

The Pinnacle is the official source of information regarding university policies, safety procedures and services, the honor system, student conduct system, academics, and opportunities available to students. The University may amend, change, terminate, and/or make exceptions to the policies herein as well as the online version as it may determine in its discretion at any time. The information in this publication is accurate as of the publication date. Any changes to event schedules or policies will be made available in the online version when they occur. This handbook is not deemed as a contract.

Students, whether on campus or off campus, must abide by all university policies and regulations at all times. The reputation of Shorter University, as well as the individual student's ability to succeed, is at stake. Students identified with Shorter University must demonstrate conduct that clearly fits into the Christ-Centered spirit of the institution.

PUBLISHED: JULY 2013

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

EMERGENCY INFORMATION AND NOTIFICATIONS

REPORTING AN EMERGENCY

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

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

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 University.

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

Q102 102.3 FM

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ACADEMIC POLICIES

Please refer to the Academic catalog at http://www.shorter.edu/academics/academics_home.htm#catalog.



Dear Students,

Welcome to Shorter University! Having made the choice to enroll, you are now part of a vibrant learning community that is dedicated to providing excellence in education in an intentionally Christ-centered environment.

Founded in 1873, Shorter University is perennially ranked among the South's best comprehensive colleges by *U.S. News & World Report*.

The Princeton Review also includes us in its "Best Southeastern Colleges" and "Best Value Colleges" lists. Those rankings are impressive, but I believe the best indicator of our success is our dedicated faculty. Throughout your time at Shorter University, you will interact with and learn alongside faculty members who truly desire to help you succeed both in the classroom and in life. They are proud to fill the roles

of teacher, mentor, and friend.

From the second you arrive, you are invited to become involved in the campus life of Shorter University. I encourage you to become an active member of our family through our chapel, intramural sports, and contests, campus life activities, fraternities and sororities, faith-based and service-oriented organizations, outreach and mission projects and numerous fun opportunities.

Our hope is that you will have your life transformed by Jesus Christ.

Sincerely,

Dr. Don Dowless
President

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.

Conduct Expectations During Enrollment:

Every student at Shorter University, by virtue of enrollment has agreed to abide by and uphold the policies of this institution. Enrolled students are expected to honor all Student Conduct policies for the duration of enrollment. Students should assume the responsibility of their conduct on and off campus. "Student" includes all individuals taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, both degree and non-degree seeking, as well as individuals enrolled in non-credit courses and programs. In addition, for purposes for the Student Conduct Community Standards, jurisdiction also includes individuals who have accepted an offer of admission to the University; and students who withdraw after allegedly violating the Student Conduct and Community standards, who are on leave of absence from the University, or who are not officially registered and/or enrolled for a particular term but have a continuing relationship with the University (includes Summer and Christmas Breaks).

The administration, faculty, staff and students are charged with the responsibility of maintaining order on campus.

HISTORY OF SHORTER UNIVERSITY

Founded in 1873, Shorter University is a Christian university committed to transforming lives through Christ. On its hilltop campus in Rome, the Georgia Baptist institution offers students an outstanding academic experience within a caring Christian environment. Hallmarks of the Shorter University 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

Shorter University has been ranked among the South's top baccalaureate colleges by *U.S. News & World Report* and *The Princeton Review*.

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

Interesting Dates from Shorter University 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
- 2009 – Shorter establishes online programs
- 2010 – Shorter College changes its name to Shorter University
- 2011 – Dr. Don Dowless is named Shorter's 19th president

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

ACADEMIC CALENDAR

2013-2014

SUMMER TERMS 2013

May 6th	Online Session One Begins
May 8–29th	Maymester Begins
May 27th	Memorial Day
June 3-28th	June Term
June 24th	Online Session Two Begins
June 28th	Online Session One Ends
July 1-29th	July Term
July 4th	Independence Day
August 16th	Online Session Two Ends

FALL SEMESTER 2013

August 12-16th	Faculty Orientation Week
August 15th	Residence Halls Open For New Students
August 15th – 18 th	Camp Hawk
August 17th	Residence Halls Open For Returning Students
August 19th	Classes Begin Full Term and Online Session One
August 20th	Convocation
September 2nd	Labor Day
October 4th	Midsemester
October 7-8th	Fall Holidays
October 11th	Online Session One Ends
October 14th	Online Session Two Begins
Nov. 27-29th	Thanksgiving Holidays
December 3rd	Final Day of Full-Term Classes
Dec. 5th - Dec. 12th	Final Examinations
December 6th	Online Session Two Ends
December 13th	Commencement

SPRING SEMESTER 2014

January 3rd	Residence Halls Open
January 3rd	Orientation
January 6th	Classes Begin Full Term and Online Session One
January 20st	Martin Luther King, Jr. Holiday
February 28th	Midsemester
February 28th	Online Session One Ends
March 3-7th	Spring Vacation
March 3rd	Online Session Two Begins
April 2nd	Celebrate Shorter
April 18th	Good Friday Holiday
April 21st	Final Day of Full-Term Classes
April 23- April 30th	Final Examinations for Full Term Classes
April 25th	Online Session Two Ends
May 2nd	Tentative Commencement

The final exam schedule for each semester is available on the Shorter University website, http://www.shorter.edu/academics/registrar/final_exams.htm

ADMINISTRATIVE OFFICES

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	Dr. Donald Dowless.....	233-7201
Executive Vice President/Provost	Dr. Donald Martin, Jr.	233-7203
Vice President for Finance & CFO	Ms. Susan Zeird.....	233-7466
Vice President for Student Affairs	Mr. Corey Humphries.....	233-7231
Vice President for Institutional Advancement	Mr. Bert Epting.....	291-5348
Vice President for Enrollment Management	Ms. Emily Messer.....	233-7310
Associate Vice President for University Communication	Ms. Dawn Tolbert.....	291-5348
Academic Advising	Ms. Tracy Batchelor, Director.....	233-7363
	Student Engagement & Success	
Admissions	Mr. Patrick McElhaney, Director.....	233-7225
Art	Mr. Kelly Mills, Chair.....	233-7283
Athletics	Mr. Bill Peterson, Director.....	233-7469
BCM	Rev. David Roland, Campus Minister.....	233-7329
Book Store	Ms. Dre Fillmore, Manager.....	233-7236
Box Office	Ms. Brenda Long, Manager	233-7288
Business Administration	Dr. Tim Naddy	292-3910
Campus Dining	Dr. Trey Cunningham.....	292-3905
Hilltop Café, Hawks Nest	Mr. Lance Moore, Director	233-7424
Campus Safety	Ms. Paula Penson, Director.....	233-7218
Student Support Services	Ms. Sarah Baker, Director.....	233-7323
Christian Studies	Dr. Earl Kellett, Chair.....	233-7472
College of Arts & Sciences	Dr. Sabrena Parton, Dean.....	233-7276
College of Business	Dr. Robert Darville, Dean	292-3902
Communication Arts	Dr. Cassandra Johnson, Chair	233-7208
Education	Dr. Gary Ross, Chair.....	233-7326
Facilities Management ..	Mr. Dick Taylor, Assistant Vice President for Facilities..	233-7240
Financial Aid	Ms. Colleen Lassiter, Director	233-7337
Health Services	Ms. Mary Shotwell Smith, Director	233-7278
Honors Program	Dr. Terry Morris, Director	233-7249
Humanities and Social Sciences	Dr. Ben McFry, Associate Dean	233- 7420
Human Resources	Mr. Tommy Curtis, Director	233-7461
International Programs and Study Abroad	Ms. Linda Palumbo Olszanski, Assistant Vice President...	233-7409
Liberal Arts	Dr. Kathi Vosevich, Chair.....	233-7451
Livingston Library	Mr. DeWayne Williams	233-7357
	Interim Director of Library Services	
Management Information Systems	Dr. Anthony Nichols.....	292-3915
Mathematics	Ms. Diana Swanagan, Chair.....	233-2301
Music	Dr. Fredrick Tarrant, Chair	233-7289
Natural Science	Dr. Kane Barker, Chair	233-7262

Registrar	Ms. Brandi Berger.....	233-7205
Residence Life	Ms. Melanie Lawrimore.....	233-7312
School of Fine and Performing Arts	Dr. Alan Wingard, Dean.....	233-7248
School of Sciences & Mathematics	Ms. Lisa Keith, Associate Dean.....	233-7250
School of Education	Dr. Nora Harper, Dean.....	233-7268
School of Nursing	Dr. Angela Haynes, Dean	233-7464
Social Sciences	Dr. Barsha Pickell, Chair	233-7394
Sports Management	Dr. Trey Cunningham, Chair	292-3902
Sports Information	Mr. Matt Green, Director	233-7468
Student Life & Student Conduct ...	Ms. Whitney Mosley, Director	233-7315
Student Affairs	Ms. Tam Odom, Assistant Dean.....	233-7233
Switchboard	Vicki Glover.....	On campus..... 0
	8:30 a.m. – 5 p.m. (M-F)	Off campus 291-2121
Technology Services	Torey Bradley, Director of OIT	233-7483
Theatre	Mr. Kevin Anderton, Chair	233-7311
Tutoring	Ms. Miranda Reed.....	233-7456
Writing Center	Dr. Elizabeth Crews	233-7889

CLASSROOM AND MEETING ROOM RESERVATIONS

For reserving a Shorter University classroom or meeting facility, please see below.

Dining Hall

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

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

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

Brookes Chapel, Eubanks Room, Guest Apartment

Jeanne McDade, Office of the Vice President for Student Affairs (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

Student Life (FSU 229, ext. 7315)

Tables outside Dining Hall or in Fitton Student Union Common Area (please add the underline for emphasis)

Organizations that wish to set up tables outside the dining hall, in FSU, in the Front Circle, etc. must make a reservation through the student workers in the Shorter Information Booth in FSU or by emailing meetingrooms@shorter.edu. The reservation must be made at least 1 week before the tables are needed. A calendar will be posted outside the dining hall to show weekly reservations. Each organization is responsible for setting up tables and chairs AND putting them away. Organizations who fail to comply with this policy may be fined and/or denied use of the tables for a period of time at the discretion of the Office of Student Affairs.

Damage Fee for Campus Meeting Rooms

Organizations are also responsible for making sure that the meeting rooms used are put back in order when the meeting ends. This includes lining chairs around the walls, taking tables down, and making sure there is no debris on the floor. The meeting rooms are inspected to make sure the rooms are left in good order. 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 University.

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STUDENT SERVICES

BOOKSTORE (1ST Floor, FSU)

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, major credit cards, and financial aid 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.

Students also 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. In addition to textbook rental, the bookstore also has select books that are available in digital format. Please visit www.cafescribe.com to learn more about digital textbooks.

Textbooks can be returned for a full refund within the first two weeks of each semester. A receipt must accompany all returns. 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). Students may sell books back to the bookstore year-round. Textbooks that are in new or used condition can be sold back, 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).

BOX OFFICE

The Shorter University Box Office is located in the Ledbetter College of Business; 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.

CAMPUS MINISTRIES (2ND FLOOR, FSU. EXT. 7329)

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

CHAPEL: Every week the Shorter University community gathers in Brookes Chapel on Wednesday mornings at 11:00am. Chapel is our time to gather as a Christ-Centered community to worship God. The services are led by a worship band and speakers from the Shorter University faculty, staff, and local clergy. These services provide spiritual encouragement, moral guidance, and intellectual inspiration.

