



2011-2012 Handbook

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Mission Statement

The Mission of Shorter University is to provide quality higher education, enabling and encouraging student commitment to active life-long learning, personal spiritual values, responsible citizenship, and community and societal leadership in a global context.

The University seeks to accomplish this Mission through quality undergraduate liberal arts programs, specialized professional programs, and select graduate programs. Geographically distant locations and online classes provide educational opportunities to individuals who are unable to attend classes in a traditional setting. The University affirms a commitment to the Christian faith and strives to integrate Christian values within a nurturing community, in its whole process of education.

Educational Principles

Shorter University provides a curriculum and an educational environment that:

- I. Effectively immerses students in the historical, scientific, and cultural bases for contemporary civilization by combining intellectual discovery with critical thinking.
- II. Engages students in a discussion of the values that bind together our society in general and the Christian community in particular.
- III. Ensures that students reach the level of skill in written and oral communication, mathematics, technology, and information literacy necessary to take full advantage of college coursework and provides the opportunity to continue to exercise and enlarge these skills.
- IV. Persuades students of the value of integrating knowledge and forming relationships among courses and between acquired knowledge of new ideas.
- V. Promotes in students the habit of acting on their responsibilities as members of our society and of the world community.
- VI. Promotes in students the habit of enriching their lives through art and religion.
- VII. Promotes in students the habit of maintaining physical, spiritual, and emotional health and well-being.
- VII. Prepares students for careers or further education.

A Brief History of Shorter University

Founded in 1873, Shorter University is a Christian university committed to excellence in education. On its hilltop campus in Rome, the Georgia Baptist institution offers a welcoming, nurturing environment where students are trained for life and career. Hallmarks of the Shorter experience include:

- Superior Academic Programs
- A Caring Christian Atmosphere
- Individualized Attention
- Opportunities for Service and Leadership
- An Outstanding Program of Intercollegiate Athletics
- A Comprehensive Study-Abroad Program
- Academic, Talent and Need-Based Financial Aid

For ten consecutive years, *U.S. News & World Report* has ranked Shorter among the South's top comprehensive colleges that focus on bachelor's degrees. In 2005, the University was included for the first time as a "Best Southeastern College" in the Princeton Review; it has been included each year since and has also appeared in the Princeton Review's "Best Value Colleges" list.

In addition to its traditional programs, Shorter also offers classes for working adults at sites in Rome, North Atlanta, Lawrenceville, and Riverdale. Students in this program work toward degrees at the Associate's, Bachelor's and Master's level.

Interesting Dates from Shorter History

1873 – The Cherokee Baptist Female College (a forerunner of Shorter College) is founded by Luther Rice Gwaltney

1877 – Name changes to Shorter College in honor of the generous contributions of Alfred and Martha Shorter

Early 1900s – "The Chimes" literary magazine is established

1910 – College moves from downtown Rome to its current site

1910s – Shorter's Alma Mater is written, and the *Periscope* student newspaper is created

1920s – Shorter becomes home to the nation's first indoor swimming pool, which still exists in the Fitton Student Union; the *Argo* student yearbook is established; and the College is first accredited by the Southern Association of Colleges and Schools

1930s – Shorter's music programs are accredited by the National Association of Schools of Music, the first school in Georgia to be so honored

1950s – Male students are first admitted

1954 – Shorter College approved by the Georgia State Department of Education to train teachers

1958 – Shorter College begins its affiliation with the Georgia Baptist Convention

1973 – Shorter celebrates its Centennial

1990s – Shorter begins offering international programs as well as professional studies programs in the Atlanta area; the Hugh Davis Center for Ministry Education is established

2006 – Dr. Harold E. Newman, longtime provost at the college, is named Shorter's 18th president

2010 – Shorter College changes its name to Shorter University.

For a more in-depth look at Shorter's history, check out "On the Hill" by Dr. Robert Gardner, published in 1973.



Welcome to the Hill and welcome to the excitement of a new year!

We are delighted that you have chosen Shorter University as the place to further your education. You are now part of a vibrant learning community that is dedicated to providing excellence in education in a Christian environment. You will have opportunities to interact and learn alongside faculty members as well as have numerous opportunities to participate in programs outside the classroom. The Shorter community will do all it can to assist you in your effort to have a successful journey throughout your college career.

The Student Affairs Division is the administrative unit responsible for planning and implementing effective student development services, which are an essential element in the furtherance of the mission and the educational goals of Shorter University. Programs and activities contribute to the cultural, social, spiritual, intellectual, and physical aspects of a student's life. A student's life experiences outside the classroom are vitally important elements of learning. We hope that you take advantages of the faith-based and service-oriented organizations, outreach and missions projects, and the leisure/fun activities.

Whether you read this handbook as a freshman, a returning student, or a transfer, it is our most sincere desire that you gain not only a Christian education and lifestyle but also a strong sense of identity and genuine feeling of belonging to the University community. We hope through the handbook that questions regarding services, programs, and policies are addressed; however, we encourage you to follow up individual concerns with the appropriate office.

For information regarding the Division of Student Affairs, please contact (706) 233-7231 or stop by Room 237 of the Fitton Student Union. If you have any problems, questions, or suggestions, feel free to come by. We are here to help you make the most of your university experience.

Dr. Debra Faust
Vice President for Student Affairs & Dean of Students

Academic Calendar

SUMMER TERMS

| | |
|--|-----------|
| May 11 – June 1, Wednesday - Wednesday | Maymester |
| June 6 - July 1, Monday - Friday | June Term |
| July 6 – Aug. 2, Wednesday - Tuesday | July Term |

FIRST SEMESTER

| | |
|---|--|
| August 9-12, Tuesday-Friday | Faculty Orientation Week |
| August 13, Saturday | Residence Halls Open for New Students |
| August 15-17, Monday-Wednesday | “Camp Hawk” |
| August 17, Wednesday | Residence Halls Open for Returning Students |
| August 17, Wednesday | Late Registration |
| August 18, Thursday | Classes Begin |
| August 20, Saturday | Assessment |
| August 23, Tuesday | Convocation |
| September 5, Monday | Labor Day |
| October 7, Friday | Midsemester |
| October 10-11, Monday – Tuesday | Fall Holidays |
| November 23-25, Wednesday – Friday | Thanksgiving Holidays |
| November 28, Monday | Final day of classes |
| November 29 – December 7, Tuesday – Wednesday | Final Examinations |
| December 9 and 10, Friday & Saturday | Commencement (7 p.m., and 10 a.m. and 2 p.m.) |

SECOND SEMESTER

| | |
|---------------------------------------|--|
| January 4, Wednesday | Residence Halls Open |
| January 5-6, Thursday – Friday | Orientation and Late Registration |
| January 9, Monday | Classes Begin |
| January 16, Monday | Martin Luther King, Jr. Holiday |
| February 13-14, Monday – Tuesday | Winter Holidays |
| March 2, Friday | Midsemester |
| March 5-9, Monday – Friday | Spring Vacation |
| April 4, Wednesday | Celebrate Shorter |
| April 6, Friday | Good Friday Holiday |
| April 23, Monday | Final day of classes |
| April 24 – May 2, Tuesday – Wednesday | Final Examinations |
| May 4-5, Friday and Saturday | Commencement (7 p.m., and 10 a.m. and 2 p.m.) |

The final exam schedule for each semester is available on the Shorter University website, www.shorter.edu.

Academic Policies

This Student Handbook is a companion publication to the University Catalog, which is published annually. In addition to the requirements for majors and minors and descriptions of courses offered, the Catalog contains information required for successfully completing studies at Shorter University.

Academic Warning:

Any freshman who has failed to achieve a 2.0 GPA during the first semester of full-time enrollment, but has received a GPA of 1.8 or above for that semester, will be given an Academic Warning. This notation will appear on the student's first semester transcript. Unlike Academic Probation, the warning imposes no restrictions on the student's activities. However, the student will be limited to a maximum of fifteen hours of course work in the second semester of the freshman year.

Academic Probation

A student is placed on academic probation at the end of any semester in which the student's GPA, of all hours attempted, is below a 2.0. First semester freshmen are not placed on academic probation if their GPA is above 1.8 (See *Academic Warning*). A student on academic probation is not eligible to participate in any extracurricular activity or represent Shorter University. Varsity sports are subject to NAIA regulations.

Academic Suspension

A student who has been enrolled in two or more semesters is suspended from the University if his/her cumulative GPA is below that required for a designated number of semesters (See *Catalog*). A student who has been on academic probation for three consecutive semesters will be subject to suspension.

Grades and Credits

A student's standing in any course is determined according to the following grades:

| | |
|-------------|---------------------------|
| A (90-100) | 4 pts. per semester hour |
| B (80-89) | 3 pts. per semester hour |
| C (70-79) | 2 pts. per semester hour |
| D (60-69) | 1 pt. per semester hour |
| P (Passing) | |
| F (Failure) | 0 pts. per semester hour |
| S | Satisfactory |
| U | Unsatisfactory |
| I | Incomplete |
| LAB | Laboratory |
| AU | Audit |
| W | Withdraw |
| WF | Withdraw Failing |
| WA | Administrative Withdrawal |
| WIP | Work in progress |

GPA- Grade Point Average

GPA=Total number of quality points earned (divided by) total credit hours.

Grading System

A student's standing in any course is determined according to his or her grade. The designation "H" following a grade denotes a class taken in the Honors Program. The designation "R" following a grade denotes a repeated class.

FERPA

Family Educational Rights and Privacy Act (FERPA)

Notification of Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, and Shorter University respects the privacy rights of students and their families. These rights include:

1. ***The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.***

A student should submit a written request to the Registrar (academic/financial records) or Vice President for Student Affairs and Dean of Students (student support records) that identifies the record(s) the student wishes to inspect. Either official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. ***The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.***

A student who wishes to ask the University to amend a record should submit a written request to the Registrar (academic/financial records) or the Vice President for Student Affairs and Dean of Students (student support records), clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the designated University official will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. ***The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

All students have records in one or more of the following offices: Business; Campus Security, Dean of Students, Financial Aid, Health Services, and the Registrar. The privacy of student records may be broken at a time of emergency defined in terms of the following considerations:

- the seriousness of the threat to health or safety

- the need for access to the records in meeting the emergency
- whether the person requesting the records is in a position to deal with the emergency
- the extent to which time is of the essence in dealing with the emergency.

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

The name and address of the Office that administers FERPA is:

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

5. ***The right to request that directory information not be disclosed by the University.***

The following is designated “Directory Information” which may be disclosed upon justifiable request without the student's written permission:

- | | |
|--------------------------------------|---|
| • Name; birth date | • Enrollment status; dates of enrollment |
| • Parents’ names | • Degree earned; date of degree conferment |
| • Home address | • Athletic information, including weight and height |
| • School address | |
| • School e-mail address | |
| • Campus box number | |
| • Telephone number- campus or school | |

Written notification must be filed annually in the Registrar’s Office to prevent disclosure in part or in full.

Official copies of an academic record will not be released if the student has financial obligations to the school which have not been met. The records of parents’ financial status will not be released. The University will not release the educational records of deceased students without the written authorization of the executor/executrix of the deceased student’s estate or next of kin, if an executor/executrix has not been appointed. The full text of the “Release of Student Information Policy” is available in the Registrar’s Office.

Honor Code

Honor of the Hawk-Shorter University Honor Code

I. Philosophy

Predicated upon the rigorous pursuit of liberal learning and the teachings of the Christian faith, the Shorter University community is dedicated to integrity in the pursuit of truth and honor in the building of community. Individual backgrounds and interests aside, as members of this community, we share a common commitment to keeping the high standards of honesty and honorable conduct required for this pursuit.

The Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. An academic community flourishes when its members are committed to the five fundamental values. Integrity is built upon continuous conversations about how these values are, or are not, embodied in institutional life. As these conversations connect with institutional mission statements and everyday policies and practices,

a climate of integrity is sustained and nurtured. Vigorous academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth. This also helps create a stronger civic culture for society as a whole (CAI, p4).

In the hope, anticipation, and expectation that students engage the learning process in their quest for truth and knowledge, Shorter University adopts the five fundamental values set forth by CAI. To that end, Shorter University strives to empower students in the development of their character by providing an education within the context of a Christian environment. Shorter University seeks to establish a platform from which all students can succeed. Shorter University, therefore, sets forth the following standards from the CAI publication, *The Fundamental Values of Academic Integrity*, as the benchmark for the Shorter student. The same integrity that came with being known as a “Shorter girl” in the early days of the University is now found in being known as a “Shorter student.” The Shorter University community assumes one is honorable and a person of integrity. It is the goal of this academic community to preserve and enhance that honor and integrity for those who walk these academic halls, as well as to provide avenues to demonstrate and teach those values to those within a student’s sphere of influence while a student and as a graduate.

1. Honesty

“An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. Honesty is the foundation of teaching, learning, research, and service, and the prerequisite for full realization of trust, fairness, respect, and responsibility (CAI, p. 5). If the adage is that one cannot lead where one has never been, then it extends to one cannot expect honesty to be a trait found in society if honesty does not begin with the individual. “Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost” (CAI, p. 5). “Promoting student moral development requires affirming shared values. More colleges are starting to focus on one value that goes to the heart of the academic enterprise: a commitment to honesty in the pursuit of truth” (Pavela, p.6).

“I hope I shall always possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man.”—George Washington

2. Trust

“An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. People respond to consistent honesty with trust. Trust is promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research” (CAI, p. 6). Shorter University, therefore, seeks to be consistent among all parties to foster an environment that engenders trust among all her participants. In the academy, trust is at the core of all our endeavors. Research findings are valid only to the extent the data that generated the findings is trustworthy; otherwise, the assertions and theories that hinge on the findings lack substantiation. As professors, we make certain assumptions about research findings. Should we not, therefore, make those same assumptions about our colleagues and our students?

“Few things help an individual more than to place responsibility upon him, and to let him know that you trust him.”

—Booker T. Washington

3. Fairness “An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators. Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty members also have a right to expect fair treatment, not only from students, but also from colleagues and their administration....A lapse by one member of the community does not excuse misconduct by another. Rationalizations such as ‘everyone does it’ or ‘the curve was too high’ do not justify or excuse dishonesty” (CAI, p.7). History is replete with civilizations that have made the horrible mistake of treating different peoples differently. Whether it be the color of one’s skin, cultural background, religion, or ethnicity in whatever form, society, in general, deplors preferential treatment for some and marginalization or an ignored presence of others. Within the Shorter academic community, the treatment of individuals by differing standards is not tolerated. The community strives to treat all as equals; respecting one another for each one’s uniqueness. How should we interpret fairness?

“Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.”—Dr. Martin Luther King, Jr.

4. Respect

“An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. To be the most rewarding, teaching and learning demand active engagement and mutual respect. Students and faculty must respect themselves and each other as individuals, not just as means to an end. They must also respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from failure. Students show respect by attending class, being on time, paying attention, listening to other points of view, being prepared and contributing to discussions, meeting academic deadlines, and performing to the best of their ability. Being rude, demeaning, or disruptive is the antithesis of respectful conduct. Members of the faculty show respect by taking students’ ideas seriously, providing full and honest feedback on their work, valuing their aspirations and goals, and recognizing them as individuals....Part of respecting people involves fair and honest treatment, and all of this supports an environment of trust” (CAI, p.8). How then does mutual respect play out in the academy?

“That you may retain your self-respect, it is better to displease the people by doing what you know is right, than to temporarily please them by doing what you know is wrong.”

—William J. H. Boetcker

5. Responsibility

“An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing. Every member of an academic community—each student, faculty member, and administrator—is responsible for upholding the integrity of scholarship and research. Shared responsibility distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards...At a minimum, individuals should take responsibility for their own honesty and should discourage and see to prevent misconduct by others” (CAI, p. 9). Shared responsibility has many attributes and conducts itself in the face of adversity and selflessness without shifting shadow.

“The thorns which I have reap’d are of the tree I planted; they have torn me, and I bleed. I should have known what fruit would spring from such a seed.”

—George Gordon, Lord Byron, *Childe Harold’s Pilgrimage*

6. Integrity

Defining integrity may be much more difficult than describing it. The CAI defined academic integrity through five attributes. Shorter University offers the following quotes in hopes of finding commonality.

“Be daring, be different, be impractical; be anything that will assert integrity of purpose and imaginative vision against the play-it-safers, the creatures of the commonplace, the slaves of the ordinary.”—Cecil Beaton

“How blessed are his sons after him.”—Proverbs 20:7

“Don’t compromise yourself. It’s all you’ve got.”—Janis Joplin

“Integrity—When you do the right thing even though no one is watching.”—Anon

“Integrity is telling myself the truth. An honesty is telling the truth to other people.”—Spencer Johnson

As this system is student-maintained, our agreement contains two parts: first that we personally adopt the standards of conduct as stated in the Honor Code; and second, that we deal responsibly with those of our peers who fail to do so. By holding one another accountable to this commitment, we ensure the integrity of our academic program and community. Our acceptance of this commitment allows us to enjoy an atmosphere of mutual trust and respect among our fellow students, faculty, and administration. The academic and social advantages therein are many: as students we are trusted to work independently; computer labs are available twenty-four hours a day; personal property is generally safe on campus; and one’s word may be considered trustworthy, both on and off campus. It is our shared interest in preserving this atmosphere that motivates our commitment to the Honor System.

Privilege bears responsibility. Thus, we at Shorter are responsible for knowing the purpose, design, and procedures of our Honor System and are required to exhibit honorable conduct in all areas of life: social as well as academic, off campus as well as on. It is solely through the consistency of this commitment that we may both trust and be trusted, respect and be respected, regardless of place or circumstance. Therefore, each of us is expected to do his or her full part in maintaining the integrity of that commitment at all times.

When we join the Shorter University community, we sign the Roll of Honor, and formally enroll under the pledge:

“On my honor, I will abstain from all deceit. I will neither give, receive, nor use any unauthorized aid in my academic work, nor will I permit such action by any member of this community. I will respect the persons and property of the community and will not condone discourteous or dishonest treatment of these by my peers. In my every act, I will seek to maintain a high standard of honesty and truthfulness for myself and for the University.”

II. The Honor Code

In the Shorter University Honor Code, students stipulate abstinence from all deceit and dishonorable conduct. Though many acts may at times be considered deceitful or dishonorable, students at Shorter University agree that lying, cheating, stealing, assault and vandalism are by definition dishonorable and are therefore always in violation of the Honor Code.

A. Violations

There are four (4) categories of misconduct that pertain to the Code and therefore fall under the purview of the Honor System. Shorter University’s policy regarding academic integrity and dishonesty is found in three places: the Shorter University Student Handbook, the Faculty Handbook, and the Shorter University Catalog. Other forms of misconduct fall under Student Life Regulations, the violations of which are handled administratively, as outlined in the Shorter

University Student Handbook. In general, the four areas that fall under the purview of the Honor System include:

Academic dishonesty may take numerous forms, some of which are outlined below.

- 1) ***Lying*** is defined as any attempt to deceive, falsify, or misrepresent the truth.
- 2) ***Cheating*** is defined as the employment of or rendering of any unauthorized aid in any assigned work. ****Please note this includes technology such as emails and cell phones utilized to cheat on exams or homework assignments.**

Cheating on Tests/Quizzes

- Copying answers from another's test/quiz.
- Permitting someone else to copy answers from one's own test/quiz.
- Using books, class notes, or any other means or devices to obtain answers.
- Preparing answers/essays in advance and submitting these rather than work completed during the test/quiz time.
- Taking an exam or quiz for someone else or permitting someone else to be tested on one's behalf.

Cheating on Assignments

- Inventing data, materials, or sources for assignments.
- Submitting another person's work as if it were one's own, including take-home assignments, tests, research papers, etc.
- Furnishing assignments, papers, etc. to others for submission on their behalf.
- Falsely claiming to have completed a clinical, internship, or field experience.
- Failing to do one's agreed-upon share or work in group projects.
- Submitting purchased work by a third party as one's own.

- 3) ***Plagiarism*** is defined as the presentation in one's own work of the words or ideas of another person without proper documentation.
 - Copying words, phrases, sentences, or passages from a text (such as a book, magazine, newspaper, pamphlet, internet site, or work prepared by anyone other than the one who submits the paper) without indicating the source of those words, sentences, or passages using the method required by the instructor.
 - Using quotations without copying them exactly or failing to punctuate them correctly with quotation marks and internal punctuation in the text itself.
 - Paraphrasing or summarizing another writer's ideas, even if one does not quote the writer directly, without giving credit to the writer.
 - Failing to give adequate bibliographical information to the reader who may need to refer to the source the writer of the paper has used (for example, page numbers).
 - Using charts, graphs, tables, or other printed or visual aids without giving credit to the source.
 - Citing information not taken from the source indicated.
 - Inventing information or sources.

- 4) ***Failure to report violations of the Honor Code*** is defined as any act of omission that permits violations of the Honor Code to occur or to go unreported.

All students enrolling at Shorter University are bound not only to abstain from the above, but also encouraged to report such acts committed by fellow students to the professor. When events of a questionable nature occur, the professor has the responsibility to determine if the intent to deceive is present in the infraction. If so, the professor forwards the matter to the Honor Code Committee. Otherwise, the professor handles the matter in accordance with the stated policy in his/her syllabus.

Failing to report such events amounts to the toleration of dishonor in the community and shall itself be considered a violation of the Honor Code.

Students' obligation to the Honor Code is not confined to the boundaries of the University campus, but extends to conduct in the larger community. All academic student conduct, that brings discredit upon the University, in the city of Rome and in Floyd County, as well as conduct in other locations, shall be subject to the Code. Academic programs facilitated and events sponsored or sanctioned by the University, whether on or off campus, shall also operate under the Honor Code. Among other programs and events, this shall include study abroad, athletic trips, academic field trips, and events or retreats held by recognized student organizations of the University.

B. Pledged Work

All academic work at Shorter University falls under the Honor System. Quizzes, tests, examinations, projects and papers to be graded must be accompanied by the pledge:

"On my honor, I pledge that I have neither given, received, nor used any unauthorized aid on this assignment."

This statement should be followed by an act of student acknowledgement, usually a signature.

"Unauthorized aid" is understood to mean aid that has not been authorized as acceptable by the professor or aid that has been employed in the completion of the assignment, but not so acknowledged by the student. Students should remember that each professor designates what constitutes authorized and unauthorized aid for each assignment, as well as, determines whether the intent to deceive is present in the infraction.

C. Penalties

Penalties are determined by the professor, The Honor Code Council, or the Honor Council and can range from a zero on the assignment to suspension from the university with a grade of F assigned to all courses. The student must then petition the University for readmission the following semester. If the student violates the Honor Code again, permanent expulsion from the University may be required.

III. The Honor Council

A. Responsibilities

The Honor Council is charged with investigating and hearing appealed violations of the Honor Code. The Council is empowered to impose appropriate sanctions, up to and including expulsion from the University. The Honor Council is responsible for assisting in the education of new students concerning the Honor System and for the annual publication of *The Honor of the Hawk*. Every three years, beginning in the fall of 2005, the Honor Council, with the assistance of the Provost of the University, shall conduct a full review of the System, recommending reforms appropriate for its upkeep.

B. Membership

The Honor Council consists of up to ten (10) student members. The Council, in order to fill any Council openings, solicits applications for Council membership each spring and selects up to three (3) members from each of the freshman, sophomore, and junior classes to begin service at the beginning of the next year. Care is taken to ensure that Honor Council membership is representative

of all aspects of campus life. Student members of the Honor Council normally serve until the end of their fourth year on campus; they are expected to remain on campus through exams each semester for hearings.

The Honor Code Committee may ask for the resignation of any student member when there is evidence that his or her behavior threatens the integrity of the Council. If the member in question refuses to resign, the entire student membership of the Council shall be called to consider the matter. A two-thirds (2/3) vote from the Honor Council is required to remove a student from the Council. If a seat becomes vacant for any reason, the Honor Council shall appoint a student from the appropriate class to fill it. Six (6) members appointed annually by the Provost represent the faculty of the University on the Honor Council as non-voting members. One faculty member, designated by the others as a coordinator, schedules two (2) faculty members to sit for each hearing. Faculty members do not have a vote, but do have a voice in the proceedings. Faculty members may ask questions, help guide discussion and deliberation, and provide order and assistance in conjunction with the President of the Honor Council.

The Provost is a member, *ex officio*, of the Honor Council.

C. Leadership

The President of the Honor Council shall call and preside over all hearings and meetings of the full Council. He or she shall appoint assistants for the defense of students charged, and shall review the minutes of each hearing.

The President of the Council must be of junior or senior standing, with at least one year of Council experience.

The *Vice President* shall aid in the execution of Council affairs. In the absence of the President, the Vice President shall preside over any meeting of the Executive Committee, hearing, or full meeting of the Council. For any hearing over which he or she presides, the Vice President shall also assume responsibility for appointing assistants for the defense of students charged, coordinating the selection of members before hearings, and reviewing minutes. The Vice President must be of junior or senior standing, with at least one year of Council experience.

The Honor Code Committee will submit candidates for Honor Council President and Vice President to the Student Government Executive Committee for confirmation. Service will begin the following academic year.

IV. Procedures

A. Reporting a violation

- a. By students: if a student believes that an Honor Code violation has occurred, he/she should report the violation to the professor of the course.
- b. By professors: if a professor determines that intent to deceive is present in the violation of the honor code (either reported by a student or discovered by the professor), the professor will submit the Honor Code Violation form to the Honor Code Committee along with a recommendation of a penalty.

B. Investigations

- a. The Honor Code Committee will conduct the preliminary investigation of all reported violations. If the student agrees with the professor's recommendation, the student will sign the form and the proceedings end. Copies of the signed form will

be placed in the student's file, sent to the Vice President of Student Affairs, and retained by the Honor Code Committee.

- b. If the professor is not comfortable with recommending a penalty the Honor Code Committee can determine a penalty or convene a hearing by the Honor Council.
- c. If a student does not agree with the penalty given by the professor or the decision of the Honor Code Committee he/she can request a hearing by the Honor Council to decide the penalty.
- d. If an Honor Council hearing is necessary, the Provost's office will be notified in writing of the student's name and the charge to be considered.
- e. An investigative team will be appointed from the Honor Council membership. This team is composed of one or two student Honor Council members and will act as a neutral agent, gathering what information is available concerning the possible violation, and report back to the Honor Council President and the Honor Code Committee prior to the hearing.
- f. At any point during the investigation if the Honor Code Committee or the Honor Council investigative team find information insufficient to merit a hearing, the report shall be dismissed, no record made in Honor Council files, and disclosure of the matter shall be a right reserved solely to the student(s) in question.

