

# SEWANEE

THE UNIVERSITY OF THE SOUTH

## EQB: The Guide for Living in Community

Statement of Rights and Responsibilities

2018-2019

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# Who We Are

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## 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, handbooks, 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 takes 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 Students Office at 931.598.1229 or email [dstudent@sewanee.edu](mailto: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 additional 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

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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

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## Governing Ideas

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## 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.

More information about the Honor Code can be found at [www.sewanee.edu/academics/about/the-honor-code/](http://www.sewanee.edu/academics/about/the-honor-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 and well-being 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-Discrimination-Policy.pdf](http://www.sewanee.edu/media/provost/Non-Discrimination-Policy.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 or medium; you can violate the rights of a copyright holder using many different types of technology and, in some instances, by copying material from one medium to another. Both uploading and downloading of files can violate the copyright law, and the law applies to songs, videos, photos, memes, games, computer software, 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. In many cases, materials found on the internet are protected by copyright and should not be reproduced or downloaded and shared without permission. 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 actual damages to the copyright holder and/or to civil penalties of between \$750 and \$150,000 per work infringed. 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. Additionally, criminal penalties may be imposed that exceed the fines for civil penalties and may include imprisonment.

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 issue 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's 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 that you lawfully own onto your computer and then listen to it on your iPod, this right 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 Sewanee policy. Unauthorized distribution or receipt of copyrighted material is a violation of the University's Acceptable Use Policy, found below.

### Acceptable Use of University Technology

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 section 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, movies or other protected works 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 commonly used to share music and movies without regard to the restrictions placed on that material by the copyright owners are typically unlawful. Most 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 that 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. Additionally, the individual may be found to have violated the Honor Code and be subject to University discipline.

### 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](http://www.sewanee.edu/media/provost/Intellectual-Property-Policy.pdf).

# How We Live Together

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## 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 they also 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 philosophy 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.
- To supporting students who have challenges with alcohol and substance abuse through a variety of ways, including counseling and support groups.

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 houses), 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 leaseholds where students may live 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 and recruiting practices that include the encouragement or promotion of alcohol consumption are prohibited. Organizations guilty of this infraction will be suspended. The College's policy on hazing can be found [in the Student Organization Handbook](#).
- 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, including separation.
- VIII. No alcohol may be sold on the Domain, except by vendors with appropriate permits.
- IX. Students who drug others will face 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 that apply in court proceedings, such as rules related to evidence and procedures required in legal proceedings do not apply and will not be used. While rules and procedures applicable in legal proceedings do not apply to conduct proceedings, the University does provide fair opportunity for students to respond to allegations of misconduct. Those procedures are described in more detail below under "How We Hold Each Other Accountable."

### 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 may be asked to complete alcohol and/or drug education, obtain a substance abuse assessment, or 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. While individuals needing emergency and/or medical attention are protected under this policy more than once, students who find themselves in a pattern of unhealthy actions and consequences will be required to meet with the Dean of Students staff to discuss their behaviors and how they affect their success as a student, their community, and in some cases, their continued enrollment as a student.

## 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 a licensed clinician, at the student's own expense. 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 discourages 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" drug possession or misuse would be someone who does not possess and is not using drugs, but is standing in a discernible group of people where one or more persons are 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.

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. The use of inhalants, including (but not limited to) nitrous oxide ("whippits") is prohibited. Students may be subject to prosecution by civil authorities for violation of federal and state drug laws..

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](http://www.sewanee.edu/media/provost/Drug-Free_Campus.pdf).

- I. Anyone who sells, distributes, or provides illegal drugs, including prescription drugs and synthetic drugs, to another person will most likely be 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. 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 serious consequences--very likely permanent separation (expulsion) 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 for reinstatement may be given 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 or reinstatement at the University.
  - V. Students found responsible for illegal drug use or possession are at risk of termination of their federal student financial aid.

Students have an obligation to help uphold the standards of the community. Go to [this page to report a violation of the University's alcohol or drug policies](#).

## Tobacco Use

The University recognizes that tobacco products may cause adverse health effects for those who use them, as well as for those who are exposed secondhand to their use. University policy mirrors the requirements of the Tennessee Non-Smokers Protection Act, which prohibits smoking in almost all enclosed places, including private educational facilities (like academic buildings), common-use areas (like libraries, dining halls, and recreation centers), and multi-unit residential facilities (like residence halls). Additionally, the University prohibits the use of tobacco products--including smokeless tobacco and e-cigarettes--inside or within 50 feet of the entrance to any University building.