Mission Teams: The BCM office coordinates mission opportunities in the United States and overseas. Mission trips are offered during the various breaks during the academic year (Christmas, Spring, & Summer). Summer and Semester Mission Opportunities are also provided through the Georgia Baptist Collegiate Ministries (BCM) Missions Program called "SendMeNow." Students may find more information about this program by visiting the website, Sendmenow.net.

Community Ministries: Mission opportunities exist for students, faculty and staff to Transform Lives Through Christ in the Rome community. Some of the different ministries students can volunteer with are: Kids' Extreme, Nursing Homes, Youth for Christ, Rome Action Ministries, and Habitat for Humanity.

Bible Studies/Discipleship Groups: Several Bible Study groups are offered each semester which are led by students, faculty, and Campus Ministries staff. Leadership training for Bible study leaders is available to students. Contact the Office of Campus Ministries at ext. 7329 for more information.

Pastoral Care: Campus Ministries provides pastoral care and counseling to students and faculty in need. If you or someone you know is hospitalized or traumatized in any way, please contact our office and we will make contact with them.

Refuge: Each week the BCM sponsors a weekly worship service on Thursdays at 7:30pm in the Austin Moses Room. This service is led by a student worship band and different speakers share a Biblical message. Also students lead in worship through skits, dance, and music.

CAREER CENTER (2ND FLOOR, FSU. EXT. 7417)

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
- On campus career related events
- Interviewing assistance
- Job postings, portfolio development, and resume help on an online database.

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.

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. Contact Campus Safety for more details at ext. 7218.

COUNSELING SERVICES (2ND FLOOR, FSU)

By appointment only. To make an appointment call 706-233-7323.

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 on call can be accessed by calling Campus Safety at 706-233-7911. Ultimately, services for acute psychological crises are provided by local hospitals.

DISABILITY SERVICES

Shorter University 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 accommodations. For details on the steps to receiving accommodations, please refer to the Shorter University website: http://www.shorter.edu/academics/services/disability_services.htm

FITTON ACTIVITES BOARD (1ST FLOOR, FSU. SGA OFFICE. EXT. 7485)

fab@shorter.edu

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 Welcome Week, Cheap Date Nights, trips off campus to extracurricular events that include bowling and sporting events, Spring Formal, game shows, comedians, and other fun events!

FITTON STUDENT UNION

The Fitton Student Union offers students a place to meet, to study, and to have fun. An ATM machine and prayer chapel (2nd floor) are located there. The FSU Information Booth is staffed by students who can help with making ID's; directions to where offices and resources are in FSU and on campus, who people are, and what events are happening; checking out cornhole boards and hammocks and checking out tables for FSU and the Dining Hall. The Hawks Nest Café provides students with food and refreshments. The student union also houses the campus bookstore, the Post Office, and Student Affairs' Division offices. Students may also enjoy the swimming pool (please see the pool policy 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 7:30 pm
Saturday and Sunday	Cont. Breakfast 8:00 am to 9:30 am
	Lunch 11:30 pm 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.

HEALTH SERVICES (2ND FLOOR, FSU. EXT. 7323)

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 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 prior to 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.
- 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. 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. Students are advised to contact their professor prior to missing a class due to an illness.

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 short term student insurance policy is available through Humana. 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,

www.humana.com/individual_insurance/insurance_products?humanaone_medical_plans.aspx. 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 additional athletic insurance 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. Mrs. Linda Palumbo Olszanski, Assistant Vice President of International Programs, assists the international students with their enrollment in the insurance plan. For more information contact Office of International Programs at 706-233-7409.

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.

ID CARDS (1ST FLOOR, FSU)

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 Campus Safety Annex on the first floor in the Fitton Student Union for a fee of \$10.00 each. ID cards are issued free only to students who are entering the University for the first time.

INFORMATION TECHNOLOGY

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.

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 "Reset PIN/Activate Account" link on SCHOLAR, and complete the activation process.

Computer Labs

Computer labs are available in Sheffield-Thompson Building, College of Business, Minor Fine Arts Building, and the Livingston Library. Hours of labs are posted in Scholar under the OIT tab.

INTERNATIONAL STUDENTS (SHEFFIELD THOMPSON, room 210. EXT. 7409)

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.

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 - 5:00 pm
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
- Fax, Scan and Email \$0.10 per page

The **GALILEO** password changes quarterly. The current password along with passwords for databases available only to Shorter University 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.

LOST AND FOUND

Lost and Found is located inside the main Campus Safety Office, at the Eubanks Welcome Center. 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.

MAINTENACE (HELPDESK)

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

1. helpdesk@shorter.edu
2. with “From SCHOLAR, select the “Helpdesk” link in the Quick Links section or click on the Help tab.

MARTHA’S CELLAR GAME ROOM

Martha’s Cellar is located in the basement of Cooper Hall. The game room offers 6 different arcade games, foosball, ping pong, pool, air hockey, basketball, big screen television, and an Xbox Kinect for students to enjoy. Open from 1 PM to 11 PM, Monday thru Friday and 1 PM thru 7 PM on Saturdays, use of the game room is free to students, faculty, and staff.

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.

Food and drink in the pool area is prohibited. 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 University 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 University Post Office. UPS parcels are delivered to the Shorter University Post Office.

FEDEX

- The Shorter University Post Office receives parcels and next day air from FEDEX. FEDEX delivers air, ground and home delivery to the Shorter University Post Office.
- Residential students will have a mail box assigned at no cost. Your box number and combination will be issued during Hawk Orientation. If you are a residential student, and fail to receive this information, please come to the service window at the Shorter University Post Office for your mail box assignment.
- Faxes may be received at the Shorter University Post Office. Our fax number is 706 236-1515.
- Students may have copies made at the Shorter University Post Office for a small fee.

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

SHUTTLE SERVICE (CAMPUS SAFETY, EXT. 7218)

The University provides regular shuttle service Monday through Friday between the main campus, the College of Business, University Advancement Office, and the School of Nursing. Shuttle schedules are posted on the University website and SCHOLAR and are updated on a regular basis for holidays and breaks. Contact Campus Safety at ext. 7218 for details or questions.

STUDENT ENGAGEMENT AND SUCCESS (BAILOR SUITE-SHEFFIELD THOMPSON, EXT. 7363)

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.)

STUDENT LIFE

FSU 235, (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 University has to offer!

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 or gym, please contact the Registrar's Office at 233-7205.

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.

STUDENT PROGRAMS AND ORGANIZATIONS

STUDENT ORGANIZATIONS

Academic Bowl-Promotes academic excellence through Christ-like competition

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.

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.

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.

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 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.

Students in Free Enterprise (SIFE)-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 (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.

Student Professional Association of Georgia Educators (SPAGE)-Acquaints prospective teachers with varying topics addressing this profession.

Wildlife Society-informs students of environmental conservation and management.

DEPARTMENTAL ORGANIZATIONS

Accounting Club-promotes understanding across the student body of carried fields of accounting through organized meetings and activities; assists all members in their career endeavors by providing opportunities to meet prospective employers and learn about different accounting careers, and offers community service options and fellowship.

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.

Collegiate National Association for Music Education-prepares students to enter the workplace in the field of music education.

English Club-values the study of words and literature, and their histories; creates a community of English majors/minor and anyone interested in the field through cultural events/activities.

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

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

Music Teachers National Association (MTNA)-advances the value and study of creating music to society and supports the professionalism of creating music.

Nursing Club-educates Shorter University’s students, faculty, and staff, as well as the Rome community of the importance of good hygiene and wellness.

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.

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

GREEK ORGANIZATIONS

Sororities: **Fraternities:**

Epsilon Sigma Delta Sigma Phi

Phi Mu Kappa Sigma

Zeta Tau Alpha

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.

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.

Order of Omega-recognizes Greek students who have attained a high standard of leadership and

academics, and brings together fraternities and sororities while helping faculty, alumni, and other students understand Greek life.

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

INSIGNIAS, EMBLEMS AND ORGANIZATIONAL COLORS

Club and organizations are welcome to have their own official insignia, emblems, colors, etc. Wearing such insignia, emblems, colors, etc. during graduation is strictly prohibited. Graduating members are not permitted to display insignia, colors, or other related items as a part of their official academic regalia. Failure to comply may result in any combination of the following: a fine, withholding of university transcripts, or withholding of university degree. Clubs may also be subject to probation.

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.

Calling All Leaders: Shorter University holds annual leadership workshops for all of our students. The workshops consists of keynote speakers. Students learn how to become a leader and to enhance their leadership skills.

MEDIA ORGANIZATIONS

ARGO-the University yearbook.

Chimes-University literary magazine published annually.

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

PUBLICATIONS AND MEDIA POLICY

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.

RELIGIOUS ORGANIZATIONS

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 or **Josh Pilgrim, Campus Minister Intern** at jpilgrim@shorter.edu.

FCA-Fellowship of Christian Athletes (FCA) is an 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 University's FCA is directed by Football Coach Phil Jones with his wife Janie and meets every Monday night at 7:30 in the downstairs conference room in the Fitton Student Union.

SECURITY, SAFETY AND EMERGENCY PROCEDURES

BICYCLES/SKATE DEVICES

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).

Bicycle racks are located in several areas around campus and are to be used to park bicycles. Bicycles are not allowed in the residence halls or in other University facilities. Bicycles and other skate devices may not be used inside of any of the University facilities.

CAMPUS SAFETY DEPARTMENT

Campus Safety Main Office - Eubanks Welcome Center

Campus Safety Annex – Fitton Student Union (FSU) 122

(706) 233-7218 Emergency Number: (706) 233-7911 Gatehouse: 8000 from campus line or (706) 295-5334 off campus.

The Campus Safety Office is charged with protecting lives and property, enforcing policies and regulations (including city, state, and federal ordinance, laws, and regulations), registering vehicles, and addressing emergencies. 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.

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 student's names and ID numbers on the reports.

Campus Safety main office is at the Eubanks Welcome Center at the bottom of the Hill. This location will be staffed Monday-Friday from 8 am to 5 pm. Campus Safety should be notified in advance when guests are coming to campus. Guests will be directed to stop at the Welcome Center, pick up a guest parking pass, and get directions. On the weekends, the guards on duty at the gatehouse will assist guests. Contact Campus Safety at ext. 7218 for details or questions.

A satellite office, or the Campus Safety Annex is located in Fitton Student Union, Room 122, behind the information booth. Lost and Found items can be turned into the information booth and/or the Campus Safety Annex. All Lost and Found items are taken to the main Campus Safety Office at the Welcome Center, this is the location to inquire about or retrieve any items. All found items are held up to thirty (30) days. In addition, those who need ID's made may request with Student Life and/or the information booth and obtain them from the Campus Safety Annex only during these hours:

Mondays & Wednesdays 10 am to 1 pm

Tuesdays & Thursdays 9 am to 4 pm

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 University 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 University 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.**

FIRE AND TORNADO DRILLS

Fire and tornado drills are conducted at various times throughout the year in accordance with local and state regulations. Everyone is expected to cooperate with persons directing the drills. For a fire drill, everyone is to remain outside the building until the drill has been completed. For a tornado drill, everyone is expected to seek the lowest level of shelter in the building in which they are present. Faculty, staff, students and guests should also stay away from doors and windows. Individuals should remain in place until the 'ALL CLEAR' has been given. Fire drills are documented with the mandatory annual reports for The Jeanne Clery Disclosure of Campus Security and The Fire Safety Report.

