

SEWANEE

THE UNIVERSITY OF THE SOUTH

EQB: The Guide for Living in Community Statement of Rights and Responsibilities 2017-2018

Table of Contents

Who We Are

- Introduction
- Governing Ideas
- Community Commitments
 - Living with Personal Integrity
 - Respecting the Dignity of All
 - Valuing Freedom of Thinking and Expression
 - Demonstrating Self-Control
 - Developing Trusting Relationships
- Non-discrimination, Harassment & Retaliation
- Copyright and Downloading Policy
- Intellectual Property Rights

How We Live Together

- Major Policies
 - Alcohol Policy
 - Drug Policy
 - Physical Conflict
 - Weapons
 - Sexual Misconduct
 - Hazing
- Other Policies
 - Complicity
 - Theft
 - Unauthorized Entry
 - Damage to Property or Premises
 - Failure to Comply
 - Deceptive Behavior
 - Fire Hazards and Combustible Materials
 - Pets and Other Animals
 - Immunizations

How We Hold Each Other Accountable

- Our Approach
- Hearing Options
- Interim Administrative Measures
- Procedures for Hearings
- Sanctions
- Appeal Process
- Documentation of Conduct Records
- Honor Council Process
- Sexual Misconduct Process

Notices and Statements

- Annual Security Report
- Complaints and Grievances
- Disability Services/Accommodation
- Dress Tradition
- Education Records and Directory Information
- FERPA Notification of Rights
- Identification Cards
- Missing Students
- Outdoor Recreation
- Responsibility of Guests on Campus
- Search and Entry
- University Email Communication
- Car & Bike Registration
- Parking Policy
- University Farm

Who We Are

Introduction

The Code of Conduct is a portion of The EQB Guide, which outlines our community expectations, policies, disciplinary process, and notices for students in the College of Arts and Sciences. Students, faculty, and staff voluntarily enter into membership in the University community and, in so doing, assume obligations of performance and behavior reasonably expected by that community for the purpose of furthering its mission, vision, processes, and functions. Students accept the expectations and policies set forth in this code and other university rules, regulations, and policies when they are admitted to the University (see “Scope” under “Conduct Process”). Students are also subject to the laws of the state of Tennessee.

The language used in this Guide is not intended to create nor is it to be construed to constitute a contract between the University and any one or all of its students. It is the student’s responsibility to read the Code of Conduct. Please note that the Code of Conduct does not contain all policies of the University and its units, but rather highlights important policies for students. Students are responsible for any other pertinent policies, handbook or expectations of other University units the student may be involved in and will be subject to any unit within the University to which the student belongs.

In order to carry out its mission, the University promotes and enforces appropriate rules, regulations, and policies and take action when violations of such rules, regulations, and policies occur. Please be aware that the Code of Conduct is only available via the Internet. Should you need a copy in print or if you have any further questions, regarding the Code of Conduct, please contact the Dean of Student’s Office at 931.598.1229 or email dstudent@sewanee.edu.

Dear College Students,

Helpful information and policies are shared with students in three primary places: The EQB Guide, The Residential Guide to Living, and The Student Organization Handbook. In particular, the EQB Guide communicates critical information about your rights and responsibilities as a student and prepares you to be successful in negotiating the policies and procedures of campus life.

There are four sections to The EQB Guide. Who We Are includes a letter from the Vice-Chancellor and outlines the University's mission and vision. How We Live Together describes specific policies. How We Hold Each Other Accountable is about the student disciplinary process. Lastly, Notices and Statements includes some important information for students.

Occasionally, policies will change during the academic year. The policies and processes found in The EQB Guide are the most current and supersede any other version found outside this web publication. Please refer to this website for the most current and accurate version of policies.



W. Marichal Gentry
Vice President for Student Affairs and Dean of Students

Dear Students,

At Sewanee, our most precious resource is our people. The University motto, *Ecce Quam Bonum*, articulates our commitment to living together in community.

The Sewanee experience is built on the principle of honor, which is reflected not only in our Honor Code but also in the multiple commitments we make to one another as we become a part of this special place: living with personal integrity; respecting the dignity of all; valuing freedom of thought and expression; demonstrating self-control; and developing trusting relationships. Honor is an ideal and an obligation. It suffuses our common life, around the clock and in all places.

This EQB Guide sets forth our highest aspirations for our community, aspiration lived out day by day. Please take the time to read it carefully and become familiar with these policies, processes, and notices. And thank you for embracing these timeless values that have, for almost 150 years, shaped us, directed us, and inspired us.

Welcome home.

EQB,



John McCardell
Vice-Chancellor and President

Governing Ideas

University Purpose

The University of the South is an institution of the Episcopal Church dedicated to the pursuit of knowledge, understanding, and wisdom in close community and in full freedom of hearing, and enlightened by Christian faith in the Anglican tradition, welcoming individuals from all backgrounds, to the end that students be prepared to search for truth, seek justice, preserve liberty under law, and serve God and humanity.

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in demanding course of humane and scientific study that prepares them for lives of achievement and service. Providing rich opportunities for leadership and intellectual and spiritual growth, while grounding its community on a pledge of honor, Sewanee enables students to live with grace, integrity, and a reverent concern for the world.

The School of Theology educates women and men to serve the broad whole of the Episcopal Church in ordained and lay vocations. The School develops leaders who are learned, skilled, informed by the Word of God, and committed to the mission of Christ's church, in the Anglican tradition of forming disciples through a common life of prayer, learning, and service. Sewanee's seminary education and world-wide programs equip people for ministry through the gift of theological reflection in community.

A Community of Honor

The University's motto—EQB—summarizes the principle that as members of the Sewanee community, we have a responsibility to live with respect for one another and in healthy relationships. Students are expected to live with honor day and night, in the classroom and in the residence halls, on the athletic field and in social spaces, on campus and off—in short, “in every walk of life.”

When we commit to living in community with one another, we necessarily agree to accept limitations on our own actions for the benefit of all, with the parallel expectation that we will not be injured, maligned, or otherwise negatively affected by the actions of others. Those who insist upon living outside the expectations of the Sewanee community will understandably be held accountable for their choices by the Honor Council, the Student Conduct Board, or other disciplinary bodies, and may in certain circumstances be removed from the Sewanee community. Matriculation and/or continued enrollment at Sewanee is a privilege, not a right. Additionally, students are expected to comply with federal, state, and local laws in their conduct whether on or off campus.

College of Arts and Sciences and The Honor Code

One shall not lie, cheat, or steal.

For more than a hundred years the Honor System has been one of Sewanee's most cherished institutions. The Honor Code is an attempt to formulate that system, but no code can adequately define honor. Honor is an ideal and an obligation. It exists in the human spirit and it lives in the relations between human beings. One can know honor without defining it.

Resolutions which have been adopted by the student body from time to time to further an understanding of the Honor System include the following:

- First, that any adequate conception of honor demands that an honorable person shall not lie or cheat or steal.

- Second, that membership in the student body carries with it a peculiar responsibility for the punctilious observance of those standards of conduct which govern an honorable person in every walk of life.
- Third, that since the integrity of the degrees granted by the University must depend in large degree upon the Honor Code, all students in every class must regard themselves as particularly bound by their honor not to cheat in any form, and as likewise bound in honor not to fail to report any cheating that comes to their knowledge.
- Fourth, that plagiarism is a form of cheating because the plagiarist copies or imitates the language and thoughts of others and passes the result off as an original work. Plagiarism includes the failure to identify a direct quotation by the use of quotation marks or another accepted convention which delimits and identifies the quotation clearly, paraphrasing the work of another without an acknowledgement of the source, or using the ideas of another, even though expressed in different words, without giving proper credit.
- Fifth, the same paper may not be submitted in more than one course without the prior permission of the instructors in those courses.
- Sixth, because the preservation of equal access to scholarly materials is essential in any academic community, it is a violation of the Honor Code to fail to check out materials taken from the library, or to remove from the building without proper authorization non-circulating materials such as reference books, periodicals, or reserved books.

The Pledge

Upon entrance to the University every student agrees to abide by this Honor System and is asked to sign a form signifying acceptance of this Honor Code. Each examination, quiz, or other paper which is to be graded carries the written pledge: "I hereby certify that I have neither given nor received unauthorized aid on this paper. (Signature)." The abbreviation "Pledged" followed by the student's signature has the same meaning and may be acceptable.

The Honor Council

An important part of Sewanee's Honor System is its maintenance and administration by the students. For this purpose students elect an Honor Council consisting of four seniors, four juniors, three sophomores, and one freshman. All members are elected by their respective classes. Following the election of new members in the spring, current and newly elected members of the Honor Council shall elect a Chair, Vice Chair, and Secretary. The Council may invite a student from the School of Theology to participate, without vote, in its proceedings. The election and organization of this Council, its jurisdiction, its rules of procedure, and other relevant matters are subject to oversight by the Order of Gownsmen and the Student Government Association, which may recommend changes to the Council from time to time. The Council also reserves the right to initiate changes to this document. Before becoming effective, any changes are submitted to a referendum vote by the entire student body and must receive approval of two-thirds of those voting, and of the Vice-Chancellor. The jurisdiction of the Honor Code is not restricted to matters occurring on the Domain of the University. Cases may arise, however, because of distance or other circumstances, for which a fair hearing is impractical. The Council shall release case-related statistics, mindful of the students' right of confidentiality, to be made available to the student body. Although it is each student's responsibility to know the content of the Code, the chair of the Honor Council undertakes each year to familiarize new students with its meaning and significance and to remind the faculty and staff of their responsibility to support the Code.