## Physical Conflict

Students should always 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. Physical conflict related to domestic or dating violence will be adjudicated according to the University's Sexual Misconduct policy.

## 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

All members of the Sewanee community are expected to treat each other with dignity and respect at all times. Sexual misconduct at any level or of any type will not be tolerated. Any report of sexual misconduct will be handled through the University's Title IX office, according to the Sexual Misconduct Policy. The University's Title IX Coordinator is Dr. Sylvia Gray. Dr. Gray is located in Woods Lab 138

and can be reached at [smgray@sewanee.edu](mailto:smgray@sewanee.edu) or 931.598.1420. See the policy at <http://life.sewanee.edu/dean-of-students-office/title-ix/>.

## Hazing

Hazing is any conduct that causes or would reasonably be expected to cause another person to experience 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 Dean of Students Office and recognizing or host department. Groups and individuals may each be held responsible for hazing violations.

### 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. Students across the country 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/>

The College's policy on hazing 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 not to 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. Additionally, where taking or possessing another's property without permission may be a crime, the matter will be referred to law enforcement.

## 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, Facilities Management 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 a 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, which will prevent a student from obtaining transcripts and reapplying to the University. 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 of any kind, including fireworks, 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). Students are prohibited from covering a smoke detector with any object for any reason. Due to its significant importance in protecting the community, the University is assertive in addressing violations of this policy.

## 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 emotional support 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 \$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 immunizations and to file the appropriate supporting documentation with The Wellness Center. More information on the requirements can be found at <http://www.sewanee.edu/student-life/university-wellness-center/new-student-requirements/>.

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

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## Our Approach

### Conduct Process vs. Criminal or Civil Systems

The conduct process is not a criminal or civil court process. The two systems are independent, have different purposes, processes, and standards used to determine responsibility and consequences. The criminal procedural defense of double jeopardy does not apply to student conduct cases. Sewanee's processes for review and sanction of student misconduct are 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 certain rights and procedures. Sewanee is not subject 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 (i.e., more likely than not) 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 United States and/or 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 enforces the obligation of students in the College of Arts and Sciences act in an appropriate and acceptable manner 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 where members of the community are held 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 also be addressed. The Code of Conduct applies to a student's conduct even 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 is 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, which may include continued admission with sanctions, deferral, or revocation of admission to the University. 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 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 charged with a violation 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 privacy law.
- 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 at the time of the notification of alcohol and/or drug policy violations. Additionally, the University may notify parents of any student regarding a health or safety emergency. The University also reserves the right to designate which University officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act. The University's Education Records and FERPA Policy may be found here: <http://www.sewanee.edu/media/provost/FERPA-Policy.pdf>.

# 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 or the Dean's designee 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 Office 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 and is set out in the Sexual Misconduct Policy, which may be found here: <http://www.sewanee.edu/media/provost/Sexual-Misconduct-Policy.pdf> ).

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, lawyers are not allowed to participate in or be present during hearings. 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 happened can the Student Conduct Board 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 officers 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 will be referred to the Honor Council 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 Sanctions. 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 circumstances of the conduct violation 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 of charge of a conduct violation, 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 circumstances 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 application process, and in accordance with the student's FERPA rights. If the student wishes 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 measures upon a student when there is reason to believe, based upon available information, that the student has engaged 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) causes property damage. The action is interim in nature, pending the outcome of the disciplinary process. Following the imposition of interim administrative measures, the standard University disciplinary process shall be provided as expeditiously as possible. Interim administrative measures include, but are 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 to comply with other stated conditions for a specified period. A student may be on University property during the period of an emergency suspension only with the express, written authorization of the Dean of Students. The Dean of Students and the Associate or Assistant Dean of Students may impose emergency suspension. If a student disregards this action, he or she shall be subject to further disciplinary action and may be treated as a trespasser.
- **Emergency Housing Relocation/Removal.** This action may be imposed upon a student by the Dean of Students, the Associate or Assistant Dean of Students, or the Director of Residential Life. A student who is removed from housing is not allowed to enter any residence halls. If a student violates the terms of the removal from housing, he or she shall be subject to further disciplinary action and may be treated as a trespasser.

