

# SEWANEE

THE UNIVERSITY OF THE SOUTH

## **EQB: The Guide for Living in Community** Statement of Rights and Responsibilities 2020-2021

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## Who We Are

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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. College of Arts and Sciences 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. Students are also subject to the laws of the state of Tennessee, federal law and other governing policies locally, nationally and internationally.

The language used in this Guide is not intended to create nor is it to be construed to constitute a contract between the University and any one or all of its students. It is the student's responsibility to read the Code of Conduct. Please note that the Code of Conduct does not contain all policies of the University and its units, but rather highlights important policies for students. Students are responsible for any other pertinent policies, handbook or expectations of other University units the student may be involved in and will be subject to any unit within the University to which the student belongs. For the remainder of this document, Dean of Students shall refer to the administrator bearing this title or any designee that the Dean entrusts with decision-making.

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).

## 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 a 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.

### 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.

## 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. 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. The Honor Council presides over cases involving potential violations of this Code. More information about the Honor Code and Honor System processes can be found [online](#).

## Student Rights & Responsibilities

### Student Rights:

The University affirms the following student rights and privileges in conduct proceedings:

1. To be informed of the Code of Conduct and its corresponding procedures;
2. To petition for redress of a grievance arising from an incident which violates University policy and/or the Code of Conduct. Any member of the University community may file a conduct complaint against a student to the Dean of Students office when that person believes the student has violated any University policy;
3. To receive notice of any alleged violations of University policy and/or breaches of the Code of Conduct;
4. To have an opportunity to be heard by an impartial Hearing Board or Hearing Officer to address an allegation/s of a violation of University policy;
5. To have an advisor, excluding an attorney, present in any conduct hearing. Advisors may not participate directly in a conduct hearing process nor may an advisor address any participant in the conduct hearing process other than the student the advisor is supporting;
6. To examine evidence to be used against him or her at the conduct meeting or prior to a formal hearing;
7. To view the list of witnesses against him or her prior to a formal hearing and to suggest additional witnesses to this list.
8. To be informed of the outcome of the conduct process;
9. To appeal the decision as defined in the appeals section of the EQB Guide.

### Student Responsibilities:

The following responsibilities represent the standard of conduct at the University:

1. To maintain a level of behavior consistent with the Honor Code and Code of Conduct;
2. To observe the laws of local, state, and federal government;
3. To read, become familiar with, and adhere to all University policies;
4. To participate in all conduct proceedings or communicate the desire to abstain;
5. To stay informed by reading communications from the University.

## Community Commitments

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The commitments below provide an outline of what Sewanee students can expect of their community experience with a focus on the implications of living honorably. Any sense of honor requires that each individual living within the community has the responsibility to take action to support the health of the greater community: we all must hold each other to our shared standards of honor. This responsibility can be made manifest in many ways. We encourage students to support the community values by reporting violations and other concerns.

### **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**

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### **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 unlawful harassment and retaliation.

### **Related Commitments**

The University is also committed to free expression. Speech not specifically directed against individuals in a harassing way may be protected by traditional safeguards of free speech, even though the comments may cause considerable discomfort or concern to others in the community. The full policy can be found on the Provost's Page at [www.sewanee.edu/media/provost/Non-DiscriminationPolicy.pdf](http://www.sewanee.edu/media/provost/Non-DiscriminationPolicy.pdf).

## **Good Samaritan and Medical Amnesty Policy**

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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 (Good Samaritan) who calls 911 or the Student Life staff to assist another student needing emergency and/or medical attention may not be cited for any offense under the alcohol or drug policy. The student needing emergency and/or medical attention will not be cited for any offense under the alcohol or drug policy but will be required to meet with Dean of Students staff, and complete alcohol education, will receive a substance abuse assessment, or will be assigned other remedial activities deemed appropriate. If a student violates any other college policy while intoxicated or under the influence of other substances, those infractions are subject to citation. If the student is taken to the hospital, the University reserves the right to contact the student's parents/guardian. An individual needing emergency and/or medical attention is protected under this policy once during his or her University career. Likewise, a student serving as a Good Samaritan repeatedly may not be protected under this policy should they be seen as a contributor to unsafe behavior.

## **No Contact Orders**

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In an effort to reduce conflict and preserve the learning environment, a mutual no contact order may be issued by the Dean of Students, or designee, limiting the contact of students. In an isolated setting this can be challenging, however, students are expected to comply with this order as it is stipulated in writing to both parties. Class accommodations, building restrictions and other limitations may be a part of the order.

