the student ONCE to schedule a meeting, if the student fail to appear for their meeting request, the case will be heard in the student absences.

### **Evaluation of Evidence to Determine Whether a Case is Warranted or Not Warranted**

The director of student conduct and community standards evaluates the evidence and determines whether a case is “warranted” or “not warranted.” If a case is not warranted, the director of student conduct and community standards tell the accused student that the case was dropped.

If the case proceeds, the accused student will be given the case information from president of Honor Court detailing the specifics of the case, the witnesses and the charges being brought against the accused. The accused will have a minimum of 72 hours to prepare for their appearance before Honor Court. The student may, if the student wishes, waive the time element and request an early hearing. The Honor Court must hear the case within 14 days of the student being given the written charges unless the college is not in session. The president of Honor Court will notify the accused student in writing of the date and time of the case.

## HONOR COURT HEARING

The accused student and their advocate have the privilege of bringing to the Honor Court witness(es) who may contribute pertinent information to the case. The accused must notify the president of the Honor Court of the witnesses the student wishes to call at least 48 hours before the case. It then becomes the responsibility of the president of Honor Court and the investigator to contact and question the witness(es). Once a witness has begun contact with the investigator, any discussion of information pertaining to the case must remain confidential. As with other college procedures, neither the college nor any student shall have attorneys or legal representation at any judicial proceeding.

The Honor Court case will be closed to nonparticipants. Witnesses that are not members of the Agnes Scott community can submit a statement to be read during the hearing. The accused student and their advocate may be present while the case is presented. The accuser will be invited to the hearing, but is not required to attend. Honor Court members may ask questions of any of the participants.

It is highly recommended that the student charged with a violation of the Honor Code present their case at the time designated by the Honor Court president. The student should submit a prepared statement to be read at the meeting of the court whether the student is present or absent. All participants in the case, including the accused student, the advocate and the investigator, will be excused while the court deliberates. Witnesses may be recalled if the court wishes, but all participants must be present to hear any additional information.

Honor Court's verdict in the case and any imposed sanctions shall be communicated in writing by the president of Honor Court and delivered either by electronic mail or by letter to the student's mailbox within 24 hours of completion of the hearing. If the verdict is "responsible," the written decision of Honor Court will also inform the student of their right to appeal any Honor Court decision to Judicial Review Committee or to the student body. The letter will direct their to refer to the "Honor Court Appeals" section of the Student Handbook for specific information on the appeal process and procedures.

## HONOR COURT HEARING PROCEDURES

- The president will call the meeting to order by asking the body to stand and recite the Honor Pledge.
- The president will remind everyone of the requirement of confidentiality and invite anyone who feels that they cannot hear the case objectively to recuse themselves.
- The accused student will state whether they is "responsible" or "not responsible" for the alleged violations.
- The investigator will present the evidence, often asking the accuser to explain what happened if they are present at the hearing.
- The accused student will present their evidence and/or read their statement. The student advocate may assist the student in this.
- The court is given the opportunity to question all parties present at the hearing.
- The president will call witnesses who have information to add to the case one at a time to speak to the court. The accused student, advocate, accuser and investigator may question the witnesses. The court will then be allowed to question the witnesses.
- The accused may invite up to three character witnesses to appear before the court. These witnesses must be members of the Agnes Scott community. Their statements may be written or oral.

- The investigator and accused student will have a chance to make a final statement to the court.
- The accused student, advocate, accuser, investigator and witnesses will be asked to leave while the court deliberates.
- When Honor Court reaches a decision, the accused student, advocate, investigator, accuser, director of student conduct and community standards will be notified of the court’s decision within 24 hours of the hearing. They will be notified in via email.

### **Outcome**

Honor Court must have a quorum of eight members to vote. The president of Honor Court may be counted in the makeup of the quorum but only votes in the case of a tie. If a case must be heard and a quorum is not available from the regular Honor Court membership, then members of Judicial Board may be voted to hear the case in order to attain quorum.

The first vote taken by the court is to determine if the accused is “responsible” or “not responsible.” This decision requires a simple majority vote. If a student is found not responsible, the accused student, accuser, advocate, investigator and vice president for student affairs/dean of students are notified. This case can never be used against a student in other proceedings.

If a student is found “responsible” for their Honor Court case, any previous Honor Code violation records may be introduced as sanctions are considered. Sanctions are introduced as motions, must be voted on separately and will be decided by a simple majority vote except when discussing probations, suspensions or dismissals. There shall be no more than a total of three votes against (combinations of negative and abstentions) when voting to impose probations, suspensions or dismissals.

In cases where Honor Court imposes social probation, disciplinary probation, suspension or dismissal as the sanction against the student found to be “responsible,” the president of Honor Court shall inform in writing the vice president for student affairs/dean of students and the registrar of the sanction. Judicial Review Committee will then review the case as indicated below to confirm or change the sanctions set by Honor Court. When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of social regulations is administered by the Honor Court, it shall be the duty of the Honor Court president to inform the Judicial Review Committee, which has the power to approve, disapprove or modify the court’s decision. Social regulations are generally defined as those rules and policies that pertain to daily life at Agnes Scott outside the academic and/or classroom arena. Social regulations include but are not limited to theft; lying in nonacademic matters; residence hall and building use violations; violation of the gun and knife policy, alcohol policy or drug policy; misuse of nonacademic college facilities and resources; and discrimination and harassment issues.

When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of academic regulations is recommended, the decision shall be submitted to the Judicial Review Committee for review with subsequent approval, disapproval or modification.

Academic regulations include but are not limited to those defined under the academic regulations section in this Handbook, lying in regard to academic matters, and theft or misuse of academic property or resources.

### **Minutes**

Minutes from all cases shall be typed by the secretary of Honor Court and submitted within 48 hours to the president of Honor Court and the director of student conduct and community standards, who keeps permanent Honor Court records. When the decision of Honor Court 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 case as well. The minutes of Honor Court proceedings are kept confidential and cannot be used by students or legal counsel. The Honor Court president, when presenting a case to the Judicial Review Committee, may use the Honor Court minutes. As with other college procedures, neither the college nor the

student shall have attorneys or legal representation at any Honor Court or Judicial Review Committee proceeding.

### **Alternative Jurisdiction for Honor Violations**

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 dean of the college and/or the dean of students 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 dean of the college or dean of students will appoint in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review to the subcommittee. Any appeal of decisions reached by the subcommittee may be made to the president of the college, who may hear it or wait to refer it to Judicial Review when a quorum can be constituted.

The director of student conduct and community standards or vice president of student affairs/dean of students is able to hear the case in the absence of a student judicial boards. This is referred to as “Fast Track.” This method will ONLY be used when the accused student acknowledges responsibility for allegations. The appeal process will remain in effect should the student decide to appeal to the Judicial Review Committee; thereby the Judicial Review Committee will still serve as the appeal board.

## **HONOR COURT SANCTIONS**

Upon written request, Honor Court will disclose to a victim of a crime of violence or sexual harassment the final result of any institutional disciplinary proceeding regarding that crime or offense.

The Honor Court judges offenses and gives sanctions. Possible sanctions for violations are as follows:

### **I. Warning File**

If a student is found responsible for a violation of the Honor Code, the student will automatically be placed on active warning file. The student will remain on active warning file until one year after their graduation. If the student violates the Honor System or any other college rules and regulations during this active period, their previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, their record may be reviewed at Honor Court’s discretion. Students will be notified when their names are placed on warning file.

### **II. Restricted Privileges**

#### **A. Exam Privilege**

For violation of exam procedure, a student may lose the right to take exams when the student pleases and instead be required to schedule them with the office of the dean of the college and then adhere to this schedule.

#### **B. Visitation**

In some cases, Honor Court can remove a student’s visitation privileges as a sanction. The period of the restriction will be determined by Honor Court.

### **III. Plagiarism or Integrity Workshop**

In the case of a plagiarism violation, Honor Court reserves the right to require the student to participate in a plagiarism or integrity workshop directed by a professor and/or others.

#### **IV. Educational Sanctions**

Sanctions imposed by Honor Court for discrimination or harassment may include the following educational sanctions if deemed appropriate to the offense:

- A. Having the student complete a self-evaluation form that would assist the student in understanding how their discriminatory attitudes were developed and reinforced.
- B. Having the student complete an evaluation form for Honor Court that would have the student express which aspects of the Honor Court sanction were beneficial and which aspects were not.
- C. Having the student read or watch and report to Honor Court on literature or a video presentation pertaining to discrimination.
- D. Having the student attend a particular program sponsored by the president's Committee on Community Diversity, to be followed by a report to Honor Court.

#### **V. Social Probation**

During the period of probation, the student is considered not to be in good standing with the college. No mark is placed on their transcript. However, a student receiving the sanction of social probation is prohibited from participating in any school-sponsored activities, e.g., internships, study abroad and intercollegiate athletics, or holding any leadership positions, e.g., SGA, or campus tour guide.

#### **VI. Disciplinary Probation**

During the period of probation, the student is considered not to be in good standing with the college. A mark of disciplinary probation is placed on their transcript for the duration of the probation. If the student violates the Honor System or any other college rules and regulations during the active period of their probation, their previous case may be reviewed as evidence for the necessity of more serious action.

##### **A. Disciplinary Probation for Violation of Social Regulations**

Administered by the Honor Court, this sanction is given for violation of social regulations. Social regulations are defined in the Honor Court procedures in this student handbook. The Judicial Review Committee is notified of the imposed sentence for subsequent approval, disapproval or change, and for enforcement by the committee.

##### **B. Disciplinary Probation for Violation of Academic Regulations**

Given for violation of academic regulations, this sanction is recommended to the Judicial Review Committee by the Honor Court for review with subsequent approval, disapproval or change, and for enforcement by the committee.

#### **VII. Suspension and Dismissal**

For a substantive violation of academic or social regulations, Honor Court may recommend suspension or dismissal. Suspension is made with a stipulated time of return when the student is automatically reinstated in good standing if the student so desires. Dismissal is made without a time length for return, and readmission occurs only after the student has applied to the college again.

In cases of suspension or dismissal, the Honor Court must recommend this sanction to the Judicial Review Committee for review with subsequent approval, disapproval or modification, and enforcement by the committee.

#### **VIII. Other Sanctions**

In cases where Honor Court feels that none of the above sanctions is appropriate, other disciplinary action may be taken. All such sanctions are subject to review by the Judicial Review Committee, with subsequent approval, disapproval or modification, and enforcement by the committee.



## HONOR COURT APPEALS

- I. In the event the Honor Court determines that a student is “responsible” in the case that has been brought against the student. The student must be informed of their right to appeal the decision. If the student decides to do so, the student may appeal for one of the following reasons:
  - A. There is new evidence which is likely to change the results,
  - B. There is substantial reason why the evidence should be re-evaluated,
  - C. There was a violation of judicial process,
  - D. The sanction(s) imposed are too harsh given the findings.
- II. A student may appeal a decision of any judiciary body only once and only to the next higher court. Declaration of intent to appeal must be made in writing to the presiding officer of the court whose decision is being appealed within 48 hours of the student’s being informed of that court’s decision. The student shall also file a statement of intent to appeal with the appropriate appeal body within 72 hours after their case has been decided.
- III. In appealing a case from the Honor Court, the student has two possible channels of appeal that the student may choose to follow:
  - A. May appeal to the student body, which will be called to judge their case.
  - B. May appeal their case to the Judicial Review Committee.
- IV. Any appeal to the student body must be made by notifying the president of the Student Government Association in writing of the student’s intent to appeal. The president will then call the student body (association) into session to consider the appeal. A majority of two thirds of the students choosing to vote shall be required to censure or revoke a decision of an organization of the association. The student appealing is required to appear before the student body to present their case.

If a student chooses to appeal their case to the student body, the student should realize that there will be an ensuing loss of privacy as Honor Court, and the person(s) bringing charges against their also have the right to present their case to the student body at that time.
- V. If the student appeals to the Judicial Review Committee, this committee shall follow the steps outlined in Reviews by and Appeal to the Judicial Review Committee.

If the student does not seek an appeal, the Judicial Review Committee will act on recommendations of Honor Court. The president of Honor Court will present the case. The student has the right to appear before the committee to answer questions of its members and present their case. The judgment of the Judicial Review Committee is final. A list of Judicial Review Committee members and a summary of its functions appear in the Judicial Review Committee section of this handbook.

## THE RIGHT TO APPEAL

In the matter of appeals, and student has the right to appeal under the following appeals grounds: Student may appeal on the following grounds:

- There is new evidence which is likely to change the results,
- There is substantial reason why the evidence should be reevaluated,
- There was a violation of judicial process,
- The sanction(s) imposed are too harsh given the findings.

“A student may appeal a decision of any judiciary body once only to the next higher court.”

## THE STUDENT BODY AS APPELLATE COURT

In the instance of an Honor Court appeal, the “next higher court” is the student’s choice of either the Judicial Review Committee, by that committee’s own definition, or the association in the form of a called meeting of the undergraduate student body.

### Time Frames

Declaration of the intention to appeal must be made to the presiding officer of the court whose decision is being appealed within 48 hours after the student’s being informed of the court’s decision.

In order that a decision of an organization be censured or revoked, a petition must be presented to the president within 72 hours following the decision. The issue must then be posted one week before the vote.

Given the circumstances, “petition” in this instance has been taken to mean a written “request.”

Note: This process only applies to the Honor Court (undergraduate students); graduate students will have their cases sent to the Judicial Review Committee.

## 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 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 on 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 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, organization whose decision was appealed, director of student conduct and community standards, dean of students, dean of the college, director of academic advising and 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.

## **JUDICIAL BOARD**

### **Oath of Office**

*“As a member (or as an officer) of the Judicial Board 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 Judicial Board and of Agnes Scott and will endeavor continually to bring them to full realization.”*

## **POLICIES REGARDING RESIDENCE LIFE**

Agnes Scott is a residential liberal arts institution. The residential environment is a key component of each student’s college experience. Undergraduate students enrolled at Agnes Scott are expected to live in campus housing for the duration of their tenure at the college. Any exception to this policy must be approved by the Office of Residence Life. Authorization to live off campus is granted at the discretion of the director of residence life or the designee in special situations or when space is unavailable on campus.

In addition to the specific standards set forth, and beyond the areas they govern, it is assumed that students will follow the dictates of the Student Code of Conduct 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 purposes of maintenance, fire protection, safety, and upholding college regulations and policies.

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. In the event that a student’s conduct indicates that the student is not in understanding with the ideals and standards of the college’s residence life policies or is not mature enough to reside on campus, the dean of students may terminate the student’s resident status.

## **JUDICIAL BOARD ROLES AND RESPONSIBILITIES**

In efforts to be fair and provide safety for Agnes Scott College campus, the Student Code of Conduct provides a guideline to keep a community of peace. The Judicial Board is responsible for upholding the Student Code of Conduct and enforcing sanctions on students who are in violation of the student code.

The director for student conduct and community standards is the adviser to the Judicial Board so that the board may ensure that procedures are followed. As adviser, the director will have access to all information in Judicial Board investigations and cases. In judicial matters, the minutes of Judicial Board proceedings are to be kept confidential and cannot be used by students or any legal counsel. The minutes may be used by the Judicial Board president when presenting a case to Honor Court or the Judicial Review Committee. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Judicial Board or Judicial Review Committee proceeding. Judicial Powers: General Residence Life Regulations

The Judicial Board sees all cases that are in violation of Residence Life regulations and nonacademic violations of the Student Code of Conduct.

Residential students are advised of residence hall regulations upon enrollment. Judicial Board constitutes the court of primary jurisdiction in matters relating to residence life, including actions that jeopardize the safety and property of others. Details of policies and regulations for each item are given in the Residence Life section of this handbook or in the housing contract.

Areas under the Judicial Board's aegis are listed below.

