

*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.*

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**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](http://www.rn-t.com), [www.hometownheadlines.com](http://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](http://www.shorter.edu/academics/academics_home.htm#catalog).

### **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



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

**Motto:** Transforming Lives Through Christ

**Mission Statement:** Advancing God’s Kingdom through a commitment to academic excellence, spiritual growth, Christian leadership, and global service within the context of a biblical worldview.

### **Core Values:**

**Christ-Centered:** Jesus Christ should not only be the foundation of our faith (1 Corinthians 3:11), but the very heart of our existence both as an institution and as individuals (Galatians 2:20; Philippians 1:21). Our desire is to build a thriving academic community where all can gain a greater appreciation of God’s grace, a more profound understanding of His principles and priorities, and a clearer vision of our place and purpose in the world (Matthew 28:19-20; Ephesians 1:18-23; 1 Peter 2:9). Apart from Christ we have “no hope” either in this world or the world to come (Ephesians 2:12); however, it is Christ in us which is the “hope of glory” (Colossians 1:27). It can only be *Christ in us* that enables us to prepare the next generation to become agents of reconciliation in a world that so desperately needs Him (2 Corinthians 5:17-19).

**Excellence-Focused:** Believing that we have a higher calling as Christians, it is our responsibility and privilege to reflect the image of our Lord who is excellent in all his ways (Psalm 150:2). Our commitment to excellence in all facets of life should be carried forth with a grateful spirit, a humble heart, and with an aim to glorify God. Excellence is more than occasional achievements; it is an ongoing process and a way of life. Moreover, excellence must be coupled with integrity if it is to accomplish God’s purposes in the life of an individual (Psalm 15:1-2; Proverbs 11:3). Any less than our absolute best in any and every endeavor is an affront to our Creator and an impediment to Kingdom growth. Therefore, with a clear understanding that we are designed for excellence (Matthew 5:48; 25:21), we “press on toward the goal for the prize of the upward call of God in Christ Jesus” (Philippians 3:13). [Philippians 1:9-10; Colossians 3:17, 23; Romans 12:2]

**Biblically-Based:** Our ultimate source of authority is the Holy Bible, the written Word of God (2 Timothy 3:16-17). Since all truth emanates from God, we should indeed “examine everything carefully” (1 Thessalonians 5:21) and measure all philosophies and perspectives (Colossians 2:8) from a *biblical worldview*. While truth in varying forms and degrees can be found in every academic discipline and every culture, all information and knowledge must be analyzed in the light of the Truth (Jesus Christ- John 14:6) and His Word. Hence, we can fulfill the biblical mandate to make our “every thought captive to the obedience of Christ” (2 Corinthians 10:5).

**Service-Oriented:** Because Christ valued individuals and exemplified servant-leadership (Matthew 20:25-28), it is imperative that we should strive to serve others with compassion (Galatians 5:13-14), treat them with dignity (Romans 12:3, 11) and encourage them to reach their full potential (1 Thessalonians 5:11). Our willingness to serve people with a sacrificial spirit should nurture within them a sense of self-worth, inspire them to succeed, and most importantly, help them to discover God’s plan for their individual lives.

**Strategic Themes:** Shorter University’s *Strategic Plan* is built upon our *Core Values* and guided by our *Mission* for the definitive purpose of seeing our *Motto* (*Transforming Lives Through Christ*) become a reality. To that end, we have developed a *Strategic Plan* composed with the following *Strategic Themes*:

- (1) Faith Integration; (2) Student Achievement; (3) Faculty/Staff Development; (4) Distance and Adult Education; (5) Institutional Identity; (6) Responsible Stewardship.

## 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 – 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

### Fall Semester 2015

August 10-14 <sup>th</sup>	Faculty Orientation Week
August 14 <sup>th</sup>	Residence Halls Open For New Students
August 14 <sup>th</sup> – 16 <sup>th</sup>	Camp Hawk
August 15 <sup>th</sup>	Residence Halls Open For Returning Students
August 17 <sup>th</sup>	Classes Begin
August 19 <sup>th</sup>	Convocation
August 21 <sup>st</sup>	Final Day To Drop/Add
August 28 <sup>th</sup>	May 2015 Graduation Application Deadline
September 7 <sup>st</sup>	Labor Day
October 2 <sup>nd</sup>	Final Day To Withdraw With A Grade Of “W”
October 5 <sup>th</sup> -6 <sup>th</sup>	Fall Holidays
November 24 <sup>th</sup>	Last Day Of Classes
Nov. 26-27 <sup>th</sup>	Thanksgiving Holidays
Nov. 30 <sup>th</sup> - Dec. 4 <sup>th</sup>	Final Examinations
December 10 <sup>th</sup>	Commencement

### Spring Semester 2015

January 8 <sup>th</sup>	Hawk Orientation
January 8 <sup>th</sup>	Residence Halls Open For New Students
January 9 <sup>th</sup>	Residence Halls Open For Returning Students
January 11 <sup>th</sup>	Classes Begin
January 15 <sup>th</sup>	Final Day To Drop/Add
January 22 <sup>nd</sup>	December 2015 Graduation Application Deadline
January 18 <sup>th</sup>	Martin Luther King, Jr. Holiday
March 4 <sup>th</sup>	Final Day To Withdraw With A Grade Of “W”
March 7 <sup>th</sup> – 11 <sup>th</sup>	Spring Vacation
March 25 <sup>th</sup>	Good Friday Holiday
April 6 <sup>th</sup>	Awards Day
April 25 <sup>th</sup>	Last Day Of Classes
April 26 <sup>th</sup> – May 2 <sup>nd</sup>	Final Examinations For Full Term Classes
May 6 <sup>th</sup>	Commencement

