SEWANEE
THE UNIVERSITY OF THE SOUTH

EQB: The Guide for Living in Community
2023-2024
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How to Use this Guide

EQB: The Guide for Living in Community, commonly called the EQB Guide, is Sewanee’s handbook for undergraduate students. It is titled using the shortened version of the University’s motto, “Ecce Quam Bonum,” from Psalm 133 which says:

“Behold how good and pleasant it is when kindred live together in unity.”
- Psalm 133:1

The University’s motto – often shortened to EQB – represents the aspirations we have for this community to live, work, and learn together in unity. This guide is updated each year to provide students with the important resources and information to help them live out the University’s motto each day.

Students should review the EQB Guide in its entirety to become familiar with the important policies and resources presented. It is the responsibility of all students to be aware of the expectations outlined in the University’s policies. The Code of Conduct and Residential Life policies have been included in its entirety in the document. Other critical policies have been summarized with resource listing including policies for Discrimination, Harassment, and Retaliation and the University's Title IX policy.

In addition to these policies, important campus departments have provided resource guides for students. These guides include a summary of the services they provide and how you can find them on campus. Students are encouraged to refer back to these resources regularly for support and assistance.

The items included in the EQB Guide each year are revised and evaluated to ensure they are accurate, clear, and useful to students. Students are encouraged to provide suggestions for changes or improvements to this guide by contacting the Office of Community Standards at communitystandards@sewanee.edu.
Governing Ideas

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

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in 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, local, and international laws in their conduct on and 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.
University Values

In February of 2021, the University community began a conversation on guiding principles to “reassert and reinforce what it means for Sewanee to truly dwell together in unity.” Over the course of that spring semester, more than 400 colleagues, students, and alumni from the University came together to identify and describe our shared values. After six months of gathering and analyzing input, four University values emerged.

**INQUIRY**
We develop open-minded, informed, and intellectually engaged individuals.

“The value of Inquiry is important to me because being able to ask and to answer questions opens the door to further knowledge and communication. Knowledge opens your eyes to the world, opens your mind to possibilities; communication opens the way to relations and cultural interchange. Thus, inquiry enriches and expands our horizons and our knowledge becomes not only intellectual but emotional, affective, and sensorial.”

- Ruth Sanchez Imizcoz, Professor of Spanish
  Chair, Faculty Senate

**COMMUNITY**
We cultivate respectful, inclusive, and enduring relationships.

“My Sewanee experience has been defined by the value of community. Here and with these people, I have learned what it means to truly love others through being loved myself. Community in and through Sewanee is the choice by most to devote themselves to each other.”

- Maggie Lorenzen, C ’24

**FLOURISHING**
We share responsibility for the well-being of one another and The Domain.

“Flourishing is the active process of developing your support for navigating the ups and downs of life. This work in progress encompasses putting yourself out there, making new friends, building your community, and trying new things.”

- John Benson, Director
  Sewanee Outing Program

**COURAGE**
We strive for justice, equity, and sustainability in Sewanee and in the broader society.

“We need to have the courage to operate with integrity and empathy in our daily lives. It is often not easy. Challenging ourselves to do the right thing at all times, using our hearts and our heads requires courage, but ultimately creates the kind of community in which everyone is respected and able to flourish.”

- Dr. Erica Howard
  Associate Provost and Dean of Students
Policies Relevant to Students
Code of Conduct
The University of the South
Effective August 23, 2023

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I. Introduction
The University of the South’s policies are derived from our general philosophy of University life defined by our motto–Ecce Quam Bonum (EQB) meaning Behold how good and pleasant it is when kindred live together in unity! Our motto comes from Psalm 133 and embodies the principle that, as members of the Sewanee community, we have a responsibility to live harmoniously and respectfully together. We aspire to live and learn in a community that promotes our collective responsibility to hold one another to shared standards. Students and recognized student organizations are expected to uphold the University’s motto in their daily lives and actions. 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.

The EQB Guide is Sewanee’s student handbook. It contains information about policies and resources, including the Code of Conduct. The Code of Conduct is designed to provide students with clarity about the major expectations of their behavior as outlined in University policies.

The resolution process outlined in the Code of Conduct is designed to be a part of the educational mission of the University, one that focuses on upholding the commitments and values inherent in the Sewanee community. The resolution process teaches students in the College of Arts and Sciences appropriate and acceptable behavior within a community. We believe in an ongoing developmental process in which individuals assume responsibility for the effect of their behavior on themselves and others. Students are expected to engage in behavior that creates a mutually beneficial living and learning community for all.

The College provides a resolution process in which members of the Sewanee community may resolve violations of the Code of Conduct with mutual respect for one another. The resolution process will be governed by fairness, education, and respect at all stages. Fairness means the process should be carried out in a consistent, clear, and equitable manner. The process, including potential outcomes, strives to be educational. Students are responsible for the consequences of their actions and are expected to make ethical choices. The process also is characterized by respect for all individuals, as well as the community as a whole.

II. Definitions
A. Accommodation: An accommodation is a legally mandated reasonable modification or service that gives a student with a disability an equal and equitable opportunity to benefit from the educational process and/or University services.
B. Appeals Board: The Appeals Board oversees and resolves appeals to outcomes of the resolution process as described in this Code of Conduct. The board has three members selected from a larger pool—one faculty as chair, one staff, and one student – selected and trained by the Office of Community Standards.
C. Community Hearing Board: The Community Hearing Board is a panel composed of one faculty member, one staff member, and one student selected from a larger pool, trained by
the Office of Community Standards which is responsible for resolving cases as outlined in the Code of Conduct.

D. **Complainant**: A person who alleges violation(s) of the Code of Conduct.

E. **Educational Conference**: An Educational Conference is an informal resolution process where the Respondent meets with the Resolution Facilitator to mutually resolve alleged violations of University policies including the Code of Conduct. With few exceptions, all cases begin resolution at an Educational Conference. The alleged violation may be resolved during the Educational Conference if the student and Resolution Facilitator mutually agree on appropriate resolution, including responsibility and outcomes as relevant.

F. **Fact-Finding**: Fact-finding is the process overseen by the Resolution Facilitator solely to collect information about a reported incident. The goal of fact-finding is to determine if there is enough information to support an alleged violation of the Code of Conduct or other University policies. Fact-finding includes, but is not limited to, meetings with individual students, review of submitted materials including photos and videos, and review of information available within the University system like enrollment, residential, and event participation data.

G. **Hearing**: Formal resolution process are heard by either the Student Conduct Board or Community Hearing Board which is a panel of trained people selected from a larger pool. The type of hearing depends upon the circumstances of the alleged violation. This contrasts to informal resolution processes called Educational Conferences.

H. **Interim Measure**: A time-bound restriction or requirement of a participant in the resolution process issued by the Dean of Students prior to the resolution of an allegation of misconduct.

I. **Recognized Student Organization (RSO)**: Any Student Organization, including, but not limited to, fraternities and sororities, club sports, and athletic teams. The Student Organization Handbook defines a Recognized Student Organization as a group of undergraduate or graduate students who unite to promote or celebrate a common interest. The Code of Conduct applies to organizations just as it applies to individual students.

J. **Report**: Information received by the Office of Community Standards about a potential violation of University policy. Also called an Incident Report.

K. **Resolution Facilitator**: A University official who has been designated by the Dean of Students and received special training from the Office of Community Standards to resolve potential violations of the Code of Conduct in an Educational Conference.

L. **Respondent**: A student or RSO alleged to be in violation of the Code of Conduct or other University Policy.

M. **Student**: For the purposes of this Code of Conduct, any person who has been admitted to and made deposit, registered, or enrolled in the College of Arts and Sciences and not yet been conferred a degree. Student status continues between academic terms and applies to persons who withdraw from classes after the alleged conduct.

N. **Student Conduct Board**: The Student Conduct Board is a panel composed of trained students who have been selected through an application and interview process with the Office of Community Standards. The Student Conduct Board is responsible for resolving cases as outlined in the Code of Conduct.

O. **Student Housing**: Any facility selected by students to live in via the housing application process while attending the University.
P. **Student Organization Activity**: An activity organized, supported, or sponsored by a Student Organization. The following guidelines will be used to determine if an alleged violation is associated with a Recognized Student Organization.

1. Conduct is endorsed by the organization or any of its leaders. Endorsement includes, but is not limited to, active or passive consent or support, having prior knowledge the activity was likely to occur, or helping to plan, promote, or advertise the activity.
2. Conduct is committed during the course of an activity paid for by the organization or paid for by one or more members contributing personal funds.
3. Conduct occurred on property owned, controlled, rented, leased, or used by the organization or its members for organizational activities.
4. Purpose of the activity was related to joining, initiating, or continuing membership/affiliation with the organization.
5. Non-members of the organization learned about the activity from advertisements or communications associated with the organization.
6. Members of the organization attempted to conceal the activity or protect members who were involved.
7. One or more leaders of the organization had prior knowledge or reasonably should have known that the conduct would take place.

Q. **Supportive Measure**: An action taken by the University to provide appropriate support to a participant in the resolution process to ensure their continued access to education programs and activities.

R. **Support Person**: A person attending any part of the resolution process to provide emotional or other support to the Respondent, Complainant, or witnesses. Support Persons may not have an active role during resolution proceedings, i.e., they may not speak for or represent the person they are supporting. All communication will be to and must be made by the Respondent, Complainant, or witness.

S. **The Domain**: The Domain defines the University’s land including the combined 13,000 acres of natural land, campus properties, and residential spaces.

T. **University Property**: Property including items owned or controlled by the University. Examples include the Domain and all campus buildings, spaces rented by the University, University personal property including University vehicles, and technology resources.

U. **University Official**: University administrators, faculty and staff, and Sewanee Police officers are considered University Officials.

V. **University Community**: Students, faculty, staff, and visitors to the campus are considered our University Community.

W. **Witness**: A person participating in a resolution process who can provide additional information about an alleged violation based on their personal knowledge of the incident.

### III. **Authority**

Students, faculty, and staff voluntarily enter into membership in the University community and, in so doing, assume obligations of behavior reasonably expected by that community for the purpose of furthering its mission, vision, processes, and functions. 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. The University Ordinances give the Dean of Students, and staff under their direction, responsibility for establishing and implementing a student disciplinary system.

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**Updated August 18, 2023**
College of Arts and Sciences undergraduate students (referred to as “students”) accept the expectations and policies set forth in this Code of Conduct and other University rules, regulations, and policies when they are admitted to the University. Behavior that violates policies related to non-discrimination, harassment, and retaliation, including Title IX, will be subject to the processes outlined in those policies separate from this Code of Conduct. Students are also subject to the laws of the state of Tennessee, federal law, and other local, national, and international governing laws and policies.

The student resolution process is not a criminal or civil court system. The two systems are independent and have different purposes, processes, and standards used to determine responsibility and consequences. The University’s student resolution 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. In addition to being managed through the University, conduct violations that are also violations of federal and/or Tennessee law may be referred to the appropriate legal authorities. These processes may run concurrently as the University is responsible for upholding its policies and expectations at all times.

The language used in this Code 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. 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 understanding any other pertinent policies, handbooks, or expectations from any University units with which the student may be involved and will be subject to the policies and expectations of any unit within the University to which the student belongs.

IV. Jurisdiction and Scope
The University’s Code of Conduct applies to student behavior occurring from the time of admission until the awarding of a degree or other separation from the institution. More specifically, each student is responsible for their 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.

The University reserves the right to address student behavior or recognized student organization activity on-campus, off-campus, and online when such behavior or activity is inconsistent with the Code of Conduct. Any incident involving an individual student’s behavior or a recognized student organization’s activity that is believed to be inconsistent with federal, state, and local laws may be referred to the appropriate authority. Further, students may be held accountable for behavior that attempts to commit a violation of the Code of Conduct as if an attempt has been completed.

Students are responsible for the conduct of their guests on or in University property and at functions sponsored by any recognized student organization. Residential students should review Residential Life Policies for more information about host and guest responsibility.
For entering students, a student’s violation of the Code of Conduct occurring prior to the opening of student housing for the admitted semester may be addressed through re-evaluation of the offer of admission. After the opening of student housing for the admitted semester, a student’s behavior will be addressed in accordance with the process published in this Code. For graduating students, violations of policy just prior to, during, or after final exams may result in the inability to participate in Commencement exercises and stipulations that must be met to receive a diploma at a later date.

V. Student Rights & Responsibilities

Student Rights: The University affirms the following student rights and privileges in conduct resolutions for individual students and recognized student organizations:

A. To be informed of the Code of Conduct and its corresponding procedures;
B. To petition for redress of a grievance arising from an incident that violates University policy and/or the Code of Conduct;
C. To receive notice of any alleged violations of University policy and/or breaches of the Code of Conduct prior to the initiation of fact-finding and, if deemed appropriate, an Educational Conference or Hearing;
D. To have an opportunity to be heard by an impartial Hearing Board or Resolution Facilitator to address an allegation(s) of a violation of University policy;
E. To be presumed not responsible for a violation of the Code of Conduct until the conclusion of an Educational Conference, Hearing, or Appeal, as applicable can occur;
F. To have a Support Person of one’s choosing present in any resolution proceedings. Support Persons may not participate directly in a resolution process nor may a Support Person address any participant in the conduct hearing process other than the student they are supporting;
G. To examine evidence of an alleged violation to be presented prior to an Educational Conference or Hearing;
H. To view the list of witnesses prior to a Hearing and to suggest additional witnesses to this list;
I. To choose not to answer a question asked in a fact-finding meeting, Educational Conference, or Hearing;
J. To not participate in an Educational Conference or Hearing, noting resolution proceedings may continue without their participation;
K. To be informed of the outcome of the resolution process;
L. To appeal the decision as outlined in the appeals section of the Code of Conduct.