# How We Live Together

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## Code of Conduct

The University's policies are derived from its general philosophy of student life. The 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 country. In addition to being handled through the University, conduct violations that are also violations of federal and/or Tennessee law may be referred to the appropriate legal authorities. The University's conduct process is not a legal process and thus rules of law, evidence, and procedure used in legal proceedings do not apply and will not be used. Although a student may consult with an attorney, attorneys are not allowed to participate in any stage of the process. In this section, students will find the major expectations of their conduct outlined as university policies. **PLEASE BE ADVISED THAT IN ACCORD WITH VICE-CHANCELLOR BRIGETY'S AUGUST 20, 2020 COMMUNICATION TO THE COMMUNITY, THE UNIVERSITY HAS PLACED A MORATORIUM ON STUDENT-CONDUCT ENFORCEMENT RELATED TO USE AND MISDEMEANOR POSSESSION OF DRUGS AND ALCOHOL WHILE A REVIEW IS CONDUCTED.**

## Alcohol

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 of both the intoxicated individuals and others in the community. **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. The following rules reflect behavior that is prohibited as it creates an unsafe environment:

- Students age 21 years and older may possess and consume alcohol in designated locations on the Domain, as identified by the Dean of Students. Students should refrain from using any glass bottle or glass container. Alcohol consumption outside of designated areas or use of glass may result in a punitive sanction or restriction.
- It is also unlawful for a person over the age of 21 to buy, furnish and/or make available alcoholic beverages for anyone under the age of 21.
- Public intoxication, and drunk and disorderly conduct in public or private locations is prohibited regardless of age.
- The possession of paraphernalia such as beer funnels, beer pong games, and drinking games with or without the expressed purpose of the rapid consumption of alcohol are not permitted.
- Common sources of alcoholic beverages (which include, but are not limited to, kegs, bulk quantities of beer or wine beyond 6 standard drinks for one person, and any quantities of alcoholic punch in a common serving location) are not permitted without the written, prior approval of the Dean of Students.
- In addition to being a violation of Tennessee law, driving under the influence of alcohol or drugs is prohibited and will result in suspension.

## **Alcohol and/or Drug Abuse**

The Dean of Students office will respond to those students who self-report problems because of alcohol abuse and/or drug abuse. A dean, or CARE Team member, 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. 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. Emergency contacts will be notified if a student goes through the involuntary withdrawal process.

## **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.

## **Conduct Unbecoming**

Students are expected to develop trusting relationships as members of the University community, as well as to respect the dignity of all individuals. These tenets extend to the interactions students have with one another, University staff and faculty and any other individuals. When a behavior is offensive, aggressive in tone and/or words, or otherwise causes disruption to the learning environment or campus community the conduct is no longer becoming of a Sewanee student.

## **Damage to Property or Premises**

The damage, destruction or abuse of personal or University property and/or premises is prohibited. 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.

## **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 may be adjudicated under the Honor Code.

## **Disorderly Conduct**

Public intoxication, drunk and disorderly conduct in public or private locations (including residence halls and fraternity houses) is a violation of University policy. Conduct which causes disruption to the University operations and/or events is prohibited.

## Drugs

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. 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). 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 prohibits the unauthorized possession, use, manufacture, and/or distribution of marijuana, narcotics, hallucinogens, and/or dangerous drugs.** Under Tennessee law, illegal drugs include but are not limited to: Opiates, Opium derivatives (e.g., heroin, codeine, morphine, derived painkillers, morphine and/or codeine compounds, etc.), Cocaine, Other Opiates (e.g., methadone, dihydrocodeine), Hallucinogenic substances (e.g., MDMA, mescaline, DMT, peyote, LSD, psilocybin, synthetic THC, Dronabinol, etc.), Depressants (e.g., GHB, Quaaludes, PCP, amobarbital, glutethimide, barbiturates, sedatives, anesthetics, Ketamine), Stimulants (E.g., fenethylline, BZP, Ritalin, Vyvanse, amphetamine, methamphetamine, other appetite suppressants); Nabilone; Precursors to amphetamine, methamphetamine, PCP, fentanyl; Anabolic steroids and hormones; Compounds w/ limited percentages of codeine, hydrocodone, dihydrocodone, opium, morphine; Marijuana, THC, and synthetic equivalents; Narcotics containing nonnarcotic active medicinal ingredients (e.g., limited percentages of codeine, opium, etc.) and any other synthetic or illegal substance *[taken from Tennessee Drug Statutes 2020]*.
- Under this policy, drug-related paraphernalia is also prohibited; even if the paraphernalia is being used for an alternate purpose. Drug paraphernalia most commonly refers to any equipment that is used to produce, conceal, and consume illicit drugs. It includes but is not limited to items such as smoking devices, bong, roach clips, miniature spoons, homemade bong, scales, cigarette papers, needles, and various types of pipes.
- Whether used on or off campus, any student possessing, using, manufacturing, sharing or making available and/or distributing drugs will be suspended. Should a student be reinstated and have a second drug policy violation, the result will be expulsion from the University.
- Students who are “knowingly in the presence of” illegal drugs, in any way, may be considered in violation of this policy and will be subject to educational and punitive sanctions.