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

<b>President</b> .....	Dr. Donald Dowless.....	233-7201
<b>Executive Vice President/Provost</b> .....	Dr. Donald Martin, Jr. ....	233-7203
<b>Vice President for Finance &amp; CFO</b> .....	Ms. Susan Zeird.....	233-7466
<b>Vice President for Student Affairs</b> .....	Mr. Corey Humphries.....	233-7231
<b>Vice President for Institutional Advancement</b> .....	TBA.....	TBA
<b>Vice President for Enrollment Management</b> .....	Ms.EmilyMesser.....	233-7310
<b>Associate Vice President for University Communication</b> .....	Ms.Dawn Tolbert.....	291-5348
<b>Academic Advising</b> .....	Ms. Gina Floyd, Director.....	233-7340
<b>Admissions</b> .....	Mr. Patrick McElhaney, Director.....	233-7225
<b>Art</b> .....	Mr. Kelly Mills, Chair.....	233-7283
<b>Athletics</b> .....	Mr. Bill Peterson, Director.....	233-7469
<b>BCM</b> .....	Rev. David Roland, Campus Minister.....	233-7329
<b>Book Store</b> .....	Mr.Gideon Routh, Manager.....	233-7236
<b>Box Office</b> .....	Ms. Brenda Long, Manager .....	233-7288
<b>Business Administration</b> .....	Dr. Tim Naddy .....	292-3910
<b>Campus Dining</b> .....	Mr. Lance Moore, Director.....	233-7424
<b>Campus Safety</b> .....	Ms. Paula Penson, Director.....	233-7218
<b>Student Support Services</b> .....	Ms. Sarah Baker, Director.....	233-7323
<b>College of Arts &amp; Sciences</b> .....	Dr. Kathi Vosevich, Dean.....	233-7276
<b>College of Business</b> .....	Dr. Melissa Hickman, Dean.....	292-3902
<b>Facilities Management</b> .....	Mr. Bob Bagley, Director.....	233-7240
<b>Financial Aid</b> .....	Ms. Colleen Lassiter, Director .....	233-7337
<b>Health Services</b> .....	Ms. Mary Shotwell Smith, Director .....	233-7278
<b>Honors Program</b> .....	Dr. Terry Morris, Director .....	233-7249
<b>Human Resources</b> .....	Mr. Tommy Curtis, Director .....	233-7358
<b>International Programs and</b>		
<b>Study Abroad</b> .....	Ms. Linda Palumbo Olszanski, Assistant Vice President..	233-7409
<b>Livingston Library</b> .....	Mr. DeWayne Williams .....	233-7357
	Director of Library Services	
<b>Registrar</b> .....	Mr. Justin Mitchell.....	233-7205
<b>Residence Life &amp; Student Conduct</b> ...	Mr. Anthony Chatmon, Director.....	233-7312
<b>School of Fine and Performing Arts</b> .....	Dr. Alan Wingard, Dean.....	233-7248
<b>School of Sciences &amp; Mathematics</b> .....	Ms. Lisa Keith, Associate Dean.....	233-7250
<b>School of Education</b> .....	Dr. Norma Harper, Dean.....	233-7268
<b>School of Nursing</b> .....	Dr. Angela Haynes, Dean .....	233-7464
<b>Sports Information</b> .....	Mr. Matt Green, Director .....	233-7468
<b>Student Affairs</b> .....	Ms. Melanie Lawrimore, Assistant Dean.....	233-7233
<b>Switchboard</b> .....	Vicki Glover.....	On campus..... 0
	8:30 a.m. – 5 p.m. (M-F)	Off campus 291-2121
<b>Technology Services</b> .....	Torey Bradley, Director of OIT .....	233-7400
<b>Tutoring Center</b> .....	Ms. Miranda Reed.....	233-7456

## 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](mailto: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](mailto: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](mailto: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**

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 [jmcdade@shorter.edu](mailto:jmcdade@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.

## STUDENT SERVICES

### **BOOKSTORE (1<sup>ST</sup> 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 - 2pm 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](http://www.shorter.bkstr.com).

Students also have the ability to rent select textbooks for the semester. 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](http://www.cafescribe.com) to learn more about digital textbooks.

Textbooks can be returned for a full refund from within the first week 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 (2<sup>ND</sup> 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](http://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 Mondays at 6:30pm 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 (2<sup>ND</sup> FLOOR, FSU. EXT. 7417)**

[http://www.shorter.edu/academics/services/career\\_development.htm](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 (2<sup>ND</sup> 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](http://www.shorter.edu/academics/services/disability_services.htm)

**FITTON ACTIVITIES BOARD (1<sup>ST</sup> 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 \$15 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. (Light fair is available between service meals and late night) 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

## **HEALTH SERVICES (2<sup>ND</sup> 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. Prescription medicine costs, 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. Confidential HIV testing and counseling are provided Monday – Friday 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 Tdap (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 is required 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. 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 to students, 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 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 available through Student Health Services.

Shorter University Student Health Services follows HIPAA guidelines. The HIPAA guidelines are located on [www.shorter.edu](http://www.shorter.edu). There are copies available in the clinic as well. To insure confidentiality of health records, a student's signed 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.

#### ***Domestic Student Insurance:***

The Affordable Care Act (ACA) and what it means for most college students. Information for ACA can be accessed through the following websites:

<http://www.HealthCare.gov>

[http://www.acha.org/Topics/Affordable\\_Care\\_Act/ACA\\_Updates.cfm](http://www.acha.org/Topics/Affordable_Care_Act/ACA_Updates.cfm)

<http://healthcarereformbasics.com/index.html>

#### ***Athletic Insurance:***

Athletic insurance for both domestic and international athletes is mandatory and is offered through the Athletic Department. All athletes must sign up for it in the Athletic Department in the Winthrop-King Centre prior to playing their college sport.

#### ***International Student Insurance:***

Our goal is for all international students to receive proper medical care while studying in our country. Due to the uncertainty of acceptability of international insurance in the United States' healthcare system, all international students are required to have the international medical insurance provided through Shorter University. Mrs. Linda Palumbo Olszanski, Assistant Vice President of International Programs, assists the international students with their enrollment in the insurance plan. Her telephone number is 706-233-7409. Or contact, Mary Lou Romero, Administrative Assistant for International Programs at 706-233-7409 or email [mromero@shorter.edu](mailto:mromero@shorter.edu).

#### **ID CARDS (1<sup>ST</sup> 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 \$15.00 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, Alumni Hall and the Livingston Library. Hours of labs are posted in Scholar under the Help 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 - 12:00 pm
Friday,	8:00 am - 5:00 pm
Saturday,	1:00 pm - 5:00 pm
Sunday,	2:00 pm - 12:00 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://library.shorter.edu:8080/#bookriver> 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 \$0.03

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.

### **MAINTENANCE (HELPDESK)**

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

1. [helpdesk@shorter.edu](mailto:helpdesk@shorter.edu)
2. From SCHOLAR, select the "Help" tab then "Helpdesk Request" from the left-hand menu. Please note that you must be logged into SCHOLAR in order to see the "Helpdesk Request" page.

### **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.

### **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

- 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.

#### 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.

#### COPIES

- 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](mailto: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. 7340)**

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. See Peer Tutoring and Writing Center. SES also includes the First Year Experience program for all freshmen and coordinates academic advising.

#### **STUDENT LIFE**

**FSU 235, (706) 233-7315**

**[www.shorter.edu/studentlife](http://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.

### **TUTORING CENTER**

The Tutoring Center at Shorter University, located in Sheffield-Thompson room 201, offers free tutoring to all students enrolled in traditional courses on the Rome campus. Students can go to the Tutoring Center for assistance with course content, general academic success skills information, and writing skills assistance. Students can attend tutoring sessions on an individual basis or within a group setting. All sessions are led by highly qualified peer tutors who have shown academic excellence in the subject in which they tutor. Schedule a tutoring appointment by emailing the Tutoring Center, completing a request form on Scholar, or stopping by the SES office in Sheffield-Thompson 219. Students seeking information can contact the Tutoring Center at [tutoring@shorter.edu](mailto:tutoring@shorter.edu).