Community Commitments

The commitments below provide an outline of what Sewanee students can expect of their community experience with a focus on the implications of living honorably. Any sense of honor requires that each individual living within the community has the responsibility to take action to support the health of the greater community: we all must hold each other to our shared standards of honor. This responsibility can be made manifest in many ways: for example, students actively preserve their own integrity as well as the reputation of the University's academic programs when they refuse to tolerate academic dishonesty in any form; they actively respect the dignity of all when they refuse to participate in behavior that demeans

others and instead take steps to end such behavior in others; they actively promote an environment of shared trust and support when they alert authorities to threats to the safety of others. We encourage students to support the community values by reporting violations and other concerns.

Living with Personal Integrity
Respecting the Dignity of All
Valuing Freedom of Thought and Expression
Demonstrating Self-Control
Developing Trusting Relationships

Living with Personal Integrity

The Sewanee community is committed to personal integrity—honor—as the foundation of university life and as the cornerstone of a premier educational experience. The community believes trust among its members is essential to scholarship and is basic to effective interactions and operations of the university. Further, as the Honor Code states, “all students in every class must regard themselves as particularly bound by their honor not to cheat in any form, and as likewise bound in honor not to fail to report any cheating that comes to their knowledge.”

Respecting the Dignity of All

The Sewanee community is committed to the dignity and worth of every individual, recognizing that each person is unique with certain rights and responsibilities. Such respect for the individual calls for toleration of differing opinions, attitudes, and cultures, as well as the insistence on fair and just treatment for all individuals.

Valuing Freedom of Thinking and Expression

The Sewanee community is committed to the pursuit of truth and the communication of knowledge. The community encourages individuals to develop the ongoing capacity for critical independent thinking and judgment. The community believes in the individual's right to teach and to learn, as well as in the individual's responsibility to prepare adequately.

Demonstrating Self-Control

The Sewanee community is committed to self-control and respect for self and others as necessary for enabling all individuals to develop intellectually, spiritually, socially, emotionally, and physically. The community believes in the ongoing developmental process of individuals' assuming responsibility for the effects their behaviors have on themselves and others.

Developing Trusting Relationships

The Sewanee community is committed to developing relationships built on trust and respect for the rights and properties of all individuals and of the community itself. The community also respects the laws of the society and the just administration of those laws. The community encourages responsible citizenship and involvement of each individual and seeks to serve and to be faithful stewards of all its resources.

Non-discrimination, Harassment and Retaliation

University's Commitment

The University of the South stands firmly for the principle that its employees, students, and participants of university-sponsored programs have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, pregnancy and childbirth, and genetic information, and free from sexual misconduct in its educational programs and activities and with regard to employment. The University is committed to sustaining a community in which the dignity of every individual is respected. Key to this value are efforts to nurture an environment of civility and mutual respect and to foster a culture of reporting concerns so that the University can respond promptly and equitably whenever an incident occurs. All employees, students, and participants of university-sponsored programs also have the right to be free from harassment and retaliation.

Related Commitments

The University is also committed to free expression. Speech not specifically directed against individuals in a harassing way may be protected by traditional safeguards of free speech, even though the comments may cause considerable discomfort or concern to others in the community.

The full policy can be found on the Provost's Page at www.sewanee.edu/media/provost/Non-DiscriminationPolicy.pdf.

Copyright and Downloading Policy

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject you to criminal and civil penalties. Although using peer-to-peer file sharing technology in itself is not illegal, what you share and how you share it may violate the law (just as while driving a car is legal, driving a car on the sidewalk at 90 miles per hour is not).

The laws that govern copyright are not specific to any one technology; you can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law, and the law applies for songs, videos, games, textbooks, and any other type of creative content.

Illicitly downloading and/or sharing music, videos, and other creative work is also a breach of the honor code: it is theft, plain and simple, to take something that is not yours without paying for it.

Use technology wisely. You are responsible for the choices you make and should be cautious when obtaining any copyrighted material. As a rule of thumb, before you download anything for free, you should research whether that source provides material licensed by the copyright owner.

Individuals who violate the copyright law, even unintentionally, by illegally uploading or downloading may be subject to civil penalties of between \$750 and \$150,000 per song. For those who download or upload dozens or hundreds of songs, penalties could reach into the millions of dollars. These penalties are established by federal law.

Content owners actively monitor file sharing networks and issue takedown notice to Internet Service Providers (including the University) requesting that the University remove these files or subpoenas requesting that the University turn over your contact information for the purpose of filing a lawsuit. Pursuant to state and federal law, the University must comply with all valid subpoenas.

In the past, pre-litigation settlements offered by copyright owners prior to filing lawsuits against students have ranged from \$3,000 to \$4,000 and up while juries have issued verdicts against illegal file sharers of hundreds of thousands and even millions of dollars. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is extremely rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

While it is generally accepted in copyright law that you may format-shift content, that is, you may rip a CD onto your computer and then listen to it on your iPod that only applies for your own personal use. You may not then distribute that song file to others. To do so, is to violate the copyright law as is to download a file shared in this manner.

In addition to following the law, you must also follow the College policy. Unauthorized distribution or receipt of copyrighted material is a violation of the University's Acceptable Use Policy, found below.

Acceptable Use Policy

Many members of the Sewanee community have questions about their rights and responsibilities with respect to use of copyrighted material, particularly the sharing of music and movies in digital format over the Internet. This document provides an overview of Sewanee's policies and procedures governing music and movie sharing and how we deal with alleged violations. Recent legal actions by the Recording

Industry Artists Association (RIAA) against violators of music copyright have made it imperative that everyone understand the risks of their behavior when sharing music and movies with others.

Copyright Law

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material regardless of the format of that material. Copyright law is complicated and its interpretation is sometimes controversial. However, recent actions by the recording industry are clarifying legal interpretations of copyright law.

Peer-to-Peer Programs (P2P)

Spurred on by the widespread use of the Internet, P2P programs have been developed to allow people to share information in digital formats. In particular, programs like KaZaA, Gnutella, Morpheus, AudioGalaxy, and others are commonly used to share music and movies without regard to the restrictions placed on that material by the copyright owners. Most commercially produced music and movies are copyrighted and cannot be freely shared. This is the law. Sewanee does not examine the information content that is being transmitted (e.g. the music itself) but does monitor the type of information (e.g., that is an MP3 file) in order for us to give priority to academic uses of our network. Members of our community must follow the honor code. The code states that: Any adequate conception of Honor demands that an honorable person shall not lie or cheat or steal.

The Digital Millennium Copyright Act (DMCA)

The DMCA specifies procedures that Sewanee must follow when notified an individual using our network is violating copyright laws. If the copyright holder contacts Sewanee about a violation we will stop network access for the individual, notify him/her of the notice we have received, and require removal of the offending material from his/her computer. The individual has the right to claim that the material is not protected by copyright and then a legal process begins. To date, every notice we have received has resulted in the offending material being removed.

Recent Legal Actions

Recently, the RIAA has taken further action to subpoena the names of people who are sharing large amounts of music. If Sewanee receives a subpoena, we are required to provide the name of the violator who is using our network. These subpoenas can lead to lawsuits, substantial financial penalties and perhaps jail time. In the spring of 2003, for example, four students at other colleges settled copyright claims against them out-of-court for approximately \$15,000 each. The consequences of illegally sharing copyrighted material over the Internet are serious. Some people have argued that the recording industry has been overcharging for music CDs and that music sharing is justified. Others feel that the recording industry has been too slow to adopt legal ways for music to be distributed over the Internet at lower cost. Regardless, most music and movie-sharing violates the law that we are bound to uphold. If you distribute copyrighted music and videos you are putting yourself at risk of losing computing privileges, being charged by the Sewanee Honor Council, and facing prosecution under civil and criminal laws.

Protecting Yourself

Students found to be in violation of the copyright/file sharing policy or that are reported to us via a takedown notice from the RIAA/MPAA will have their network access blocked.

Intellectual Property Rights

This policy can be found on the Provost's Page at www.sewanee.edu/media/provost/Intellectual-Property-Policy.pdf

How We Live Together

Major Policies

Alcohol Policy

The University's policy regarding the use of alcoholic beverages by students is derived from its general philosophy of student life. University of the South students are regarded as people who are morally and legally responsible for their own conduct within the context of the norms and values of an educational community and as responsible residents of the local community in which the university is located, with respect for the laws of the state and community. As part of its overall educational program and mission, the University provides counseling and educational programs related to alcohol and drug use and abuse.

The University regards intoxication as irresponsible behavior both because of its effects on an individual's ability to exercise sound judgment and because of its potential threats to health and safety. Not only do students incur serious risks for themselves and others when they drink to excess, but also they make themselves legally liable to prosecution, as well as morally responsible, when they contribute to irresponsible consumption by others and dire consequences ensue.

In an effort to encourage students to think first about the choices they make concerning alcohol, the University has developed a holistic strategy, entitled "Think First," that promotes healthier choices within a healthier community. In short, the University, the Student Life Division, and the Sewanee Police Department are committed to the following objectives:

- To reducing the prominence of alcohol on campus and the harms and high-risk behaviors that alcohol and other drugs bring to campus life;
- To providing a myriad of healthy social and intellectual experiences;
- To fostering a community of accountability and to teaching students personal responsibility.

Where appropriate, alcoholic beverages may be consumed in a non-abusive manner by individuals of legal age, and social hosts may sponsor events at which alcoholic beverages are permitted with the understanding that hosts bear the responsibility for abiding by state laws, for establishing reasonable guidelines for the behavior of their guests, and for taking measures to discourage alcohol abuse at their social functions.

