SEWANEE
THE UNIVERSITY OF THE SOUTH

EQB: The Guide for Living in Community
2022-2023

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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.
Community Commitments

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

Living with Personal Integrity

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

Respecting the Dignity of All

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

Valuing Freedom of Thinking and Expression

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

Demonstrating Self-Control

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

Developing Trusting Relationships

The Sewanee community is committed to developing relationships built on trust and respect for the rights and properties of all individuals and of the community itself. The community also respects the laws of society and the just administration of those laws. The community encourages responsible citizenship and involvement of each individual and seeks to serve and be faithful stewards of all its resources.
Policies Relevant to Students
I. Introduction
The University’s policies are derived from our general philosophy of University life defined by our motto – *Ecce Quam Bonum*. 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 Code of Conduct is designed to provide students with clarity about the major expectations of their conduct 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. 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 while fostering positive relationships. These relationships help to create an environment where members of the community are held responsible for their actions with the ultimate goal of encouraging and fostering the personal growth and development of each student.

II. Definitions

A. Accommodation: An accommodation is a legally mandated 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. Advisor: A person attending an Educational Conference or Hearing to provide emotional or other support to the Respondent, Complainant, or witnesses. Advisors may not have an active role during resolution proceedings unless specifically permitted by this Code of Conduct, i.e., they may not speak for or represent the person they are supporting.

C. 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 – one faculty, one staff, and one student – selected and trained by the Office of Community Standards.

D. 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 who are responsible for resolving cases as outlined in the Code of Conduct.

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

F. Drugs: As defined by Tennessee state laws, drugs include narcotics and controlled substances both prescribed and illegal. Sewanee students are prohibited from illegal drug use, distribution, and/or sales.

G. Educational Conference: An Educational Conference is an informal resolution process where the Respondent meets with the Resolution Officer to resolve alleged violations of University policies including the Code of Conduct. The alleged violation may be resolved if the student accepts the resolution and agrees to complete sanctions or is found not
responsible by the Resolution Officer. With few exceptions, all cases begin resolution at
an Educational Conference. A Resolution Officer may make other decisions at this time,
such as determining that more review is needed or referral to a Hearing.

H. **Hearing**: Formal resolution processes are heard by either the Student Conduct Board or
Community Hearing Board depending upon the circumstances of the alleged violation.
Informal resolution processes are called Educational Conferences.

I. **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.

J. **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.

K. **Report**: Information received by the Dean of Students’ Office about a potential violation
of University policy. Also called an Incident Report.

L. **Resolution Officer**: 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.

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

N. **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
received a degree. Student status continues between academic terms and applies to persons
who withdraw from classes after the alleged conduct.

O. **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.

P. **Student Housing**: Any facility selected by students to live in via the housing lottery while
attending the University. Student housing includes, but is not limited to, residence halls,
theme housing, and fraternity houses.

Q. **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 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.

R. 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.

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 owned or controlled by the University. This includes the Domain and all campus buildings, as well as spaces rented by the University and University vehicles.

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.

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 handled through the University, conduct violations that are also violations of federal and/or Tennessee law may be referred to the appropriate legal authorities.

The 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 actual 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 or has an adverse impact on the Sewanee community, its members, or the pursuit of its objectives. 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 registered student organization. Residential students should review Residence 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 an Educational Conference or Hearing;
D. To have an opportunity to be heard by an impartial Hearing Board or Resolution Officer 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 an advisor of one’s choosing present in any Educational Conference or Hearing. Advisors may not participate directly in a resolution process nor may an advisor address any participant in the conduct hearing process other than the student the advisor is 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 not participate in an Educational Conference or Hearing, noting resolution proceedings may continue without their participation;
J. To be informed of the outcome of the resolution process;
K. 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;
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: Common sources of alcoholic beverages (which include, but are not limited to, kegs, bulk quantities of beer or wine beyond six (6) standard drinks for one person, and any quantities of alcoholic punch in a common serving location) are not permitted.
   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: No glass bottles or glass containers of alcohol are permitted.
   5. Providing to Underage: It is unlawful 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 a violation of University policy.
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 are not permitted.

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 a violation of University policy.
   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 including other students, faculty, staff, visitors, or community members. Provision includes “sharing” or “trade” but does not require an exchange of money, anything of value, services, or favors.

C. **Abuse and Respect for Others**
   1. **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](#).
   2. **Hazing**: 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. Acts of hazing by RSOs, groups, individuals and/or alumni are prohibited. 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.
   3. **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](#).
4. **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](#).

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 develop trusting relationships as members of the University community, as well as to respect the dignity of all individuals. These tenets extend to the interactions students have with one another, University staff and faculty, and any other individuals. When a behavior is determined to cause disruption to the learning environment or campus community, the conduct is no longer becoming of a Sewanee student.

3. **Disruptive Behavior:** 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. Conduct that causes disruption to University operations and/or events is prohibited.

4. **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 a Resolution Officer(s), or otherwise obstructs justice on campus. 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.

5. **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 resolved under the Honor Code.

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 will not be tolerated.

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 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 considered under the Honor Code.

10. **Unauthorized Entry:** In the interest of student safety as well as successful living and learning, students are expected to not physically enter non-public areas of the University without first receiving the appropriate permission(s) that grants access. Permission may be provided in many forms and therefore students are expected to refrain from assisting others without permission to enter such areas. Non-public areas include, but are not limited to: student housing including private rooms, construction areas, athletic playing surfaces, staff or faculty offices, card-restricted rooms/areas, academic or administration buildings after hours unless there is a specific meeting or event scheduled, University chapels and towers, rooftops, and balconies.

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

3. **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).