## Endangerment

Students are expected to protect the safety of themselves and others by making responsible choices to reduce the risk of danger. Physical abuse or force against one’s self, another individual, or group, or conduct that endangers the health, safety, or well-being of one’s self or another person or group will not be tolerated.

## 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 and Sewanee Police officers. Further, students are expected to comply with instructions, requests or orders of a University official, a University official’s designee or University document. Note, failure to comply during the adjudication process may result in adjudication in the student’s absence. A failure to comply violation can result when a student knows or should have known of the instruction, request or order.

## Fire Hazards and Combustible Materials

The University is committed to the safety and welfare of our community, combustible materials including, but not limited to, gasoline, gunpowder, flammable chemicals, explosives, etc., are not permitted. Incendiary devices, including fireworks, of any kind are strictly prohibited in University facilities and on the premises of the Domain. Fire Hazards such as candles, appliances restricted by Residential Life for campus housing, extension cords restricted by Residential 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).

## **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 and/or alumni are prohibited. Apathy or acquiescence in the presence of hazing are not neutral acts but constitute complicity. Students and organizations may be charged separately through the University conduct process. Further information regarding hazing can also be found in [the student organization handbook online](#).

## **Other Policy Violation**

All University policies and departmental guidelines are imposed to create a safe and productive learning environment. Students are responsible for knowing and following all policies relevant to the activity or program they are involved in. Most University Policies can be found on the Provost's page by logging in with your Banner ID and password.

## **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 (ESA) or the animal is used in classroom instruction.

## **Physical Conflict**

Students respect the dignity of others, which extends to another's right to be free from the harmful, offensive or otherwise undesired touching that may occur during a physical conflict. Physical conflicts include actual contact between individuals as well as threatening physical harm, regardless of whether physical contact occurs or not. A student's intent to initiate physical contact is not necessary for a violation to occur; however, intent will escalate the University's response. Students alleged to have engaged in physical conflicts resulting from domestic or dating violence may have their case adjudicated under the Sex Discrimination policy.

## **Retaliation**

Any person who brings a good faith report under this Code, or has information about or is involved in a complaint resolution process is encouraged to do so without fear of adverse action. See the full policy at <https://www.sewanee.edu/media/provost/Non-Discrimination-Policy.pdf>. Any person who retaliates against a person who brings a report or participates in the complaint resolution process is subject to being charged with retaliation regardless of the outcome of the underlying complaint.

## **Sexual Misconduct**

The University of the South has a detailed policy regarding sexual misconduct and a process for resolving such cases that is complementary to the processes in this Code. See the full policy at <http://life.sewanee.edu/dean-of-students-office/title-ix/>. Generally, cases involving allegations of violation of the Sex Discrimination Policy will be investigated and resolved using the procedures of that policy, however, new Federal Title IX Regulations provide for certain cases of sexual misconduct to be adjudicated within the scope of the EQB Guide to Living in Community.

## **Smoking**

Smoking and the use of tobacco products is prohibited in all residence halls and on balconies, and in all academic buildings. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, all smokeless tobacco and e-cigarettes ("vaping"). Smoking or any use of tobacco products is prohibited within 50 feet of all campus buildings, including fraternity and sorority houses, academic buildings, etc. Violators of this policy are subject to a minimum \$25 fine and additional sanctions should issues persist.

## **Technology Misuse**

The use of any technology issued as a part of the student experience (academic and social) at the University or while enrolled, in a way other than the expressed intention of the technology is prohibited. Students who use technology to bully, retaliate, harass or otherwise disrespect another member of the University community will be subject to significant consequences including the limit or removal of privileges.

## **Theft**

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

## **Unauthorized Entry**

In the interest of student safety as well as successful living and learning, students are expected to not physically enter non-public areas of the University without first receiving the appropriate permission(s) that grants access. Permission may be provided in many forms and therefore 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, academic or administration buildings after hours unless there is a specific meeting or event scheduled, rooftops and balconies.

## **Unauthorized Use of University Documents**

Lending, stealing or otherwise transferring a student identification card, parking decal and/or University document is prohibited. Additionally, use of a student identification card by anyone other than the owner is prohibited. No student shall obtain under false pretenses any document, identification card, parking decal or other University issued item. Students who violate this policy may be referred to the Honor Council.