Student Responsibilities: The following responsibilities represent the standard of conduct at the University for individual students and recognized student organizations:

A. To maintain a level of behavior consistent with the Honor Code and Code of Conduct;
B. To observe the laws of local, state, and federal government;
C. To read, become familiar with, and adhere to all University policies;
D. To participate in all resolution proceedings or communicate the desire to abstain, unless participation has been required at a fact-finding meeting;
E. To stay informed by reading communications from the University.
VI. Prohibited Conduct
The following conduct is prohibited as it violates the spirit of the University’s motto and the shared commitments and values of the institution.

A. Alcohol
1. Common Source: Providing access to or serving alcoholic beverages from common sources is prohibited. This includes possession, storage, or use of any container where alcohol may be stored, mixed, or served from including, but not limited to, kegs of any size, shared coolers, commercial dispensers, or punch bowls or any container that serves as a common source of access to alcoholic beverages to multiple persons.
2. Drinking/Possession: 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.
3. Driving Under the Influence: In addition to being a violation of Tennessee law, driving under the influence of alcohol or drugs is prohibited by the University.
4. Glass Bottles: Glass bottles or glass containers of alcohol are prohibited.
5. Providing to Underage: It is unlawful under Tennessee law and prohibited by the University for a person to buy, furnish and/or make available alcoholic beverages for anyone under the age of 21.
6. Public Intoxication-Alcohol: Public intoxication, being under the influence of alcohol to the extent of losing control of one’s faculties or behavior, including disorderly conduct in public or private locations (including student housing), or endangering oneself or others, is prohibited.
7. Rapid Consumption: The possession of paraphernalia such as beer funnels, beer pong games, and drinking games with or without the express purpose of encouraging or facilitating the rapid consumption of alcohol is prohibited.

B. Drugs
1. Illegal Drugs: The University prohibits the unlawful possession, use, manufacture, and/or distribution of marijuana, narcotics, hallucinogens, and/or other dangerous drugs.
2. Illegal Use of Prescription Drugs: Misuse of prescription drugs including using without a prescription or in manners inconsistent with prescribed use is prohibited.
3. Paraphernalia: Drug-related paraphernalia is prohibited even if the paraphernalia is being used for an alternate purpose. Drug paraphernalia most commonly refers to any equipment used to produce, conceal, and consume illicit drugs. It includes, but is not limited to, items such as smoking devices, bongs, roach clips, miniature spoons, homemade bongs, scales, cigarette papers, needles, and various types of pipes.
4. Public Intoxication-Drugs: Public intoxication, being under the influence of drugs to the extent of losing control of one’s faculties or behavior, including disorderly conduct in public or private locations (including student housing), or endangering oneself or others, is prohibited.
5. Selling, Distributing, or Providing Drugs: Students may not sell, distribute, or provide illegal drugs or violate federal or Tennessee state laws related to sales, distribution, or provision of drugs to anyone on or off campus. Provision includes “sharing” or
“trade” but does not require an exchange of money, anything of value, services, or favors.

6. **Tobacco, Smoking Hemp, and Vapor Products**: The University prohibits the unlawful possession, use, or distribution of tobacco products including tobacco, smoking hemp, or vapor products or smokeless nicotine products. Under Tennessee law, smokeless nicotine products means nicotine that is in the form of a solid, gel, gum, or paste that is intended for human consumption or placement in the oral cavity for absorption into the human body by any means other than inhalation. Smoking and the use of tobacco products is prohibited in all student housing and campus buildings, including on balconies, and within 50 feet of campus buildings.

C. Abuse and Respect for Others

1. **Bullying**: Bullying, the repeated and/or severe behaviors directed at a person or persons that cause or would reasonably cause the person(s) to be intimidated, distressed, or harmed physically, mentally, or emotionally and interferes with their ability to participate in and benefit from the University’s activities, is prohibited.

2. **Physical Conflict**: Students may not engage in physical conflicts including 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. Students alleged to have engaged in physical conflicts resulting from domestic or dating violence may be referred for resolution under the Title IX and Sex Discrimination Policy.

3. **Hazing**: Acts of hazing by RSOs, groups, individuals, and/or alumni are prohibited. Hazing is any conduct that causes or reasonably expects 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 or RSO, regardless of the person’s willingness to participate and regardless of whether the RSO or group is officially recognized. Apathy or acquiescence in the presence of hazing are not neutral acts but constitute complicity. Students and RSOs may be charged separately through the University resolution process.

4. **Harassment**: Students may not engage in unwelcome verbal or physical conduct that is so sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Sexual or gender-based harassment will be handled under the Title IX and Sex Discrimination Policy. Other forms of harassment (i.e. age, race, disability, etc.) will be managed under the Non-Discrimination, Anti-Harassment, and Retaliation Policy.

5. **Retaliation**: Any person who brings a good faith report under this Code of Conduct, or has information about or is involved in a resolution process, is encouraged to do so without fear of adverse action. 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. Retaliation as a part of an ongoing investigation of sexual or gender-based harassment will be handled under the Title IX and Sex Discrimination Policy. Retaliation as part of an ongoing
investigation of other forms of harassment (i.e. age, race, disability, etc.) will be managed under the Non-Discrimination, Anti-Harassment, and Retaliation Policy.

D. Community Behavior

1. **Complicity**: The state of being involved with others in an illegal activity, violation of policy, or wrongdoing and/or failure to take reasonable action in the face of a clear wrong is prohibited. Additionally, students may not facilitate or actively encourage others to violate the Code of Conduct.

2. **Conduct Unbecoming**: Students are expected to respect the dignity of all individuals. This tenet extends to the interactions students have with one another, University staff and faculty, and any other individuals. When a behavior is determined to cause disruption to the learning environment or campus community, the conduct is no longer becoming of a Sewanee student.

3. **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. Violations of this policy may be referred to the Honor Council.

4. **Disruptive Behavior**: Conduct constituting a nuisance or danger to persons (including oneself) or property, including but not limited to being loud, aggressive, intimidating, bullying, engaging in a physical conflict. This conduct is prohibited.

5. **Disruption of the Resolution Process**: No one will engage in conduct that disrupts a meeting, Educational Conference, or Hearing, lessens the authority or dignity of any participant in the resolution process, or otherwise intentionally interferes with the resolution process. This includes causing, attempting to cause, or coercing a student to give false information in any meeting, Educational Conference, or Hearing. Students found to be giving false information can be referred to the Honor Council for lying.

6. **Endangerment**: Students are expected to protect the safety of themselves and others by making responsible choices to reduce the risk of danger. Physical, mental, or emotional 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 is prohibited.

7. **Failure to Comply**: Students are expected to be cooperative and respectful to University Officials who are acting in the performance of their duties. Further, students are expected to comply with instructions, requests, or orders of a University Official, a University Official’s designee, or a University document. A Failure to Comply violation can result when a student knows or reasonably should have known of the instruction, request, or order.

8. **Public Health Measures**: The University establishes health policies with the goal of providing the safest environment for students, faculty, and staff to learn and live together on The Domain. Students must follow all of these policies.

9. **Theft**: Students should respect the property of 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. Violations of theft may be referred to the Honor Council.

10. Unauthorized Entry: Students are prohibited from physically entering non-public areas of the University without first receiving the appropriate permission(s) that grants access. Students are also prohibited from assisting others without permission to enter such areas. Non-public areas include, but are not limited to: student housing including private rooms, construction areas, athletic playing surfaces, staff or faculty offices, card-restricted rooms/areas, rooftops, and balconies, as well as closed or locked academic or administration buildings, University chapels and towers.

E. Property

1. Damage to Property or Premises: The damage, destruction, or abuse of personal, private, or University property and/or premises is prohibited. Students may be charged restitution for any damage to University facilities and public areas that result from misconduct or misuse.

2. Misuse of University Property: Using University property in manners inconsistent with the designed use is not allowed. This includes removing, exchanging, or otherwise relocating property (i.e., furniture, plants, mattresses, doors, or other furnishings).

3. 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.

F. Safety and Security

1. Fire Hazards and Combustible Materials: The University is committed to the safety and welfare of our community, and 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 Domain. Students may not light fires of any kind without the appropriate permits and approval. A Tennessee State burn permit is needed between October 15 and May 15.

2. Tampering with Fire Safety Equipment: 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 and/or with batteries intact.

3. Pets and Other Animals: Students are prohibited from having pets and other animals in University-owned buildings and all student housing. Animals appropriately registered as an emotional support animal with Student Accessibility Services may reside in student housing, but may not be in other University buildings. Service animals will have appropriate access granted to them as defined by the ADA.

4. Weapons: Students may not engage in any behavior that violates the University Weapons Policy.
G. Other Policy or Laws
   1. Other Policy or Law Violation: Students are expected to comply with all University policies, as well as local, state, and federal laws. Violation of a University policy, or policies governing academic or administrative units, including Athletics, are a violation of the Code of Conduct. Additional policies may be found by using University credentials on the Provost’s webpage and the EQB Guide.

VII. Procedure
   A. Standard of Evidence: The University uses a preponderance of the evidence standard to determine responsibility, which means that if it is more likely than not that the student violated a policy, the student will be found responsible.
   B. Release of Information: The University does not release certain information related to the conduct process.
      1. Information collected via a report or during the fact-finding phase is usually not shared with the Respondent or Complainant until an official notice has been given to the Respondent(s) of an Educational Conference or Hearing.
      2. Conduct records are a part of a student’s education record and are handled in accordance with the Family Educational Rights and Privacy Act (FERPA).
      3. Outcomes from an RSO resolution process may be shared by the University once the resolution process has concluded. This information may be redacted in accordance with FERPA.
   C. Scheduling
      1. Fact-Finding meetings, Educational Conferences, and Hearings are scheduled based upon the class schedules of the involved parties, availability of the Resolution Facilitator, Hearing Board members, and any witnesses relevant to each case.
      2. If a Resolution Facilitator needs to reschedule the Educational Conference or Hearing prior to its commencement, the facilitator will make a reasonable effort to notify the student of the new time, date, and location of the Educational Conference or Hearing. The facilitator will set a new meeting time, date, and location.
      3. If a Respondent needs to reschedule the Fact-Finding meeting, Educational Conference, or Hearing prior to its commencement, they must contact the Resolution Facilitator in advance to request an alternative date and time. These meetings will be rescheduled only for reasonable, unavoidable scheduling conflicts, or additional time to provide evidence or identify witnesses.
      4. Fact-Finding meetings, Educational Conferences, and Hearings are not scheduled during final exam periods, reading days, or holidays when the University is closed. The University reserves the right to continue the resolution process during academic breaks when appropriate.
      5. A student’s failure or refusal to attend a Hearing or Educational Conference will result in a Hearing or Educational Conference being conducted in the student’s absence, including the determination of responsibility and assigning of outcomes as appropriate.
      6. At any point during the resolution process, students seeking accommodations for disabilities should contact Student Accessibility Services at sas@sewanee.edu.
   D. Supportive Measures: The Office of Community Standards may take supportive measures and share information about support resources that may include counseling and
psychological and trauma-informed services to Complainants, Respondents, and other impacted parties.

E. Interim Measures

1. The Resolution Facilitator may recommend to the Dean of Students, or Vice Provost for Student Success in their absence, an Interim Measure be issued. The Dean of Students may then determine if interim measures should be issued to a student or RSO when there is reason to believe, based upon available information, that the student or RSO has engaged, attempted, or threatened to engage in behavior that:
   a. poses a danger of imminent physical harm to the student or to others, or
   b. directly or substantially impedes the lawful activities of other members of the campus, or
   c. has or is likely to cause property damage, or
   d. there is an indication of the potential for ongoing violation of University policies.

2. Types of Interim Measures:
   a. Interim Organization Restriction: RSOs may be issued interim restrictions on their activities as defined by the Dean of Students including, but not limited to, a cease of operations, new member activities, or events with alcohol.
   b. Interim Suspension: This action requires a student to leave The Domain and University property immediately, not return during the interim suspension period, and/or comply with other stated conditions for a specified period.
   c. Housing Relocation: This action requires a student to relocate to another space within student housing within 24 hours.
   d. Housing Removal: A student who is removed from student housing cannot enter any student housing.

3. Procedures for Interim Measures
   a. A student or an RSO’s leadership (including the designated advisor or coach) will receive notification via email or other appropriate manner of any interim measures, which will explain the nature and reason for the action, as well as any interim restrictions that may apply.
   b. Any student who is suspended on an interim basis and returns to The Domain or University 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.
   c. Following the imposition of interim measures, the standard resolution process shall be provided as expeditiously as possible.

F. Preliminary Steps

1. Report: The resolution process begins with a report of a potential violation of the Code of Conduct. Any member of the University community, any anonymous person, or any concerned person can file a report.
   a. Reports may be filed via:
      i. The Office of Community Standards webpage
      ii. The Sewanee Police Department
      iii. Mail or email to the Office of Community Standards (communitystandards@sewanee.edu)
      iv. The LiveSafe app
v. In person in the Dean of Students’ Office or Office of Community Standards in the Bishop’s Common

b. Office of Community Standards conducts a threshold review of all reports including examining readily available information for credibility and actionability before being addressed.
   i. Examples of readily available information include but are not limited to, housing assignments, participation and registered event data, and student enrollment information.

c. Reports including potential violations of the Non-Discrimination, Harassment, and Retaliation policy and/or the Title IX and Sex Discrimination policy will be referred to the Senior Director of Equity, Equal Opportunity, and Title IX.