- Smoking Policy
- Quiet Hours
- Alcohol Policy
- Kitchen Policies
- Visitation and Guest Policies
- Laundry Room Policies
- General Residence Hall Regulations
- Residence Halls
- Electrical Appliances
- Signing In/Out for First-Year Students
- Fire Protection
- Violations of Residence Hall Closing Hours
- Mandatory Residence Hall Meetings
- Residence Hall Key Policies
- Avery Glen Apartments Policies and Procedures
- Pets

## **JUDICIAL BOARD CASE PROCESS**

### **Reporting Suspected Cases**

A student who suspects that the student has committed an honor violation should inform the president of Judicial Board, a member of Judicial Board or the director of student conduct and community standards. A student who has been informed that another member of the community has observed their involvement in an alleged violation of the Honor System has 48 hours to contact the president of Judicial Board, a member of Judicial Board, or the director of student conduct and community standards. A student reporting themselves to Judicial Board is not admitting responsibility for the alleged violation; the student is recognizing that a member of the community feels that the student has broken the Honor Code and is asking Judicial Board to determine if the student is responsible or not responsible for the alleged violation. A student can report themselves using the online incident report via the dean of student website: [agnesscott.edu/dos/student-conduct](http://agnesscott.edu/dos/student-conduct).

### **Dual Responsibility**

This concept is central to the Honor Code at Agnes Scott. Dual responsibility purports the following two things: personal responsibility and responsibility to the community. A member of the community who observes a student breaking the Honor Code has a responsibility to the campus community to approach their within one week of the observed behavior and ask that the student report their possible violation to Judicial Board. Should a student refuse to report their possible violation, the member of the community who observed the violation should report it to Judicial Board. The faculty and staff of Agnes Scott College, being members of the community, are also bound by dual responsibility and the Honor Code. Any student who observes a faculty or staff member violating the Honor Code may refer to the "Student Complaint Procedure" in this handbook or make an appointment with the vice president for student affairs/dean of students to discuss the violation.

## **Initial Meeting request from the Judicial Board President or Director of Student Conduct and Community Standards**

The student who is accused of a breach of the Honor System will be requested to meet their two Investigators. The initial meeting request will come from the [jboard@agnesscott.edu](mailto:jboard@agnesscott.edu) email address.

The president will refer the accused student to information in the Student Handbook and ask the accused student to keep details of the case confidential when speaking to students outside of Judicial Board. The accused student may not withdraw from Agnes Scott College while the student is involved in an Judicial Board case.

The accused student may also schedule a meeting with the director for student conduct and community standards if the student has any questions or concerns about their rights or Judicial Board procedures. The accused student has the following rights:

- To know who brought the charge(s).
- A list of the witnesses or people to be interviewed by the investigator (additional names can be added prior to the hearing).
- Access to all evidence used in the case, including all interview materials.

## **Appointment of Investigators**

The two investigators will be assigned to each student's case by the president of Judicial Board to investigate the alleged violation of the Honor Code. Once assigned, the investigators will research and examine the facts and circumstances pertinent to the possible violation. The investigators will assist in these duties and will also be available to guide the accused student through the case process.

## **Investigation**

The investigators will research each case thoroughly before the student is charged and brought before the court. This investigation may include meetings with others connected to the case, e.g., the appropriate dean, professors, witnesses, etc. Both investigators must attend all meetings and the investigation may continue after the student has been charged. Each person who is interviewed must respect the confidentiality of the process and not discuss this case with other members of the community, with the exception of the investigator, the advocate, the president of Judicial Board or the vice president for student affairs/dean of students or director of student conduct and community standards. If the accused student would like to have any character witnesses from the Agnes Scott community, then the student may contact them in order to ask them to speak on their behalf. The student must still notify the president of Judicial Board of any character witnesses the student may wish to call.

The investigator will only contact the student ONCE to schedule a meeting, if the student fails to appear for their meeting request, the case will be heard in the student's absence.

## **Evaluation of Evidence to Determine Whether a Case is Warranted or Not Warranted**

The director of student conduct and community standards evaluates the evidence and determines whether a case is "warranted" or "not warranted." If a case is not warranted, the director of student conduct and community standards tell the accused student that the case was dropped.

If the case proceeds, the accused student will be given the case information from the president of Judicial Board detailing the specifics of the case, the witnesses and the charges being brought against the accused. The accused will have a minimum of 72 hours to prepare for their appearance before Judicial Board. The student may, if the student wishes, waive the time element and request an early hearing. The Judicial Board should hear the case within 21 days of the student being given the written charges unless the college is not in session. The president of Judicial Board will notify the accused student in writing of the date and time of the case.

## JUDICIAL BOARD HEARING PROCEDURES

- The president will call the meeting to order by asking the body to stand and recite the Honor Pledge.
- The president will remind everyone of the requirement of confidentiality and invite anyone who feels that the student cannot hear the case objectively to recuse themselves.
- The accused student will state whether the student is “responsible” or “not responsible” for the alleged violations.
- The investigator will present the evidence, often asking the accuser to explain what happened if the student is present at the hearing.
- The accused student will present their evidence and/or read their statement.
- The court is given the opportunity to question all parties present at the hearing.
- The president will call witnesses who have information to add to the case one at a time to speak to the court. The court will then be allowed to question the witnesses.
- The accused student may invite up to three character witnesses to appear before the court. These witnesses must be members of the Agnes Scott community. Their statements may be written or oral.
- The investigators and accused student will have a chance to make a final statement to the court.
- The accused student, accuser, investigator and witnesses will be asked to leave while the court deliberates.
- When Judicial Board reaches a decision, the accused student, investigators, accuser, director of student conduct and community standards will be notified of the court’s decision within 24 hours of the hearing. They will be notified in via email.

### Outcome

Judicial Board must have a quorum of eight members to vote. The president of Judicial Board may be counted in the makeup of the quorum but only votes in the case of a tie. If a case must be heard and a quorum is not available from the regular Judicial Board membership, then there not cannot be a vote.

The first vote taken by the court is to determine if the accused is “responsible” or “not responsible.” This decision requires a simple majority vote. If a student is found not responsible, the accused student, accuser, investigators and director of student conduct are notified. This case can never be used against a student in other proceedings.

If a student is found “responsible” for their Judicial Board case, any previous Honor Code violation records may be introduced as sanctions are considered. Sanctions are introduced as motions, must be voted on separately and will be decided by a simple majority vote.

### Minutes

Minutes from all cases shall be typed by the secretary of Judicial Board and submitted within 48 hours to the president of Honor Court and the director of student conduct and community standards, who keeps permanent Judicial Board records. The minutes of Judicial Board proceedings are kept confidential and cannot be used by students or legal counsel. The Judicial Board president, when presenting a case to the Judicial Review Committee, or the Honor Court may use the Judicial Board minutes. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Judicial Board, Honor Court , Graduate Council or Judicial Review Committee proceeding.

## **Alternative Jurisdiction for Honor Violations**

When the college is not in session and/or no quorum of Judicial Board, Honor Court, Graduate Council or the Judicial Review Committee is present, the president of the college will consult with the dean of the college and/or the dean of students 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 dean of the college or dean of students will appoint in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review to the subcommittee. Any appeal of decisions reached by the subcommittee may be made to the president of the college, who may hear it or wait to refer it to Judicial Review when a quorum can be constituted.

The director of student conduct and community standards or vice president of student affairs/dean of students is able to hear the case in the absence of a student judicial board. This is referred to as “Fast Track.” This method will ONLY be used when the accused student acknowledges responsibility for allegations. The appeal process will remain in effect should the student decide to appeal to the Judicial Review Committee; thereby the Judicial Review Committee will still serve as the appeal board.

## **JUDICIAL BOARD SANCTIONS**

### **I. Sanctions**

Sanctions are determined by the Judicial Board based upon each case. There are set standard sanctions that the Judicial Board will use and refer to when making decisions regarding the sanction for the case. At the discretion of the president or adviser of the Judicial Board, violations that are clear-cut may result in automatic sanctions. Auto sanctions for breaking the alcohol policy are outlined in section five under sanctions for Violation of the Alcohol Policy. Auto sanctions may also be imposed for other community/residence life regulations, e.g., visitation and smoking, especially for first offenses. Auto sanctions will be used when a Judicial Board member or a member of residence life, such as an RA or SRA, sees an obvious violation of school policies regarding alcohol, parietals, smoking, kitchen disruption or other violations.

### **II. Warning File**

With this sanction, a student’s name may be placed on an active warning file. The length of the active warning file period is determined by the Judicial Board. If the student violates the Honor System or any other college rules and regulations during this active period, their previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, their record may be reviewed at the Judicial Board’s discretion. Students will be notified when their names are placed on warning file. A student will receive a letter from the president of the Judicial Board explaining the violation and that the student’s name will be placed on warning file.

### **III. Disciplinary Probation for Violation of Social Regulations**

Given for major or flagrant violation of social regulations, this sanctions is recommended by the Judicial Board to Honor Court, which will subsequently follow all Honor Court procedures. The Judicial Review Committee is notified of the imposed sentence. With this sanctions, notification automatically goes to the student from the president of Honor Court and to the parents from the dean of students office, if applicable. If the student violates the Honor System, or any other college rules and regulations during the active period of their probation, their previous case may be reviewed as evidence for the necessity of more serious action. Social regulations are defined as those rules and policies that pertain to daily life at Agnes Scott College outside the academic and/or classroom arena and as defined in this handbook.



#### IV. Sanctions for Violation of the Alcohol Policy

The Judicial Board has first jurisdiction over cases that result from violation of the alcohol policy. Each alcohol sanction can include but is not limited to the following sanctions.

Please review the list of possible sanctions in this handbook for alcohol policy sanctions.

At the discretion of the Judicial Board members, additional sanctions may be implemented based on the severity of the case. After three or more violations of the alcohol policy, depending upon the severity of the incidents, the Judicial Board may present the case to Honor Court with the recommendation of suspension or expulsion.

#### V. Sanctions for Violation of the Smoking Policy

#### VI. Sanctions for Violation of the Visitation Policy

- A. First offense: The Judicial Board members will determine the length of time a student will lose visitation privileges based upon each case. During this time, the student may have no off-campus guests (male or female) in the residence hall nor can they have another student sign in guests for their. Residence life staff will be alerted about the loss of visitation.
- B. Second offense: The student will lose visitation for up to one semester (16 weeks). Judicial Board members may determine the length of time a student will lose visitation privileges based upon the case.

#### VII. Sanctions for Violation of the Kitchen Policy Including Food Theft

- A. First offense: At the discretion of residence life and the Judicial Board, kitchens found to be unclean may be closed for a set period of time. The residence life staff will post signs alerting residents to the closure 24 hours before closing. During this time, the refrigerator will be cleaned out and all food will be removed, no kitchen appliances may be used, and no one is to enter the kitchen area.

While these are possible sanctions for various violations, the Judicial Board is not limited to the sanctions and makes decisions on a case-by-case basis.

**All student conduct boards, Graduate Council, Honor Court, and Judicial Board follow the same guidelines as the student board. All policies violations will be sent to the higher court. Additionally, if found responsible for a violation the student may be dismissed from office at the discretion of the director of student conduct and community standards or dean of students office.**

## JUDICIAL BOARD SANCTION PROCEDURES

Cases are directed to Honor Court by the Judicial Board only when flagrant disregard of regulations indicates attention by a higher court is warranted. Within certain prescribed boundaries, the Judicial Board reserves the right to determine the best judicial path and procedure for each case based on the degree of severity and/or recurrence of the violation in question.

## JUDICIAL REVIEW COMMITTEE

Judicial Review Committee members:

- 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
- Director of Student Conduct and Community Standards (non-voting member)
- Four Faculty Members

Each committee member may have a designee in the event the member is not available to attend a meeting. These designees will be identified at the start of each academic year and will participate in the committee's annual orientation and training. In the event the chair is not available for a meeting, the VPAA will chair the meeting.

### **Ex officio members (as provided in the Student Complaint Procedures)**

The chair of the FEC (Faculty Executive Committee) and associate vice president for human resources, 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.

Given the responsibility of:

1. Reviewing and acting on recommendations of the Student Government Association 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 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/Graduate Council that a student be placed on disciplinary probation for violation of academic regulations.
4. Acting upon the recommendation of the Honor Court/Graduate Council 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/Graduate Council decisions and/or sanctions; or, when a student appeals an Honor Court/Graduate Council 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 VPSA or the director of student conduct and community standards.
8. Assuming original jurisdiction in a disciplinary action at a time when no quorum of Graduate Council/ Honor Court nor the president of SGA nor the president of Honor Court nor Graduate Council is readily available (Note: When the college is not in session and/or no quorum of Graduate Council, Honor Court or the Judicial Review Committee is present, the president of the college will consult with the VPAA and/or the 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.

### **Reviews by and appeals to the Judicial Review Committee**

Reviews: The Judicial Review Committee has the responsibility of acting upon the recommendations of the Honor Court/Graduate Council with regard to students being

1. Placed on disciplinary probation for violation of academic regulations.
2. Given disciplinary suspension for violation of social or academic regulations.
3. Given disciplinary dismissal for violation of social or academic regulations.
4. Given alternative disciplinary action outside the list of optional sanctions

When one of the above sanctions is recommended by Honor Court/Graduate Council and the student does not seek an appeal, the Judicial Review Committee will review the case with subsequent approval, disapproval or modification of the sanction, and enforcement by the committee. In this event, the judgment of the Judicial Review Committee is final.

**Appeals:** A student may appeal a decision of any judiciary body only once and only to the next higher court. Declaration for, or against, an appeal must be made in writing to the presiding officer of the court whose decision is being appealed within 48 hours after the student's being informed of that court's decision.

Any student found responsible by Honor Court or Graduate Council has the right to appeal the court's decision to the student body or Judicial Review Committee.

### **In all cases, the Judicial Review Committee is the court of final jurisdiction.**

Appeals to the Student Body: If the student chooses to appeal to the student body (see "student body as appellate court in this handbook"), the original verdict and sanction would have gone before Judicial Review for final review. Subsequently, the Judicial Review Committee has the right to approve, disapprove or modify the sanction and is responsible for enforcing its decision. At this point, the judgment of the Judicial Review Committee is final.

### **Appeals to the Judicial Review Committee:**

1. The student sends a written statement of appeal to the director of student conduct and community standards within 72 hours of receiving the decision from Honor Court/Graduate Council. The letter should include their intention to appeal the sanction.
2. The committee will convene to hear the case as expeditiously as possible; depending on committee members' availability, the goal is to review all facts and circumstances relative to the case and schedule a meeting.
3. The president of the college is the chair of the committee. The registrar takes minutes and maintains records of the meeting.
4. A quorum must be present to conduct any hearing. A quorum is defined as two thirds of the membership. If a quorum of existing Judicial Review Committee members, to include their designees, is not present and cannot be obtained to hear a case or appeal, the president of the college has the authority to appoint temporary members to the Judicial Review Committee to hear the case or the appeal. Judicial Review meetings may be conducted by the use of teleconferencing. Teleconferencing may also be used to convene a quorum when the college is not in session or a quorum cannot be convened in any other way.
5. The meeting is closed except to members of the committee and those invited by the committee or the student who is appealing the decision. All materials and information, including minutes, case notes and any other information related to the Judicial Review process, are to be kept confidential by all involved and cannot be used by students or any legal counsel. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at the hearing.
6. The president of Honor Court/Graduate Council presents an overview of the case. As committee members have reviewed the facts surrounding the case prior to the hearing, the president of Honor Court should use not more than 10 minutes to present the case. The person who has requested the appeal must present their case. (In the event of extraordinary circumstances, the president of the college may excuse either person from testifying.) The charged student may bring no more than three supporters or witnesses to the hearing. Each of their supporters may speak for no more than five minutes in their defense. The committee may ask questions after each presentation. The committee reserves the right to call any of the participants back to the hearing for further questions.
7. The committee has the right to affirm or change the verdict. The committee may vote by secret ballot, with a majority required to affirm a finding of responsibility. If the student is found by the committee to be responsible, then the sanction vote shall be taken.
8. The committee has the right to affirm or change the sanction. If the sanction is probation, suspension or dismissal, a majority is required to affirm or change the sanction. The committee may vote by secret ballot.
9. After the case has been heard and voted upon, the VPSA or director of student conduct and community standards will communicate the decision to the student, and a letter will follow from the dean of students office to the student stating the judgment of the committee. If the sanction results in suspension or dismissal, a letter may also be sent to the student's parents and/or guardians.
10. Any members of the committee involved in the case are required to recuse themselves from the case, except for the president of Honor Court/Graduate Council. Since the student does not vote as a member of Honor Court/Graduate Council during its deliberations, the student is a voting member of the Judicial Review Committee.
11. A careful digest of the salient facts of the hearings and the final disposition of the case shall be preserved in the minutes of the Judicial Review Committee. These minutes are stored in the Office of the Registrar and Office of the Vice President for Student Affairs.