As appropriate, these policies apply to groups as well as individuals. [The University's statement on Social Host Responsibility for groups is available here.](#)

Rules Governing Alcohol

- I. The University prohibits the unlawful use, possession, and distribution of alcoholic beverages. Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport, or consume alcoholic beverages, including beer and wine. It is also unlawful for a person over 21 to buy or furnish alcoholic beverages for anyone under 21. Any student who violates state law or the University's alcohol policies is subject both to the jurisdiction of local law enforcement officials and the discipline system of the University.
- II. The public display of alcoholic beverages on campus, public intoxication, and drunk and disorderly conduct in public or private locations (including residence halls and fraternity lodges), and the possession of paraphernalia such as beer funnels are violations of University policy. Public places on campus include all property and buildings not held by a private leaseholder, including all University buildings. Occasionally areas normally considered public (e.g., Cravens Hall, Lake Cheston Amphitheater, Manigault Park, and Guerry Garth) may be designated private for specified events, and persons 21 and over may be permitted to possess alcoholic beverages in these areas in accordance with these policies. Private locations (such as fraternity and sorority houses) are not exempt from University policies governing alcohol use.

- III. Common sources of alcoholic beverages (which include, but are not limited to, kegs, bulk quantities of canned or bottled beer or wine, and bulk quantities of alcoholic punch) are not permitted except in very rare and highly supervised circumstances, and as approved by the Dean of Students.
- IV. Display, possession and/or consumption of alcoholic beverages are prohibited in all public areas of residence halls such as common rooms, courtyards, breezeways, and halls. Within their individual rooms, students are expected to remain mindful of Residential Life rules and restrictions and state law at all times.
- V. Consumption of alcoholic beverages at any public athletic contest, including all varsity, club, and intramural games, is a violation of the Sewanee social policy and, as appropriate, of NCAA and conference rules.
- VI. Initiation practices that include the encouragement or promotion of alcohol consumption are prohibited. Organizations guilty of this infraction will be suspended.
- VII. In addition to being a violation of Tennessee law, driving under the influence of alcohol or other drugs is a violation of University policy. Any student found driving under the influence is subject to serious University penalties.
- VIII. No alcohol may be sold on the Domain, except by vendors with a valid beer sales permit.
- IX. Students who drug others will face the very serious consequences, very likely separation from the University. "Drugging others" includes, but is not limited to, adding drugs to a common source of alcohol or slipping drugs into food or an individual's drink. Those complicit in the distribution of drugged beverages or food will also face serious sanctions.
- X. In addition to being handled through the University, conduct violations that are also violations of Tennessee law may be referred to the appropriate legal authorities for adjudication.

The University's disciplinary process is not a legal process and thus rules of law, evidence, and procedure used in legal proceedings do not apply and will not be used. Although a student may consult with an attorney, attorneys are not allowed to participate in any stage of the process.

Good Samaritan and Medical Amnesty Policy

In order to promote the safety of all University of the South students in situations involving medical risk from alcohol or drug consumption, any student who calls 911 or the Student Life staff to assist another student needing emergency and/or medical attention will not be cited for any offense under the alcohol or drug policy. The student needing emergency and/or medical attention will not be cited for any offense under the alcohol or drug policy but will be required to meet with Dean of Students staff, and complete alcohol education, will receive a substance abuse assessment, or will be assigned other remedial activities deemed appropriate. If a student violates any other college policy while intoxicated, those infractions are subject to citation. If the student is taken to the hospital, the University reserves the right to contact the student's parents/guardian. An individual needing emergency and/or medical attention is protected under this policy only once during his or her University career. After the limit is reached, normal consequences according to University of the South's alcohol and drug policy apply.

Alcohol Abuse

The deans of students will respond to those students who are experiencing problems because of alcohol abuse. If the abuse should manifest itself in the person's academic performance or social behavior, a dean will meet with the individual to discuss the problems associated with his or her substance use. The dean and student will generate alternatives for dealing with the situation, including counseling options and consequences if further problems occur. Additionally, the student may be required to complete a confidential substance use evaluation with the staff at the University Wellness Center. If the dean determines that the student must withdraw from the University for medical or chemical dependency reasons, he or she must leave the Domain within 24 hours.

The deans of students most often become aware of an individual's abuse because of a disciplinary infraction. Any person who is guilty of this kind of disciplinary offense may be required to submit to a substance abuse educational program and/or may ultimately be required to withdraw from the college.

Drug Policy

The University of the South recognizes the enormous health hazards associated with the illegal use of drugs. In addition to this basic concern for the well-being of Sewanee students, it is also important to note that the University seeks to promote a vigorous intellectual community and a community that encourages growth into responsible citizenship. Since the presence and use of illegal drugs stands in direct contradiction to these basic concerns for our students, the University seeks to discourage the presence of these substances from our campus.

The University of the South intends to send a “zero tolerance” message regarding illegal possession or misuse of drugs, or knowingly being in the presence of those who possess or misuse drugs. Students found to be in violation of this policy are subject to disciplinary action. An example of “knowingly being in the presence of” someone neither possessing or misusing drugs is standing in a discernible group of people where one or more persons is using drugs when observed by a University official, giving rise to the inference that all those in the group were participating in a drug activity. This is only one example, but there could be many such situations, so students must be sure to dissociate themselves from those possessing or misusing drugs.

It is widely acknowledged that there are significant health risks associated with the use of drugs and abuse of alcohol. Physical and psychological dependence; damage (in many cases irreversible) to vital organs such as the brain, liver, lungs, heart, kidneys, and pancreas; heart attack; high blood pressure and strokes; birth defects; immunosuppression and increased susceptibility to infectious diseases; coma; and death have all been attributed to use of illicit drugs or abuse of alcohol. Other less life threatening ill effects, but nonetheless serious in the college environment include nausea, convulsions, insomnia, delirium, depression, nervousness, loss of concentration, and fatigue.

The following rules reflect the serious attitude that the University has taken in confronting this area of our society’s drug-abuse problem. The University’s Drug Free Campus Statement can be found on the Provost’s Page at: www.sewanee.edu/media/provost/Drug-Free_Campus.pdf.

Unauthorized possession, use, manufacture, and distribution of narcotics, hallucinogens, and dangerous drugs, including (but not limited to) marijuana, cocaine, lysergic acid diethylamide (LSD), roofies (GHB), ecstasy, and prescription drugs, are illegal under both federal and state law. By state law, synthetic drugs meant to mimic illegal drugs (e.g. K2, K3, bath salts, “Spice,” “Molly’s Plant Food,” “Vampire Blood,” “Ivory Wave,” “Cloud 9,” or upper/downer brownies) are also illegal. Students may be subject to prosecution by civil authorities for violation of these federal and state drug laws. Penalties may be severe, and potential damage to the professional career is great.

- I. Anyone who sells, distributes, or provides illegal drugs, including prescription drugs and synthetic drugs, to another person is suspended from the University. Students found responsible for any drug offense may be required to submit to drug testing (including hair testing) at their own expense, as a condition for continued enrollment at the University.
- II. The use or possession of marijuana or the illegal use or misuse of prescription drugs on or off campus is strictly prohibited. If a student is not suspended for a first offense, any subsequent offense results in suspension. Students found guilty of marijuana possession or use while participating in a University-sponsored or University-coordinated program abroad are generally suspended immediately. Reinstatement to the University is not possible without some form of counseling and treatment, deemed appropriate by the University Counseling Office. Again, students found responsible for any drug offense may be required to submit to drug testing (including hair testing) at their own expense, as a condition for continued enrollment at the University.
- III. Students who drug others will face the very serious consequences, very likely separation from the University. “Drugging others” includes, but is not limited to, adding drugs to a common source of alcohol or slipping drugs into food or an individual’s drink. Those complicit in the distribution of drugged beverages or food will also face serious sanctions.

- IV. The possession of other illegal drugs generally results in suspension. This includes the use or possession of LSD, cocaine, ecstasy, crack, roofies, mushrooms, and drugs not medically authorized. Consideration may be given to reinstatement after appropriate counseling and rehabilitation. As noted, students found responsible for any drug offense may be required to submit to drug testing (including hair testing) at their own expense, as a condition for continued enrollment at the University.

Students have an obligation to help uphold the standards of the community. Go to [this page to report](#) a violation, including a Title IX (sexual misconduct) violation. The University's disciplinary process is not a legal process and thus rules of law, evidence, and procedure used in legal proceedings do not apply and will not be used.

Physical Conflict

Students respect the dignity of others, which extends to another's right to be free from the harmful, offensive or otherwise undesired touching that may occur during a physical conflict. Physical conflicts include actual contact between individuals as well as threatening physical harm, regardless of whether physical contact occurs or not. A student's intent to initiate physical contact is not necessary for a violation to occur; however, intent will escalate the university's response. Students alleged to have engaged in physical conflicts resulting from domestic or dating violence as well as the alleged victims of the domestic or dating violence are entitled to an advisor of their choosing in the Conduct Process regardless of whether or not the advisor is a member of the community.

Weapons

The University's Weapons Policy can be found on the Provost's page at: <http://www.sewanee.edu/media/provost/Weapons-Policy.pdf>

Sexual Misconduct

See the policy at <http://life.sewanee.edu/dean-of-students-office/title-ix/>.

Hazing

Hazing is any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person's willingness to participate and regardless of whether the organization or group is officially recognized. Acts of hazing by groups, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the hazing policy.

New or prospective members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with staff, advisors, sponsors, and coaches if there is any question about an activity constituting hazing. Groups are subject to the policies and procedures of the recognizing or host department. Hazing cases involving groups and individual students may be conducted as combined cases through the University disciplinary process.