## **Weapons**

Students may not possess, use or intend to use weapons on the Domain without express permission of the Dean of Students. No weapon or item that could reasonably be assumed to be a weapon is permitted in the Residence Halls. Students are expected to follow procedures related to weapons and not make assumptions about what is permitted. The University prioritizes safety in situations involving weapons. The University's Weapons Policy can be found on the Provost's page at: <http://www.sewanee.edu/media/provost/Weapons-Policy.pdf>

## **Other Policies & Where to Find Them**

Students are expected to comply with all University policies. Violation of a University policy, or policies governing academic or administrative units, including Athletics, are a violation of the Code of Conduct. The following policies\* may be found by logging in on the Provost's webpage or by visiting the Risk Management Formal Notices and Statements webpage at <http://www.sewanee.edu/risk/notices-and-statements/>:

Education Records and Directory Information

FERPA Notification of Rights

Parking Policy

Copyright and Downloading Policy

Intellectual Property Rights

Sex Discrimination Policy

Camping Policy  
Domain Gate Key and Road Use Policy  
Consensual Relations Policy  
Non-Discrimination, Harassment, and Retaliation Policy  
Dog Policy  
Drug-Free Campus Policy  
Hosting Events for Students at Homes  
Protection of Minors Policy  
Service of Alcoholic Beverages at University Events  
Timely Warning Policy  
Undergraduate Student Social Host Policy  
Vehicle Use Policy  
Weapons Policy  
FERPA Policy  
Notification of Student Rights with Respect to Their Education Records

*\*not an exhaustive list, but these remain the most relevant policies for students in addition to those included in this EQB Guide.*

# How We Hold Each Other Accountable

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## Our Approach

### Student Conduct Process vs. Criminal or Civil Systems

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

### Student Conduct Process and Honor Council

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, violations of Federal 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.

### Preponderance of the Evidence

The prevailing evidentiary standard in criminal matters for determining guilt, "beyond a reasonable doubt" does not apply in the student conduct process. The University uses a preponderance of the evidence standard to determine responsibility which states that if it is more likely than not that the student violated a policy, the student will be found responsible.

## Philosophy

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

- **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 responsible for the consequences of their actions and are expected to make wise choices.
- **Respect.** The process should strive to be characterized by respect for all individuals as well as the community as a whole.

## Jurisdiction

The University reserves the right to address student behavior or student organization activity on-campus, off-campus, and online when such behavior or activity is inconsistent with the Code of Conduct or has an adverse impact on the Sewanee community, its members, or the pursuit of its objectives. The University also has the authority to address behavior that occurs during sponsored off-campus events and programs (including the University's international programs) when it is determined that the behavior conflicts with the University's policies and/or educational mission. Any incident involving an individual student's

behavior or a student organization's activity that is believed to be inconsistent with federal, state, and local laws may be referred to the appropriate authority.

## 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. More specifically, each student is responsible for his/her conduct from their admission to the university 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. After the opening of residence halls for the admitted semester, a student's behavior will be addressed in accordance with the process published in this guide. **For graduating students, violations of policy just prior to, during or after final exams will likely result in the inability to participate in Commencement exercises and stipulations that must be met to receive a diploma at a later date.**

## Authority

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

## Confidentiality

- I. Decisions regarding conduct matters are confidential and become a part of the student's educational record, and are, therefore, subject to federal regulations set forth in the Family Educational Rights and Privacy Act (FERPA) of 1972. Those involved in inquiries should not comment on any aspect of the case or outcome with anyone other than the involved student(s) 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 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 of alcohol and/or drug policy violations. When a student is not dependent, the University will also contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk involving their student. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

## Interim Administrative Measures

The University may impose interim administrative measures upon a student when there is reason to believe, based upon available information, that the student has engaged or threatened to engage in behavior that (a) poses a danger of 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) has or is likely to cause

property damage. Following the imposition of interim administrative measures, the standard conduct process shall be provided as expeditiously as possible. Interim Administrative Measures include, but are not limited to the following:

- Interim Suspension. This action requires a student to leave The University of the South domain and property immediately, and not return during the interim suspension period, and/or comply with other stated conditions for a specified period. Students who are issued an interim suspension should also refrain from communicating with University officials outside of the conduct process until the case is resolved.
- Housing Relocation. This action requires a student to relocate to another space within the residence halls within 24 hours. If a student disregards this action, he or she shall be subject to further disciplinary action including but not limited to interim suspension.
- Housing Removal. A student who is removed from housing cannot enter any residence halls. If a student disregards this action, he or she shall be subject to further disciplinary action including but not limited to interim suspension.