2. Notice: If the threshold review yields credible information of an alleged violation of the Code of Conduct or other University policies, written notice will be provided to the Respondent of either fact-finding or an Educational Conference.
   a. Notice of fact-finding will follow the procedures outlined below.
      i. Participants in fact-finding meetings will be provided with written notice to the University email address at least 24 hours prior to the meeting date.
      ii. Written notice will include a general summary of the incident and University policies potentially relevant to the incident, as well as the date, time, and location of their meeting.
      iii. In cases involving potential violations by RSOs, the RSO leadership and their advisor will be invited to attend a meeting with the Resolution Facilitator to discuss the fact-finding process before fact-finding meetings commence with any individual student. This may include a request for an internal fact-finding report.
      iv. Participants in fact-finding meetings may bring a Support Person of their choice; however, no person who may be subject to the fact-finding process is permitted to serve as a Support Person during fact-finding meetings.
   b. Notice of an Educational Conference or Hearing will follow the procedures outlined below.
      i. The notice will be sent to the University email address of the Respondent(s). In the case of an RSO, notice will be sent to the RSO’s leadership including the organization’s advisor or coach.
      ii. Notice will include a summary of the allegation, alleged policy violations, date, time, and location of the Educational Conference or Hearing, name of Resolution Facilitator and/or Hearing Board Panelists, any interim measures in place, and instructions about the resolution process. These instructions will include opportunities to submit additional information and address potential bias.
      iii. Notice will be sent no less than five (5) business days prior to the Educational Conference or Hearing date to accommodate students requesting to view case materials in advance.

3. Fact-Finding: The Resolution Facilitator assigned to manage the report by the Office of Community Standards will oversee fact-finding related to the nature of the report.
Fact-finding includes readily available information (e.g., room assignment, registered event), as well as information from people who may have some knowledge of the incident. Fact-finding efforts are designed to determine if there is enough information to support an alleged violation of the Code of Conduct or other University policies.

a. The University may interview all necessary persons including, but not limited to, witnesses to the behaviors. Attendance at these meetings may be required when deemed to be in the interest of community safety and wellbeing.

b. RSOs may be asked to provide an internal fact-finding statement regarding the allegations.

c. If the fact-finding conducted by the University determines there is sufficient information to support an alleged violation of the Code of Conduct or other University policy, the Respondent(s) will be notified in writing as described above.

G. Resolution Process

1. Educational Conference: An Educational Conference is an informal resolution process during which the Respondent meets with the Resolution Facilitator to mutually resolve allegations. With few exceptions, all cases begin resolution at an Educational Conference.

a. Educational Conferences provide the Resolution Facilitator and Respondent an opportunity to discuss the available information and alleged violations to mutually assess whether it was more likely than not the Respondent violated the Code of Conduct or other University Policies.

b. Educational Conference Procedures: The following procedures will be followed for all Educational Conferences.

i. Educational Conferences are closed meetings.

A. A Respondent may bring a Support Person with them to Educational Conferences to provide them support as described in the Code of Conduct.

B. Witnesses are not permitted in Educational Conferences.

ii. The Resolution Facilitator will provide the Respondent with an opportunity to review the information collected by the University during fact-finding and respond to the alleged violations.

A. The University reserves the right to redact information when it poses a risk to the safety of an individual(s) or is required by FERPA.

B. If the Respondent wishes to provide additional information or materials, they may request the Educational Conference be paused and resumed when they can provide this information.

iii. Resolution options during an Educational Conference are as follows.

A. After reviewing the information and discussion, the Respondent and Resolution Facilitator may agree that insufficient information exists to substantiate a violation and determine the student is not responsible for a violation.

B. If the Resolution Facilitator and the Respondent determine the Respondent is responsible for a violation using the established standard of evidence, the Respondent may:
1. Agree to fulfill the outcomes as discussed and waive appeal rights; or
2. Disagree with the proposed outcomes and request a Hearing for determination of appropriate outcomes.

C. If the Respondent and Resolution Facilitator do not reach a mutual decision during the Educational Conference, the case will be referred for a Hearing.

iv. A Respondent may request to resume the Educational Conference at any time prior to the commencement of a Hearing to pursue informal resolution of an alleged violation.

2. **Hearings**: The Office of Community Standards determines the appropriate Hearing type and schedules the hearing for all incidents.

   a. **Hearing Board Jurisdiction**
      i. The Student Conduct Board hears cases involving individual students.
         The Student Conduct Board does not hear cases involving RSOs or those that could result in an outcome of removal from student housing, suspension, or expulsion.
      ii. The Community Hearing Board hears cases involving individual students that could result in outcomes of removal from student housing, suspension, or expulsion, and involving RSOs.

   b. **Hearing Types**
      i. **Student Conduct Board**: The Student Conduct Board is a panel composed of no fewer than three trained students who have been selected through an application and interview process.
         A. The Director of Community Standards serves as an advisor for the panel to oversee their training and adherence to the procedures outlined in the Code of Conduct. The Associate Dean of Students will serve as the advisor in cases where the Director of Community Standards has been the Resolution Facilitator.
         B. The SCB advisor may be present during Hearings as a non-participant.
         C. Hearings conducted by the Student Conduct Board will be chaired by one of the students on the panel as identified by the Office of Community Standards.
      ii. **Community Hearing Board**: The Community Hearing Board is a panel composed of one faculty member, one staff member, and one student trained by the Office of Community Standards.
         A. Panelists must be in good standing with the University in order to serve.
         B. Hearings conducted by the Community Hearing Board will be chaired by either the faculty or staff member on the panel as identified by the Office of Community Standards.

3. **Hearing Procedures**: The following procedures are followed regardless of the Hearing type:
   a. Prior to a Hearing, the Complainant(s) and Respondent(s) will receive the Hearing materials including information collected during fact-finding (such as
notes and photos), instructions related to the resolution process, and relevant policy(ies).

i. 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.

ii. Should the Respondent or Complainant wish to have additional time to review the incident report or to collect information that would be helpful in the case outcome, the Hearing can be rescheduled for a later date not to exceed five (5) business days from the originally scheduled date.

iii. The Complainant(s) or Respondent(s) may request a meeting to review the Hearing materials with the Resolution Facilitator or another member of the Dean of Students staff.

b. The Complainant(s) and Respondent(s) may request permission to bring additional information to the Hearing including a person or persons who have information related to the incident to the Hearing to serve as witnesses.

i. The name of any person appearing as a witness should be emailed to communitystandards@sewanee.edu no less than one (1) business day prior to the Hearing and include why the witness is relevant to the case.

A. Complainant(s) and Respondent(s) are responsible for ensuring their witness(es) are present at the Hearing.

ii. Additional information should be provided to the Office of Community Standards at communitystandards@sewanee.edu no less than one (1) business day prior to the Hearing and include why the information is relevant to the case. This information will be added to the Hearing materials for all parties, including the hearing board panelists.

c. A Hearing is a closed meeting involving only those who have information regarding what happened, an optional Support Person for each party, and those responsible for the resolution process.

i. A support person cannot speak directly to any other party during a hearing or speak on behalf of the Respondent.

ii. The hearing may not be recorded by anyone other than the Hearing Board Chair, and the recording is the property of the University for the specific purposes of any potential appeal.

d. During a Hearing, the Complainant and Respondent will have the opportunity to challenge or clarify information related to the incident and present their own information related to the incident.

e. The Chair of the Hearing will determine whether the information shared by any party including witnesses is relevant to what happened during an incident and may limit information if it is determined to be irrelevant.

f. At the conclusion of the Hearing, the Hearing Board will deliberate in private to determine responsibility using the preponderance of the evidence standard. If a student is found responsible for a violation(s), the Hearing Board will assign outcomes.

g. A Respondent’s prior conduct record will be considered only during the determination of outcomes phase of the Hearing and will not be considered during the deliberation regarding responsibility for the alleged violation(s).
4. **Outcome Letters**: Decisions regarding responsibility and outcomes, if any, will be delivered to the student or RSO leadership including advisor or coach in writing through the student’s University email address within seven (7) business days of the Educational Conference or Hearing.

H. **Appeals**: Students and RSOs may submit appeals to the outcome of a resolution process in the following circumstances and observing the procedures outlined below. All appellate responses are final.

1. **Cases Eligible for Appeal**: Cases heard by the Student Conduct Board or Community Hearing Board are eligible for appeal. Outcomes related to suspension, revocation of RSO recognition, expulsion, and removal from student housing will not take effect until the appellate process is complete, except in the case of Interim Measures.

2. **Grounds for Appeal**: The decisions made by the Student Conduct Board or the Community Hearing Board related to responsibility or outcomes can be appealed, provided that one or more of the reasons for appeal is relevant to the case:
   a. Procedural error, which had a bearing on the original decision.
   b. New information that was not available at the time of the hearing that would affect the original decision.
   c. Disproportionate nature of the assigned outcomes to the violation.

3. **Appellate Officers**: All appeals may be heard by the Appeals Board.
   a. The Appeals Board has three members—one faculty member as chair, one staff member, and one student. Two faculty members or two staff members may serve along with one student if needed.
   b. The students serving on the Appeals Board shall be appointed from the pool of trained hearing panelists for either the Student Conduct Board or Community Hearing Board and will not have participated in the original hearing of the case.
   c. The faculty or staff members shall be appointed by the Dean of Students, or designee, annually and include one chair for the appellate proceedings, and will not have participated in the original hearing of the case.
   d. All three members shall have an equal vote, and a majority vote is needed to change a previous decision regarding responsibility and/or outcomes.

4. **Appeal Procedures**: The following procedures are followed regardless of the appellate body:
   a. A written appeal must be completed and submitted via the online appeal form within five (5) business days from the date of the Outcome Letter. A student may request an extension of this deadline by submitting an extension request to the Appeals Board Chair in writing.
      i. Unless instructed otherwise, a student should continue attending classes during the Appeals Process.
   b. The appeal request 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.
   c. The Appeals Board Chair will first review the request for appeal to determine if the request meets the established criteria for appeal and is within the appeal
filing timeline. This determination will be made within seven (7) business
days of the appeal submission.

i. If the Respondent(s) do(es) not meet the established criteria for appeal
or the appeal is not submitted within the allotted time frame, the
original decision of the Hearing Board will be the final decision of the
University.

ii. If the appeal meets the established criteria and timeline, the case will
be referred to the Appeals Board.

iii. The Respondent(s) will be notified in writing of the appeal request
determination sent via email to the University email address of the
Respondent(s) within seven (7) business days of the referral from the
Chair.

d. If the appeal is referred, the Appeals Board shall have access to the case file
maintained by the Dean of Students’ Office.

5. **Appeal Outcomes:** The Appeals Board has the option of:
   
a. affirming the original decision(s) regarding responsibility and outcomes,
   
b. affirming the original decision(s) regarding responsibility and modifying the
outcomes,
   
c. sending the matter back for a rehearing by a new panel of the Student Conduct
Board or Community Hearing Board, whichever heard the original case
according to the procedures of the respective Hearing Board, if a procedural
error is found to have impacted the original outcome, or
   
d. reversing the original decisions regarding responsibility and eliminating the
outcomes.

6. **Notification:** Appellate outcomes are communicated in writing and sent to the
   Respondent’s University email address within seven (7) business days of referral to
   the appellate body or determination the appeal did not meet the criteria.
   
a. The case is considered complete once the appeal outcome response is sent or
the appeal window closes without a submission.

I. **Overlapping Jurisdiction:** In cases where conduct may violate policies included in the
   Code of Conduct and another policy governed by the Honor Council or Title IX, the
   following procedures will be observed.

1. Cases with potential violations of [Title IX policies](#) will be referred to the Senior
Director of Equity, Equal Opportunity and Title IX Coordinator for evaluation
   and administration. This evaluation will take priority over administration of the Code
   of Conduct procedures. The Senior Director of Equity, Equal Opportunity, and Title
   IX Coordinator will consult with the Office of Community Standards for resolution of
   any potential violations of the Code of Conduct.

2. The [Honor Code](#) begins with the principle that “an honorable person shall not lie or
   cheat or steal.” As such, any allegation of lying, cheating, or stealing may be
   remanded to the Honor Council for review and resolution, in addition to being
   reviewed through the Student Conduct process. In these cases, the Office of
   Community Standards and the advisor to the Honor Council will confer about the
   priority order of resolution.
VIII. Outcomes

The University uses a progressive outcome model for addressing repeated violations of University policies throughout a student’s enrollment. The outcomes assigned in each case address the specific behaviors present in the incident, as well as considering the student’s prior history of violations. The goal of outcomes is to impact future decision-making and initiate appropriate behavior change. Educational outcomes including trainings and reflective activities are used more frequently to fulfill this goal. Multiple violations, even minor ones, will see the implementation of more restrictive outcomes as these educational outcomes fail to result in changed behavior. For example, a common outcome for a first-time underage possession of alcohol violation could include an educational course about alcohol, the opportunity to complete Conduct Forgiveness, and a reflection paper.

The following outcomes may be used for students and RSOs as a means to address the harm caused by their behaviors and resolve violations of this Code of Conduct. More than one outcome may be applied for any single violation.

1. Administrative Referral: Students will be required to meet with another University office or department for a particular need or behavior. For example, a student may be referred to meet with a Student Success and Career Readiness coach for academic support.

2. Conduct Forgiveness: Conduct forgiveness gives students a one-time opportunity to restore any loss of privileges associated with a violation. A student will complete assigned community service hours to restore harm in the community and complete a reflection paper to earn Conduct Forgiveness. If a student never has any other incidents in which the student is found responsible, the initial incident will not be reported on a conduct check. If further violations occur, Conduct Forgiveness will be revoked including being listed in a student’s conduct record and be used for assignment of future outcomes.

3. 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 required to take a drug test will be contacted via University email and phone.

4. Educational Programs: There are several in-person and online educational seminars and workshops students may be assigned to attend specifically designed to address the issue or behavior. On occasion, students may be asked to pay for these classes or services as applicable.

5. Expulsion: Separation of an individual student 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 status is imposed.

6. Housing Probation: Students placed on housing probation are permitted to remain as a campus resident, provided they abide by the rules and regulations outlined in the Code of Conduct, Residential Life Policies, and for campus residency. Violations of any campus policies while placed on housing probation will result in immediate removal from campus housing.
7. **Housing Relocation:** The University reserves the right to relocate students as appropriate to ensure safety and a productive learning environment for all students.