Conditions that Create a Hazing Culture

New members often wish to be accepted, either formally or informally, into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Across the country students have died or been seriously injured as a result of participating in activities to which they have "consented." The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

1. Any activity that places new members in subservient positions to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member.

2. New members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

Anonymous Reporting

Incidents of hazing, in addition to other kinds of reports, can be reported anonymously at:

<http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident/>

Additional information about reporting hazing, retaliation, and response to hazing reports can be found in the Student Organization Handbook.

Other Policies

Complicity

In our community, students have a responsibility to take action to preserve our community standards and values. Sewanee students routinely pride themselves for “looking out for each other.” Opposed to that spirit of shared responsibility is “complicity”—the conscious failure to take reasonable action in the face of a clear wrong. It is “approval by inaction.” Students who are demonstrably complicit in the conduct violations of others may face disciplinary consequences. Consider the student who observes another selling drugs yet does nothing, or the student who observes another committing an act of sexual misconduct (be it harassment, groping, or non-consensual sexual intercourse) yet does nothing: in each case the student has engaged in complicity and would reasonably face sanctions proportionate to the incident.

Students have an obligation to help uphold the standards of the community. Reports can be made at <http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident/>

Theft

Students should respect the property of individuals, the University, and others. Students are expected to not have another’s property without express permission. A student who keeps property that excludes its rightful owner of its use or enjoyment when the student knows or reasonably should have known the property belonged to another will be treated as if the student took it no matter how it came into the student’s possession. The University will escalate its response when a student who has another’s property intentionally took it or kept it without express permission. Violations of theft will be considered under the Honor Code.

Unauthorized Entry

In the interest of student safety as well as successful living and learning, students are expected to not physically enter non-public areas of the University without first receiving the appropriate permission(s) that grants access. Permission may be provided in many forms, such as actual permission from the person that controls the area, card access, etc. Further, students are expected to refrain from assisting others without permission to enter such areas. Non-public areas include, but are not limited to, residence halls, residence hall rooms, construction areas, athletic playing surfaces, staff or faculty offices, card-restricted rooms/areas, rooftops, balconies, etc.

Damage to Property or Premises

The damage, destruction or abuse of personal or University property and/or premises is subject to disciplinary action and may be subject to criminal charges. Students may be charged for any damage to University facilities and public areas that result from misconduct or misuse. Students are individually and collectively responsible for any damage unrelated to reasonable “wear and tear.” University property including, but not limited to, furniture, plants, mattresses, doors, screens and other furnishing in lounges or reception areas, may not be removed or exchanged, stacked or otherwise relocated.

Failure to Comply

Students are expected to be cooperative and respectful to University officials who are acting in the performance of their duties. This includes, but is not limited to, University administrators, faculty and staff such as area-coordinators, proctors, assistant proctors, physical plant personnel, dining services personnel or campus police officers. Further, students are expected to comply with instructions, requests or orders of a University official, a University official's designee or University document. Note, failure to comply during the adjudication process may result in adjudication in the student's absence and/or further disciplinary sanctions such as monetary fines and a Student Affairs Hold. A failure to comply violation can result when a student knows or should have known of the instruction, request or order.

Deceptive Behavior

Students should engage in honest interactions and refrain from deceptive behavior. Deceptive behavior is prohibited regardless of whether another person is actually deceived. Behaviors that violate this policy include, but are not limited to, altering documents, records, forms or identifications; forging or using forged documents, records, forms or identifications; using another student's identification; using another student's ID number; or providing false or misleading information to a University official. Violations of this policy will be adjudicated under the Honor Code.

Fire Hazards and Combustible Materials

The University is committed to the safety and welfare of our community, combustible materials including, but not limited to, gasoline, gunpowder, flammable chemicals, explosives, etc., are not permitted. Incendiary devices, including fireworks, of any kind are strictly prohibited in University facilities and on the premises of the University. Fire Hazards such as candles, appliances restricted by Residential Life for campus housing, extension cords restricted by Residence Life from the Residence Halls, etc. are not permitted. Smoke detectors, sprinkler systems, alarms and fire extinguishers are integral to student and facility safety and are not to be tampered with, disabled or misused in any way. Smoke detectors must remain plugged in (if not battery operated). Due to its significant importance in protecting the community, the University is assertive in addressing violations of this policy. Violations of this policy result in a minimum fine of \$200.

Pets and Other Animals

Sewanee strives to promote a safe and healthy learning and working environment. Consequently, pets and other animals are prohibited from University-owned buildings (excluding rental properties) unless the animal is in the service of a person with a disability, an approved comfort animal or the animal is used in classroom instruction. Members of the Sewanee community and neighbors are free to walk their pets on campus so long as the pets are on a leash and the pets' owners pick up after their pets. A minimum of \$25 fine is imposed for violation of this policy and students may be fined an additional \$25 per day the animal continues to be kept on the Domain.

Immunizations

Students entering the University are required to have on record proof of the following immunizations and to file the appropriate supporting documentation with The Wellness Center.

College of Arts and Sciences

- Meningococcal (A,C,Y, W-135), must be up to date
- Hepatitis B series
- Measles, mumps, rubella (MMR)—two doses
- Tetanus, diphtheria, pertussis (Tdap), must be up to date
- Varicella (chickenpox)—two doses or date of disease
- Polio Vaccine IPV, OPV series
- Tuberculin Skin Test (within six months)

Recommended vaccines include:

- Quadrivalent human papillomavirus vaccine—three doses
- Hepatitis A series

Students who are unable to complete all of the required vaccines prior to arrival must have an approved plan on record through the University Wellness Center to fulfill these requirements before they will be given keys to their room.

How We Hold Each Other Accountable

Our Approach

Conduct Process vs. Criminal or Civil Systems

The conduct system is not equal to a criminal or civil court system. The two systems are independent, have different purposes, processes, and standards used to determine responsibility and consequences. The procedural defense of double jeopardy does not apply. While some procedural elements may seem similar, Sewanee's system is founded on educational philosophies and fundamental fairness rather than criminal or civil court systems. As a private institution, the University's conduct process seeks fundamental fairness by establishing these rights and procedures. Accordingly, Sewanee does not adhere to the standards of Constitutional Due Process.

The prevailing evidentiary standard in criminal matters for determining guilt, "beyond a reasonable doubt" does not apply in the University's process. The University uses a preponderance of the evidence standard to determine responsibility.

Students should understand that in some circumstances, an offense might lead to action by both the Honor Council and the Dean of Students: for example, a student who is found to be drinking underage and in possession of a fake ID has violated both the student code of conduct and the Honor Code. Also, in addition to being handled through the University, conduct violations that are also violations of Tennessee law may also be referred to the appropriate legal authorities for adjudication: students may face sanctions from both the legal system and the University.

Philosophy

The conduct process is designed to be a part of the educational mission of the University, one that focuses on upholding the commitments inherent in the Sewanee community. The conduct process teaches students in the College of Arts and Sciences appropriate and acceptable behavior within a community. The College provides a conduct process in which members of the Sewanee community may resolve violations of the Code of Conduct with mutual respect for one another while fostering relationships. These relationships help to create an environment of conduct holding members of the community responsible for their actions with the ultimate goal of encouraging and fostering the personal growth and development of each student.

Guiding Principles

When there are violations of the Code of Conduct, the conduct process will be governed by the following:

- Fairness. The process should strive to be consistent, clear, comprehensive and, when possible, efficient.
- Education. The process, including potential consequences should strive to be educational. Students are encouraged to consider responsibility for their actions and making wise choices.
- Respect. The process should strive to be characterized by respect for all individuals as well as the community as a whole and the commitments outlined for our campus.

Jurisdiction

The University reserves the right to address student behavior or student organization activity on-campus, off-campus, and online when such behavior or activity is inconsistent with the Code of Conduct or has an adverse impact on the Sewanee community, its members, or the pursuit of its objectives. The University also has the authority to address behavior that occurs during sponsored off-campus events and programs (including the University's international programs) when it is determined that the behavior conflicts with the University's policies and/or educational mission. Any incident involving an individual student's behavior or a student organization's activity that is believed to be inconsistent with federal, state, and local laws may be addressed as well. The Code of Conduct applies to a student's conduct event if the student withdraws from the University while a disciplinary matter is pending.

Scope

The University's Code of Conduct applies to student behavior occurring from the time of admission until the actual awarding of a degree or other separation from the institution completed without unresolved conduct violations. More specifically, each student is responsible for his/her conduct from their first day on campus through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. For entering students, a student's violation of the Code of Conduct occurring prior to the opening of residence halls for the admitted semester may be addressed through re-evaluation of the offer of admission. In such cases, the student will receive a written letter stating the decision of the re-evaluation. After the opening of residence halls for the admitted semester, a student's behavior will be addressed in accordance with the Conduct Process published in this guide. A student's intention to live on or off campus does not alter this policy. Pursuant to the EQB Guide, authority for student conduct ultimately rests with the Dean of Students or his/her designee(s). For entering students, professional staff members from University Admissions may be responsible for implementing conduct decisions.

Authority

The University Ordinances give the Dean of Students responsibility for establishing and implementing a student disciplinary system. The system addresses discipline matters not addressed by the Honor Council. Under the direction of the Dean of Students, professional staff members from the Division of Student Life and the Student Conduct Board are responsible for implementing the conduct process for students.