### Notice of Interim Administrative Measures

A student will receive written documentation of any interim administrative measures which will explain the nature and reason for the action, as well as any conditions that may apply sent to their University email address or hand delivered. Any student who is suspended on an interim basis and returns to The University of the South domain or property and/or violates other stated conditions shall be subject to separate discipline for violation of the interim suspension and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing from the Dean of Students, or his/her designee, prior to any conduct contrary to the suspension or restrictions.

## Resolution Process for Code of Conduct Violations

The following applies to violations of the Code of Conduct. Applicable processes under the University's Honor Code, Non-Discrimination, Harassment, and Retaliation Policy, and Sex Discrimination Policy may differ from processes under this Code of Conduct. The process set out in the applicable policy/code will apply.

### Report

The conduct process begins with a report of a violation of the Code of Conduct. Any member of this community, any anonymous person or any concerned person can file a report via the Dean of Students' webpage, via Sewanee Police Department, via email or by any other means. All reports of alleged violations that are deemed credible and contain actionable information are referred to the Director of Community Standards who assigns the case to the appropriate adjudicatory body.

### Notice

After the report is reviewed and the case is created, the student will receive notice in writing through the student's University email address of the alleged violation with the subject "Important Notice Regarding EQB Violation." 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 Conduct Officer(s) schedule, prejudice to the student of delaying the hearing date, the time necessary to collect information, nature of the alleged violation(s), and a student's academic obligations but will expect the hearing to be a priority over the student's social obligations. This notice will also specify if the case is being adjudicated administratively or if it being reviewed by the Student Conduct Board. In accordance with University policy, students are expected to check their email daily. The student is considered to have received notice upon the letter being sent via email. Failure or refusal to respond to notice of the incident (i.e. not checking email, avoiding attempted contact efforts by University officials, etc.) may result in a hearing being conducted in the student's absence and sanctions being assigned. In certain circumstances (such as a first offense) and at the Dean's, or designee's, discretion, the Notice letter may indicate that if the student chooses not to attend a hearing, the student is presumed to accept responsibility and the standard sanctions will be imposed. In cases involving a violation of Residential Life policy, such as a violation discovered during a

room inspection, the standard sanction will be assigned in the Notice letter and a meeting is not required should the student accept the sanction.

### Accommodations

Students may request accommodations related to the student conduct process due to a disability. Students should request accommodations through the Student Accessibility Services office. Accommodations may include a decision to delay or modify the standard conduct process. This action will not absolve a student from being held accountable through the conduct process. The Dean of Students may refer a student for evaluation, at the student's expense, by an independent licensed psychiatrist or psychologist chosen by the University. As a condition of continued enrollment at the University, the student may be required to participate in counseling or therapy.

### Hearing Types

There are several adjudicatory bodies that hear cases of alleged violations of the Code of Conduct. Alleged violations of the University's Sex Discrimination Policy and the Non-Discrimination, Harassment and Retaliation Policy will be handled in processes outlined within each respective policy. Alleged violations of the Honor Code will be adjudicated by the Honor Council. Considerations in selecting the appropriate adjudicatory body include, but are not limited to, the need for confidentiality, anonymity, community or individual safety, or expediency. The Code of Conduct hearing options are:

#### *Student Conduct Board*

The Student Conduct Board is a panel comprised of trained students who were selected through an application and interview process. The Director of Community Standards serves as an advisor for the panel and is present during hearings. The panel's purpose is to educate students about the University's expectations regarding standards of behavior. The Student Conduct Board is the students' judiciary. It is not a court of law. Although students have the right to the advice of another individual, there are no lawyers involved. When an alleged violation is heard before the Student Conduct Board, the panel is responsible for determining whether or not a violation occurred as well as assigning appropriate sanctions for the Dean or designee to review prior to implementing. The Student Conduct Board does not hear cases that could result in suspension or expulsion.

#### *Administrative Hearing (Conduct Meeting)*

Administrators that hear cases include the Deans of Students, Director of Community Standards, and Director of Residential Life, or another designee made by the Dean of Students (collectively "Conduct Officers"). All Conduct Officers have the authority to consult with other appropriate university officials in order to effectively adjudicate the case. All cases, including cases that may result in suspension or expulsion, may be heard in an administrative hearing.

The following procedures are followed regardless of the adjudicatory body.