C. Hearing Process

- a. In the event that the charges are not resolved with the professor's recommended action and an Honor Council hearing is deemed necessary the student will be notified with the date, time, and place of the hearing.
- b. The hearing will take place no sooner than seventy-two (72) business hours and no more than five (5) business days following the written notice, excluding university holidays. (*Note:* Between academic semesters and during the summer months, it may be impractical for the Honor Council to conduct hearings. At such times, the Provost of the University, in consultation with the President of the Honor Council, may appoint an Ad Hoc Student Conduct Committee, consisting of available students, faculty and administrators. Such a committee, when employed, shall reflect as much as possible both the proportions and membership of the Honor Council and shall bear the same authority and responsibilities).
- c. Prior to the hearing proceedings, the student will be informed of the following rights:
 - i. The student may be assisted in the defense by an appointed member of the Honor Council
 - ii. The student may have additional assistance by a student of his/her choosing
 - iii. The student may call and question witnesses (if there is a need to shelter a witness, the Honor Council will assist with the questioning of the witness by a third party)
 - iv. The student has a right to testify on his/her own behalf and to refuse to answer questions.
- d. Prior to the hearing a list of expected witnesses will be provided to the presiding officer by both parties. These witnesses are excluded from the hearing until called to testify and are instructed by the presiding officer not to discuss the case between themselves or with anyone other than the student, his/her assistants, or the students on the investigative team.
- e. Participants
 - i. The president or vice president of the Honor Council will preside over the hearing

- ii. The presiding officer will arrange for seven (7) students members of the Honor Council to be present with at least four (4) upper classmen (juniors and/or seniors). Any member of the Council who is a witness to the possible violation or who has demonstrable bias against or toward the person charged will be ineligible to sit on the hearing for that case.
- iii. Two faculty members taken from the Honor Code Committee will be in attendance without voting privileges, one serving as recording secretary for the proceedings.
- iv. The Provost will be present for all academic cases. He or she will be available for consultation during the hearings, but has no vote.
 - v. The investigative team will serve during the hearing to present the facts of the case as determined during the investigation.
 - vi. The student charged may be accompanied by his/her appointed assistant and any other student he/she selected to help in the defense.
- vii. Witnesses called during the hearing will be sworn in by the presiding officer and reminded of their pledge to uphold the Honor System of the University. The witness will be dismissed after questioning by both parties and the Honor Council members.
- viii. The presiding officer is responsible for maintaining order in the hearing and can limit the number of witnesses called in the interest of time as well as rule that certain information or testimony is irrelevant to the case at hand. He or she also rules on requests for recess. Decisions of the presiding officer can be overturned by a majority vote of the Honor Code Council.
- ix. Hearings will be closed to the public unless the student charged makes a written request for an open hearing at least twenty-four (24) hours prior to the hearing. The presiding party has the right to impose reasonable rules for the number of attending non-participants in attendance and for their selection. He or she may also remove from the hearing any person whose behavior is disruptive, distracting, or inappropriate.

D. Hearing Phases

- a. Finding Phases
 - i. The presiding officer reads the charges and confirms that the charged student received notification of the hearing at least seventy-two (72) hours in advance.
 - ii. The charged student will be asked to declare whether he/she *did* or *did not* violate the Honor Code.
 - iii. If the student declares that he/she did violate the Honor Code, the presiding officer moves immediately to the penalty phase of the hearing.
 - iv. If the student declares the he/she did not violate the Honor Code, the investigative team will introduce and summarize the circumstances of the case and may present documents, statements, and witnesses before the Council.
 - v. The presiding officer recognizes the student charged. The student can make an introductory statement and he/she along with his/her assistants can present documents, statements, and witnesses before the Council supporting the charged student's declaration.
 - vi. After both sides have presented their cases, each side is given the opportunity to present a summary statement. After these summarizing

statements all parties are excused from the hearing except for the voting members of the Honor Council.

- vii. Deliberations begin with the presiding officer instructing that the decision must be based solely on the information presented in the hearing. Discussion then takes place and deliberations can be adjourned and the hearing reconvened if additional information is required.
- viii. After discussion a secret ballot is taken. The votes of (6) members of the Honor Council are required to find that the charged student has violated the Honor Code.
- ix. Following the vote, all parties are called back in to the hearing room and the presiding officer announces the finding.
 - 1. If the committee finds no violation of the Honor Code, the case is closed and all records of the hearing destroyed.
 - 2. If the committee finds that the student did violate the Honor Code, the hearing moves into the penalty phase.

b. **Penalty Phase**

- i. The student has an opportunity to make additional statements, call witnesses in mitigation before the, and present character witnesses before the Honor Council.
- ii. The investigative team is called to present further information or to address misleading statements made in mitigation.
- iii. If character has been offered as cause for mitigation the Provost can be called at this time to provide relevant disciplinary or academic records.
- iv. The student has the opportunity to respond to the Provost's information, and then the room is cleared of all but the voting members of the Honor Council for deliberation.
- v. The deliberation period of the penalty phase is to determine if the information presented in mitigation is sufficient to merit less than the normal penalty.
- vi. After discussion, a secret ballot is taken. Six (6) votes are required to deviate from the normal penalty.
 - 1. If the normal penalty is to be imposed, deliberations are adjourned.
 - 2. If the Council decides to deviate from the normal penalty, a lesser penalty must be assigned. Discussion will continue until a lesser penalty is agreed upon or alternative penalties are presented and voted upon. Six (6) votes are required for the selection of a lesser penalty.
- vii. Following deliberations, all parties are called back into the hearing room, and the presiding officer announces the penalty. The student is advised that he/she may appeal the finding and/or the penalty to the Appeals Board, and the hearing is then adjourned.
- viii. In the absence of an appeal, the accused is informed by the Provost when and how the penalty is to be carried out.

E. Penalties

- a. Normal Penalty, First Violation: F in the course.
- b. Normal Penalty, Second Violation: F in all courses and suspension from the University for one (1) semester. The student may petition the University for readmission after the one semester suspension.
- c. Normal Penalty, Third Violation after readmission from suspension: F in all courses and permanently expelled from the University.

- d. In the event of suspension or expulsion, University fees, including tuition and board, will be partially refunded, the amount to be based on the proportion of days remaining in the term from the day the suspension or expulsion was initially imposed as a penalty. There will be no refund after the ninth week of the term of enrollment. Delays in the implementation of the penalty resulting from an unsuccessful appeal will not affect the amount refunded.

F. Extraordinary Circumstances – In the event of extraordinary circumstances the President of the University, in consultation with the Provost, the Honor Code Committee, and the President of the Honor Council may find it to be in the best interest of the University to forego the usual Honor Council procedures. In such instances the President of the University will determine a just means for handling such extraordinary circumstances. When alternative measures are employed for the resolution of student misconduct, students will retain the same rights otherwise granted under the Honor System.

V. The Appeals Board

A. Responsibilities

The Appeals Board will accept for consideration three types of appeal: (1) those questioning a finding of guilt, (2) those requesting a change in penalty, and (3) those citing a procedural error that may have affected the outcome of the case. Only the accused student or the investigative team may appeal a decision. Decisions that find a student not responsible for having violated the Code are not eligible for appeal.

The Appeals Board is not empowered to change the penalty imposed by the Honor Council. If the Board upholds a student's appeal, the case will be remanded to the Honor Council. Grounds for remanding a case are left to the discretion of the Board but shall be communicated to the Honor Council. Faculty members who wish to appeal a decision by the Honor Council may do so and shall follow the same procedure as students.

B. Membership

The Appeals Board consists of six (6) faculty members nominated by the Provost's Office, one of whom serves as chairperson and convener. For any appeal, student representation is elected from those members of the Honor Council who did not participate in the original hearing of the case. The presiding officer of the Honor Council and the Provost are members, *ex officio*, of the Board, available for consultation but with no vote. Members of the Appeals Board are to be available for duty through the end of the examination period of each semester so that Ad Hoc Appeal Committees need not be formed.

VI. Procedures for Appeals

Note: In the event an appeal must be heard between semesters or during summer months, the President of the University, in consultation with the Chair of the Appeals Board, may appoint an Ad Hoc Appeals Committee. Ad Hoc Appeals Committees shall reflect as much as possible both the proportions and membership of the Appeals Board and shall bear the same authority and responsibility.

A. Petition for Appeal

A petition for an appeal must be submitted in writing to the Provost's office or to the Chair of the Appeals Board within forty-eight (48) hours of the decision of the Honor Council. The petition

must state the nature of the appeal (i.e., an appeal of finding, of penalty, or of procedure) and should explain its grounds. When the petition is accepted for consideration, the Chair will attempt to convene the Appeals Board within forty-eight (48) hours of its acceptance.

B. Hearing of Appeals

1. Participants

- a. For any appeal, the Chair of the Appeals Board shall arrange for seven (7) voting members of the Board to be in attendance, consisting of four (4) faculty and three (3) student members. Any member of the Board who is a witness to the case, who was a participant in the original hearing, or who has demonstrable bias against or toward the appellant, shall be ineligible to sit on the appeal for that case.
- b. The Provost shall be present for appeals and shall be available for consultation by the Appeals Board, but shall have no vote.
- c. The presiding officer of the original Honor Council hearing shall be present for any appeal and shall be available for consultation by the Appeals Board, but shall have no vote.
- d. The accused, his or her assistants, and the investigation team will be notified of the time and place of the appeal hearing at least twenty-four (24) hours in advance. These persons must appear in person before the Appeals Board.
- e. Witnesses who testified at the original hearing may appear at the request of the Appeals Board. Witnesses shall be excluded from the hearing until called and, once called, shall be reminded of their pledge to uphold the Honor System of the University. During appeals, witnesses are brought into the room individually as needed and may be questioned only by the Chair or members of the Board. Once the Board is satisfied and no further questions are forthcoming, witnesses shall be dismissed from the hearing room.
- f. The Chair of the Appeals Board is responsible for maintaining order in the hearing of appeals. He or she shall conduct the hearing by recognizing participants who wish to address the Board or by recognizing Board members who wish to question participants or witnesses. The Chair may rule that certain information or testimony is irrelevant to the appeal at hand and shall rule on requests for recess. Decisions made by the Chair may be overturned by majority vote of the Board.
- g. Hearings before the Appeals Board are closed to the public.

2. Procedure

- a. After the arrival of all voting Appeals Board members and prior to calling additional parties into the room, the Chair may call the presiding officer of the Honor Council to present a written summary of the original case as heard before the Honor Council. At this time, the presiding officer of the Honor Council also may be asked to clarify or explain that summary.
- b. Once the summary has been presented, and when the Board is ready, the Chair shall call the student, his or her assistants, and the investigation team into the room. The Chair shall open the hearing by recognizing the person making the appeal, or his or her representative, for an elaboration of the argument(s) contained in the petition for appeal.
- c. The Chair may then recognize other participants who wish to be heard or any Board member who wishes to ask questions of a participant or a witness. Although questioning witnesses may evoke some new testimony not heard in the original hearing, the primary purpose of such questioning shall be to clarify points of contention. However, the Appeals Board may decide that new testimony is significant enough to warrant a new hearing by the Honor Council. Five (5) of the seven (7) votes shall be required for such a decision.
- d. When members of the Appeals Board agree that all relevant information has been obtained, the Chair shall clear the room of all but voting members of the Board, and deliberations shall begin. In deliberations, the Chair may allow discussion to take place. Following discussion, a vote

shall be called. Five (5) of the seven (7) votes shall be required to uphold an appeal and to remand the case to the Honor Council.

C. Final Appeals

If an appeal is denied by the Appeals Board, the accused may make a formal appeal to the President of the University. If the President agrees to consider the appeal, he or she has the authority to: (1) allow the outcome to stand, (2) remand the case to the Honor Council, or (3) set aside the verdict. When remanding a case or setting aside a verdict, the President would make the grounds for that decision known to the Honor Council and the Appeals Board. The decision of the President, or of the Honor Council in the case of a remand, is final and shall not be reconsidered in the absence of compelling new evidence.

VII. Amending the Code

The Honor Council in consultation with the Provost and Shorter University legal counsel shall have jurisdiction over amending the Code. As situations arise that necessitate changing the Code, the secretaries shall keep a record of those incidents. At the end of each spring term, the Honor Council shall meet to discuss whether any or all of the cases require an immediate change to the Code. If a change is deemed necessary by a 75% vote of the Honor Council, the Code shall be changed. If a change is not deemed necessary, those records shall be kept for a period of three years to ascertain whether those case types are of a repeating nature and warrant a change to the Code. Every three years, the Honor of the Hawk shall be completely updated and shall be the sole document for administering the Honor Code of Shorter University.

Shorter University is deeply indebted to Presbyterian College (Clinton, South Carolina) for allowing us to use its Honor Code as a model. Shorter University has adapted pieces of its Honor Code to fit our particular needs and college profile, but the Shorter University's Honor of the Hawk (Honor Code) heavily borrows from Presbyterian College's Blue Book (Honor Code). Presbyterian College has given written permission, which is on file in the Provost's office, to Shorter University to use its document.

Official Communication

Email is the official means of communication at Shorter University. Please consult your university issued email address for correspondence from school officials. It is in your best interest to check it regularly.

Campus Life

BCM

The Baptist Collegiate Ministry (BCM) reaches out to all students (regardless of denomination) with the love of Jesus Christ. BCM is student led, Christ centered, and Church related. BCM meets weekly for worship on Thursday nights at 7:30. For more information, please contact Rev. David Roland, **Campus Minister at:** droland@shorter.edu, mobile phone: 706.766.8408.

Bookstore

The Shorter University Bookstore offers a wide variety of merchandise including new and used textbooks, study guides, office, school and art supplies, gift cards, clothing, gift items, greeting cards, and snacks. The Bookstore is open Monday-Friday, 8:00 am - 5:00 pm during the academic year and 8am - 3pm during the summer. Checks and major credit cards are accepted (with a valid photo ID). Customers may not use a credit card or check belonging to someone else (i.e. parent,

friend, etc.) In addition to shopping inside of the store, parents and students now have the ability to rent or purchase their books, supplies, clothing and gifts online at www.shorter.bkstr.com.

Textbook rental is here! Students have the ability to rent select textbooks for the semester. Textbook rental saves students more than 50 percent off the price of textbooks and includes the option to buy your books when the rental period ends. To participate in the Rent-A-Text program, students are required to present a driver's license for identification and provide collateral in the form of a branded credit or debit card to the bookstore. Participants must provide an email address and a phone number so they can be reminded when to return the book. Participants must be 18 in order to sign a rental agreement which says that you will bring the book back. If they are under 18, their parents can sign the rental agreement. Please see store for more details, or visit the bookstore's website listed above.

Textbooks can be returned for a full refund within the first two weeks of each semester. All returns must have a receipt. Returned books cannot be written in or used. All returned books must be in the same condition as the item was purchased (i.e. if a textbook was purchased in shrink-wrap, it must be returned in shrink-wrap). If the return date is missed, students may sell the book back (buyback). Textbook buyback is now held year-round. Students may sell back textbooks that are in new or used condition, no matter where they were purchased. A cash receipt is not required for book buy back, only a valid student ID or driver's license. In order to be eligible for buyback, books must be in good condition (no missing or loose pages, no water damage, front cover intact, etc).

Campus Ministries

Dr. Aaron Werner email: awerner@shorter.edu

FSU 230A, Extension (706) 233-7329 or (706) 233-7321

Ministries at Shorter University are facilitated by the Office of Christian Development. This department exists to cultivate our Christ-Centered Community. We accomplish this task by providing students, faculty, and staff with the following opportunities:

Chapel: The nucleus of Shorter's Christ-centered community is its weekly gathering in Brookes Chapel on Tuesday mornings at 11:00. Chapel is a time when students, faculty, and staff can set aside their daily burdens to worship God. These services provide spiritual encouragement, moral guidance, and intellectual inspiration.

Evangelism and Mission Teams: Our office coordinates domestic evangelism teams and periodic international mission trips. If you are remotely interested in being on such a team, please let us know.

FCA: Fellowship of Christian Athletes (FCA) is a organization that reaches out to athletes, coaches, and all who they may influence to the challenge and adventure of receiving Jesus Christ as Savior and Lord and serving Him through the fellowship of their local church. Shorter's FCA is directed by Football Coach Phil Jones with his wife Janie and meets every Sunday night at 7:30.

Group Bible Studies: Are you interested in a small group Bible study? Our groups meet in various places around the campus. If you would to participate in or lead a Bible study please contact our office.

Pastoral Care: Our office also affords pastoral care to hurting students. If you, or someone you know, becomes hospitalized, or traumatize in any way, please let our office know, and we will minister to them.

Personal Counseling: "Walk in" pastoral counseling is available daily (Monday through Friday) from 1:00 to 5:00 in FSU 232. If you would like to make a special appointment, please contact our office.

Personal Mentoring: Our office provides personal mentoring. If you would like to be personally mentored by a mature Christian, please let our office know and we will connect you with one of our mentors.

Prayer Groups: Our office organizes various prayer groups. If you would like to lead a prayer group, or be involved with one, please contact us.

Campus Safety

FSU 126, (706) 233-7218

Emergency Number: (706) 233-7911

Gatehouse: 8000 from campus line or (706) 295-5334 off campus

The mission of the Shorter University Campus Safety Department is to protect lives and property and to maintain an environment supportive of the educational mission of the University. The office supervises emergency procedures and is responsible for enforcing regulations, registering vehicles, distributing decals, supervising the gatehouse, and monitoring and promoting safe and effective driving. Personnel are on duty 24 hours a day, seven days a week.

The Director and Assistant Director of Campus Safety oversee the Office of Campus Safety. All campus safety employees have been trained in first aid and CPR. Officers conduct foot and automotive patrols of the campus and residence halls 24 hours a day, 7 days a week throughout the year. Campus Officers enforce all University rules and regulations, city ordinances, and state and federal laws.

~FERPA

Campus Safety does not maintain student records. Incident reports and police reports are sent to the Office of Student Conduct for adjudication when appropriate. Otherwise incident reports are protected under **FERPA** due to recording students' names and ID numbers on the reports.

Alcohol and Other Drugs

The possession, use, and/or sale of alcoholic beverages and/or illegal drugs or distribution of unauthorized controlled substances are prohibited at Shorter University and any other Shorter event. See page 60 for more information. The Director of Student Health Services coordinates the drug and alcohol abuse education program.

Clery Act: Uniform Crime Report

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report lists statistics for serious crimes over the past three calendar years. The printed report is available in the Office of Campus Safety each year. The report is also posted on the Shorter website http://www.shorter.edu/student_life/campus_safety.htm.clery. Students and family members are encouraged to contact the Director of Campus Safety to discuss specific concerns.

Crime Awareness Reporting

Faculty, staff, and students are encouraged to report criminal actions, potentially hazardous actions, and other emergencies. Reporting is done by calling the Campus Safety Office at (706) 233-7218, if urgent call 7911, or the gatehouse at (706) 295-5334. In case of a life threatening emergency, please dial 9-911 from a campus phone or 911 from a phone not connected to Shorter's campus. All incidents are reported to the University for follow-up. Incidents involving criminal activity and violent crime are reported to the Rome Police Department and are posted for the information of the campus community.

The officer who receives the report and has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority. Any person required to make a report pursuant to the Code section who knowingly and

willingly fails to do so shall be guilty of a misdemeanor (Georgia Code 20-2-1184). Rome Police Department reports are published weekly in the local newspaper and are monitored on campus.

Gatehouse

The purpose of the gatehouse is to monitor and control vehicle access on the campus. Permissible vehicles include: a) vehicles with proper decals, b) vehicle operators with proper identification, c) persons attending a scheduled public event, and d) expected persons coming to the campus. If you would like to have a guest visit campus, please notify the gatehouse prior to the guest's arrival at extension 8000 from a campus phone or (706) 295-5334. You will need to give the name of the guest, the type of vehicle, and your student ID number.

Gatehouse Hours of Operation: (During Academic School Year)-24 hours/7 days a week.

Lost and Found

Lost and Found is located inside the Campus Safety Office, room 126, of the Fitton Student Union. If you have a missing item or have found an item, please notify the office and call extension 7218. All items found are held up to thirty (30) days.

Missing Student Notification

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Shorter University Student Affairs and the Campus Safety Office to investigate any report of a missing student who resides on-campus at Shorter University. All reports of missing students shall be directed to the Shorter University Campus Safety Office which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility is required on an annual basis to identify an individual to be contacted by Shorter University not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by Shorter University. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. This confidential information is maintained in the Shorter University Campus Safety Office.

Traffic and Parking

~Booting

Booting is the immobilization of vehicles with excessive parking/traffic tickets or those parked in a tow away zone (i.e. Fire Lanes, maintenance entrances, blocking traffic, or endangering individuals or equipment, fire hydrants, loading docks, dumpsters, and double parking).

Immobilization involves the placement of a large steel device, on the driver's side front tire of the vehicle, which is tightened on the tire and then padlocked into place. If the vehicle is moved or an attempt is made to move the vehicle, serious damage will occur. Warning stickers will be placed on the windshield and/or the driver's side window providing notice of how to settle parking debts and a warning that damage can occur if an attempt is made to drive the vehicle away from the site.

To release the vehicle, the driver must settle all outstanding tickets and booting fees, payable in the Business Office Monday- Friday during Business hours of 8:30 a.m. to 4:30 p.m. The Campus Safety Office will accept check or cash outside of the Business Office Hours.

Shorter University's traffic/safety rules and regulations are published each year, along with a map of campus showing those areas designated for student parking. Everyone that is issued a parking decal receives a copy of the traffic/safety rules and regulations brochure. Copies of the brochure can also be obtained by stopping by the Campus Safety Office, located in the Fitton Student Union. The

Campus Safety Office can be reached 24 hours a day, 7 days a week by dialing extension 7911 from campus phone or (706) 233- 7911 from a personal phone.

1. Legal parking on campus is between or inside parking lines only. Vehicles or bikes parked otherwise will be ticketed. Vehicles and motorcycles are prohibited from parking on the grass or walkways and from parking on driveways.
2. There will be no parking day or night along fire lanes or fire hydrants. This is not only a campus regulation but also a State Fire Marshall Ordinance. (Tow Away Zone)
3. The area around the dumpsters must be kept clear at all times. (Tow Away Zone)
4. Students with Commuter decals are permitted to park in commuter lots only at all times.

All restrictions remain in full effect 24 hours a day and 12 months a year.

~Fines

1. All parking citations must be paid in the Business Office.
2. The maximum number of citations that may be accumulated in the academic year is six (6). Failure to pay fines could result in grade reports and transcripts being withheld.
3. Students who accumulate more than six tickets are subject to administrative sanctions, which may include booting, towing, and prohibited parking.
4. Students who receive parking restrictions due to accumulating more than six (6) tickets will have notices placed on their vehicles. All restrictions remain in effect during the weekdays, weekends, and when classes are not in session. If a vehicle is on Campus during restriction times, the vehicle will be towed.

~Parking Permits

1. Each student bringing a vehicle to campus must purchase a parking permit and immediately affix it to the **lower left hand corner of the front windshield** (driver's side) in such a way as to be clearly visible. The cost to purchase a parking permit is \$75 a year. Any decal purchased after the end of drop/add period will cost \$150 for students who are registered for Fall Semester classes.
2. Decals can be purchased by using three options:
 - a. Purchase parking decal fee in the Business Office and bring proof of payment to the Campus Safety Office, register vehicle and obtain decal.
 - b. Purchase parking decal fee and Register vehicle online at Shorter University's website and bring proof of payment to the Campus Safety Office to obtain decal.
 - c. The Campus Safety Office can apply the charge of the parking decal fee to the students account, register vehicle and obtain decal.
3. If it is necessary to bring a car to campus other than the one registered, the student is to contact the Campus Safety Office for a temporary permit.
4. Temporarily handicapped persons may obtain a special handicapped permit from the Campus Safety Office. This permit is valid in designated handicapped parking lanes on Shorter University property only.
5. It is very important, for security and identification reasons (lights left on, accident, etc.) to register all vehicles on campus. If a vehicle is observed on campus on a regular basis without a parking permit, law enforcement officials will be asked to identify the owner. The vehicle may be towed at the owner's expense.
6. If a student loans a vehicle to another student, the owner of the vehicle is responsible for violations.

~Towing Policy

Vehicles on campus will be towed when one or more of the following circumstances apply:

1. Parked vehicle which creates a fire/safety hazard or obstructs the free flow of traffic;
2. Parked in a designated tow-away zone, blocking a fire hydrant, or unauthorized parking in a handicap zone;
3. When a vehicle is presumed to be abandoned or is in a visible state of disrepair and the owner cannot be contacted;
4. Blocking any dumpsters or fire lanes.
5. Receive in excess of five tickets per semester.
6. Student Restrictions

~Traffic Regulations

The Campus Safety Traffic Rules and Regulations publication is the official policy and procedure document relating to those who operate vehicles on the Shorter University Campus. Anyone operating a motor vehicle on campus is responsible for knowing and following these regulations. You may pick up a traffic brochure in the Campus Safety Office, FSU 126.

These regulations are intended:

- a. To make the parking facilities of the University available to its members.
- b. To promote pedestrian and vehicular safety.
- c. To insure access at all times for emergency vehicles.

All traffic and parking signs (including painted curbs, spaces, and hatchings) must be obeyed. Every effort has been made to mark with signs and/or yellow paint all areas of the University property where parking is prohibited. In addition, parking is prohibited in driveways, spaces designated for disabled persons, pedestrian paths, crosswalks, sidewalks, construction areas, fire lanes, Aramark, National staff spaces, faculty lots, visitors spaces, or any place where parking or driving would create a safety hazard, obstruct traffic, or interfere with the use of University facilities.

~Traffic Appeals Court

Traffic Appeals Court is comprised of two students, appointed by the SGA Executive Council and approved by the Senate, and two faculty members appointed by the administration. The members of the Traffic Court come from a pool of other appointed students and faculty. The court meets once a month or on an as-needed basis. Ticket appeals must be in writing within two weeks of the date of the ticket. The decision of the court is final. The appeals process is located on the back of the ticket.