The Dean of Students may divert a student accused of violating University conduct regulations 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 or interferes with the student's ability to participate in the disciplinary process. This action will not absolve a student from being held accountable through the conduct process once it is determined that the student is able to participate in the 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 may require the student, as a condition of continued enrollment at the University, 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. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from the Dean of Students Office 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. The procedures set out in those policies are applicable to charges of violation of those policies and take precedence over the following procedures. .

### 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 the University community can file a report of student misconduct by following the link [found here](#).

### Notice

After a violation is reported to the Dean of Students, the student will receive an *Important Notice Regarding EQB Violation* via email of the alleged violation. Students will typically have one week 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 *Important Notice Regarding EQB Violation* may indicate that if the student chooses not to see the conduct officer within the 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 the student's schedule, conduct officer(s)' schedule, prejudice to the student or others of delaying the hearing date, the time necessary to collect information, nature of the alleged violation(s), and other factors. When the Student Conduct Board will hear the case, the *Important Notice Regarding EQB Violation* will give a date and time of a scheduled hearing. 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 the student's social obligations.

- I. When an incident has occurred, a student will be provided notice of the incident via an email titled *Important Notice Regarding EQB Violation* from the Dean of Students Office.
- II. Any member of the Sewanee community may report an incident.
- III. An *Important Notice Regarding EQB Violation* 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 an *Important Notice Regarding EQB Violation* at the time of the incident will be made. If the situation does not reasonably allow for delivering an *Important Notice Regarding EQB Violation* at the time of the incident, then the student should be delivered an *Important Notice Regarding EQB Violation* no later than 15 business days after the Dean of Students knows about the incident barring institutional breaks or other reasonable delays.
- V. An *Important Notice Regarding EQB Violation* delivered to the student's Sewanee email address is considered to provide the student with notice of the incident. Notice is complete upon sending the *Important Notice Regarding EQB Violation*, 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 *Important Notice Regarding EQB Violation* within one week following the issue date of the *Important Notice Regarding EQB Violation* in order to schedule a hearing.
- II. A student's failure or refusal to contact the appropriate person within the allotted week will be treated as the student's acceptance of responsibility for all alleged violations, and 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 the student's schedule, conduct officer(s) schedule, prejudice to the student or others 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 can serve as a support person to the student 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 Dean of Students Office at [dstudent@sewanee.edu](mailto:dstudent@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 being provided is determined to be irrelevant.
- XII. The conduct officer(s) may take action against a person or advisor who is interfering with the hearing at 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 evidence 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 assign sanctions.
- XVI. The decision(s) by the Student Conduct 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. 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 conduct 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 that the University will hold others accountable for their actions?
  - c. What sanction is necessary to encapsulate the shock or insult the community feels as a result of a particular act?

### Cumulative Sanctions

Offenses are cumulative over a student's career at Sewanee. Multiple violations of even minor offenses can result in cumulative penalties, and repeat violators may be separated.

## 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, 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 official college discipline defined as a period of time during which any further violation of the Code of Conduct puts the student's continued enrollment at 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 be not in good standing and such will be reported to campus partners who request a conduct check for a University activity. If a student who has been placed on institutional probation is ever asked on any application if s/he has been placed on college discipline, s/he must answer affirmatively. In turn, if Sewanee is ever asked about a student's conduct record, the University must also answer affirmatively.
- 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, regardless of the time in the semester when the sanction is imposed. Any student who is suspended will automatically be barred from campus. If a student who has been suspended is ever asked on any application if s/he has been placed on college discipline, s/he must answer affirmatively. In turn, if Sewanee is ever asked about a student's conduct record, the University must also answer affirmatively.
- 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, regardless of the time in the semester when the sanction is imposed. Any student who

is suspended will automatically be barred from campus. If a student who has been indefinitely suspended is ever asked on any application if s/he has been placed on college discipline, s/he must answer affirmatively. In turn, if Sewanee is ever asked about a student's conduct record, the University must also answer affirmatively.

- 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, regardless of the time in the semester when the sanction is imposed. Any student who is expelled will automatically be barred from campus. If a student who has been expelled is ever asked on any application if s/he has been placed on college discipline, s/he must answer affirmatively. In turn, if Sewanee is ever asked about a student's conduct record, the University must also answer affirmatively.