- I. A student's failure or refusal to attend the hearing will be treated as the student's acceptance of responsibility for all alleged violations, will result in a hearing being conducted in the student's absence, including the assigning of sanctions. Should a student need to reschedule, the student must make the request in advance of the hearing date and time. The Board or Conduct Officer 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.
- II. At a hearing, a student must indicate whether he or she accepts or denies responsibility for an alleged violation(s).
- III. During a hearing/meeting, 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. Should the student wish to have additional time to review the incident report or to collect information that would be helpful in the case outcome, an additional meeting or hearing time can be assigned to reconvene within 5 class days.
- IV. If a Conduct Officer 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.
- V. A hearing is a closed meeting involving only those who have information regarding what happened, an optional advisor, and those responsible for the conduct process. An optional advisor serves as a support person during the hearing but cannot speak directly to the Conduct Officer during a hearing. The hearing may not be recorded by anyone other than the Conduct Officer and the recording is the property of the University.
  - VI. 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.
  - VII. 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 as a witness should be emailed to [dstudent@sewanee.edu](mailto:dstudent@sewanee.edu) no less than one class day prior to the hearing and include why the witness is relevant to the case.
  - VIII. The Conduct Officer will determine whether the information is relevant to what happened during an incident and may limit information if it is determined to be irrelevant.
  - IX. At the conclusion of the hearing, the Conduct Officer will deliberate responsibility using the preponderance of the evidence standard.
  - X. A student's prior conduct record will be considered only during the sanctioning phase of the hearing and will not be considered during the deliberation of responsibility.
  - XI. If a student is responsible for a violation(s), the Conduct Officer will assign sanctions. All outcomes and sanctions will be sent to the student in writing.

### Conduct Outcome Letter

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

### Disruption of Conduct Process

- I. No one will engage in conduct that disrupts a hearing, lessens the authority or dignity of a Conduct Officer, or otherwise obstructs justice on campus.
- II. No one will cause, attempt to cause, or coerce a student to give false information in any hearing. Students found to be giving false information can be referred to the Honor 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.
- V. The Conduct Officer(s) may take action against a person or advisor who is interfering with the hearing in his or her sole discretion. Such action includes—but is not limited to—halting the hearing, rescheduling the hearing, or removing the person or advisor from the hearing and proceeding in his or her absence.

### Conduct Process for Students Who Leave Sewanee before Resolution

- I. Incomplete Consequences. If a student completed the conduct process and received educational sanctions or fines 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 until the sanction(s) or fine is resolved.
- II. Notice Provided. If a student has been given notice of a charge but leaves the University before the conduct process has been completed, 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 educational sanctions or fines and fail to complete the sanctions by the deadline, 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 until the sanction(s) or fine is resolved.
- 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 Student Affairs hold will be placed on the student's official University record/account. Should the student return to the University, the case will be resolved at that time.

## 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 of their behavior on themselves and others. Additionally, students are expected to engage in 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 judgement is not made on the worth of an individual, accordingly, information related to a person's character is not warranted. A student's conduct is cumulative and sanctions may be greater where a student has been found responsible for violations in the past, or is found responsible for more than one charge in a single incident. 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 to their responsibilities?
  - c. What sanction is necessary to reflect the shock or insult the community feels as a result of a particular act?

### Sanctions

There are three categories of sanctions issued: Disciplinary status, Punitive sanction and Educational activity. Disciplinary status refers to the type of reprimand issued (warning, probation, etc.), while punitive sanction is often a fine, restitution or restriction, and finally educational activities vary widely and aim to have the highest impact on future decision-making and behavior change.

***Please note that violations of the drug policy will result in immediate suspension from the University. Should a student be reinstated and have a second violation of the drug policy, that student will be expelled. This sanction will be applied broadly as Sewanee takes a zero-tolerance approach to drugs in our community. Students who bring drugs to the Domain, use drugs or are knowingly in the presence of drugs risk suspension.***

In all cases, sanctions can include, but are not limited to, the following:

### Disciplinary Status

- **Warning:** written notice given to draw your attention to the fact that your behavior was not appropriate and violated University policy.
- **Limited Probation:** a period of time during which any further violation of policy puts the student's status with the University in jeopardy. 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). This probation is limited in duration and will typically be assigned for no more than 1 semester.
- **Institutional Probation:** a period of time during which any further violation of University policy will result in suspension for no less than 1 academic semester. Institutional Probation will affect a student's ability to represent the University in leadership positions within student organizations or programs, participation in student activities and study abroad opportunities. A student on Institutional Probation will be considered to not be in good standing and such will be reported to campus partners who request a conduct check for a University activity.
- **Suspension:** separation from the University for a specified period (not less than 1 academic semester), 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. Separation from the University in this manner may result in the grade of W for all courses regardless of the time in the semester when the sanction is imposed. Any student who is suspended will automatically be barred from campus and will be expected to leave campus within 3 class days. In cases where campus safety is an issue, a suspended student may be asked to leave immediately and/or may be provided a police escort to retrieve belongings. Further stipulations may be added for students who had previously been slated to graduate.
- **Indefinite Suspension:** 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. Separation from the University in this manner may result in the grade of W for all courses, regardless of the time in the semester when the sanction is imposed. Any student who is suspended will automatically be barred from campus and will be expected to leave campus within 3 class days. In cases where campus safety is an issue, a suspended student may be asked to leave immediately and/or may be provided a police escort to retrieve belongings. Further stipulations may be added for students who had previously been slated to graduate.
- **Expulsion:** 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. Separation from the University in this manner will result in the grade of W for all courses, regardless of the time in the semester when the sanction is imposed. Any student who is expelled will automatically be barred from campus and will be expected to leave campus immediately and/or may be provided a police escort to retrieve belongings. Expelled students are not permitted on the Domain without express permission from the Dean of Students.