GATEHOUSE

Gatehouse Hours of Operation: 24 hours/7 days a week.

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.

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.

PARKING AND TRAFFIC GUIDELINES

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 visiting by the Campus Safety Office in the Eubanks Welcome Center or the Campus Safety

Annex, 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. Parking in fire lanes or in front of fire hydrants is prohibited at all times. This is not only a campus regulation but also a State Fire Marshall Ordinance. (Tow Away Zone)
3. Parking in front of dumpsters is prohibited 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.

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).

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 only for this violation.

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 will 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.

Parking Permits

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.

Each student driving 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. 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.

Decals can be purchased by using three options:

1. Purchase parking decal fee in the Business Office and bring proof of payment to the Campus Safety Annex, located in the Fitton Student Union-Room 122, register vehicle and obtain decal.
2. Purchase parking decal fee and Register vehicle online at Shorter University's website and bring proof of payment to the Campus Safety Annex, located in the Fitton Student Union-Room 122, to obtain decal.
3. The Campus Safety Office can apply the charge of the parking decal fee to the students account, register vehicle and obtain decal.

Temporarily handicapped persons may obtain a special handicapped permit from the Campus Safety Annex, located in the Fitton Student Union-Room 122. This permit is valid in designated handicapped parking lanes on Shorter University property only.

If a student loans a vehicle to another student, the owner of the vehicle **is responsible for violations.**

Reporting Vehicle Damage

Students who choose to bring personal vehicles to campus do so at their own risk. The University is not responsible for any vehicle damage, whether caused by natural occurrences, other persons, or a combination thereof. Any vehicle damage that is discovered should be immediately reported to Campus Safety, who may assist the student making a report to the Rome City Police when appropriate.

Towing 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 six unpaid tickets per semester.
6. Restricted from campus. 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 in the Eubanks Welcome Center or the Campus Safety Annex, located in the Fitton Student Union-Room 122.

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 cleaning staff spaces, faculty/staff 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.

SPEED LIMIT

The speed limit from Shorter Avenue to the top of the hill and on campus is 15 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 University 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.

TRAFFIC TICKET APPEALS COURT

Traffic Appeals Court is comprised 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 14 days from the date of the ticket. The decision of the court is final. The appeals process is located on the back of the ticket.

GUEST PARKING

Visitor parking is for visitors only. If you are a member of the Shorter University community, you will receive a ticket for parking in spaces designated for visitors.

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Conduct Expectations During Enrollment:

Every student at Shorter University, by virtue of enrollment has agreed to abide by and uphold the policies of this institution. Enrolled students are expected to honor all Student Conduct policies for the duration of enrollment. Students should assume the responsibility of their conduct on and off campus. “Student” includes all individuals taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, both degree and non-degree seeking, as well as individuals enrolled in non-credit courses and programs. In addition, for purposes for the Student Conduct Community Standards, jurisdiction also includes individuals who have accepted an offer of admission to the University; and students who withdraw after allegedly violating the Student Conduct and Community standards, who are on leave of absence from the University, or who are not officially registered and/or enrolled for a particular term but have a continuing relationship with the University (includes Summer and Christmas Breaks).

The administration, faculty, staff and students are charged with the responsibility of maintaining order on campus

STUDENT LIFE POLICIES AND REGULATIONS

ADVERTISING/BULLETIN BOARDS

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 Director of Student Life to receive a stamp for approval. All publicity materials must have appropriate 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 due to the creation of publicity materials. For more information, please contact the Director of Student Life or the Vice President for Student Affairs.

COMPUTER AND NETWORK POLICY

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.

EVENT AND MEETING ROOM 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/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. Contact the Office of Student Life at ext. 7315 for details or questions.

SOCIAL MEDIA NETWORKING POLICY

Students are reminded to use extreme caution when visiting social-networking websites such as Twitter, MySpace, Instagram, Facebook, etc. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such Websites or blogs. In addition, please be advised that offensive or inappropriate material posted by Shorter University students to such sites, which brings discredit to Shorter University, will not be tolerated. Offensive and/or inappropriate material includes, but is not limited to, photographs, audio or video streams and abusive, profane or threatening language. Material that violates the student Code of Conduct and constitutes a disciplinary offense as outlined in the Student Handbook will be dealt with accordingly. Student Code of Conduct violations will lead to disciplinary action being taken through the campus student conduct process.

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 Office of University Advancement. Any faculty division, school, student organization, or individual of the University shall secure approval of the President or, by designation, the Vice President for University Advancement prior to engaging in any form of solicitation in the name of Shorter University. Further, the Vice President for University Advancement 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. 7315)

Approval for on-campus or off-campus solicitation in the name of Shorter University–Office of Student Life (FSU 229, ext. 7315) and Vice President for University Advancement (University Advancement Office, 706.291.5336)

GRIEVANCE POLICY/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.

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

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

Complaints and grievances related to sexual harassment involving faculty should contact the Provost, if involving staff, the Vice President of Finance or if involving students, the Vice President for Student Affairs. Please refer to the sexual harassment section of the Student Conduct and Community Standards under Residence Life.

Sex Discrimination, Harassment And Assault-Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination in education and reads:

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

Shorter University does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination covers sexual harassment, including sexual violence. “Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX.”

Anyone wanting to report the occurrence of such activities should contact:

Title IX Coordinator

Corey Humphries

Vice President of Student Affairs

706-233-7321

chumphries@shorter.edu

FSU, 237

The Title IX Coordinator is responsible for monitoring and overseeing Title IX compliance at the University, to include coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

Retaliation

Shorter University prohibits retaliation against any student based upon the student’s filing of a grievance under the above-mentioned grievance procedures, or, based upon the student’s participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including suspension or expulsion from the University. Any student, or University employee, who has filed a grievance, or participated in the investigation of a grievance, may file a complaint with the University’s Vice President of Student Affairs if they feel that they have been subjected to retaliation.

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.

Note: Due to federal regulations, the University generally only corresponds with students and not parents or guardians. See page 32 under FERPA for details or www.shorter.edu.

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.

Disability Accommodations Grievance Procedure

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

INTELLECTUAL PROPERTY POLICY

I. General Purpose.

Shorter University 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:

- Scholarly Work: Material prepared for traditional academic publications, such as scholarly journals or other texts or treatises of a scholarly nature.
- Creative Works: Artistic works, musical or dramatic compositions, literary works, and works of primarily aesthetic nature.
- 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.

VI. Resolution of Disputes.

The interpretation of this Policy and the application of this Policy to Intellectual Property rights which are governed herein shall at all times be in accordance with any applicable law. To the extent a dispute or apparent conflict arises which is not specifically governed by law, the Executive Vice President/Provost shall be responsible for the interpretation and application of this policy. To the extent the Creator is unsatisfied with the Executive Vice President/Provost's decision, the Creator may appeal such decision to the President of Shorter, whose decision shall be final.

VII. Amendments.

This policy may be periodically reviewed, revised, or amended by Shorter as it deems necessary in its sole discretion

VIII. Online Course Materials

It is Shorter University's general policy that the intellectual property rights in any course materials produced by a member of its faculty or staff remains the exclusive property of the author. However, the addition of online courses to Shorter University's academic offerings requires that in some cases the intellectual property rights for course materials developed for an online course either be shared jointly between the author and Shorter University or in some cases reside solely with Shorter University. For example, Shorter University may wish to develop a set of online course materials for an online degree program and will need to be able to continue using those materials even if the author leaves Shorter University's employment. The following terms govern the intellectual property rights of all online course materials developed by Shorter University faculty or staff.

Categories

Any course where the content and/or instruction are delivered more than 50% electronically is considered to be a distance education course. Any course materials created for a distance education course, hereinafter referred to as online course materials, will be classified under one of three categories:

- Category 1: Faculty- or Staff-owned online course materials
- Category 2: Jointly-owned online course materials
- Category 3: Works for hire

A determination as to which category any online course materials are classified under will be made by mutual written agreement between the faculty/staff, the director of online programs, the department chair or dean (if applicable), and the Executive Vice President/Provost using the Distance Education Intellectual Property Rights Agreement. The online course materials may be re-classified by subsequent agreement between the faculty/staff, the director of online programs, the department chair or dean (if applicable), and the Executive Vice President/Provost using the Distance Education Intellectual Property Rights Agreement to reflect changing circumstances.

Rights and Obligations Pertaining to All 3 Categories

- The author warrants that he/she is the sole author of the work and that the work is the author's original work and creation (except any parts that are taken from the public domain) and does not infringe the copyright of any other work, nor violate the property rights or personal rights of any other person or entity, nor contain any otherwise unlawful or libelous materials. In the event the work or the author's use of such work violates the rights of another person or entity, the author agrees to indemnify, defend, and hold Shorter harmless from all results damage.
- The online course materials will include information on the work's authorship.

Rights and obligations pertaining to Category 1: Faculty or Staff owned online course materials

Category 1 online course materials result from the efforts of a faculty or staff member without any substantial assistance from Shorter University beyond those typically provided to faculty or staff members.

1. All intellectual property rights remain with the author and the author has the exclusive right to teach a course based on the materials.
2. While employed by Shorter University, the author agrees to revise the online course materials as often as reasonably required to ensure that they are current and meet Shorter University's quality standards for online course materials.
3. While employed by Shorter University, the author agrees not to market the online course materials elsewhere in a manner that competes with Shorter University's mission or market.
4. The author has the right to make derivative works from the online course materials that do not compete with Shorter University's mission or market.
5. If the author leaves his/her employment with Shorter University, then Shorter University forfeits all rights to the online course materials except as agreed to in writing between the Author and Shorter University. Upon termination of the author's employment with Shorter, the author has the exclusive right to use the course materials provided Shorter University's name or logo is not used in association with them.

Rights and obligations pertaining to Category 2: Jointly owned online course materials

Online course materials in this category are jointly owned by Shorter University and the faculty or staff member and result from the efforts of the author with the assistance of, and adequate compensation from, Shorter University. Assistance can involve technical support, the use of facilities. Compensation can be a financial award, a grant, or an adjustment of other duties to allow time to develop the online course materials.

1. The intellectual property rights in the online course materials are jointly owned by the author and Shorter University.
2. While employed by Shorter University, the author agrees to revise the online course materials as often as reasonably required to ensure that they are current and meet Shorter University's quality standards for online course materials. If the author fails to keep the online course materials adequately updated, Shorter may contract with a third party to revise and update such materials. If a third party updates the materials for Shorter, the author forfeits their rights in any revisions or updates of the course materials and the author will be required to execute an assignment agreement transferring all rights in and to such updates and revisions to Shorter..
3. While employed by Shorter University, the author agrees to teach the course as often as reasonably requested. Shorter University may also have another faculty or staff member teach a course based on the online course materials.
4. While employed by Shorter University, the author has the right to use, revise, market, and make derivative works from the online course materials in a manner that does not compete with Shorter University's mission or market.
5. If the author leaves Shorter University's employment, the author retains the non-exclusive right to use, revise, market and make derivative works from the online course materials provided Shorter University's name or logo is not used in association with the online course materials. Shorter University retains the non-exclusive right to use, revise, market, and make derivative works from the course materials.