Confidentiality

- I. Decisions regarding conduct matters are confidential and become a part of the student's educational record, and are, therefore, subject to federal regulations set forth in the Family Educational Rights and Privacy Act (FERPA) of 1972. Those involved in inquiries should not comment on any aspect of the case or outcome with anyone other than the student unless allowed to do so in accordance with FERPA, Title IX, Clery Act, or other federal provision related to student privacy.
- II. Should an employee of the University involved in the conduct process be asked for public comment, he or she should be aware of his or her duty to refuse comment and instead should refer the question to the Dean of Students or his or her designee for an official statement.
- III. Persons found to be in violation of this confidentiality provision will be subject to University conduct action. Such disclosure of information is not only in violation of university policy but also of federal statutes.
- IV. Upon request, the University will disclose the results of any conduct proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or his/her next of kin if the alleged victim is deceased.

Parental Notification

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, 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. When a student is not dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Hearing Options

There are several adjudicatory bodies that hear cases of alleged violations of the Code of Conduct. Cases are assigned by the Dean of Students based on the most appropriate body to respond to the alleged incident. Considerations in selecting the appropriate adjudicatory body includes, but is not limited to, the

need for confidentiality, anonymity, community or individual safety, or expediency. The hearing options are:

Student Conduct Board

The Student Conduct Board is a panel composed of students who were selected by the Dean of Students through an application and interview process. Violations of the EQB Guide are heard by this panel when responsibility and/or sanctioning are in question. A separate process from the Student Conduct Board exists for actions related to sexual misconduct.

The panel's purpose is to determine responsibility or lack of responsibility and to recommend sanctions, as needed. The Student Conduct Board is the students' judiciary. It is not a court of law. Although students have the right to the advice of another individual, there are no lawyers involved. The idea of the Student Conduct Board is for its members to gather as much information as possible about the situation in question in order to make an informed decision. Only by learning what really happen can the judiciary deal justly and fairly with alleged offenders.

Administrative Hearing

Administrators that hear cases include the deans of students, director of Student Conduct, and director of Residential Life. When an administrator hears a case, the same procedures are followed as in a Student Conduct Board. All Conduct Officer(s) have the authority to consult with other appropriate university officials in order to effectively resolve an incident. The Dean of Students or his/her designee(s) reserves the right to extend or reduce any deadlines associated with the Conduct Process if the effect of the extension or reduction would benefit the student.

Disruption of Conduct Process

- I. No one will engage in conduct that disrupts a hearing, lessens the authority or dignity of a Conduct Officer, or otherwise obstructs justice on campus.
- II. No one will cause, attempt to cause, or coerce a student to give false information in any hearing. Students found to be giving false information can be referred to the Honor System for lying.
- III. Students will fully comply with instructions of a Conduct Officer.
- IV. Behavior that disrupts the conduct process will be treated as a violation of failure to comply.

Conduct Process for Students Who Leave Sewanee before Resolution

- I. **Incomplete Consequences.** If a student completed the conduct process and received sanctions but leaves the University without completing the sanctions, then the student's conduct record will indicate that he or she has incomplete sanctions and a Student Affairs hold will be placed on the student's official University record/account. This hold will prevent a student from obtaining transcripts and reapplying to the University. Additionally, other institutions and groups requesting verification of a student's standing with the University will receive a report of "not in good standing." Depending on the severity of the issue the incident may also be reported to other institutions incident to the student's enrollment and in accordance with his or her FERPA rights.
- II. **Notice Provided.** If a student has been given notice but leaves the University before the conduct process has been completed, he or she is still accountable for his or her actions and the process will continue regardless of the student's participation. The student will receive notice of the continued process, opportunity to participate, and documentation of the outcome. Should the student receive sanctions and fail to complete them, then the student's conduct record will indicate that he or she has incomplete sanctions, and a hold will be placed on the student's official University record/account. This hold will prevent a student from obtaining transcripts and reapplying to the University. Additionally, other institutions and groups requesting verification of a student's standing with the University will receive a report of "not in good standing." Depending on the severity of the issue the incident may also be reported to other institutions incident to the student's enrollment and in accordance with his or her FERPA rights.

- III. Notice Not Provided. If a student leaves the University before he or she is given notice regarding his or her alleged incident, all documentation of the incident will be placed in the student's conduct record, and a hold will be placed on the student's account. This hold will prevent a student from obtaining transcripts and reapplying to the University. Additionally, other institutions and groups requesting verification of a student's standing with the University will receive a report of "not in good standing." Depending on the severity of the incident, it may also be reported to other institutions as part of the enrollment process, and in accordance with his or her FERPA rights. If the student wished to obtain transcripts or reapply to the University, then the incident must be addressed through the conduct process.

Interim Administrative Measures

The University may impose emergency action upon a student when there is reason to believe, based upon available information, if the student engages or threatens to engage in behavior that (a) poses a danger of causing imminent physical harm to the student or to others, (b) directly and substantially impedes the lawful activities of other members of the campus or (c) engages, or threatens to engage, in behavior which would cause property damage. The action is interim in nature, pending the response of the disciplinary process. Following the imposition of interim administrative measures, standard University disciplinary process shall be provided as expeditiously as possible. As is the case in all disciplinary hearings and appeals, the student may not have an attorney present. Interim Administrative Measures includes, but is not limited to the following:

- Emergency Suspension. This action requires a student to leave University property immediately, and not return during the suspension period, and/or comply with other stated conditions for a specified period. The Dean of Students and the Associate or Assistant Dean of Students may impose emergency suspension.
- Emergency Housing Relocation/Removal. This action may be imposed upon a student by the Dean of Students, the Associate or Assistant Dean of Students, and the Director of Residential Life. A student who is removed from housing cannot enter any residence halls. If a student disregards this action, he or she shall be subject to further disciplinary action and may be treated as a trespasser.

A student accused of violating University disciplinary regulations may be diverted by the Dean of Students from the normal disciplinary process if the Dean of Students believes that the student is suffering from a medical condition or mental health issue and said condition or issue has influenced the student's behavior. This action will not absolve a student from being held accountable through the conduct process. The dean may refer a student for evaluation, at the student's expense, by an independent licensed psychiatrist or psychologist chosen by the University. The Dean of Students, as a condition of continued enrollment at the University, may require the student to secure counseling or therapy.

Notice of Interim Administrative Measures

A student will receive written documentation of any interim administrative measures taken against him or her. The documentation shall explain the nature, reason for and duration of the action, as well as any conditions that may apply. Any student who is suspended on an emergency basis and returns to the campus or University property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from the Dean of Students or the Senior Associate Dean of Students prior to any conduct contrary to the suspension or restrictions.

Procedures for Hearings

The following applies to violations of the Code of Conduct. However, process statements under the University's Honor Code, Non-Discrimination, Harassment, and Retaliation Policy, and Sexual Misconduct Policy may differ from statements in this section. Those differences supersede information provided here.

Report

The conduct process begins with a report of a violation of the Code of Conduct. All reports of violations that are deemed credible and contain actionable information are referred to the Dean of Students who assigns the case to the appropriate adjudicatory body (see *Resolving the Case* below). Reports are typically filed by staff in Residential Life or the Sewanee Police Department. However, any member of this community can file a report, [found here](#).

Notice

After a violation is reported to the Dean of Students, the student will receive notice via email of the alleged violation called a *Notice of Community Responsibilities*. Students will typically have three class days to schedule an appointment with the Conduct Officer identified in the notice. In certain circumstances (such as a first offense) and at the Dean's discretion, *the Notice of Community Responsibilities* may indicate that if the student chooses not to see the Conduct Officer within that time limit, the student is presumed to accept responsibility and the standard sanctions, which will be indicated in the notice, will be imposed. The Dean of Students Office reserves the right to schedule a hearing time, date, and location and may take under consideration such factors as student's schedule, Conduct Officer(s) schedule, prejudice to the student of delaying the hearing date, the time necessary to collect information, nature of the alleged violation(s), and other factors. When the SCB will hear the case, the Notice of Community Responsibilities will give a date and time of a scheduled hearing time. In scheduling these hearings, the Dean of Students Office will take a student's academic obligations into consideration but will expect the hearing to be a priority over of the student's social obligations.

- I. When an Incident has occurred, a student will be provided notice of the incident via a *Notice of Community Responsibilities*.
- II. A *Notice of Community Responsibilities* may only be given to a student by a designee of the Dean of Students. Any member of the Sewanee community may report an incident (see Authority).
- III. A *Notice of Community Responsibilities* must include the following information to be considered effective notice: the alleged violation(s), approximate date of the Incident, and instructions that information about the Conduct Process can be found in The EQB Guide.
- IV. A reasonable attempt to deliver a copy of *Notice of Community Responsibilities* at the time of the incident will be made. If the situation does not reasonably allow for delivering a *Notice of Community Responsibilities* at the time of the incident, then the student should be delivered a *Notice of Community Responsibilities* no later than 15 business days after the Dean of Students knows about the incident barring institutional breaks or other reasonable delays.
- V. A *Notice of Community Responsibilities* delivered in person or to the student's Sewanee email address is considered to provide the student with notice of the incident. When delivery is not in person, notice is complete upon sending the *Notice of Community Responsibilities*, not upon receipt. In accordance with university policy, students are expected to check their email daily.
- VI. Failure or refusal to respond to notice of the incident (i.e. not checking campus mail, avoiding attempted contact efforts by University officials, etc.) may result in a hearing being conducted in the student's absence and sanctions being assigned.

Resolving the Case

There are two adjudicatory bodies that resolve cases (Conduct Officers)—an Administrative Hearing Officer or the Student Conduct Board, represented by the chair. The Dean of Students or his/her designee will assign cases to either body depending on case load, scheduling issues, or sensitivity of the case. The following procedures are followed regardless of the adjudicatory body.