8. **Institutional Probation:** A period of time during which any further violation of University policy may result in suspension. A student or RSO on Institutional Probation will be considered to not be in good standing, which may affect the student’s ability to participate in certain University activities including leadership roles and study abroad opportunities or restrictions of an RSO’s recognition privileges.

9. **Letters of Apology:** Students may be assigned to provide a reflective letter of apology.

10. **Loss of Privileges:** Specific privileges to be involved in the University 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 out of student housing, membership in RSOs, which may include the ability to participate in recruitment for Greek organizations, and/or remaining in student housing beyond finals.

11. **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 the resolution process in an effort to preserve the educational environment for both parties.

12. **No-Trespass Order:** The University may limit any person from coming to the Domain or campus as appropriate. This order is typically issued by the Sewanee Police Department in consultation with the Dean of Students.

13. **Other Educational Outcome:** A student may be assigned an educational outcome not listed here that is tailored to their specific need and circumstances of violation.

14. **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.

15. **Reflection Essays:** A student may be asked to research and reflect on a violation.

16. **Removal from Student Housing:** Loss of the privilege of living in student housing. A person removed from student housing for conduct reasons will be responsible for all housing charges assessed for the semester the student is removed. Additionally, the student will be responsible for the complete payment of the student’s current meal plan, unless the student receives an exemption from the Dean of Students.

17. **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.

18. **Revocation of RSO Recognition:** Loss of recognition as a registered student organization at the University. The group loses all rights and privileges of University recognition. Revocation may be issued for a period of time equivalent to individual student suspension, or may be issued permanently, equivalent to individual student expulsion.
19. **Social Restriction**: Restriction from participation in or hosting of specified University/sponsored activities, events, or use of specified University facilities. Social restriction may be tailored to each student or RSO based on the nature of the violation.

20. **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 their safety, the counselor may report this to the University.

21. **Suspension**: Separation of an individual student 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 status is imposed.

22. **Warning**: Written notice given to draw attention to the fact that behavior was not appropriate and violated University policy.

**IX. Revision**
The Code of Conduct is revised annually at the direction of the Dean of Students. The University reserves the right to issue revisions at any time throughout the year.

The Dean of Students will provide all students with written notice when changes have been made to this document. It is the responsibility of each student to read and be familiar with the provisions of this Code of Conduct and other University policies.
Policies and Procedures
Office of Residential Life

Introduction

"Ecce Quam Bonum Et Quam Iucundum Habitare Fratres In Unum." or "Behold How Good and Joyful a Thing it is for Kindred to Dwell Together in Unity." This motto is the principle upon which Residential Life at Sewanee is built.

The Office of Residential Life works to foster EQB with over 98% of undergraduate students who live on campus. The Residential Life policies and procedures outlined here are designed to ensure a safe and successful living community. Students who are alleged to have violated any of the residential life policies outlined in this document, following the procedures presented below.

The University reserves the right to enter student rooms and houses for purposes including, but not limited to, the following: inspection and repair by authorized personnel, disciplinary purposes upon reasonable suspicion of violations of University policy, health and safety checks, occupancy checks, facility emergencies, or other reasons deemed appropriate by the Director of Residential Life, or their designee. If such inspections are of routine or periodic nature, a reasonable effort will be made to give prior notice.

Incident Reports received by the Office of Residential Life, and/or behaviors occurring in university-owned housing, also may be referred to the Office of Community Resolution, Honor Council, Title IX, and/or any relevant office for resolution. Referred incidents will be resolved according to the policies and procedures of the department responsible for resolution. Any case that may result in removal from University housing will be automatically referred to the Office of Community Resolution.

The Code of Conduct also applies to behaviors occurring within the University’s residential community. Any behavior or procedures not specified in this document are governed by the Code of Student Conduct. Any questions regarding policies or procedures should be directed to the Office of Community Standards.

Student Rights in the Residential Life Resolution Process

The University affirms the following student rights and privileges in the Residential Life Resolution Process:

A. To be informed of the Residential Life policies and its corresponding procedures;
B. To petition for redress of a grievance arising from an incident that violates Residential Life policy;
C. To receive notice of any alleged violations of Residential Life policy and/or breaches of the Code of Conduct prior to the initiation of a Resolution Meeting or Outcome Review;
D. To have an opportunity to be heard by an impartial decision maker to address an allegation/s of a violation of Residential Life policy.
E. To be presumed not responsible for a violation of Residential Life policy until the conclusion of the Residential Life Resolution Process.
F. To have an advisor of one’s choosing present in any Resolution Meeting or Outcome Review. Advisors may not participate directly in a Resolution Meeting or Outcome Review, nor may an advisor address any party other than the student the advisor is supporting;
G. To examine evidence of an alleged violation to be presented prior to a Resolution Meeting or Outcome Review;
H. To not participate in a Resolution Meeting or Outcome Review, noting resolution proceedings may continue without their participation;
I. To be informed of the outcome of the resolution process;
J. To request an Outcome Review if a resolution cannot be reached in a Resolution Meeting.

**Procedures**

**Initiating the Residential Life Resolution Process**

1. When a potential violation of the Residential Life policies is observed by or reported to a staff member in the Office of Residential Life (including but not limited to Residential Life leadership, Area Coordinators, and Proctors), an incident report will be submitted.
   a. An incident report is a written account of an event or situation that occurred and is submitted via the incident reporting form found [here](#).
   b. Incident reports may include supporting documentation such as pictures, videos, etc.

2. The incident report will be reviewed by the Office of Residential Life and/or the Office of Community Standards and will be assigned to an appropriate Resolution Officer for management.
   a. Reports may be referred to other University offices depending on the nature of the information submitted. This may include referral to University offices in order to implement appropriate supportive measures.
   b. Referral of reports to other offices does not prevent the Office of Residential Life from also addressing the reported concerns.

3. The assigned Resolution Officer will review the information contained in the report to determine if there is sufficient information to initiate the Residential Life Resolution Process.
a. If the report lacks sufficient information to initiate the resolution process, it will be dismissed.

b. Appropriate parties will be informed in writing within ten (10) business days of the report’s dismissal.

c. If necessary, a timeline for fact-finding to determine the merit of the information received will be communicated to the appropriate parties within ten (10) business days of receiving the information.

4. A meeting notification letter will be sent to appropriate parties and will include: a summary of the information received; the Residential Life policy alleged to have been violated; the date, time, and location of the meeting; and any interim measures.

   a. The notice will be sent to the Respondent’s University email account no less than three (3) business days prior to a scheduled meeting.

   b. Failure to read a meeting notification letter, or to attend the scheduled meeting, may result in a Resolution Officer making a decision in the Respondent’s absence. Cases resolved in a Respondent’s absence are not eligible for an Outcome Review.

5. Prior to any meeting, the Respondent may contact the Resolution Officer, the Office of Residential Life, or the Office of Community Resolution to arrange to examine evidence of an alleged violation to be presented during the Residential Life Resolution Process.

Resolution Meeting Process

1. Respondents will be provided with an opportunity to participate in a Resolution Meeting to resolve the allegations.

   a. Resolution Meetings are closed to the public.

   b. Resolution Meetings permit the Respondent to discuss the allegations with a Resolution Officer.

   c. Respondents may have up to one (1) advisor present at a Resolution Meeting. An advisor may not represent, speak on behalf of, delay, disrupt, or otherwise interfere with a Resolution Meeting. An advisor may not be an involved party in the allegations being resolved.

2. The Resolution Officer will complete the following during the Resolution Meeting:

   a. Provide an opportunity for the Respondent to review their Student Rights in the Residential Life Resolution Process.

   b. Review the Resolution Meeting process and the alleged violation(s) of Residential Life policy.

   c. Review the information contained in the incident report, including a synopsis of any evidence.

3. The Resolution Officer will provide the Respondent with an opportunity to respond to the information contained in the incident report, the evidence, and the alleged violation(s).
4. The Resolution Officer will determine if there is sufficient information to meet the standard of evidence.
   a. The Residential Life Resolution Process uses a preponderance of the evidence standard to determine responsibility, which means that it is more likely than not that the Respondent violated the alleged policy(ies).
5. The following outcomes may be decided as a result of the Resolution Meeting:
   a. The Respondent is found not responsible for a violation of the Residential Life policy(ies).
   b. The Respondent is found responsible for a violation of Residential Life policy(ies) and accepts the proposed outcome(s);
      i. Respondents cannot participate in an Outcome Review if they accept the finding of responsibility and the outcome(s) during the Resolution Meeting.
   c. The Respondent is found responsible for a violation and does not accept that they are responsible for the violation of Residential Life policy(ies) and does not accept the proposed outcome(s);
   d. The Respondent is found responsible for a violation of Residential Life policy(ies) and accepts the responsibility but does not accept the outcome(s)
6. Respondents will be provided a written outcome letter regarding responsibility and sanctions, if any, through their University email address within seven (7) business days of the Resolution Meeting.
7. Failure to complete the assigned sanctions by the assigned deadline may result in additional disciplinary action.

Outcome Review Process
1. In cases where a Respondent is found responsible for a violation and the outcomes issued may include housing relocation, removal in abeyance from student housing, or restitution over $50.00, the Respondent may request an Outcome Review. Outcome Reviews are managed by the Director of Residential Life, or their designee. Outcome reviews may only be requested due to one or more of the following issues:
   a. Procedural error, which had a bearing on the original decision;
   b. New information that was not available at the time of the Resolution Meeting that would affect the original decision; or,
   c. Disproportionate nature of the assigned outcomes to the violation.
2. When a Respondent requests an Outcome Review following a Resolution Meeting, the following will occur:
   a. The Resolution Officer will refer the request to the Director of Residential Life or their designee.
b. The Director, or their designee, will send a meeting notification letter to schedule a meeting with the Respondent within seven (7) business days from the date of the Resolution Meeting.

c. The Director, or their designee, will review the information from the report as well as the Resolution Meeting and will make a decision regarding responsibility and any assigned outcomes.

3. Outcome Review decisions are final and cannot be appealed.

Policies

The following policies outline the expectations of Residential Life and standards within the University’s residential community:

1) Abandoned Property
   a) Upon checking out of any University owned student housing, any belongings or items left by the resident or organization are considered abandoned property. Items will be discarded. The University does not store student belongings.

2) Alcohol and Other Drugs
   a) Students under the age of twenty-one (21) are not permitted to possess, consume, store, or have alcoholic beverages.
   b) Students over the age of twenty-one (21) are permitted to have alcohol only in their assigned rooms or their Theme or Language House.
   c) Alcoholic beverages are not permitted in the common areas of Residence Halls, regardless of the resident’s age. This includes but is not limited to lounges, laundry rooms, outside patios, breezeways, courtyards, hallways, and other areas readily accessible to others.
   d) Alcohol beverages in glass containers or bottles are not permitted.
   e) The possession of paraphernalia items such as beer funnels, beer pong games, and drinking games with or without the expressed purpose of the rapid consumption of alcohol is not permitted.
   f) No student over the age of 21 may buy, furnish, and/or make available alcoholic beverages for anyone under the age of 21.
   g) Being intoxicated in the common areas of Residence Halls is not permitted.
   h) Events with alcohol must be registered and approved through the Office of Campus Activities for alcoholic beverages to be consumed in public areas of Theme or Language House. Residence Halls are not permitted to have events with alcohol.
   i) Students must abide by the University Drug policy in the Conduct of Conduct that covers illegal drugs, misuse of prescription, selling/distribution, public intoxication, and paraphernalia.
3) Animals
   a) Only approved animals are permitted in University-owned buildings, including the Residential Halls. Students living in housing managed by Residential Life may not own pets or have animals visit them in halls. For more information, please visit the Student Accessibility Services website.
   b) Students will be charged restitution for all cleaning related to the pet's presence, including carpet cleaning, pest control, and HVAC cleaning.
   c) Intentionally misrepresenting the status of an animal to a University staff member, including Residential Life student employees (i.e., Proctors), will result in additional conduct sanctions.
   d) Livestock such as chickens or other outdoor animals are not permitted at any university owned student housing building or house.

4) Appliances and Kitchen Guidelines
   a) Residents in Residence Halls are permitted to have one microwave per room with a max wattage of 800 watts.
   b) Residents Theme and Language Houses are provided a microwave in their kitchen and are not permitted any other microwaves.
   c) Mini-Fridges can be no larger than 4.4 cubic feet.
      i) Residents in Residence Halls are limited to one mini fridge per bedroom for double occupancy rooms or two mini-fridges for triple rooms.
      ii) Residents in Theme and Language Houses are permitted to have one personal mini-fridge no larger than 4.4 cubic feet per bedroom. Note: It is recommended that a plastic drop cloth or other covering be placed underneath any refrigerator to prevent damage to floors and carpets.
   d) The following appliances are permitted to be used ONLY in the Residence Hall common kitchen: Rice cookers, waffle makers, griddles, and air fryers.
   e) The following appliances are not permitted to be used within a student’s assigned room in the Residence Halls: Slow cookers, crockpots, pressure cookers, Instant Pots, hot plates, toaster ovens, deep fat fryers, air fryers, George Foreman grills, electric grills/skillets, bread makers, stand-alone freezers, personal outdoor grills (gas or charcoal), coffee pots without an auto shut-off feature, and multi-cookers.
   f) The following appliances are NOT permitted in Language Houses and Theme House communities: Deep fat fryers, stand-alone freezers, hot plates, pressure cookers, toaster ovens, and propane outdoor grills.
   g) Policies for Residence Hall common kitchen use:
 Residents are responsible for cleaning up after themselves, including personal dishes, bowls, cups, pans, or utensils, as well as the surface areas and equipment they use.

 Students must label their individual items in the refrigerator and dispose of them on or before expiration dates.

 (1) All perishable items kept in the refrigerator must be either unopened or properly stored. All perishable items not stored properly may be disposed of.