### 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.

## Standard Sanctions for EQB Conduct Violations

<b>Alcohol Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
DUA (underage alcohol consumption/possession)	\$100 fine, Under the Influence education program, conduct forgiveness*	\$200 fine, parental notification, limited probation, loss of Greek rush	\$300 fine, parental notification, institutional probation, drug/alcohol assessment
Public display of alcohol (21 years of age or older)	Formal warning noted in conduct record	\$25 fine, conduct forgiveness*	\$50 fine
Glass bottle of alcohol	\$25 fine	\$50 fine	\$100 fine
Providing alcohol to underage persons	\$50 fine	\$100 fine	\$200 fine, limited or institutional probation
Common source of alcohol	\$200 minimum fine, probation or suspension possible (for individuals and groups)		
Driving under the influence	\$300 fine, parental notification, suspension probable	Expulsion probable	

<b>Drug Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Smoking (in a residence hall or other campus building or within 50 feet of a campus building)	\$50 fine, conduct forgiveness*	\$100 fine	\$200 fine, parental notification, limited probation, loss of Greek rush
Marijuana and/or paraphernalia use and/or possession	\$150 fine, Marijuana 101 education program, parental notification, loss of Greek rush, limited probation	\$250 fine, parental notification, institutional probation, drug/alcohol assessment, drug testing	\$350 fine, parental notification, suspension probable
Illegal use of prescription drugs	\$200 fine, parental notification, drug/alcohol assessment, drug testing, loss of Greek rush, probation (limited or institutional) probable	\$300 fine, parental notification, suspension probable	
Possession or use of other illegal drugs	\$300 fine, parental notification, loss of Greek rush, suspension probable	Expulsion probable	
Distributing/selling prescription or other illegal drugs	\$400 fine, parental notification, loss of Greek rush, suspension probable	Expulsion probable	
Drugging others	\$500 fine, loss of Greek rush, expulsion probable	Expulsion probable	
Driving under the influence	\$300 fine, parental notification, loss of Greek rush, suspension probable	Expulsion probable	

<b>Weapons Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Possession of any weapon	\$200 fine, parental notification, probation or suspension possible, possible loss of Greek rush	\$300 fine, parental notification, probation or suspension likely	
Use or threatened use of any weapon	\$400 fine, loss of Greek rush, suspension or expulsion probable		

<b>Other Policy Violations</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Conduct unbecoming (see <a href="#">Sewanee's Community Commitments in the EQB Guide</a> )	\$100 fine, educational outcome, possible restitution	\$200 fine, educational outcome, parental notification, possible restitution, loss of Greek rush	\$300 fine, educational outcome, parental notification, possible restitution, probable probation or suspension
Disorderly conduct	\$150 fine, loss of Greek rush	\$250 fine, parental notification, limited probation	\$350 fine, parental notification, institutional probation or suspension probable
Physical conflict	\$300 fine, parental notification, loss of Greek rush, probation or suspension probable		
Damage to property	\$100 fine (plus cost to repair property), possible letter of apology, possible loss of Greek rush	\$200 fine (plus cost to repair property), possible letter of apology, parental notification, limited probation	\$300 fine (plus cost to repair property), possible letter of apology, parental notification, institutional probation or suspension probable
Failure to comply	\$100 fine, possible letter of apology	\$200 fine, possible letter of apology, parental notification, loss of Greek rush, limited probation	\$300 fine, possible letter of apology, parental notification, institutional probation or suspension probable
Littering	\$100 fine	\$200 fine, loss of Greek rush	\$300 fine, limited probation
Fire Hazard or other combustible material	\$200 minimum fine (safety risk to others to be assessed), possible loss of Greek rush	\$300 fine, parental notification, limited probation	\$400 fine, parental notification, institutional probation or suspension probable
Complicity+	If found responsible, students may face same/similar sanctions of other students involved in incident.		

The sanctions above are standard, but they may be amended by the conduct officer (i.e. Dean of Students, Director of Community Standards, Student Conduct Board) based on circumstances of a particular case. Offenses are cumulative over a student's career at Sewanee. Multiple violations of even minor offenses can result in cumulative penalties, and repeat violators may be separated.