Rights and obligations pertaining to Category 3: Works for hire

Online course materials in this category typically result from the author's efforts under a formal contractual arrangement with Shorter University to develop online course materials in exchange for adequate compensation, or they are developed by an individual whose job description includes the creation of online

course materials.

1. All intellectual property rights in the online course materials are the sole property of Shorter University and Shorter University has the exclusive right to use, revise, market, and create derivative works from the online course materials.
2. The author hereby assigns all rights, interests, and claims in and to the course materials to Shorter.
3. If the author leave's Shorter University's employment, he/she forfeits the right to use the online course materials unless otherwise specifically agreed to in writing.

PRIVACY RIGHTS OF STUDENTS

Shorter University is subject to the provisions of the Family Educational Rights and Privacy (FERPA). This federal law affords students rights of access to education records and imposes regulations on the University in the release and disclosure of education records to third parties.

To comply with this law, the University has formulated and adopted policies and procedures to be followed by the University and by those interested in gaining access to education records. These policies and procedures allow students and their parents or guardians: the right to inspect substantially all of his or her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the Office of the Registrar.

A faculty member shall not disclose an education record which is in his/her possession or control to any person other than the student to whom the records pertain or to the student's parent or guardian. Education records may be disclosed to other faculty members and employees of Shorter University if they have a legitimate educational interest in reviewing the records in question.

All requests to inspect and review records not within the faculty member's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the Registrar. It is the policy of the University to allow students to inspect and review their education records unless those records contain any of the following:

- (1) information on more than one student;
- (2) financial information on his or her parents; or
- (3) confidential letters and statements of recommendation if the student has waived his or her right to inspect the letters and the letters are related to the student's admission to the University, application for employment or receipt of honorary recognition.

OPERATING A BUSINESS ON CAMPUS

Students are not allowed to operate a business, sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on college property except by permission from the Student Life Office.

ORGANIZATIONS—CONSTITUTIONS, OFFICERS, CONDUCT

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. Student organizations are at all times subject to the Student Code of Conduct. All members of the organization must adhere to the policies within. Behavior inconsistent with the Code of Conduct may result in an individual/organization fine, organizational probation, or termination of the organization. This policy is in effect even during travel and University breaks. Please refer to the Student Code of Conduct for more detailed information.

STUDENT LEADERSHIP

By seeking election to any and all student leadership positions, the enrolled student seeking a leadership position acknowledges, consents, agrees, and understands that all persons in student leadership positions at Shorter University voluntarily agree to be consistent with Scripture with respect to character, conduct and lifestyle.

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

STUDENT ACTIVITIES FEE

All undergraduate part-time and full-time degree-seeking students pay a student activities fee per semester. This fee is used to fund a variety of activities to enhance campus life and reduce the cost to some events.

STUDENT DEMONSTRATION AND RALLIES

Shorter University reserves the right to restrict or prohibit any unauthorized on-campus demonstration or rally. Student demonstrations or rallies must be authorized by the Office of Student Affairs.

T-SHIRT DESIGN APPROVAL

Designs for student organizations/groups, residence halls, and student leadership t-shirts must be approved by the advisor and Vice President for Student Affairs. All copyright laws apply. Please contact the Student Life Office at 706-233-7315 for more information.

**CONSTITUTION AND BY-LAWS OF THE
STUDENT GOVERNMENT ASSOCIATION**

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:

- To develop principles of democratic self-government.
- 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 by acting in accordance with the Scripture with respect to character, conduct and lifestyle.

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 seven (7) 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.

G. The Chaplain of the Senate, who shall be elected by the Senate at the first meeting of the Fall semester, shall lead Senate in prayer and a short devotion at the beginning of every meeting.

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 three absences from Senate meetings, whether regular or called, or 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, Parliamentarian, and Chaplain, 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 ten 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 ten 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 Student Services Committee, comprised of ten 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 5. The Budget Committee shall be comprised of the SGA Treasurer, who shall serve as chairman, and ten 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 6. 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 funds to organizations that have no outside source of funds and who do not contradict the morals and codes of Shorter University.

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.

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: 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 4: 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:

- A. 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.
- B. To initiate legislation to be approved by the Senate.
- C. To initiate and/or approve impeachment proceedings.
- D. 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. The elections for Executive Officers will be held one week prior to the elections of the 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. SGA Projects

A. The entire SGA shall be involved in a project for the betterment of the campus.

1. The Executive Council shall present projects to be approved by the Senate. If the Senate does not approve the project, the Executive Council shall present a new project or change the previously stated project to meet the demands of the Senate.

2. The funding will vary by the demands of the project approved.

3. This can be multiple projects if approved by the Senate.

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 be comprised of six senior females and six senior males. These will be chosen through a three step process as followed:

a. Student organizations can nominate a male and female senior for Homecoming Court or someone can nominate themselves. The nomination process is thorough an application available in the SGA office. All candidates must fill out an application. The application will include a rubric. Being nominated by a student organization does not increase chances of being on the ballot.

b. All applications for Homecoming Court will be reviewed by a panel of Shorter Alumni. It will be a blind review based on a rubric. The panel will report the top 6 male and female candidates for Homecoming Court.

c. The members of homecoming court will be on a ballot for student vote for king and queen and be crowned at the football game.

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. Depending on the nature of the group, approval will come from the President's Council. 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.

VI. Student Representatives to University Committees

A. Students shall be recommended to the Provost for appointment to the following college committees: Athletics, Education Policies, Faculty Student Legislative, Library, and Alcohol and other Drugs Coalition. Appointments shall be made by the SGA president in consultation with the vice president for student affairs during the latter part of the spring semester. Representatives are expected to attend their respective committees and make reports to SGA.

VII. SGA Recognition

A. Any event, item, t-shirt, etc... that SGA supports financially will be required to either have the SGA seal upon it or have a portion that states SGA's involvement, ie. "Sponsored by SGA."

All constitutions will be kept on file in the Student Government Association Office.

Revised March 13, 2013.

RESIDENCE LIFE AND HOUSING

MISSION STATEMENT

The Offices of Residence Life seeks to contribute to and complement the overall mission of the Division of Student Affairs at Shorter University, which strives to "Transform Lives Through Christ" by knowing, feeding, leading, and protecting our students as we create and maintain a safe living-learning community. The Division of Student Affairs takes a holistic approach to student development, using Christ-centered programs to help students critically assess and respond to the world around them. Further, we use our spiritual gifts to shepherd students as individuals.

PHILOSOPHY OF STUDENT LIFE

Shorter University is a voluntary community of faithful learners. Students should assume the responsibility of their conduct on and off campus. The administration, faculty, staff and students are charged with the responsibility of maintaining order on campus. The University encourages students to conduct themselves as mature men and women through adherence to all local, state, and federal laws, as well as institutional community standards. When necessary, the University may exercise authority for reasons appropriate to its mission and function as an educational institution. If you have questions regarding these policies, please contact the Office of Residence Life.

PROCEDURE

All incident reports initiated by Residence Life should be submitted to the Director of Student Life and Student Conduct.

All incident reports initiated by the Campus Safety should be submitted to the Director of Campus Safety. Reports initiated by anyone else should be submitted to the Vice President of Student Affairs.

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 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.

MAINTENANCE SERVICE

All maintenance problems should be reported through helpdesk.shorter.edu. Maintenance issues can also be reported through Scholar. From the Scholar site, select the "Helpdesk" link section or click on the Help tab. If you are unable to use the help desk, please contact a member of the Residence Life Staff. If, for some reason, problems are not alleviated, students should contact the Office 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. 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). Examples of maintenance emergencies include, but are not limited to: significant water leaks, no available hot water, no available heat in the winter months, etc.

RESIDENCE HALLS

Shorter University has traditional and apartment style residence halls for men and women. Approximately 750 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 are wireless but 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

Directions for setting up residence hall telephones may be requested by submitting a work request through helpdesk.shorter.edu.

CAMPUS SAFETY

Campus Safety is available on a 24-hour basis and may be reached any time at 706-233-7911 or ext. 7911 from a campus phone. If campus power is out, students may contact the campus safety mobile number at 706-233-7911. The main Campus Safety Office is located in the Eubanks Welcome Center near the gatehouse. A satellite office, the Campus Safety Annex, is located on the main floor of Fitton Student Union. 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 violations of university policies and suspicious persons or behavior to the Office of 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. Fire drills are documented with the Jeanne Clery Disclosure of Campus Security and Annual Fire Safety Report.
- 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, sounding 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 belongs to 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 \$50.00 replacement fee (\$100.00 for a replacement security door key). Lost keys must be reported immediately. Under no circumstances are any Shorter University keys to be duplicated, loaned, or borrowed by any individual, including other students, other than authorized University personnel. Failure to adhere to this policy will result in disciplinary action.

PERSONAL SAFETY AND LIABILITY

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. 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 or security doors. Shorter University is not responsible if a resident's personal property is stolen or damaged. Shorter University encourages residents to verify that a homeowner's policy will cover personal property on a university campus or obtain a separate supplemental/rental insurance. Additionally, students are encouraged to place an identification mark or name on all items of value (including text books) and record the serial number in the event of loss or theft.

RESIDENCE HALL OCCUPANCY

Campus residency is an essential part of the Shorter University experience. Living on campus affords students with more opportunities to become involved in campus life, increases personal contact with professors and university staff outside of the classroom, and enhances access to important campus resources. Additionally, studies have shown that students who live on campus beyond the freshmen year are more likely to persist and graduate, perform better in the classroom, and report higher levels of satisfaction with their university experience (source: Pascarella and Terenzini, 2005).

All full-time students are required to reside on campus for the entire duration of their enrollment (except summer semesters) unless written authorization has been given from the Vice President of Student Affairs. Those students who have permanent/primary residency with parents leasing property within a fifty mile radius of the university must meet the following:

a. Determining a student's Residency status must be based upon the existence and nature of surrounding objective circumstances, which indicate the person's intent to maintain a permanent presence (residence) in Rome, and its surrounding areas. No one factor can serve as full documentation of a person's residence. Neither should a predetermined number of factors be required. However, some factors may be given more weight than others. The following indicators may be considered when determining documenting the residence of an individual, but this list should not be considered all-inclusive.

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon.
- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on driver's license
- Local checking, savings or other banking accounts.

These are the only exceptions that will be considered and other requests that do not meet one or more of these criteria will not be approved. Students who are given permission to live at home with a parent or legal guardian must notify the Office of Residence Life before changing their residential status (such as moving

from their parents' residence to a local apartment). Failure to follow this policy will result in the student being billed for the cost of room and board.

All new students must complete a housing application and submit immunization records in order to be assigned to university housing, unless granted permission to live off campus. Priority is given to new students according to the date all forms are received. Returning students will be required to participate in the annual housing selection in the spring unless granted permission to live off-campus. Priority is given according to cumulative credit hours earned and grade point average.