 (2) The University is not liable for any food or items left in the kitchen.

 Residents are responsible for reviewing and following any posted policies and/or procedures in their individual kitchens.

 Abuse of common kitchen spaces may result in losing access to the kitchen and group charges related to cleaning or repair.

 Policies for Kitchens within Theme and Language Houses:

 Residents are responsible for cleaning up after themselves, including personal dishes, bowls, cups, pans, or utensils, as well as the surface areas and equipment they use.

 The University is not responsible for any items such as utensils, appliances, or food items.

 5) Bicycles and Other Recreational Equipment

 a) Bicycles and Scooters:

 i) Should be:

 (1) Adequately secured in bicycle rooms within the Residence Halls or bike racks closest to the Residence Halls, Theme Houses, or Language Houses, or;

 (2) Stored in a personally assigned room but are not permitted to be in front of doors or windows.

 ii) Must be registered with the Office of Residential Life each term they are on campus. The terms are Advent (Fall), Easter (Spring), and Summer.

 iii) May not be stored or placed in stairwells, hallways, fire exits; or chained/locked to stair railings, lamp posts, or shrubbery.

 iv) Are not stored by the University.

 v) Will be considered abandoned property and removed if left on campus and is not registered for the Summer term.

 b) Other Recreational Equipment:

 i) Hoverboards and other electronic riding devices are not permitted to be stored within University owned student housing.

 ii) The operation of hoverboards, skateboards, scooters or other recreation equipment is banned in all University owned student housing.
iii) Boats, Kayaks, and other flotation devices are not allowed to be stored within University owned student housing or within parking lots on campus.
   
   (1) If space is available, all boats, Kayaks, and other flotation devices can be stored in outdoor bicycle sheds or indoor bicycle rooms.

iv) Water balloon launchers, t-shirt launchers, potato launchers, and other launchers are prohibited from the University owned student housing buildings.

v) Darts and dartboards are not permitted in any University-owned student housing building. This includes metal, plastic, magnetic, and other types not listed.

vi) Pools, hot tubs, and other water features are prohibited in any University-owned student housing.

vii) Swings, playground equipment, and trampolines are prohibited at any University owned student housing.

viii) Slacklines are permitted to be put up temporarily for use and then are required to be removed when use has concluded.

6) Commercial, Solicitation, and Sales Activity

   a) University-owned student housing is off limits to all persons except University officials, community residents, residential guests, and others with a legitimate business.

   b) Off-campus salespeople and persons advertising business products are not admitted to the Residence Halls without written approval from the Director of Residential Life. This includes but is not limited to conducting or soliciting commercial sales and distributing commercial pamphlets, handbills, circulars, newspapers, magazines, and other written material on University property.

   c) Soliciting, canvassing, or using University student housing as a location for selling, advertising, or running a personal business enterprise is strictly prohibited.

      i) A business enterprise is defined as a firm, sole proprietorship, partnership, association, corporation, company, or other business entity of any kind, including, but not limited to, a limited liability corporation, incorporated professional association, joint venture, estate, or trust. This includes but is not limited to hosting parties for Tupperware, Pampered Chef, Avon, Mary Kay, etc.

7) Damage, Theft, and Vandalism of University Property

   a) Residents are prohibited from vandalizing, stealing, damaging, littering, or destroying University property.

   b) Any damages or loss of property to the community will be billed back to the individual(s) who caused the damage.
c) If the responsible party cannot be identified, the cost will be split among the residents that live in that community. This includes but is not limited to furnishings, bulletin boards, equipment, games, supplies, other students’ belongings, marketing materials, flyers, etc.

8) Decorations and Displays

a) Candles, Incense, and Oil Diffusers:
   i) Candles are not permitted within any University owned student housing buildings.
   ii) Incense with the intent to burn are not permitted within any University owned student housing buildings.
   iii) Wax warmers such as Scentsy items are not permitted in University owned student housing buildings.
   iv) Candle warmers are not permitted in University owned buildings.
   v) While oil diffusers are permitted, they may not be left unattended when in use.
      (1) If an oil diffuser sets off the fire alarm and requires the fire department to respond, the diffuser will be confiscated. The student responsible will be charged $200.00 for the cost of the call.

b) Decorations
   i) Decorative Lights
      (1) Only LED decorative electric lights are permitted or battery-powered.
      (2) Electric decorative light sets should not be anchored or allowed to touch metal items, including, but not limited to, metal windows or metal door frames.
      (3) Cords may not be run through doorways, under doors, or across hallways.
   ii) Decorating Materials
      (1) Only sticky tack is to be used when hanging decorations.
      (2) Nails, screws, or other devices that insert into the walls are strictly prohibited.
   iii) Door Decorating
      (1) When decorating room doors, Residents are not permitted to cover the room number or prevent access to the locking mechanism and door knob.
      (2) Residential Life staff may remove door decorations that do not comply with the University’s missions or values.
   iv) Combustible Decorations
(1) Combustible decorations are prohibited, including but not limited to cotton batting, dry/cut vegetation, moss, straw, hay, vines, leaves, or twigs.

v) Ceiling Decorations
(1) No items may hang from the ceiling or be attached to pipes or wires running across the ceiling.
(2) Stick-on stars or other adhesive decorations are not permitted.

vi) Painting
(1) Students are not permitted to paint any walls, spaces, furniture, or any area of a University owned student housing space.

vii) Paraphernalia Decorations
(1) Empty alcohol bottles, cans, containers, and packaging, along with tobacco packaging, are not to be used as decoration in any of the University-owned student housing buildings.

viii) Live Décor
(1) Live Christmas trees are not permitted in Residence Halls or houses.

ix) Pumpkins
(1) Pumpkins are not permitted in the hallways and must be kept in each room within a Residence Hall.
(2) Residents in houses/townhomes can display pumpkins on their porches, and they must be disposed of by the date announced by the Office of Residential Life.
(3) Only battery powered lights or glow sticks are permitted to be used in pumpkins.

x) Wall and Shelf Coverings
(1) No sticky paper, wallpaper, adhesive shelf coverings, or decorative paper may not be adhered, glued, or attached to the walls or shelves.

xi) Window Treatments and Displays
(1) All curtains must be hung using tension rods. Permanent hardware may not be attached to walls, windows, or ceilings.
(2) Decorations are not permitted to be between the window and the blinds.
(3) Decorations should not be seen from outside the building or room.
(4) Flags, wind chimes, neon lights, signs, and other decorations are not to be hung, fastened to the railings, or hung in the window area unless approved by the Office of Residential Life beforehand.

9) Electric Equipment Restrictions
a) Electrical Equipment Guidelines
i) Residents may not alter or repair any electrical equipment or fixtures provided by the University.

ii) If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a UL-approved power strip with a built-in circuit breaker must be used.

iii) Only one power strip is permitted per outlet.

b) Antennas
   i) Exterior antennas or satellite dishes are not permitted.
   ii) Indoor antennas that mount to the wall are not permitted.

c) Extension cords
   i) Three-prong extension cords are permitted to be used in rooms. They must be UL Certified and be a max of six (6) feet. Two-prong extension cords are not permitted.
   ii) Extension cords must not be used in succession or in conjunction with power strips.
   iii) Extension cords shall not be used as a substitute for permanent wiring.

d) Heating and Cooling Equipment
   i) Space heaters, window units/portable air conditioners, ceiling fans, electric heaters, kerosene heaters, and similar items not issued by Facilities Management or Residential Life Staff are not permitted.

e) Lighting
   i) Light bulbs must be 75 watts or less.
   ii) Lava lamps are not permitted.

f) Power and Manual Tools
   i) All power tools, such as but not limited to rotary and oscillating tools, saws, drills, hammers, laser engravers, soldering irons, three-dimensional (3-D) printers, sanders, and related items, are prohibited.

g) Recording Devices
   i) Ring/Nest or other smart doorbells, personal exterior cameras, or any other recording device may not be used or installed in on campus housing buildings and houses.

h) Network/Internet Devices
   i) Routers, splitters, and other similar devices are prohibited within the Residence Halls and houses.

10) Elevators
    a) Residents or students who tamper with, abuse, or improperly use any Residence Hall elevator equipment or controls or who create an unsafe environment for themselves or others in or around the elevators violate Residential Life policy and will be subject to the University conduct process.

11) Entry & Exit of Residential Communities
a) Residence Halls and some houses are equipped with a card reader system. Each swipe is meant to let one person into the building. Students should not permit others to enter the building using their IDs.

b) If a student damages an access door, the student will be liable for the repair, replacement, and labor charge.

c) Doors are not to be propped open at any time due to the safety and security of the building unless approved by the Office of Residential Life.

12) Fire Pits

a) Using fire pits outside Residence Halls and theme and language houses must be registered and approved as an event before being permitted to be used.

b) To be approved to use for an event, please follow these steps:
   i) Fill out the event registration form in Engage 10 days in advance of the event date. The form will ask for details such as the date, time, location, and individuals that will manage the event and fire pit.
   ii) Once the form is submitted, Campus Activities will review the event submission and will reach out to the organization should there be any questions or issues.
   iii) Within two days of the event, the organization will need to apply for a burn permit with the Tennessee Department of Agriculture, Division of Forestry.
   iv) Once the permit is received, it must be attached to the comment section of the event submission before the event will be approved. Submissions received after business hours will not be reviewed until the next business day.

c) Policies for Fire Pit use:
   i) No accelerants are to be used to start the fire, nor may any be present at the fire scene.
   ii) Fires can only be constructed from natural wood or untreated lumber and started with paper, cardboard, kindling, or a starter log.
   iii) Fires must be at least 25 feet from the nearest structure, which includes vehicles unless approved by the University.
   iv) A designated firemaster must remain sober (not drinking at all) and in charge of the fire. This person will be designated in the event registration form.
   v) No horseplay, chicken fighting, wrestling, fire-walking, or fire jumping is permitted.
   vi) No burning of trash, electronics, furniture, rugs, pillows, tires, bikes, treated/glued woods, crossties, or materials other than those permitted explicitly in item b of this section.
vii) A water/garden hose must be present, connected to a sufficient water supply, and capable of reaching the fire.

viii) When the use of the firepit has concluded, the fire must be doused and put out using water.

ix) If there is a problem, the fire master should call the fire department.

x) Fires will not be permitted during dry spells and may be canceled if other conditions warrant.

13) Fire Safety

For the protection of residents, University owned student housing buildings are equipped with smoke and fire detection and prevention devices. Students may be charged a fine of $200.00 if the fire department responds to a call due to misbehavior, in addition to any disciplinary action for violating these regulations.

a) Sounding of false fire alarms or tampering with fire fighting/safety equipment, including but not limited to fire extinguishers, fire sprinklers, connecting pipes, exit signs, and the alarm system, is not permitted.

b) Fire extinguishers and other fire safety equipment should only be used for their intended purposes. Inappropriately discharging a fire extinguisher and/or using fire equipment is not permitted.

c) Stairwell doors leading to hallways should be kept closed. Hallways must be kept clear at all times.

d) Furniture and personal belongings, including but not limited to bicycles, trunks, boxes, exercise equipment, and drying racks, are not to be placed in hallways or in front of doors and windows.

e) Ceiling hangings of any kind are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices.

14) Fireworks, Explosives, and Flammable Items

a) Fireworks and explosives of any kind are prohibited from all University owned student housing.

b) The following items are prohibited in all University owned student housing (this list is illustrative and not meant to be exhaustive):

   i) Inflammable and flammable fluids, including chemical mixes;
   ii) Bunsen burners;
   iii) Kerosene heaters;
   iv) Other items deemed unsafe by Residential Life staff;

15) Furnishings and Storage

a) Furnishings

   i) All furniture provided by the University must remain in its designated location inside the student’s room and/or house.
   ii) University provided furniture cannot be stored or used outside of the student’s assigned room.
iii) Personal beds, mattresses, and box springs cannot be brought into University owned housing buildings unless approved through Student Accessibility Services. University beds are built for commercial use and the mattresses are built with materials that are fire retardant and deter pests. It also due to the dimension of the room layout based on fire safety and proper egress law.

b) Storage
i) The University does not store any personal items or belongings for residents.
ii) Student’s personal items or belongings are not permitted to be stored outside of the student’s assigned room, suite, or house.

16) Guests and Visitation
a) Visitation
i) Residents must escort their guests at all times for the duration of the guests’ visit in University owned student housing.
ii) Residents are responsible for the conduct of their guests and must be present for the duration of the visit. The host must ensure that the guest(s) understand and abide by all Residential Life and University policies.
iii) If a resident’s guest is involved in any violation of University or Residential Life policies, the hosting resident may be held accountable for the actions of their guest.
   (1) If the guest is also a University student, they will be held accountable for their own actions, according to the Code of Student Conduct.

b) Overnight Guests
i) All guests may only stay overnight in a student housing room or house with the permission of all persons assigned to the room, suite, or house.
ii) Residents are not permitted to cohabitate. Overnight guests may not stay for more than two consecutive nights and a total of twelve (12) days in a semester.
iii) Guests may only stay where there is a free space for them to sleep in. No guest in University owned student housing may sleep on the floor if it prevents proper egress in the event of an emergency.
iv) Overnight guests are not allowed during periods when the University is closed.

17) Keys and ID Cards
a) Keys
i) Keys are issued at check-in by Residential Life Staff for an assigned space. Keys must be returned when checking out of the space.
ii) The resident will be charged a fee if a key is lost or not returned when occupancy has ended.

iii) All keys remain the property of the University and may not be duplicated

iv) Students will be charged $100.00 for a lost key.

v) Students may not possess keys to any room other than the room assigned to them.

b) ID Cards
   i) Students are provided electronic access to their assigned building through their ID Card.
   ii) Students are not permitted to give their ID Cards to other students.
   iii) Students may not possess key cards belonging to other students.