## **STUDENT PROGRAMS AND ORGANIZATIONS**

### ***STUDENT ORGANIZATIONS***

**Added Bonus** Promotes all types of music and recruits future musical students.

**American Coral Directors Association (ACDA)** Foster professional growth of Music Education members while serving.

**Allied Health** Design projects and programs that will reduce health disparities for community

**Alpha Chi** To promote academic excellence and exemplary character among college and university students.

**American Chemical Society** Improving lives through the transforming power of chemistry.

**Christian Leaders on the Hill** Provide Christian Studies department majors and minors support for ministry context and future ministries around the world.

**English Club** Strives to confirm distinction for high achievement in English and literature.

**Eta Pi Sigma** Promote the exchange of ideas between historians and members.

**International Justice Mission (IJM)** Work to end injustice and oppression. Praying for victims.

**Music Teachers National Association** Promote valued music making to society & support professionalism of teachers.

**Nami on Campus Shorter** Removes mental health stigma and promotes wellness information and support.

**National Association for Music Education (NAFME)** Seek to increase professional development of participants while fostering servitude

**Shorter Student Nursing Association** Encourages students to become better nurses.

**Shorter University Math Club** Promote an understanding of math concepts as they apply to today's society.

**Shorter University Student Alumni Association (SUSAA)** To increase alumni participation and promote the Christian faith.

**Shorter University Young Americans for Liberty** Promotes free minds and markets through economic liberties.

**Sigma Tau Delta** Promote musicianship, scholarship, theory, and education through service of music.

**Sophomore Sabots** Help to promote Shorter University traditions.

**Student Art League** Promote art and do service projects on campus and around Rome.

**Students of National Association of Teachers Singing** Host a variety of vocal events. Raise funds. Further professionalism.

**The Chimes, Literary Magazine** Promoting and publishing students creativity on campus.

**Theta Alpha Kappa Honor Society** Honors those who show excellence and continued growth in disciplines of Religious Studies.

**Tri Beta Honor Society** Functions as a honor and professional society for students of the biological sciences.

### **GREEK ORGANIZATIONS**

**Alpha Delta Pi.** Committed to sisterhood, values and ethics, high academic standards and social responsibility.

**Phi Mu** Promote noble womanhood and tend to those less fortunate

**Zeta Tau Alpha** Intensify friendships, fostering love and promoting Breast Cancer Awareness.

**Kappa Sigma** To build and shape gentlemen in scholarship, fellowship, service and leadership.

**Delta Sigma Phi** Building better men and contributing to the American Red Cross.

**Order of Omega** Promote unity through Greek life through academic excellence.

### **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 and Apollos: Real Mean lead are semester leadership programs 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**

The Communication Arts department houses the campus' major student media – The Periscope student newspaper, The Argo yearbook and Sub-49 broadcast studio. The Periscope and Argo are state, regional and national award-winning publications. The Periscope is published every two weeks from September to May by enthusiastic student journalists and overseen by a faculty adviser with years of newspaper experience. The publication provides the opportunity for students of all majors to learn valuable and marketable skills, including reporting, writing, editing, production, photography, layout and design, and time management.

The Argo, published as a coffee-table-style book, is a fall delivery yearbook that is student-managed and faculty-advised. Like The Periscope, the yearbook is a great hands-on, award-winning publication that offers students a chance to be fully engaged with campus activities and strengthen interpersonal and organizational communication skills. Students also learn essential desktop publishing and photography skills that distinguish them when entering the workplace. Recently expanded into a new space, Sub-49 is the department's student-led radio station and television studio. Students of all majors are welcome every semester to host their own radio shows. Past shows have included such themes as "A Semester with Harry Potter," "Downton Abbey" and "Dan and Dan at Dusk." These shows appear on a local cable channel in every student's dorm room. Newest to the studio is the television space that includes a green screen and

state-of-the-art broadcast equipment. It is an ideal place for television production work and where the department's bi-weekly Shorter Update broadcast, a news program about events going on around campus, is shot, directed and edited.

### **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 Monday nights at 6:30PM. For more information, please contact **Rev. David Roland, Campus Minister** at: [droland@shorter.edu](mailto:droland@shorter.edu), mobile phone: 706.766.8408 or **Josh Pilgrim, Campus Minister Intern** at [jpilgrim@shorter.edu](mailto: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 Athletics. Please contact 706-233-7348 for more information.

## **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.

Lost and Found items can be turned into the Campus Safety Office located at the Eubanks Welcome Center. 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](http://www.shorter.edu/student_life/campus_safety.htm). 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 Office, located in the Eubanks Welcome Center, 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 Office, located in the Eubanks Welcome Center, 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.

## **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**

Students are encouraged to represent Shorter in generating support for the University, other Christian causes and mission activities. To ensure success and coordination of these efforts, all fundraising activities by any campus organization or individual must be first approved by the Director of Development and the Office of Student Life. Fundraisers are also encouraged to request assistance from the Director of Development in strategic planning of fundraising activities. The Director of Development, and the Office of University Advancement, is available to help students achieve success in their mission to serve others and advance the Gospel of Christ through fundraising. The University is not responsible for any debts or liabilities incurred by student organizations in their fundraising efforts or activities. And, 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.

In order to protect the integrity of the University's mission, brand, and viability of future

fundraising efforts, no outside organization or individual may sell, solicit, or fundraise within the Shorter campus and community without approval from the Office of University Advancement. In addition, any faculty division, school, student organization, or individual of the University must secure approval of the Office of University Advancement prior to engaging in any form of solicitation in the name of Shorter University.

For fundraising activity approvals and support contact the Director of Development (706-291-5337), and the Office of Student Life (FSU 229, ext. 7315)

When seeking approval for any solicitation or fundraising activity in the name of Shorter University contact the Vice President of University Advancement (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.

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.

If a fair and reasonable resolution cannot be reached through above processes, the individual may file a complaint with one of the following institutions.

### **Procedures for Registering Student Complaints**

In most cases, complaint procedures require the student to exhaust all complaint avenues internal to the institution before a grievance can be filed at the State or accrediting agency level. Shorter University students are advised to attempt to resolve complaints with the Shorter University faculty and administration.

### **Registering a Complaint with SACSCOC**

Shorter University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Shorter University.

Complaints about the University may be filed with SACSCOC via the SACSCOC complaint process which can be found at this link: [www.sacscoc.org/pdf/081705/complaint%20form.pdf](http://www.sacscoc.org/pdf/081705/complaint%20form.pdf).

### **Registering a Complaint with a State Board or Commission of Higher Education**

In accordance with federal law, Shorter University identifies the processes by which students may file complaints about the University with each U.S. state governing board or commission that governs University educational activity. If you have a complaint about Shorter University's distance education programs, for example, contact the appropriate authority in your state of residence. Below is a link of available complaint process information to all states for your convenience.