Housing contracts extend for one academic year and expire within twenty-four hours of a student's withdrawal from the University, whether during or at the end of a 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.

Residence hall rooms are available until twenty-four hours after a student's regularly scheduled final exam or until the published closing time and date of the University, whichever comes first. Only those students who will officially represent the university or are participating in commencement as a graduate will be permitted to remain in the residence halls beyond their last exam. Any exception must be submitted in writing to the Office of Residence Life and approved in advance. Failure to check out of the residence halls in time will result in a \$50.00 daily charge.

Residence halls will be closed between fall and spring semesters. Students must vacate the residence halls within twenty-four hours of their last final examination. Halls will re-open at 2:00 pm on the day directly before classes resume, unless otherwise posted. Late departures and early arrivals are not permitted. Students should plan their travel arrangements accordingly, particularly international flights. Students who wish to book flights or travel plans after the residence halls close must make arrangements to stay off-campus. Students will NOT be permitted to stay on-campus during Christmas break for any purpose, other than in-season athletes who will be officially representing the university. If a student is not able to make suitable arrangements to stay off-campus, the Office of Campus Ministries can assist in identifying a host family through a local church if needed.

SUMMER HOUSING

You must be continuously enrolled in order to live in campus housing. For example, if you are only taking classes in May and July, you may not live in campus housing or store items during June. Students may only live in the residence halls if they are taking a class on-campus (not online). Prices for summer housing will be announced annually by the Business Office.

All students must move completely out of the residence halls after July classes so that the residence halls may be prepared for the fall semester. No items may be moved into fall room assignments, therefore students must plan accordingly when deciding to enroll in summer classes. Students will not be permitted to store items in the residence halls if they are not continuously enrolled in classes during the summer.

Students will sign up for summer housing during their spring housing selection appointment, *space permitting*. Students must have a copy of their summer registration in hand to sign up for an assignment. Commuter students may come to the Office of Residence Life and sign up for summer housing the week after housing selection.

All University Principles of Student Conduct are in effect for the entire year, including summer semesters. Violations during summer periods of enrollment may result in the immediate loss of summer housing privileges.

ROOM ASSIGNMENTS

Room assignments are made through the Office of Residence Life. Returning students, using the criteria and procedures determined by the Office of Residence Life, will have the opportunity during the spring semester to make requests for rooms and roommates for the following academic year. Rooms are assigned in order of seniority, according to a combination of cumulative credit hours and grade point average within

class years. All returning students are required to participate in housing selection unless granted approval to live off-campus.

New student room assignments are made in June of each year. The Residence Life Office works very closely with the Office of Admissions in making roommate assignments for new students. New students may request roommates. In order for a room to be assigned, the housing questionnaire and immunization records must be submitted. All students can access their room assignment through their university Scholar account. If information regarding a housing assignment is not available, please contact the Office of Residence Life.

Before checking into a room a housing contract must be completed. The contract is a legal instrument and binds the signer to its terms of residency and all other outlined conditions for the full academic year (exclusive of the semester break when the residence halls are closed).

All room assignments are tentative and subject to change at any time as deemed necessary by the Office of Residence Life. For example, students assigned to a particular building during housing selection may be assigned to another due to capacity needs, or may be relocated to another room or assigned a roommate during the middle of a semester as circumstances dictate. Students without roommates in double rooms may be asked to consolidate as needed.

ROOM CHANGES

Room changes will not be made during the first week of each semester or the last four weeks of each semester. All room changes must be requested and approved through the Office of Residence Life. Room changes made without proper authorization result in a \$50.00 fine.

CONSOLIDATION POLICY

The residence life office reserves the right to assign a roommate or consolidate residents when either the need arises or the resident is left by default in a private room and wishes not to pay the private room fee. When room changes leave an individual in a single room, the person may pay extra for a private room after approval from the Residence Life office, find another roommate, or sign a Roommate Acceptance Form, meaning that the student is willing to accept a roommate assigned by the Residence Life office. Thus, the only way to ensure having a private room is to pay the private room fee pending space is available.

COMMUNITY MEETINGS

Residence Life staff members conduct mandatory meetings at the beginning of each semester, and occasionally during the semester, to explain university policies. These community 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 community meetings are mandatory for resident students. Persons involved in conflicts that prevent them from attending should contact their resident advisors prior to the meeting. Students who miss a community meeting without making prior arrangements with their RA will be fined \$25.00.

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 responsible for the contents of his/her room. 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. Early arrivals or late departures are not permitted. Students are encouraged to stay on campus until the final room inspection. However, students may elect to participate in an express check-out. Students who select an express check out and depart early waive any right to dispute fines resulting from the condition of their room at the time of final inspection. Damages, fines, or cleaning charges will be billed to the student's account. Students who check out during an academic semester will be required to schedule an appointment with their resident advisors to review the condition of their room, complete the room inventory, and return keys. Failure to complete this process will result in a \$50.00 improper check-out fee, in addition to any applicable damage charges or cleaning fees.

Room Inventory: At check-in, each student will sign a room inventory form that describes the contents and condition of the room. The student will receive a copy of his/her room inventory. It is the student's responsibility to notify the Office of Residence Life of any discrepancies between the form and actual

condition of the room within twenty-four hours. 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.

Check-out: Failure to leave a room clean will result in a \$50.00 cleaning fee per occupant. Students departing early are responsible to make any necessary arrangements with other occupants to ensure the room or apartment is clean upon final inspection. Student will be charged the replacement cost of missing keys. Students who fail to check out properly waive their right to dispute any fines resulting from the condition of their room at the time of final inspection.

Furniture: Residents are responsible for all university furniture in the room(s), including the condition, as noted on the inventory form. 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.*** Furniture that is moved within the room must be restored to its original set-up. 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 and other abandoned items left in the residence halls immediately after check-out.

DAMAGES

The University attempts to maintain a clean, safe, and comfortable living environment for all students. Each resident student will be held responsible for damage to or loss of university property and equipment and/or property leased to the University, whether intentional or accidental. The cost of replacement or repair will be charged to the occupant(s) and is determined by the Office of Residence Life and the University 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. When possible, the individual(s) responsible for damage will be charged. However, when the responsible individual cannot be assessed accordingly, the cost of the repair will be divided among all of the residents living in the room, suite, apartment, floor, or hall. Students will be provided an opportunity to claim damage at the time of check-out. Students will be notified through their university-issued email accounts of all damage charges (including common charges).

ROOM ENTRY AND SEARCHES

Authorized representatives of Shorter University shall have the right to enter any space at any time for the purpose of: inspecting for cleanliness, orderliness, maintenance of space and equipment, assessing damages, investigating possible infractions and enforcement of University rules and regulations. No one, other than authorized representatives of the University, shall enter a student's room without the resident student's permission. Individuals are responsible at all times for articles or substances present, whether brought to their room by themselves or others. Neither students, nor their personal belongings, vehicles, or residence hall rooms shall be subject to arbitrary searches. If, however, reasonable suspicion exists to believe that a search will reveal that University regulations or public laws are being violated by the presence on campus of a prohibited substance, article, or individual, a search for such substance, article, or individual may be conducted by any member of the University administration or staff, including resident assistants and security personnel. Reasonable suspicion includes, but is not limited to, words, actions, or anonymous tips, which are suspicious in the opinion of an official. Shorter University reserves the right to use drug detection canines to preserve the safety, health and welfare of the University campus.

WELLNESS INSPECTIONS

Resident advisors will perform a wellness inspection at least once per month in all residence hall rooms and campus apartments. The first inspection per semester will be announced. All subsequent inspections will not be announced. Residents need not be present for a wellness inspection to be performed. It is the responsibility of the student to ensure that their room meets basic cleanliness and safety requirements. Wellness violations include, but are not limited to, the following: prohibited items (such as weapons, illegal drugs, alcohol, tobacco, paraphernalia, sexually-explicit materials, pets, candles or appliances with exposed heating elements, etc.), overloaded electrical outlets, unauthorized loft, less than twelve inches clearance between heat pump and furniture, bathroom exhaust vent covered, inflammables (paints, lighter fluids, etc.), smoke detector missing or damaged, furniture missing or damaged, or excessively dirty (trash, inadequate cleaning, etc). Students will be given up to twenty-four hours to correct a violation, at which time a follow-up inspection will be performed. Prohibited items will be removed immediately and will

result in disciplinary action. Failure to comply with wellness regulations may result in loss of housing privileges.

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.

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 begin at 10:00am and end at 11:00pm on Sunday-Thursday and 2:00am on Friday-Saturday.
2. There will be no visitation privileges during the following university holiday breaks: Christmas, Thanksgiving, and Spring break.
3. Students should be dressed appropriately while in common areas of the residence halls or when hosting visitors of the opposite gender in their residence hall room or apartment.
5. The common areas in residence halls are not lobbies and are subject to normal visitation hours.
6. All guests of the opposite gender or non-students must be accompanied by the person they are visiting at all times. Guests must have personal identification on them at all times.
7. Non-student guests must abide by all university policies. It is the responsibility of the hosting student to ensure that their guests comply with university policies. The hosting student may be held responsible for the behavior of guests that violate university policies.
8. Babysitting children in the residence halls is not permitted.

GUEST POLICY

Guests under 18 are not permitted in the residence halls (or campus apartments) unless they are family members of current, residential students or guests of the Office of Admissions. Guests under 18 years of age must be accompanied by a parent, legal guardian, or representative of the university when visiting the residence halls. No guests under 18 years of age will be permitted to stay in the residence halls overnight except guests of the Office of Admissions. Parents or adult guardians should plan to make alternative arrangements off-campus when visiting overnight. Guests may stay on weekends (Friday and Saturday) only, unless registered with the Office of Admissions.

Guests must be of the same gender as the occupant. A Guest Registration Card from the residence life office must be completed at least 24 hours prior to the guest's arrival on campus. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your roommate, suitemates, or hall mates. No guests are allowed during exam week. Guests, including other Shorter University students will not be allowed to stay in any room unless the host is present. Exceptions to this policy may be granted by the Director of Residence Life.

Babysitting children in the residence halls is not permitted.

DINING PLANS

Students who live in the residence halls are required to be on a meal plan. All first-year university students are required to maintain the unlimited meal plan for the entire academic year. Upperclassmen students are required to maintain a minimum of a fifteen meal plan in the traditional residence halls and a ten meal plan in the campus apartments. Students will generally not be exempt from the meal plan due to finances or preference. Rare exceptions are made for those students who are medically mandated to eat certain foods that are unavailable from the dining hall or who have exhausted all forms of financial aid (including work study and loans) and still owe an outstanding balance to the university. Students are not permitted to remove food or utensils from the dining hall at any time. Students whose curricular obligations may prevent them from accessing the dining hall during posted hours may be provided a boxed meal option. Students who have been determined to be ill may also request a boxed meal option from the cafeteria. Requests may be directed to: moore-lance@Aramark.com.