~Speed Limit

The speed limit from Shorter Avenue to the top of the hill and on campus is 25 MPH. The speed limit for all parking lots is 10 MPH. Special attention should be given to speed bumps and speed should be adjusted accordingly. Citations will be issued to those caught speeding.

Security and Access to Campus Facilities

Students, faculty, and staff have access to academic, recreational, and administrative facilities on campus. All students are required to obtain and carry an official Shorter University Identification Card. Students must show student ID for free admittance (if applicable) to athletic events on or off campus and when entering the campus gate at night. The general public may attend special events on campus. Residence Halls are locked 24 hours a day and are accessible only to residents. Facilities Management inspects campus facilities regularly and responds immediately to reports of potential safety and security hazards.

Theft of Personal Property

Students who experience a theft or loss of personal property should alert Campus Safety as soon as possible. Shorter is not responsible for the personal property of students. Families are encouraged to make sure that homeowner's insurance policies cover the student's residence hall property. All personal property identification numbers should be recorded and accessible when reporting a misplaced/or stolen incident report to Campus Safety and the Rome Police Department. If a student has evidence that another student is responsible for the theft, he/she should alert the Campus Safety Office.

Commuter Lockers

Commuter lockers are available in the Campus Safety Office. The cost is \$5.00 a semester, fees are payable to the Campus Safety Office. Upon receipt of payment, Campus Safety will issue a locker and a combination lock.

Emergency Information

Personal Emergency Notification System

Shorter University has an emergency notification system, **Shorter2U**, to provide instant alerts regarding emergency situations, severe weather advisories, and school closings. Alerts can be received on your cell phone (via text message), e-mail, or pager. While Shorter2U is offered free of charge to faculty, staff and students, it does require enrollment. After enrolling, log into your account, where you may provide up to two cell phone numbers and two e-mail addresses.

Please go to <https://scholar.shorter.edu> and then the Campus Life Tab to register.

The Shorter2U system is powered by **e2Campus**, a leading mass-notification system for colleges and universities. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the school to use the service.

Campus Community Notification

Shorter University has a siren on campus that can be used for several emergency situations. The most common use is severe weather. Please adhere to the evacuation plans for each building and wait until you hear the "All Clear" before returning to your normal activities.

Inclement Weather Policy

If a decision is made to cancel classes due to inclement weather, stations in the area will be notified by 6:00 a.m., if possible. The following is a list of media outlets that will broadcast cancellations or delay schedules for Shorter.

Reporting an Emergency

For local police or fire department, dial 9-911 from a campus phone.

For a Campus Safety officer, dial 7911 from a campus phone or 706-233-7911 from a personal phone.

Local News

www.rn-t.com, www.hometownheadlines.com

Local Radio

WRGA 1470 AM

South 107.1 FM

WLAQ 1410 AM

WATG 95.7 FM

WROM 710 AM

Q102102.3 FM

Atlanta Radio
WGST 640 AM
WGST 105.7 FM

Other Radio: Calhoun: WEBS and WJTH
Summerville: WCTA

Atlanta Television
WSB (Channel 2), Fox 5, 11 Alive WXIA, CBS 4

Fitton Student Union

The Fitton Student Union offers students a place to meet, to study, and to have fun. There is an ATM machine and a prayer room available in the FSU. The Hawks Nest Café provides students with food and refreshments which include Starbucks coffees, teas, specialty drinks and food. The Student Union also houses the campus bookstore, the Student Affairs Offices, and the campus Post Office. Students can also enjoy the indoor swimming pool (please see the pool policy for information regarding use of the pool).

Food Services

Food service at Shorter University is provided by ARAMARK. Resident students are required to show ID cards at each meal in order to gain access to the food lines in the Hilltop Café (Dining Hall). Commuting students and visitors may pay for individual meals or purchase a meal plan from the Aramark Office or cashier. An ID card may only be used by the student who purchased the meal plan. Using another person's card is strictly prohibited and may result in both students losing their meal plan privileges with no refund of the meal plan. *If you lose your ID, please see the Director of Student Life in the Fitton Student Union for a new ID. There is a \$10 fee for replacement IDs.*

Food may not be taken from the Hilltop Café without proper authorization. The dress code requires appropriate attire for all meals (men - no sleeveless shirts). By order of the Georgia State Law, shoes must be worn in public dining areas at all times.

Requests for food at special occasions must be cleared a minimum of 2 weeks in advance with the Food Service Director.

Hilltop Café Hours

| | |
|---------------------|------------------------------------|
| Monday-Thursday | 7am to 10pm |
| Friday | 7am to 7pm |
| Saturday and Sunday | Cont. Breakfast 8:00 am to 9:30 am |
| | Lunch 11:30 am to 1:30 pm |
| | Dinner 4:30 pm to 6:30 pm |

Anyone who is not on the Unlimited Meal Plan will be allowed one entry per meal period to the Hilltop Café. The meal periods are as follows:

| | |
|------------------------|---------------------|
| Breakfast | 7:00 am to 10:45 am |
| Lunch | 10:45 am to 4:00 pm |
| Dinner | 4:00 pm to 7:30 pm |
| Late Night (Mon-Thurs) | 7:00 pm to 10:00 pm |

| | |
|------------------------|---------------------|
| Full Service Breakfast | 7:30 am to 9:30 am |
| Full Service Lunch | 10:45 am to 2:45 pm |
| Full Service Dinner | 4:30 pm to 7:30 pm |

A varied light fair menu will be available between full service meals and during late night.

Grievances Policies/ Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inaction of staff or faculty. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate

course of action. A complaint should first be directed to the person or persons whose actions or inactions have given rise to the problem within three weeks of the incident.

For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the chair of the involved department for assistance. The chair (or dean) will meet with both parties, seek to understand their individual perspectives, and, within a reasonable amount of time, reach a conclusion, share it with both parties, and reach a final resolution. See the policies related to academic procedures in the University Catalog or posted on Scholar.

Students having complaints outside the academic setting, and who have been unable to resolve the matter with the individual directly involved, should process the complaint in a timely manner through the administration channels of the appropriate unit. Students uncertain about the proper channels are encouraged to seek advice from faculty advisors, deans' offices, or the office of the Vice President for Student Affairs and Dean of Students. Complaints that rise to the level of a grievance may be heard, as a final appeal, before a committee, chaired by an appropriate person chosen by the President and including a representative of the faculty and a member of the student body. The grievance must be filed in writing. Grievances not deemed frivolous by the committee will be heard. The student may be assisted during the hearing by a member of the University community.

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University, and its various offices, from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of specialized complaints (sexual harassment for instance), and these should be fully utilized where appropriate. Violation of student conduct rules should be addressed through the Student Conduct process specifically designed for that purpose.

Complaints and grievances related to non-academic employees of the University should be made to the supervisor of the employee or the Vice President for that area.

Complaints and grievances related to student life, residence life, student support services, health services, campus safety, or campus ministry should be made to the Vice President for Student Affairs and Dean of Students.

Complaints and grievances related to admissions practices and recruitment should be made to the Vice President for Enrollment Management.

Complaints and grievances related to financial aid, accounts payable, or the business office should be made to the Vice President of Finance.

Complaints and grievances related to athletics should be made to the Athletic Director.

Complaints and grievances related to program accessibility for individuals with disabilities should be made to the Director of Student Support Services. Grievances unresolved at this level may be forwarded to the Vice President for Student Affairs and Dean of Students

Note: Due to federal regulations, the University generally only corresponds with students and not parents or guardians. See page for details or www.shorter.edu.

If a student believes he or she has been harassed or otherwise discriminated against because of race, color, gender, religion, nationality, ethnic origin, age, disability, or military service, the student

should report the matter immediately to the Vice President for Student Affairs and Dean of Students.

If a student with a disability feels that they have not received the accommodation(s) they are entitled to, the following information may be helpful:

- The ADA requires that accommodations be developed in a give-and-take dialogue process between the institution and the person with a disability. The student might need to meet with the Director of Student Support Services to more completely discuss and explore appropriate, reasonable accommodations. Students may need to meet with their professors, as well.
- Universities are not required to provide the requested or preferred accommodation. They are required to provide reasonable, appropriate, and effective accommodations for disabilities which have been adequately documented and for which the accommodation has been requested. The question, therefore, should be asked, "Is the accommodation that has been offered reasonable and effective?"

If reasonable accommodations are not implemented in an effective or timely manner: The student should contact the Director of Student Support Services. The Director works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of disability may choose to file a written grievance with the Disability Services Committee. Once the Director of Student Support Services receives such a written request, the Director will call a meeting of the Disability Services Committee for such a review and determination. The Director will inform the student in writing of the Committee's decision within 48 hours of the Committee's meeting.

If the student believes they are entitled to accommodations not approved by the Director of Student Support Services: The student can request in writing to the Vice President for Student Affairs and Dean of Students for the Disability Services Committee to review their documentation and the request for accommodation for reconsideration. Once the Vice President for Student Affairs and Dean of Students receives such a written request, a meeting of the Disability Services Committee will be called for such a review and determination. The Vice President for Student Affairs and Dean of Students will inform the student in writing of the Committee's decision within 48 hours of the Committee's meeting.

A student may, at any time, choose to file a formal complaint with the Office for Civil Rights (OCR) instead of or in addition to requesting a review by the Director of Student Support Services and/or the Disability Services Committee. The contact information for OCR is below:

OCR Atlanta Office
U.S. Department of Education
61 Forsyth St., SW, Suite 19T70
Atlanta, GA 30303-6350
Voice: 404-562-6350 TDD: 404-331-7236
FAX: 404-562-6455
Email: OCR_Atlanta@ed.gov

Procedures

Complaints should be presented orally to the appropriate University official. If an informal discussion of the matter is not satisfactory, a written statement of the complaint will be requested. A formal grievance/complaint form may be picked up in the appropriate University office. A written statement should contain the following: (1) the exact nature and details of the grievance, (2) the

date, time, and place of the grievance, (3) the names of witnesses or persons who have knowledge of the grievance, (4) any available written documentation or evidence that is relevant to the grievance, (5) description of steps already attempted to resolve concern through informal procedures, (6) resolution being sought by student, and (7) student signature and contact information.

The University official who receives the written complaint will investigate the complaint, take whatever action is necessary and appropriate, and will respond to the student in a timely manner. If a student has followed the grievance policy process and remains dissatisfied with the response to the complaint, the student may appeal to the Appeals Committee. Decisions by the Appeals Committee are subject to review by the President. The President may take whatever action he deems necessary and appropriate. The President's conclusions and actions regarding the complaint are final.

Student Health Services

FSU 209A, (706) 233-7278

Fax Number: (706) 236-1519 (confidential)

Office Hours (Fall and Spring Semesters)

Monday – Friday, 8:30 AM – 11:30 AM

1 PM – 4 PM (unless otherwise posted)

The purpose of Student Health Services is to provide quality first-aid care for students and to teach awareness of health habits which may help maintain wellness. Student Health Services' purpose also includes working with individuals and groups of students in long and short term health plans and to educate students as consumers of health services. Student Health Services operates on a walk-in basis. No appointments are necessary.

There is no cost for routine treatment; however, there are nominal fees for injections, screening tests, and visits to the campus physician. The cost of prescription medicine, special treatments, or tests ordered by the physician are the responsibility of the student. A Student Health Services healthcare professional can assist with referrals to off-campus specialists, and make arrangements for x-rays, laboratory testing, and other off-campus diagnostic tests.

Focus and Scope of Practice

The primary focus of the Student Health Service facility is to promote the health and wellness of each student. This is accomplished by providing a variety of services. Services include, but are not limited to:

- First-aid treatment, two self-care centers, health screening by a healthcare professional, specified CLIA-waived lab screenings and treatments (listed below), off-campus referrals, and medical record keeping.
- CLIA-waived screenings such as Strep A, mono, Accu-check (blood glucose), HcG (pregnancy), HBG (hemoglobin), and urinalysis are available at a nominal cost. PPD (tuberculosis) screening, vision screening and body mass index analysis are also available. HIV testing and counseling are provided on Monday – Thursday by the Director of Student Health Services.
- Immunizations for tetanus and influenza can be obtained through the clinic when the serum is available. Centers for Disease Control strongly recommend that students receive the meningococcal and Hepatitis A and B vaccines prior to attending college. The required immunizations to attend Shorter University are: MMR (2) and Tdp (Tetanus/Diphtheria/Pertussis) (within 10 years of attending classes). Shorter University's Student Health Services

recommends that students also receive immunizations for Hepatitis A, Hepatitis B, and the meningococcal vaccine. Because our students are adults, they are responsible for ensuring their own safety and well being. This includes getting the recommended immunizations. A completed health form **must** be sent prior to registration by all daytime traditional, daytime non-traditional, daytime commuter, and all residential students. Registration for future classes may be delayed if immunizations have not been received by Admissions and are on file in Student Health Services. Students who travel abroad are encouraged to receive a PPD (tuberculosis) screening in Student Health Services or Floyd County Health Department upon return to the United States. NOTE: To all pre-nursing students, the School of Nursing has additional immunization requirements for their students. Please contact the School of Nursing if you have questions. Their number is 706-233-7464.

- Physicians conduct clinical rotations on Wednesday afternoons (2 p.m. – 4 p.m.) of each week when class is in session. Most services are free of charge, but immunizations, screenings, and physician visits are available at a nominal cost. Students can be billed for these services through the Business Office.
- Suture removal, heat therapy, wound dressing changes, residence hall first-aid supplies, over-the-counter medications and supplies, and an equipment loan program including such items as crutches, humidifiers, and heating pads are available through the clinic.
- Immunizations for travel abroad or other immunizations can be obtained through Floyd County Health Department or Harbin Clinic Infectious Disease.

Health resources available to students include an annual health fair in association with Student Health Services, the student Allied Health Club and the student Nursing Club. Resources are available on nutrition, exercise, stress management, disease prevention and self care information. Health-related pamphlets are readily available in the clinic and in the adjacent hallway for students, faculty, and staff. Wellness-education information sheets are also made available to patients in an effort to inform the patient on the care of his/her particular illness. Information about and directions to full-time, off-campus emergency health facilities are located in the hallway next to Student Health Services.

Shorter University Student Health Services follows HIPAA guidelines. The HIPAA guidelines are attached to the health information sheet that all incoming new students must complete and sign. There are copies available in the clinic as well. To insure confidentiality of health records, a student's written consent is required before releasing information.

Verification of clinic visit

Upon request, Student Health Services' staff will provide a verification of visit for students who are examined in the clinic and need a note for their teacher. The student must be examined by a healthcare professional in the clinic on the actual day the note is needed.

This is strictly a courtesy to the student and/or teacher. The student is advised that only their teacher can excuse an absence and that the student must make up any missed assignments.

Insurance Information

Shorter University encourages each domestic student to have personal health insurance coverage. Most students will have coverage through family insurance policies, but for those students who do not have health insurance coverage, a student insurance policy is available through the University. Insurance information can be secured from the Student Health Services website at www.shorter.edu and click on Student Life, click Health Services, scroll down to insurance information and click. You will be guided to the link for the insurance company's website. Further information can also be secured from the Business Office at 706-233-7313 or Student Health Services' office at 706-233-7278. If the student will be a university athlete, there is separate coverage for the athlete. For further

information on athletic insurance, please contact the office of Athletic Director, Bill Peterson at 706-233-7347. Each student is personally responsible for medical bills incurred as a result of injury or illness.

All F1 non-permanent resident international students are required to purchase the international insurance provided through the University whether or not they have their own personal health insurance and/or the university's student athletic insurance. All F1 international students are automatically enrolled into the insurance plan when they begin classes each semester. If you have any questions concerning the coverage and its cost, contact the Business Office at (706) 233-7313.

Shorter University is not liable for accidents or injuries occurring anywhere on the University campus.

The Director of Student Health Services is the chairperson of the Alcohol and Other Drugs Coalition and manages Shorter University's MyStudentBody.com alcohol program.

Helpdesk

To contact the Shorter University Helpdesk, do one of the following:

1. Call (706) 233-7400
2. From SCHOLAR, select the "Helpdesk" link from the OIT tab
3. Browse directly to <https://helpdesk.shorter.edu>

ID Cards

All students are required to obtain and carry an official Shorter University Identification Card. This card is used to check out books from the Library, to gain entry into the Dining Hall, to gain admission to certain events sponsored by the University or student organizations, to establish the student's right to use University facilities, and to present identification when requested by University authorities and officials. The card remains the property of the University and may be reclaimed if used by any person other than the student whose name appears on the ID card. Students are required to carry their student ID cards with them at all times.

Identification cards for new students are made during summer orientation and registration at no cost to the student. Replacement ID cards may be obtained from the Student Life Office for a fee of \$10.00 each. ID cards are issued free only to students who are entering the University for the first time.

IT

Instructions for connecting to the network

To connect to the Shorter University network, make sure your computer is set to have its IP settings assigned automatically. If you are not sure how to configure your IP settings, contact the Helpdesk.

Facebook and YouTube

Shorter University encourages all students, faculty and staff to be cautious of information posted on Facebook, YouTube, and other similar websites. As Facebook and YouTube are public sites, the information is public as well. Please keep personal information limited as the information could be used to harm you or those with whom you live and work. As public sites, students, faculty and staff may report any activities posted or seen on another student's Facebook site or YouTube, or other similar websites, which are not in line with the University's mission and policies

SCHOLAR

SCHOLAR stands for Shorter University Homepage for Online Learning and Academic Resources. Available 24/7, this homepage serves as a portal for many university resources including student

email, grade reports, transcripts, calendars of events and MOODLE, Shorter University's course management system. You will find your course assignments and syllabus on the MOODLE system. To login, go to <https://scholar.shorter.edu>. Your ID number is your username, and your PIN is your password. If you do not know your ID and PIN, select the "Activate Your Account" link on SCHOLAR, and complete the activation process.

Responsibilities of All Shorter University Computer and Network Users

Access to and use of computing and networking resources at Shorter University (SU) are privileges extended to members of the Shorter University community. Access to Shorter University computing and networking resources is limited to authorized users and is for approved purposes only. Resources include computer hardware and software, computer-based files and data, Shorter University Intranet (the campus-wide data network), and all networks reached via Shorter University network(s), such as the Internet. Approved purposes are those consistent with both the broad instructional and research goals of the University and the user's relationship with the University.

The Office of Information Technology (OIT) provides centrally funded computer-related services for instruction and research and, through the Shorter University network, data network services for all organizations within the University. Other Shorter University units - schools and departments - may also provide access to similar resources.

Each holder of a network account, or of any school or departmental account permitting network access, has the responsibility to use resources referred to above in an ethical and legal manner and agrees as a condition for use of accounts and other resources administered by the Office of Information Technology to the following:

1. I understand that my access to Shorter University computing resources is for the sole purpose of facilitating my work as a University student, staff member or faculty member.
2. I will respect the privacy and reasonable preferences of other users (both at Shorter University and elsewhere on all connected networks), including the privacy of their accounts and data.
3. I will respect the integrity and security of the systems and network and will exercise care to maintain their security.
4. I will respect the shared nature of network and computing resources and will refrain from activities which interfere with the ability of others to use those resources.
5. I understand that computer accounts are for sole use by the account owner, and I will not share my account with other individuals or use an account assigned to another individual.
6. I will take precautions to safeguard my user ID and passwords and other privileged information to which I have been given access. Any passwords, verification codes or electronic signature codes assigned to me are for my individual use only. I will regard them as personal identifiers of my computer use, similar to my signature on a document.
7. I understand that I am responsible for all actions performed from my computer account.
8. I will not request, send, display, print or store fraudulent, harassing or obscene messages and/or materials on the personal computer assigned to me or any computing resources on or attached to the Shorter University network.
9. I will not attempt to monitor other individuals' computer or network use, nor will I attempt to obtain their passwords or any other private information.
10. I understand that, in the course of my work, I may be given or otherwise gain access to confidential or privileged information relating to this, or other institutions, or to Shorter University students, employees, parents or other individuals or groups. I will respect the confidentiality of all information to which I have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which I am not entitled.
11. I will not make unauthorized copies of software or perform unauthorized installations of

software or reconfigurations of systems, store such copies on the University network, or transmit them over the University network. I understand that my use of computing resources accessed via the Shorter University network, whether provided by organizations within or outside the University, may be subject to additional norms of behavior or regulations specific to the resource, which I agree to follow. Therefore, I will not make or use illegal copies of copyrighted media, such as movies, songs, and/or media, store such copies on the University network, or transmit them over the University network.

All persons accessing Shorter University computing resources will be held accountable for their conduct. As a matter of routine, use of Shorter University computer systems, the Shorter University network, and the Internet are monitored and recorded by authorized University staff members in order to safeguard the security and smooth operation of these resources.

If you have any questions concerning appropriate use or feel someone is inappropriately using the Shorter University network, please contact the OIT at (706) 233-7400 or contact the Director of IT at (706) 233-7304.

Any abuse or violation of the rules outlined here (or of other rules and practices governing the use of computer networks to which Shorter University is attached) will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with Shorter University rules and procedures, and referral to local, state and federal law enforcement authorities.

Library

Academic Year

Monday - Thursday, 8:00 am - 11:00 pm
Friday, 8:00 am - 5:00 pm
Saturday, 1:00 pm - 5:00 pm
Sunday, 2:00 pm - 11:00 pm

Summer Session

Monday - Thursday, 8:00 am - 9:00 pm
Friday, 8:00 am - Noon
Saturday, CLOSED
Sunday, 2:00 pm - 9:00 pm

The Shorter University Libraries' collection and services support the research needs of current students, faculty, and staff. The loan period for circulating books and scores is four weeks. There is a two week grace period following the due date; however, if materials are not returned within that grace period, fines will begin from the due date. Materials may be renewed unless they are needed by another patron. Fines for overdue books and scores are five cents per day per item with a maximum fine of \$5.00 per item. Fines cannot be calculated until materials are returned. Overdue notices are sent to individuals with overdue materials. Students may check their accounts online by going to <http://www.youseemore.com/shortercollege/> and entering the barcode number for their ID and the last four digits of the barcode as the PIN. The charge for lost materials is the replacement value plus a \$10.00 processing fee and any fines accrued. Students may check out 99 books or scores at a time.

Reference books, videotapes or other less used audiovisual materials such as cassettes do not circulate. They must be used in the library. Students can check out 5 DVD's and 5 CD's at a time. The check-out period is 7 days and there is no grace period. Student fines for these materials will begin immediately and are twenty-five cents per day. Provided a reservation has been made with a librarian, some audio-visual equipment may be checked out to students for classroom use when authorized by the faculty member teaching the course. The library's audio-visual collection includes the following: laptops, projectors, screens, and a video camera.

Supplies

Cassettes \$0.50

CD's \$1.00
Microfilm Copies \$0.10
Photocopies \$0.10
Printouts from Reference PC's \$0.10
Transparencies \$0.35 (includes cost of copy)
Two-sided Copies (Photocopier only) \$0.20

The GALILEO password changes quarterly. The current password along with passwords for databases available only to Shorter students but not a part of GALILEO are posted on SCHOLAR under the Library tab. Please note: While there is a core set of databases that are available on GALILEO to all libraries, you will find that the databases available on GALILEO vary from library to library, particularly among public libraries and academic libraries.

Martha's Cellar

Martha's Cellar is located in the basement of Cooper Hall. It is a place to study and come together while enjoying coffee and desserts in a relaxed atmosphere. The Mug is a coffeehouse event showcasing student talent and other live entertainment. The Mug is usually scheduled on a Thursday night each month throughout the semester. To reserve Martha's Cellar, please contact the Coordinator of Student Life at 233-7315. A reservation form must be completed by organization leaders and advisors.

Pool Policy

Students, faculty and staff members, their spouses, and dependent children* may use the swimming pool at any time between the hours of 8:00 a.m. and 11:00 p.m., except when a class or private party are being held in the pool area. Dependent children* *must* be accompanied by one of their parents. (*Dependent children are defined as those who are claimed as exemptions on income tax returns.) Students, faculty and staff members or their spouses *must* swim with a buddy—no one is permitted to swim alone. Students who swim alone will be subject to sanctions under Principles II and VI of the Principles of Conduct in the Student Handbook. Anyone who fails to produce a university I.D. when requested by a university official may be subject to prosecution for criminal trespass. Food and drink are not allowed in the pool area. No alcoholic beverages are permitted in the building or elsewhere on the campus. Smoking is prohibited on Shorter's campus except in gazebos. If any damage occurs to the pool, furnishings, or building, the reserving party will be held liable. All persons using the pool must follow the posted rules. No furniture may be moved to the pool area or the outside patio area. For pool rental policy, contact the Office of Student Affairs (233-7231).

Post Office

Hours of Operation: 8:00 am – 3:30 pm, Monday through Friday

Student post office boxes are accessible 24 hours a day.

Mail addressed to Shorter University should be as follows:

Name

315 Shorter Ave #- _____ (your box number – do not use "PO Box" or "Box")

Rome, GA 30165

U. S. Postal Service

- The Shorter University Post Office provides a wide range of service through the U. S. Postal Service. We sell *first-class stamps in books, individual stamps*, international postage, and postage for small packages.
- The U. S. Postal Service delivers mail to the Shorter Post Office each morning Monday through Friday.
- All outgoing mail is taken to the Rome post office at 3:30 pm – Monday through Friday.

UPS

- You can ship your UPS packages from ground to next day air through the Shorter Post Office. UPS parcels are delivered to the Shorter Post Office.

FEDEX

- The Shorter Post Office Post Office receives parcels and next day air from FEDEX. FEDEX delivers air, ground and home delivery to the Shorter Post Office.

Student Services

- Residential students will have a mail box assigned at no cost. Your box number and combination will be issued during Summit orientation. If you are a residential student, and fail to receive this information, please come to the service window at the Shorter Post Office for your mail box assignment.
- Faxes may be received at the Shorter Post Office. Our fax number is 706 236-1515. Faxes within the USA may be sent at no cost.
- Students may have copies made at the Shorter University Post Office for a small fee.

Questions: Contact the Shorter Post Office at 706 233-7229, email postoffice@shorter.edu.

Residence Life

FSU 204, Ext. 7233

Philosophy of Residential Life

Shorter University believes in individual freedom, not just as a right, but as a responsibility; freedom to be and, more importantly, freedom to become. Attendance at Shorter University is a privilege, not a right. It is assumed that when a student accepts our traditions and principles by voluntary registration, it is done so with the intent of being, in fact and in spirit, a cooperating member of this residential community.