- I. Once notice has been provided, a student should contact the Conduct Officer indicated on the *Notice of Community Responsibilities* within the three class days following the issue date of the *Notice of Community Responsibilities* in order to schedule a hearing.
- II. A student's failure or refusal to contact the appropriate person within the allotted three class days will be treated as the student's acceptance of responsibility for all alleged violations, will result in a hearing being scheduled and conducted in the student's absence.
- III. At a hearing, a student must indicate whether he or she accepts or denies responsibility for an alleged violation(s).

- IV. During a hearing, a student may view currently available information related to the incident, may receive instructions regarding the conduct process, and may have any policy language reviewed with him or her. The University reserves the right to redact information when it poses a risk to the safety of an individual or individuals or is required by FERPA.
- V. If a student attempts to cancel a scheduled hearing prior to its commencement, he or she must provide documentation to the Conduct Officer supporting a valid reason. Granting a postponement is at the discretion of the Conduct Officer.
- VI. If a student fails to appear at a scheduled hearing, he or she waives the privilege to participate in the hearing. The student will be accountable for the outcome of the hearing.
- VII. If the Conduct Officer(s) needs to reschedule the hearing prior to its commencement, the officer will make a reasonable effort to notify the student of the new time, date and location of the hearing. The officer will set a new hearing time, date, and location at his or her sole discretion and may take under consideration such factors as student's schedule, Conduct Officer(s) schedule, prejudice to the student of delaying the hearing date, the time necessary to collect information, nature of the alleged violation(s), and other factors.
- VIII. A hearing is a closed meeting involving only those who have information regarding what happened, an optional advisor, and those responsible for the conduct process. An optional advisor serves as a support person during the hearing but cannot speak directly to the Conduct Officer during a hearing. S/he may not be a family member or an attorney.
- IX. During a hearing, the student will have the opportunity to challenge or clarify information related to the incident and present his/her own information related to the incident.
- X. The student may request permission to bring a person or persons who have information related to the incident to the hearing. The name of any person appearing on the student's behalf must be submitted and approved by the hearing officer at least one class day prior to the hearing. Requests for Witnesses should be emailed to the Director of Conduct at lagoodpa@sewanee.edu and include why the witness is relevant to the case. Please note, attorneys are not allowed to represent students in University cases and cannot attend hearings.
- XI. The Conduct Officer(s) will determine whether Information is relevant to what happened during an incident and may redirect a person if information is determined to be irrelevant.
- XII. The Conduct Officer(s) may take action against a person or advisor who is interfering with the hearing in his or her sole discretion. Such action includes—but is not limited to—halting the hearing, rescheduling the hearing, or removing the person or advisor from the hearing and proceeding in his or her absence.
- XIII. At the conclusion of the hearing, the Conduct Officer(s) will deliberate responsibility if a student has denied responsibility for an alleged violation. A preponderance of the evidences standard will be used by the Conduct Officer(s) to make decisions regarding responsibility.
- XIV. A student's prior conduct record will be considered only during the sanctions phase of the hearing and will not be considered during the deliberation of responsibility.
- XV. If a student is responsible for a violation(s)—either by the student's own admission or the decision of the Conduct Officer(s)—the Conduct Officer(s) will assign sanctions. In some cases it may be necessary to schedule a second meeting in order to give the Conduct Officer(s) sufficient time to assigns sanctions.
- XVI. The decision(s) by the Student Discipline Board will be based on a simple majority vote by the board.

Conduct Outcome Letter

Decisions regarding responsibility and sanctions, if any, will be delivered to the student in writing through the student's University email address or in person. When delivery is not in person, the student is considered to have received the Conduct Outcome Letter upon the letter being sent via email.

Sanctions

Sanction Philosophy

The philosophy behind the sanction process is developmental. We believe in an ongoing developmental process of individuals assuming responsibility for the effect their behaviors have on themselves and others. Additionally, students are expected to engage in individual behavior that creates a mutually

beneficial living and learning community for all. It is important to note that empathy does not preclude accountability in determining sanctions. Students often ask to have their character considered in the sanctioning process but hearing officers make judgements on what behavior has occurred and do not make judgements about the worth of an individual, accordingly, information related to a person's character is not warranted. In determining appropriate sanctions for incidents, the institution is guided by three considerations that foster the student's development.

- I. Education
 - a. What type of sanction will assist the student in understanding why the commitment and/or policy violated is important?
 - b. What type of sanction will either cause or reaffirm the student's reflection on his or her behavior?
 - c. What impact does the student's behavior have on him or her and the campus community?
- II. Restitution
 - a. What sanction will make the student or community whole, as if the behavior had never happened?
- III. Community Trust
 - a. What sanction will serve as a deterrent to future behavior of the student and other members of the community?
 - b. What sanction is necessary, to communicate to the student the seriousness of the violation, signify to the community that this type of behavior is unacceptable, and reassure the community the University will uphold other's conduct to their responsibilities?
 - c. What sanction is necessary to encapsulate the shock or insult the community feels as a result of a particular act?

Escalation

Offenses are cumulative over a student's career at Sewanee. Multiple violations of even minor offenses can result in cumulative penalties, and repeat violators will likely be suspended. At times, the University may employ the principle of escalation in responding to a case. The principle of escalation will be used when community trust is threatened, for repeat offenses or when student safety is threatened.

Potential Sanctions

In all cases, sanctions for violation(s) can include, but are not limited to, the following:

- I. Verbal Reprimand
- II. Written Reprimand
- III. Parental notification
- IV. Housing relocation
- V. Removal from University housing. A person removed from University housing for conduct reasons will be responsible for all housing charges assessed for the semester he/she is removed. Additionally, the student will be responsible for the complete payment of his/her current meal plan, unless he/she receives an exemption from the Dean of Students.
- VI. Restitution and/or Fines
- VII. Reflection Essays
- VIII. Letters of Apology
- IX. Required attendance in educational seminars, programs, etc.
- X. Drug Testing
- XI. Loss of privileges, such as the privilege to move off-campus, membership in co-curricular organizations, ability to rush, staying late beyond finals, etc.
- XII. Permanent No-Contact Orders between involved individuals.
- XIII. Permanent No-Trespass Order on Sewanee's campus for an individual.
- XIV. Limited Probation. Limited Probation is defined as a period of time during which any further violation of the same nature within the Community Code of Conduct puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the same nature during the period of Limited Probation, serious consideration will be given to imposing a sanction of Institutional Probation, Suspension or Expulsion. Limited Probation

could potentially affect the student's' ability to represent the University in leadership positions or on athletic teams, participation in student activities or study abroad opportunities, your entrance into University residence halls or other areas of campus, or contact with another specific person(s). The University may choose to treat violations of a different nature either as separate from the limited probation or extend the limited probation to encompass that behavior. In those circumstances, the University will consider the totality of the student's' conduct record when determining an appropriate sanction.

- XV. Institutional Probation. Institutional Probation is defined as a period of time during which any further violation of the Code of Conduct puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation during the period of Institutional Probation, serious consideration will be given to imposing a sanction of suspension or expulsion. Institutional Probation will likely affect his/her ability to represent the University in leadership positions or on athletic teams, participation in student activities and study abroad opportunities, entrance into University residence halls or other areas of campus, or contact with another specific person(s). A student on Institutional Probation will be considered to not be in good standing and such will reported to campus partners who request a conduct check for a University activity.
- XVI. Suspension from the University. Separation from the University for a specified period, which includes loss of all tuition, fees, coursework, and other privileges of an enrolled student. Any student who is suspended will automatically be barred from campus.
- XVII. Indefinite Suspension from the University. Separation from the University for an indefinite period, which includes loss of all tuition, fees, coursework, and other privileges of an enrolled student. Any student who is suspended will automatically be barred from campus.
- XVIII. Expulsion from the University. Separation from the University without the possibility of readmission. A student will lose all tuition, fees, coursework, and other privileges of an enrolled student. Any student who is expelled will automatically be barred from campus.

Incomplete Sanctions

Failure to complete sanctions previously assigned for a conduct case can result in an additional conduct charge of "Failure to Comply". As a result of this additional charge, the student will receive additional sanctions.

Conduct Forgiveness

We recognize that student will make mistakes. As a result, students who have committed their very first offense may be able to take advantage of our conduct forgiveness policy. Conduct forgiveness gives students a one-time opportunity to restore any loss of privileges associated with a violation. If a student never has any other incidents in which s/he is found responsible, the initial incident will not be reported on a conduct check. Not all offenses are eligible, please review the [conduct forgiveness website](#). If eligible, additional details about taking advantage of this program will be provided in a student's outcome letter.

Conduct forgiveness requirements:

For Violations of Public Display of alcohol (for individuals 21 and older); Underage possession and/or consumption of alcohol; Providing alcohol to an underage person: 10 hours of unpaid community work within four weeks of sanction.

For Violations of Disorderly conduct (e.g. public intoxication, being uncooperative or argumentative with university staff); Possession and/or use of marijuana or drug paraphernalia: 40 hours of unpaid community work within eight weeks of offense; complete an education/intervention program as assigned by the Dean of Students Office.

NOTE: a student who completes conduct forgiveness will have his or her lost privileges restored (such as going through Greek rush).

Appeal Process

The decisions made by Conduct Officer(s) related to responsibility or sanctions can be appealed, provided that one or more of the reasons for appeal is relevant to the case, listed below. The appellate officer varies depending on the initial hearing body, generally employing the principle of moving one level up within the organizational structure of the University. The Conduct Officer hearing the case can provide the student with the correct appellate body.