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 may not be brought into or stored in any room or hallway of the residence hall.
- Corridors: The outside 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. Any items left in the hallway will be discarded.
- Darts/Dartboards: Darts and dart boards are not permitted, even for decorative purposes, and will be immediately removed.
- 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. Fire-rated doors should remain closed at all times.
- 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. Repeated 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.
- Heat Pumps: There must be at least a 12" clearance between a heat pump and any furniture. These units must have sufficient air flow in order to operate correctly and to prevent damage to the unit.
- Inflammables: Flammable liquids are prohibited in the residence halls. This includes paint and paint products. Candles, incense, and other items which can produce an open flame are not permitted in the residence halls, even if for decorative purposes.
- Insects: The University sprays on a regular basis, but there are several things students can do to prevent insect problems: 1) keep food in tightly-sealed containers, 2) do not allow damp or dirty clothes to accumulate, 3) do not allow trash to accumulate in room, 4) submit help desk tickets for signs on insects at helpdesk.shorter.edu.
- Lofts/Lofted Furniture: Loft are prohibited. All University furniture must remain in the assigned room.
- Mail Services: Mail services are available in the campus post office, located on the main floor of Fitton Student Union, from 8:00am-3:30pm Monday-Friday. All resident students may request a campus post box. Commuter students may request a campus mail box as space permits.
- Medical Emergencies: A nurse is available in Health Services from 8:30 am to 5:00 pm, Monday through Friday. If you become ill, please contact the nurse for assistance during these hours. If you become ill or are injured during the evening or weekend hours, contact your resident advisor or Campus Safety (706-233-7911) to make arrangements to be transported to the Emergency Room or an Urgent Care Facility. Resident advisors may transport students in non-emergency situations only.
- Pets: No animals, except common fish, are permitted in the residence halls at any time. Fish can only be kept in a 5 gallon tank or smaller.
- Pregnancy: For reasons important to the health and welfare of the mother and child, students who are pregnant may live in the residence halls for the first trimester only.
- 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.
- Roofs: Roofs of all buildings are off-limits at all times. The sun deck 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 Campus Safety.

- **Storage:** There are no areas for personal 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. Personal 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, candle warmers, etc.
- **Walls:** Pictures and other articles may be hung from walls. 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.
- **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. 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. 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.

STUDENT CONDUCT AND COMMUNITY STANDARDS

ALCOHOL AND DRUGS

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 will also 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.

The use of alcohol, illegal drugs, including marijuana are prohibited at Shorter University, both 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.

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 responsible choices in matters of alcohol and other drugs in support of the mission and standards of the Shorter University community.

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.

CLASSROOM CONDUCT

Each professor in the classroom and in conference is expected to encourage free discussion, inquiry, and expression, with student performance evaluated solely on academic standards. Opinions or conduct of

students in matters unrelated to academic standards should not influence the determination of grades. Students have the responsibility to fulfill standards set by the University community for courses and degree programs. Members of the University community are expected to protect freedom of expression and are prohibited from improper academic evaluation and improper disclosure of student views, beliefs, and political associations and from violating any of the restrictions listed in the University nondiscriminatory policy.

Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Should a professor determine that a student's conduct is being distracting or disruptive, the professor may impose the student's immediate removal from the classroom until the student can conduct himself or herself in an appropriate manner. If the professor is unable to obtain the cooperation of the student, the student may be referred for disciplinary action.

CONDUCT EXPECTATIONS DURING ENROLLMENT

Every student at Shorter University, by virtue of enrollment has agreed to abide by and uphold the policies of this institution. Enrolled students are expected to honor all Student Conduct policies for the duration of enrollment. Students should assume the responsibility of their conduct on and off campus. "Student" includes all individuals taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, both degree and non-degree seeking, as well as individuals enrolled in non-credit courses and programs. In addition, for purposes for the Student Conduct Community Standards, jurisdiction also includes individuals who have accepted an offer of admission to the University; and students who withdraw after allegedly violating the Student Conduct and Community standards, who are on leave of absence from the University, or who are not officially registered and/or enrolled for a particular term but have a continuing relationship with the University (includes Summer and Christmas Breaks).

The administration, faculty, staff and students are charged with the responsibility of maintaining order on campus.

DRESS CODE

Clothing should reflect respect for self and personal dignity. Clothing should also demonstrate respect for others and the occasion. "Special Occassions" include but not limited to convocation, chapel, cultural events, guest speakers, performers, professors, etc. The Student Affairs Division will determine what events would be classified as "Special Occassions". Clothing and personal appearance should be neat, becoming, and appropriate for the occasion. In addition to the appropriateness to the activity, modesty and sensitivity and consideration to others could also be considered. **For example, cut off sleeveless shirts may be acceptable in the residence halls and gym but would not be appropriate in a classroom, library, or dining hall. Other non-appropriate dress would be athletic gear and pajamas.** Visible undergarments are generally considered inappropriate in most settings. The dining hall will be open to the community after church services on Sunday. Students should be particularly mindful that their clothing choices are appropriate for such occasions. ***Appropriate dress is required for entrance in the campus dining hall at all times.*** The University reserves the right to address any issue of immodesty or inappropriate attire. Students should respect the authority of any University employee, including resident advisors, as they enforce dress code policies. Faculty members may determine whether a given mode of dress disrupts the academic process in the classroom. Any violations by students and disregard of a University employee will be referred to the Office of Residence Life and Student Conduct.

HATE CRIMES

A hate crime is defined as a crime against a person or property motivated by bias toward race, religion, ethnicity/national origin, disability, or sexual orientation. Current regulations have added the crimes of larceny, theft, simple assault, intimidation, and destruction/damage/vandalism of property in addition to the other categories previously required. Students found responsible for participating in a hate crime will be suspended or expelled from the university.

HAZING

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 initiation s, 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 University 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 University 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.
- p. Rough housing of any sort is prohibited.

SAFE HARBOR

Safe Harbor is a policy that permits students to refer themselves for help and treatment for the use of alcohol, illegal drugs, or legal drugs being abused or used illegally. If the student comes forward of his or her own free will, help is available and the student will not be subject to disciplinary sanctions provided ALL provisions of the Safe Harbor are strictly adhered to. To enter into Safe Harbor, students should contact the Director of Student Life and Student Conduct. At that point, the student will enter into an agreement and sign a consent form outlining the guidelines and provisions of the Safe Harbor Program. The student is considered to be in Safe Harbor at that point, and all provisions of the policy will be considered in effect immediately.

Entry into the Safe Harbor Program affords students the opportunity to receive professional counseling, educational programming, and provides accountability. An individual care plan will be developed between the student and his/her counselor. The duration of the program will be determined by the counselor.

Students are advised that they will be subject to random drug testing while in the Safe Harbor Program (if applicable). A positive drug test during Safe Harbor will result in applicable disciplinary sanctions being imposed. Students may NOT enter into the Safe Harbor Program after being notified of his or her participation in an impending drug test or after being accused of a drug or alcohol-related disciplinary

violation. Students are still encouraged to seek free and confidential treatment and/or referrals from the Office of Student Support Services at any time.

SEXUAL HARASSMENT

Shorter University affirms a commitment to Christian values and works to provide a campus community environment free from harassment. Shorter University also 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, intimate relationship violence, or other verbal or physical conduct of a sexual nature, when:

- 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.
- Submission to or rejection of such conduct is used as the basis for employment and/or academic decisions affecting the individual.
- 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.

Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender.

Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment.

Similarly, depending upon the circumstances, not all verbal and physical conduct will be considered sexual in nature. Mediation is never used to resolve assault complaints.

Examples of sexual harassment can include:

- sexual innuendoes
- offensive remarks about another person's clothing or body
- suggestive or insulting sounds
- implied or overt sexual propositions
- pressure for sex
- demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
- gestures
- sexual comments
- spreading rumors

Examples of physical sexual harassment can include:

- leering or ogling at another's body
- obscene gestures
- inappropriate touching, fondling, or kissing, including caressing a person's arm, hand, or any body part in a sexual way
- coerced sexual contact
- playing with a person's hair
- cornering a person with one's body
- touching oneself in front of someone if it is done in a sexual manner and it makes someone feel uncomfortable
- grabbing a person's clothes with the intention of revealing body part

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, 706-233-7203). Should complainant require an alternate, contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, 706-233-7448).

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, 706-233-7448).

Should complainant require an alternate, contact the Vice President for Student Affairs and Dean of Students (Fitton Student Union, room 237, 706-233-7231).

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, 706 -233-7231). Should complainant require an alternate, contact the Provost (Sheffield-Thompson Administration Building, room 103, 706-233-7203).

4. If preferred, a person may go to Scholar and print off a form that can be used for harassment cases. After logging in, go to Campus Resources and download the form for filing a grievance.

THREAT OF HARM TO OTHERS

Shorter University's goal is to provide a safe and conducive living-learning environment for its students. In keeping with that goal, students whose behavior is disruptive to the community may be subject to action up to and including dismissal from the University. "Disruptive" is here defined to include behavior that causes emotional, psychological, or physical distress to fellow students, faculty or staff that is significantly beyond what is normally experienced in daily life, as determined by the University. Such disruption may be in the form of a single behavioral incident or a somewhat less severe but persistent disruption over a more extended period of time. Shorter University has a team of professionals who will assess students that have exhibited disruptive behavior that may be considered threatening and will take steps deemed appropriate to protect the safety of the individual and the campus community. This may include informing appropriate family members of the particular concerns.

TOBACCO POLICY

Shorter University is a tobacco-free campus. Tobacco use includes any lighted tobacco product, smokeless tobacco product, or electronic non-tobacco product (such as electronic cigarettes). The possession and use of all tobacco products is prohibited within the boundaries of each campus location. The prohibited areas within each of the campuses' boundaries include all buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, and licensed by the University.

SHORTER UNIVERSITY STUDENT CONDUCT SYSTEM

The Office of Student Life and Student Conduct assert that members of the Shorter University community are responsible for their own behavior, as well as holding each other accountable. The Code of Conduct serves as a guide to promote a healthy and spiritual environment for faculty, staff and students. The purpose of such is not to be punitive, but educational and enlightening. Community accountability is a responsibility we all share as servants of Christ as outlined in Matthew 18:15, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."

Objectives:

- Communicate the mission and behavioral standards of the University.
- Adjudicate violations of the Student Code of Conduct in a fair and consistent manner.
- Educate the importance of community responsibility and accountability, and consequences of violations.

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 mutual trust and accountability. In addition to their own behavior, students are responsible for the behavior of their guests and for what occurs in their residence hall room or campus apartment. 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 faith, 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 laws or institutional policies, whether on or off campus. It is understood that the University has the right to remove persons/ items that are deemed unsafe, unhealthy, or in violation of university policies.

All who study 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. The Principles of Conduct are in effect when a student is accepted into Shorter University and will remain effective during all periods of continued enrollment. 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 or athletic team.

Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student conduct hearings are closed to anyone not directly involved with the hearing, and all student conduct files are confidential, unless a student waives his or her right to confidentiality, or under specific exemptions outlined in the Family Educational Rights and Privacy Act of 1974. 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.

Student Conduct process

When a student is accused of a violation(s), the Director of Student Life and Student Conduct, or his/her designee, shall send notification by university email requiring the student to appear for an informational meeting, at which time he/she will be given further information about the allegations and will have an opportunity to discuss the violation and procedures to be followed if a formal hearing is necessary.