The University encourages students to conduct themselves as mature men and women, invites students to participate in the formulation of rules, and supports their assumption of major responsibility in Student Conduct decisions and in good citizenship activities. Shorter also expects its students to abide by local, state, and federal laws, as well as generally accepted moral standards. Although the University's role is not to duplicate civil law enforcement or Student Conduct action, it may exercise authority for reasons appropriate to its function as an educational institution.

Most residence hall policies have been debated and determined by our residents and the administration in accordance with the Mission of the University. If you have questions regarding policies, please contact the Office of Residence Life.

Shorter University Resident Bill of Rights and Responsibilities

Resident students at Shorter University are entitled to these rights and have the responsibility to uphold these rights for all other residents.

- The right to read and study free from interference in one's room (unreasonable noise and distractions inhibit the exercise of this right).
- The right to sleep without disturbance of noise from roommates, guests of a roommate, or others on the hall or in the building.
- The right to expect that others in the room and the residence hall will respect each others' personal belongings.
- The right to a clean environment within the room and within the building.
- The right to free access to one's room and facilities.
- The right to personal privacy.

- The right to host guests with the expectation that guests respect the rights of the host's roommate(s), other hall residents, and the regulations of Shorter University.
- The right to freedom from fear of intimidation and from racial or sexual harassment.
- The right to address grievances.

Facilities

Shorter University has traditional and apartment style residence halls for men and women. Approximately 650 students can be housed on the Hill. Each residence hall is different and has its own personality. This personality is determined by the occupants of the hall and changes from year to year. All rooms are equipped with individual heating and air-conditioning units. All rooms also feature Internet ready computer hook-ups, cable TV, and telephone jacks. The University provides a special telephone line, which allows normally long-distance Atlanta area codes of (770), (404), and (678) to be local.

Telephone Services

Calls to the Atlanta area (area codes 404, 770, 678) can be made at no charge. For Atlanta calls, dial 9+1+area code+number.

Instructions for setting up Residence Hall Voice Mail

Your room number is _____.

Your Primary telephone extension number is _____.

Your assigned mailbox numbers are #1 _____, #2 _____, and (if needed) #3 _____. *You and your roommate first decide who uses mailbox #1 and #2. If you are in a private room, use mailbox #1.*

There are two main goals in setting up your voicemail:

First, you will set up the greeting for your Primary extension number. In this greeting you will tell the caller who you, *and your roommate*, are. Also tell them to press 1 to leave a message for the person who chose mailbox #1 and press 2 to leave a message for the person who chose mailbox #2. *If you are in a private room, tell them to press 1 to leave a message for you.*

Second, you will each, (*you and your roommate separately*), set up your own private mailbox greeting. Tell the caller what you want them to hear and to leave a message.

Call 7500. When the system answers, press # and enter your primary mailbox number. It will ask you for your security code. The first time you enter the system the security code is 1111.

It will ask for a new security code. You decide a new number that you can easily remember. The new code must be 4 to 10 digits, and it cannot be your extension number.

Enter the new security code and press #. It will ask you to re-enter the code for verification. Then press #.

The system will then ask you to press 1 to record your name(s). Simply say your name and your roommate's name, and then press #. The system will repeat what you said. Press # to accept it. (*You record your name in order to let people know who left the message when you call other rooms on campus.*)

Press 1 to record the main greeting. In this greeting, you should identify yourself and your roommate and let callers know to press 1 for (owner of box #1) or press 2 for (owner of box #2). Press #. The system will repeat what you recorded. Press # to accept.

Now you and your roommate will separately set up your own private mailboxes. If you are in a private room, you will still need to complete this next step.

Individual Private Voice Mailboxes

Begin by calling 7500. When the system answers, enter your personal four-digit mailbox number that matches whether you picked mailbox #1 or mailbox #2. You will be provided this code from the Office of Residence Life.

The remainder of the steps for setting up your individual private mailbox will be identical to the steps used in setting up your primary number. The exception will be that you record only your name *and* only the greeting that you want your callers to hear.

Voicemail Features

To check your messages from your room or from off-campus

Call 7500 or press * 5. From your cell phone or an off -campus phone call 233-7500.

After you hear the greeting that says you are in the system, press #

Enter your personal mailbox number, *not your primary mailbox number*

Enter your personal mailbox security code, *not your primary mailbox security code*.

The system will tell you if you have messages. If you have messages, when the system says “ready,” press 5 to listen to the first message. After you listen to the message, press 3 to delete or 7 to save. Press 5 to listen to the next message. The system will not let you hear the rest of the messages until you press 5.

After you have listened to all messages, *and pressed 3 to delete or 7 to save*, you **must** then press 99 to exit the system. If you do not press 99 to exit, the system will not delete or save the messages. If you just hang up, the system will leave everything as a new message. *The system does this as a precaution. If you are checking messages from your cell phone and lose your signal, you won't lose messages to which you have not finished listening.*

While **listening** to a message you may press:

2 - to back up

22 - to go back to the beginning of the message

4 - to go forward into the message

8 - to check what time and date the message was left

18 - to adjust the volume of the message

* (star) - to pause or resume

17 - to reply

13 - to forward a copy to another extension

14 - to immediately call the person back

7 - to save the message

3 - to delete the message

- to return to ready

To change your personal greeting, go to “ready” and press 4 and then 6.

To change your personal security code, go to ready and press 1, then 6, then 2.

Press 99 to properly exit the system.

*When leaving a message to another extension on campus press * for sending options.*

Campus Safety

Campus Safety is available on a 24-hour basis and may be reached during business hours Monday-Friday at 706-233-7218. In the evening, Campus Safety may be reached by calling the Gatehouse at 706-295-5334 or extension 8000 from a campus phone. **In case of emergency, always call 706-233-7911 or ext. 7911 from a campus phone.** The Campus Safety Office is located on the main floor of the Fitton Student Union, Room 126. The safety of the members of the Shorter University community ultimately depends on the shared responsibility and personal involvement of its members. **It is your responsibility to report suspicious persons or activity to the Residence Life Staff or Campus Safety.**

Emergency Protocols

Fire drills are conducted at various times throughout the year in accordance with local and state regulations. Residents are to cooperate with persons directing the drill and are to remain outside the building until the drill has been completed. When the fire alarm sounds, all students and guests must evacuate the building immediately. Please find the nearest exit and do not linger around the outside exit. Do not return to the building until proper authorization is given by the Residence Life Staff or Campus Safety. Failure to comply will result in disciplinary action.

Tornado drills are conducted at various times throughout the year in accordance with local and state regulations. Students are expected to seek the lowest level of shelter in the building in which they are present. They should also stay clear of windows, doors, or other items which may become broken or airborne during a tornado. When the emergency siren sounds all students and guests must go to the basement/lowest floor of the building. Do not return to your room or daily activities until given proper authorization either from Residence Life Staff or Campus Safety. Failure to comply will result in disciplinary action.

Note: Tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment is against the law. Likewise, giving false alarms is also against the law. Minimum sanctions for a violation of tampering with fire and safety equipment may be issued above and beyond penalties set forth by State Law.

Keys and Residence Hall Safety

Upon arrival, students are issued a key to their rooms. Primary responsibility for room security has to be that of the student. Residents should keep their rooms locked, even when they are occupied.

It is a student's responsibility to keep track of his/her key. If a resident is locked out of his/her room, the RA can let him/her in. If a student repeatedly requests assistance, a \$25.00 fee may be charged per occurrence. If a key is lost, a replacement key must be ordered through the Director of Residence Life. In order to obtain a new room key, residents must pay a \$40.00 replacement fee. ***Under no circumstances are any Shorter University keys to be duplicated, loaned, lent, or borrowed by any individual other than authorized University personnel. Failure to adhere to this policy will result in immediate disciplinary action.***

Personal Safety and Liability

Shorter University provides resident students and a limited number of staff members with keys to security doors and residence hall rooms. It is the responsibility of residents to lock their doors and not prop exterior/security doors. Shorter University is not responsible if a resident's personal property is stolen or damaged. Shorter University suggests that residents verify that a homeowner's policy will cover personal property on a university campus or obtain a separate supplemental/rental insurance.

All residence halls are secured 24 hours a day, and access is limited to residents and guests only. For residents of Alumni, Van Hoose, and Cooper access is through a separate security door key, which is issued at check-in. Loss of a security door key will result in a \$100 charge.

Residence Hall Occupancy

We believe that campus residency is an essential part of the Shorter University experience. Living on campus affords students more opportunities to become involved in the multitude of experiences. Living on campus also increases students' opportunities for personal contact with professors and University staff outside of the classroom.

All full-time students are required to reside on campus unless written authorization has been given from the Dean of Students. Typically, exceptions are granted for those students who are married, living with parents, 23 years of age, or have extenuating circumstances which warrant an exception to the institutional policy. Written documentation must be provided at the time of the request. Off-campus request forms are available in the Office of Residence Life.

Housing contracts extend for one academic year and expire within 24 hours of a student's withdrawal from the University, whether during the year or at the end of the semester. Housing fees and meal plan changes will be pro-rated up until drop/add if a student withdraws or moves off campus. No changes will be pro-rated after drop/add. Additionally, students who are given permission to move off-campus during the terms outlined in their housing contracts will be charged a \$350.00 early termination fee.

Residence hall rooms are available until 24 hours after a student's regularly scheduled final exams or until the published closing time and date of the University, whichever comes first. Only those students participating in Commencement exercises will be permitted to remain in the residence halls beyond their last exam. Any exception must be submitted in writing and approved three weeks in advance to the Office of Residence Life. Permission will not be granted for persons merely wishing to stay to attend Commencement. Failure to check out of the residence halls in time will result in a \$50.00 daily charge.

Residence halls will be closed during the Semester Break and beginning at 6:00 pm on the last day of classes preceding the vacation period. Halls will reopen at 2:00 pm on the day that directly precedes the first day of classes following the break, unless otherwise posted.

Visitation Policy

Guidelines have been established to ensure that the rights and privacy of each student are protected. Please remember that privileges carry responsibilities and that responsible action assures the continuation of these privileges.

1. Visitation Hours

Sunday-Thursday 10:00 am-11:00 pm

Friday-Saturday 10:00 am-2:00 am

Holidays 10:00 am-2:00 am

(except when the holiday is the night before classes)

2. All visitors of the opposite gender must be escorted by the host or hostess at all times.
3. During visitation hours, all students must be dressed as they would in the lobby or foyer.
4. Visitation supervision is the responsibility of the Residence Life Staff.
5. The common areas in Hazel Eubanks Hall are not lobbies. Guests of the opposite gender may only visit during Visitation Hours and must be accompanied by a host or hostess.
6. A visitor to a residence hall is expected to observe the policies of the residence hall in which

- he/she is a guest. It is the responsibility of the host to familiarize the guest with these policies.
7. Visitors under 18 are not permitted in the residence halls unless they are family members of current, residential students or guests of the Office of Admissions. Students must seek prior permission from the Office of Residence Life for siblings or other family members wishing to stay in the residence halls. Parents or adult guardians are strongly encouraged to make alternative arrangements off-campus when visiting. Guests may stay for a maximum of two days.

Maintenance Service

All maintenance problems should be reported through HELPDESK on SCHOLAR. If you are unable to use HELPDESK, please contact a member of the Residence Life Staff. If, for some reason, problems are not alleviated, students should contact the Director of Residence Life. Students should keep in mind that problems submitted to the help desk are prioritized in order of urgency, and that maintenance personnel may not be able to immediately resolve every problem. Your cooperation and patience are greatly appreciated.

If there is a maintenance emergency after hours, please contact your RA, RD, or Campus Safety (dial 706-233-7911 or 7911 from a campus phone).

Damages

The University attempts to maintain a clean, safe, and comfortable living environment for students currently enrolled at Shorter and for future students. Each resident student will be held responsible for damage to or loss of furniture, phones, University property, equipment and/or property leased to the University. The cost of replacement or repair will be charged to the occupant(s) and is determined by the facilities department. Walls, ceilings, and doors of residence hall rooms are not to be defaced in any way. Some common examples are nail holes caused by hanging pictures or curtains. Whenever possible, the individual(s) responsible for the damage will be charged. However, when the responsible individual cannot be assessed accordingly, the cost of the repair will be divided amongst all of the residents living in the room, suite, or hall. Students will be notified through their University-issued email accounts of common damage charges.

Room Inspections/Searches

Student rooms may be entered by University officials or representatives of contracted services for a variety of reasons in the normal course of business on the campus. These officials include such persons as Residence Life staff, maintenance, housekeeping staff, exterminator contractors, special contracted service representatives (i.e. air conditioning contractor), Campus Safety, and others authorized by the University. Routine reasons for such entry include health and safety inspections, maintenance calls, extermination services, and visits to residents by Residence Life staff members. Room inspections may be done without the presence of the occupant. The University may remove or require the student to remove any items which are deemed to be unhealthy, unsafe, or in violation of the University's Principles of Conduct.

Basis for decision to conduct search

The person(s) authorized to enter the room who observes an item or activity that is prohibited on campus but that is within plain view upon entry into the room or upon performance of the authorized task shall report the information to the appropriate University authority. Plain view is considered to mean what any person would be likely to see or hear in a visit to the room or what the representative sees or hears in the accomplishment of the authorized task.

In addition to reports from persons authorized to enter the room, the University may receive verbal or written reports from persons who demonstrate knowledge of a violation of University policies.

Occasionally, these reports may address specific residence halls but not specific residents. In this case the rooms in a hall or entire building may be searched. These reports shall be reviewed by Campus Safety and the Director of Residence Life. A determination shall be made regarding whether to act on the information, seek additional information, or to hold the report until further information is forthcoming.

The appropriate campus authority to whom any representative shall report to includes Campus Safety, Residence Life, the Vice President for Student Affairs, or the President. Those persons are responsible for determining what additional information is required to determine whether a search is to be considered. Searches are conducted only when there is reasonable cause. The University reserves the right to determine when there is reasonable cause and if a search is necessary.

Notification of Entry or Search

When it is deemed necessary to search a room, the Director of Residence Life (or a staff member acting in his/her absence) and the Director of Campus Safety or designee will be the ones to conduct the search. A reasonable effort will be made to notify residents before their room or apartment is searched, unless there is an emergency or other circumstances indicate that the search should be conducted immediately. Notification may be of a general nature, such as for health and safety inspections, or may be specific to a resident or group of residents.

It is understood that the University has the right to remove items that it deems unsafe, unhealthy, or not in keeping with University policies. Campus Safety shall confiscate items that are prohibited under University policies. Those items will be logged and discarded; or, if deemed necessary, the items may be stored for future reference.

If the student was not present during the search, the student shall be given notification that a search has been conducted in his or her room. The notification will include information regarding who conducted the search, what time it was conducted, and a list of the items that were confiscated. It will also include directions for contacting the appropriate office to discuss the University's Student Conduct procedures.

If an item, which is not allowed on campus under current University policies, was found in the room or apartment and the student will be required to remove it (in lieu of confiscation), the information will be provided in writing with the notification of the search. The student will be directed to contact the appropriate office to discuss further procedures.

Room Assignments

Room assignments are made through the Office of Residence Life. Returning students, using the criteria, priorities, and forms provided by the Office of Residence Life, have the opportunity during the spring semester to make requests for rooms and roommates. Rooms are assigned in order of seniority, according to a combination of cumulative credit hours and grade point average. New student room assignments are made in June of each year. The Residence Life Office works very closely with the Admissions Counselors in making roommate assignments for new students. New students may request roommates. In order for a room to be assigned, the housing questionnaire and damage deposit must be submitted.

Students can access their room assignment through their University Scholar account. If information regarding a housing assignment is not available, please contact the Director of Residence Life. After a student has been assigned to a room, a housing contract must be completed. As a legal instrument, the contract must be signed before the student may move into the residence hall. The

contract binds the signer to its terms of nine-month residency (exclusive of the semester break, when the residence halls are closed). A student who ends their contract prematurely will be subject to the termination penalty outlined in their housing contract. Once this document is signed, a student is required to adhere to all of the terms in it.

All room assignments are tentative and subject to change at any time as deemed necessary by the Director of Residence Life.

Room Changes

Students may request room changes prior to the end of the drop/add period. After drop/add room changes may only be approved as deemed necessary by the Director of Residence Life. Room changes will not be made during the first two weeks of fall semester or the last six weeks of either fall or spring semester. No housing or meal plan charges will be reduced after drop/add. Room changes may be made only with the proper authorization and forms from the Office of Residence Life. Room changes made without proper authorization result in a \$25 fine.

Hall/Floor Meetings

Residence Life Staff members hold mandatory meetings at the beginning of each semester to explain university policies, fire/safety procedures, and the responsibilities of each student for his/her own safety and for that of others. These hall meetings, as well as other programs throughout the year, are designed to provide the student with valuable information to enhance residence hall living. Each student is responsible for all information covered at these meetings. Due to this responsibility, all announced hall meetings are ***mandatory*** for resident students. Persons involved in emergencies that prevent them from attending a hall/floor meeting should contact their Resident Assistant prior to the mandatory meeting.

Check-In/Check-Out Procedures

Residents are responsible for properly completing check-in and check-out procedures with the Residence Life Staff. Each resident is completely responsible for the contents of his/her room. Proper check-in and check-out includes making arrangements with the RA to inspect the room, signing the inventory, and indicating the condition of the room at the time of check-in and check-out. Check-in and check-out procedures occur at the beginning and end of each school year and any time a student moves from one room to another. Students desiring to check-in before the scheduled move-in date or check-out after the final day of finals must be granted approval by the Director of Residence Life and will be assessed a charge of \$50 per day. Requests will be considered on a case-by-case basis.

Room Inventory: At check-in, each student will sign a room inventory form that describes the contents and condition of the room. It is the student's responsibility to note any discrepancies (i.e. existing damage) on his/her copy of the form and return it to the RA. At check-out, the room will be inspected by the RA, who will note any changes in the contents and/or condition of the room. Questions and/or comments on the condition of the room should be written on the form and initialed by the student. Failure to review and sign the room inventory form at check-out is considered an improper check-out and will be subject to a \$50.00 fine. Damage charges will be assessed based on the changes in the condition and/or contents of the room during the student's time of occupancy.

Check-out: Failure to leave a room clean, including proper disposal of trash, will result in a \$50.00 cleaning fee being assessed against the occupants. Failure to return the room key results in a charge of \$40.00. Students who fail to check-out, including completing the room inventory form, turning in the key, and cleaning the room, will automatically be assessed a \$50.00 fine for checking out improperly, in addition to any necessary cleaning fees or key charges.

Furniture: Residents are responsible for all University furniture in the room(s), and the amount and condition, as noted on the inventory form, must be the same at departure as upon arrival. All furniture provided by Shorter University present in the room may not be removed for any reason. Removing Shorter University furniture from the room will result in a \$50.00 charge. *NO personal furniture may be left in the residence halls during the summer.* Because rooms may be used by camps and other visitors during the summer, the University will dispose of all personal furniture left in the residence halls (except in designated storage areas) and charge a removal fee of \$50.00.

Miscellaneous Policies

Bathroom Vents: Bathroom exhaust vents cannot be covered; this will cause damage to the motors and result in mildew.

Bicycles, Motorbikes, and Motorcycles: Due to congestion and safety hazards, motor vehicles (all types) and bicycles (including parts) may not be brought into or stored in any room or hallway of the residence hall (with the exception of bikes in Bass Village).

Candles: Candles and incense are prohibited in the residence halls, even for decorative purposes.

Change of Furniture: No University furniture may be moved from one room to another unless authorized in writing by the Director of Residence Life.

Corridors: The outside or corridor sides of a student's room door is considered part of that room; therefore, the occupants of the room are responsible for its care and maintenance. Hallways should be kept free of personal belongings. Umbrellas, books, shoes, furniture, boxes, suitcases, etc. are a safety hazard and may not be left in the hallways.

Dead Week: Dead week occurs at the end of each semester during final exams, beginning on the first day of finals and continuing until the last exam is completed. Any noise from within or without the building that disturbs other students is treated seriously.

Door Panels: Per the Fire Marshall, the door panels on Roberts hall rooms cannot be removed or altered.

Doorways: Doorways must remain clear so that doors can be opened.

Door Closers: The alteration or disassembly of any door closer or door hardware on any residence hall door, including stairwell doors, is prohibited.

Door Propping: Any door propping, including the alteration or disassembly of any closet or hardware on any residence hall door including stairwell doors, is prohibited. *Violations will result in a common fine for residents of the floor or building.*

Food: Food kept in rooms should be covered or in closed containers. Due to rapid spoilage, meat and dairy products should not be kept in rooms, except in refrigerators. Food must be removed during semester breaks.

Guests: Resident students may host guests of the same gender overnight. Guests may stay *up to two nights*; the only exception is a long weekend when classes are not in session.

Heat Pumps: There must be at least a 12" clearance between a heat pump and any furniture. These units must have good air flow to prevent damage to the unit.

Inflammables: Volatile or inflammable liquids are prohibited in the residence halls. This includes paint and paint products (left overnight). Candles, incense, potpourri warmers and other items which can produce an open flame are not permitted in the residence halls.

Lofts/Lofted Furniture: Loft construction is permitted only under very strict guidelines approved by the local Fire Marshall. Consult the Director of Residence Life before making any plans to construct a loft. Students are only permitted to construct lofts after completing their first semester. Inspection of lofts will be conducted at the end of the first month of each semester. All lofts must be removed upon check-out.

Meals: Students who live in the residence halls are required to be on a meal plan. Rare exceptions are those students who are medically mandated to eat foods that are unavailable or unattainable from the food service.

Medical Emergencies: A nurse is available in Health Services from 8:30 am to 5:00 pm, Monday through Friday. If you become ill or are injured during these hours, please contact the nurse for assistance. If you become ill or are injured during the evening or weekend hours, contact your RA, go the ER or Urgent Care.

Personal Property/Personal Property Insurance: The University does not carry insurance on a student's personal property. The student may be covered in a parent's policy or may obtain his/her own policy from any general insurance agency.

Pets: No pets, except common fish, are permitted in the residence halls at any time. Fish can only be kept in a 5 gallon tank or smaller.

Quiet Hours: In general, quiet hours are imposed at 11:00 pm. The nature of quiet hours is such as to not disturb the sleep of other residents. At all other times, students are expected to respect the rights of students to study effectively. Quiet hours will be strictly enforced 24 hours a day during final exams.

Refrigerators: When leaving for long holidays, students should completely empty the refrigerator (including ice trays), cut off the power, and prop open the door of the refrigerator. If this is not done, problems may occur, which may cause damage to the refrigerator, the room, and personal belongings.

Roofs: Roofs of all buildings are off-limits at all times. The sundeck between Cooper and Van Hoose is off-limits to men, except during visitation (during which time they must be escorted).

Salespersons: **No one is allowed to solicit in the Residence Halls.** If you see someone soliciting in the residence halls, please notify your RA, RD, Director of Residence Life, or the Director of Campus Safety.

Smoking: Shorter University is a smoke-free, tobacco-free campus. Smoking or tobacco use of any kind is not permitted in any building, including residence halls. Spit cups and ashtrays are not allowed. Signs of use within the residence halls are sufficient cause for disciplinary action. Tobacco use is only allowed in the gazebos.

Storage: There are very few areas for storage in the residence halls. The University will not store extra or unwanted beds, furniture, or personal belongings. No items may be left in hallways, lobbies, or other unauthorized areas due to local fire code. **Items left in hallways will be disposed of promptly.** Items may not be left in rooms over the summer, and University furniture should remain in the room at all times.

Toasters: No open coil heating element appliances are permitted in the residence halls. This includes toasters, toaster ovens, hot plates, potpourri warmers, etc.

Walls: Pictures and other articles may be hung from walls (preferably from molding when this is possible). The student is advised to use material that will not deface the wall when removed. ***This Means No Nails Or Tacks In The Plaster Walls.*** Foam tape will leave a residue on the walls which will result in a fine. Students will be assessed the cost of restoring the wall when necessary. The application of any type of stick-on "contact paper," wallpaper, or wallpaper border is prohibited.

Weapons: Weapons are prohibited in the residence halls. This includes (but is not limited to) firearms, knives or cutting weapons, bows and arrows, BB guns, air rifles, air-soft guns, paint guns, tazers, stun guns, fireworks, or explosives.

Windows/Screens: To utilize any window of any building for entry or exit, except in the event of an emergency, is prohibited. Loitering outside any window of a residence hall is prohibited. Because of the uniqueness of the University community and the public it serves, room windows are to be kept free from articles and objectionable signs or words that detract from the nature of the University and the appearance of the buildings. In addition, displays or decorations are prohibited from windows. Window screens are to be left in place at all times to prevent access to rooms and the buildings by insects and rodents. When screens are left in the windows, objects cannot fall or be thrown out which might cause injury to persons below or create unnecessary litter around the buildings. Screens removed and/or damaged will be replaced and occupants of the room charged

accordingly. For reasons of safety and appearance, antennas are not to be erected on the exterior (including window screens) of the building.

SGA

Student Government Association Constitution

Student Voice

The Shorter University Student Government Association will serve as the student voice for institutional decision-making. The student voice is critical to the educational mission of the University. The Dean of Students or designee will serve as the advisor to the Student Government Association. The advisor serves as liaison between the University and students on issues, including the institutional decision-making processes, and encourages active student participation in academic and campus life. To ensure practices, all Student Government Association meetings are open to the public.

Purpose and Leadership

The Student Government Association is the officially recognized student organization that provides the channel through which students may cooperate with administration and faculty in many aspects of University functioning. Led by its Executive Council and Senate, SGA is responsible for student appointments to appropriate committees, for carrying out its own stated purposes, and for the administration of the Student Activity Fee.

Constitution

Article I. Name of the organization and membership

The name of the organization shall be the Student Government Association of Shorter University. The Association shall be comprised of all students of Shorter University who shall become members upon enrollment. Students are subject to all rules and regulations as may be herein stated or enacted under this Constitution.

Article II. Purpose

The purpose of the Student Government Association shall be:

- A. To develop principles of democratic self-government.
- B. To promote wholesome student relationships and to provide a means of cooperation among students, faculty, and administration.
- C. To maintain the Christian ideals of the University.
- D. To maintain both the rights and responsibilities of each member of the Student Government Association.