<http://su.shorter.edu/state-contact-information/>

### *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](mailto: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](http://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](mailto: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 may be 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, student organizations must register with the Office of Student Life and provide a copy of a current constitution that 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. The advisor must be considered a full-time faculty or staff member and only serve in the role of advisor for one club/organization. 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. Any club/organization that is on social probation will not qualify for the SGA annual allotment. 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](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://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**

### **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 Vice President of Student Affairs and Assistant Dean of Students or designee will serve as the advisor(s) to the Student Government Association. The advisor serves as liaison between the University and students on issues, including the institutional decision-making processes, and encourages active student participation in academic and campus life. To ensure practices, all Student Government Association meetings are open to the public.

#### **Purpose and Leadership**

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

#### **Constitution**

##### **Article I.** Name of the organization and membership

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

##### **Article II.** Purpose

The purpose of the Student Government Association shall be:

- A. To develop principles of democratic self-government.
- B. To promote wholesome student relationships and to provide a means of cooperation among students, faculty, and administration.
- C. To maintain the Christian ideals of the University 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 and execution of events sponsored by the Fitton Activities Board. This position can be a shared position based on a tie vote during the Executive Elections.

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.

H. The Executive Assistant of the President shall serve at the discretion of the President of SGA. This position will be appointed by the President and voted on by the Senate at the first meeting in the Fall semester. Their duties are to assist the executive council with administrative duties and organization of events.

##### **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(s) of the Fitton Activities Board.
- B. No Executive Officers may serve as a Student Senator.

#### 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(s) 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 Committee.
4. Have served on the Fitton Activities Board or the Student Senate for at least one full semester.

### 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 Hawk Orientation.
7. Serve as Executive Chairperson of the Judicial Committee.
8. Be responsible for checking grades for eligibility at the end of the semester and before elections.
9. Shall appoint Student representatives for University-wide committees.
10. Nominate a candidate to serve as Executive Assistant to the President of the Student Government Association. The Executive Assistant shall serve at the discretion of the President.

#### 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 Executive 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 to be approved at the beginning of each Senate meeting.
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.

#### 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 the first Student Senate meeting of the semester and a detailed report to the Executive 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.
3. Attend Senate meetings and stay for their entirety as a member of the Executive Council.
4. The Vice President will appoint Senators to serve on the Fitton Activities Board committee. The Director(s) may recruit students outside of senate to serve on this committee as well upon the approval of the Executive Council.

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 Judicial Committee shall consist of the President of SGA, who shall serve as chairman and seven Senators selected by the Executive Committee. The responsibilities of the

committee are to supervise all school-wide elections, review and suggest changes to school wide policies and procedures, give feedback and suggestions to the Vice President of Student Affairs and Dean of Student for strategic planning and building proposals, track and instill Shorter Traditions throughout the student body, follow up on Residence Life concerns, and all submit and oversee all graphic designs for SGA. The Committee is supervise all school-wide election by validating the eligibility of candidates, announcing the final list of nominees 7 days prior to each election, promoting the final results from the election to the student body. The Judicial Committee will also assist in Homecoming week and Homecoming Pep Rally planning.

Section 3. The Legislative Committee shall consist of the Vice President of SGA, who shall serve as chairman, and be comprised of seven Senators, including one from each class. The responsibilities of the committee shall be: oversee proposed and approved bills to the SGA constitution, to edit the constitution once every semester as necessary, assist with planning or function of Calling all Leaders through Student Life, Diversity planning events, liaison to Provost about academic concerns, inform students on academic concerns, oversee clubs/organizations through approval and eligibility, Follow up on concerns with Campus Safety and Information Technology, Assist with Miss Shorter University and plan community service projects twice a year for the Senate to participate in.

Section 4. The Student Services Committee shall consist of the Secretary of SGA, who shall serve as chairman, and be comprised of seven Senators, including one from each class. The committee responsibilities shall consist of taking concerns about the following departments: Dining and Student Life, to the Director(s) in effort to find solutions, bring feedback, and assist in enforcing changes for the enhancement of the campus life experience. The committee will also be in charge of overseeing cultural event planning, Shorterfest Talent Show planning, and End of the Year Banquet planning. The committee will report to the Senate about the Budget, Keep records of Approved Organizations, and Organization Allotments.

Section 5. The Fitton Activities Board shall consist of the director(s) of FAB and be made up of seven members of the Senate. The director(s) may recruit members from the student body, including all four classifications, but must have approval from the Executive Council on the external members. The Board will plan and staff all activities for the student body, oversee the use and operation of the SGA sound system, and . 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 student organizations that have no outside source of funds and who do not contradict the morals and codes of Shorter University for the purpose of providing on-campus student involvement in service and events.

### Section 2. Eligibility requirements

A. Those organizations that directly receive activity fees, i.e., the Fitton Activities Board and Shorter Christian Association 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. The SGA Treasurer will set a date for the Treasurer's workshop in the Fall semester. That date will be sent to all official active organizations registered through the Student Life Office. 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 academic year. Acceptance of absences is at the discretion of the Executive 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.
  5. The Budget Committee will make a recommendation to Senate, and the Senate will vote on the final list of organizations to receive an allotment for the academic year.
- D. Following this meeting, arrangements will be made for the organizations requesting an allotment to receive a check in an amount not to exceed \$500.00 for the academic year, providing they comply with the following rules:
1. Organizations receiving an allotment may spend the money as they see fit on campus-wide student involved events, activities or service, as long as the organizations do not contradict the morals and codes of Shorter University. The funds are to be used for on-campus purposes.
  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 \$500 from SGA means the organization understands that in order to receive an allotment for the next academic year, it will have to submit an Allotment Fund Usage Worksheet, produce bank statements showing how its allotment was spent, including all transactions (withdrawals and deposits) by the date determined by the Budget Committee in the spring semester. In the event that an organization does not have a bank account, receipts may be submitted for review by the Student Affairs Committee, who oversees the budget.
  6. An organization is not allowed to save its money from one academic year to the next. Any funds not used must be returned to SGA by the given date in the Treasurer's Workshop.
  7. Academic Organizations are allowed to use the funds to send representatives to national conferences, local events, and to tour graduate schools for future education.

### Section 3: Activity Fee

- A. The Student Government Association is responsible for the allocation of funds to the Fitton Activities Board, 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 SGA 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 Executive Committee. The Senate will make any necessary adjustments to the tentative budget in the beginning of 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.

### Article VIII. Elections

Section 1. The Judicial Committee shall:

- A. Supervise all school-wide elections of the University to include Freshman Senator Elections (fall), Class Senators (spring), Executive Officers (spring).
- B. Provide a time and location for SGA candidates to present their platforms to the student body for Spring Elections. 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 under the supervision of the advisor 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 Judicial Committee.
- C. Electronic Ballots or Paper 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. Campaign Posters must be approved through the Office of Student Life; they 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 September 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 eight weeks prior to the end of the Spring semester.
- B. Application for Student Senate shall be available in the Student Government Association office eight 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 at the beginning of the academic year and applicants will be required to attend an interest meeting. This meeting shall be called by the Vice President of the Student Government Association.