18) Lockouts and Locks
   a) Lockouts
      i) Students will be charged a lockout fee of $20.00 each time they contact Residential Life for a lockout to be performed to their bedroom, house, or building.
      ii) There will be no lock-out charges applied during the first two weeks of classes each term. The two-week grace period starts on the first day of classes of each term.

b) Locks
   i) No additional locks can be added to entry doors to the building or rooms, bedroom doors, and bathroom doors in University owned student housing buildings.
   ii) Students are not permitted to replace or tamper with lock systems on doors.

19) Room Assignments, Changes, and Space Usage
   a) Room Assignments
      i) Each student that fills out the housing application and signs the housing contract is assigned to bed space within an identified room.

b) Infringement of Space
   i) If a double or triple occupancy room only has one student assigned, the student residing in the space is not permitted to push the beds together or use the entire room.
   ii) Any unoccupied space within the room must stay available for a student to be assigned at any time.

c) Roommate Matching
   i) Incoming students who are new to the institution cannot select their roommates. Residential Life Staff places students together based on how each student fills out their housing application.
ii) Returning students can select desired roommates during the room selection process.

iii) If a returning student does not participate in the room selection process, or if they cannot identify a roommate, they will be placed with another student identified by Residential Life Staff.

d) Room Changes

i) Students can request a room change starting two weeks after the first day of classes for a term.

ii) Students are not permitted to change rooms without prior approval from the Office of Residential Life Staff.

iii) Students with a half open room have seven (7) days to find a roommate that matches their needs.

   (1) If the student is unable to identify a roommate, Residential Life Staff will pick and assign a student to that space.

   (2) In the case of moving into a half open space, a roommate agreement will need to be completed before this move, except in case of an emergency.

iv) Students can swap rooms with other students if both students involved show the desire to swap.

e) Emergency Room Changes

i) If an emergency arises where a student must move, Residential Life staff will work with the student to communicate the need to move and where they will be relocated to.

   (1) The student(s) involved will receive a timeline of their move;

   (2) Student input may not be taken into consideration when determining relocation.

20) Pest Control Treatment

a) Students must allow Residential Life Staff and Facilities Management access to the room, house, or townhome to inspect for or treat pests. The student(s) and their guests must cooperate and must not interfere with inspections or treatments. The University has the right to select any licensed pest control professional to treat the affected area.

b) Student(s) may be responsible, if determined by Facilities Management, at their own expense, to have their own personal property, furniture, clothing, and possessions treated according to accepted treatment methods established by Facilities Management or by the University appointed licensed pest control technician.

c) If Facilities Management can confirm the presence or infestation of pests in a student’s dwelling, the Office of Residential Life can have the right to require
students to vacate the dwelling and remove all furniture, clothing temporarily, and personal belongings for pest control services to be performed, if needed.

d) If students do not comply with the preparation of the affected area as required by the pest control professional or the treatment is unsuccessful because of a lack of cooperation, students will also be responsible for the cost of subsequent treatments to the affected areas and for any treatment to adjoining units that are infested with pests.

e) If a student is required to pay for any pest control services, it will be clearly communicated to them through email. The charges will be applied to the student’s account.

f) The University, its employees, and vendors shall not be responsible for any student losses, damages, or expenses, including special, consequential, or punitive, arising from a pest infestation, inspection, or treatment. Students' failure to promptly report pests, failure to comply with treatment instructions, or any other violation of any other policy will go through the conduct process. The student will remain liable for any costs and damages incurred.

21) Quiet and Courtesy Hours

a) Students shall observe and respect the rights of others occupying University owned student housing. Students will avoid excessive noise levels and observe quiet hours studying in each community. At all times, residents need to be considerate of others' needs and respect the rights of others by being aware of the noise level in each community.

i) Noise that can be heard beyond two doors down from a room is likely excessive and potentially disruptive to other residents in the building.

b) Courtesy hours require all student housing occupants to keep noise levels in all residential areas to a minimum at all times.

c) Quiet Hours require all student housing occupants to keep noise levels low enough not to disturb anyone’s sleep or rest.

(1) Residence Hall Quiet Hours:
   - Sunday – Thursday are 11 p.m. to 8 a.m.
   - Friday and Saturday, 1:00 a.m. to 8 a.m. Sunday.

(2) Exam Hours:
   - 24-hour quiet hours are in effect from the beginning, 24 hours before the first exam (Mid-Term, Senior Comp, or Final Exam) through the completion of the exam period.

(3) Theme and Language House Quiet Hours:
   - Sunday - Thursday are 11 p.m. to 8 a.m.
   - Friday from 1 a.m. to 8 a.m., Saturday from 1:00 a.m. to 8:00 a.m. Sunday.

22) Restricted Areas

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a) The roofs, ledges, balconies, basements, attics, unassigned rooms, and mechanical/electrical equipment rooms of all University-owned buildings are strictly off-limits to students.

23) Waste Disposal
   a) All waste paper and other trash must be deposited in dumpsters or trash sheds. Littering or improper disposal of trash is not permitted.
   b) Trash sitting outside of a room, hallways, walkways, or theme or language house will be subject to disciplinary action.
   c) Certain items that are liable to cause plumbing damage must be disposed of in trash receptacles and must not, under any circumstances, be flushed down any drain. This includes but is not limited to feminine hygiene products, alcohol or “flushable” wipes, personal toilet paper, and wax from wax warmers.

24) Weapons
   a) The University prohibits weapons of any kind on University property, including all buildings and grounds, except weapons stored for students and those weapons carried by an officer of the Sewanee Police Department while on duty. Anyone failing to adhere to the Weapons Policy is subject to the Code of Conduct. Please note: Ignorance of the policy does not remove responsibility from fines and penalties.
   b) In the State of Tennessee, it is against the law to carry a weapon on school property, and constitutes a Class E Felony. For more detailed information on state weapons laws, read TCA 39-17-1309.

25) Windows and Screens
   a) Windows are intended to be able to adjust the airflow in a room. Students are prohibited from entering or exiting the building through a window.
   b) Screens must be kept on the windows at all times and are not permitted to be removed from the building.
   c) Students are liable for any damage to a window or removal, lost, or damaged window screen.

26) Other Policies
   a) The University reserves the right to prohibit any item or activity deemed harmful, unadvisable, or not in the University’s or its students’ best interest. Addenda to the contract may be distributed as needed. Residents must know and comply with all policies and regulations within the EQB, Code of Conduct, the Residential Life Contract, and other University documents.
   b) The Office of Residential Life can amend or add new policies at any time. Any changes or updates in policies will be emailed out to all residents.
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 and activities 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. The University’s Non-Discrimination, Harassment, and Retaliation Policy clearly defines the requirements and procedures for addressing incidents of discrimination, harassment, or retaliation. Additionally, incidents of discrimination on the basis of sex are prohibited under Title IX. Reports of these behaviors fall under the Title IX/Sex Discrimination Policy.

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 and activities have the right to be free from harassment and retaliation.

Filing a Report and Confidentiality

It is University policy to respond promptly and sensitively to all reports of discrimination, harassment, and retaliation. Once the University is made aware of a possible situation of discrimination, harassment, or retaliation, the University makes every attempt to respond. The University will strive to maintain the confidentiality of all parties to the fullest extent possible while meeting any legal mandate(s) to act. The University’s response is designed to offer a number of choices and access points for dealing with the discrimination, harassment, or retaliation. Any person who is found responsible for discrimination, harassment, or retaliation will be subject to disciplinary action ranging from a warning to discharge, as appropriate.

Reports can be made in person or electronically, based on the nature of the concern. Electronic reports are preferred and can be submitted using the contact information and forms available below.

Sex Discrimination and Other forms of Identity Discrimination

Dr. Sylvia Gray
Title IX Coordinator &
Senior Director of Equity and Equal Opportunity
EQB Annex: Division of Diversity, Equity, & Inclusion
titleix@sewanee.edu & eeo@sewanee.edu
931.598.1420
File A Report Webpage | Title IX Webapage | EEO Webpage
File a Title IX Report Link or go to ReportSexualMisconduct.sewanee.edu
File a Discrimination, Harassment, or Retaliation Report Link

The Senior Director of Equity, Equal Opportunity, and Title IX (EEOT) may be helpful in aiding a person’s own efforts to resolve a problem.
Good Samaritan Policy
University of the South

The health and safety of the campus community is a paramount concern for the University. The Good Samaritan policy exists to combat the barriers to seeking help for a medical emergency related to the consumption of alcohol and other drugs by granting amnesty to students and student organizations.

Requirements
Amnesty will be granted to students and recognized student organizations or groups who proactively seek assistance. To qualify for amnesty, a Student or Recognized Student Organization (RSO) must:

1. report any emergency by contacting the appropriate University officials, including law enforcement, when appropriate,
2. remain with any student needing attention or emergency treatment,
3. cooperate with University and/or emergency officials,
4. coordinate with University officials after the incident, and
5. cooperate with any University investigation.

This policy does not apply to individuals experiencing an alcohol or drug related medical emergency who are found by University employees (i.e. University Police, Faculty, administrative staff, residence hall staff, etc.).

This Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of the University’s Code of Conduct occur, the University reserves the right to initiate the conduct process on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to resolve any case in which the violations are egregious.

The Office of Community Standards reserves the right to contact any student to discuss an incident whether or not this policy is in effect.

Violations Eligible for Amnesty
Amnesty will only be granted for violations of the Code of Conduct related to the possession or consumption of alcohol and/or other drugs. This does not include distribution of these substances to others. Amnesty does not extend to violations of other portions of the Code of Conduct or other University policies.

Amnesty granted through the University conduct process will not apply or impact criminal or civil processes. The University’s accountability processes are not a legal process and operate separately.
The University’s Title IX/Sex Discrimination Policy also includes amnesty for alcohol and other drug violations. Students are offered amnesty for these policies in incidents related to sexual harassment, even if emergency medical assistance was not required.

**Types of Amnesty**

*Individual Amnesty*

The student requiring emergency assistance will not participate in the University’s accountability process through the Office of Community Standards; however, the student will be required to meet with a member of the Dean of Students Office. The purpose of this meeting will be to provide appropriate support and may require the student to complete an assessment and/or educational program. Failure to complete this requirement will negate amnesty given and refer the student back to the Office of Community Standards.

*Reporter Amnesty*

Students seeking help for another student will not be charged with violations of the Code of Conduct related to alcohol or other drugs as outlined above. This student will receive an outreach from the Dean of Students office, but will not be required to meet.

Students who repeatedly seek amnesty as a reporter may not be eligible under this policy and may be required to meet with a representative of the Dean of Students’ Office. These students may also be required to complete an assessment and/or educational program. Failure to complete this requirement will negate amnesty given and refer the student back to the Office of Community Standards.

*Recognized Student Organization Amnesty*

Recognized Student Organizations may receive amnesty for policy violations outlined above if they proactively seek assistance for a student during an organizational event as defined by the standards in the Code of Conduct. RSOs who seek amnesty will be required to attend a meeting with a member of the Dean of Students’ Office staff to discuss the circumstances and make appropriate plans to prevent future incidents.

RSOs who fail to implement outlined plans or develop a pattern of seeking amnesty may be referred to the Office of Community Standards and be ineligible for amnesty.
Missing Students 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 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 Dean of Students Office to make an effort to locate the student and determine their 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 University Health Services.

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. 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 they are 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 Associate Vice President for 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 Vice President for Public Safety will be consulted by the Office of the Associate Vice President for Marketing and Communications prior to any information release from the University so as not to jeopardize any investigation.
Additional Policies

The policies listed below include some of the additional University policies relevant to students. Please note, this is not a comprehensive list. Students are responsible for reviewing all University policies to ensure they are following the guidelines and procedures in place. All policies can be found on the Provost’s [website](#).

**Academic Policies**
- [Degree Requirements](#)
- [Educational Records & FERPA](#)
- [Honor Code](#)
- [Library Policies](#)

**Policies Related to The Domain**
- [Camping Policy](#)
- [Caving and Climbing Policy](#)
- [Gate Key and Road Use](#)

**Safety & Security Policies**
- [Drug-Free Campus](#)
- [Parking Policy](#)
- [Protection of Minors](#)
- [Timely Warning](#)
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**CARE Team**
The CARE Team provides short-term support and referral to students who are experiencing a challenge or crisis which impacts their ability to flourish on campus.
*Location*: Bishop’s Common
*Contact*: emily britt • careteam@sewanee.edu • 931.598.1229
*Contact About*: referring a student for additional support or resources related to a crisis or challenge and reporting concerning behaviors

**Sewanee Catering**
Sewanee Catering provides full-service catering for events on campus.
*Location*: McClurg Dining Hall
*Contact*: Megan Brady • catering@sewanee.edu • 931.598.1334
*Contact About*: request food or catering for campus events

**Center for Student Success & Flourishing**
The Center for Student Success and Flourishing helps connect students to resources for academic, career, and personal success.
*Location*: Carnegie 115
*Contact*: studentsuccess@sewanee.edu • 931.598.1121
*Contact About*: Success Coaching – creating an academic plan, study and testing skills, motivation, strengths assessment, and skills for transition to college
Career Coaching and Exploration – major exploration, exploring purpose and values, finding internships, summer research, funding, post graduation plans, and connecting to alumni

**Office of the University Chaplain**
All Saints’ Chapel is an outward and visible sign of God’s beloved community, where belonging and equity intersect.
*Location*: All Saints’ Chapel
*Contact*: Peter Gray • pwgray@sewanee.edu • 931.598.1274
*Contact About*: finding support with a caring professional outside of a therapeutic setting, reflecting with a professional on issues of a religious or spiritual nature, connecting with a community that shares your religious, spiritual, or ethical identity, and confidential resource to discuss a Title IX issue