Article III. Legislative Department

Section 1. All legislative powers of the Association shall be vested in the Student Senate and the Faculty Student Legislative Committee.

Section 2. The Shorter University Student Government Association shall follow Roberts Rules of Order (Revised) for parliamentary procedure.

Article IV. Student Senate

Section 1. Membership

A. Student Senate shall be comprised of ten (10) students elected from each of the respective classes in a school-wide election held approximately six (6) weeks before the end of the school year. Any seat remaining, after elections, can be filled by any student regardless of classification.

B. Each candidate must have and maintain a cumulative 2.50 grade point average. Senators not maintaining the required average must vacate office.

C. All Senators will be elected by their respective classes, in a school-wide vote, to a one-year term that shall terminate at the end of the school year. Any Senator may seek election an unlimited number of times. If any vacancies occur in the Student Senate during the school year, nominations from Student Senators and Executive Council members will be taken and a vote will ensue. For a new Senator to be elected he/she must have an affirmative majority vote of quorum. The person elected to fill the vacancy shall serve the remainder of the school year in which the vacancy occurs.

Section 2. Officers of the Student Senate

A. The Vice President of the Student Government Association and President of the Student Senate, who will be a voting member only in the case of a tie.

B. The President Pro Tempore of the Senate, who shall be elected at the first meeting of the Fall semester from the members of the Senate and shall serve as Head of the Senate in the absence of the President of the Senate.

C. The Secretary of the Senate, who shall be the secretary of the Student Government Association, and who shall be responsible for keeping Senate records, taking minutes of Senate meetings, issuing student Senate tests, and other duties deemed necessary.

D. The Treasurer of the Senate, who shall be the treasurer of the Student Government Association, and who shall keep a permanent record of all sources of income and disbursements of the Student Government Association.

E. The Fitton Activities Board Director, who shall direct the Fitton Activities Board, and who shall be responsible for all planning of events sponsored by the Fitton Activities Board.

F. The Parliamentarian of the Senate, elected by the Senate at the first meeting of the Fall semester, who shall advise as to the proper procedures and organizational rules.

Section 3. Powers of the Student Senate

A. To enact rules and regulations for the student body.

B. To review all constitutions of new organizations, all proposed constitutional changes to existing organizations, and to make recommendations before approval or rejection.

C. To provide for the publication of legislation in order that the student body may be informed.

D. To confirm all appointments made by the President of the Student Government Association by a majority vote of the Senate membership.

E. To institute impeachment and/or approve impeachment, by a two-thirds vote, of any officer of the Legislative or Executive Branch of the Student Government Association for malfeasance or serious abuse of the Senate membership. Action of both houses is required.

F. To override, if necessary, the veto of the President of the Student Government Association by a two-thirds vote of the total Senate membership.

G. To allocate available funds to student organizations which petition for funding.

H. To sponsor special projects.

Section 4. Voting

A. A quorum for Student Senate shall consist of two-thirds of all members. All formal business and voting must take place with a quorum present.

B. Any motion must pass by two-thirds of the Senate present.

Section 5. Senators are obligated to abide by the following rules:

A. Any Senator receiving more than two unexcused absences from Senate meetings, whether regular or called, and one (1) unexcused absence from any Senate function, during the academic semester, shall have his/her terms as Senator terminated and his/her name extracted from the Senate roll. The Secretary of the Senate will excuse valid absences. The Secretary may only validate excuses submitted within twenty-four (24) hours of the Senator's missed obligation.

B. Any Senator arriving late for, or leaving early during, a Senate meeting, without being excused by the Secretary of the Student Government Association, shall receive one-half unexcused absence.

C. All Senators will have three weeks to pass a test on the Constitution and Robert's Rules of Order. The test must be passed by 70% of correct answers. Upon failure of the first test, a retest will be given within one week. If a Senator does not pass the test, a replacement Senator must be elected. The Secretary will be responsible for drafting the test.

D. Newly appointed Senators filling vacant Senate seats throughout the academic year must take, and pass, the Constitution test within three weeks of appointment.

Article V. Executive Officers of Student Government

Section 1.

A. The Executive members of the Student Government Association shall be President, Vice President, Secretary, Treasurer, and Director of the Fitton Activities Board.

B. No Executive Officers may serve as a Student Senator or as a member of the Faculty-Student Legislative Committee.

Section 2. Qualifications

A. The President shall:

1. Be elected from the incoming Junior or Senior class.
2. Have and maintain a cumulative scholastic average of at least 2.50.
3. Have served on Senate for at least one *full* semester.

B. The Vice President shall:

1. Be elected from the incoming Junior or Senior class.
2. Have and maintain a cumulative scholastic average of at least 2.50.
3. Have served on Senate for at least one *full* semester.

C. The Secretary shall:

1. Be at least a rising sophomore.
2. Have and maintain a cumulative scholastic average of at least 2.50.

D. The Treasurer shall:

1. Be at least a rising sophomore.
2. Have and maintain a cumulative scholastic average of at least 2.50.

E. The Director of the Fitton Activities Board shall:

1. Be at least a rising sophomore.
2. Have and maintain a cumulative scholastic average of at least 2.50.
3. On an interim basis only, may be a second-semester freshman if he/she has served on the Fitton Activities Board.
4. Have served on the Fitton Activities Board or the Student Senate for at least one year.

Section 3. Duties

A. The President of the Student Government Association shall:

1. Call and preside over meetings of the student body.
2. Call special meetings of the Student Senate, if deemed necessary.
3. Appoint any committee that he/she deems necessary to further the administration of the Student Government Association.
4. Have power to veto any legislation passed by the Student Senate.
5. Serve as intermediary for students, the Student Senate and the administrative officials of the University.
6. Be responsible for disseminating information concerning the Student Government Association, its powers and duties, and school regulations to new students during orientation.
7. Serve as Chairperson of the Elections Committee.
8. Shall appoint Student representatives for University-wide committees.

B. The Vice President of the Student Government Association shall:

1. Serve as President and Speaker of the Student Senate.
2. Serve as President of the Student Government Association in the event the President is unable to perform the duties of the office.
3. Serve as Chairperson of the Legislative Committee.
4. Vice President nominates candidates for the positions of President Pro Tempore and Parliamentarian, which will be voted on by Senate at the first meeting of the school year.
5. Shall appoint senators to the Student Government Association committees.
6. Shall call and preside over the Freshman class meeting and shall serve as acting President of the Freshman class until the election of Freshman senators in the Fall semester.

C. The Secretary of the Student Government Association shall:

1. Keep on file all records and minutes of the Student Senate. The Secretary shall distribute minutes of all Senate meetings to members of Senate and the Faculty-Student Legislative Committee.
2. Attend to the correspondence of the Executive Committee and the Student Senate.
3. Check the Senate Roll at each meeting.
4. Serve as acting President in the absence of the Vice President and President Pro Tempore of the Student Senate.
5. Serves as Chairperson of the Student Services Committee.

6. Maintains files and records of the Student Government Association, including but not limited to the Student Government Association Constitution, Student Organizations Constitutions, etc.
7. Shall prepare a meeting agenda for all Senate meetings.
8. Be responsible for checking grades for eligibility at the end of the semester and before elections.

D. The Treasurer of the Student Government Association shall:

1. Keep a permanent record of all sources of income and disbursements of the Student Government Association.
2. Submit a financial report at each Student Senate meeting and a detailed report to the Budget Committee at the first meeting in January.
3. Serve as Chairperson of the Budget Committee.
4. Serve as Acting Secretary in the absence of the Secretary.
5. Formulates a yearly operating budget to be presented to the Senate at the beginning of the Fall Semester.

E. The Director of the Fitton Activities Board for Student Government Association shall:

1. Report to Senate on the progress and expenses of all upcoming events of the Fitton Activities Board.
2. Keep Senate informed on the calendar for the upcoming semester. Submit a budget for next year for approval by Senate in the spring of the current year.
3. Attend Senate meetings and stay for their entirety as a member of the Executive Council.
4. Submit a list of seven (7) students to serve as the chairpersons on the Fitton Activities Board committees.

Section 4. Attendance requirements for Student Senate meetings will be the same for all Executive Officers as it is for the Senators.

Section 5. Executive decision making powers:

A. In the manner of making a decision when appropriate information is not attainable or a conclusion cannot be made and the deadline for such an instance falls before the next scheduled meeting, the Senate shall have the authority to turn over decision-making powers to the Executive Council of the Student Government Association for the matter in question. This transference can only occur after an affirmative vote of two-thirds of all Senators present at the meeting in which this motion is made and seconded. The aforementioned power will last no longer than the interim between two meetings, after which the Senate will regain authority over the matter if not yet resolved. If it so wishes, the Executive Council may refuse the power to make a decision for the Senate.

B. When an emergency situation arises in which a decision must be made in a timely manner but does not allow for review by the Senate of the Student Government Association, the Executive Council may choose to resolve the issue if it deems it necessary. When this power is invoked, a full report of the situation, the decision made, and the motivation behind the specified decision must be presented to the Senate at its next meeting. This restricted power can only be used two times a semester. The Senate may approve another allotment of two Executive decision-making privileges by the affirmative vote of two-thirds present at the meeting in which this motion is made and seconded. The Executive Council may refuse this power to make emergency decisions for the Senate body. If the Senate or Executive Council cannot be contacted, and it is imperative that a

decision is made, the President of the Student Government Association may assume the responsibility of settling the issue as he/she sees fit. This will use an allotted decision-making privilege.

Article VI. Committees of Student Senate

Section 1. The Executive Committee shall consist of the Executive Officers of the Student Government Association. The Executive Committee shall appoint the members of each Senate committee.

Section 2. The Elections Committee shall consist of the President of SGA, who shall serve as chairman and seven Senators selected by the Student Senate. The purpose of the committee is to supervise all school-wide elections, to validate the eligibility of candidates, and to post the final list of nominees ten days prior to each election. The committee is responsible for counting the ballots.

Section 3. The Legislative Committee, comprised of seven Senators, including one from each class, shall review all constitutions of new organizations and all proposed constitutional changes submitted to SGA by student organizations and make recommendations to the Student Senate and the Faculty-Student Legislative Committee concerning approval or rejection. It shall also review all concerns of legislative matters. The chairman shall be the Vice President of SGA.

Section 4. The President's Committee, comprised of seven Senators, including one from each class, shall assist in planning major events for the student body. The chairman shall be the President of SGA.

Section 5. The Student Services Committee, comprised of seven Senators, including one from each class, shall assist in the preparation for each event sponsored by the SGA. This includes creating and distributing fliers, voice mail messages, etc. The chairman shall be the Secretary of SGA.

Section 6. The Budget Committee shall be comprised of the SGA Treasurer, who shall serve as chairman, and seven Senators appointed by the President and Vice President of the SGA and approved by Senate. The primary function of this committee is to determine the amount of money to be fairly allotted to the various organizations and committees according to the benefits to be received by the allotment. The committee shall have the power to determine the validity of requests for money submitted by organizations to the Student Senate and to make recommendations to the Senate concerning the specified allotment at the first Senate meeting following the initial request.

Section 7. The Fitton Activities Board shall be made up of seven (7) members of the student body, including all four classifications. The committee will be chaired by the Director of the Fitton Activities Board. The Board will plan and staff all activities for the student body. The expenditures are to be approved by the Student Senate. The funds are included in the overall budget of the Student Government Association.

Article VII. Financial procedures of Student Senate

Section 1. The purpose of an allotment

A. To provide money to organizations that have no outside source of funds and who do not contradict the morals and codes of Shorter University.

B. To provide emergency loans for a detailed particular purpose upon special request.

Section 2. Eligibility requirements

A. Those organizations that directly receive activity fees, i.e., the Fitton Activities Board, Shorter Christian Association, and Argo, and those funded from outside the University, i.e. the Baptist Collegiate Ministries, are not eligible for extra allotments or emergency loans.

B. Other organizations that might emerge that receive funding from outside the University or directly from activity fees would not be eligible.

C. During the summer proceeding the Fall semester, the SGA Treasurer will set a date for the Treasurer's workshop in the Fall and Spring semesters. In order to receive an allotment:

1. The President and/or Treasurer of each organization must attend the Treasurer's Workshop.
2. A current constitution and list of officers with phone numbers and box numbers must be presented.
3. If no one from an organization attends the meeting, that organization will not be eligible for an allotment that semester. Acceptance of absences is at the discretion of the Budget Committee.
4. All Organizations applying for an allotment must be a Shorter University recognized organization; therefore, they must have a Student Organization Information Sheet on file with the Office of Student Life before they are approved for an allotment.

D. Following this meeting, arrangements will be made for the organizations present to receive a first semester allotment in an amount not to exceed \$250.00, providing they comply with the following rules:

1. Organizations receiving an allotment may spend the money as they see fit, as long as the organizations do not contradict the morals and codes of Shorter University.
2. Organizations that allow membership only to certain students will still be eligible to apply for allotments from SGA as long as the organizations have legitimate reasons for restricting membership, such as GPA requirements (i.e. honor societies, music fraternities) and gender requirements (i.e. social fraternities and sororities).
3. If the members of an organization are receiving hourly credit for membership and/or participation, it will not receive an allotment from SGA.
4. A copy of the organization's constitution and current list of officers should be filed with SGA. The Secret Sophomore Sabots are exempt for filing a Constitution.
5. Accepting the \$250 from SGA means the organization understands that in order to receive a second semester allotment, it will have to produce bank statements showing how its first semester allotment was spent, including all transactions (withdrawals and deposits). In the event that an organization does not have a bank account, receipts may be submitted for review by the Budget Committee.

E. At the beginning of the second semester, a balance sheet will be sent for each organization to complete and return along with bank statements (see D.5) showing how it spent the allotment. The Budget Committee will then review the information and determine an amount not to exceed \$250.00. This decision will be based on the following factors:

1. How the organization used its first semester allotment (saved or spent). If the organization wishes to save its money, there must be proof from a bank statement to show this and a brief explanation of planned expenditures.
2. The Budget Committee will make a recommendation to Senate, and the Senate will vote on the final amount organizations will receive for the Fall and Spring semesters.
3. In the event that the organization does not provide a balance sheet by the specified deadline, acceptance of a "second chance" balance sheet will be at the discretion of the Budget Committee.

Section 3: Emergency Loans

A. All organizations that are eligible may request, at any point in the school year, an emergency loan. The loan must be paid back by the end of the following semester or worked off by the end of

the current semester. The attendance of the organization's members at work time will be worth minimum wage plus twenty-five percent per hour per member at event(s), subject to Senate approval. If the loan is not paid back in full by said time, the organization will not be eligible for allotments or additional loans until the semester following the semester the loan is paid back. Any eligible organization may request up to \$250 per loan no more than twice a semester. If an organization wishes to make two requests in one semester, there will be a mandatory two-week interval between the loans given. However, this two-week period may be waived by a three-fourths (3/4) vote of the Student Senate in case of an emergency, as determined by the Senate. An organization or group may not exceed a \$500 total amount of grants and/or loans in one semester.

B. If an emergency loan is taken out that does not exceed \$250, the organization *must* choose to use its next semester's allotment as reimbursement if it has not already paid the loan back to SGA. If this situation arises, the organization must still come to the Treasurer's Workshop or fill out a second semester allotment form. As long as the organization would normally be approved to receive the allotment, this can become its reimbursement. In this situation, the organization may not request another emergency loan until the following semester.

C. SGA has the right to refuse a request for emergency loans if the members of Senate feel that the need is not substantial or valid. All emergency loan requests must include a full explanation of the purpose for which the funds are to be used. Each organization must fill out emergency loan forms properly the first time. Once a form has been submitted to the SGA Treasurer, it will not be available for adjustment. The organization must ask for a loan at a Senate meeting, in person, and must propose it in writing as well. At this time, the organization must propose the manner in which it will pay back or work off the loan, or it may request that Senate arbitrarily assign a duty. The loan request, in most situations, will then be tabled and voted on during the next Senate meeting; however, in extreme emergencies, the one-week waiting period may be waived by a vote of Senate or by an Executive decision so that immediate action may be taken.

D. The SGA Treasurer will present a recommendation to the full Senate for a vote at the meeting. The Budget Committee will monitor the use of emergency loan funds to prevent any abuse of funds. The summer session(s) does not qualify for allotments or emergency loans.

Section 4: Activity Fee

A. The Student Government Association is responsible for the allocation of funds to the Fitton Activities Board, the ARGO yearbook, the Shorter Christian Association, and SGA.

B. Recipients of the funds from the student activity fee are expected to maintain a record of income, expenditures, and receipts. All requisitions to the University business office must be authorized with the advisor's signature.

C. A tentative allotment budget for the activity fee distribution for the following year will be proposed during the spring semester by the SGA Budget Committee. The previously mentioned organizations will prepare a budget proposal for the Budget Committee. The Senate will make any necessary adjustments to the tentative budget in the fall semester.

D. The previously mentioned organizations are expected to remain within their budgets.

E. Organizations spending more than their annual allotment will have the difference of the amounts removed from the following year's allotment. The Student Government Association reserves the right to monitor and review the finances of the student activity fee.

Section 5: Grants

A. Grants, monies given to an organization without expectation of repayment, shall be at the discretion of the Budget Committee to review and present for a vote by the Senate.

B. Any organization (that has previously turned in a copy of its constitution and list of officers) or group of students representing Shorter University shall be able to request a grant at any point during the school year.

C. Any eligible organization or group may request a grant amount not to exceed \$250. An organization may not receive more than two grants a semester. An organization or group may not receive more than \$500 in grants and/or loans in one semester.

D. Organizations desiring to receive a grant must complete the approved form given by the Budget Committee. This form must be presented to the Budget Committee at least one week in advance of the grant being given. If the grant is approved, the form must also be returned following the use of the grant.

E. The Budget Committee will make recommendations to the Senate as to whether to approve a grant, advise the organization to pursue a loan, or deny a request.

Article VIII. Faculty Student Legislative Committee

Section 1. The Faculty-Student Legislative Committee shall be comprised of five (5) full-time members of the faculty, appointed by the President of the University, and one student, appointed by the Vice President of SGA at the beginning of the Fall Semester, from each of the four classes. The Vice President for Student Affairs and the President of SGA are ex-officio members.

A. One of the five faculty members shall serve as the Chairperson of the Committee. The Chairperson may vote only in case of a tie.

B. Students elected to this Committee must have and maintain a cumulative scholastic average of 2.50 during the semesters he or she serves on the Committee.

C. The Committee shall elect a Recorder in the first meeting of the year. The Recorder shall keep a complete record of all proceedings and shall keep these records on open file for the use of all students.

D. Any student, excluding freshmen, who serves as a member of the Faculty-Student Legislative Committee shall have been a full-time student for at least one semester.

E. Student vacancies shall be filled in the same manner as Senate vacancies. Faculty vacancies shall be filled in the same manner as original appointments.

F. A quorum shall be two-thirds of the membership. A quorum is required for an official decision. A decision must be by at least 51% of the vote.

G. A student member of the Faculty-Student Legislative Committee shall be required to attend the Student Senate meetings and report actions taken to the committee chairman.

H. The Faculty-Student Legislative Committee shall have three weeks after written notification of the passage of any legislation in the Student Senate to initiate action upon that legislation. If no action has been taken within this three-week period, the legislation will go to the Vice President for Student Affairs.

I. The Faculty-Student Legislative Committee shall meet, as deemed necessary by the Chairmen at least twice each semester of the school year.

Section 2. The purposes and powers of the Faculty-Student Legislative Committee are:

1. To serve as one House of Legislation in voting on all major legislation, rules, and regulations. Major legislation is defined as rules and regulations, constitutions of new student organizations, SGA constitution changes, and legislation deemed necessary by Senate and/or the Faculty-Student Legislative Committee.
2. To initiate legislation to be approved by the Senate.

3. To initiate and/or approve impeachment proceedings.
4. To initiate legislation to be approved by the Senate.

Article IX. Elections

Section 1. The Elections Committee shall:

- A. Supervise all school-wide elections of the University.
- B. Provide a time and location for SGA candidates to present their platforms to the student body. If the candidate is running unopposed, he/she may opt to be excluded from this process.
- C. Perform the counting and tabulation of the votes, with three or more members, immediately after the polls are closed. No votes will be counted before that time.

Section 2. School-wide Elections

- A. School-wide elections shall be held at least four weeks prior to the end of school.
- B. The polls shall be open for a period of time to assure all students an opportunity to participate in the elections. The specific hours of the polls will be determined by the chairman and at least three (3) members of the Elections Committee.
- C. Ballots shall be placed in the Student Government office for a period of 48 hours after they have been counted. At any time during that period a candidate may demand and receive a recount.
- D. For Executive Committee positions, the candidate must receive at least 51% of the votes; otherwise, a runoff election will be held 48 hours later. In the case of Senators, where a number of positions are to be filled, these offices are to be filled by those candidates receiving the greatest number of votes.
- E. Opportunity to vote in a school-wide election by absentee ballot will be provided by the Student Government office upon request.
- F. Posters must be removed from the immediate vicinity of the polls on Election Day and elsewhere on the following day.
- G. These elections shall include Student Government Association Officers and Student Senators.
- H. Student Government Officers shall be installed prior to the end of the semester.
- I. Newly-elected Senators shall be required to attend Senate meetings after installation of Executive Officers and will have full voting power after the former Senators have vacated their positions in Senate. During the summer months, the newly elected Student Government Executive Council, in cooperation with the Student Government advisor, has authority to act on behalf of the entire Student Senate in making any and all decisions regarding expenditure of money for active ties or in cases of emergencies.
- J. Freshman Class Senators shall be nominated for candidacy at the beginning of November, their first semester.
- K. No candidate can be campaigning or loitering within 20 feet of the election polls unless casting their one vote.

Section 3. Application for Candidacy

- A. Application for Student Government Association Executive Officers shall be available in the Student Government Association Office ten weeks prior to the end of the Spring semester.
- B. Application for Student Senate shall be available in the Student Government

Association office ten weeks prior to the end of Spring Semester. Students, who, in the second semester of an academic year, are classified as first semester students in a higher classification are to attend the meeting of the class they will be a part of in the fall of the following year. Students that are currently seniors but will graduate with the current juniors or in December may run as a rising senior.

C. Applications for the Freshmen Senators will be available eight weeks prior to elections and applicants will be required to attend a meeting. This meeting shall be called by the Vice President of the Student Government Association.

Section 4. Qualification of candidates for Senator

In addition to other qualifications required of specific offices, each candidate must have a cumulative 2.50 grade point average. Any student not maintaining a cumulative 2.50 grade point average must vacate his or her elected position immediately.

Section 5. Qualification of voters

All members of the Student Government Association of Shorter University shall have voting rights in all school-wide elections.

Article X. Amendments, Ratifications, and By-Laws

Section 1. This Constitution may be amended through legislation introduced in the Student Senate, and amendments must be passed by two-thirds of the members of Senate. The proposed amendment shall be presented to the Faculty-Student Legislative Committee for approval and shall become final by a majority approval of those voting in a school-wide ballot. All amendments shall be published in the Student Handbook in years following their adoption.

Section 2.

A. This Constitution shall supersede all previous Constitutions and shall have full force and effect at the beginning of the academic year following its adoption by a two-thirds vote of Student Senate, approval by the Faculty-Student Legislative Committee, a majority of those voting in a school-wide ballot, and the approval of President of the University or Chairman of the Board of Trustees.

B. To have an amendment to this Constitution go into effect immediately, it must have four-fifths (4/5) approval by the Student Senate, approval by the Vice President of Student Affairs, and approval by the President of the University or the Chairman of the Board of Trustees.

Section 3. By-laws may be created or modified by a majority vote of both houses.

BY-LAWS

I. Class Chairperson

A. Selecting Class Chairpersons

1. Class Chairpersons are selected by class senators at the beginning of the Fall semester.

2. Class Chairpersons are responsible for one semester of service, including but not limited to one event and/or project hosted by their represented class for the entire student body.

B. Fellow class senators are responsible for aiding, providing, and supporting the chairperson.

C. Service projects and/or events will be funded by the Student Government Association.

II. Homecoming Elections

- A. The election of the Homecoming King and Queen is to be a school-wide election. The King and Queen are to be seniors.
- B. The Homecoming Court will include three senior males and three senior females nominated by the senior class, in addition to one senior male and one senior female nominated from each of the other classes (freshman, sophomore, and junior classes). There should be a total of six senior males and six senior females on Homecoming Court.

III. Officers of Student Organizations

In an effort to give students the opportunity to participate in extracurricular activities at Shorter University, the following guidelines have been set:

- A. All officers of student organizations at Shorter must have and maintain a cumulative 2.50 grade point average.
- B. No student shall hold two offices as Treasurer.
- C. No student shall hold two offices in two branches of government.
- D. Due to the time commitments of several presidential positions, the Presidents of all fraternities and sororities, the President and Vice President of SGA, the Director of the Fitton Activities Board, the President of BCM, and the President of SCA cannot serve as president of any other organization, excluding Inter Fraternity Council or Panhellenic Council.

IV. Senator of the Year

- A. The members of Senate will each have one vote as to whom they think deserves this honor. In the case of a tie, there may be two Senators of the Year.
- B. Senator(s) of the Year will receive a reward for their service.

V. New Organizations

- A. Prospective new student organizations that wish to be chartered must present Senate with a typed constitution that includes the following: name and purpose, eligibility of membership, roles and duties of members, officer requirements and duties, attendance policies, financial procedures, and by-laws or amendments. They must also present a list of officers and contact information, a list of members, when available, and have a current Student Organization Information Sheet on file in the Office of Student Life.
- B. Before it can be voted upon, the proposal of new student organizations must be formally heard twice by the Senate.
- C. Upon approval, the group must also be approved by the Faculty-Student Legislative Committee. Depending on the nature of the group, the final approval will come from the Board of Trustees (in the case of a new category). An organization must have a minimum of seven active members in order to receive its allotment. If an organization falls below seven active members in a given semester, its allotment for the following semester will be reviewed by the Budget Committee.