The sanctions above are not an exhaustive list but rather a guide based on violations from the EQB Guide. The context and circumstances for every violation will be evaluated by the adjudicating conduct officer.

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. As appropriate, these sanctions apply to groups as well as to individuals. The University may notify parents of dependent students of conduct violations in accordance with FERPA and the University's [Education Records and FERPA Policy](#). Additionally, the University may notify parents in the event a conduct issue involves a health or safety emergency.

The University reserves the right to update these policies as necessary and without additional notice. For the latest information about the conduct process, please see the EQB Guide, available on the Student Life web page.

\*Certain first-time violations are eligible for conduct forgiveness. Visit the [conduct forgiveness page](#) on the Student Life web page to learn more.

+Complicity is the conscious failure to take responsible 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 similar sanctions.

### Conduct Forgiveness

We recognize that students 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 has no 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](#) to learn more. If eligible, additional details about taking advantage of this program will be provided in a student's sanction letter.

## 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 listed below is relevant to the case. 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 will advise the student of 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 appeal 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 applicable 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 state clearly the reason for appeal, and to 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 appellate 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 sent to the student's University email address. 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. A student's conduct record not involving institutional probation or separation will be considered closed upon the student's graduation. Conduct records involving institutional probation or separation will be maintained as permanent records.

### **Honor Council Process**

The Rules of Procedure were adopted and approved in May 1984, and subsequently amended. The current rules may be found at [www.sewanee.edu/academics/about/the-honor-code/](http://www.sewanee.edu/academics/about/the-honor-code/).

### **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**

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### **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 of the campus property, 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 Effectiveness, 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](mailto: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/](http://www.sewanee.edu/provost/report-a-concern-or-complaint/).

## **Accessibility Services/Accommodation**

The University of the South is committed to fostering respect for the diversity of the University community and the individual rights of each member of our community. In this spirit, and in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the University seeks to provide disabled students with the reasonable accommodations needed to ensure equal access to the programs and activities of the University. While the University provides a number of services to support the academic work of all its students (including tutoring and study skills programs), additional accommodations can be made specifically for students with learning disabilities, mobility limitations, certified visual and hearing impairments, and other functional limitations as defined by the ADA via Student Accessibility Services (SAS).

Student Accessibility Services (SAS) works to ensure that people with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services, and activities at the University of the South. As an office, SAS provides accommodations, consultation, and advocacy for qualified students with disabilities. Students seeking accommodations are required to self-identify their disability and need for accommodations with SAS. Students may self-identify at any point during the semester.

Determination of student eligibility to request reasonable accommodations is made by the Director of SAS. SAS works collaboratively with students, faculty, and staff to create an inclusive educational environment for students with disabilities. SAS values relationships with students and seeks to promote

pride in the value of one's disability-related experience and empowers students to self-advocate by providing them with necessary skills and support. Students seeking accommodations should contact Student Accessibility Services by phone at (931) 598-1325 or email at [sas@sewanee.edu](mailto:sas@sewanee.edu).

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.

## **Education Records and Directory Information**

The University's policy related to privacy of education records may be found [here](#).

## **FERPA Notification of Rights**

The FERPA Notification of Rights can be found [here](#).

## **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**

The Higher Education Act requires institutions to maintain and publish a missing student policy. 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 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). Student Life and Residence Life staff are trained to promptly report any missing persons to the police. 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 a 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 or Dean of Students staff 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 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 and Use of the Domain**

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. 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. For more information, visit one of the appropriate links:

- [Cabin Reservations](#)
- [Camping](#)
- [Farm](#)
- [Hiking](#)
- [Maps](#)
- [Mountain Biking](#)

General Domain rules:

- All students participating in recreation on the Outer Domain will adhere to the “take a friend or tell a friend” safety philosophy.
- Use of the Perimeter Trail and other bluff trails are restricted to daytime use only. Nighttime access on bluff trails requires documented permission from the Domain Natural Resource Manager or SOP.
- Recreation on the Domain is dominated by hiking, biking, contemplation, and other low-impact uses.

## **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 student organization. Residential students should review the [Residential Guide to 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 the Dean of Students Office or by the Sewanee Police Department if there is reasonable cause to believe that prohibited or unlawful activity has occurred or on reasonable belief of a health and safety violation or concern. 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 policy 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.

*Skateboards/Scooters/Roller Blades-Skates*

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.

The End.