**Office of Civic Engagement**
Civic Engagement coordinates programs and experiences to support students engaging in the local community through service and civic participation.
*Location*: Hatchett House
*Contact*: Javeria Ikhlaq • ee@sewanee.edu • 931.598.1851
*Contact About*: volunteer opportunities, outreach trips, service-learning and civic engagement classes, service internships, and the Bonner or Canale programs
**Office of Community Standards**
The Office of Community Standards upholds the University’s values and motto through oversight of the Code of Conduct and resolution processes.
*Location:* Bishop’s Common
*Contact:* communitystandards@sewanee.edu • 931.598.1229
*Contact About:* reporting violations of University policies, questions about policies and the resolution processes for alleged violations, completing assigned outcomes, and the EQB Guide and Code of Conduct

**Counseling and Psychological Services**
Counseling and Psychological Services (CAPS) provides goal-oriented mental health counseling to students at no cost.
*Location:* Wellness Commons, Ground Level
*Contact:* Evelyn Patton • caps@sewanee.edu • 931.598.1325
*Contact About:* individual and couples counseling, outreach programming, psychiatric treatment

**Office of the Dean of the College**
The Dean of the College is responsible for overseeing the academic experience for students including the curriculum, faculty development, and the Honor Council.
*Location:* Walsh-Ellett, First Floor
*Contact:* Jessica Baine • dcollege@sewanee.edu • 931.598.1201
*Contact About:* academic standing and progress standards, Honor Code and Honor Council, and grade appeals or other concerns with faculty

**Dean of Students**
The Dean of Students Office helps students build a sense of belonging, promote a healthy community, and provide critical care and support.
*Location:* Bishop's Common
*Contact:* Anrae Hall-Finney • dstudent@sewanee.edu • 931.598.1229
*Contact About:* general questions or concerns from students and support from Student Life departments including Community Standards, CARE Team, and Student Accessibility Services

**Sewanee Dining**
Sewanee Dining oversees food service on campus including McClurg Dining Hall, retail dining locations, and catering for events.
*Location:* McClurg Dining Hall
*Contact:* Brent Tate • diningservices@sewanee.edu • 931.598.1324
*Contact About:* food allergies, religious dietary needs, and other dining accommodations; hours of operation or other general inquiries; visit dining.sewanee.edu for menus, sick meal request forms, and other information

**Equity, Equal Opportunity, & Title IX**
Equity, Equal Opportunity, and Title IX (EEOT) provides education and oversees policies related to discrimination, harassment, and retaliation.
*Location:* EQB Annex Suite
*Contact:* Dr. Sylvia Gray • titleix@sewanee.edu and eeo@sewanee.edu • 931.598.1420
Contact About: reporting and seeking remedy for alleged violations of any discrimination including sexual misconduct/violence; training, education, programming, and other prevention efforts; resources, support, questions, and thought partnership

Financial Aid
Financial Aid oversees the awarding of all financial assistance for tuition including scholarships, need-based aid, and work-study.
Location: Fulford Hall, Second Floor
Contact: finaid@sewanee.edu • 931.598.1312
Contact About: completing the annual need-based financial aid application, questions about how withdrawals or low grades can impact financial aid, specific financial aid funds (work-study, loans, Pell grants, Tennessee state funding), or any other fund and financing options

Fitwell
Fitwell promotes and facilitates exercise and physical activity for students by providing quality equipment and space, as well as fitness classes and wellness programs.
Location: Wellness Commons, Main Level
Contact: JJ Joralemon • fitwell@sewanee.edu
Contact About: fitness classes and exercise options

Office of Global Citizenship
The Office of Global Citizenship helps students interested in studying away or studying abroad and international students here at Sewanee.
Location: Watson House, 143 South Carolina Ave
Contact: Georgia Hewitt • global@sewanee.edu • 931.598.3551
Contact About: study away and abroad, international and exchange student support, international opportunities such as internships, research, service learning, and immigration questions

Greek Life
The Office of Greek Life supports fraternities and sororities on campus to promote successful, safe, and meaningful membership experiences.
Location: Bishop's Common
Contact: Donald Abels • greeklife@sewanee.edu • 931.598.1229
Contact About: how to join a Greek organization, support as a member or leader of a Greek organization, and educational resources for a variety of topics including hazing prevention

Inclusive Excellence
The Office of Inclusive Excellence exists to advance equity, intercultural understanding, and inclusion at the University of the South.
Location: EQB Annex
Contact: Tarneka Ezell • inclusion@sewanee.edu • 931.598.1609
Contact About: culture/identity support for peer interactions, student programs related to culture/identity, and resources for underrepresented students
**Integrated Advising**
Integrated Advising helps students with academic advising including major exploration, course selection, and academic resources like tutoring.
*Location:* Carnegie 115
*Contact:* Brooke Harrington • studentsuccess@sewanee.edu • 931.598.1121
*Contact About:* academic advising and support including tutoring, questions about advising, and additional resources

**IT Help Desk**
The Help Desk is a technical support team that provides services for technology problems and questions.
*Location:* duPont Library, Basement Level
*Contact:* helpdesk@sewanee.edu • 931.598.1369
*Contact About:* technology issues including passwords, Banner, BrightSpace, email, and reserving spaces on campus

**Print Services**
Print Services assists faculty, staff, students, and community members with their desktop publishing and printing needs including printing, photocopying, laminating, and binding.
*Location:* Print Services
*Contact:* Tammy Elliott • printservices@sewanee.edu • 931.598.1571
*Contact About:* printing requests, how to properly create a document to fit device parameters or final output size, turnaround, and paper stock

**Office of the University Registrar**
The University Registrar coordinates enrollment and academic records.
*Location:* Cleveland Annex 115
*Contact:* registrar@sewanee.edu • 931.598.1731
*Contact About:* registration, transfer credits, graduation progress, SODA, and transcripts

**Residential Life**
The Office of Residential Life oversees housing for students including room assignments, Proctors, educational programming, and theme housing.
*Location:* Bishop's Common
*Contact:* reslife@sewanee.edu • 931.598.1446
*Contact About:* check in and check out information, room assignments, roommate conflicts, and facilities issues

**Sewanee Outing Program**
The Sewanee Outing Program (SOP) provides students the opportunities to explore the outdoors including on the Domain and beyond.
*Location:* Wellness Commons, Ground Level
*Contact:* John Benson • jbenson@sewanee.edu • 931.598.1214
*Contact About:* signing up for trips, gear and equipment check out, trail information and maps, and bike repair
**Sewanee Police Department**
The Sewanee Police Department (SPD) provides 24-hour a day patrol of the Domain as sworn law enforcement officers.

*Location*: Sewanee Police Department  
*Contact*: Emergency 911 • SPD Dispatch 931.598.1111  
*Contact About*: emergency assistance, reporting a crime, LiveSafe app, University Parking Policy, and special event planning

**Student Accounts**
Student Accounts is responsible for managing payments from students for any University related expense including tuition, fines, and other fees.

*Location*: Behind the Police Department  
*Contact*: Shawn Gibson • studentaccounts@sewanee.edu • 931.598.1347  
*Contact About*: account balances, payment plans, making a payment, and Nelnet support

**Student Accessibility Services**
Student Accessibility Services works to ensure students with disabilities have the appropriate accommodations to access University programs, services, and activities.

*Location*: Bishop’s Common  
*Contact*: Diane Dekker • sas@sewanee.edu • 931.598.1229  
*Contact About*: applying for academic, housing, or dining accommodations related to a disability, applying for temporary accommodations related to a health condition, and emotional support animals

**Student Involvement**
The Office of Student Involvement supports building community on campus through programs, events, and student organization advising.

*Location*: Bishop's Common  
*Contact*: Kyle Gallagher • student-involvement@sewanee.edu • 931.598.1208  
*Contact About*: getting involved on campus, student run programs and activities, the Student Government Association and Tiger’s Entertainment Board, student organization support and resources, and student leadership development opportunities

**University Health Services**
University Health Services (UHS) serves as a primary health care facility for students including providing general medical services for students who are ill, injured, and wellness exams.

*Location*: Wellness Commons, Ground Level  
*Contact*: Evelyn Patton • uwc@sewanee.edu • 931.598.1270  
*Contact About*: scheduling appointments, speaking with a triage nurse, health forms, and immunizations
CARE Team
Information for Students

The Campus Assessment Response and Evaluation (CARE) Team is an interdisciplinary team of staff and faculty who connect students to appropriate resources to support individual student success and a thriving campus community.

The CARE Team is an initiative of the Dean of Students’ Office and is chaired by the Associate Dean of Students. The team engages representatives from departments across the college including All Saints’ Chapel, Athletics, Counseling and Psychological Services (CAPS), Dean of the College, Student Success & Flourishing, and more. Members of the Student Life staff serve as Case Managers, overseeing cases and doing front line support for students. Other representatives serve as supporting members, meaning they provide general insight into student needs or meet with students on a referral basis.

How Does it Work?

The CARE Team receives referrals via an online form submitted by faculty, staff, students, or other community members who are concerned for the student’s well-being. These referrals are evaluated to determine what appropriate resources or actions should be taken to help.

Case Managers review each case to determine the appropriate outreach, including meeting with students to assess their well-being in multiple dimensions. This evaluation helps to identify the appropriate resources for each student depending upon their circumstance.

How Will I Know If I Have Been Referred?

Students will be contacted via their University email address if they have been referred to the CARE Team. Students are not in trouble if they are referred. This simply means someone is concerned and thinks the student could benefit from additional support.

The email received will include information about next steps whether it be a required meeting with one of the Case Managers, or simply information about relevant resources to use. Students are always encouraged to meet with their Case Manager, but are only required to do so in certain situations.

When Should I Refer Someone to the CARE Team?

Refer a student to the CARE Team if there are concerns about their well-being or know about a circumstance that may prevent them from being successful students. Examples may include mental health concerns, disruptive behavior, sudden change in mood or behavior, or external issues such as the loss of a friend or family member. However, reports can always be submitted for the team to evaluate.

Always call 911 if there is concern the student may be at imminent risk of harm. The CARE Team does not respond to emergency or crisis situations in the moment.
The best place to start is the web page: library.sewanee.edu. This site includes information about all of the research services and links to research databases, the online library catalog, and journal articles. Take a look at the student services section - library.sewanee.edu/students.

Research Help

The Research Help Center, on the ground floor of duPont Library, is available for all research paper, project, and presentation needs. The librarians can help with each stage in the research process, including developing a research question, finding information, interpreting academic sources, integrating research into student papers or presentations, and avoiding plagiarism. Make an appointment at library.sewanee.edu/researchhelp. Walk-ins are also welcome!

Course Books on Reserve

The library purchases at least one copy of each book that is required or recommended for each course. Those items are on Reserve at the Circulation Desk on the main floor of the library for three-hour checkouts. The library also purchases ebook versions for all titles that are available for student use. Students can search for all titles at catalog.sewanee.edu/search/p.

Ebook, Audiobook, and Streaming Media Resources

The library has access to many ebook and audiobook titles through Tigersearch, the online library catalog, as well as streaming videos. Some popular services offered are Overdrive, Hoopla, and Kanopy. Find out more about these and other platforms here: library.sewanee.edu/ebook and library.sewanee.edu/streamingvideo.

Interlibrary Loan

Students can order materials needed for your research that are not available in the library for free through Interlibrary Loan. The library can order physical materials or scanned journal articles. library.sewanee.edu/ILL.

William Ralston Listening Library and Archive

The William Ralston Listening Library and Archive is located on the second floor of duPont Library. The state-of-the-art facility offers an unparalleled teaching and learning resource and was created in memory of beloved Sewanee professor Father William Ralston, C’1951. The Library houses his world-class collection of recordings inside what many reviewers and audiophiles consider to be the best publicly available sound playback system in the world. The Ralston Library hosts music listening events, live-streamed performances of the Metropolitan Opera, and class sessions.
William R. Laurie University Archives and Special Collections

Located in the building next to duPont Library, the William R. Laurie University Archives and Special Collections collects, preserves, and provides access to manuscript collections, university records, rare books, maps, photographs, and more. The archives welcome researchers, genealogists, historians, authors, and University of the South faculty and students. More information on how to discover, access, and cite our materials both digitally and in person can be found at library.sewanee.edu/archives.

Account Access and Technical Support

Technology support is available by submitting a helpdesk request at helpdesk@sewanee.edu. Student loaner laptops are available for checkout for up to 7 days with a 48-hour turnaround once checked back in. Also, check out the student computers on the first and ground floor of the library for additional access. Printing is accessible from any first or ground-floor computers. Students may also send print requests to webprint@sewanee.edu to print out in the ATC area on the ground floor of duPont.
What is the SOP?
At the Sewanee Outing Program (SOP), we are all about playing outside, making friends, mentoring, becoming a leader, releasing steam, and having fun. We are here to help you get outside in meaningful ways through our free or heavily subsidized, student-centered, substance-free trips.

What does the SOP do?
Our fun, friendly trips include all types of activities! We like canoeing on Lake Dimmick, tubing on Lake Cheston, night hiking sections of the Perimeter Trail, and frisbee golf in Manigault Park. Some of our favorite, quick, after-class hikes on campus are:
- Memorial Cross to Morgan’s Steep: 1 mile
- Piney Point out and back: 2 miles
- Shakerag Hollow/Beckwith’s Point Loop: 3.4 miles

We also run frequent trips both on and off campus for technical activities like rock climbing, cycling, caving, vertical caving, backpacking, trail running, canoeing, and skiing where you can find knowledgeable and welcoming staff eager to teach you these skills, both at introductory and advanced levels. For students seeking an experience further afield, stick around and work your way up to summiting 14,000-foot peaks during winter in Colorado or canoeing 80+ miles of the Rio Grande on the Texas-Mexico border.

How do I learn more?
We love seeing new faces and making new friends, so drop into the SOP Office in the lower level of the Wellness Commons to learn more about:
- Trip information and sign ups
- Trail maps and camping reservation information
- Gear checkout
- Becoming a student SOP trip leader

Or – look for our trip emails! All students receive our emails, but let us know if you have not seen one.