*All constitutions will be kept on file in the Student Government Association Office.
Revised February 23, 2011*

Social Regulations and Policies

*** All policies apply both to individual students and student organizations.*

Hazing Policy

The State of Georgia has enacted legislation making hazing a criminal offense. Shorter University's

policy on hazing reflects those laws. Organizational activities, including pledge and initiations, should be done in good taste and in a manner consistent with the Christian philosophy of the University. The University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. The University upholds the position of hazing adopted by the Association of Fraternity Advisors (AFA). Shorter defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of the participants; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; causes excessive fatigue or physical or psychological shocks in the individual; involves quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; involves late or early work sessions; or any activity which is not consistent with the laws, rituals, and/or other policies of the organization or the regulations and policies of the University.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its right to exist as an organization. Failure to report hazing is in effect giving tacit approval of it. Hazing activities may include one or more of the following but are not limited to:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
- b. Consumption of any food, drink, drug, or other substance;
- c. Participation in physical activities, such as calisthenics, exercises, or so-called games;
- d. Exposure to weather;
- e. Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises;
- f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
- g. Physical brutality, including paddling; striking with fists, open hands, or objects; and branding;
- h. Kidnapping, transportation or stranding of individuals (Road Trips);
- i. Verbal abuse, including "Line-ups" and berating of individuals;
- j. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc, and the performance of public stunts and activities;
- k. Tasks of servitude, including errands and clean-up activities for active members, alumni, or any other Shorter student;
- l. Denial of sufficient time to study;
- m. Nudity or lewd behavior;
- n. Late or early activities which interfere with academic activities or requirements;
- o. Any activity not consistent with the policies and mission of the University.

Alcohol and Other Drugs Policy

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21 or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs is also illegal. It is against Georgia law to, under certain circumstances, walk or be upon the roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include mandatory treatment and education programs, community service, payment of a fine, imprisonment, and loss of one's driver's license. Students facing legal action off campus may be held accountable through the Shorter University Student Conduct system.

Under Georgia and federal law, it is a crime to possess, manufacture, sell or distribute illegal drugs. Shorter University expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution, and use of drug paraphernalia are

prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of disease or injury.

Shorter University has an Alcohol and Other Drug Coalition made up faculty, staff, and students. The mission of the AODC is to engage the Shorter University community to make educated and responsible choices within a Christian framework in matters of alcohol and other drugs in support of the mission and standards of the Shorter University community.

The use of alcohol, illegal drugs, and marijuana are prohibited at Shorter University, including all sites for the College of Adult and Professional Programs and any University sponsored event on or off campus, and are incompatible with the goals of the institution. The use of alcohol and/or illegal drugs is potentially harmful, physically and mentally, and often interferes with the user's ability to function adequately in his or her academic and social life. It also often impinges upon the social and academic rights of others. Special efforts are made to keep alcohol and drugs off campus and to prevent distribution on campus.

Several opportunities are offered throughout the year to learn about the effects of alcohol and drug abuse, as well as the danger of tobacco. An online alcohol and drug program, MyStudentBody.com, has a self-assessment portion and then a post-test, which measures a student's understanding of alcohol and other drugs and their effect on the body. By doing the self-assessment and post-test, students learn valuable information on the dangers of alcohol and other drugs.

Smoking Policy

The use of any form of tobacco is prohibited at Shorter University except in certain restricted locations. Cigarettes, cigars, pipes, and chewing tobacco are allowed only in the six locations on campus where gazebos are found. All buildings are strictly tobacco-free. The use of tobacco products is potentially harmful and often interferes with the user's ability to function adequately in his or her academic and social life. It often impinges upon the social and academic rights of others, especially with consideration to second-hand smoke.

Shorter University expects all members of the community to comply with the county, state, and federal laws pertaining to tobacco use. Students will be fined \$20.00 for using tobacco products in areas other than the gazebos.

Sexual Harassment Policy

Shorter University is committed to recognizing, upholding, and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the policy of Shorter University, in keeping with the efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Shorter University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Sexual harassment of employees and students at Shorter University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an educational program or activity.
- b. Submission to or rejection of such conduct is used as the basis for employment and/or academic decisions affecting the individual.

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive work or educational environment.

Complaint Procedures for Sexual Harassment

1. Students, faculty, or staff with complaints regarding sexual harassment by a faculty member should contact the Provost (Sheffield-Thompson Administration Building, room 103, ext. 7203). Should complainant require an alternate, contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, ext. 7448)
2. Students, faculty, or staff with complaints regarding sexual harassment by a staff member should contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, ext. 7448). Should complainant require an alternate, contact the Vice President for Student Affairs and Dean of Students (Fitton Student Union, room 237, ext. 7231).
3. Students, faculty, or staff with complaints regarding sexual harassment by a student should contact the Office of the Vice President for Student Affairs and Dean of Students (Fitton Student Union, room 237, ext. 7231). Should complainant require an alternate, contact the Provost (Sheffield-Thompson Administration Building, room 103, ext. 7203).

Support Services

FSU 219, (706) 233- 7323 (main) / (706) 233-7417 (career)

http://www.shorter.edu/academics/services/support_services.htm

University students encounter a variety of challenges during their years of study. They face the tasks of separating from their families, establishing themselves as independent adults, developing new and closer relationships, and defining and committing themselves to a career.

The office of Student Support Services provides assistance to students to better equip them for success during their tenure at Shorter University. As adults, students are responsible for ensuring their own safety and well-being.

Counseling Services

9 a.m. – 4 p.m. (M-F)

Many students seek counseling as an aid to their personal development during their years of study. Services are provided by a Licensed Professional Counselor and include: individual counseling, consultation, referral connections, and self-help assistance. All counseling services are free and confidential. Only currently enrolled Shorter University undergraduate students are eligible to receive services at Counseling Services. In the case of a mental health emergency during the evening hours, the counselor, the counselor on call can be accessed by calling Campus Safety at 706-233-7911. Ultimately, services for acute psychological crises are provided by local hospitals. The Counseling Center is located on the 2nd floor of the Fitton Student Union Center.

Career Center

8:30 a.m. – 5 p.m. (M-F)

http://www.shorter.edu/academics/services/career_development.htm

The Shorter University Career Center is a student's vital link between campus and career. This office provides a range of programs to help students translate knowledge about themselves into career plans that are meaningful, satisfying, and consistent with their education, experience, personal values and goals. The office is located on the 2nd floor of the Fitton Student Union Center. Students can e-mail, call or stop by for appointments.

Services include:

- Individual career counseling
- Assessments and vocational testing
- Resume consultation and development
- Connecting with employers and professional schools
- On campus recruitment and community career fairs

- Shorter Connects networking event

Online services include:

- Resume development using Optimal Resume (<https://shorter.optimalresume.com>)
- Current job postings
- Career interest inventory using Sigi3

Disability Services

8:30 a.m. – 5:00 p.m. (M-F)

Shorter strives to provide access to programs and services to all qualified students with disabilities and is committed to adhering to the guidelines of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the student's responsibility to voluntarily identify himself/herself as having a disability to the Director of Student Support Services in order to receive services. For details on the steps to receiving accommodations, please refer to the Shorter website: http://www.shorter.edu/academics/services/disability_services.htm

Student Conduct

Overview of the Shorter University Student Conduct System

Shorter University affirms a commitment to Christian values, high moral, ethical, and academic standards, and the worth of the individual. As a liberal arts university, Shorter is committed to education of the whole person. Through its total educational program, academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, the University provides the opportunity for students to come to a clearer understanding of complex moral issues inherent in human life and develop the knowledge and skills for effective and responsible participation in the world.

Statement of University Responsibility

In keeping with its mission and goals, Shorter University requires students to be responsible for their own behavior and to develop a sense of social accountability for the University community. The Student Conduct System is designed to help students grow in their ability to live responsibly in a community, enjoying the rights and privileges of full citizenship, limited only when their actions infringe on the rights of others, when their actions compromise the integrity of the University and its commitment to Christian values, and/or when health and safety are threatened.

Shorter University reserves the right to invoke its own sanctions for its students, for actions which violate federal or state laws or threaten the health or security of its students, whether on or off campus.

Shorter University does not assume responsibility for imposing or enforcing its regulations on students. Rather the University will invoke its Student Conduct process on violations of Principles of Conduct, when these violations are properly reported.

Ultimate authority over, and responsibility for, all disciplinary action is delegated by the Shorter University Board of Trustees to the President of the University. The President of the University has the right to delegate that authority to the Vice President for Student Affairs, the Student Conduct Board, or any other special hearing body or person deemed appropriate at any time.

The Office of the Vice President for Student Affairs will oversee the implementation and enforcement of this student discipline policy. It will respond with appropriate action when it receives information that Principles of Conduct have been violated or are alleged to have been violated. It is understood that all administration, staff, and faculty, in the performance of their

duties, may enforce and/or intervene in matters concerning policies, whether involving individuals or groups, when necessary for the orderly operation and conduct of the University. It is understood that the University has the right to remove items that deemed unsafe, unhealthy, or not in keeping with University policies.

Statement of Student Responsibility

All who work, study, and learn at Shorter University do so voluntarily. When a student enrolls at Shorter, that student agrees to respect and abide by the University Principles of Conduct as well as federal, state, and local laws, and to comply with those standards and laws in the interest of orderly community living.

Students are responsible for their own behavior and for developing and upholding their commitment to the mission and goals of Shorter University. In addition to their own behavior, students may be held responsible for the behavior of their guests and for what occurs in their residence hall room. As members of the University community, students enjoy the rights and privileges of full citizenship, limited only when their actions infringe on the rights of others, when their actions compromise the integrity of the University community and its commitment to Christian values, and/or when health or safety are threatened.

The Principles of Conduct are in effect when a student enters Shorter University and will remain effective during all periods of enrollment. Each student is responsible for upholding the policies and procedures of the Shorter University Principles of Conduct. Students are responsible for informing their guests of behavior expectations.

Because registered student organizations are also responsible for complying with federal, state, and local laws, as well as the University's Principles of Conduct, any reference to "student" may be read also as "student organization" and "athletic team."

Operation of the Student Conduct System

The University Student Conduct System operates under the authority of the Vice President for Student Affairs. The Director of Residence Life and Student Conduct oversees all aspects of the hearing process, in addition to training and supervising the Student Conduct Board, and conducts administrative hearings. Student conduct Board hearings for alleged violations of the University's Principles of Conduct are conducted by the Student Conduct Board, a group comprised of a combination of faculty, staff, and student members designated by the Student Government Association.

Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974, Student Conduct hearings are closed to anyone not directly involved with the hearing, and all Student Conduct files are confidential, unless a student waives confidentiality by a signed document. Although hearings are confidential, a victim of a crime of violence may request in writing the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense.

Choice of Hearings

A person accused of a violation of the Shorter University Principles of Conduct will be afforded a hearing. The Student Conduct system consists of two separate hearing processes: (1) the administrative hearing with its optional appeal to the Student Conduct Board consisting of faculty, staff, and students, and (2) the Student Conduct Board with its optional appeal to the Appeals Committee consisting of three faculty members.

Notification of Hearing

A person accused of violating a provision of the Shorter University Principles of Conduct will be notified in writing within 5 class days of his or her hearing date. The notification will include the time, place, and location of the hearing and the alleged violation(s). An accused individual may waive the 5-day notice requirement, in writing, to expedite the hearing process if the Student Conduct Board has a meeting scheduled.

Evidence/Witnesses

The parties to a hearing have the right to present any evidence related to the incident and/or call any witnesses who have direct knowledge of the incident. A written statement, signed in the presence of the Director of Residence Life and Student Conduct, can be admitted in lieu of a witness statement at a hearing. A list of evidence and witnesses must be submitted to the Director of Residence Life and Student Conduct no later than three class days prior to the hearing date. Any evidence submitted after this date must be approved by both parties. Failure to submit a list may result in witnesses and/or evidence being deemed inadmissible to the Student Conduct Board.

Attendance at Hearings

Any accused person may choose not to attend his/her hearing. When the accused does not attend, the hearing will proceed, and a decision will be made based on the evidence presented. Failure to appear **will not** be construed as an admission of responsibility for the violation. Rather, a decision will be made based on the evidence available.

Sanctions

Students found in violation of the Shorter University Principles of Conduct may be assigned disciplinary measures, or *sanctions*. Information regarding a student's past conduct will be used in determining an appropriate sanction. Sanctions are determined by the hearing officer or body. A listing of sanctions can be found under the section entitled "disciplinary measures." Sanctions listed are intended to give the student a general idea of the kind of disciplinary measures that might be assessed for a particular violation. Additional sanctions not listed in this section may be assessed at the discretion of the hearing officer or body.

Appeals

An appeal of the decision of the Student Conduct Board or Director of Residence Life and Student Conduct must be based on either new evidence, a violation of procedural due process rights, or disproportionate sanctions. The appeal must be submitted in writing to the Director of Residence Life and Student Conduct within three class days of the hearing.

Revisions of Policies and Procedures

Any student, faculty member, or administrator can initiate any revisions of, additions to, and deletions from these Student Conduct Regulations. Recommendations shall be submitted to the Vice President for Student Affairs. The Vice President for Student Affairs, in consultation with appropriate parties, shall ensure discussion of the proposed changes. When all parties have had an opportunity to comment on the proposal, the Vice President for Student Affairs shall forward all recommendations to the Shorter University President.

Principles of Conduct

Shorter University is a Christian institution. It exists to encourage positive value of human worth, individual freedom with responsibility, and development of skills in community living, in accordance with its commitment to Christian faith. The University affirms and expects all students to commit to behavior consistent with the following values:

Principle I: Honesty in all personal relationships, academic responsibilities, and use of the properties of others.

Principle II: Concern for the safety of others.

Principle III: Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and origin, and treating all persons with respect at all times.

Principle IV: Personal responsibility for the care of one's body and for the development of self-discipline and constructive self-image.

Principle V: Obedience to local, state, and federal laws.

Principle VI: Respect and acceptance of community standards of conduct.

Violations of the Principles of Conduct

The discipline policy at Shorter University is based on positive acceptance of the above principles and can be applied only to specific behaviors *which violate their spirit*. Disciplinary action requires a written report by a student, official of the University, or witness of a specific behavior. In some cases, *evidence of a violation* can warrant disciplinary action. False reports or discipline based on rumors of behavior are unacceptable.

Individuals may file a report of a violation of these principles with the Director of Residence Life and Student Conduct, who will confront the student(s) reported and guide the disciplinary process. Students found responsible of violating the Principles of Conduct will have sanctions imposed based on the seriousness of any infractions, the circumstances regarding the violation(s), and any previous conduct history.

The following behaviors violate the Principles of Conduct as interpreted by the University and subject any student enrolled in the University to take action to report and confront such behaviors.

This listing is not inclusive, nor is it intended to be, but gives the student an idea of some of the types of behavior that may result in sanctions. University officials may identify additional behaviors that constitute a violation of the Principles of Conduct.

It should be noted that any acts of illegal drug use, physical violence, rape, or hazing will be reported to civil authorities as well as University officials.

Principle I: Honesty in all personal relationships, academic responsibilities, and use of property of others.

1. **Lying:** making an untrue statement with intent, or acting in such a way, to deceive or mislead.
2. **Disruption:** obstructing teaching or normal functions of campus activity, or infringement on the community life of the campus or at University-sponsored events off-campus.
3. **Vandalism:** destroying, defacing, damaging, removing, or moving property belonging to other persons or entities, including the misuse or abuse of computer or telephone equipment, programs, data, or library material.

4. Theft: the unauthorized taking or possessing of items belonging to another (or attempts to take or possess), including University property and/or resources.

Principle II: Concern for the safety and welfare of others.

1. Fire Safety: tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment, setting off false alarms, starting fires, and the possession or use of candles, incense, fireworks, or explosives.
2. Weapons: possession or use of firearms, cutting weapons, bows and arrows, BB guns, tazers or stun guns, air-soft guns, air rifles or paint guns on campus property or events sponsored or supervised by University organizations.
3. Hazing: subjecting a student to an activity which endangers or is likely to endanger the physical health of a student or that can be judged to be offensive to the basic principles of human dignity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization, including athletics, regardless of a student's willingness to participate in such activity. [More specific prohibited activities are articulated in the Hazing Guidelines (p. 55-56).
4. Unauthorized entry: entering any University building, office, or room without authorization, or aiding in the entry of unauthorized persons, including propping of doors and not properly escorting visitors in residence halls.
5. Visitation: allowing visitors of the opposite sex in restricted areas of the residence halls at times and under conditions which are in violation of Residence Hall policies (p. 53-54).

Principle III: Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and opinion, and treating all persons with respect at all times.

1. General harassment and treating others disrespectfully: Every member of the Shorter University community deserves to be treated with respect. No one should have to endure harassment or threats of any kind. Students should be appropriately respectful and cooperative with University officials.
2. Discriminatory harassment: Shorter University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his or her race, color, gender, national origin, age, or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her relatives, friends, associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; (iii) otherwise adversely affects an individual's education or employment opportunities. Such harassment is contrary to the standards of conduct expected of all members of the University community, including students, staff, and faculty. Harassing conduct includes, but is not limited to, the following: (i) epithets; negative stereotyping; threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability; and (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual and that is placed on walls, bulletin boards, elsewhere on campus, or circulated on campus.
Any person found guilty of harassment will be subject to disciplinary action ranging from a warning to expulsion, if appropriate. Those students who have complaints regarding harassment should contact the Director of Residence Life and Student Conduct.
3. Sexual harassment: Shorter University is committed to providing its students, faculty, and staff with an environment free from implicit coercive behavior used to control, influence, or affect the well-being of any member of the University community. Sexual harassment of any person is inappropriate, unacceptable, and contrary to the standard of conduct

expected of all members of the University community, including students, staff, and faculty. Students have the right to be free from sexual harassment. Sexual harassment can include unwelcome physical conduct or verbal innuendo of a sexual nature that is severe, persistent, or pervasive, imposed on the basis of sex by a fellow student or University official, when (i) rejection of such a conduct by an individual has a negative impact on that individual's reputation or social standing within the University community, and (ii) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment that negatively impacts the student's ability to pursue his/her educational goals.

Any student who has a complaint regarding sexual harassment involving faculty should contact the Provost or if involving staff, the Vice President of Finance.

4. Disorderly conduct: offending, annoying, or disrupting, the rights of others by fighting, excessive noise, or other general annoyances.
5. Hostile acts: fighting, attempting to or causing physical harm, excessive language or screaming at others, or other acts that may potentially cause harm or seem threatening.
6. Recording without permission: Any unauthorized use of electronic or other devices to make an audio or video record of a person without his or her prior knowledge or consent when such a recording is likely to cause injury or distress .
7. Threatening behavior: Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such a person or persons and that serves no legitimate purpose. Such conduct may include gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice, electronic, or graphic means, including anonymous telephone calls, whether or not a conversation ensues. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm. It is each student's responsibility to immediately report all incidents of threats. Even without an actual threat, students should report any behavior they have witnessed which they regard as threatening or violent behavior, when that behavior is connected to the University community.
8. Non-specific threat: Engaging in conduct where the threat may not be serious and is unlikely to result in danger to any member of the Shorter University community. Such conduct may include threatening to harm someone but not a particular person.

Threats are expressions of intent to do harm. They may be direct or indirect, verbal or non-verbal. An interim suspension may occur while the incident is being investigated. Most cases may require a psychiatric evaluation. Then based on the evaluation, appropriate corrective action will take place such as warning, reprimand, suspension, or expulsion.

Students who pose a serious risk of imminent harm, i.e., direct threats of violent acts against students, faculty, or staff will be expelled immediately.

Principle IV: Personal responsibility for the care of one's body and for the development of self-discipline and constructive self-image.

1. **Alcohol:** possessing, consuming, distributing, hosting a party at which alcohol is present, or being under the influence of alcohol on campus property or at off-campus events sponsored by the University. This also includes allowing alcohol to be at student organization events and athletic events, as well as being in the presence of alcohol.
2. **Drugs:** intent to possess, possession, use, distribution, manufacture, furnishing, or sale of any narcotic or dangerous drug, synthetic drug, prescription drug (without medical or dental prescription), or drug-related paraphernalia on or off campus as well as being in the presence of illegal drugs.
3. **Tobacco:** use of tobacco, including smokeless, is not permitted in any building or any area of campus other than the designated areas.

Evidence of a substance abuse violation, such as the presence of empty alcohol containers, ash trays, spit cups, odor, etc. may constitute sufficient grounds for disciplinary action.

Principle V: Obedience to local, state, and federal laws.

The Office of Student Conduct will investigate all reports of behavior, on or off-campus, which violate local, state, and federal laws, and will report such violations to the appropriate law enforcement officials as well as implement campus sanctions. *An interim suspension may occur while the incident is being investigated.* Examples of off-campus criminal conduct may include, but are not limited to: driving under the influence, shoplifting, criminal trespassing, etc.

Students who are arrested for a violation of a federal, state, or local law(s) are required to notify the Director of Residence Life and Student Conduct within forty-eight hours of their arrest. Failure to notify university officials of an arrest may result in additional sanctions.

Georgia State Law requires that "any dean or public safety officer employed by a college or university who has reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which is prohibited by any of the acts listed below shall immediately report the act and the name of the student to the president of the school or the president's designee:

- a) aggravated assault with a firearm
- b) aggravated battery
- c) sexual offenses
- d) weapons-related offenses
- e) possession of marijuana and controlled substances

The person who receives the report who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority and district attorney. Any person required to make a report pursuant to this Code section who knowingly and willingly fails to do so shall be guilty of a misdemeanor" (Georgia Code 20-2-1184).

Principle VI: Respect for community standards of conduct.

1. Failure to comply with directives of a University official: Students are expected to comply with directives from any University official acting in accordance with University responsibilities.
2. Failure to comply with housing regulations: violation of regulations published for residents and their guests or other visitors to the residence halls.
3. Failure to produce identification upon request: Students must have their University-issued identifications on their persons at all times and furnish upon request from a campus official operating within the scope of their duties.
4. Sexual misconduct: Public nudity, indecent exposure, premarital or extra-marital sexual requests or acts, and inappropriate public displays of physical intimacy. Included also is the possession or use of pornographic materials (including but not limited to the Internet, television, videos, print, etc.) and other behaviors that are contrary to the values of a Christian university.
5. Lewd and indecent conduct: including, but not limited to, lewd, indecent, profane, and vulgar verbal expression, written expression, non-verbal expression; expression or behavior (to include dress).
6. Public display: any paraphernalia or display promoting the use of any product that is inconsistent with the values of the university (such as sexually-explicit images or content that promotes drugs or alcohol).
7. Fraudulent campus elections: any fraudulent and/or disruptive activity in connection with any election, referendum, or poll conducted on the Shorter University campus.
8. Failure to fulfill financial obligations: Students are required to meet promptly all financial obligations to the University.
9. Misuse of Student Activity funds: Student organizations must meet and follow guidelines set by the Student Government Association.
10. Attempting to influence the outcome of a student conduct case: Students are not permitted to influence the outcome of a student conduct case, such as providing or conspiring to provide false statements, coercing witnesses, contacting board members, or other behaviors deemed inappropriate by the University.
11. Responsibility for behavior of guests: Students are responsible for the behavior of guests as if they were performing the acts themselves.
12. Failure to report a violation: Students are responsible for reporting known violations of the Principles of Conduct.

Student Conduct Procedures

Student Rights

The Student Conduct System operates within the boundaries of fundamental fairness and not criminal or civil rules. Fundamental fairness means that a student is given an opportunity to present what took place at an event or activity and to question evidence, which has suggested that a Principle of Conduct violation has occurred.

In each and every disciplinary situation, the accused student shall be: 1) informed in writing of the specific nature of the charge(s) against him/her; 2) given the opportunity to refute all evidence presented; 3) assured that all Student Conduct bodies will act in accordance, rather than arbitrarily, with the Principles of Conduct and Sanctions when making disciplinary decisions; and 4) made aware of any avenues of appeal which are available for any disciplinary decision made by the student conduct bodies.

In light of these safeguards of fairness, each and every student charged with a violation of the Principles of Conduct has the right to:

- A. Receive a written notification of the specific violation(s).
- B. Be informed of all evidence against him or her.
- C. Be provided with a fair hearing.
- D. Be given at least five class days to prepare a defense.
- E. Have a person of choice from the University community advise or assist in the hearing. Neither legal counsel nor parents may represent students or attend disciplinary hearings. No one from outside the Shorter community is allowed to attend any disciplinary hearings. Students must represent themselves during their hearing.
- F. Present evidence and call witnesses.
- G. Be informed in writing of the hearing decision.
- H. Have sanctions imposed that are consistent and commensurate with the violation.
- I. Appeal any initial decision to the next hearing body.
- J. Remain in good standing as a student until the student conduct process is complete, *except* in cases where the student may be endangered or poses a threat to others, to property, or to the normal functioning of University activities.

Student Conduct Process

A person accused of violation of the Shorter University Principles of Conduct will be afforded a hearing. The Student Conduct System consists of two separate hearing processes: (1) the Administrative Hearing with its optional appeal to the Student Conduct Board, and (2) the Student Conduct Board with its optional appeal to the Appeals Committee.

When a student is charged with a violation(s) of the Principles of Conduct, the Director of Residence Life and Student Conduct, designated by the Vice President for Student Affairs, shall require the student to appear for an informational conference. This conference shall occur within five days of receiving a report, unless circumstances cause a delay.

If the student denies the misconduct, the student may have the case heard by the Student Conduct Board, made up of three students and two faculty/staff members. An appeal of a decision by the Student Conduct Board is heard by the Appeals Committee, which consists of three faculty members.

The Administrative Hearing Process

The Director of Residence Life and Student Conduct shall conduct Administrative Hearings for any student who seeks to have his or her case adjudicated by a University administrator. At the meeting with the Director of Residence Life and Student Conduct, 1) the violation is stated and the evidence supporting the charge presented, 2) the accused is given an opportunity to admit or deny the alleged violation, 3) the accused may be represented or advised by a person of choice from the University community, and 4) if admitting the violation, the student may introduce any extenuating circumstances on his or her behalf.

The student is informed, in writing, of any sanction(s) to be imposed, within three days of the hearing, unless circumstances cause a delay. In some cases the Director of Residence Life and Student Conduct may refer the case to the Student Conduct Board or the Vice President for Student Affairs and Dean of Students.

If the student denies misconduct and the violation, the case may be heard by the Student Conduct Board. The decision by the Student Conduct Board will be communicated in writing. The decision by the Student Conduct Board may be appealed to the Appeals Committee, provided that it meets one of the criteria listed below. Requests for an appeal must be submitted in writing to the Director of Residence Life and Student Conduct within three class days of the written decision.