If the student admits to a violation in the informational meeting, sanctions will be assessed. If the student denies the misconduct, he/she may schedule a hearing. Students will be afforded up to three class days to prepare for a hearing. A hearing provides the accused student with an opportunity to present any relevant information and witnesses on their behalf, as well as dispute information against them. Students have the right to present any information related to the incident and/or invite any witnesses who have direct knowledge of the incident. A written witness statement may be submitted in lieu of a verbal witness statement at a hearing. A list of witnesses must be submitted to the Director of Student Life and Student Conduct no later than one class day prior to the hearing date.

If the student is found responsible for the violation, he/she will be informed in writing of the sanction(s) that will be assessed. Students found in violation of the Principles of Conduct may be assigned disciplinary measure, or sanctions. Information regarding a student's past conduct will be used in determining an appropriate sanction. Sanctions are determined by the hearing officer. 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. Students will generally be notified of sanctions through their university email within three class days of the hearing, unless circumstances cause a delay. When multiple students are involved in an alleged violation, decisions may be delayed until all students have completed their hearings.

Appeals

Students who wish to appeal a finding of responsibility may submit their written request outlining their reasons for an appeal to the Director of Student Life and Student Conduct within twenty-four hours of sanctions being issued. The Vice President for Student Affairs will review each appeal request and determine if the student has sufficiently addressed one or more of the criteria for an appeal hearing. An appeal hearing shall be limited to a review of all case documents, including the student's appeal request letter and supporting case documents, for one or more of the following purposes: 1) to determine whether all hearing processes were conducted in conformity with prescribed procedures, or that deviations from the prescribed procedures did not significantly alter the outcome of the case, 2) to consider new information, not available at the time of the original hearing, sufficient to alter a decision, or 3) to determine if sanctions assessed were appropriate or disproportionate to the violation. Student conduct cases are not dismissed due to procedural errors. Rather, students may request an appeal if they believe a procedural error substantially altered the outcome of their case. Sanctions that are outlined under "Sanctioning Guidelines" are generally considered appropriate to the violation.

Appeal requests must be submitted in writing to the Director of Student Life and Student Conduct within twenty-four hours of sanctions being issued. The Vice President for Student Affairs will determine if an

appeal request meets one or more of the aforementioned criteria. Students who are granted an appeal may remain in university housing and classes as a student until the appeal process has been completed. In cases involving disciplinary probation, suspension, or expulsion, students will remain on disciplinary probation during the appeals process.

If an appeal request is granted, the Appeals Committee shall conduct the appeal hearing. The Appeals Committee shall consist of three University vice presidents; the Executive Vice President and Provost, Vice President of Enrollment Management, and the Vice President for Student Affairs serving as the committee chair. If the appeal is upheld by the Appeals Committee, the decision or sanctions shall be returned with their recommendations to the original hearing officer for re-consideration. If an appeal is not upheld, the decision or sanctions shall be considered final and binding. Students may remain in university housing and classes as a student until they have exhausted the appeals process. In cases involving probation, suspension, or expulsion, students will remain on disciplinary probation during the appeals process.

Violations that cannot be appealed

While the university is committed to a disciplinary process that is both fair and expeditious, it is recognized that some violations are of such a severe nature that they may threaten the campus community and the safety of its members. Therefore, the following violations are NOT eligible for an appeal. This means that the finding of the original disciplinary hearing will be imposed immediately without the right to appeal. These include:

1. Intent to possess, possession, use, distribution, manufacture, furnishing, or sale of any illegal drug (without medical or dental prescription), or drug-related paraphernalia on or off campus, being in the presence of illegal drugs, or a positive result on a university-mandated drug test.
2. Possession or use of a firearm or other deadly weapons on campus or at a university-sponsored event off campus. An arrest for the illegal possession of a firearm or deadly weapon on or off campus.
3. Making threats or an incident of violence, including but not limited to battery or sexual assault, on or off-campus.

Attendance at informational meetings or hearings

Any accused student may choose not to attend his/her hearing. If the accused does not attend, the hearing will be held in his/her absence. Failure to appear will be construed as an admission of responsibility for the violation.

Procedures

Student conduct hearings at institutions of higher education do not follow the same procedures as a criminal or civil court. While criminal courts must prove responsibility beyond a reasonable doubt, universities typically use a simple preponderance of the evidence. Students will be held responsible for a violation if the hearing officer believes that it is more likely than not that a violation has occurred.

Principles of Conduct

Shorter University strives to encourage positive value of human worth, individual freedom with responsibility, and the 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 student conduct process at Shorter University is based on 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 or signs of a violation may be sufficient reason to initiate 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 Student Life and Student Conduct, who will confront the student(s) reported and guide the disciplinary process. Students found responsible for 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, whether on-campus or off-campus (unless noted otherwise) and subject any student enrolled in the University to take action to report and confront such behaviors. This listing is not all inclusive, but gives the student an idea of types of behavior that may result in sanctions. University officials may identify additional behaviors that constitute a violation of the Principles of Conduct.

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 or community activity, whether on or 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 (including misuse of University logos, trademarks, etc.).

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, or fireworks on university property.
2. Weapons: possession or use of firearms, cutting weapons, bows and arrows, BB guns, tazers or stun guns, air-soft guns, air rifles, paintball guns, or explosive devices, on university property or at university-sponsored events off-campus. Unlawful possession of weapons or explosive devices on or off-campus.
3. Hazing/Bullying: any act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Any act intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person. Participation in hazing/bullying, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing is in violation of the University Code of Conduct. More specific prohibited activities are articulated in the Hazing Guidelines.
4. Unauthorized entry: entering any university building, office, or room without authorization, or aiding in the entry of unauthorized persons, including propping of doors, not properly escorting visitors in residence halls, or possession of keys that have not been issued to the student.
5. Visitation: allowing visitors of the opposite sex in restricted areas of the residence halls at times and under conditions which would constitute a violation of residence hall policies (see visitation section).

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 Student 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, if involving staff, the Vice President of Finance or if involving students, the Vice President for Student Affairs. See also section on Sexual Harassment under Complaints and Grievances.

4. Disorderly conduct: disrupting the rights of others by fighting, vulgar language or excessive noise, or other general annoyances, whether on or off-campus.

5. Hostile acts: fighting, threatening others, attempting to or causing physical harm, excessive language or screaming at others, or other acts that may potentially cause harm or seem threatening, whether on or off-campus.

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

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.

9. Hate Crimes- an act defined as a crime against a person or property motivated by bias toward race, religion, ethnicity/national origin, disability, or sexual orientation. Current regulations have added the crimes of larceny, theft, simple assault, intimidation, and destruction/damage/vandalism of property in addition to the other categories previously required.

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.

Students involved in serious disturbance, threat, or act of violence may be required to submit to a criminal background investigation.

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 (on or off campus), hosting a gathering at which alcohol is present (on or off campus), or being under the influence of alcohol on campus. This also includes being in the immediate presence of alcohol (for example, in a residence hall room or campus apartment). Shorter University is an alcohol-free campus.
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 immediate presence of illegal drugs, whether on or off-campus.
3. Tobacco: possession or use of tobacco, including smokeless tobacco, or tobacco-related products on campus. Shorter University is a tobacco-free campus.

Evidence of a violation, such as the presence of empty alcohol containers, ash trays, spit cups, odor, etc. may be deemed sufficient reason to initiate disciplinary action.

Shorter University has a zero tolerance policy for the use, possession and /or distribution of illegal drugs on or off campus. When a violation of the Shorter University drug policy occurs, Shorter University officials will charge individuals involved with a campus violation and notify the Rome Police Department. If found responsible by a Shorter University hearing panel or official, regardless of the actions taken by civil authorities, the individual will be immediately suspended from the University. A student suspected of illegal drug use may be requested to provide a urine and/or hair sample for drug analysis testing. Refusal to supply a urine and/or hair sample will be considered a positive result for drugs. Students knowingly in the presence of any illegal drugs may be suspended or receive a lesser penalty based upon individual circumstances.

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. A student does not have to be cited or arrested in order to be in violation of Principle V so long as their behavior was in conflict with local, state, or federal laws.

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

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. Consensual sexual misconduct: Premarital or extra-marital sexual requests or activity, inappropriate public displays of physical intimacy, cohabitation, and possession or use of pornographic materials (including but not limited to the internet, television, videos, print, etc), whether on or off-campus.
5. Non-consensual sexual misconduct: Engaging in any form of sexual contact with a person without their effective consent. Consent cannot be given under force, coercion, or intimidation, nor can consent be given by a person who is incapacitated by drugs, alcohol, or other means. This also includes intentionally viewing a person in a sexual context without their knowledge.

6. Lewd and indecent conduct: Public nudity, showering in the residence hall room or apartment of the opposite gender, profane or vulgar verbal expression, written expression, or non-verbal expression (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. Gambling: No person shall organize, encourage, or participate in any form of gambling (monetary and/or commodities), either on-campus or off-campus
10. Misuse of Student Activity funds: Student organizations must meet and follow guidelines set by the Student Government Association.
11. 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, or other behaviors deemed inappropriate by the University.
12. Responsibility for behavior of guests: Students are responsible for the behavior of guests as if they were performing the acts themselves.
13. Failure to report a violation: Students are responsible for reporting known violations of the Principles of Conduct.
14. Mask or facial coverings of any type that serve as a disguise including full or partial painting of the face are inappropriate on campus, except at University sporting events. For security reasons, University personnel must be able to identify you. Anyone who is in violation of this policy will be subject to student code of conduct disciplinary procedures.
15. Network Use Violation: peer-to-peer file sharing, computer virus and worm infections, and the inappropriate use of University information technology resources. Students are expected to adhere to Information Technology policies.
16. Housing prohibited animals/pets in residence halls.
17. Joint Responsibility: Students who knowingly act or plan to act in concert to violate University policies have individual and joint responsibility for their behavior. Any student who knowingly allows another student to violate University regulations without reporting to a University Official.
18. Promoting/hosting/planning an event that is inconsistent with the mission of the University.

Student Rights

The Student Conduct System operates within the boundaries of fairness and not criminal or civil rules. Fairness means that a student is given an opportunity to present what took place during an incident and to refute information that suggests a violation has occurred.

In every disciplinary case, the accused student shall:

- A. Receive a written notification of the specific accusation(s).
- B. Be informed of all information supporting the accusation.
- C. Be provided with an opportunity to either admit to or deny the violation.
- D. Be given at least three class days to prepare for a hearing.
- E. Have a person of their choosing from the University community assist in the hearing, if necessary. Neither legal counsel nor parents may represent students or attend disciplinary hearings. No one from outside the Shorter University community is permitted to attend any disciplinary hearing. Students must represent themselves during their hearing.
- F. Present information and witnesses.
- G. Be informed in writing of the hearing decision.
- H. Have sanctions imposed that are consistent and commensurate with the nature of the violation if found responsible.
- I. Be made aware and given an opportunity to appeal a decision, if eligible.
- J. Remain in university housing and classes as a student until the student conduct process is complete, including appeals, 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. In cases involving disciplinary probation, suspension, or expulsion as a sanction, the student will remain on disciplinary probation until the appeals process is complete, provided that the violation is eligible for appeal.

K. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student conduct hearings are closed to anyone not directly involved with the hearing, and all student conduct files are confidential, unless a student waives his or her right to confidentiality, or under specific exemptions outlined in the Family Educational Rights and Privacy Act of 1974. 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.