12. The judgment of the Judicial Review Committee is final.

## **RESPONSIBLE ACTION/MEDICAL AMNESTY POLICY**

### **Purpose:**

Health and safety are first and foremost for the Agnes Scott College community. As an ASC community member, we expect students to demonstrate care and concern for others in matters of medical emergency and/or crisis. 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:** In the moment of witnessing a medical emergency or personal crisis, you must take immediate action to call Public Safety (404-471-6400), 9-1-1, or if you're on-campus, contact an RA-on-duty.
2. **Stay:** Remain with the individual(s) needing help until the on-duty emergency medical staff or law enforcement arrive.
3. **Cooperate:** Provide information and assistance as needed from 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 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 subject of such medical emergency or condition. The College has the discretion to will 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.

## **MISCONDUCT / COMMUNITY STANDARDS**

As partners with the College in promoting health and safety, all students are likewise encouraged to come forward and to report student misconduct despite their choice to consume alcohol or to use drugs. Additionally, students are encouraged to seek immediate assistance for any student known to be experiencing adverse effects resulting from alcohol or other drug use and to contact Agnes Scott College Public Safety for anyone who is in danger due to intoxication or blood alcohol poisoning.

Agnes Scott College enforces state and federal laws prohibiting the possession and consumption of alcoholic beverages by persons under the age of 21. The Medical Amnesty policy applies only to the ASC Student Code of Conduct and other applicable College policies, and does not prohibit law enforcement personnel from enforcing laws.

**For Students in Need:** The College provides amnesty to ASC students who may be hesitant to report to misconduct to College officials because of fear they might implicate themselves of a policy violation. Medical

Amnesty applies only to alcohol or other drug-related medical emergencies, but does not apply to other situations, including prohibited conduct such as assault, property damage, or distribution of illegal substances. Educational options will be explored, but no conduct proceedings or disciplinary action of conduct record will result.

**For Those Who Offer Assistance:** To encourage students to offer help and assistance to others, the College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Office of the Dean of Students or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. To remove this barrier and to encourage students to make responsible decisions regarding medical assistance in alcohol or other drug-related emergencies, educational options will be explored to encourage responsible behavior, but no conduct proceedings or disciplinary action of conduct record will result.

## STUDENT COMPLAINT PROCEDURES

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 college representative involved. The vice president for student affairs/dean of students is available as a resource for students who have complaints.

Student complaints are defined as grievances 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 Academic Catalog.

Specific procedures for disputing final grades (page 20) and reporting violations of the college's sexual harassment and consensual relationship policies (page 72) 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 Honor Court, the Judicial Board, the Graduate Council and mediation 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.

### **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 in the Office of the Vice President for Student Affairs, in the assistant dean of the college's office 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, the assistant dean of the college 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 her or his 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 human resources for guidance. The officer will also inform any named staff or faculty member upon receipt of a formal complaint, which 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 human resources 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 affords students certain rights with respect to educational records. Agnes Scott defines a person as a student once the person applies and enrolls and the 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 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 make arrangements 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 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, D.C. 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

Agnes Scott’s Online Phone Directory (OPD) includes a photograph of the student. 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 the photograph, 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 for Agnes Scott College are available on the web at [agnesscott.edu/about/consumer-information/retention-graduation-data.html](http://agnesscott.edu/about/consumer-information/retention-graduation-data.html).

A copy may be obtained upon written request to:

Office of the Registrar  
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 sisterhood of Agnes Scott alumnae and connects alumnae 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 alumna 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 online.

In exceptional circumstances, non-alumnae 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, alumnae and their family members will be required to provide the class year and degree of the student or alumna for whom a ring is being ordered and to certify that the student or alumna 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**

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 for all future Scotties to receive a black 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. In addition, hazing is a violation of Georgia law (Georgia Code 16-5-61). 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 Other Drug Policy 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 to 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 suspicions 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 this role 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 the role, 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, vice president for academic affairs and dean of the college, vice president for student affairs and dean of students, academic advising, registrar, office of communication and marketing or student judicial bodies (honor court and judicial board) 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 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 usage 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 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, threats, harassment and sexual misconduct. In their social media use, students are also expected to adhere the policies set forth in the college’s Acceptable Use of Electronic Resources policy, which can be found on the Information Technology Services website at [agnesscott.edu/its/policies-procedures/acceptable-use-policy.html](http://agnesscott.edu/its/policies-procedures/acceptable-use-policy.html).
- 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 Honor Court and/or director of student conduct 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.
- Students should direct questions regarding the social media best practices and guidelines to the director of student conduct and community standards in the Office of 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 which 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/ Dean of the College  
Vice President for Enrollment and Dean of Admission and Financial Aid

## **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 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 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 this Sexual Misconduct Policy (as revised and current), Agnes Scott College prohibits and will act to prevent, address and eliminate all forms of gender-based and sexual discrimination, harassment, violence and bullying. 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, 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 this policy.

Sexual misconduct by any faculty member, staff member, student or student organization or a third party who 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 affirmative consent is a violation of this policy.

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 illegal 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. The report of sexual misconduct may be verbal or in writing. Once a report is received, the Title IX coordinator or deputy Title IX coordinator for faculty/staff 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 take action to protect anyone who submits a report (“Reporting Party”) or complaint (“Complainant,” and can also be referred to as the Reporting Party) 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 the deputy Title IX coordinator for faculty/staff.

**Applicability:** This policy applies to sexual harassment, discrimination and violence (defined pursuant to this policy as sexual misconduct) 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 takes place in college facilities, at a program sponsored by the college at another location, or elsewhere.

If the college determines following an investigation that proceedings or sanctions are required for faculty members or employees, the Agnes Scott Sexual Misconduct and Other Unlawful Discrimination and Harassment Protocol will govern. All investigations, proceedings and/or sanctions for students are governed herein. This policy is intended to contain all prehearing common procedures for all student, faculty members and employees.

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

**Title IX Coordinator**

Marti Fessenden, Special Counsel to the President

[mfessenden@agnesscott.edu](mailto:mfessenden@agnesscott.edu)

404.471.6547

Hopkins Hall, 207

**Deputy Title IX Coordinator for Faculty/Staff**

Karen Gilbert, Associate Vice President for Human Resources

[kgilbert@agnesscott.edu](mailto:kgilbert@agnesscott.edu)

404.471.6435

Hopkins Hall, 214

**Deputy Title IX Coordinator for Students**

Karen Goff, Vice President for Student Affairs and Dean of Students

[kgoff@agnesscott.edu](mailto:kgoff@agnesscott.edu)

404.471.6449

Agnes Scott “Main” Hall, 100

**Department of Education Office of Civil Rights**

400 Maryland Ave. SW Washington, DC 20202-1100

ed.gov or email [OCR@ed.gov](mailto:OCR@ed.gov)

For the Title IX Sexual Misconduct Policy in its entirety, please visit [agnesscott.edu/wellnessandsafety/index.html](http://agnesscott.edu/wellnessandsafety/index.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 Gué Pardue Hudson Center for Student Engagement 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, a program specifically designed to promote knowledge and sensitivity towards 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 counseling and psychological services on-campus (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.

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 at [T9Coordinator@agnesscott.edu](mailto:T9Coordinator@agnesscott.edu) or 404.471.6547 or the Title IX Deputy Coordinator, Dean of Students at [DOS@agnesscott.edu](mailto:DOS@agnesscott.edu) or 404.471.6449.

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 Human Resources 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 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 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 or housing accommodations. To connect for accommodations or for more information please visit [agnesscott.edu/academicadvising/accessible-education](http://agnesscott.edu/academicadvising/accessible-education).

## CONSENSUAL SEXUAL RELATIONSHIPS/ PROFESSIONAL CONDUCT POLICY

### Definitions

- **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 an ASC human resources professional.
- **Undergraduate student** means any student at ASC who does not have a college degree, regardless of registration status. The term "undergraduate student" includes high school students; ASC 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 ASC who has an undergraduate degree, regardless of registration status, including visiting, exchange and special students, and ASC 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 exists 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 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 that individual.

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, human resources 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 Relations Policy**

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

1. **Timeliness:** Reports and complaints of a violation of the consensual relationships/professional conduct policy 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 relationships/professional conduct policy about which they have credible evidence to a college vice president or the associate vice president for human resources 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 relationships/professional conduct policy. 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 human resources.

6. Informational meeting: Anyone having credible evidence of a violation of the consensual relationships/professional conduct policy should meet with a college vice president and/or the associate vice president for human resources (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. 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(s). 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 Human Resources. 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 Human Resources 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.
8. Written complaint: At any point before or during the process of informal resolution any person having knowledge of a violation of the consensual relationships/professional conduct policy 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 human resources (or designee) may initiate formal procedures to investigate and resolve conduct suspected of constituting a violation of the consensual relationships/professional conduct policy on the basis of substantial credible evidence. Past reports of a violation of the consensual relationships/professional conduct policy 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:**

It is the intent of this policy that any complaint or allegations that involve a formal investigation, for consistency reasons, will follow the same policy and protocols associated with the Agnes Scott College Gender-Based Discrimination, Harassment and Sexual Misconduct Policy ("Title IX Policy"). **If the complaint or allegations are not governed by Title IX laws and regulations, for ease of**



**administration, the process will be similar but may employ more flexibility in areas not governed by Title IX.**

You may find the Title IX Policy and Protocols on the Title IX website.

At the conclusion of the investigation:

1. The College will provide an Initial Report of Factual Findings (“Initial Report”) to the Reporting parties/complainants and Responding party. This is a confidential document. The parties should not discuss or disclose the contents of this Initial Report with others on campus, with the exception of their advisors.
2. Each party will have two (2) business days to conduct a review of the Initial Report, and to provide a written response. The Reporting parties/complainants and the Responding party shall have an opportunity through a written response to address the facts set forth in the Initial Report to point out anything they contend to be inaccurate. A written response is not mandatory.

The first business day of this two-day review period will be the business day following the day the Initial Report is electronically provided to the parties. (Saturday, Sunday and holidays observed by the College are not business days. Thus, if the Initial Report is sent to the parties by e-mail on a Friday, responses to the report will be due at 5:00 p.m. on the following Tuesday.)

3. Should either party submit a written response to the Initial Report, the investigators will review and consider the written response within two (2) business days.
4. After considering any written response from the parties, the College will have five (5) business days to provide a written Final Investigative Report to the Reporting party/complainant and the Responding party. This is a confidential document. The parties should not discuss or disclose the contents of this Final Investigative Report with others on campus, with the exception of their advisors.

The **preponderance of the evidence standard** will be used by the College and/or investigators in the Final Investigative Report.

The Final Investigative Report will set forth (a) the investigator’s findings and conclusions, (b) recommended sanctions, if any, to be taken against the Responding party as a result of the complaint(s), and (c) other measures, if any, to prevent recurrence of any sexual misconduct against the Reporting party/complainant or others.

5. The parties shall have two (2) business days after receiving the Final Investigative Report to submit a written objection to its conclusions and recommended action, if any, against the Responding party.
6. If neither party objects to the conclusions and recommended action as set forth in the Final Investigative Report, the complaint(s) will be resolved pursuant to that document and the investigation will be closed. There will be no appeal rights if the matter is resolved at this stage.
7. *If an objection is submitted by either party, the matter will be sent to the Agnes Scott College Investigation Board if the Responding party is a faculty member or employee.*
  - a. Each party will receive a timely notice of the objection informing them that the Investigation Board or Hearing Panel will be convened as soon as practicable.

**Composition of the Agnes Scott College Investigation Board.** The Board shall be comprised of the officer who supervises the person named as the Responding party, the AVP for HR, the chair of the Faculty Executive Committee and one additional member chosen from the Responding party's constituency (if a faculty Responding party, a second faculty member to be named by the Faculty Executive Committee; if a staff Responding party, a

second staff member to be named by the Staff Council) The officer shall serve as Chair of the investigation board.

- i. **Hearing.** The Investigation Board shall conduct a thorough, fair, and expeditious hearing based on all the evidence collected throughout the investigative process resulting in the Final Investigative Report. The hearing generally is closed and typically includes only the Reporting party/complainant (if they elect to attend), Responding party, key material third parties (only in atypical cases where board deems it necessary beyond the information contained in the Final Investigative Report). Both parties will be given the opportunity to address the Final Investigative Report with the board. Beyond this opportunity, the manner in which the hearing is conducted and the information considered solely is within the discretion of the board. The participants may appear sequentially and the Reporting party/complainant may not be required to appear at the same time as the Responding party, or at all. Neither party may directly question the other but each may submit questions to the board for consideration.

At its discretion, the board may seek further written evidence and interview witnesses who, in the opinion of the board, can shed light on the merits of the complaint(s) and the conduct of the Responding party. The parties shall have the right to suggest any additional witnesses/interviews and additional information to the investigation board that in their opinion can provide valid and relevant evidence not previously presented. The parties may also suggest questions to any witnesses, but questioning shall be done solely by the chair of the investigation board, whose judgment about the appropriateness and wording of questions, after consultation with other board members they deem necessary, shall be final. The board shall retain the authority to consider any and all information in the determination of responsibility and in the imposition of sanctions.

If there is a determination of responsibility, the Reporting parties/complainants may provide to the board a written impact statement prior to the issuance of sanctions. The impact statement will only be permitted during the sanctioning phase following the determination of responsibility. An impact statement is not required but encouraged by the College.

The preponderance of the evidence standard will be used by the Investigation Board.

**Notice of Outcome.** Within five (5) business days of the conclusion of the hearing, the College will inform the parties of the Investigation Board's decision by electronic transmission of a Notice of Outcome.

The Notice of Outcome to the Responding party will identify (a) the Investigation Board's findings and conclusions, (b) the recommended sanctions, if any, to be taken against the Responding party as a result of the complaint, (c) other measures, if any, to prevent recurrence of any misconduct against the Reporting party/complainant or others, (d) the opportunity to accept responsibility within two (2) business days, and (e) appeal procedures. The Notice of Outcome to the Responding party will not identify remedial measures or accommodation solely relevant to the Reporting parties/complainants.

The Notice of Outcome to the Reporting party/complainant will identify (a) sanctions or measures, if any, relevant to the Reporting party/complainant, and (b) appeal procedures. If the Responding party is found responsible for sexual violence, the Notice of Outcome to the Reporting party/complainant will additionally include all sanctions.

**Conflict of interest.** If any member of the investigation board is a party to the complaint or has any other conflict of interest that would prevent them from adjudicating the complaint in a fair and impartial manner, the President of the College will decide the existence of such a conflict and designate a substitute of similar status to serve on the investigation board. If for

any reason it is not appropriate or possible for the President to do so, the chair of the board of trustees will designate a substitute.

### **C. Appeal Rights**

The parties may appeal the Notice of Outcome by submitting a written notice within two (2) business days of its receipt. The first business day of this two-day review period will be the business day following the day the Initial Report is electronically provided to the parties.

All protective measures or accommodations imposed or maintained by the Investigation Board will be in effect during the appeal process.

An appeal may be based on one of the following grounds:

1. The existence of new facts that (i) were not available throughout the investigation process, and (ii) may have materially affected the Investigation Board's decision if they had been available at the time of the investigation;
2. Evidence that procedures set forth here (i) were not followed, and (ii) that the failure to follow these procedures may have materially affected the Investigation Board's decision;
3. That the sanction imposed was outside the range of sanctions authorized by the Agnes Scott College Consensual Relationships/Professional Conduct Policy; and/or
4. That legal rights as provided to a party were violated.