Appeals shall be based only upon the following grounds:

1. Evidence exists that suggests significant errors or omissions occurred during the hearing were prejudicial to the outcome of the case.
2. New and significant evidence exists that was not considered during the original hearing and would have influenced the original decision had that evidence been presented.
3. The imposition of sanctions that are disproportionate to the offense.

The Student Conduct Board Process

The Student Conduct Board considers allegations of violations of Shorter University's Principles of Conduct that are not resolved informally or through an administrative hearing. The jurisdiction of the Student Conduct Board extends only to non-academic violations. The Student Conduct Board shall consist of the Chair and two other students appointed by the President of the Student Government Association (with the approval of the Student Senate) and two faculty/staff members approved by the President of the University. Appointments are made in the spring semester of the year for the following academic year. The Chair will serve as the presiding officer and shall be an upper-class student who, preferably, has served at least one year on the Student Conduct Board.

Two other student representatives shall serve on the Board. Three student alternates shall also be named.

The quorum necessary to conduct business shall be at least three students and one faculty member. If quorum is lost because of members disqualifying themselves or because of other unavoidable circumstances, the Chair of the Student Conduct Board shall obtain the number of replacements necessary from the student alternates.

When a student chooses to have his or her case heard by the Student Conduct Board, the Chair of the Board shall notify the student, in writing, of the following:

- a. The date, time, and place of the hearing (notice provided at least five class days prior to the hearing).
- b. A statement of the specific violations of which the student has been accused.
- c. Notification that the hearing is not open to the general public.
- d. Notification that failure to appear at the hearing may constitute grounds for dismissal from the University, unless the student submits in writing that he/she does not wish to attend.
- e. Information regarding members of the Student Advisory Committee (see description on the next page).

During the hearing, evidence of the violation(s) shall be presented by the Director of Residence Life and Student Conduct, and the student shall be given the opportunity to present evidence and witnesses. Members of the Student Conduct Board shall have the opportunity to question all those appearing before the Board. After sufficient discussion of the case, the members of the Board shall meet in closed session to determine if a violation of the Principles of Conduct has occurred and sanction(s), if necessary. The Board shall forward its recommendation to the Director of Residence Life and Student Conduct within 24 hours of the time of the decision. The Director of Residence Life and Student Conduct will report the Board's recommendation within three class days to the Vice President for Student Affairs. All discussions and actions of the Student Conduct Board are confidential, and discussion by any member outside the proceedings of the Student Conduct Board may result in that person's removal from the Board and other sanctions.

The decision of the Student Conduct Board may be appealed to the Appeals Committee within three class days of written receipt of the decision of the Student Conduct Board.

The Appeals Committee shall consist of three faculty members, approved by the President of the University, with the senior faculty member serving as the presiding officer. The Appeals Committee shall render a decision following the same general procedural guidelines as the Student Conduct Board. The accused student has the right to follow normal university routines until a decision has been reached and the appeals process exhausted. The exception shall be to the individual who, in the judgment of the President of the University (or his designate), may be endangered or who poses a threat to others, to property, or to the normal functioning of University activities.

If the Appeals Committee finds the student not responsible, no further action will be taken. If the Appeals Committee finds the student responsible, the student must comply with the sanctions, as outlined by the Appeals Committee, within the assigned time. The decision of the Appeals Committee is considered final, except a sanction of suspension or expulsion may be appealed to the President of the University within three class days of the written decision of the Committee. The President of the University's decision is final.

Student Advisory Committee

The Student Government Association shall provide a Student Advisory Committee, consisting of three students, appointed by the President of SGA and approved by the Student Senate, to assist and advise students who are accused of a Principles of Conduct violation. Names of the members of the Student Advisory Committee will be made available if the accused student wishes their assistance.

Records

The actions of any Student Conduct bodies are confidential. Records are maintained in the Office of Residence Life and Student Conduct until the students withdraws or graduates from Shorter University. Upon withdrawal or graduation, the student's file is sent to the Office of Student Affairs where it is maintained until one year after withdrawal or graduation and then destroyed. If the case involves a sanction of suspension or expulsion, the file remains permanently in the Office of Student Affairs. Disciplinary action is not recorded on academic transcripts. All questions regarding student conduct records should be directed to the Office of Residence Life and Student Conduct.

Typical Incident Response and Student Conduct Case Flow

1. A violation is committed.
2. An incident report is submitted by a Resident Assistant, a Campus Safety Officer, or other.
3. Report received by Director of Residence Life and Student Conduct.
4. The student(s) will be sent a letter, typically within seven days of the report being filed, from the Director of Residence Life and Student Conduct notifying them that the incident was reported.
5. Informational meeting is held for the accused student with the Director of Residence Life and Student Conduct or his designee.
6. *The student(s) accepts responsibility for the violation.* The student(s) is given the sanction outlined in the Student Handbook for that violation, or another sanction deemed appropriate by the hearing officer. The student(s) must comply with the sanction within the assigned time.
7. *The student(s) denies responsibility for the violation.* The student(s) will be given a date on which to meet with for either an administrative or Student Conduct Board hearing. If possible, the date will be within two weeks of the informational meeting.

- a. The hearing officer or Student Conduct Board finds the student(s) not responsible. No further action by will be taken.
- b. The hearing officer or Student Conduct Board finds the student(s) responsible. The student(s) must comply with the sanction within the assigned time.
- c. If the student(s) can present new evidence, his/her case may be appealed to the Appeals Committee.
 1. If the Appeals Committee finds the student(s) not responsible, no further action by the Student Conduct Board is taken.
 2. If the Appeals Committee finds the student(s) responsible, the student(s) must comply with the sanction(s), outlined by the Appeals Committee, within the assigned time.
- d. If the student(s) still denies the misconduct and can present new evidence, he or she may appeal, in order, to the: Vice President for Student Affairs and the President of the University. The President of the University's decision is final.

Order of the Student Conduct Board Hearings

1. Opening of the Case

At the beginning of the hearing, the chair will:

1. call the hearing to order
2. introduce the board members
3. call the name of the accused
4. read the charges against the accused
5. explain the order of the proceedings and answer questions regarding that order.

2. Oath of Witnesses

The Chair of the Student Conduct Board shall read the following statement to all persons involved in a hearing, including witnesses, before the parties begin presenting their cases:

All participants in this hearing are requested to fully cooperate and answer all questions truthfully and to the best of their knowledge and ability. Those participants who knowingly give false statements may be found in violation of Principle I of the Shorter University Principles of Conduct.

3. Pleas/Admission of Responsibility

A plea is not required. However, the accused shall have the right to enter a plea before opening statements are presented. If, at any time and without coercion or undue influence, the accused student admits to the violation(s) and no other factual matters are in dispute, the hearing will proceed to the sanctioning phase.

4. Presentation of Evidence

1. The accuser presents an opening statement.
2. The accused presents an opening statement.
3. The accuser presents relevant evidence and witnesses.
4. The Board may question the accuser's witnesses.
5. The accused presents relevant evidence and witnesses.
6. The Board may question the witnesses of the accused.
7. The Board presents any witnesses called by the Board itself.

8. Any witnesses may be recalled for further questioning by the Board. In some cases, the board may question the accuser and the accused together as well as witnesses.
9. The accuser presents a final statement.
10. The accused presents a final statement.

5. Deliberations and Recommendations of the Student Conduct Board

Upon completion of a hearing, the Board will deliberate to determine whether the accused student(s) or student organization has violated the Shorter University Principles of Conduct. If the Board believes that a violation has occurred, it shall recommend an appropriate sanction.

Decisions of the Board shall be based on a simple majority vote. The decision and recommended sanction(s), if any, shall be in writing and signed by the Board members who heard the case.

The deliberations of the Board shall be closed to all except the Board members and Director of Student Conduct Affairs, who shall not vote but may answer any procedural questions.

6. Reporting the Board's Decision

1. The Board shall forward its decision to the Director of Residence Life and Student Conduct within 24 hours of the time of the decision.
2. The Director of Residence Life and Student Conduct will report the Board's decision within three class days to the Vice President for Student Affairs.
3. Within five class days of the hearing, the Director of Residence Life and Student Conduct will notify the accused of the final decision and sanction(s), if any. In cases of suspension or expulsion, the Vice President of Student Affairs will notify the student. The notice will be sent in writing.
4. A record of the charge, the Board's decision and recommended sanction(s), and the final determination shall be placed in the student's confidential file.

Disciplinary Measures

When the designated University official or student conduct body finds a student or student group responsible of committing an offense, one or more of the following disciplinary measures may be used. The University official or student conduct body has the right to consider mitigating circumstances and, when appropriate, invoke other sanctions not listed here.

The severity of the punishment shall be consistent with the gravity of the offense, and the type of punishment shall be consistent with the nature of the offense. *Specific aggravating circumstances, or repeated offenses, may result in the imposition of a more severe penalty. A finding of extenuating circumstances may result in a lesser penalty. In all cases, the designated University hearing officer or student conduct body has the authority of judgment.*

Repeated violations, violations of a severe nature, or the failure to comply with disciplinary measures, may result in a more severe sanction up to and including expulsion.

Whenever there is evidence to support the belief that a student's behavior on or off campus is a clear and present threat to the health, safety, and welfare of any part of the University community, the student may be temporarily suspended until a campus hearing can be arranged. A student placed on

this interim suspension will be restricted from campus or from a particular program, activity, or building and may return only with approval of the Vice President for Student Affairs.

Fines- a monetary payment which may be assessed for an offense or to replace or repair property.

Educational Activities- Activities designed to educate a student about either the risk or consequences of their behavior, such as a reflective essay.

Work Hours- supervised service to a particular person, or group of persons, within the University community or to organizations within the local community. Work hours may take the form of educational activities, community service, or manual labor.

Restitution- reimbursement for damage to, loss of, or misappropriation of property. Reimbursement may take the form of monetary and/or explicit service.

Warning- an official written notification that a student's behavior is in violation of University regulations or standards and clarifies expected behavior in the future.

Disciplinary Probation- a formal warning that the student's behavior is under observation for a specified length of time and that committing additional violations during that time may result in suspension from the University. A student placed on disciplinary probation may not officially represent the University in any manner during the time of probation. A student placed on probation is automatically inactive in any student organization and may not display symbols of the organization nor participate in social activities sponsored by the organization or intramurals. Organizations will be notified if one of its members goes on probation. Organizations may be placed on probation if they allow a member to violate his/her probation. If a student is an athlete, then that student may not participate in his/her sport for the duration of the probation. This includes games and attending practices.

Suspension from the Residence Halls- a denial of privileges or any access to any Residence Hall facility for a specified length of time. The student may reapply for housing after the stated period of suspension.

Disciplinary Suspension- a period of time in which the student may not be enrolled at the University, attend University-sponsored functions, or come on University property except with written permission of the Student Conduct Coordinator.

A student may be placed on interim suspension whenever there is evidence to support the belief that a student's behavior, on or off campus, is a clear and present threat to the health, safety, and welfare of any part of the University community until a campus hearing can be arranged.

Expulsion- permanent, forced withdrawal from the University. Any student permanently expelled from the University may appeal the decision to the President of the University within three class days* of the written decision of the hearing body. An individual wishing to resume studies after having been expelled must reapply for admission to the University.

Mandatory Workshops- attendance at alcohol and/or drug-related workshops or any other workshop deemed necessary.

Combined Sanctions- A combination of sanctions described above may be imposed.

**The term “three class days” is defined as three consecutive days, excluding Saturday, Sunday, and official University holidays.*

Sanctions

Sanctions imposed as a result of community/social responsibility violations become a part of the student’s record that is maintained in the Office of the Residence Life and Student Conduct. Appropriate actions will be taken in instances of non-compliance. Although transcripts of the permanent education records are normally issued to students upon request, they may be withheld when there are unpaid financial obligations to the University or other unresolved issues. Notwithstanding the Student Conduct process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property.

The following list provides *presumptive* sanctions for violations of social and community responsibility. Ordinarily these sanctions will be invoked unless the hearing officer or hearing body believes that other aggravating or mitigating circumstances are involved. The range of sanctions is based on the degree of the violation and/or whether or not it is a repeat violation.

Important Notes regarding sanctions

This listing is not inclusive, nor is it intended to be, but gives the student an idea of some of the types of sanctions that may be issued. *University officials may assess additional sanctions not prescribed below.* Repeat violations may result in additional sanctions, probation, suspension, or expulsion. Tuition, fees, room rent, and board-related charges will not be refunded for findings of responsibility within the Student Conduct review process. Return of Title IV funds will be handled in accordance with the federal law.

Lying

- Letter of apology
- Reflective essay
- 5 to 50 work/community service hours
- Disciplinary Probation

Disruption & disorderly conduct

- Letter(s) of apology
- 5 to 50 work/community service hours
- Reflective essay

Vandalism

- Mandatory payment for damages
- Letter of apology either to a specific student or in the Periscope if it affects the student body.
- Reflective essay
- 5 to 50 work/community service hours
- Disciplinary probation
- Suspension

Theft

- Mandatory payment for or replacement of item(s) stolen
- 5 to 50 work/community service hours
- Reflective essay

- Disciplinary Probation
- Suspension
- Expulsion
- Notification of authorities

Tampering with or pulling fire alarms

- Minimum \$250 Fine
- Letter(s) of apology
- 5 to 50 work hours
- Reflective essay
- Disciplinary probation
- Suspension

Staying in room during fire alarm

- \$25 Fine

Tampering with or removing fire extinguishers

- Minimum \$250 Fine for discharging fire extinguisher without cause
- Minimum \$250 Fine for removing or tampering fire extinguishers
- 5 to 50 work hours
- Reflective essay
- Disciplinary probation
- Suspension

Tampering with or removing signs or safety equipment

- \$250 Minimum Fine
- 5 to 50 work/community service hours
- Letter of apology
- Reflective essay
- Disciplinary probation
- Suspension

Possessing or burning candles or incense

- \$25 fine
- 5 to 10 work/community service hours
- Confiscate items

Setting Fires

- \$500 minimum Fine
- 5 to 50 work/University service hours
- Letter of apology
- Reflective essay
- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities

Possession or use of fireworks or explosives

- \$ 500 minimum fine
- 5 to 50 work/community service hours

- Letter of apology
- Reflective essay
- Disciplinary probation
- Suspension
- Expulsion
- Confiscate items
- Notification of authorities

Possession or use of firearms

- \$500 minimum fine
- Suspension
- Expulsion
- Confiscate items
- Notification of authorities

Possession or use of cutting weapons (3-inch blade or larger)

- \$250 minimum fine
- 5 to 50 work/community service hours
- Confiscate items
- Disciplinary probation
- Suspension

Possession or use of BB guns, air rifles, paintball guns, air-soft guns, tazers, etc.

- \$250 minimum fine
- 5 to 50 work/community service hours
- Confiscate items
- Disciplinary probation
- Suspension

Hazing

- 5 to 50 work/community service work hours
- Fines for individuals who initiate and participate in activity
- Reflective essay
- Permanent removal of individual who initiates hazing from organization
- Disciplinary probation
- Suspension

Unauthorized entry

- \$25 to \$250 Fine
- 5 to 50 work/community service hours
- Written letter of apology
- Loss of privileges
- Disciplinary probation
- Suspension
- Notification of authorities

Being unescorted

- Mandatory \$25.00 fine
- Suspension of visitation privileges (repeat offenses)

- Disciplinary probation (repeat offenses)
- Suspension from the residence halls (repeat offenses)

Visitation violations

Under 30 minutes

- Fine of \$1 per minute up to \$30
- 5 to 50 work/community service hours

30 minutes to one hour

- Charge \$1 per minute up to \$60
- 5 to 50 work/community service hours

Over one hour

- Charge \$1 per minute up to \$200
- 5 to 50 work/community service hours

Repeat offenses or overnight stays

- Charge \$1 per minute up to \$200
- Suspension of visitation privileges
- Disciplinary probation
- Suspension from the residence halls

Harboring pets

- \$50.00 Fine
- 5 to 50 work/community service hours
- Confiscate pet(s)
- Restitution for any damages caused, including cost of carpet cleaning or replacement if necessary.

Door propping or walking through a propped door

- \$25 Fine (may also be charged individually to entire floor or hall)
- 5 to 50 work/community service hours
- Reflective essay

Missing mandatory Hall meeting

- \$25 Fine

Harassing or threatening anyone of the Shorter community

- Letter of apology
- Educational activity, such as reflective paper or counseling
- 5 to 50 work/community service hours
- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities

Lewd and indecent conduct

- Letter of apology
- \$50 to \$200 fine

- 5 to 50 work/community service hours
- Reflective essay
- Disciplinary probation
- Suspension
- Expulsion

Sexual Misconduct

- \$50 to \$500 fine
- Suspension of visitation privileges
- Letter of apology to whoever caught them
- 5 to 50 work/community service hours
- Educational activity, such as reflective paper or counseling
- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities (if applicable)

Viewing or distributing pornography (any form of media and computer)

- Confiscate item(s)
- \$50 to \$200 Fine
- 5 to 50 work/community service hours
- Educational activity, such as reflective paper or counseling
- Suspension of public computer privileges
- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities (if applicable)

Assault/Battery

- Restitution for damages
- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities

Possession and/or consumption of alcohol:

- Minimum \$250.00 fine
- Alcohol education program
- 5 to 50 work/University service hours
- Mandatory notification to athletic department (if applicable)
- Notification to parents (if under 21)
- Disciplinary probation (repeat offenses)
- Suspension (repeat offenses)

Distributing alcohol or hosting a party where alcohol is present

- Minimum \$250.00 fine
- Alcohol education program
- 5 to 50 work/university service hours
- Mandatory notification to athletic department (if applicable)
- Notification to parents (if under 21)

- Disciplinary probation
- Suspension

DUI

- Notification of authorities (if on-campus)
- Minimum \$250.00 fine
- Alcohol education program
- 5 to 50 work/university service hours
- Mandatory notification to athletic department (if applicable)
- Notification to parents (if under 21)
- Disciplinary probation
- Suspension

Possession or intent to possess illegal drugs or drug paraphernalia (or prescription drugs without valid medical or dental prescription)

- Minimum \$500 fine
- Confiscate items
- Drug education program
- Disciplinary probation
- Suspension
- Expulsion
- Notification of parents
- Notification of authorities

Use of tobacco, including smokeless, in an undesignated location

- \$50.00 fine
- 5 to 50 work/community service hours
- Reflective essay
- Substance abuse counseling

Failure to comply with directives of a university official

- Direct apology to university official
- 5 to 50 work/community service hours
- Reflective essay
- Disciplinary probation
- Suspension

Possession of any paraphernalia or display promoting the use of any product that is inconsistent with university values

- Confiscate item(s)
- 5 to 50 work/community service hours
- Reflective essay

Knowledge of a violation(s)/Failure to report a violation

- Half to full punishment for the violation

Important Notes:

Whenever possible, the individual(s) responsible for the violation will be sanctioned. However, when the responsible individual cannot be fined accordingly, the fine will be divided amongst all of the residents of the living area. Students will be notified through their University-issued email

accounts of common fine charges. “Minimum” fines refer to the minimum amount that may be charged to a student for a particular violation. Additional fines beyond the minimum amount may be assessed.

Student Life

FSU 206, (706) 233- 7312 or (706) 233-7315

www.shorter.edu/studentlife

College is your time to expand your horizons and take advantage of the many opportunities that life presents. The Office of Student Life is here to help you through this time of exploration. As a supplement to your academic experiences, Student Life offers programs to help guide you through your educational journey. The Office of Student Life also offers programs designed to help you develop skills needed throughout your college career and beyond. We hope you take the time to discover all that Shorter has to offer!

Advertising

As a general rule, posters and publicity materials may NOT be placed on glass (including glass windows of doors), painted or wallpapered surfaces, floors, outside areas of buildings (walls, columns, etc), cars, or doors. The following areas are available for advertisements: Sheffield-Thompson building (designated areas), bulletin boards on campus that are not designated for academic use, and general use bulletin boards in the Fitton Student Union (FSU). All flyers, banners, or any form of advertisement must be submitted to the Coordinator of Student Life to receive a stamp for approval. All publicity materials must have a person’s name and contact information. Any organization found posting advertisements without the proper approval will be fined \$10 for each flyer found. Chalking is not allowed on bricks, signs, or cobblestone. The painting of posters or publicity materials is not allowed inside any of the buildings on campus. Student organizations will be fined a minimum of \$25 should any area of campus be damaged or negatively affected due to the creation of publicity materials. For more information, please contact the Director of Student Life or the Vice President for Student Affairs and Dean of Students.

Constitution and Officers

Each year, a copy of the current constitution of each organization must be turned in to the Student Government Association, along with a list of officers and the name of the organization’s advisor. New officers’ names, box numbers, phone numbers, email addresses, and advisors’ name(s) and extension number(s) must be given to the Student Government Association whenever there is a change or update.

Event Registration

Each organization must schedule events and activities on the Master Calendar in the Office of Student Life. **The Vice President for Student Affairs and Dean of Student and/or the Director of Student Life has the right to cancel any event that is not scheduled through the Office of Student Life.** Any events scheduled in the Eubanks Room, Austin Moses Room, or Martha’s Cellar must be arranged a minimum of one week in advance. Organizational activities are not to interfere with any academic programs.

Fitton Activities Board

The Office of Student Life advises the Fitton Activities Board, a student-run and organized group that plans events, programs, and trips. FAB is responsible for MUG’s in Martha’s Cellar, trips off campus to such places as the bowling alley and sporting events, Spring Formal, game shows, comedians, and other fun events! **Office Location: 2nd Floor FSU, Ext. 7605, fab@shorter.edu**

Fundraising

Fundraising activities by any campus organization or individual must be approved by the Director of Student Life. Door to door solicitation is not allowed. No outside organization or individual may sell, solicit, or fundraise without approval from the Vice President of Finance of the University. Any faculty division, school, student organization, or individual of the University shall secure approval of the President or, by designation, the Vice President for Development and Alumni prior to

engaging in any form of solicitation in the name of Shorter University. Further, the Vice President for Development and Alumni should be consulted prior to the solicitation of individuals, corporations, foundations, alumni, or constituent groups to ensure the effective coordination of the University's efforts in fundraising. **The University is not responsible for debts incurred by student organizations.**

Fundraising Ideas– Office of Student Life (FSU 229, ext. 7312)

Approval for on-campus or off-campus solicitation in the name of Shorter University-Office of Student Life (FSU 229, ext. 7312) and Vice President for Development and Alumni (The Development and Alumni Office, ext. 7216)

Greek Organizations

The mission of the Shorter University Fraternity and Sorority Life is to enhance the collegiate experience through scholarship, community service, philanthropy, leadership, and social interaction. We strive to uphold the traditions and values of our fraternities and sororities by promoting strong bonds of brotherhood and sisterhood. Our fraternity and sorority community consists of these three sororities; Epsilon Sigma, Phi Mu, and Zeta Tau Alpha, and these three fraternities; Chi Phi, Delta Sigma Phi, Pi Kappa Phi. You can visit the website at www.shorter.edu/greeklife

Intramural and Recreational Activities

Intramurals are a very popular way to get involved at Shorter University. From team sports to individual events, everyone has the chance to participate. Visit the website for more information about how you can join a team or participate in an event.

Leadership Programs

Hill Climbers is a semester leadership program for freshmen students. This program is an opportunity for freshmen students to learn more about themselves and their leadership styles, working and leading in groups, and becoming effective leaders.

Shorter University is a member of the Northwest Georgia Crescent Leadership Alliance. This program is made up of six students from the five colleges and universities in Northwest Georgia.

This group meets once a month at a different school to learn about leadership and collaboration. Calling All Leaders: Shorter University holds an annual leadership workshop for all of our students. The workshop consists of a keynote speaker and break-out sessions. Students learn how to become a leader and to enhance their leadership skills.

Membership

A student's primary responsibility is to his/her classes and course requirements. No student on academic probation is allowed to hold an office in any student organization, to be an active member of an organization, or to represent the University publicly or officially in any manner until removed from academic probation.

Orientation Programs

Summit, freshmen and transfer orientation sessions held during the summer, is coordinated from the Office of Student Life. Freshman Orientation continues in the fall in the form of Camp Hawk, which takes place a week before classes begin.

Recognition

In order to obtain recognition, a student organization must have a purpose which is congruent with the mission of the University, a faculty or staff advisor, and a constitution approved by the Student Senate and the Faculty/Student Legislative Committee. Prospective new organizations should first meet with the Director of Student Life and then follow the by-laws of the Student Government Association to obtain formal charter status. To continue recognition, each student organization must submit annually to the Student Government Association a list of officers, members, an advisor, and a copy of any changes that have been made to the constitution, as well as, have a current Student Organization Information Form on file with the Office of Student Life. Failure to submit the items above could result in the organization being inactive for the semester.

Student Organizations

Shorter University delegates authority and responsibility for student organization activity along the

following lines: Board of Trustees, President, Dean of Students, Director of Student Life, and heads of student organizations. Student organizations on campus are governed by certain policies. The following are policies pertaining to student organizations. Please see the section entitled Social Regulations and Policies for more policies affecting student organizations.

Reservations?

Dining Hall

Vice President for Student Affairs and Dean of Students (FSU 237, ext. 7231)

Austin Moses Student Life Center, Fitton Student Union, Front Circle, Cooper Courtyard

Jeanne McDade, Office of the Vice President for Student Affairs and Dean of Students (FSU 237, ext. 7231, jmcdade@shorter.edu)

Brookes Chapel, Eubanks Room, Guest Apartment

Jeanne McDade, Office of the Vice President for Student Affairs and Dean of Students (FSU 237, ext. 7231, jmcdade@shorter.edu)

Winthrop-King Center

Beth Gibbons (Athletics Office, ext. 7347)

Callaway Theatre

Gina Hicks, The Office of the School of the Arts (MFA 131, ext. 7247)

Classroom Space, Franklin Hall, Evans Chorale Room

The Registrar's Office (S-T 102, ext. 7205)

Cobb Room

Candi Himes, Office of the President (S-T 101, ext. 7201)

Martha's Cellar

Coordinator of Student Life (FSU 229, ext. 7315)

Table outside Dining Hall or in Fitton Student Union common area: must be reserved one week in advance through the Office of Student Affairs, FSU Room 237, or extension 7231, or email jmcdade@shorter.edu

Damage Fee for Campus Meeting Rooms

In the event that a campus room is damaged or requires extra cleaning after a student organization event, a fine will be charged for the repairs or cleaning relative to the expenses incurred by the college. In addition, the organization may be banned from using the room for a period of time at the discretion of the Vice President for Student Affairs and Dean of Students.