#### Section 4. Qualification of candidates for Senator

- A. 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

- A. All members of the Student Government Association of Shorter University shall have voting rights in all school-wide elections.
- B. All full-time traditional student enrolled at the time of the elections shall have voting rights in all school-wide elections.

### **Article IX.** 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. 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 and the approval of Vice President of Student Affairs.
- B. To have an amendment to this Constitution go into effect immediately, it must have four-fifths (4/5) approval by the Student Senate, and approval by the Vice President of Student Affairs.

Section 3. By-laws may be created or modified by a majority vote of both Senate and Advisor(s).

### **BY-LAWS**

#### I. SGA Projects

- A. The entire SGA shall be involved in a project for the betterment of the campus.
  1. The Legislative Committee shall present projects to be approved by the Senate. If the Senate does not approve the project, the Legislative Committee 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. The Senior Class will have a nomination ballot three weeks prior to the scheduled Homecoming Week. Each classified senior will be allowed to nominate one male senior and one female senior to represent their class. The top six (6) males and top six (6) females will be offered the opportunity to accept or reject the nomination. In the event that a candidate rejects the nomination then the next highest candidate based on votes will be offered. The accepted candidates will be announced as the official Homecoming Court.
  - b. The week of Homecoming week there will be a student-wide election for Homecoming King and Queen. All full time traditional students enrolled in the Fall Semester will have voting rights.
  - c. The Homecoming Court will be represented at the Homecoming Football game at Halftime and the Homecoming King and Queen will be crowned at that time.

### 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. 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 based on the nominations from the Executive Council. 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 at SGA's End of the Year Banquet

### 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 Executive Council.
- D. 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 Public Relations/Budget Committee.

### 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."

### VIII. Above and Beyond Award

- A. Up to two senators will be selected from each senate class for the Above and Beyond award at the end of the academic year. These members will receive a small reward for their service at the End of the year banquet. These members also will not have to reapply for senate for the upcoming academic year. Senators for this award will be chosen by the Executive Council.

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

Revised April 21, 2014.

## **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](http://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](http://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. 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 the Residence Life Staff or Campus Safety gives proper authorization. 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, they must contact Campus Safety. 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 (at least 12 academic hours) 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. Students who would like to request to live off campus, must submit a Request to Live Off Campus form to the Director of Residence Life. No requests will be accepted in between fall and spring semesters. All requests for the following academic year must be submitted by May 31st. Those students who are living with, and commuting daily from, the primary residence of a parent or legal guardian 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. Organization and athletic team representatives that will not officially represent the University during Christmas break must check out no later than one day prior to the official holiday break beginning. Consequently, organization and athletic team representatives will be allowed to check-in early, but only after the University officially opens for the spring semester.

### **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). The Business Office will announce prices for summer housing annually.

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 monthly mandatory community meetings 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, unless approved by the Director of Residence Life. 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. Impeding a search of a residence hall room, vehicle or person will result with a finding of responsibility to the reasonable suspicion.

### **WELLNESS INSPECTIONS**

Resident advisors will perform a wellness inspection at least once per month in all residence hall rooms and campus apartments. All residents will receive 24 hour notice of a Wellness Inspection. One resident must be present for a wellness inspection to be performed. The Residence Life Staff has the right to do random room inspections at any time. 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, if not amended a \$25 fine will be charged to the student. A fine will be given at each follow-up, at 24 hour increments, until the violation is corrected.. 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.

1. Visitation hours begin at 10:00am and end at 12:00am Sunday-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. **At no point and time should there be more than 8 residents or visitors (male or female) within a residence hall room. Failure to comply with this policy will result in a \$25 fine per person in the room.**
7. 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.
8. 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.
9. 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](mailto: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](http://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.
- Minimum Hours: All residential students who fall below 12 academic hours during a semester must vacate the residence halls upon notification of the Residence Life Office.
- 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.
- 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, GA, Assistant Director of Residence Life, 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.

### **DATING VIOLENCE**

- (1) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- (2) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (3) For the purpose of this definition-
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.
  - c. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **DOMESTIC VIOLENCE**

- (1) A felony or misdemeanor crime of violence committed-
  - a. By a current or former spouse or intimate partner or the victim;
  - b. By a person with whom the victim shares a child in common;
  - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- (2) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

## 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. Realizing that these standards can be subjective, each student is expected to submit to the judgment of University officials regarding interpretation of dress and grooming standards. If a garment is deemed offensive or inappropriate by any University official, immediate cooperation is expected from the student. Any violations by students and disregard of a University employee will be referred to the Office of Student Life and Student Conduct.

## GENDER

In regard to marriage, sex outside of marriage, sexual orientation, gender identity, pregnancy and abortion, the following statements are illustrative:

"Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. . . . Children, from the moment of conception, are a blessing and heritage from the Lord." XVII The Family, The Baptist Faith and Message 2000.

"Man is the special creation of God, made in His image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation." III Man, The Baptist Faith and Message 2000.

With respect to transgender identity, the Southern Baptist Convention issued a resolution in 2014, which is Attachment 5. In part, that resolution states this tenet: "That the messengers to the Southern Baptist Convention meeting in Baltimore, Maryland, June 10–11, 2014, affirm God's

good design that gender identity is determined by biological sex and not by one's self-perception—a perception which is often influenced by fallen human nature in ways contrary to God's design (Ephesians 4:17–18).”

Therefore,

### **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. Hate crimes should be reported immediately to Campus Safety. (706-233-7911)

### **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 initiations, should be done in good taste and in a manner consistent with the Christian philosophy of the University. The University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. 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.
- q. Scavenger hunts and like activities are prohibited.

### **CORPORAL PUNISHMENT**

Corporal punishment is defined as physically punishing a student for an infraction of behavior. Use of corporal punishment is prohibited. Faculty, staff, and school administrators may use reasonable force under the following circumstances: a) self-defense b) quell a disturbance c) for the protection of persons or property d) to obtain possession of weapons or other dangerous objects.

### **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 ASSAULT**

- (1) Sexual assault includes attempted or completed rape; any sexual touching of another person against his or her will; and/or forcing an unwilling person to touch another person sexually. Sexual assault may be committed by a stranger or by an acquaintance, and may occur between members of the same or opposite sexes.

Sexual assault occurs when such acts are committed either by actual or implied force, coercion, threat, intimidation, or through the use of the survivor's mental or physical helplessness, including intoxication from alcohol or drugs, of which the assailant was aware or should have been aware. The use of alcohol or drugs will not be accepted as justification for the actions of any person charged with the violation.