Records

The actions of any Student Conduct bodies are confidential. Student conduct records are maintained in the Office of Student Life and Student Conduct for three years 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 Vice President of Student Affairs. A disciplinary sanction of suspension or expulsion will be noted on an academic transcript. All questions regarding student conduct records should be directed to the Office of Residence Life and Student Conduct. In accordance with the Family Educational Rights and Privacy Act of 1974, students may view (but not copy) their own records in the Office of Student Life and Student Conduct.

Interim Suspension

Whenever there is evidence to support the belief that a student's behavior on campus 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 placed on interim suspension until a hearing can be arranged. The Vice President for Student Affairs will determine if a student should be placed on interim suspension. A student placed on this interim suspension will be restricted from all university location and events unless given specific prior approval by the Vice President of Student Affairs.

Readmission after suspension

Students placed on disciplinary suspension may re-apply to the university after the suspension period ends. However, students that re-apply after disciplinary suspension may be denied re-admission for any reason, regardless of academic standing. Eligibility for re-admission will be determined by a joint-committee of Admissions and Student Affairs personnel.

Disciplinary Measures

The type of the sanction shall be consistent with the severity of the violation. Specific aggravating circumstances, or repeated offenses, may result in the imposition of a more severe penalty. Extenuating or mitigating circumstances may result in a lesser penalty. In all cases, the hearing officer has the authority to determine the appropriate sanction. The hearing officer has the right to consider all circumstances and, when appropriate, invoke other sanctions not listed here.

-Community service-

Supervised service to a particular department on campus. Service must be approved by the Office of Student Life and Student Conduct. It is the responsibility of the student to document completed hours.

-Disciplinary probation- A formal warning that a 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. Disciplinary Probation may be imposed for a specified period of time or an indefinite period, to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. While on disciplinary probation, a student may not hold a campus office, honor or distinction and is subject to more severe sanctions if subsequent violations occur during the probationary period. The official placing the student on probation will define the additional limitations, if any, and the conditions applying during the probationary period. Limitations may be, among other things, in the form of denial to represent the University in any capacity or in limited capacities while on probationary status. Students on disciplinary probation risk suspension from Shorter University if found responsible of additional violations of the Student Code of Conduct. Regarding alcohol violations; typical probation lengths include periods equal to one-tenth of an academic semester or athletic season up to the equivalent of a full academic semester or athletic season, unless otherwise noted. Probation lengths may be shortened or extended based on repeat violations, mitigating or aggravating circumstances.

A student's disciplinary status is not public information. However, the disciplinary status will be provided to respective coaches, professors and personnel.

Disciplinary probation may prohibit the participation in any University event such as plays, certified NCAA University games/tournaments, mission trips, or study abroad. Per Shorter University, NCAA certified games are contests published on the season calendar. Exhibition/scrimmage games are not considered as certified contests per the University.

-Disciplinary suspension- A period of time in which the student may not be enrolled at the University or be present at any university location, including university-sponsored events, unless prior arrangements have been made with the Vice President of Student Affairs, the Director of Student Life and Student Conduct, or the Director of Campus Safety.

-Expulsion- Permanent withdrawal from the University.

-Fines- A monetary payment which may be assessed for a violation.

-Restitution- Reimbursement for damage, loss, or misappropriation of property. Reimbursement may be monetary or service-related, depending on the nature of the violation and the professional judgment of the hearing officer.

-Suspension from the residence halls- Loss of privileges to access any residence hall facility for a specified length of time, without refund of housing charges. The student may reapply for housing after the stated period of suspension.

Failure to Complete Sanctions

Sanctions become a part of the student's record that is maintained in the Office of the Student Life and Student Conduct. Although transcripts of permanent education records are normally issued to students upon request, they may be withheld when there are unpaid financial obligations or other outstanding sanctions. Additionally, students may not be permitted to enroll in subsequent classes if they have uncompleted sanctions. The Director of Student Life and Student Conduct, or his designee, may modify or impose additional sanctions for failure to complete sanctions by the assigned deadline.

Sanctioning Guidelines

The following list provides presumptive sanctions for violations community responsibility, ordered according to University Principles of Conduct. Ordinarily these sanctions will be invoked unless the hearing officer believes that other aggravating or mitigating circumstances are involved. The range of sanctions is based on the nature and severity of the violation and/or whether or not it is a repeat violation. This listing is neither inclusive nor exhaustive, but gives the student an idea of the types of sanctions that may be issued. University officials may assess additional sanctions not prescribed below. Housing, meal plan charges, and all other fees will not be refunded for findings of responsibility within the Student Conduct process. Tuition charges will be refunded in accordance to the policies outlined in the academic catalog. Return of Title IV funds will be handled in accordance with the federal law.

LYING

- 5 to 50 work/community service hours
- Disciplinary Probation

VANDALISM

1st Offense:

- Mandatory payment for damages
- 5 to 50 work/community service hours

2nd Offense:

- Disciplinary probation

3rd Offense:

- Suspension

THEFT

1st Offense:

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

2nd Offense:

- Disciplinary Probation

3rd Offense:

- Suspension
- Expulsion
- Notification of authorities

MISUSE OF UNIVERSITY LOGOS, TRADEMARKS, ETC.

- Disciplinary probation equal to one half an academic semester
- \$150 fine

TAMPERING WITH FIRE SAFETY EQUIPMENT, INCLUDING ALARMS OR FIRE EXTINGUISHERS

- \$250 Fine

2nd Offense:

- Disciplinary probation
- Suspension
- Notification of authorities

STAYING IN ROOM DURING FIRE ALARM

- \$25 Fine

POSSESSING CANDLES OR INCENSE

- \$25 fine
- Confiscate items

SETTING FIRES

- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities

POSSESSION OR USE OF FIREWORKS OR EXPLOSIVES

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

POSSESSION OR USE OF FIREARMS

- Confiscate items
- Suspension
- Expulsion
- Notification of authorities

POSSESSION OR USE OF CUTTING WEAPONS (3-INCH BLADE OR LARGER)

- Confiscate items
- \$250 fine
- Disciplinary probation
- Suspension
- Expulsion

POSSESSION OR USE OF BB GUNS, AIR RIFLES, PAINTBALL GUNS, AIR-SOFT GUNS, TAZERS, ETC.

- Confiscate items
- \$250 fine
- Disciplinary probation
- Suspension
- Expulsion

HAZING/BULLYING

- Monetary restitution (if applicable)
- Permanent removal of individual who initiates hazing from organization
- Disciplinary probation
- Suspension
- Expulsion

HATE CRIMES

- Suspension
- Expulsion

UNAUTHORIZED ENTRY (INCLUDING DUPLICATION OR LOANING OF KEYS)

\$150 Fine

1st Offense:

- Loss visitation privileges
- Suspension from the residence halls

2nd Offense:

- Disciplinary probation
- Suspension
- Notification of authorities

BEING UNESCORTED

- \$25.00 fine

2nd Offense:

- Suspension of visitation privileges)
- Disciplinary probation

3rd Offense:

- Suspension from the residence halls

VISITATION VIOLATIONS

- \$150.00 fine

2nd Offense:

- Suspension of visitation privileges
- Disciplinary probation

3rd Offense:

- Suspension from the residence halls

DOOR PROPPING OR WALKING THROUGH A PROPPED DOOR

- Verbal or written warning
- \$25 Fine (may be charged individually, to entire floor, or hall for repeat occurrences)

HARASSMENT

- Suspension
- Expulsion
- Notification of authorities

HOSTILE ACTS/ASSAULT/THREATS

- Suspension
- Expulsion

- Notification of authorities

DISRUPTION/DISORDERLY CONDUCT/FIGHTING

- 5 to 50 work/community service hours
- Suspension from residence halls
- Disciplinary Probation
- Suspension
- Expulsion

POSSESSION/CONSUMPTION/BEING IN PRESENCE OF ALCOHOL ON OR OFF-CAMPUS

1st Offense:

- Confiscate items
- \$250.00 fine
- Notification to parents (if under the age of 21)
- Disciplinary probation for a period equal to one-tenth of an academic semester or athletic season.

2nd Offense:

- Confiscate items
- \$500.00 fine
- Notification to parents
- Disciplinary probation for a period equal to one half of an academic semester or athletic season.

3rd Offense:

- Confiscate items
- Notification to parents
- Suspension

DISTRIBUTING ALCOHOL/HOSTING A GATHERING WHERE ALCOHOL IS PRESENT/DUI

- Confiscate items
- \$500.00 fine
- Notification to parents (if under 21)
- Disciplinary probation for a period equal to one half of an academic semester or athletic season.

2nd Offense:

- Suspension -
- Notification of authorities (if applicable)

POSSESSION/INTENT TO POSSESS/USE/DISTRIBUTION OF ILLEGAL DRUGS OR DRUG PARAPHERNALIA (OR PRESCRIPTION DRUGS WITHOUT VALID MEDICAL OR DENTAL PRESCRIPTION) OR BEING IN IMMEDIATE PRESENCE OF ILLEGAL DRUGS.

- Confiscate items
- Suspension
- Expulsion
- Notification of parents
- Notification of authorities

POSSESSION OF TOBACCO OR TOBACCO PRODUCTS

- Confiscate items
- \$50.00 fine

2nd Offense:

- Disciplinary probation

POSSESSION OF ANIMALS/PETS

- \$50.00 Fine
- Confiscate pet(s)
- Restitution for any damages caused, including cost of carpet cleaning or replacement if necessary.

MISSING MANDATORY HALL MEETING

- \$25 Fine

CONSENSUAL SEXUAL MISCONDUCT

1st Offense:

- Suspension of visitation privileges

2nd Offense:

- Loss of housing privileges
- Disciplinary probation

3rd Offense:

- Suspension
- Expulsion

NON-CONSENSUAL SEXUAL MISCONDUCT

- Expulsion
- Notification of authorities

VIEWING OR DISTRIBUTING PORNOGRAPHY (ANY FORM OF MEDIA AND COMPUTER)

- Confiscate item(s)

2nd Offense:

- Suspension of public computer privileges

3rd Offense:

- Disciplinary probation
- Suspension

LEWD AND INDECENT CONDUCT

1st Offense:

- 5 to 50 work/community service hours

2nd Offense:

- Disciplinary probation
- Suspension

3rd Offense:

- Expulsion
- Notification of authorities (if applicable)

FAILURE TO COMPLY WITH DIRECTIVES OF A UNIVERSITY OFFICIAL

- 5-50 hours community service

2nd Offense:

- Disciplinary probation

3rd Offense:

- Suspension

POSSESSION OF ANY PARAPHERNALIA OR DISPLAY PROMOTING THE USE OF ANY PRODUCT THAT IS INCONSISTENT WITH UNIVERSITY VALUES

1st Offense:

- Confiscate item(s)

2nd Offense:

- Loss of housing privileges (repeat offenses)

IMPROPER USE OF NETWORK/INTERNET

1st Offense:

- Written warning
- Suspension of network use

2nd Offense:

- Disciplinary Probation

3rd Offense:

- Suspension
- Expulsion

KNOWLEDGE OF A VIOLATION(S)/FAILURE TO REPORT A VIOLATION

- Half to full punishment for the violation.