No other issues may be included within an appeal.

The appeal must be timely received in-person or electronically by the associate vice president for human resources, Karen Gilbert, at [KGilbert@agnesscott.edu](mailto:KGilbert@agnesscott.edu) or in their office located in Hopkins Hall.

5. The AVP will then review the written appeal to determine its timeliness and whether it raises one of the permissible grounds for appeal as set forth above.
6. If the AVP determines that the appeal is untimely or that it has not raised a permissible grounds for appeal as set forth above, the appeal will be rejected and the Notice of Outcome from the proceeding will be rendered final.
7. If the appeal is timely and it has raised a permissible grounds for appeal, the President of Agnes Scott College shall review the appeal (to include the Final Investigative Report, Notice of Outcome and sanctions to be imposed), and, may review any documents or statements presented throughout the investigation and adjudication process.
8. The President may accept, reject, or modify the finding and/or sanctions based upon one or more of the permissible grounds for appeal.
9. The President or her designee will communicate her decision, in writing, to the AVP, who will forward the decision to the Responding party and the Reporting party/complainant.
10. The appeal decision shall be final.

### **D. Sanctions and Protective Measures**

**Interim measures during the course of investigation.** At any point after the filing of a written complaint, the President of the College may place the responding party on administrative leave with pay or suspend the responding party without pay. Summary suspension shall be imposed only when, in the judgment of the President, the responding party's presence on campus would constitute a threat to the safety and well-being of members of the campus community. Before implementing the suspension, the Responding party shall be given written notice of the intention to impose the suspension and shall be given an opportunity to present oral and written arguments against the imposition of the suspension. If

the Responding party is suspended, the formal process should be completed within the shortest reasonable time possible, not to exceed ten working days. During the suspension, the Responding party may not enter campus without obtaining prior permission from an officer of the college.

Other interim measures may include supervisor notification, adjustment of reporting structure and any reasonable steps to minimize the impact of the alleged violation of the Consensual Relationship/Professional Conduct policy, or in extreme cases to end, prevent recurrence and remedy the impact of any sexual misconduct. All sanctions and remedial actions identified below are available to the College as an interim measure. Interim measures may also become permanent accommodations following the conclusion of the formal proceedings.

**Imposition of remedial actions, protective measures or sanctions.** The College may impose the following actions, measures or sanctions on an interim or permanent basis:

1. Verbal or written warning. In the discretion of the College, the warning will be noted in the employment record of the Responding party.
2. No contact letter
3. Providing an escort
4. Adjustment of work schedule
5. Supervisor notification
6. Adjustment of supervisory or reporting structure
7. Referral to or provision of counseling (EAP, etc.)
8. Referral to police and/or community services
9. Sensitivity training and educational programming
10. Paid leave
11. Unpaid leave
12. Suspension or denial of use of the College services and facilities
13. Dismissal from employment (for dismissal of faculty, see below)
14. Any of the sanctions and/or protective measures listed for students in the governing Agnes Scott College Title IX Sexual Misconduct Policy

Failure to timely and fully comply with sanctions or remedial actions may constitute a separate violation of the Sexual Misconduct Policy or this protocol.

**Suspension or dismissal of faculty.** The College's decision to suspend or terminate a full-time faculty member holding a continuous appointment or a probationary or term contract before its expiration is a recommendation only and triggers the procedures for dismissal for cause under Dismissal of Teaching Faculty Policies and Procedures.

- E. Resolution Time Frame.** Within 60 days of notice to the College of potential sexual misconduct, unless the Responding party has been suspended (see preceding paragraph), the time period is extended by the consent of the Reporting party/complainant and the Responding party or extenuating circumstances, the investigation board shall make appropriate and well-grounded findings regarding the factual basis of the complaint. (Notice of Outcome)
- F. Documentation.** The AVP for HR is responsible for keeping a record of the entire formal complaint process, including all complaints, answers, written evidence, notes from hearings, other documentary evidence from the investigation and appeals processes, and documentation of remedial actions taken and any evidence concerning their effectiveness. This record shall be maintained in a confidential file in

the Office of Human Resources, and shall be available to managers and RPT committees for use as appropriate in making personnel decisions.

## **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, 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:

8. substantially interfering with a student's education;
9. creating a threatening environment; or
10. 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 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 Honor Code.

## **ALCOHOL AND DRUG POLICY**

In accordance with Agnes Scott's commitment to academic excellence and the belief that mind-altering drugs may lead to impaired judgment and reduced achievement, the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus. Any student engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession (of a drug or drug paraphernalia), purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever may be subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee. As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and which may contact authorities. Penalties for unlawful manufacturing, distribution, dispersing, possession (of a drug or drug paraphernalia), purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances may involve fines and/or imprisonment. In the event a visitor to campus is found to be engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession (of a drug or drug paraphernalia), purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever, the visitor is in violation of the campus drug policy, and as such public safety and/or administration may pursue criminal prosecution of the subjects involved.

Agnes Scott College is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### **Drug-Free Workplace**

Agnes Scott complies with the Drug-Free Workplace Act of 1988. Accordingly, the following 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 disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott College.*

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 human resources office. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The human resources office and the wellness center have reference material about sources of treatment for substance abuse. All inquiries will be kept strictly confidential.

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 dean of students and confined to designated areas of the residence halls.

Student Activity Fee Funds may 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 only in accordance with the following guidelines:

1. 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/bartenders.
2. It will be understood that the Agnes Scott Alcohol policy and honor system will be enforced at all functions where alcohol is served.
3. Students are not allowed to purchase alcohol for events. Only a Center for Student Involvement staff member or club adviser may purchase alcohol on behalf of the organization. The amount will be determined by the duration of the event.
4. Wine and Beer are the only alcoholic beverages that may be provided. Liquor is not allowed.

5. All organizations planning events at which alcohol will be served must work with the Center for Student Involvement to hire a third-party licensed bartender to serve. Neither students nor staff/faculty members are allowed to serve alcoholic beverages at events.
6. An Agnes Scott employee must be available for the duration of the event to check identification and verify age of guests. Those who are legally able to drink alcohol must be identifiable (e.g. wristband).
7. Agnes Scott does not have a license to SELL alcohol therefore in NO instance may alcohol be made for purchase at any events.
8. In any event in which alcohol is served, an officer from Public Safety must be contacted and employed for the duration of the event.
9. The primary host organization must designate at least ONE executive board member to remain sober for the duration of the event.
10. Any unused alcohol must be secured in a locked room at the conclusion of the event. A member of the Center for Student Involvement staff will return items the following week and a credit will be made to the student organization account.

## **TOBACCO-FREE POLICY**

### **Overview**

Agnes Scott College recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products, along with hazards associated with environmental tobacco smoke. In order to create an atmosphere consistent with Agnes Scott's mission and commitments 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 are included in the "main campus," as defined below.
- v. Tobacco use shall also not be permitted in amphitheaters; 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.

### **Vehicles**

- 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 Human Resources 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 these resources is on the tobacco-free initiative website, under How to Quit at [agnesscott.edu/wellnesscenter/caps/](http://agnesscott.edu/wellnesscenter/caps/).

## **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 shall mean the following:

- 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:
  - 1. 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

Human Resources Phone: 404.471.6384

Sustainability Phone: 404.471.6499



Public Safety Phone: 404.471.6355  
Dean of Students Phone: 404.471.6391

## INCLEMENT WEATHER EMERGENCIES

In the event of severe weather, information on the closing or delayed opening of the college is available from the following sources:

1. WGST 640 AM; WSB-TV, Channel 2; WAGA, Channel 5; WXIA, Channel 11; WGCL, Channel 46.
2. ASC Weather Line: recorded message on 404.471.5100. This line will be updated as changes occur. Please do not call the public safety department.
3. College websites: If the college is closed, information will be posted and updated on Agnes Scott's emergency website: [emergency.agnesscott.edu](http://emergency.agnesscott.edu).

If the college is not closed, use the following guidelines to secure additional information or to report absences.

### A. Regulations for Students, Faculty and Staff

#### 1. Resident students

A notice will be posted on the bulletin board in Buttrick lobby with updated reports of classes that are canceled. Please check this bulletin board or the Office of Academic Affairs.

#### 2. Commuting Students

For information about the cancellation of specific classes, call the office of faculty services 404.471.6361 after 8 a.m.

#### 3. Faculty

If travel to the campus is impossible or unsafe and you are unable to meet your scheduled classes, notify the Office of Faculty Services at 404.471.6361 after 8 a.m.

#### 4. Staff and student work-study employees

Contact your immediate supervisor if you are unable to travel to work.

### B. Tornado Alert Plan

The Department of Public Safety monitors the National Weather Service on the police communication system. Severe weather emergency procedures are as follows:

1. As soon as the Atlanta metro area is identified as a “watch” area, public safety will contact building captains and resident directors via email and voicemail.
2. If DeKalb County is placed on a “warning” status, the Emergency Tornado Siren will be activated and through the college’s mass notification system, an SMS text message, and email and phone alerts will be sent to all registered cell phones. Everyone on campus should then move to the lowest level of the building in which they are located, staying away from windows and doors.
3. As soon as the “warning” status has been lifted for the area, public safety will deliver an “all clear” public address message and send an SMS text message to all registered student cell phones.

## 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 his or her 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. “Inventions” means any new and useful process, product, discovery, software, machine or composition of matter, or improvement thereon, whether patentable or otherwise.
- 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 (i) through (iv) 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 (i) – (iv) above, intellectual property created or developed by a student with 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, in 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 in 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 any 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, in 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 in 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.

## **INVOLUNTARY WITHDRAWAL POLICY**

### **Preamble**

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 the substantial threat of interference or danger of harm, the college has adopted a policy and the following procedures for the emergency withdrawal of a student when deemed necessary to promote the health and safety of either the student or college community.

### **Policy**

#### **I. Criteria and Procedures for Involuntary Withdrawal**

A student will be subject to immediate withdrawal from the college and/or college housing if the dean of students determines the student:

- A. Engages or threatens to engage in behavior posing a significant risk to the health or safety of self or others.
- B. Engages or threatens to engage in behavior that would cause significant property damage or directly and significantly impede the lawful activities of others.
- C. 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 the student and/or other members of the community. By interim involuntary withdrawal, the college may remove a student from any or all college premises

when the dean of students, in consultation with representatives from the wellness center, counseling and psychological services, public safety, residence life, and dean of the college, and after considering reasonably available information, determines that a threat of significant risk to self or others exists. Interim involuntary withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a sanction.

The student will be notified in writing and temporarily withdrawn from the college and asked to leave 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 Judicial Review Committee makes a determination, the student may not return to campus or participate in campus activities without the prior approval of the dean of students. The student shall be provided with a copy of this Involuntary Withdrawal Policy. At any time, the student may terminate the process by voluntarily withdrawing from the college.

The 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 by personal delivery or certified 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.

## **II. Referral for Evaluation**

The student may be referred by the dean of students, at the college's expense, to a licensed psychiatrist or psychologist for evaluation. The psychiatrist or psychologist's participation is intended to assist the college in assessing the situation and to provide guidance to the Judicial Review Committee regarding the student's future status. The student may select the psychiatrist or psychologist from a list of three provided by the college. If the student declines to select a psychiatrist or psychologist, the college will make the selection.

The dean of students shall also provide the psychiatrist or psychologist a written 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 Policy.

The psychiatric or psychological evaluation must be completed within one week from the date of the referral letter, unless an extension is granted in writing by the dean of students. Within 48 hours after the evaluation is completed, the dean of students or designee, psychiatrist or psychologist and student will meet to discuss their assessment of the situation. The student may also choose to provide the dean of students and the Judicial Review Committee with 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 dean of students. During the involuntary withdrawal process, a representative of the college may contact the student's parents or legal guardians, if deemed appropriate.

## **III. Judicial Review Committee**

The final step in this process, whether the matter is referred directly or following evaluation, will be the presentation of the case to the Judicial Review Committee. The student and dean of students will present all pertinent and relevant information at the Judicial Review Committee meeting.

The usual procedures of the Judicial Review Committee will be followed, except that the dean of students will not participate as a member and will not vote in the final decision. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at this proceeding. 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.

The Judicial Review Committee decision will be final. This decision may include reinstatement in good standing; probation or withdrawal; or suspension or dismissal of the student. The committee's written decision will be delivered to the student and dean of students within 48 hours of the conclusion of the committee's formal proceedings and shall contain a statement of the reasons for any decision of withdrawal, suspension or dismissal. In addition, the student may be encouraged to seek professional care.

#### IV. Readmission From Withdrawal

A student may be considered for readmission after the expiration of a minimum of one full semester. To be considered for readmission, in addition to completing the readmission application, the student must submit a personal statement that demonstrates an insight into the issues that contributed to the student leaving the college; a description of the actions taken to address these issues; and if readmitted, a plan to prevent the recurrence of the issues. Supporting documentation from a health care provider is also required. This documentation must address the following:

- the specific diagnosis that precipitated the need for care;
- the duration and frequency of the care;
- gains that were made as a result of the treatment;
- the student's readiness to return to Agnes Scott and the potential impact of the intellectual, physical and personal demands of being a fulltime residential student;
- any special conditions under which the student should be readmitted; and
- a recommended treatment plan to support the student's transition back to campus. The student must secure a "release of information" form from the health care provider(s) to allow consultation by an appropriate Agnes Scott representative with the provider(s). Reference letters from any employers as well as a transcript of any courses taken during the withdrawal period should also be included in the request for readmission packet. These steps must be completed by Nov. 1 for consideration to be readmitted for the spring semester and by June 1 for consideration to be readmitted for the fall semester.

The information gathered is reviewed by a committee composed of the vice president for academic affairs, the dean of students and staff members from their two offices. Re-enrollment is contingent upon their judgment that the student has resolved the issues that led to the withdrawal and/or that a viable plan is in place to manage them should the student return. If re-enrolled, special prescribed conditions or requirements may be outlined as a requisite to the student's continued enrollment.

#### V. Deviations From Established Procedures

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

#### **Withdrawal**

A student who wishes to withdraw must obtain a withdrawal form from the assistant dean of the college. Withdrawal is not official until the form has been signed by the assistant dean. Withdrawal forms will not be signed while academic or disciplinary actions involving the student are in process.

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, the student may appeal to a committee composed of staff from the academic affairs division. Appeals would need to be submitted before the last day of classes for that semester. If approved by this committee for an exception, the student would receive grades of "W"



instead of “WF.” If requested, and documentation supports a medical cause for withdrawal, the committee may approve grades of “MED” for all courses instead of “W” or “WF.”

For the financial aspects of withdrawal from the college, see the Agnes Scott Academic Catalog for additional information and restrictions regarding leaves of absence and withdrawals.

## **MISSING STUDENT POLICY**

Agnes Scott College will notify appropriate law enforcement agencies not later than 24 hours after the time a student is determined to be missing. A student is determined to be missing when a report comes to the attention of the college and the college determines the report to be credible. College officials receiving a missing persons report relating to a student are required to notify Public Safety immediately to investigate and make a determination that the student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. Public Safety will notify the dean of students office of the circumstances presented with the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty four hours of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The dean of students office, through the Emergency On-Call System, or Public Safety will initiate the notification to the parent/guardian and emergency contact, provided to the college.

Anyone who believes an Agnes Scott student is missing should contact Public Safety at 404.471.6400.