- (2) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **SEXUAL HARRASSMENT**

- (1) Sexual harassment consists of, but is not limited to, unwelcome sexual advances, requests for sexual favors, other unwelcome verbal or physical conduct or written communication of a sexual nature, and hostile or intimidating behavior motivated by another's sex or gender.

Sexual harassment covers any unwelcome sexual attention.

- (2) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sex Offender Notification and Information (Megan’s Law)**

*The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act by the Campus Sex Crimes Prevention Act of 2000 to require sex offenders who are enrolled in or work at institutions of higher education to register with the state’s sex offender registration program. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained.*

**STALKING**

Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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.

**VOTER REGISTRATION**

Shorter University will participate with the local voting authorities, send a staff member to participate in registration trainings and will hold voter registration opportunities on campus.

**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 Residence 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 (at least three members of the legislative committee) shall conduct the appeal hearing. The legislative committee is designated by the Office of the Provost. 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 and welfare 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.).
5. 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.

**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).
6. Surveillance Camera Safety: Tampering (including, tapping and/or physically moving) with surveillance cameras in the residence halls and in any other university building is strictly prohibited.

**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, religion 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, religion 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 cause injury or distress.
7. Threatening behavior: Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such a person or persons and that serves no legitimate purpose.

Such conduct may include gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice, electronic, or graphic means, including anonymous telephone calls, whether or not a conversation ensues. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm. It is each student's responsibility to immediately report all incidents of threats. Even without an actual threat, students should report any behavior they have witnessed which they regard as threatening or violent behavior, when that behavior is connected to the University community.

8. Non-specific threat: Engaging in conduct where the threat may not be serious and is unlikely to result in danger to any member of the Shorter University community. Such conduct may include threatening to harm someone but not a particular person.

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). 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, on or off campus.
5. Sexual misconduct: defense or on-going practice of behavior or lifestyle discordant with birth gender, cohabitation, or homosexual activity or an open declaration identifying oneself as lesbian, gay, bi-sexual or transgendered; promotion, advocacy, 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. Housing prohibited animals/pets in residence halls.
16. 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.
17. 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. Legal counsel, faculty/staff assistant, 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 Student 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.

### **Admission consideration of a transfer student after suspension or probation from previous institution**

Transfer students who have been placed on disciplinary probation or suspension at another institution will only be considered for enrollment once he or she has served a probation or suspension term that is consistent with Shorter University's sanction(s) term for a similar or the same offense. The date of eligibility for admission to Shorter University shall be determined by the date of the probation or suspension handed down at the previous university.

### **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.

### **Probationary admission based on previous misconduct:**

Students, who are applying to the university as a new student or transfer with disciplinary action at a previous educational institution (high school or college) or with a criminal record, may be considered for admissions. Those students admitted with previous misconduct may be admitted conditionally. The student will be placed on probation and probation will remain in effect for two consecutive major semesters. Probation may be extended if deemed necessary by the Office of Student Affairs. While enrolled at Shorter, any student conduct violation will result in immediate suspension from the university.

### **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 to one-half of the academic semester or athletic season, unless otherwise noted. Probation lengths may be shortened or extended based on repeat violations, mitigating or aggravating circumstances. All sanctions will be applied immediately upon written notification to the student. The probation period regarding the University representation commences immediately upon notification to the student as well.

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. All sanctions will be applied immediately upon written notification to the student.

### **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

### **UNAUTHORIZED EVENT PENALTY**

- Individual or Organization Social Event Probation of 6 months
- 10 to 30 work/community service hours

### **TAMPERING WITH FIRE SAFETY EQUIPMENT, INCLUDING ALARMS OR FIRE EXTINGUISHERS**

- \$250 Fine

#### **2nd Offense:**

- Disciplinary probation

- Suspension
- Notification of authorities

#### TAMPERING WITH SURVEILLANCE CAMERA EQUIPMENT

1<sup>st</sup> Offense:

-\$500 fine

2<sup>nd</sup> Offense:

-Suspension from residence halls

#### STAYING IN ROOM DURING FIRE ALARM

- \$25 Fine

#### POSSESSING CANDLES OR INCENSE

- \$25 fine
- Confiscate items (Items will not be returned)

#### SETTING FIRES

- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities

#### POSSESSION OR USE OF FIREWORKS OR EXPLOSIVES

- Confiscate items (Items will not be returned)
- \$500 fine
- Disciplinary probation
- Suspension
- Expulsion
- Notification of authorities

#### POSSESSION OR USE OF FIREARMS

- Confiscate items (Items will not be returned)
- Suspension
- Expulsion
- Notification of authorities

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

- Confiscate items (Items will not be returned)
- \$250 fine
- Disciplinary probation
- Suspension
- Expulsion

#### POSSESSION OR USE OF BB GUNS, AIR RIFLES, PAINTBALL GUNS, AIR-SOFT GUNS, TAZERS, ETC. (Items will not be returned)

- 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

#### DISTURBING CLASSROOM/ACADEMIC ENVIRONMENT

- Removal from course (failure for the course, with an "F")
- Suspension
- Expulsion

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

##### 1st Offense:

- Confiscate items (Items will not be returned)
- \$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 (Items will not be returned)
- \$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 (Items will not be returned)
- Notification to parents
- Suspension

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

- Confiscate items (Items will not be returned)
- \$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 (Items will not be returned)
- Suspension
- Expulsion
- Notification of parents
- Notification of authorities

**POSSESSION OF TOBACCO OR TOBACCO PRODUCTS**

- Confiscate items (Items will not be returned)
- \$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/SEXUAL MISCONDUCT/STALKING/DATING VIOLENCE/DOMESTIC VIOLENCE/ EXPRESSIONS, OR BEAHVIOR DISCORDANT WITH BIRTH GENDER/SEXUAL ASSAULT/SEXUAL HARRASSMENT**

- Suspension
- Expulsion
- Notification of authorities

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

- Confiscate item(s) (Items will not be returned)

**2nd Offense:**

- Suspension of public computer privileges

**3rd Offense:**

- 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.

**Title IX Policy: Sexual Harassment, Discrimination on the Basis of Sex, Violence Against Women & Sexual Misconduct**

Our organization is committed to building and preserving a community in which all of its members can work, live, and together, free from all forms of exploitation, intimidation and harassment, including sexual harassment.

Shorter University affirms a commitment to Christian values and works to provide a campus community environment free from harassment. Shorter also is committed to recognizing, upholding, and enforcing the laws of the United States and the State of Georgia. Violation of those 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. Shorter University's sexual harassment policy applies equally to all individuals classified as a student, faculty, or staff member. Any reported incident of possible sexual harassment or assault will be investigated promptly.

Harassment violates federal and state laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education

Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student's ability to participate in or benefit from the College's programs. Inquiries about Shorter's sexual harassment policy should be directed to the Title IX Coordinator by contacting the Office of the Vice President for Student Affairs (Fitton Student Union, room 237, 706-233-7231).