All appellate responses are final; however, rulings of suspensions or expulsions from any Conduct Officer are automatically subject to review by the Dean of Students. Unless instructed otherwise, a student should continue going to class during the Appeals Process.

- I. Appeal Request
 - A. A written request should be completed and submitted to the appropriate appellate officer, within three class days from the date the student receives the Outcome Letter.
 - B. The request should state the reason(s) for appeal and the supporting facts. In order for an appeal to be considered valid, the request and supporting facts must be directly connected to one or more of the reason(s) for appeal.
 - C. An appellate officer will review the written request, any accompanying information, and can decide whether or not to grant an appellate review.
 - D. If the appellate officer finds no basis for review, then the original decisions regarding responsibility and sanctions will stand, and the student will be notified in writing sent via email to the student's University email address.
- II. The reasons for appeal are limited to:
 - A. Procedural error, which had a bearing on the original decision.
 - B. New information that was not available at the time of the hearing which would affect the original decision(s).
 - C. Information demonstrating that there is no way a reasonable person could have arrived at decisions similar to the original decisions absent bias.
- III. Appellate Review
 - A. If the appellate officer grants an appellate review, he or she will review the request within 15 class days of the appeal submission.
 - B. On appeal, the student bears the burden to clearly state on reason for appeal, and provide any supporting materials that an error has occurred during the Conduct Process.
 - C. The student is not required to be in attendance for the appellate review and will not be included in the review. The student may request to meet with the appellate officer. Requests are granted at the discretion of the appellate officer.
- IV. Appellate Decisions
 - A. If the Appellate Officer grants an appellant review, the Appellate Officer has the option of affirming the original decision(s) regarding responsibility and sanctions, affirming the original decision(s) regarding responsibility and modifying the sanctions, or reversing the original decisions regarding responsibility and sanctions.
 - B. Appellate responses are communicated in writing and delivered in person or sent to the student's University email address. When delivery is not in person, the student is considered to have received the appellate response upon the response being sent to the student's email address.
 - C. Sanctions related to suspension, expulsion, and removal from campus housing will not take effect until the appellate process is complete, except in the case of Interim Administrative Measures.

Documentation of Conduct Records

All documentation related to the incident will be placed in the student's conduct file. A student's conduct file(s) and record(s) will be maintained by the Dean of Students Office. All conduct files and records will be retained for seven years.

Honor Council Process

The Rules of Procedure were adopted and approved on May, 1984, and subsequently amended and may be found at life.sewanee.edu/live/the-honor-system/related/rules-for-the-honor-council.php

Sexual Misconduct Process

The process used in addressing cases of sexual misconduct has several differences from the processes included in this Guide. Information about the process can be found at <http://life.sewanee.edu/dean-of-students-office/title-ix/>.

Notices and Statements

Annual Security Report

This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Higher Education Reauthorization Act, and other federal laws. The report is part of the University's ongoing effort to inform the community of the safety programs and related services available to you and the steps you can take to maintain your own safety and security. This report is prepared by a team representing various campus constituencies: Sewanee Police Department, Office of Institutional Research, Dean of Students, Office of General Counsel, and Marketing and Communications. A copy of the most recent report is available at <http://www.sewanee.edu/risk/annual-security-and-fire-safety-report/>.

Complaints and Grievances

Sewanee students are emerging adults responsible for managing, with our support and guidance, their academic and personal affairs. Accordingly, the University asks parents to trust this educational effort whenever possible and allow their students to seek resolution. Even as we expect students to take initiative and responsibility for solving their problems, we believe that helping them gain the information and strategies they need to seek remedies for their concerns produces a better outcome for all students.

The Dean of Students serves as the primary coordinator of response and support to students with concerns. If a student has an issue with a University policy or practice, we expect them to review the appropriate policies and handbooks and to pursue their concerns directly with the appropriate office or program. For example, there are already processes in place for appealing final course grades, Honor Council and student conduct outcomes, financial aid decisions, and parking tickets. For students who have complaints or grievances outside of these published remedies, please file the formal complaint or grievance by emailing dstudent@sewanee.edu describing the issue or treatment, related actions, and remedy sought. Complaints will be investigated and/or referred to other offices as necessary.

A written response regarding the issue will be sent to the student who initiated the complaint within 30 days.

Information about grievances that are not resolved internally and may involve state consumerism, state licensing boards, or accreditation can be reviewed at the Provost's web page at www.sewanee.edu/provost/report-a-concern-or-complaint/.

Disability Services/Accommodation

Assistance for Psychological Concerns

The University Wellness Center: Counseling and Psychological Services (CAPS) provides time-limited professional counseling and psychotherapy services for students seeking assistance with concerns of all kinds—academic, social, emotional, developmental or interpersonal. Discussions between students and psychologists are confidential and information cannot be disclosed, including to parents, except in rare situations permitted or required by law. Counseling and psychotherapy services are free to undergraduate University students. Inquiries should be directed to the office located at 1310 University Avenue, next to Southern Tennessee Regional Health System Sewanee, extension 1325.

Assistance for Student with Disabilities

The University is committed to fostering respect for the diversity of the University community and its individual members. In this spirit, and in accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (2008) the University seeks to provide disabled students with the

reasonable accommodations needed to provide equal access to the programs and activities of the University.

Support services for students with disabilities at Sewanee are coordinated through the University Wellness Center (UWC). The office is located at 1310 University Avenue, next to Southern Tennessee Regional Health System Sewanee. The phone number is 931.598.1325. A UWC clinician meets with individual students to determine specific needs and to discuss possible appropriate accommodations and resources. The process is highly individualized and the UWC clinician may request supporting documentation of the condition, as appropriate. The accommodations requested by the student, in collaboration with the UWC clinician, are submitted to the Disability Review Committee and a determination is made about reasonable, appropriate, and supportive accommodations for each student. If approved, the student receives a disability accommodation letter from the UWC to certify their disability and to outline the accommodations granted; it is the responsibility of the student to provide faculty with a copy of the letter each semester and to discuss the accommodations requested for each course. Students with previously diagnosed conditions are encouraged to see a University Wellness Center clinician as early as possible in their University career, as accommodations are never retroactive.

Any student who suspects he or she may have an undiagnosed disability or is uncertain about a previous diagnosis, is welcome to consult with a University Wellness Center clinician to develop a plan for answering these questions. The staff at the UWC can recommend appropriate professionals if a formal psychological or medical evaluation is needed.

Any student with a disability who has concerns about the accessibility of campus offices should contact the Dean of Students office or the University's 504/ADA Officer, Dr. Nancy Berner. For more information on Disability Services, visit the University Wellness Center web page.

Dress Tradition

At Sewanee, students elect to participate in the Class Dress tradition in order to show respect for their professors and the education they are receiving. Class Dress symbolizes that during your four years at Sewanee, academics are your top priority. Class Dress varies with the seasons but typically men can be seen wearing khakis, a collared shirt or coat and tie; female students typically wear slacks or a skirt and a nice top or a dress.

Education Records and Directory Information

This notice can be found on the [Provost's Page](#).

FERPA Notification of Rights

This notice can be found on the [Provost's Page](#).

Identification Cards

Students are issued an official Sewanee card upon matriculation. Students are expected to carry their cards at all times on campus and to present it as necessary (e.g., at McClurg, for entry into University sponsored concerts, etc.). Students must also present their ID when requested by a University employee. Lost or damaged cards can be replaced at Telecommunications in the EQB building for a small fee.

Altering a Sewanee ID or allowing others to use one's Sewanee ID is prohibited and may be an Honor Code offense.

Missing Students

For the purposes of this policy, a student may be considered to be a "missing person" if the student's absence from campus is contrary to his or her usual pattern of behavior and the University has reasonable belief that the unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the student may be a victim of foul play; the student has

expressed suicidal thoughts, may be drug dependent or in a life threatening situation; or if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

If a member of the university community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the Sewanee Police Department (SPD). SPD will collaborate with the Office of the Dean of Students to make an effort to locate the student and determine his or her state of health and well-being. SPD will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

University officials will also endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student, and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, SPD may enter into the student's room.

If a student is reported missing and cannot be located, certain notices will be made as follows:

- Parents/Guardians will be notified within 24 hours (after SPD receives the initial missing person report) to determine whether they know the whereabouts of the student.
- The student's additional emergency contact (if any) will be notified once SPD makes a determination that the student has been missing for more than 24 hours.

After the student has been located, SPD will attempt to verify the student's state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Counseling Center and/or the Student Health Center.

Designation of Additional Emergency Contact Information

Students will be given an opportunity during the fall-term matriculation process to designate an individual to be contacted by the University if the student is determined to be missing. Returning and transfer students will be given an opportunity to provide this information during the fall term. The designation will remain in effect until changed or revoked by the student. The form provided for designation will state the circumstances in which the designated emergency contact information will be used, and will include a statement that the University is required by law to also notify the student's custodial parent or guardian if the student is under 18 at the time he or she is discovered to be missing. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized university officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

Communications about Missing Students

- The Office of the Executive Director of Marketing and Communications will be part of the university's administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student and to elicit public assistance in the search for a missing student.
- The Chief of the Sewanee Police Department will be consulted by the Office of the Executive Director of Marketing and Communications prior to any information release from the University so as not to jeopardize any investigation.