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

In general, parent/guardian notification is not necessary for the majority of situations faced by the on-call response team. When the on-call Dean determines that an emergency contact should be notified, the on-call staff member (when possible) gives the student an opportunity to call the parent/guardian or emergency contact first. When possible, the on-call staff member will receive permission to call the family/emergency contact. 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), the parents/guardians will typically be called within a few hours of the incident.
- When the student is hospitalized for a psychiatric purpose and the hospitalization is involuntary, a parent/emergency contact should be called as soon as possible, certainly within a few hours of the incident. When the hospitalization is voluntary, an dean of students will be consulted before making a decision to call the parents/emergency contact.
- When the student is involved in a circumstance involving life-threatening medical issues, the parents/emergency contact should be contacted as soon as possible. Parents may also be notified when the health or safety of the student is involved; the on-call Dean will typically consult with the vice president/dean of students.
- When the student is hospitalized for an incident involving alcohol or a drug overdose, the parents/emergency contact will typically be notified immediately.
- When the student is involved in a situation that has legal implications, involves some sort of law enforcement or includes an arrest, the on-call dean will typically contact the VP/DOS, and together they will make the determination as to whether the parents/emergency contact should be contacted.
- When the student is an imminent threat to others, the on-call dean will typically involve Public Safety as appropriate, and they will warn potential victims if at all possible. In this circumstance, the VP/DOS will be consulted before making a decision to call the parents/emergency contact.

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 students 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.

### **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 which may be 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 Public Safety Department, Dean of Students and the Director of Residence Life.

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

Students age 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,
- Attempt to make contact via cellular phone, email, or other means,
- Determine activity of card access (if applicable), meal plan usage, class attendance
- Identify other students who may be aware of the missing student's whereabouts (i.e. roommate(s), friends, classmates, etc.).

The Department of Public Safety with 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 provide information that will 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 students 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 conduct a full investigation collaborating with local law enforcement agencies and utilizing all resources available.

## **POSTING POLICY**

### **Purpose of Posting Policy**

Agnes Scott College should be free from excessive and abusive postings, communications, chalking, and litter, which defaces and depreciate 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 Center for Student Involvement 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 proof reading, editing, and review by the Center of Student Involvement. 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 are to be dropped off at the Center for Student Involvement (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 Center for Student Involvement. 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.

### **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 Center for Student Involvement, 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, subject of the flyer, and 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, involuntary.
- 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 Center for Student Involvement 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 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, subject of the flyer, and time and place of the event.
- The Center for Student Involvement 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 an alcohol or other drug-related emergencies may not be subject to mandatory alcohol and other drug sanctions under the 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 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 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, 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 legal first name is not required or necessary. Agnes Scott's infrastructure is multi-faceted and complex, utilizing many software systems. While many systems already reflect a chosen first name, there are remaining systems where the implementation of chosen first name is forthcoming or where legal first name and chosen first name both 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, Office of the Registrar
- Employees, Office of Human Resources

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

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 Human Resources. 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
- Class Roster \*
- Grade Roster \*
- My Advisees \*
- Welcome! Name
- Athletic Team Roster
- Carta
- Compass
- Declining Balance
- Diploma - *students may choose their printed diploma name when submitting the graduation application.*
- Email account display name
- Graduation/Commencement Program - *unless specified otherwise on the graduation application*
- Housing Records
- ID Card - *chosen name will appear on the front of an ID Card and legal name will appear in small print on the back of the ID Card.*
- Instructor Name on Class Search and Student Schedule
- Library Records
- Media/Public Relationship Announcements
- Moodle
- Online Directory – OPD (unless directory suppressed)

- Senior Investiture
- Unofficial/Advising Documents

**Legal First Name Must Be Used in the Following Circumstances**

- AscAgnes
- Agnes Scott eTranscripts Online Ordering Service
- 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 \*
- Emergency Responder and Enforcement Systems (Police, DOS, etc.)
- Financial Aid \*
- Internal systems that require and can only accommodate Legal Name
- Medical Records (Medicat and Aetna)
- NCAA Paperwork
- National Student Clearinghouse
- Network username & email address
- Responses to enrollment enquiries such as verification requests
- SEVIS and I-20
- Student Employee/Payroll Information \*
- Student Financial Accounts (billing, etc.) \*
- TMS
- Transcripts - *Official or Unofficial* \*
- Travel paperwork



- All external communications and reporting

\* Appears within AscAgnes

## **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 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 (FERPA)**

If you would like to prevent any of your information 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 website online.

## **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 name.

*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 5 business days and you will see the new chosen first name in some systems within 1-3 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 that is a busy time for the Offices of the Registrar and Human Resources..

*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 the interruption of your ability to access some college systems.

*How does the preferred name policy affect F-1 & 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 Human Resources.

*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 on the some systems depending on the data updated timing.

*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?*

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 the birth and which then appears on a birth certificate.

*What is a chosen first name?*

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.

---

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

## 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 ASC 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 and 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 long time 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 is 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, the Commuter Student Lounge and the locker room within the student workout space, room 114. Both are located on the first floor of the student center. Within the Commuter Student Lounge,, 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 Center for Student Involvement 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, 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. It was designed by renowned Atlanta architect John Portman.

**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, also 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, 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 ASC'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, 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, 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, female students, often in noncostume 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 top prize.

**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.

**Ring the bell:** Agnes Scott seniors ring the bell in Agnes Scott Hall's 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.

**Sophomore Ring Ceremony:** Sophomore Family Weekend began in 1958 for the class of 1960 as Sophomore Parents Weekend. The name was changed in the early 1990s. The Sophomore Ring Ceremony celebrates sophomore students as they receive their Agnes Scott class rings in Presser Hall's Gaines Chapel.

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

Community hours are 1-1:50 p.m. on Tuesdays and Thursdays and 2-2:50 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 convocations:

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 3-5 possible mascots for the class to vote on. A CSI staff member must be present to ensure the process is fair and efficient. This list will be sent out by a CSI staff member along with electronic ballot. Students will have 3 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 of this 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 3 days to vote for their potential new mascot. In the case of a tie, the top 2 choices will be voted on via an electronic ballot with a one day voting period. Majority rules (even by 1 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 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 a 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	1971 Jiminy Cricket
1958 Droopy	1972 Huckleberry Finn
1959 Casper	1973 Daisy Mae
1960 Charlie Brown	1974 Mickey Mouse
1961 Eloise	1975 Johnny Appleseed
1962 Yogi Bear	1976 Raggedy Ann
1963 Winnie the Pooh	1977 Dennis the Menace
1964 Harvey the Invisible Rabbit	1978 Hot Stuff
1965 Dennis the Menace	1979 Jiminy Cricket
1966 Madeline	1980 Keystone Cops
1967 Peter Pan	1981 Yellow Pages
1968 Popeye	1982 Peppermint Patty
1969 Raggedy Ann	1983 Scout Troops
1970 Christopher Robin	1984 Cracker Jack Sailors



1985 Sundance Kids	2004 Sirens
1986 Scottish Highlanders	2005 Queens of the Nile
1987 Merry Men	2006 Vixens
1988 Pilots	2007 007 Bond Girds
1989 Cheshire Cats	2008 Luna Moon Goddesses
1990 Mighty Mounties	2009 Gold Diggers
1991 Jiminy Cricket	2010 Phoenixes
1992 Blues Brothers	2011 Amazon Warriors
1993 Woodstock	2012 Blue Water Dragons
1994 Cat in the Hat	2013 Valkyries
1995 Peter Pan	2014 Red Foxes
1996 Roadrunner	2015 The Tinkerwolves
1997 Solid Gold Dancers	2016 The Muses
1998 Wonder Women	2017 The Lions
1999 Green Berets	2018 Rosie the Riveter
2000 Blues Brothers	2019 The Sprites
2001 Sun Goddesses	2020 The Visionaries
2002 Queen of Hearts	2021 Scottie's Angels
2003 Poison Ivy	2022 The Incredibles

## **DIVISION OF STUDENT AFFAIRS**

The shared purpose of the various departments is reflected in the Student Affairs mission statement:

Our Mission is to educate, engage, and empower 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.

Our Value Proposition cultivates 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

Senior Associate Dean of Students

Director of Operations for Student Affairs

Director of Student Outreach and Education

Director of Student Conduct and Community Standards

Location: Agnes Scott “Main” Hall, 100

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
- 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

### Staff:

Athletic Director

Assistant Director of Athletics for External Relations and Camps

Assistant Director of Compliance and Student Athlete Success

Phone: 404.471.6510

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

Through the Department of Athletics, Agnes Scott offers the NCAA Division III intercollegiate sports basketball, cross country, soccer, softball, tennis and volleyball. The college competes in the USA South Athletic Conference, in which the college's student-athletes are among the highest achieving academically.

Students may use the SNAP Fitness gym located on campus, a facility with free weights, exercise equipment and personal training.

## CENTER FOR STUDENT INVOLVEMENT

### Staff:

Assistant Dean for Student Development

Director of Student Involvement

Assistant Director of Student Involvement and Building Manager of Alston Campus Center

Assistant Director for Recreation and Intramural Programs

Location: Alston Campus Center 216

Phone: 404.471.5879

The Center for Student Involvement (CSI) provides co-curricular opportunities for student involvement through a myriad of clubs and organizations that foster intellectual growth and leadership development. Annual traditions and events include, but are not limited to, New Student Orientation, Week of Welcome, 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 are represented within the ASC 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 to 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.

## **Scottie Welcome**

During Scottie Welcome, following New Student Orientation, we invite new and returning students to be introduced to campus resources through a variety of activities. Scottie Welcome is designed to showcase student organizations and provide opportunities for co-curricular involvement. All students are encouraged to participate in events and programs as they acquaint themselves with campus! Events include, but are not limited to, a Block Party, off-campus excursions, and a Club/Organization Fair.

## **Recreation and Intramurals**

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 from office 106 in the Alston Campus Center.

Recreation and Intramurals manages the “Scottie Bike” program that allows students to check out bicycles for the day from the McCain Library for free.

A student workout space is available only to ASC students. It includes treadmills, recumbent exercise bikes, an elliptical and rowing machine, along with kettlebells. It is located in the Alston Campus Center room 114.

## **Scottie Shuttle**

The Scottie Shuttle is provided by the CSI for the Agnes Scott College community to aid in facilitating connections between student/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. Any guest permitted on the shuttle must be accompanied by an Agnes Scott student who is responsible for their actions and will be held by student conduct standards. Seats on the shuttle are available on a first-come, first-served basis. The schedule is 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 only operate at the discretion of the Center for Student Involvement. The schedule will be sent out on a weekly basis to the community via email.

For the full shuttle usage policy that includes rates for departments and student organizations, please visit the Center for Student Involvement.

## **Student Activity Fee**

The student activity fee is due 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 2019-2020 AY is \$330. The activity fee entitles a student to participate in the programs and events hosted by organizations chartered by the Student Government Association.

## **Student Green Fee Fund**

Beginning with the Class of 2015, all students will pay an additional \$10 in student activity fee to go into a dedicated account for Sustainability initiatives. These projects must be student initiated and funds are not for departmental use. The Student Green Fee Fund Council will handle the management of funds with its chair elected by the student body. The application for these funds is available in the Office of Sustainability. The SGA, the President’s Cabinet and the Board of Trustees approved this increase in fee.

## GUÉ PARDUE HUDSON CENTER FOR LEADERSHIP AND SERVICE

### Staff:

Associate Dean for Integrative Leadership and SUMMIT Co-Curricular Programs

Director of Community, Civic and Global Engagement

Assistant Director for Student Leadership Programs

Location: Alston Campus Center 200

Phone: 404.471.6064

Website: [agnesscott.edu/dos/leadership-and-service](http://agnesscott.edu/dos/leadership-and-service)

The Gué Pardue 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.

The programs and services supported by the Gué Pardue Hudson Center for Leadership and Service are intentionally designed to help students

- Gain a deeper understanding of oneself, including strengths, values, ethical principles, and authentic leadership style.
- Identify and apply effective strategies for working together as part of a group in which individual differences are valued.
- Increase their knowledge of social justice concepts and global issues within the context of leadership development and community engagement.
- Motivate and empower students to enact inclusive leadership practices and assume their roles as positive change agents in a global society

The programs supported by the Gué Pardue Hudson Center for Leadership and Service are intentionally designed to help Scotties explore their values, strengths, and salient identities to develop an authentic leadership style for each student. The Gué Pardue Hudson Center for Leadership and Service offers specialized leadership programming and engagement initiatives that support students from their first year to graduation. Beginning with Legacy: The Goizueta Foundation Leadership Immersion immediately following New Student Orientation and through a variety of on- and off-campus activities focused on student engagement in service, the Center staff encourages participation in initiatives that engender values of lifelong learning and community, civic, and global engagement, helping all Scotties learn to lead authentically and act with moral courage.

## WELLNESS CENTER

### Staff:

Director of the Wellness Center

Receptionist

Office Manager

Psychiatrist (contract)

Psychologist

Staff Counselor (3)

Medical Director (contract)

Nurse Practitioner

Registered Nurse

Location: Hopkins Hall

Phone: 404.471.7100

The primary purpose of the Wellness Center is to assist students in maintaining a state of health that allows them to function at their maximum capacity. Our Wellness Center director is a licensed psychologist, and other staff consists of licensed staff counselors, 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 works 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, promotion of and encouragement of positive health practices. Reference materials on wellness issues are also available.

## **Student Health Insurance**

All students have the option to apply for waiver of the student health insurance each year, if proof of comparable coverage outside of ASC can be provided. If you have health insurance, you may submit 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 Aug. 15 until Aug. 14 the following year. The premium cost will be included on your tuition statement each semester if you choose the college insurance plan or your waiver is not approved. The student health insurance plan provides coverage worldwide and is underwritten by Aetna. Claims are administered by Aetna Student Health Insurance. Details regarding this coverage are available online at [aetnastudenthealth.com](http://aetnastudenthealth.com). International student insurance is provided through a separate program provided by T.W. Lord Insurance.

## **RELIGIOUS AND SPIRITUAL LIFE**

### **Staff:**

Julia Thompson Smith Chaplain

Location: Alston Campus Center 204 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, support groups 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.

## **RESIDENCE LIFE**

### **Staff:**

Director of Residence Life

Assistant Director of Residential Life

Assistant Director of Residential Education

Residence Life Operations Coordinator

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 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; creates department goals and standardizes processes for staff and students; acts as a resource agent in support of residents; coordinates major processes such as the room selection process, facility inspections for health and safety and many others.

The assistant director of residence life collaborates with the director of residence life to create a comprehensive residential experience and housing program. The assistant director is responsible for the implementation and oversight of key functions within the Office of Residence Life including paraprofessional and student staff selection, training and evaluation. The assistant director of residence life responds to student issues, enforcement of departmental policies, and student crises and emergencies.

The assistant director of residential education is responsible for the overall administration of a comprehensive Residential Education program. The assistant director of residential education 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 senior resident assistants (SRAs) serve as the live-in student senior staff providing mentorship and leadership to the RA staff. Each SRA works with a staff of two-six resident assistants, processes and reports work order requests, coordinates programming within the hall, and serves on-call rotation throughout the academic year. An SRA must hold a junior or senior class standing and a minimum GPA of 2.5 on the standard 4.0 grading scale.

The resident assistants (RAs) are the upper class student staffs 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, provide programming opportunities for their floor’s residents, and 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 ASC study-abroad programs, students on leave of absence and students who are currently living off campus. Those ineligible include special readmits students, part-time, and Woodruff scholars, permitting availability of space. These students must email the director of residence life and describe their need for next-term housing.

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. In the room selection process, room selection is based, in part, on a seniority point system. For the purpose of choosing rooms in the random selection, students with a prospective graduation date of 2019 are assigned four points; graduation date of 2020 are assigned three points and those with a graduation date of 2021 are assigned two points. Individuals and groups of students choose their living spaces based upon group point totals that are determined by summing the points assigned to each member of the group. The order of selection for groups with the same point total is determined by a random selection.

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. Additionally, proxies must have their Agnes Scott identification card when attending the housing selection. 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.

All students will receive a detailed electronic guide about the room selection process during spring semester.

### **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 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 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 college's residence life policies or 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.

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.

### **Smoking Policy**

Agnes Scott College recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products, along with hazards associated with environmental tobacco smoke. In order to create an atmosphere consistent with Agnes Scott's mission and commitments 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.

This policy covers all tobacco products and applies to students, employees and visitors.

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.

Use of tobacco products is prohibited in any college office located in a college-owned building.

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.