Additionally, The Campus Save Act is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

### **Training and Education Opportunities:**

Campus SaVE requires that all new faculty, staff, students and coaches receive training provided by the University. Shorter University utilizes an online training and educational platform that provides users the opportunity to learn about three particulars of Campus SaVE: awareness education, prevention tips, and bystander intervention tips. Each year, beginning in September, new faculty, staff, students and coaches receive emails about the mandatory online training. All scenarios in the training are already prohibited activities according to Shorter University's Bible-based lifestyle statement and expectations for student, faculty and staff conduct. This training reflects federal standards which are below ours. Students that fail to complete the training within 60 days will be placed on "hold." Students that are placed on hold are not able to register for classes or forward transcripts. Additionally, the University provides educational opportunities through active and passive programs. Emails are sent regularly. Flyers are posted around campus, and active programs are held campus wide. A special session is also held for all freshmen and transfers during Camp Hawk (orientation).

### **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 cellular device. 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).

Additionally, Shorter University encourages those who have experienced any form of sex discrimination to report the incident promptly, to seek all available assistance, and to pursue University conduct charges and criminal prosecution of the offender. Shorter University takes



complaints very seriously and will work with survivors to ensure their safety and to remedy the situation.

**Filing a Report or Making a Complaint:**

Shorter encourages those who have experienced sex discrimination to report these offenses to either:

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.
- 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.

**Individuals who believe they have either witnessed or been subjected to unlawful sex discrimination, harassment or violence may:**

- Contact the Residence Life Office at (706) 233-7312
- Contact the Title IX Coordinator at (706) 233-7231
- Contact the Campus Safety at (706) 233-7911
- Contact the Student Support Services at (706) 233-7323

In the event that sexual assault or sexual violence occurred, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if this takes place, bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

Other helpful resources:

Georgia Sexual Assault Center  
24 HR Hotline: 706-802-0580  
Office: 706-292-9024  
[www.sacnwga.com](http://www.sacnwga.com)  
OR  
Rome Police Department  
706-238-5111  
Dial 911 for emergencies.

When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination. The Director of Student Health Services or the Director of Student Support Services can also offer support at the hospital. Survivors may choose whether or not to speak to the police at the hospital. If they do, the option to choose whether to file charges against the respondent still exists.

**Grievance Procedure:**

All incidents of sex discrimination, including sexual misconduct or retaliation, should be reported. The Title IX Coordinator will provide for the adequate, reliable, and impartial investigation of all complaints.

**Informal Procedure**

Some complaints of sex discrimination can be resolved through informal mediation between the parties. Once a report of sex discrimination has been made, informal resolution procedures will be pursued toward completion typically within sixty (60) calendar days of the initial report. Informal resolution procedures are optional and may be used when the University determines that it is appropriate. Informal procedures are never applied in cases involving violence or nonconsensual sexual intercourse.

An investigation into the report shall be conducted by the Title IX Coordinator as soon as reasonably practicable upon the filing of the complaint.

Once the informal resolution procedure is complete, written notification to all parties shall be given by the Title IX Coordinator within three (3) days of the determination of findings.

Shorter University shall take reasonable steps to prevent the recurrence of sex discrimination in any form. If such reoccurrence takes place, those responsible for such behavior may be subject to actions under the Student Code of Conduct (Pinnacle, Student Handbook).

Shorter University will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include: order of no contact, residence hall relocation, adjustment of schedule, etc. These remedies may be applied to one, both, or multiple parties involved.

If the reporting party is dissatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

### **Formal Procedure:**

Once a complaint of sex discrimination is made, an investigation of the report shall be pursued toward completion typically within sixty (60) calendar days. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible. The name, department, and position of the person or persons allegedly causing the sex discrimination (which includes: sexual misconduct, sexual violence, and harassment) or retaliation. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses. If the complainant is an employee: the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment. The complainant should list steps the complainant has taken to try to stop the sex discrimination or retaliation. Any other information the complainant believes to be relevant to the sex discrimination, harassment, or retaliation should be included with the statement and any other supporting documentation.

### **Investigation:**

An investigation into the report shall be conducted by the Title IX Coordinator. The investigation shall be concluded as quickly as possible, typically within sixty (60) days, or within a reasonable amount of time required to complete the investigation. The investigation will be conducted in a manner so that it is adequate, reliable and impartial. The investigation may include any of the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information. Parties to the complaint will be afforded equal opportunities to recommend witnesses for interviews and present other relevant evidence.

At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the Student Code of Conduct.

### **Cooperation with Law Enforcement:**

Shorter University will comply with law enforcement request for cooperation and such cooperation may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The University will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three (3) to ten (10) calendar days, although the delay in the University's investigation may be longer in certain instances. The University will implement appropriate interim steps during the

law enforcement agency's investigation period to provide for the safety of the complainant(s) and the campus community and the avoidance of retaliation. A resolution shall be determined at the conclusion of the investigation. Parties involved will be given notice of the outcome in writing within one (1) day of the determination. Parties to the complaint may appeal the findings of the investigation. All grounds for appeal shall be based on the emergence of new evidence that was previously unavailable, or based

on the grounds that some aspect of this policy or procedure was not adequately followed.

All appeals will be conducted in an impartial manner by one of the persons in the following positions who did not conduct the initial investigation: the Vice President for Admissions and the Executive Vice President/Provost.

The University shall take reasonable steps to prevent the recurrence of sex discrimination or retaliation in any form. If reoccurrence takes place, those responsible for such behavior may be subject to student conduct sanctions.

The University will take all necessary steps to remedy the discriminatory effects on the complainant(s) and others. Examples of such remedies may include: order of no contact, residence hall relocation, classroom re-assignment, or other appropriate remedies.

**Definitions:**

- A Complainant is any person who alleges that they are the victim of sexual discrimination.
- A Respondent is any individual who is alleged to be the perpetrator of sexual discrimination.
- Sex Discrimination is behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. Examples of sex discrimination under Title IX include, but are not limited to, sexual harassment, failure to provide equal opportunity in education programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.

**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 Sexual Harassment is unwanted
- displaying pornographic or sexually oriented materials

**Time Limitations.** In order to pursue action through Shorter's grievance procedure, an aggrieved student or employee should meet with the Title IX Coordinator as soon as possible after the alleged act of sex discrimination, harassment, or retaliation occurs, to discuss the complaint. In any case, there is no time limit for students to make a report. Employees who have experienced conduct they believe is contrary to this policy have an obligation to make a report. An employee's failure to fulfill this obligation may affect his or her rights in pursuing legal action. Timely reporting is necessary for employees.

**Support Services.** There are various supportive measures available for those who have experienced sex discrimination. These support sources include:

- Title IX Coordinator: The Title IX Coordinator serves as the central reference person for information about reporting and the investigative procedure, as well as available support services
- Student Support Services offers counseling: Students who have experienced any form of sex discrimination, including sexual misconduct may receive free and confidential counseling at the Office for Student Support Services.