### **Fine / Restriction**

- **Housing relocation:** the University reserves the right to relocate students as appropriate to ensure safety and a productive learning environment for all students.
- **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.
- **Restitution:** a person causing damage or contributing to damage of any property or person may be responsible for paying to repair, replace or make right the situation.
- **Fines:** a student who violates University policy will be assessed a fine in certain instances. The University recognizes that fines are effective deterrents to some types of behavior and therefore all fines are published annually.
- **Loss of privileges:** specific privileges to be involved in the Sewanee community and represent the University may be limited or lost as a result of violating University policy, including but not limited to the privilege to move off-campus, membership in co-curricular organizations, ability to

participate in recruitment for Greek organizations, and/or remaining in residence halls beyond finals.

- No-Contact Order: individuals may be issued mutual no contact orders which may also limit access to certain areas of campus in the effort to provide safety and productive learning environments. Contact between these persons is not permitted even through third parties and social media. No contact orders may also be issued outside of sanctioning in an effort to preserve the educational environment for both parties.
- No-Trespass Order: the University will limit any person from coming to the Domain or campus as appropriate. This order is typically issued by Sewanee Police in consultation with the Dean of Students.

### **Educational Activity / Intervention**

- Parental notification: The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. The University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to FERPA.
- Reflection essays: a student may be asked to research and reflect on a violation involving safety, behavior unbecoming, a particular state or federal law, or other relevant issue and will write a 3-5 page paper on the subject.
- Letters of apology: students may be assigned to provide a reflective letter of apology.
- Letter to my future self: students may be asked to write a reflective letter to their future self (in 5 or 10 years) explaining the violation and reflecting on what they hope the impact of this learning moment to be. Letters are submitted to a website and sent back to students at a future date.
- Required attendance in educational seminars or programs: there are several in-person and online educational seminars and workshops that students may be assigned to attend that are specifically designed to address the issue or behavior. On occasion, students may be asked to pay for these classes or services as applicable.
- Drug Testing: students will have 24 hours to complete and submit a drug test at a local facility. Any failed, missed, late, or diluted tests will constitute a failed test and subject the student to further sanctioning. These tests are random and students who are selected will be contacted via Sewanee email and phone.
- Substance use assessment: students may be required to complete a substance use assessment with a qualified counselor to assess if further treatment is needed, and to provide verification that the assessment has been completed. Counselors may only report to verify completion, however, should there be a concern about the student's ability to persist or safety, the counselor may report this to the University.
- Conduct forgiveness hours: hours that are assigned to a student for the purpose of service to the University community on the Domain. These hours must be completed by the established deadline to avoid fines and other additional punitive sanctions. These hours are not optional.

### **Cumulative Sanctions**

Offenses are cumulative and multiple offenses will result in enhanced or additional sanctions. Multiple violations of even minor offenses can result in cumulative penalties, increased fines and ultimately suspension. Offenses in the same violation type, repeated violations over time and/or several violations at the same incident will result in increasingly punitive outcomes.

### **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 and/or 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 adjusting classes/registering for classes at the University.

## 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 by completing service to the community. If a student never has any other incidents in which s/he is found responsible, the initial incident will not be reported on a conduct check. Not all offenses are eligible. If eligible, additional details about taking advantage of this program will be provided in a student's outcome letter.

## Appeal Process

The decisions made by a Conduct Officer or Student Conduct Board related to responsibility or sanctions can be appealed, provided that one or more of the reasons for appeal is relevant to the case:

1. Procedural error, which had a bearing on the original decision.
2. New information that was not available at the time of the hearing which would affect the original decision.
3. Information demonstrating that there is no way a reasonable person could have arrived at decisions similar to the original decision absent bias.

The right to appeal does not entitle a student or student organization to a full rehearing of the entire case. The appellate board reviews the appeal only if sufficient and appropriate grounds for appeal exist. No appeal simply stating the student's perception that the outcome is overly punitive will be considered unless outcomes vary wildly from standard sanctioning practices.