### **Drug Policies and Penalties**

In accordance with Agnes Scott's commitment to academic excellence and the belief that mind-altering drugs may lead to impaired judgment and reduced achievement, the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus. Any student engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession (of a drug or drug paraphernalia), purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever will be subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee. As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and may contact authorities. Penalties for unlawful manufacturing, distribution,

dispersing, possession (of a drug or drug paraphernalia), purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances may involve fines and/or imprisonment. In the event a visitor to campus is found to be engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever, the visitor is in violation of the campus drug policy and as such public safety and/or the administration may pursue criminal prosecution of the subjects involved.

### **Alcohol Policies and Penalties**

The legal drinking age for purchasing and consuming alcoholic beverages in the state of Georgia is 21. It is illegal to appear intoxicated or to evidence boisterous or vulgar behavior in any public place. Students who are underage may not have guests of legal age, including parents and siblings, with alcoholic beverages in their residence hall room. Residents of Agnes Scott will be held responsible when alcohol is present, consumed and/or made available to underage persons in the residence halls or on campus, whether these persons are also ASC residents or guests on the campus. A resident is responsible for anyone who enters their room.

Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the dean of students. Residence hall rooms are the only designated residence hall area for alcohol consumption and storage by students of legal drinking age. Students of legal drinking age may use the hall kitchens for preparation only. Alcohol and alcoholic beverages must be covered when they are transported outside of the resident's room. Hall and lobby parties involving the consumption of alcoholic beverages are prohibited. Parties serving alcohol in the West College Ave. Houses or Avery Glen must be sponsored by the Office of Residence Life or approved by the dean of students; otherwise they are prohibited. See "Party Registration" for more details.

Agnes Scott defines "intoxicated" as 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 drunk 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.

### **Visitation/Guests**

Agnes Scott students are responsible for the conduct and behavior of their guests. All residence hall guests must abide by Agnes Scott's policies with regard to alcohol, drugs, fire drills, quiet hours, etc. It is the student's responsibility to inform their guests of these policies and to ensure their observance.

Guests are defined as individuals who are not currently living in Agnes Scott housing. Public safety officers, emergency personnel, student affairs staff and facilities staff who need access to the residence halls are not considered guests. Outside contractors must have identification and be accompanied by an Agnes Scott staff member. Violation of college policy will result in a Judicial Board or Honor Court case and, depending on the violation, the possible involvement of the dean of students and Department of Public Safety.

Visitation in the residence halls is only available when residence halls are officially open for all students; visitors are not allowed during college breaks (Thanksgiving, winter, spring and summer breaks). Students returning early or staying on campus during college breaks must wait until housing officially opens to have guests. Students are allowed to have visitors during the final exam period. Students and their guests must abide by the 24-hour quiet rules during that time. Students must also be respectful of their roommate(s) and housemate(s) when having guests during the final exam period.

#### **First-Year Visitation Hours**

Monday -Thursday: noon-midnight  
Noon on Friday-Midnight on Sunday

#### **Upper-class Visitation Hours**

24-hour visitation, Seven days a week

### **General Visitation Rules**

Visitation must never interfere with a roommate's right to free access to their room at all times. Visitation by guests and other students must be in accordance with the roommate agreement established between

roommates and reviewed by residence life. A roommate must not be deprived of their desired right to privacy, study time or sleep because of a guest.

Students may have no more than three guests at one time, and only two of these may remain overnight.

No guest may come into a residence hall unescorted; guests must call for a student from an outside phone. Students must accompany their guest while in the residence hall. No guest may enter and/or remain in a room without an Agnes Scott student. All guests visiting residence hall floors must be signed in at the door of the student's RA. If a student has more than one guest and must escort one guest somewhere (e.g., bathroom), then the other guest(s) must go with the student and first guest unless another student agrees to take full responsibility for the remaining guest(s).

Students may not sign in guests in another student's name. Students may, however, sign in the guests of another student under their own name, which means they assume any and all responsibility for those guests as their own.

All guests should be escorted at all times. Residents should be aware that male guests may be escorted onto the residential floors. Residents should be prepared for guests during visitation hours. Facilities and contracted employees will announce themselves upon entering the floor.

Guests may visit in residence hall lobbies or parlors outside of visitation hours but must be escorted at all times by an Agnes Scott student who is willing to take responsibility for the guest's actions. Lobbies are available for entertaining guests and may not be used as overnight accommodations or a place to sleep; when in the lobby, guests must be awake.

Guests may visit the satellite computer centers in the residence halls; this must be noted when a guest is signed in. A guest must be accompanied by their ASC host when visiting the satellite computer centers. ASC students have priority over guests for use of computers in the satellite centers.

Students who have prospective students as guests are asked to consult the Office of Admission in advance.

Guests under age 16 who are unaccompanied by a parent or guardian must be approved by the director of residence life with a minimum of 48 hours' notice before the guest's arrival. For the sake of other residents and the safety of children, the college does not permit babysitting in college housing for any reasons (this includes siblings).

Saying "Guest on the hall" is not mandatory, but should be said to indicate that there is a guest, staff member or contractor on the floor. This should be said immediately upon entering a hallway; prior to passing by a restroom, shower or common area; and when a student is seen entering the hallway.

### **Overnight Guests**

The above general rules continue to apply to overnight guests.

Guests are considered overnight if they are in the residence halls during the hours of 12am-6 am

Any student who wishes to have a guest stay on campus more than three nights in a two-week period or three consecutive nights must receive permission from the director of residence life.

Male guests must use the male or gender-neutral restrooms located on the ground floors or in lobbies of the residence halls. Male guests, including family members, must be accompanied to the lobby by their ASC host. Showers for male guests are available on the ground floor of the Alston Campus Center and in Woodruff Physical Activities Building. There is also a gender-neutral shower available on the ground floor of the Alston Campus Center.

### **General Residence Hall Regulations and Information**

#### **Electrical Appliances**

No changes or additions may be made in the wiring or electrical fixtures in any room without approval of the college electrician. Care should be taken not to overload the existing circuits.

No extension cords may be used from the hallway plugs to the rooms.

Electrical appliances, such as hot plates, microwaves, toasters and irons, are to be used only in the places especially equipped and designated for their use in each residence hall (kitchens, lounges, lobby areas, etc.). Electrical appliances are not to be used in student rooms.

Each room is allowed one mini-refrigerator no larger than 2.7 cubic feet and using no more than 1.5 amps of electricity.

### **Fire Protection**

Students may not start a fire in or near the residence halls. The use of candles, incense and other combustible materials is not allowed in any college housing unit. The Department of Public Safety in cooperation with the residence life staff conducts fire drills throughout the year.

Fire drill procedures are as follows:

- Leave window closed and shades up.
- Leave light on.
- Unlock and close residence hall room door.
- Exit the building immediately, particularly if smoke is visible.
- Meet with fire buddy for roll call outside once you have evacuated the building.
- Your worst enemy in a fire is time. You may only have seconds (not minutes) to evacuate.
- Ringing the fire alarms in the residence halls except in case of actual fire is a serious offense and will result in a Judicial Board case.
- Failure to vacate the building during an audible alarm is a serious offense and will result in a Judicial Board case.

### **Mandatory Residence Hall Meetings**

Residence hall and floor meetings will be scheduled throughout the semester as deemed necessary by residence life staff. Each residential student is required to attend. If, for some reason, a student must miss a residence hall meeting, they may be excused by their resident assistant or hall graduate assistant with 24-hour notification. Students who miss called meetings are still accountable for information covered during these meetings. Blatant disregard and failure to attend mandatory meetings may result in a Judicial Board case. Students who failed to attend two meetings will be sent to the Judicial Board.

### **Pets**

In all residence halls, including Avery Glen, students are not allowed to have any pets other than fish. The largest acceptable aquarium/fish tank size is 30 gallons. Students are responsible for the care, cleaning and upkeep of their fish and fish tank. Failure to maintain sanitary conditions can result in a notice to remove the aquarium. This “no pets” policy includes pet-sitting for any animal other than fish in all college housing. Students with fish must make the necessary care arrangements prior to the school breaks. Students in non-designated break housing will not be allowed to return during the break to provide care. Violations of the pet policy are subject to penalties by the Judicial Board including removal or ban from Avery Glen, a fine, community service and/or last pick for following-year housing depending upon the severity of the incident and appropriateness of the penalties. Students who have a pet at Avery Glen will automatically be charged pet cleaning fees, and odor removal fees which cost \$200 minimally. Additional charges may occur if the pet causes damage to college property. The pet policy does not apply to ADA-approved service animals.

### **Quiet Hours**

Students are expected to show consideration 24 hours a day to their fellow residents in the residence halls and are expected to be reasonably quiet in the halls. Quiet hours are to be observed by all students Sunday through Thursday from 7 p.m. to 7 a.m. During this time, radios and televisions should not be heard outside of students' rooms. On weekend nights, quiet hours will be enforced from midnight to 10 a.m. Saturday and Sunday mornings. The policies regarding quiet hours will be consistent and uniform throughout the campus. Each student is responsible for maintaining quiet hours on the hall, but the residence life staff has authority on the hall. If a student is disturbing other students, that student will receive a warning from residence life staff. Persistent noise problems will result in a Judicial Board case.

During reading days and final exams at the end of each semester, 24-hour quiet hours are enforced in all on-campus housing including the living and learning communities and Avery Glen Apartments.

### **Signing In/Out for First-Year Students**

Regulations concerning signing in and out are for the safety of students, who are encouraged always to leave information as to their whereabouts. In order to secure the safety of the student and encourage a sense of community responsibility, a mandatory sign-out procedure is in effect for all first-year students until Black Cat of their first semester. First-year students planning to be off campus after 8 p.m. are expected to sign out and sign in according to the following procedure:

- The student must sign out on the official form at their resident assistant's door, including their name, destination and expected time of return.
- Upon returning to campus, the student must sign back in on the same form.

Students set their own curfews and are expected to adhere to them responsibly as a matter of courtesy to their fellow residents. All residents are encouraged to return to campus by midnight on weekdays in order to better meet the rigorous academic demands of ASC as well as to ensure their safety.

### **Residential Facilities Policies**

#### **Room Condition**

Each residence hall room, suite, apartment and house is inspected prior to move-in by the residence life staff, and a room condition form is completed. Upon move-in, a copy of the complete room conditions report is emailed to the student. The student may make changes if necessary. The student then confirms the report online. Each resident is responsible for the condition of their assigned residential space. Rooms are not to be altered substantially by such means as painting the walls. Furniture is not to be removed from the room under any circumstance. The room will be inspected upon departure to assure that all furniture is in place and that trash is picked up and placed in the bags provided by the Office of Facilities. The student will be held responsible for any damages beyond normal wear and tear. Students will also be charged for excessive cleaning. Responsibility for all items is shared jointly for rooms/apartments in which more than one student lives.

The Office of Facilities considers the following items when evaluating residence hall/living and learning community's houses or an apartment for excessive wear and tear:

- All original furniture present and accounted for in the room; this includes the appropriate number of beds (and bed parts), dressers, desks, chairs, bookshelves, mirrors, wastebaskets, etc.
- Room accessories: door and lock, ceiling light, switches and outlets, window screens, blinds or shades, etc.
- Room itself: walls, floor, windowpanes, ceiling, etc. Students will also be responsible for all items contained within the Room Condition Report, which they will sign upon checking into their assigned housing. When and where it has been deemed there has been damage to college facilities and/or property, a fine will be assessed and placed on the appropriate student accounts.

## **Property for Community Use**

Students share equally with other hall, house or apartment residents the expense of repair and/or replacement of any college property in common areas (e.g., bathrooms, lobby areas, lounges, stairwells, etc.) of the hall when the college determines that it is unable to fix liability for such expenses upon an individual. When and where it has been deemed there has been damage to college facilities and/or property, a fine will be assessed and placed on the appropriate student accounts.

## **Thermostats in Older Residence Halls**

Residence rooms in Inman and Main halls are not equipped with any type of heating/cooling temperature control that may be accessed by the student. Students selecting rooms in these buildings are subject to the dates chosen by the Office of Residence Life as to when the heating and/or cooling system will be activated.

## **Repairs and Improvements to Facilities**

There will be no room charge adjustment or other compensation made for inconvenience or discomfort as a result of the college making repairs and/or improvement to facilities or temporary service outages, provided such occurrences are remedied within a reasonable amount of time and with minimal inconvenience to the student(s) involved.

## **Lofts**

Lofts constructed by anyone other than Agnes Scott College Facilities staff are not permitted.

## **Storage**

On-campus storage for students' personal property is not available. Residence Life has recommended storage options available in their office. It is the responsibility of the student to make any necessary arrangements for storage. Personal items left behind will be discarded.

## **Key Policy**

At the beginning of the year, students are issued keys to their respective residence halls (exterior door and interior room keys). All residence hall exterior doors (with the exception of Main and Rebekah, which are open during college business hours) are locked 24 hours a day. (Main and Rebekah are locked at 5 p.m. on weekdays.) Students in Walters, Winship, Campbell and the living and learning communities are given ID access for exterior doors in lieu of a key. Students are asked not to attach their keys to anything that links them to Agnes Scott.

Students are not to let ANYONE into the residence halls except other students or their personal guests. Agnes Scott employees will be in uniform or will have Agnes Scott identification when working in residence halls. Other vendors will wear a badge, which they must sign for at public safety. If you see an individual who is not in uniform or without valid ID or wearing a badge, contact the Department of Public Safety immediately at 404.471.6355 or 404.471.6400.

Residential students are not to lend their residence hall keys or ID to any off-campus visitor for any reason.

It is the responsibility of each student to maintain their room keys until final departure from their residence hall. Keys are not to be duplicated for any reason; this includes keys issued to Avery Glen residents. The room and building keys must be returned to the resident assistant, graduate assistant or Office of Residence Life within 24 hours of when student moves out. Failure to do so will result in a Judicial Board case and possibly a fine.

If a student's key is lost or stolen, they should report it IMMEDIATELY to the Office of Residence Life during regular weekday business hours (Monday-Friday, 8:30 a.m.-4:30 p.m.) or to their resident assistant after business hours and on the weekend. Lost keys are then reported to the Office of Facilities for replacement. Lost residence hall exterior door keys will be replaced for a \$50 fee and interior room key is \$25.

If a student is locked out of their residence hall and/or room during regular weekday business hours, they should go to the Office of Residence Life (terrace level of Winship) or the Avery Glen Leasing Office. During evening or weekend hours, students should contact their roommate, the RA or the building's RAs on call for assistance. If all attempts fail to gain access by the aforementioned methods, Public Safety may be contacted for assistance. If available, a public safety officer will then let the student into their residence hall and/or room. Please note that an officer may not be readily available at the time of a reported lock-out and therefore students should anticipate a possible extended wait.

At the end of the fall semester, students will return their keys to a residence life staff member upon checkout. Exceptions to this will be students who have been approved for winter break housing.

Following a school break or at the beginning of a semester, students should not seek admittance into their residence halls until the designated admittance date and time. Exterior doors to all residential areas including Avery Glen are rendered inoperable with student keys to limit access during breaks.

## **Roommate and Room Change Policies**

### **Room Change Policy**

Residents who wish to change rooms are required to comply with established policies and procedures to implement a room change. Residents are allowed only one room change per semester unless the student is required to move by request of the dean of students, assistant dean of wellness and residential living, and/or the Office of Residence Life. There will be no room changes permitted the first two weeks of the semester. Room changes will be made after other solutions, such as roommate mediation, have been exhausted and at the discretion of the director of residence life.

### **Residence Vacancies**

When vacancies occur, the colleges reserve the right to show rooms/apartments and assign new occupants at any time to fill the vacancies. Residents occupying a double room alone or residing in an apartment with an open space should always have their room/apartment in a condition that allows a student to move in immediately and feel comfortable and welcomed. Residents in a double room are to occupy one half of the room space only. Residents are assigned one set of complete furniture. The Office of Residence Life reserves the right to remove any additional set of furniture. If a resident's room or apartment has a vacancy and that want to live with someone familiar, they should try to find a friend or acquaintance to fill the vacancy. Refusal of a new roommate will result in additional room charges based on the type of room being occupied. A new roommate may be assigned anytime during the semester or at the end of the semester.