Outdoor Recreation

The Domain of the University of the South is a premier recreational resource primarily for the use of students, faculty, staff, lease holders, and alumni. Where compatible with educational activities and without compromising the above users, some recreational opportunities may be provided to the public at large. The Domain Natural Resource Manager in the Office of Environmental Stewardship oversees the infrastructure, safety, and enforcement of Domain recreational policies. The Sewanee Outing Program

oversees activities, events, and student recreational use of the Domain. These programs work together to ensure students, faculty, staff, and affiliated persons have a safe, positive, and enjoyable recreational experience on the Domain.

The Outer Domain is defined as the University property beyond the access portals. All unsponsored student recreational access should be through one of the eight designated access portals (e.g., Lake Cheston, Green's View, etc.), which are designated on the Domain Management Website. Kiosks will be provided at those locations to inform of recreation opportunities, specific hazards, and general information. It is the expectation that all students participating in recreation on the Outer Domain will adhere to the "take a friend or tell a friend" safety philosophy. There are numerous hazards for recreation on the 13,000-acres (20-square-miles) outlined in paragraphs below and adhering to this policy will help emergency response in the event of an accident.

Recreation on the Domain is dominated by daytime hiking, biking, contemplation, and other low-impact uses. These activities are encouraged and allowed in most areas, with specific exceptions detailed in the Hiking and Biking regulations found at the Domain Management [website](#) and the Sewanee Outdoor Program (SOP) [website](#). The Perimeter Trail and other bluff trails are designed for daytime use only. Nighttime access on bluff trails requires documented permission from the Domain Natural Resource Manager or SOP.

Additional specific outdoor activities are permitted on the Domain in designated areas with those regulations published on the Domain website. Camping with campfire is permitted for students, faculty, alumni, and staff and their families on the Domain at 10 designated camping areas. All fires on the Domain are subject to burn bans issued by either the Tennessee Division of Forestry or the Domain Natural Resource Manager. It is the camper's responsibility to know whether a burn ban is in effect. Overnight camping without fire is allowed across the Domain for students, faculty, and staff, except as designated on the Domain management website. The general public is not allowed to camp on the Domain. Students may also [reserve one of the two cabins](#) on the Domain through an online reservation system, but cabin use without reservation is prohibited.

Technical recreational activities of climbing and caving are allowed on the Domain in designated areas by students, faculty, staff, and their families. Unguided caving and hiking opportunities are allowed at the student's own risk. Training for these activities is available through the SOP and equipment may be made available to students at the discretion of the SOP. All recreational areas and trails are subject to closure at any time due to safety concerns or environmental sensitivities. Additionally, [limited horseback riding](#) on designated trails is permitted through an online tool linked to the Domain Management web page.

It is the responsibility of student users to understand the policies and regulations for outdoor recreation before participating in those activities. Students and other recreationists are encouraged to help the University enforce these regulations by reporting violations to the Domain Natural Resource Manager at domain@sewanee.edu and/or the Sewanee Police Department at police@sewanee.edu.

Responsibility of Guests on Campus

Students are responsible for the conduct of their guests on or in University property and at functions sponsored by any Sewanee University student organization. Residential students should review the Handbook of Residential Living for more information about host and guest responsibility.

Search and Entry

A search of a student, a student's possessions or a student's on-campus residence may be authorized by Dean of Students Office or by the Sewanee Police Department if there is reasonable cause to believe that prohibited or unlawful activity has occurred. Any items found that violate the Code of Conduct or any local, state or federal laws will be removed and reported to the appropriate authorities. Additional details about residence hall room searches are noted in the Room Contract.

University Email Communication

Each student is granted an official Sewanee email account (operated through Google mail). The University will send official electronic communications only to this email address. It is the student's responsibility to check his or her Sewanee email account regularly.

All students will be added to University-approved distribution lists. Students may opt out of some lists but not others; those with an "opt out" option have directions included within the email.

Car & Bike Registration

Our community is safer when you register your vehicle. All employee and student cars must be registered by submitting the appropriate information at: [Vehicle Registration](#). A car is not officially registered until the parking sticker is placed on the rear left bumper.

Parking Policy

This notice can be found on the [Provost's Page](#).

Transportation

A "vehicle" is defined for purposes of registration as a car, truck, motorcycle, and motor scooter. All students, faculty, and staff are required to register their bikes and cars. Failure to display an automobile registration sticker results in a \$25 fine. Stickers for students are available through the Dean of Students Office for a \$100 registration fee. Cars are not registered until the sticker is on the vehicle.

Speed Limits

The speed limit throughout campus and in the village ranges from **15 to 20** miles per hour except where otherwise posted. Automobiles must give pedestrians the right of way at all designated crosswalks.

Automobile Displays

Traditionally, some students have chosen to decorate the windows of cars of "comped" seniors with celebratory language and/or images. The owners of these vehicles must be aware that Tennessee state law prohibits applications to windshields or windows that restrict visibility (T.C.A. 55-9-107). Furthermore, both Tennessee law (T.C.A. 55-8-187) and common expectations of decency prohibit the display of any language or image deemed "obscene and patently offensive" by community standards. Owners of vehicles with such displays may be fined, and those decorating them invite allegations of vandalism.

Bicycles

All student bicycles must be registered with the Dean of Students' Office, and the registration sticker must be attached to the bicycle. Bicycle registration is free.

A bicycle may not be used during the hours of darkness unless it is equipped with a light on the front and red reflector on the rear. Preferably bicycles shall be ridden on the right side of the street, in single file, but never more than two abreast. However, bicycles may be ridden on the sidewalk with preference given to pedestrians. Violators of these rules are issued traffic tickets, and a fine of \$10 is imposed for each violation. Bicycles left on campus after Commencement in May are considered abandoned property and subject to sale or disposal at the University's discretion.

Safety Tips for Cyclists

- Register your bike with the University.
- Cyclists should travel by road, whenever possible.
- Always ride with traffic.
- Cyclists should avoid riding in high-traffic pedestrian areas.
- If riding on a short section of sidewalk, cyclists should slow down.
- Cyclists should proceed slowly around blind corners.

- Cyclists should NOT use the sidewalk on Tennessee Ave.
- Look both ways and verify that it is clear before proceeding across a crosswalk.
- Night cyclists must be equipped with a light on the front and a red reflector on the rear of bicycles.
- When not in use, bicycles should be parked appropriately and locked.
- Cyclists and vehicles must share the road.
- Cyclists should not assume that vehicles can see you.

Skateboards/Scooters/Roller Blades-Skates

It is the policy of the University of the South to provide a safe environment for students, staff, faculty, and community residents through the adoption and enforcement of rules and regulations that promote the health, safety, and morale of the community.

Skateboards, roller blades, roller skates, scooters and similar devices on wheels and runners are prohibited by law (T.C.A. 55-8-173) from being operated on the public streets and highways. The University supports the enforcement of Tennessee highway safety laws. The above devices may be used on the sidewalks or designated bicycle lanes of the University of the South except in the following areas:

- I. All sidewalks on the All Saints' Chapel side of University Ave. extending from Georgia Ave. south to Elliott Park.
- II. The sidewalk area in front of the Fowler Sports & Fitness Center from University Ave. to Allen Gipson Lane. This includes all pedestrian areas at or near the entrance to the Fowler Center.
- III. Any University sidewalks constructed from flagstone.
- IV. Within 50 ft. of the doorway entrance to any commercial establishment, University hall, or University building housing classrooms.
- V. Sidewalks on both sides of University Ave. from Otey Parish Church to the Senior Citizen's Center. This includes all business parking lots and entrances.

These devices may not be used in any manner that tests the skill and ability of the user to perform acrobatic maneuvers except in the rear portion of the parking lot between Cravens Hall and the Tennessee Williams' Theatre when both facilities are not being used for public events.

Users of these devices must yield the right-of-way to pedestrians at all times. Users and minor children are urged to take simple precautions like wearing safety helmets and protective pads, avoiding traffic or rough surfaces and riding in daylight hours. Any person who violates the above policy is fined \$25 per incident.

University Farm

The University Farm is a living laboratory that offers our students a site to apply important concepts in land and resource management, and a venue to conduct research in the field of sustainable agriculture. Our agricultural systems are carefully studied and long-term data collection of both our productivity and our natural resources are crucial to the farm's value as a learning environment. Any disruptions to the farm's projects and assets are akin to vandalizing long-term research in a more traditional laboratory setting. It's heartbreaking, impossible to repair, and a serious violation of community standards.

Trespass: Defined as entering into areas of the farm's footprint where access is restricted to farm personnel only. (These areas are indicated by appropriate signage. They mostly consist of farm equipment storage areas, outbuildings, livestock pastures and livestock housing).

Consequence: Twenty hours of community service and \$500 fine.

Damage to Farm Property: This includes damage to crops (including stealing crops) and damage to equipment.

Consequence: Twenty hours of community service and the student will be required to pay a \$500 fine in addition to the cost of the damage which will be determined in consultation with the farm manager.

Intimidation or harassment of livestock: This includes feeding livestock, chasing after or trying to catch livestock, removal of livestock from the site, defacing livestock in any manner (painting, shaving etc.), creating unnatural stress for livestock and injuring or killing livestock.

Consequence: First time offense: Community service and \$1,000 fine regardless of whether or not injury to the animal has occurred. In a situation where the livestock is injured, the student will not only be required to pay for veterinary fees, but also reimburse the farm for the labor required for tending to the injured animal. If the animal needs to be put down, then the student will need to pay for the disposal of the animal, the loss of product from the animal, and the cost of purchasing and raising a new animal. (All fines to be determined in consultation with the farm manager.) A face-to-face apology to farm manager will also be required. Second time offense: Suspension.

Note: Depending on the nature of any infraction of trespass, insult or injury to livestock or damage to farm property, a student may face suspension in addition to the above mentioned consequences after the first offense.