What else should I know?
We also run a student bike shop that can perform basic repairs for your campus bike. There is no charge for labor. Fixing flats costs $10.

So, whether it is your first semester on campus or your last, come on by and hop onto a memorable trip, make some new friends, and enjoy our beautiful campus!

Have more questions? Email John Benson, the Director of the SOP at jbenson@sewanee.edu
Or visit our [website](#)!
Student Accessibility Services
Information for Students

**Student Accessibility Services** (SAS) works to ensure that students with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services, and activities of the University. The department supports students, faculty, and staff in determining appropriate accommodations for students, provides auxiliary aids and services, and assists with policies and procedures across the institution. SAS manages accommodations across the University, particularly for the following areas.

**Academic Accommodations**

SAS provides several services and resources related to accommodations in the classroom. Students who are seeking academic accommodations should navigate to the [How to Apply](#) page of the website. On this site, students will find the steps to register with SAS, including our intake form, documentation guidelines, and process outline. Common academic accommodations include but are not limited to, testing accommodations, note-taking support, audiobooks, and the use of assistive technology.

One of these accommodations is working with students for course substitutions. This process is used for students who, as a result of a disability, may not be able to satisfy specific coursework requirements for degree completion. The policy and process is outlined [here](#).

Additionally, SAS offers **Peer Academic Coaching** to help students with executive functioning skills, including time management support, study skills, project planning, and more. Student workers are trained to provide customizable support for any student registered with SAS. Request a coach by emailing [sas@sewanee.edu](mailto:sas@sewanee.edu).

Student Accessibility Services also provides accommodations to ensure students are able to use assistive technology while at Sewanee. Students who use personal assistive technology can consult with SAS to address any barriers to using their technology. SAS offers equipment for checkout that may assist students. Learn more about assistive technology [here](#).

**Dining Accommodations**

Sewanee requires all residential students to have a meal plan. Dining Services works with SAS and individual students to accommodate food-related disabilities. Accommodations are managed individually with Dining Services and SAS but may include accommodations such as altered preparation to avoid cross-contamination, specified menu items, and meal plan revisions. Students should start the accommodation process by submitting the **SAS intake form**.

**Housing Accommodations**

SAS reviews and approves housing accommodations for students with disabilities that impact one’s living situation. Information about the process for housing accommodations can be found [here](#) and starts with the submission of the **SAS intake form**.
Emotional Support Animals (ESAs) are one version of a reasonable housing accommodation for some students. Students must make a formal request through SAS to be approved for an ESA on campus. The policies and procedures for ESAs are available [here](#).

**Medical Withdrawal**

SAS works collaboratively with Student Success and the Dean of the College’s Office to support students who need to medically withdraw from the University. Medical withdrawals must be submitted via the [report form](#), including appropriate documentation, prior to the last day of class for each semester.

**Temporary Accommodations**

Students may need accommodations for a designated time period because of an accident, illness, hospitalization/surgery, or other situations not considered a disability under ADA. SAS works with these students to support academic or other adjustments. Temporary accommodations require the same intake process and meeting with the [Assistant Director of Student Accessibility Services](#) to identify the best support services.

**Learn More about SAS**

Student Accessibility Services is a unit of the Dean of Students Office. Use the following contact information and resources to learn more about SAS.

- Visit the SAS [website](#).
- Email SAS at [sas@sewanee.edu](mailto:sas@sewanee.edu)
- Call the Dean of Students Office at 931.598.1229
- Review the [Documentation Guidelines for Accommodations](#)
The **Office of Student Involvement** provides programs, events, and connections for students to encourage them to be involved on campus. Check out the information below about how students can get involved at Sewanee.

**Why get involved?**

Involvement on campus is a cornerstone of flourishing on and off campus. Involvement allows students to take their shared passions and develop a purposeful community around them. These communities not only allow students to develop skills as a leader, but help to form a well-rounded experience that helps to develop globally conscious, compassionate humans of integrity. Students who are involved in organizations on campus can better articulate their personal goals, understand their needs, and create community with diverse groups of people.

**Where should students go to get involved?**

Engage is the all-in-one platform to find all student organizations, events, and service opportunities on campus. If students are just walking onto campus for the first time or have been here for years, Engage is the place to look to find opportunities to develop and build community. Check it out [here](https://sewanee.campuslabs.com/engage) or by visiting sewanee.campuslabs.com/engage!

**What if students can’t find what they want to get involved in?**

There are several things the staff in Student Involvement can do to help students find ways to get involved! First – the staff enjoy talking to students about how to connect with existing organizations or programs that would be a great fit into their unique Sewanee experience. The office is located on the first floor of the Bishop’s Common or students can email them at student-involvement@sewanee.edu.

Also – Student Involvement helps students create new student organizations if there is not already an organization that aligns with their interests. Learn more about starting a new organization in the **Student Organization Handbook**.

**What are some examples of organizations students could get involved in?**

All organizations on campus help students live in community. Each organization assists in holding each other accountable, hosts events to build deep connections, and advocates for the needs of their peers. Below is a brief description of some of the organizations that exemplify the different kinds of a student organization on campus:

- **Department Student Organizations (DSOs)** - Function as a part of a University department or serve to carry out the mission of that department which include Student Government Association, Order of the Gown, and Tigers Entertainment Board.
- **Recognized Student Organizations (RSOs)** - Formed by any group of students currently enrolled at Sewanee sharing a common interest and/or goal. RSOs are entirely student-run and include National Association for the Advancement of Colored People (NAACP), Sewanee Health Professions Society, and Art Forum.
- **Club Sports** - A club sport is a student organization formed by individuals with a common interest in a sport activity and exists to promote and develop interest in that particular sport. Club sports compete against outside opponents each year. Examples include Women’s Rugby, Crew, and Tennis.

- **Theme Houses** - A theme house is a registered student organization formed by individuals with a common interest in a topic or “theme” who have been granted an on-campus residence through the Office of Residential Life which includes: Community Engagement House, International and Global Home, and Queer & Ally House.

- **Fraternal Organizations** – Fraternal Organizations include all of Sewanee’s fraternities and sororities. These groups engage in membership selection, initiation ceremonies or rituals that are closed to non-members, and offer lifetime affiliation to their membership which includes Kappa Delta and Delta Tau Delta.

**How do students learn more?**

For more information about getting involved:

- Login to Engage
- Visit the Student Involvement Office online or in the Bishop’s Common
- Email us at student-involvement@sewanee.edu
- Follow us on Instagram @sewaneeosi
The Center for Student Success and Flourishing empowers you to build your own success, so you may flourish, become your best self on campus, and be ready to pursue a life of meaning and purpose. We do this in partnership with you as we:

- Guide you to discover your strengths and design a four-year experience that serves you during your college years and beyond
- Provide academic success support and connection with other individuals and resources across campus and beyond Sewanee
- Help you learn career readiness skills and explore potential majors, careers, internships and jobs
- Provide financial resources to pursue internships, research opportunities, and other career readiness opportunities.

Located in suite 115 on the first floor of Carnegie Hall, you can make an appointment to meet with one of our coaches in your student success portal - or just drop by our office with your question.

**Student Success Resources**

**Individual Coaching** – Student success coaches help you to develop all the skills you need to thrive, whether you are struggling academically or just want a partner in thinking through your college plan. We’ll work with you to talk about your strengths and what has worked in the past as well as what barriers you may be facing with your academic success. We can also do strengths assessments, values exploration, and think together about how to make your Sewanee experience meaningful. Make an appointment with a coach at any time in your student success portal.

**Student Success Brightspace Course** – All students are enrolled in the Student Success course within Brightspace where you will find resources for topics such as time management, motivation, test taking, and studying that you can access on your own time. You will also find helpful links to essential resources around campus.

**Career Readiness Resources**

**Individual Coaching** – Career Readiness coaches help you prepare for and evaluate your career options including finding (and funding!) internships, post-graduate jobs, exploring graduate studies, and even discussing major choice. Make an appointment in your student success portal to talk about how we can help you meet your academic and career goals and design your four-year experience.

**Peer Career Advocates** – Peer Career Advocates (PCA) help you get started with your career exploration journey. You can meet with PCAs to explore all of the tools provided by Career Readiness including Handshake, VMock for resume review, networking with Sewanee alumni and more. Meet them on the first-floor of Carnegie Hall most weekday afternoons. No appointment is necessary!
Career Readiness Brightspace Course – All students are enrolled in the Career Readiness Course within Brightspace, which has all the resources you need to get started in your career exploration journey, from connecting to alumni to developing your resume.

Academic Support Resources
Integrated Advising – Integrated Advising provides support to students looking for assistance with understanding requirements for degree completion, exploring and declaring a major, and finding academic resources for success. The Assistant Dean for Integrated Advising & Student Support works with faculty advisors to help students in all majors and programs.

Peer Tutoring – Many departments coordinate peer tutoring for students to help their peers understand and succeed in your academic courses. Explore the structured tutoring opportunities and Language Resource Centers to get assistance.

Connect With Student Success & Career Readiness
Visit your student success portal to make an appointment with a coach. Reach out via email at studentsuccess@sewanee.edu, careers@sewanee.edu, or call 981.598.1121.
The Office of the University Chaplain and All Saints’ Chapel
Religious and Spiritual Life

What is a Chaplain?
Chaplains are professionals who work to promote spiritual well-being. They help people access the resources they need to live into their own religious, spiritual, or ethical commitments. Chaplains can be helpful as people explore questions of meaning, values, beliefs, and purpose or to simply show up and to be present with them in times of celebration, sadness, and everything in between.

Where Can I Find a Chaplain?
The Chapel staff are spread across campus, with offices in All Saints’ Chapel, the Wellness Common, and Bishop’s Common. Chaplains in Residence are seminarians who live in dorms to provide spiritual care to those communities and can be found in Hodgson, St. Luke’s, Trezevant, and Tuckaway Halls. You’re likely to bump into chaplains in McClurg or at Stirling’s, but you can also schedule time with one by emailing them.

I Don’t Consider Myself Religious, Why Should I Care?
You don’t have to be religious to wonder about how to live a meaningful life, discover a sense of purpose in the world, or wrestle with your deepest beliefs and values. Chaplains serve students from every different religious tradition on campus; those who consider themselves spiritual but not religious; and those who are agnostic, atheist, and nothing in particular.

How Do I Find My People?
The Office of the University Chaplain maintains relationships with religious and spiritual communities both on campus and off. If you’re looking for a place where you can worship or find belonging around your religious identity, a chaplain can listen to your needs and work to connect you to an appropriate community. If a student group reflective of your religious or spiritual identity does not exist, we have resources to help you create one. You can find a list of current groups on our website.

What Happens in All Saints’ Chapel?
All Saints’ Chapel is open 24 hours a day to be a place for quiet, reflection, prayer or meditation whenever you need it. Inside All Saints’, you’ll find two smaller, more private spaces: the Meditation Chapel and St. Augustine’s Chapel. During the academic year, the Chapel offers Sunday worship from the Episcopal (Christian) tradition at 8 a.m., 11 a.m., and 6:30 p.m. The University Choir sings at the 11 a.m. service.
Sewanee is an Episcopal School, So What?
The Episcopal Church is an open, generous, and thoughtful expression of the Christian tradition that is grounded in common prayer. So, we take religious and spiritual life seriously; we want you to have what you need to connect the life of the mind to the life of the spirit. At the same time, we don’t feel the need to dictate what you or anyone else has to believe.
The Wellness Center
Information for Students

The Wellness Center at Sewanee includes the departments of Community Health, FitWell, University Health Service (UHS) and Counseling and Psychological Services (CAPS).

**University Health Service (UHS)**

University Health Service (UHS) provides health care which is patient-centered, integrated, and delivered in a culture of inclusivity and respect. UHS services include treatment for acute illness or injury, physical “well” exams, immunization and travel vaccinations, health education and consultation, and contraceptive management. UHS also helps students obtain specialized treatment through referral to local providers.

For more information:
- Call the front desk at 931.598.1270
- Visit the office in the lower level of the Wellness Commons
- Visit the patient portal

**Counseling & Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) offers short-term individual and group therapy, crisis services, and psychiatric medication management at no cost to students. CAPS is located on the lower level of the Wellness Commons in the University Wellness Center.

For more information or to schedule an appointment:
- Call the front desk at 931.598.1325
- Email us at caps@sewanee.edu

**FitWell and Community Health**

Move with FitWell! Exercise is a vital part of the college journey; it improves mood, sleep, attention, focus, and more. FitWell is located on the upper level of the Wellness Commons and includes a fitness center with a strength floor and yoga and spin rooms. FitWell also has student-led fitness classes and special outreach events.

For more information:
- Contact us at fitwell@sewanee.edu
- Download the Sewanee FitWell app
Notices and Statements

Annual Security Report
The University produces an annual security report that 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 students and the steps they can take to maintain their 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 here.

Complaints and Grievances
Sewanee students are emerging adults responsible for managing, with our support and guidance, their academic and personal affairs. 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.

Documentation and Retention of Conduct Records
All documentation related to a conduct 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, and is separate from their academic transcript. 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. The University only reports on conduct matters to outside
agencies incidents where outcomes of Removal from Student Housing, Suspension, or Expulsion were assigned. Students who have questions about what types of information will be disclosed for their individual record should contact the Dean of Student’s office at 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 two business days.

**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. While not mandatory, Class Dress symbolizes that during your four years at Sewanee, academics are your top priority. Class Dress varies with the seasons, but typically includes khakis, slacks, or a skirt and a collared shirt, coat and tie, 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 by submitting a request to id-request.sewanee.edu. Cards can be picked up at the Circulation Desk in duPont Library. Altering a Sewanee ID or allowing others to use one's Sewanee ID is prohibited and may be an Honor Code offense.

**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. 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 regarding residence hall room searches are noted in the Housing 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.