Residents with vacancies should leave for winter break anticipating the possibility of a new roommate when they return in January. There may be emergency housing situations that occur, and a roommate may be assigned with no prior notice. When possible, the resident occupying the room/ apartment during the semester will receive a notice that a roommate will be arriving within 24 hours. The Office of Residence Life reserves the right to assign a student to a room under the 24-hour notification policy. In those instances, the student will receive an email, phone call and/or written notice immediately.

### **Consolidation of Housing Vacancies and Additional Housing Fees**

Students residing alone in a double room in the residence halls will be asked to consolidate with another student living alone in a double room. Students who wish to remain in their current accommodations and not have a roommate will pay an additional charge to keep their room as a single (rates will be listed on the department website).

Students electing to live in Avery Glen must clearly understand that the Office of Residence Life reserves the right to reassign students in the Avery Glen Apartments for the purpose of consolidation. Residents in an apartment with a vacancy will be given an opportunity to fill the apartment with a mutually requested roommate prior to being assigned a new roommate by the Office of Residence Life. Residents who refuse to consolidate and lack the maximum occupancy in the apartments may be charged for the vacant space based on the type of apartment and current rate. The buyout charge will be divided equally among apartment



occupants and will be charged to their account to be paid immediately. Buyouts and single rooms are not available during times of peak housing demand or student need.

### **Special Medical Housing Requests**

Students seeking suitable furnishings or accommodations due to medical, psychological and/or health-related conditions should submit the medical accommodations request form. Students will be asked to provide supporting documentation from a health care provider. Residential accommodations and changes to meal plans will only be granted based on medical need, not preferences. A committee comprising of staff from the Wellness Center, the Office of Academic Advising and Accessible Education, and Office of Residence Life will review the request and contact the student with a decision.

### **Housing during College Breaks**

Throughout the academic year, there are four major break periods for students: fall break, Thanksgiving break, winter break and spring break. Each of these break periods requires students and staff to evacuate housing unless otherwise noted below.

**Fall Break** (October 10-13, Thurs.-Sun.) is considered an “open” break period, and the residence halls, living and learning communities and apartments do not officially close. Students are allowed to stay in their rooms during this break without having to be approved by the Office of Residence Life.

**Labor Day Weekend** (September 2, Mon.), **Martin Luther King Jr. Day** (January 20, Mon.) and **Easter Break** (April 12, Sun.) are no more than long weekends and do not require closing of the halls or student registration with the Office of Residence Life.

**Spring Break and Peak Week** are two consecutive weeks in March. Peak Week and first year travel week are March 9-March 14. Spring Break is March 16-21. Residence Life staff will stay on campus until their building is closed for Spring Break—after 12pm on Saturday, March 14th. Students who wish to remain on campus during either of these two weeks must register in advance with the Office of Residence Life. Registration forms will be advertised in the spring semester. There are no additional fees for Spring Break or Peak Week housing. Please note Evans Dining Hall will not be open during Spring Break. Depending on the number of students remaining on campus, Mollies may be open with limited hours during Spring Break.

**Thanksgiving break** (November 27-Dec. 1, Weds.-Sun.), and **winter break** (Monday, Dec. 9, 2019-Sunday, Jan. 12, 2020) are considered “closed” breaks by the college. “Closed” breaks do not allow residential students to stay on campus due to the college officially closing during these periods to allow faculty and staff vacation time. “Limited” accommodations are often made for international students or in-season student athletes required to compete during the break period. Students approved to stay during a “closed” break will be consolidated into a facility determined by the college prior to the break period beginning. You must request to stay on campus during these breaks by filling out the Break Housing Form. For information on the closing and opening of halls during this period, please see the Residence Life Handbook.

**Fees:** Please contact the Residence Life Office regarding fees during the breaks. Students approved for winter break or a May/August interims will be charged based upon their length of stay.

All students (including Avery Glen residents) who wish to stay during break periods must complete a break housing application. Avery Glen residents must adhere to the same break housing policies established for the residence halls. Only students approved to stay for any of the breaks will be allowed access to their rooms/apartments.

Residents are required to vacate their room/apartment within 24 hours after their last final exam and no later than the official closing date and time of the residence halls. Students should make travel plans accordingly. All residents are required to check out with a residence life staff member. Failure to check out properly or check out on time will result in a \$100 improper checkout charge. (Note: Students with fish and/or plants must make the necessary care arrangements prior to the breaks. Students who have not been approved to stay in break housing will not be allowed to return during the break for any reason.)

There is no visitation allowed in college housing (Avery Glen, residence halls or living and learning communities) during Thanksgiving, winter, spring, summer and May/August interim breaks.

### **Party Registration**

Residents may have social gatherings in their living spaces within certain guidelines. Due to building layouts and size of spaces, gatherings with alcohol are permitted only in the West College Avenue Houses or Avery Glen Apartments. “Parties” are described as events or gatherings with eight or more people where alcohol is being consumed and/or noise levels are abnormally high. A spontaneous or unplanned event can also be considered a party if it meets the criteria above or as determined by residence life staff members or other campus administrators.

To ensure student safety and to ensure that guests comply with Agnes Scott College residence life policies, we require that parties be registered at least five business days in advance of the event with the Office of Residence Life. Parties will only be approved for houses and apartments where the majority of students are of legal drinking age.

A mandatory meeting between all apartment/house residents and a graduate assistant and/or other Residence Life professional staff will be scheduled as a precondition of approval. If the requesting apartment/house has previously submitted a party registration form, attended the mandatory meeting and hosted a successful event (without public safety or residence life staff intervention), then the designated host(s) of the event will be the only person(s) required to attend the registration meeting per event.

Public safety and residence life on-call staff will be notified once a registration form is submitted and once the registered party is approved. All of the residents living in the apartment/house will be contacted and notified of the party registration approval. The party registration form does NOT guarantee approval.

Individuals in West College Avenue and Avery Glen Apartments hosting an event are responsible for ensuring compliance with college policies and state and local laws. Individuals who violate these policies are subject to disciplinary actions by the college, by the state of Georgia and by the city of Decatur.

Agnes Scott prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students, student organizations, faculty or staff on its property as part of any college-sponsored activities.

To register a party, a student must be 21 or older, and all guests must also be 21 or older.

Students who are age 21 or older may consume alcohol at registered and approved “BYO” (bring your own) events or special events approved for serving alcohol on campus and during the time approved for the event.

Intoxication is prohibited.

Food and nonalcoholic beverages must be available at any BYO event or campus event where alcoholic beverages are served.

The distribution of alcohol to underage individuals is prohibited.

The sale of alcoholic beverages at any Avery Glen/living and learning communities is prohibited.

The use of pure grain alcohol and kegs is prohibited.

Devices designed for the rapid consumption of alcohol are prohibited.

Participation in drinking games is prohibited.

Any student or group of students that hosts an event is expected to follow the standards below. Failure to abide by standards may result in disciplinary action for some or all residents of the house/apartment as well as guests.

The function will end no later than 2 a.m. Quiet hours begin at midnight. All party noise must cease by midnight. If there is a complaint of noise at any time during the party, the party will cease and the attendees

must disperse. At the discretion of a residential staff member or an Agnes Scott Public Safety officer the party will cease and attendees must disperse.

If the party spills out into the area surrounding the apartment/house, the party will cease upon the direction of residential staff or ASC Public Safety. Resident hosts are responsible for the breakup and control of the party.

The cost of any damage that occurs in or around the party area is the responsibility of the resident host(s). The resident host(s) will be charged for any extra custodial services that are needed because of the party.

The resident hosts will clean the area (inside and outside of the house/apartment) and dispose of trash immediately after the function.

Only persons 21 years of age or older may consume or possess alcohol. Resident hosts are responsible for this policy throughout the duration of the party.

A list of all registered events will be given to ASC Public Safety and residential staff.

Events may be registered only for Friday and Saturday nights. No parties will be registered during finals, reading days or other times when classes are not in session.

The party registration must be completed and submitted using the registration link no later than 5 p.m. on the fifth day prior to the event.

### **Personal Insurance**

The college accepts no responsibility for the theft, loss or damage of money, valuables, computers or any personal property of any student, either in college housing or in college storage areas. Students are urged to purchase their own insurance to cover such losses. Since family homeowner's insurance policies sometimes provide coverage for the personal property of a family member away at school, each student is encouraged to check with their family's insurance agent regarding policy coverage.

### **Residence Hall/Apartment Inspections/Searches**

#### **Inspections**

The college reserves the right to enter a room/apartment at any time to determine compliance with all safety and health regulations and housing policies, as well as to provide maintenance work or to conduct an inventory of college property. A room may also be entered if there is an indication of danger to life, health or property. Senior RAs, along with a professional Residence Life staff member, will conduct health and safety inspections of each facility each semester. Health and safety inspections will be posted and announced 48 hours in advance. Every residence hall room and apartment on campus will be entered by residence life staff to check the general health and safety of the living spaces. This will include checking for electrical hazards, fire safety issues, general cleanliness problems and other policy violations. Students do not have to be present in the rooms while they are being inspected by residence hall staff. It is important that all students keep their keys and student IDs with them at all times during this week. Residence life staff will always lock the student room door when they leave the room after inspection. Residence life staff will communicate via a health and safety notification form and email with any students who are in violation of any policies. Students must respond accordingly to correct any concerns and/or violations.

#### **Searches**

While the college makes every attempt to respect students' privacy, it reserves the right to enter a residence room/apartment and, if deemed necessary, conduct a search of the residence.

Administrative searches are conducted when there is a reasonable suspicion that a college policy is being or has been violated and that evidence of a violation will likely be found in a particular place. Authorization for room searches is given only by the assistant dean of residence life or dean of students. The resident whose room/belongings are being searched shall be present whenever possible; however, administrative searches may take place without a room's occupant(s) being present.

Administrative searches are not conducted for the purpose of criminal prosecution. If it is believed that a potential criminal violation exists, the Department of Public Safety will be contacted and a criminal search warrant may be obtained.

### **Removal/Relocation of Students from/in residences**

The dean of students, assistant dean of wellness and residential living/or director of residence Life may immediately remove or relocate a student from a residence hall, living and learning community or apartment if it is believed that the health or safety of that person or other residents is endangered or damage to the facility is likely. Should a student's behavior be a danger to themselves or others for psychological reasons in the opinion of the college, the dean of students and assistant dean of wellness and residential living reserve the right to immediately remove the student from campus housing until the student is assessed and a determination is made regarding continuation of residency. In such cases, a mental health assessment by a licensed mental health professional may be required. (See "Involuntary Withdrawal Policy" in the College Policies and Procedures section of this handbook).

### **Notification of Parents or Guardians of Residential Disciplinary Actions**

If a student involved in a residence life policy violation is claimed as a dependent, the Office of Residence Life reserves the right to inform the parents/ guardians of the student of the pending disciplinary charges as well as subsequent disciplinary decisions concerning the student. A student is considered a dependent unless they establish proof to the contrary to the dean of students or director of residence life. It is suggested that students inform their parents when involved in an incident.

### **Avery Glen Apartments**

Avery Glen is an on-campus apartment complex. Agnes Scott owns the property and continues to lease a certain number of units to people not affiliated with the college. Students allowed to live in Avery Glen must hold junior or senior status; as upper-class students, these students are expected to represent the college well to their neighbors in the complex. Exceptions will be made for sophomores to live in Avery Glen at the discretion of the Office of Residence Life when space is needed.

### **College Policies and Procedures**

Avery Glen resident students are bound by and must follow all of the same general policies that pertain to students living in traditional residence halls and that are presented in this residence life section, as well as the rest of the handbook. Note especially the following:

Students living in Avery Glen have the privilege of the upper-class visitation policy.

The Honor Code is in effect at Avery Glen. Management at Avery Glen assists the Office of Residence Life and the Judicial Board in enforcing policies in the campus apartments; however, it is expected that residents take the initiative to follow the Honor System as they would on campus.

The alcohol policy in this handbook also applies to Avery Glen.

### **Apartment Complex Policies and Procedures**

Check-in for Avery Glen is conducted through the management office at Avery Glen. At the time of check-in, Avery Glen residents will be required to sign several forms (i.e., renter's agreement, policy forms, security alarm setup, key receipt, security gate controller replacement waiver).

Any Avery Glen student who wishes to stay in their apartment during college breaks must complete a break housing application. Avery Glen residents must adhere to the same break housing policies established for the residence halls. Only students approved to stay for the breaks will be allowed access to their apartments.

Students may not have more than two guests per student in their apartment at one time.

Students must follow the same policy as it pertains to having a pet on campus.

Students must remove their trash and recycling and take it directly to the dumpsters/recycling bins provided. Management will fine residents \$50 if trash or recyclables are left outside the apartment door. Excessive violation of this policy may result in a Judicial Board case and/or residence life intervention.

Residents must respect other tenants living around them. The tolerance of noise and parties is very low, as in a normal community. The police (college or city) may be called (by student or non-student tenants) if the noise exceeds reasonable levels. Students who exceed the acceptable noise level are subject to a Judicial Board case and/or residence life intervention.

Agnes Scott Avery Glen residents are required to have an Avery Glen parking decal on their vehicle.

Students at Avery Glen are responsible for reporting their own work orders to the management office. The management office number is 404.687.8100. If students have after-hours emergencies, they should contact Public Safety at 404.471.6355.

Students at Avery Glen have alarm systems in their apartments. Students receive a personal code to arm and disable the system. Students should report any audible alarm to Public Safety at 404.471.6355.

If locked out of their apartment, students should first contact their roommates. If unable to connect with their roommates, students may contact the Leasing Office at Avery Glen during business hours, Monday through Friday from 8:30a.m. until 4:30p.m. Outside of business hours please contact Public Safety, which will then contact the on-call staff from the Office of Residence Life. Public Safety does not have access to keys to the Avery Glen Apartments. Students should make every effort to maintain control of their keys. Lock-out charges apply as they do for the rest of the campus.

## **OTHER DEPARTMENTS**

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

Location: Alston Campus Center 223

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' experience 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**

Location: Buttrick Hall G26

Phone: 404.471.5454

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

Summit Advising will include critical reflections and opportunities for first- and second-year students to begin their career exploration as a natural extension of their major exploration and decision. Once a student selects a major, the student will be encouraged to 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 experience. Internships provide a venue for students to learn about their strengths, interests and career opportunities. When coupled with the academic component of readings and for-credit course work, internships help students deepen their knowledge of their area of study. A 2014 Chronicle of Higher Education survey found that employers rate having participated in internships as the No. 1 attribute they look for in evaluating graduates for hire. Students are encouraged to visit the internship coordinator to brainstorm and research organizations that might be a match for a student's particular area of study. First- and second-year students are encouraged to pursue not-for-credit internships during summers 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 their professional skills. Employers post

open internship opportunities on the “HireaScottie” website, where every student should create a free account: [agnesscott.edu/hireascottie](http://agnesscott.edu/hireascottie).

Juniors and seniors are eligible to apply for seminar or practicum courses that include an internship, such as BUS 370, PSY 480, PH 370, WS 390 or BUS 222 (available summer semester only) or complete an individual independent internship with a faculty member (Course #450). Students requesting academic credit for a 450 internship must submit a completed application to the Internship Coordinator in the office of internship and career development. To be considered for approval, a student must have secured both an internship host and a faculty sponsor before the end of the registration adjustment period.