## Appellate Officer / Appeals Board

The Appellate Officer for cases resulting in suspension or expulsion shall be the Vice Chancellor. All other cases will be referred to the Appeals Board for review. The Appeals Board is comprised of three members, including students and faculty or staff members. The students serving on the Appeals Board shall be appointed from the Student Conduct Board and will not have participated in the original hearing of the case. The faculty or staff members shall be appointed by the Dean of Students, or designee, annually and will chair the appellate proceedings. All three members shall have an equal vote and a majority vote is needed to change a previous decision regarding responsibility and/or sanctions.

## Appeal Procedures

The following procedures are followed regardless of the appellate body.

- A written request must be completed and submitted via the online request form, within three class days from the date of the Outcome Letter.
- Unless instructed otherwise, a student should continue going to class during the Appeals Process.
- The appeal should be complete at the time of submission, including at a minimum: the reason(s) for appeal with the supporting facts, any new information available and why it was not available at the time of the original hearing, and any supporting documentation. All appeal materials must be uploaded at the time of submission.
- The appellate officer or appeals board shall have access to the case file maintained by the Dean of Students' office, which will be provided by the office to the appellate body.
- The Director of Community Standards and Appeals Board chair will review the written request, any accompanying information, and will decide whether or not to grant an appellate review.
  - In cases where the outcome assigned is suspension or expulsion, the Director of Community Standards will forward the request and case information to the Vice Chancellor for review. The student does not have an active role in this appeal.
  - If the Appeals Board 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.
  - If there are grounds for review of a case that did not result in suspension or expulsion, the Appeals Board will either review the case information or convene a rehearing of the case. A student is not guaranteed a meeting with the Appeals Board during the review.

- 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.
- 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.
- The process is complete once the appellate response is sent to the student's University email address.

### Appeal Outcomes

- The Appellate Officer or Appeals Board has the option of:
  - affirming the original decision(s) regarding responsibility and sanctions,
  - affirming the original decision(s) regarding responsibility and modifying the sanctions,
  - if a procedural error is found to have impacted the original outcome, sending the matter back for a rehearing by either the Student Conduct Board or Conduct Officer,
  - or reversing the original decisions regarding responsibility and eliminating the sanctions.
- All appellate responses are final.

### Documentation and Retention of Conduct Records

All documentation related to the incident will be placed in the student's conduct file. A student's conduct file(s) and record(s) will be maintained by the Dean of Students Office. All conduct files and records will be retained for seven years from the incident date. Suspensions and expulsions will be retained indefinitely. Upon a request for conduct check by the student or on behalf of the student, with a signed release of information disclosure, the University will respond to questions about a student's conduct history and disciplinary status. Students who have questions about what types of information will be disclosed should contact the Dean of Students office at [dstudent@sewanee.edu](mailto:dstudent@sewanee.edu). Students may request their complete conduct file, or any part, by completing [an online request](#) on the Dean of Students' webpage. The amount of information requested will determine the time needed to process the request, not less than 48 hours or two business days.

### 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 [via online form](#) 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/).

## 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 programs and related services available to you and the steps you can take to maintain your own safety and security. This report is prepared by a team representing various campus constituencies: Sewanee Police Department, Office of Institutional Research, Dean of Students, Office of General Counsel, and Marketing and Communications. A copy of the most recent report is available at <http://www.sewanee.edu/risk/annual-security-and-fire-safety-report/>.

### Dress Tradition

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

### Identification Cards

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

### Missing Students

For the purposes of this policy, a student may be considered to be a "missing person" if the student's absence from campus is contrary to his or her usual pattern of behavior and the University has reasonable belief that the unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts, may be drug dependent or in a life threatening situation; or if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

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

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

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

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

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

### **Designation of Additional Emergency Contact Information**

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

### **Communications about Missing Students**

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

### **Residential Life Policies**

A full list of policies for students living in residential life on campus please visit <https://www.sewanee.edu/student-life/residential-life/policies/> and review the room contract signed electronically each year.

### **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 University student organization. Residential students should review the Handbook of Residential Living for more information about host and guest responsibility.

### **Search and Entry**

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

### **University Email Communication**

Each student is granted an official Sewanee email account (operated through Google mail). The University will send official electronic communications only to this email address. It is the student's responsibility to check his or her Sewanee email account regularly. All students will be added to University-approved distribution lists. Students may opt out of some lists but not others; those with an "opt out" option have directions included within the email.

### **COVID-19 Response**

Students were provided separate guidance and policy related to the University's response to the COVID-19 pandemic. Students should follow that guidance and any violations of policy will be adjudicated under the EQB Guide for Living in Community. Details are available on the University website.