Registered Student Organizations

Departmental Organizations

Allied Health Club-promotes knowledge of allied health and professional opportunities in the field.

American Chemical Society (ACS)-promotes the study of chemical science and professionalism in chemical sciences.

Canterbury Club of Northwest Georgia- The Canterbury Club is an opportunity to gather and get to know other college students in the area. The Club offers a creative mix of fellowship, worship, and service based activities which are all student designed. The Club allows students to come together through various ways to enjoy each other and to help the community.

Eta Pi Sigma (History Club)-promotes contact with current historians and visits to historical attractions.

Investors Club- Informs students about current economic situations including different ways to invest with seminars by stockbrokers, accountants, etc.

Mu Alpha Theta (Math Club)-promotes understanding and appreciation of the use of math in everyday life.

Mu Phi Epsilon (National Music Organization)-an international professional sorority for the advancement of music.

Music Educators' National Conference (MENC)/ American Choral Directors' Association (ACDA)- promotes the advancement of music education by encouraging the study and making

of music by all, and to promote excellence in choral music through performance, composition, publication, research, and teaching

Not For Sale- equips and mobilizes smart activists from and around Shorter University to deploy innovative solutions to re-abolish slavery in their own backyard and across the globe. Together, we can end slavery in our lifetime.

Phi Mu Alpha Sinfonia (National Music Organization)-a national professional fraternity, which promotes the cause of music and fosters friendship among those with an interest in music. .

Shorter Nursing Club- is a widespread network of students who are nurses and help to acclimate students to the community as a professional nurse/medical worker.

Students in Free Enterprise (SIFE)- is a non-profit worldwide organization dedicated to community service by “helping people develop a better understanding of how our free enterprise system works and how to use this information to empower themselves and achieve new successes.

Student Government Association of Educators (SGAE)/ Student Professional Association of Georgia Educators (SPAGE)- acquaints prospective teachers with varying topics addressing this profession

Honor Societies

Alpha Chi, Georgia Theta Chapter 304 (All Academic Fields)-Juniors and seniors who rank in the upper tenth of their class are inducted annually.

Alpha Psi Omega (Theatre Honor Society)- Recognizes outstanding artistic achievements of college/university theatre students.

Beta Beta Beta, Kappa Alpha Chapter (Biological Honor Society)-National honor society for biologists, open to superior students of biology and allied sciences.

Lambda Pi Eta, Mu Chi Chapter (International Communications Honor Society)-Open to outstanding communication majors and minors.

Pi Gamma Mu (International Social Science Honor Society)-Superior students in the areas of social sciences and business are elected into membership.

Pi Kappa Lambda, Epsilon Beta Chapter (Music Honor Society)-New members are selected each spring by members of the music faculty and should be in the top 20 percent of graduating seniors.

Sigma Beta Delta (Business Honor Society)- To be eligible for this organization, students in this discipline must rank in the upper 20 percent of their class.

Sigma Tau Delta, Beta Psi Chapter (English Honor Society)-Members are selected by the English department on the basis of grade-point average and recommendations of faculty.

Theta Alpha Kappa, Alpha Beta Omega Chapter (Religious Studies and Theology Honor Society)- To be eligible for membership, students must have completed at least 12 hours in religion with a minimum of a 3.5 GPA in those courses and have at least a cumulative GPA and standing in the upper 10 percent of the class

Media Organizations

ARGO-the University yearbook.

Chimes-University literary magazine published annually.

Periscope-the biweekly University newspaper founded in 1919 (www.theperiscope.org)

SUB 49-the campus radio station, which is broadcast through channel 49.

Publications and Media

By authority vested in the President by the Board of Trustees of Shorter University, the following bylaws create the Student Media Advisory Board:

Media, under the supervision of the Student Media Advisory Board (currently The Periscope, ARGO, SUB 49, The Chimes, and SGA 48), shall be representative of the entire student body and not be the province of a limited number of students or a small number of departments.

No student media shall be a “house organ” for Shorter University or any group of students, faculty, or administrators. The views and opinions disseminated through any or all of the student-run media (The Periscope, ARGO, SUB 49, The Chimes, and SGA 48) are not necessarily the views and opinions of Shorter University or the media organization as a whole.

Staff members (including editors) for student media shall be widely recruited from the entire student body, and the faculty advisor shall provide assistance to student staff members irrespective of their course of study.

The Periscope, as other reputable and responsible news media, is obligated, following verification, to objectively report the news, even though such news may not always be entirely favorable to Shorter University, its students, faculty, or administrators.

Students, faculty, and administrators at Shorter University have the same rights of freedom of expression and action within the laws as do other citizens. Libel law serves to protect the rights of individuals and organizations; when items which may be libelous are considered for publication, student editors must seek legal counsel through the faculty advisor from Shorter’s attorney before printing such matters.

For members of the Student Media Advisory Board to perform their duties more effectively, with assistance from the advisor and editors, they are to undertake early in the academic year the process of learning as much as possible about the procedures and work load necessary in producing each publication or broadcast.

Student Organizations

Fellowship of Christian Athletes (FCA)- presents student athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as savior, serving Him in their relationships and in the fellowship of the church

Fitton Activities Board (FAB)-Provides entertainment opportunities such as films, dances, concerts, and special events for students.

Inter-Fraternity Council-Governing body for all male Greek organizations at Shorter University.

Shorter University International Club-Organizes activities to encourage cultural exchange between students and supports awareness of different cultures.

Love Thread- Provides student an opportunity to learn new styles and techniques of knitting and crocheting while reaching out to the community by providing scarves, blankets, etc to the elderly and homeless.

Panhellenic Council- Governing body for all female Greek organizations at Shorter University.

Shorter University International Society (SUIS)-Promotes cultural awareness and appreciation to create more opportunities for students and faculty to learn more about the different cultures that are around us.

Shorter N.E.T.-Promotes cultural awareness and diversity among the Shorter University community.

Shorter Orientation Staff (SOS)-Assists the Office of Student Activities in conducting activities for Summit sessions and Welcome Week. Interview process required.

Shorter Relations Society (SRS)-Assists Admissions in promoting pride and communicating an increased understanding of Shorter as public relations representatives for the University. Interview process required.

Student Government Association (SGA)-Allocates student activity fee funds, appoints students to faculty committees, and helps promote positive relationships between students, faculty, and administration. Seven senators are elected by the incoming freshman class after fall classes begin; the additional senators are elected by the entire student body at the end of the previous school year.

Music Organizations

Shorter Chorale- select ensemble; auditions required

Shorter Chorus- open to all students

Greek Organizations

Sororities:

Epsilon Sigma
Phi Mu
Zeta Tau Alpha

Fraternities:

Chi Phi
Delta Sigma Phi
Pi Kappa Phi

Winthrop-King Centre

The Winthrop-King Centre was constructed in 1994. The facility offers students a basketball gym, one racquetball court, an indoor track, a dance and aerobic studio, and a weight room. The Winthrop-King Centre also houses the Athletic Department Offices. The facility is open to students from 8:00 am to 11:00 p.m.; however, the Athletic Department reserves the right to close the floor, indoor track, or weight room for scheduled team practice or workouts. To reserve the aerobics/dance studio, gym, or any of the classrooms located in the Winthrop-King Centre, please contact the Registrar's Office at 233-7205.

Info Guide

Advanced Placement

Shorter University awards credit for Advanced Placement based on the scores of 3, 4, and 5. The scores necessary to be awarded credit vary by course. Official scores from the College Board must be submitted to the Registrar's Office. For specific information concerning credit and course equivalents, contact the Registrar's Office.

Advisor

Faculty and staff members serve as advisors. Advisors meet with students to discuss their life goals, specific educational plans, and to help students select appropriate courses each semester. Freshmen are assigned to freshmen advisors. After the freshman year, students are assigned advisors within their chosen major.

Application for Graduation

All candidates must file an application for graduation with the Registrar by August 25 for May graduation and January 15 for December graduation.

Auditing a Class

Auditing means having official permission, on a space-available basis, to sit in on a course without receiving course credit. An auditor does not take tests or exams.

Bachelor's Degree

A bachelor's degree is a four-year degree. Shorter's traditional programs award degrees in Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Business Administration, Bachelor of Science in Education, Bachelor of Fine Arts, and Bachelor of Music.

Blue Book

Blue books are booklets of lined paper required by some instructors for exams or essays. Blue books are available in the bookstore.

Box Office The Shorter University Box Office is located in the Eubanks Welcome Center; phone extension 7288. Hours of operation are 9am-4pm. The Box Office is responsible for fulfilling ticket sales for all athletic, choral and theatre events.

Check Cashing

Students may cash personal checks at the Business Office in Sheffield-Thompson, between 8:30am and 4:30pm Monday through Friday. The limit is \$50.00 per check, with a maximum total of \$100 per week. There is a returned check charge of \$10.00 per check. The Business Office reserves the right to withhold check cashing privileges in circumstances of repeat returns. A cash ATM is located in the Fitton Student Union with no charge to Regions Bank customers. All others will be charged a withdrawal fee.

Classes

Classes normally meet for 150 minutes weekly. Monday/Wednesday/Friday classes usually meet for three 50-minute sessions, and Tuesday/Thursday classes meet for two 75-minute sessions. Evening classes may meet for one 150-minute session or two 75-minute sessions.

Co-Curricular

Each student has an opportunity to become involved in a wide variety of student organizations and activities.

Concentration

A concentration consists of 12 or more semester hours of selected courses within a major, unified by a common theme.

Drop/Add

Drop/Add are the dates designated on the University calendar each semester upon which students may change their registration by dropping courses and adding courses.

Educational Principles

The eight Educational Principles of Shorter may be found in the University Catalog or Student Handbook.

Exam Schedule

The exam schedule for each semester is available on the Shorter University website, www.shorter.edu.

Hawks and Lady Hawks

The Hawks and Lady Hawks are the men's and women's athletic teams.

Honors Program-Academy of Aristaeus

The Academy of Aristaeus is Shorter University's Honors Program. The Academy provides, for motivated students, academic experiences beyond the limits of the traditional curriculum. Dr. Terry Morris is the Director of the Academy of Aristaeus.

HOPE Scholarship Eligibility

HOPE Scholarship Eligibility is checked at the 30th, 60th, and the 90th attempted semester hour. In addition, HOPE eligibility is checked each spring semester. Attempted hours *do* include "W" and "WF." To maintain the HOPE scholarship, students must have a cumulative 3.0 GPA at each of these checkpoints.

International Students

The Director of Campus Globalization, Ms. Linda Palumbo Olszanski, assists international students in the admissions process and organizes their initial orientation providing assistance in immigration and academic matters. The Director also coordinates programs related to international student life.

Major

A major consists of a course sequence of at least 42 semester hours, with a minimum of 24 hours in one discipline and a minimum of 12 hours selected from related disciplines.

Mayterm

Mayterm is the name given to the 4-week period immediately following graduation in May. It is designed as a Study-Abroad program in which students earn 9-12 semester hours credit through travel, study, and classroom experiences.

Minor

Minors may be earned in most disciplines. A minor consists of at least 18 semester hours in a discipline, with specific requirements set by the division offering the minor.

Northwest Georgia Winds

The Northwest Georgia Winds is a concert band consisting of University music and non-music majors and community musicians. The Winds perform full concerts in the spring and fall and provide music for a variety of events.

Office Hours

All professors set aside time to be available for students. This time can be used for advisement, out-of-class help, talking about careers, further education in a field, reviewing tests, etc. Please do not be shy about meeting with your professors.

Peer Tutoring

Shorter offers free tutoring services to students enrolled in the traditional program on the Rome campus in the Peer Tutoring Program. Tutoring is provided by peer tutors to provide academic assistance in more than 60 courses, including most common core curriculum courses. To make an appointment for an individual appointment:

1. Log onto SCHOLAR
2. Click on "Campus Life" tab
3. Select "Tutoring" from the menu on the left side of the page (between "International Programs" and "Work Study")

For more information or to view available group tutoring opportunities, please visit our website: http://www.shorter.edu/academics/services/peer_tutoring.htm. You can also contact us at tutoring@shorter.edu, or drop by the Office of Student Engagement and Success (S.E.S.) on the second floor of Sheffield-Thompson in the Bailor Suite.

Pre-Requisite

Pre-requisite classes are courses that the student must pass before enrolling for other courses. Pre-requisites are noted in the Catalog.

Remedial Courses

Remedial courses in English and Mathematics are offered for students who need additional preparation in these areas. These classes carry no credit towards graduation.

SES (Student Engagement and Success)

The Office of Student Engagement and Success, located on the second floor of Sheffield-Thompson in the Bailor Suite, offers academic support to all traditional students on the Rome campus through Peer Tutoring and the Writing Center. See Peer Tutoring and Writing Center. SES also handles the processing of Shorter Excused absences, which are Shorter-sponsored events that cause students to miss class (athletic games, concerts, conference presentations, etc.)

Study Abroad

Shorter University develops global citizens by promoting intercultural understanding and encouraging students to study, work, and live abroad. Students may study abroad for a year, semester or short program, earning credit toward a degree while immersing themselves in the culture and interacting with the local population.

Switchboard

The Switchboard, which is located in the lobby of the Sheffield-Thompson Building, processes all general incoming calls for the university. This is the central point of communication for information on theatre and athletic events, camps, and university announcements.

Transcript

A transcript is an official copy of student grades. Shorter University has authorized the National Student Clearinghouse to provide transcript ordering and credit card payment through a secured internet transaction. To order an official transcript(s), visit www.getmytranscript.com. Transcripts may also be requested in the Registrar's Office. A request must bear the student's signature and must be made 24 hours in advance. The fee is \$1.00 per copy. Transcripts for advisors are free.

Withdrawing from a Class

Dates during which a student may withdraw from a class are designated on the academic calendar. For more information on withdrawing from a class, see the Shorter University Catalog's section on Academic Procedures and Regulations.

Withdrawing from the University

A student leaving the University while a semester is in progress must officially withdraw using the form available in the Registrar's Office. Withdrawal affects eligibility for Financial Aid.

Writing Center

The Writing Center, located on the second floor of Sheffield-Thompson in room 201, offers one-on-one tutoring sessions to help students understand writing or reading assignments, start in the writing process, revise a draft in progress, or apply a teacher's comments to subsequent assignments; this is a FREE tutoring service for students.

Peer to Peer Sharing

Copyrighted material and peer to peer file sharing

Faculty, staff, and students should not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems, store such copies on the University network, or transmit them over the University network. Use of computing resources accessed via the Shorter University network, whether provided by organizations within or outside the University, may be subject to additional norms of behavior or regulations specific to the resource. Therefore, when using the University network, you may not make or use illegal copies of copyrighted media, such as movies, songs, and/or media, store such copies on the University network, or transmit them over the University network.

This notification can be found on the University website under Consumer Information and will be emailed annually to faculty, staff, and students.

Peer-to-peer (P2P) is restricted on campus

The Higher Education Opportunity Act of 2008 (HEOA) is requiring institutions to take steps to combat the unauthorized distribution of copyrighted materials on campus. Shorter University uses two technology based deterrents to limit P2P on the campus network: a Sonicwall Network Security Appliance (NSA) and a Blue Coat PacketShaper. Both devices monitor internet traffic and restrict potentially harmful traffic, which includes P2P. During the annual periodic review, the Senior Network Architect reviews logs from these devices to insure they are functioning properly.

Disciplinary actions

You are responsible for the activity associated with your computer on the University network. Upon notification of claimed infringement from a copyright owner or agent about your internet activity, Federal law requires that the University take action. Upon notification, the University will take the following actions:

- The Office of Information Technology will block your computer from the University network and notify Student Life.
- You must schedule an appointment with the Office of Information Technology to examine your computer. \$50 Charge.
- After successfully completing a 5 page, APA formatted paper on copyright infringement, your computer will be allowed back on the network.

Periodic review

HEOA requires that Shorter University periodically review the effectiveness of our plan and the technology based deterrents. This review is carried out annually by the Director of Information Technology, Senior Network Architect, Provost, and the Vice President for Student Affairs.

Summary of civil and criminal penalties for violation of federal copyright laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful"

infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

LEGAL SOURCES OF ONLINE CONTENT

The Higher Education Opportunity Act requires that Universities and universities offer alternative to illegally downloading copyrighted work without authority. Below is a list containing several legitimate online services, and other services can be found here.

FREE MUSIC

- AOL Radio
- Pandora Radio
- Yahoo! Music

FREE VIDEO, TELEVISION, AND MOVIES

- ABC
- CBS
- FOX
- NBC

MUSIC, BOOKS, AND MOVIE DOWNLOADS

- Amazon Video on Demand
- iTunes
- Netflix

Intellectual Property Rights

General

I. General Purpose.

Shorter University ("Shorter") is dedicated to supporting effective teaching and innovative research and development in the pursuit of knowledge. While the majority of such research and development pertains solely to the traditional classroom activities, Shorter recognizes that some marketable forms of Intellectual Property may result from the efforts of its Faculty, Employees, and Students. At times, Faculty, Employees, or Students make substantial use of Shorter's facilities as well as contributions from Shorter and third parties during their production of Intellectual Property. Except as otherwise set forth in any validly executed work-for-hire agreement or Shorter's Distance Education Intellectual Property Rights Policy, this Intellectual Property Policy controls as to the ownership of such materials, compensation, copyright issues, and uses of revenue derived from the creation and production of all Intellectual Property created or developed by Faculty, Employees, and Students of Shorter University.

II. Definitions.

a. **Creator:** The person who authors, creates, discovers, invents, or develops Intellectual Property subject to this policy.

b. **Employee(s):** Any Shorter administrator acting in an administrative capacity, staff hired by Shorter to perform Shorter duties, and Students who receive work study funds or hourly wages for performing Shorter duties. As used herein, the term "Employee" does not include Faculty.

c. **Faculty:** Any person hired by Shorter to conduct instructional classroom activities.

d. **Intellectual Property:** Any original creation, invention, innovation, technology, skill, scientific or technological development, or artistic work or expression that has commercial value and which derives its intrinsic value from creative ideas. As used in this policy, Intellectual Property maybe generally categorized as follows:

(i.) Scholarly Work: Material prepared for traditional academic publications, such as scholarly journals or other texts or treatises of a scholarly nature.

(ii.) Creative Works: Artistic works, musical or dramatic compositions, literary works, and works of primarily aesthetic nature.

(iii.) Traditional Course Materials. Material of a pedagogical intent of a type traditionally used by faculty members in the course of Shorter's educational mission. This includes the development of curriculum, syllabi, courses, the teaching of classes and development of related material generally intended for the immediate use of a student in a course.

e. **Student(s):** Any person taking courses at Shorter.

III. Applicability

This policy shall apply to all intellectual property created or developed through the efforts of Shorter Faculty, Employees, and Students except as otherwise set forth in any validly executed work-for-hire agreement or Shorter's Distance Education Intellectual Property Rights Policy.

IV. Ownership of Intellectual Property

Ownership of Intellectual Property created in whole or in part by Faculty, Employees and Students shall be governed by the following guidelines:

a. Faculty: The creating Faculty members' ownership rights in Intellectual Property are as follows:

- to the extent any applicable written agreement exists between Shorter and the creating Faculty pertaining to the creation or development of Intellectual Property, the terms of such agreement shall control;

- Intellectual Property unrelated to the Faculty member's job or educational responsibilities at Shorter and for which the Creator made no more than incidental use of Shorter resources, shall belong to the creating Faculty member;

-Intellectual Property which is Scholarly Work or Creative Work as defined above, shall belong to the creating Faculty member unless more than nominal use of Shorter resources are expected to be used by the creating Faculty member in which event Shorter and the Faculty member shall enter into a written agreement governing ownership, allocation of costs, and use of proceeds which may subsequently be derived from such Intellectual Property.

- Intellectual Property which is Traditional Course Materials or Scholarly Work shall belong to the creating Faculty member but Shorter shall have a nonexclusive

right to use such Intellectual Property provided that Shorter uses such materials in furtherance of its education mission and not for revenue producing purposes; and

- Shorter may record Faculty member's classroom lectures and may use, reproduce, prepare derivative works from, and display such materials provided that Shorter uses such materials in furtherance of its education mission and not for revenue producing purposes.

b. Employee: Absent a signed written agreement to the contrary, a creating Employee, and any Student acting in an Employee capacity, shall have no ownership rights in or to any Intellectual Property created or developed in the course of their employment with Shorter. All such materials created or developed by an Employee in the course of their employment with Shorter shall be considered work-for-hire and shall be owned by Shorter.

c. Student: A creating Student's ownership rights in Intellectual Property are as follows:

- Unless specifically funded or commissioned by Shorter, all Scholarly Works and Creative Works of a Student shall belong to the Student;

-Any Intellectual Property created or developed by a Student in their capacity as an Employee shall belong to Shorter.

- Except as otherwise provided herein, all other Intellectual Property created by a Student with more than minimal use of Shorter facilities and not in the performance of Scholarly or Creative Work shall belong to Shorter.

V. Revenue and Commercialization.

a. Any Intellectual Property not specifically owned by the creating Faculty, Employee, or Student as set forth above shall belong to Shorter and Shorter shall be authorized to proceed with the commercialization of such Intellectual Property and shall be entitled to all revenues derived therefrom.

b. Any Intellectual Property owned solely by the creating Faculty, Employee or Student, shall belong to the Creator who shall be authorized to proceed with the commercialization of such materials and who shall be entitled to all revenues derived therefrom; subject to any non-exclusive rights Shorter may have to use such materials for non-revenue producing educational purposes.

c. To the extent Shorter and the Creator jointly own any Intellectual Property under this policy, an express written agreement, or any applicable federal or state law, the commercialization of such materials shall be governed by a written agreement between the Creator and Shorter which shall establish the separate ownership rights, stipulate the percentage of ownership between the Creator and Shorter, describe the future uses of such materials, and the allocation of revenues derived therefrom. In the event percentage of ownership and payment and recovery of research and development costs are not addressed in such agreement, then the economic relationship is shared on a pro rata basis after the recovery of any research and development costs incurred by Shorter.

Important phone numbers and office hours

Campus offices are open 8:30 a.m. – 5 p.m. unless otherwise indicated; area code is 706

| | | |
|---|---|---|
| President of the University Dr. Donald Dowless 233-7201 | Art 233-7332 Mr. Brian Taylor, Chair | Chapel 233-7321 Dr. Aaron Werner, Dean of the Chapel |
| Provost Dr. Craig Shull 233-7203 | Athletics 233-7469 Mr. Bill Peterson, Director | Christian Studies 233-7821 Dr. John Connell, Chair |
| Vice President for Finance & CFO Ms. Stephanie Owens 233-7244 | BCM 233-7329 Rev. David Roland, Campus Minister | College of Arts & Sciences 233-7276 Dr. Sabrena Parton, Dean |
| Vice President for Student Affairs & Dean of Students Dr. Debra Faust 233-7231 | Book Store 233-7236 Ms. Jasmine Ragland, Manager | College of Business 233-7335 Dr. Robert Darville, Dean |
| Vice President for Institutional Advancement 233-7293 | Box Office 233-7359 Ms. Brenda Long, Manager | Communication 233-7465 Dr. Dana Hall, Chair |
| Vice President Enrollment Management Dr. John Head 233-7310 | Business Administration 233-7219 Dr. Melissa Hickman, Chair | Counseling & Disability Services 233-7323 Dr. Emily Derrick |
| Vice President Public Relations Ms. Dawn Tolbert 233-7215 | Business Management 233-7403 Ms. Nancy Mount, Chair | Education 233-7234 Dr. F. Jane Cobia, Chair |
| Academic Advising 233-7363 Ms. Cindy McGhee, Director Student Engagement & Success | Campus Dining Hilltop Café Hawks Nest 233-7424 Mr. Lance Moore, Director | Facilities Management 233-7240 Mr. Jeff Agan, Director |
| Admissions 233-7225 Mr. Patrick McElhaney, Director | Campus Safety 233-7218 Ms. Paula Penson, Director | Financial Aid 233-7228 Ms. Tara Jones, Director |
| | Career Support Services 233-7417 Ms. Sarah Baker, Coordinator | Health Services 233-7278 Ms. Mary Shotwell-Smith, Director |
| | | Honors Program |

233-7249
Dr. Terry Morris, Director

Humanities
233- 7420
Dr. Ben McFry, Chair

Human Resources
233-7461

**International Programs
& Study Abroad**
233-7409
Ms. Laura McRaney,
Director

Liberal Arts
233-7451
Dr. Kathi Vosevich, Chair

Livingston Library
233-7297

**Management
Information Systems**
233-7272
Dr. Anthony Nichols,
Chair

Mathematics
233-7207
Dr. Richard Cowan, Chair

Music
233-7289
Dr. Fredrick Tarrant, Chair

**National Cleaning
Services**
233-7290
233-7336
Dr. Renae R. Applegate
House

Ms. Kimberly Jenkins,
Director

Natural Science
233-7250
Ms. Lisa Keith, Chair

Registrar
233-7205
Ms. Melissa Tarrant

**Research Planning and
Assessment**
233-7308
Dr. Patricia DeWitt,
Director

Residence Life
233-7233
Mr. Josh Arnold, Director

**School of Fine and
Performing Arts**
233-7248
Dr. Alan Wingard, Dean

**School of Sciences &
Mathematics**
233-7260
Dr. Craig Allee, Dean

School of Education
233-7268
Dr. Sandra Leslie, Dean

School of Nursing
233-7464
Dr. Vanice Roberts, Dean

Social Sciences
233-7394
Dr. Jill Borchert, Dean

Sports Management
233-7414
Dr. Trey Cunningham,
Chair

Sports Information
233-7468
Mr. Matt Green, Director

Student Conduct
233-7233
Mr. Josh Arnold, Director

Student Life
233-7312
Ms. Emily Messer,
Director

Switchboard
On campus dial 0
Off campus 291-2121
8:30 a.m. – 5 p.m. (M-F)

Technology Services
233-7304
Mr. Ryan Haylock,
Director of OIT

Theatre
233-7311
Mr. David Nesbit, Chair

Tutoring
233-7363
Ms. Cindy McGhee,
Director, Student
Engagement & Success
Writing Center



Best Wishes for a Great Year!

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