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 Facebook 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:**

- Resume, LinkedIn, cover letter/personal statement
- Interview skills and practice interviews with alumnae
- Networking skills

### **Personal Learning and Assessments**

- Strengths assessments, personality batteries and other reflection tools are key to strengths-based coaching and are used with students as needed

### **Career Learning Opportunities**

- Career panels and career treks to learn about the world of work through the experiences of alumnae and Atlanta-area organizations
- Alumnae engagement via informational interviewing, career receptions, personal mentoring and professional coaching

### **Job and Internship Connections**

- Handshake helps all students find meaningful careers. Beginning in the 2019-2020 academic school year, we're pleased to offer our students the leading career network for college students in America. Discover new career paths, find jobs and internships, connect with companies and no-profits.
- Employer information sessions
- On-site recruiting for internships and jobs
- Scottie Shuttle transportation to local job fairs: GACE Career Fair (April)

## DINING SERVICES

Location: Evans Dining Hall

Phone: 404.471.6352

Website: [agnesscottdining.com](http://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, a culinary twist on old American favorites and a great variety of healthy options. Enjoy restaurant quality meals that add value to the dining membership. Dining Services looks forward to making campus life enriching and rewarding.

### Membership Choices

Agnes Scott College offers a meal program to meet your needs.

#### 21-Meal Membership

- This plan allows you to eat 21 meals per week served in Evans Dining Hall, at Mollie's or at the Black Cat Café.
- This plan includes \$50 on your Dining Debit Card per semester to spend at Mollie's or at the Black Cat Café.
- This meal membership is available to all students.

#### 16-Meal Membership

- This plan allows you to eat 16 meals per week served in Evans Dining Hall, at Mollie's or the Black Cat Café.
- This plan includes \$200 on your Dining Debit Card per semester to spend at Mollie's or the Black Cat Café.
- This meal membership is available to second-, third- and fourth-year students.

#### 10-Meal Membership

- This plan allows you to eat 10 meals per week served in Evans Dining Hall, at Mollie's or at the Black Cat Café.
- This plan includes \$125 on your Dining Debit Card per semester to spend at Mollie's or the Black Cat Café.
- This meal membership is available only to students living in Avery Glen Apartments or the theme houses.

#### Block 50 Commuter Plan

- This plan allows you to eat 50 meals per semester served in Evans Dining Hall, at Mollie's or the Black Cat Café.
- This meal membership is available to commuting students.



## **Block 25 Commuter Plan**

- This plan allows you to eat 25 meals per semester served in Evans Dining Hall, at Mollie's or at the Black Cat Café.
- This meal membership is available to commuting students.

NOTE: No meal plan changes are accepted after the second week of the semester.

## **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).

Information Technology provides complete computing service and support for all computer labs and computerized classrooms. Please refer to the IT website ([agnesscott.edu/its/index.html](http://agnesscott.edu/its/index.html)) for IT related policies, information regarding Gmail and Google apps, tutorials, etc. Special course-related software (i.e., SPSS, specific language-related software, math applications, etc.) 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 web site ([agnesscott.edu/its/policies-procedures/index.html](http://agnesscott.edu/its/policies-procedures/index.html)) 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 of Electronic Resources: [agnesscott.edu/its/policies-procedures/acceptable-use-policy.html](http://agnesscott.edu/its/policies-procedures/acceptable-use-policy.html)

Copyright Policy: [agnesscott.edu/library/about/copyright-policies.html](http://agnesscott.edu/library/about/copyright-policies.html)

Digital Millennium Copyright Act: [agnesscott.edu/its/policies-procedures/digital-copyright-act.html](http://agnesscott.edu/its/policies-procedures/digital-copyright-act.html)

Electronic Mail Policy: [agnesscott.edu/its/policies-procedures/electronic-mail-policy.html](http://agnesscott.edu/its/policies-procedures/electronic-mail-policy.html)

Password Policy: [agnesscott.edu/its/policies-procedures/password-policy.html](http://agnesscott.edu/its/policies-procedures/password-policy.html)

Scottie Printing: [agnesscott.edu/its/policies-procedures/scottieprinting.html](http://agnesscott.edu/its/policies-procedures/scottieprinting.html)

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 in all non-residence hall buildings, the Science Quad, Presser Quad and outdoor areas between Dana and Campbell Hall. Open a web browser and you will be automatically redirected to the WoofWoofWiFi login page. Use your network login to access the service.

When connecting to the wireless network via mobile device, if you are not redirected automatically, type in the following URL: [www.omega.agnesscott.edu](http://www.omega.agnesscott.edu).

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

## Computer Labs

1. Residence Halls: Campbell (first-, second- and third-floor common area), Inman (attic), Main (421), Rebekah (third-floor), Walters (first floor) and Winship (G-28). These computers are available 24 hours a day, seven days a week to residents of each hall.
2. 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, Bullock Science Center 206E), Education Curriculum Library (Buttrick 335), Education Classroom (Buttrick 203), Music Lab (Presser G19), 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, Economics Center, Math Center, Science Center and Social Science Research Center.

3. Public computing facilities are available in the following locations: McCain Library (main floor and wireless laptop checkout at the circulation desk), Writing Center (Campbell G14), Cyber Café (Alston 101), and Technology Production Studio (McCain G43). 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 media or make sure you are saving to the T drive. If you save anything on the hard drive, please remember that 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 digits 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. All graduating students have the option of activating an “alumnae email for life” account with the college. Information regarding how to activate the alumnae email account is available on the alumnae intranet site. Graduates retain their agnesscott.edu accounts through the end of January following their graduation month to provide sufficient time to migrate email to their alumnae account or to a personal email service.

2. Accounts for students withdrawal from the college for any reason other than an approved leave of absence are deleted within 24 hours after IT receives the withdrawing notice from the Office of the Registrar..

### **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 longer than 25 MB and individual files may be no larger than 1 TB.
2. Server-level spam detection is 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.

### **Cable TV Services**

Each residence hall has common TV-viewing 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 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 Information Technology Services as described above.
- Students are expected to use proper "netiquette" and adhere to the Acceptable Use of Electronic Resources ([agnesscott.edu/its/policies-procedures/acceptable-use-policy.html](http://agnesscott.edu/its/policies-procedures/acceptable-use-policy.html)) and Digital Millennium Copyright Act ([agnesscott.edu/its/policies-procedures/digital-copyright-act.html](http://agnesscott.edu/its/policies-procedures/digital-copyright-act.html)) policies.
- 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.
- 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

For specific questions relating to college policies, you may contact the following persons:

#### Computer and Network Systems

Associate Vice President for Technology x6483

#### Electronic Communications

Associate Vice President for Technology x6483

#### Honor Code, Graduate Council, Honor Court, and Judicial Board

Director for Student Conduct and Community Standards x5409

#### Dispute Resolution Procedure (Faculty and Staff)

Director of Human Resources x6384

#### Harassment

Dean of Students x6392

Public Safety x6355

#### Health or Safety

Public Safety x6355

Student Health Services x6346

#### Academic Issues

Academic Affairs x6283

#### Voicemail System

VP Business and Finance x6278

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 Information Technology Services, issues the card.

#### Getting the Card

The ASC Card is available to all registered students as part of their enrollment at Agnes Scott College. You may obtain your ASC Card from the Office of Telecommunications. All you need is 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.

### Contact Information

Office of Telecommunications, Walters Hall, Room G15, 404.471.6490

Cards issued Monday through Friday: 9 a.m.-4 p.m.

**Uses:****Dining Services**

The ASC Card gives the cardholder access to dining services meal plans. However, 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
- Bullock Science Center
- Bradley Observatory
- Campbell Hall
- Chapel
- McCain Library
- Dana Fine Arts Building
- Dance Studio

The ASC Card also allows building access for students that reside in the following residence halls:

- Campbell Hall
- Theme Houses
- Rebekah
- Winship Hall
- Walters Hall

The ASC Card is a “proximity” access card. Just hold it within five inches of the card access reader to open the door.

**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**

Report immediately 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.

### **Documentation**

Activity statements of card access can be generated by the Office of Telecommunications during office hours upon written request by the cardholder. Allow 48 hours for processing.

## **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 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 providing assistance to students for 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 work on 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 boat, 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 an 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 of 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](http://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](http://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](http://agnesscott.edu/global-learning/for-all-scotties/study-abroad/independent-study-abroad)

## **MCCAIN 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 documentary DVDs, popular fiction and movies, non-fiction, and media equipment to borrow. The library's website, [agnesscott.edu/library](http://agnesscott.edu/library), provides access to SOPHIA, the library catalog; to GALILEO, Georgia's consortial collection of databases including many with full-text journal articles and primary sources; and to 47 more electronic databases that ASC also licenses for campus researchers. Those e-resources may be searched individually or simultaneously using the Discover search tool (like Google). 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 information, evaluating resources, citing journal articles, using library services, and anything else to help you succeed in research and information-seeking.

### **Library Hours**

During fall and spring semesters, the library is open 101 hours each week (with extra hours added around exams):

Monday-Thursday 8 a.m.-2 a.m.\*

Friday 8 a.m.-6 p.m.

Saturday 11 a.m.-5 p.m.

Sunday 1 p.m.-2 a.m.\*

(\*Research guidance available until 9 p.m.; Check Out/Course Reserves Desk is staffed until 10:30 p.m.)

Hours vary for summer, holidays or inclement weather and are posted at the entrances and on the library website. When the library is closed, your ASC ID will allow access to common spaces in Campbell Hall's ground floor. Students may study or use Wi-Fi there.

### **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. Therefore, it may be risky to lend a student ID or library materials to other students. Instead, have the other student ask circulation staff to place a hold on an item, triggering an emailed alert to that student when the item is returned.

### **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 cell phone use), the Elmore Reading Room's curved, comfy couch, and the Noble Heritage Center collection of Agnes Scott history (hours posted each semester). 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, or laptop or cell phone use should be audible on that floor. Six group study rooms and two media-viewing rooms are available, reserveable through the library's home page online, for collaborative work between two or more students. Food and drink trash should be carried back outside to help maintain library collections, computers, and furnishings.

Beverages should have closed lids, and all edibles should be kept away from computers. 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. Individual study carrels (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. Speak with the Access Services Head & Liaison Librarian, stop by the main circulation desk, review the web page under Services, 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 SOPHIA catalog). Other students may sit at reserved carrels when they are unoccupied, but they should be left as they were found. A student borrowing the 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. Most materials may be loaned; however, reference books, periodicals, microfilm and most course reserves are for use in the library only. The usual loan period for books is three weeks; other items' loan periods follow (unless other arrangements are requested in advance):

- DVDs: 7 days
- iPads: 3 days
- Library laptops: Four hours (in-library use only)
- Audiovisual equipment (cameras, projectors, etc.): 1 day (unless other arrangements are requested in advance)
- Reserves: 2 hours, 4 hours, 1 day, or 3 days depending on professors' wishes to enable access for the whole class— typically 4 hours in-library use

Most materials can be renewed online through SOPHIA before their due date, as long as another patron has not requested them (limit: three renewals). Watch for courtesy ASC email reminders before due dates. Fines for laptops, iPads, media equipment, and course reserves are higher than for books, so remind yourself to return those on time, thus avoiding fines. Check your account 24/7 or renew items online: [sophia.agnesscott.edu/patroninfo.html](http://sophia.agnesscott.edu/patroninfo.html). When the library building is closed, return non-equipment items to the book drop outside the front entrance (to the left of the doors).

### **Computers and Printers**

Students should use their ASC network login and password on public computers in McCain Library. The campus WoofWoofWifi wireless network and Google Cloud Print are available to ASC students who wish to use personal laptops in the library or on its terrace. McCain's floor 1 has 2 clusters of computers and 2 scanners available for library research, Canvas, and Microsoft Office applications; plus there are 8 laptops available to borrow for 4 hours of in-library use. The ground floor also has 8 computers (opposite the elevator and around the spiral stairs). Group Viewing Room 1 (ground floor) 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 & 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 Dropbox or 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. Also remember to log off to protect your files and privacy.

The ground and main floors have Canon printers that will accept print requests from any College computer; retrieve your print jobs with your ASC ID card. Printing to the networked printers is managed by ITS (500 free pages, \$30, annually). Once you have used up your free allocation, printing costs a small fee (purchase a \$5 print card 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 offers a quick start guide to Zotero.

### **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 minimum charge for a lost book is \$60, 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 USB drives and other personal belongings are misplaced in McCain Library, check at the circulation desk (and also at the Department of Public Safety).

### **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. Videotapes, CDs and other media 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 (beginning of your ASC email address (before the @ symbol) and the password used to log into 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. If Agnes Scott College appears an option to login with your network username and password will appear. Other tips about off-campus access are included on the library website under Passwords.

### **Periodicals, Journals and Newspapers**

McCain Library licenses and provides access to 94,565 journals and newspapers online. Full Text Finder (the journal 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 and newspapers are housed in the Main Reading Room on floor 1. Older bound journal volumes and microfilm (both arranged alphabetically by title) are located on the ground floor; photocopiers and a microfilm reader-printer are 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 orientation 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.

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 (right side of the library website), send an IM (instant message) using the chat box 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 LibGuides to assist students 24/7 ([libguides.agnesscott.edu](http://libguides.agnesscott.edu)) and to provide tips on finding books and articles in the library. These tools are a handy starting point—available any time without a password.

### **Reserve Readings for Courses**

Books, films and journal articles are placed on reserve by faculty members to ease 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 2 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: Overdue reserve materials incur a charge of \$1 per hour. To ensure fair access to all the students in a class, reserves should be returned on time.

### **Access to Other Libraries' Collections**

If you cannot locate a resource in McCain's collections, you may suggest a purchase using the SOPHIA library catalog. Requests are considered if an item falls within McCain's collection development policy, or alternatively, 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; the form is also linked in the SOPHIA library catalog. Include as much information as possible. A reference librarian will be glad to help verify that the citation is accurate. Allow 5 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 ASC'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 contact details on the blue book band attached to the ILL'd 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 ILU Use card 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. Also, 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 ASC 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 make use 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/videos, 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 Associate Vice President for Global Learning and Leadership Development. The CDVL has two Mac labs (McCain G-11 and McCain G-43) equipped with specialty hardware and software production tools, such as video and audio editing software, Adobe programs, scanners, and a color printer.

Media Services is located adjacent to the CDVL and reports to Information Technology Services. They oversee the Flex Studio which has an **audio recording booth and video/photography studio**. It is equipped with professional lighting, DSLR cameras, microphones, 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 Adobe Suite. The **audio recording booth** is perfect for recording podcasts using professional mics, a mixer and recording software. Media Services also support classroom technology and will consult with you on choosing the best A/V equipment for your classroom presentation or school event. Contact Megan Simmons at 404.471.5468.

## 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 ASC 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 for these services, FedEx and UPS shipping boxes, and packaging. The ASC Post Office also sells MARTA UPass cards.

### **Amazon Lockers**

Agnes Scott College Amazon Locker, *Estrela*, is located on the first floor of Alston 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 [www.amazon.com](http://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: ASC Parking Deck, 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 Oct. 1st. 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 ASC; 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 concerning 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 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 an ambulance. If the student does not need emergency transportation, the student should be taken to the hospital by a friend, or 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 ASC 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 as evidence 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, 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

Hunt's Wrecker Service  
154 Olive St.  
Avondale Estates, GA 30002  
Phone: 404.292.6697

- c. The student must pay the towing fee for the amount as designated by the towing company plus extra fees for every extra 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.
  - iii. Tickets will be placed on cars that are in violation of specifically stated regulations.
    - aa. The registered permit holder is responsible for all violations attached to the vehicle.
    - bb. The first failure to observe parking regulations will carry a \$10 fine; second tickets carry a \$25 fine; and three or more 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.
    - cc. 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 her 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)

## **Suspicious Persons**

Loiterers, canvassers and salespersons are not allowed on the campus. Students are to report any suspicious person 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 ASC 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 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 Human Resources.

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 student is responsible for completing appropriate paperwork through the Office of Human Resources. 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 Human Resources 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 Human Resources 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 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 assigned 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 supervisor with questions.
- g. Confidentiality—In their capacity as an employee, the student 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 as 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 timesheets in a punctual manner. All time sheets are due on AscAgnes by 9:00 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 Human Resources 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 Human Resources.

Questions concerning employment paperwork or time sheets may be directed to the human resources office.

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 wellbeing 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 human resources office. Periodically during the year, seminars on and information regarding substance abuse will be made available to the community. The human resources office and student health services have reference material about sources of treatment 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.