OR Contact:

Georgia Sexual Assault Center  
 24 HR Hotline: 706-802-0580  
 Office: 706-292-9024  
[www.sacnwga.com](http://www.sacnwga.com)

OR

Rome Police Department  
 706-238-5111

**Reassignments.** When the complainant and the respondent participate in the same courses, reside in the same university residence or in proximity to one another, or participate in the same activities (i.e., sports teams) survivors may request that a fair and immediate way to reassign and/or move one of the persons be decided upon by the Vice President of Student Affairs or a designee. The Vice President of Student Affairs will consult with the appropriate academic dean in making a determination regarding an alternative classroom assignment(s) for the respondent

and/or the complainant who has experienced a sex offense and with the Director of Residence Life in making a determination regarding an alternative housing assignment. When a student employee makes a report and the respondent work in the same department or area, alternative work assignments may be made by the appropriate administrator upon request by the student employee filing the complaint.

**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. Generally, the penalty for retaliating against a survivor or witness for reporting assault or harassment is more severe than the penalty for the initial action.

**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.

**Federal Timely Warning Reporting.** Victims of sex discrimination should also be aware that University administrators must issue timely warnings for certain types of incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community under Clery law. The University will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**Student Conduct Process as it pertains to Title IX and Campus Save.** For reports of violations of this policy, wherein the complaint involves students, the University may also address the issue through the judicial process, as outlined in the Student Handbook.

**Hearings:** Per the Clery Act, the complainant and the respondent have the opportunity to have someone present during a hearing in cases involving alleged sexual offenses. If a student chooses to be accompanied to a hearing associated with alleged sexual offenses, the individual who accompanies the student will not be permitted to speak on behalf of the student and/or take an active role in the hearing. Legal counsel representing a student, student's family, or other individual or group is not permitted to attend hearings. The standard used to determine accountability will be whether it is more likely than not that the respondent has violated the Student Code of Conduct. Complainants and respondents will be granted equitable treatment throughout the investigation and hearing process. All members of the University community found to have violated this policy will be sanctioned, up to expulsion from the University.

Complainant's Rights in a Hearing:

- An explanation of available options for redress
- Freedom from harassment by the respondent (or the supporters)
- Use of all available internal and external support services in dealing with the

- aftermath of the offense
- Ability to speak on their own behalf during the disciplinary proceedings, including making
- a “survivor impact” statement to a Hearing board or University disciplinary panel
- The presence of an advisor from the University community and/or a support person
- during the hearing
- The opportunity to present witnesses who can speak about the charges, character
- witnesses excluded
- Testify on his/her own behalf
- Freedom from having irrelevant sexual history discussed during the hearing
- Information about the outcome of the hearing, and
- Opportunity to appeal the outcome of the Hearing.

Respondent’s Rights in a Hearing:

The University will treat a respondent person with fairness throughout the disciplinary proceedings. Specifically, respondents are entitled to:

- An explanation of the charge(s)
- Freedom from harassment by the complainant (or supporters)
- An explanation of the University discipline system
- The presence of an advisor from the University community
- Testify on his/her own behalf
- Present witnesses who can speak about the charges, character witnesses excluded
- Freedom from having irrelevant sexual history discussed during the hearing
- Information about the outcome of the hearing, and
- Opportunity to appeal the outcome of the hearing

At the conclusion of the hearing process, the University will provide written notification to the parties involved of the outcome and resolution of the Hearing within five (5) business days. Once written notification of the resolution has been received, the parties involved will have the opportunity to appeal the findings. The desire to appeal should be submitted in writing to the conduct officer within five (5) business days.

Student appeals shall follow the appeal procedure outlined in the Student Handbook. The appellate body may not consist of the hearing officer or any member of the Conduct Committee in the original hearing. The Conduct and Appeals Committee consists of three members of the legislative committee. The legislative committee is designated by the Office of the Provost.

**Consequences.** The University reserves the right to take whatever measures it deems necessary in response to an allegation of sex discrimination in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from a warning to expulsion, depending on the severity of the offense.

**Special Provisions.**

- Attempted Violations. In most circumstances, the University will treat attempts to commit any of the violations listed in this policy or in the Student Code of Conduct as if those attempts had been completed.
- The University as Complainant. As necessary, the University reserves the right to initiate a

Student conduct complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the complainant.

- **False Reports.** The University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
- **Immunity for Survivors.** The University community encourages the reporting of sex discrimination and Code of Conduct violations. Sometimes, victims are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to University officials. To encourage reporting, the University pursues a policy of offering victims of sex discrimination and sexual misconduct limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the University will provide educational options rather than punishment, in such cases.

**Bystanders.** The welfare of students in our community is of paramount importance. At times, students on- and off-campus may need assistance. The University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, an underage student who has been drinking might hesitate to help take a complainant of sexual misconduct to the Campus Safety or Residence Life Departments. The University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

**Parental Notification.** The University reserves the right to notify parents/guardians of dependent students regarding any health or safety emergency, change in student status or conduct situation (particularly alcohol and other drug violations). The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct complaints pursuant to FERPA.

**Notification of Outcomes.**

The outcome of a Title IX investigation involving students is part of the education record of the student parties involved, and is protected from release under FERPA. However, the University observes the legal exceptions that allow for notification of the parties involved and others whom the University determines to inform based on the law and this policy. Students who bring any sort of sex discrimination complaint against faculty or staff may be informed of the outcome of the investigation and the resolution.

**Educational Programming.** Educational programs will be offered to the University community. New faculty, staff and students, per Campus Save Act will receive electronic training opportunities during the fall semester of each year. Other programs will be offered throughout the year by the University as well.



## **FREQUENTLY ASKED QUESTIONS:**

### ***Does information about a complaint remain private?***

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to disciplinary action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the university, Dean of Students, Director of Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified.<sup>1</sup> This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

### ***Will my parents be told?***

No, not unless you tell them. Whether you are the complainant or the accused individual, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an accused individual has signed the permission form at registration which allows such communication].

### ***Will the accused individual know my identity?***

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

### ***Do I have to name the perpetrator?***

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the university's legal obligations depending on what information you share with different university officials). Victims should be

aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

***What do I do if I am accused of sexual misconduct?***

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Student Conduct Office, which can explain the university's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.<sup>2</sup>

***What about changing residence hall rooms?***

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from university support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

***What should I do about preserving evidence of a sexual assault?***

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing.<sup>3</sup> The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The

Director of Student Support Services or Student Health Services can also accompany you to the hospital and law enforcement or Campus Safety can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

***Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?***

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

***Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?***

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

***Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?***

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

***What should I do if I am uncertain about what happened?***

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's student conduct office or victim advocate's office. The institution provides advisors who can help you to define and clarify the event(s), and advise you of your options.