4. **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, including fireworks, of any kind are strictly prohibited in University facilities and on the premises of The Domain.
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. Tobacco: Smoking and the use of tobacco products is prohibited in all student housing and on balconies, in all academic buildings, and within 50 feet of campus buildings or in any other ways violating Tennessee state laws (T.C.A. 39-17-1801 et. seq.). Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, all smokeless tobacco and e-cigarettes (“vaping”).

5. Weapons: Students may not engage in any behavior that violates the University Weapon Policy.

6. 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 logging in on the Provost’s webpage and the EQB Guide.

VII. Procedure
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. Additionally, the process, including potential consequences, should strive to be educational. Students are responsible for the consequences of their actions and are expected to make wise choices. Finally, the process should strive to be characterized by respect for all individuals as well as the community as a whole.

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 not shared until an official notice has been given to the Respondent(s) of a potential violation.
   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 a student organization resolution process may be shared by the University once the resolution process has concluded. This information may be redacted in accordance with FERPA.

C. Interim Measures:
   1. The Resolution Officer 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.

D. Resolution Process
   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 via the Dean of Students’ webpage, the Sewanee Police Department, mail or email to the Dean of Students’ Office (dstudent@sewanee.edu), or the LiveSafe app.
      a. Reports are reviewed by the Office of Community Standards for credibility and actionability before being addressed.
      b. 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.
      c. 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.
2. **Fact-Finding:** The Resolution Officer assigned to manage the report by the Office of Community Standards will oversee fact-finding related to the nature of the report. 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.
   b. Respondent(s) and Complainant(s) may be asked to participate in a meeting to gather additional information.
   c. RSOs may be asked to provide an internal fact-finding statement regarding the allegations.
   d. Advisors are not permitted to attend fact-finding meetings.

3. **Notice:** 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.
   a. 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.
   b. Notice will include a summary of the allegation, alleged policy violations, date, time, and location of the Educational Conference or Hearing, any interim measures in place, and instructions about the resolution process.
    i. At any point during the process, students seeking accommodations for disabilities should contact Student Accessibility Services at sas@sewanee.edu.
   c. Notice will be sent no less than three (3) business days prior to the Educational Conference or Hearing date to accommodate students requesting to view case materials in advance.

4. **Scheduling:**
   a. Educational Conferences and Hearings are scheduled based upon the class schedules of the involved parties, availability of the Resolution Officer, Hearing Board members, and any witnesses relevant to each case.
   b. If a Resolution Officer(s) needs to reschedule the Educational Conference or Hearing prior to its commencement, the officer(s) will make a reasonable effort to notify the student of the new time, date, and location of the Educational Conference or Hearing. The officer(s) will set a new meeting time, date, and location.
   c. If a Respondent needs to reschedule the Educational Conference or Hearing prior to its commencement, they must contact the Resolution Officer in advance to request an alternative date and time. Educational Conferences and Hearings will be rescheduled only for reasonable, unavoidable scheduling conflicts, or additional time to provide evidence or identify witnesses.
   d. Educational Conferences and Hearings are not scheduled during exam periods, reading days, or national holidays. The University reserves the right to hear cases during academic breaks when appropriate.
   e. 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.

5. Educational Conference: An Educational Conference is an informal resolution process during which the Respondent meets with the Resolution Officer to resolve allegations. With few exceptions, all cases begin resolution at an Educational Conference.
   a. Educational Conferences provide the Resolution Officer and Respondent(s) a review of the available information and alleged violations to determine whether it was more likely than not the Respondent(s) 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. Respondent(s) may bring advisor(s) 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 Officer will provide the Respondent with an opportunity to review the information collected by the University 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 or individuals or is required by FERPA.
      iii. After reviewing the information and discussion with the Respondent, the Resolution Officer may determine that insufficient information exists to substantiate a violation and find the student not responsible for a violation.
      iv. If the Respondent accepts responsibility or the Resolution Officer determines the Respondent is responsible for a violation using the established standard of evidence, the Respondent may officially accept responsibility for the alleged violation and then either:
         A. Agree to fulfill the outcomes as discussed and waive appeal rights; or
         B. Disagree with the proposed outcomes and request a Hearing for determination of appropriate outcomes.
   ii. If the Respondent does not accept responsibility as assigned by the Resolution Officer during the Educational Conference, the case will be referred for a Hearing.

6. Hearings: The Office of Community Standards determines the appropriate Hearing type and schedules the hearing for all incidents.
   a. Hearing Types
      i. Student Conduct Board: The Student Conduct Board is a panel composed of trained students who have been selected through an application and interview process.
         A. The Assistant Dean for 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 Assistant Dean may be present during Hearings as a non-participant.

A. 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.

B. The Student Conduct Board hears cases involving individual students, and does not hear cases with recognized student organizations or those that could result in an outcome of removal from student housing, suspension, or more severe outcome.

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.

C. The Community Hearing Board hears cases involving individual students or RSOs, including those where removal from student housing, suspension, or more severe outcomes may occur.

7. Hearing Procedures: The following procedures are followed regardless of the Hearing type:

a. Prior to a Hearing, the Complainant(s) and Respondent(s) may view currently available information related to the incident, may receive instructions regarding the resolution process, and may have any policy language reviewed with them.

   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.

b. The Complainant(s) and Respondent(s) may request permission to bring a person or persons who have information related to the incident to the Hearing to serve as witnesses. The name of any person appearing as a witness should be emailed to dstudent@sewanee.edu no less than one (1) business day prior to the Hearing and include why the witness is relevant to the case.

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

   i. An optional advisor serves as a support person during the Hearing but 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.
d. At a Hearing, the Respondent must indicate whether they accept or deny responsibility for an alleged violation(s).

e. 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.

f. 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.

g. 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.

h. A student’s prior conduct record will be considered only during the sanctioning phase of the Hearing and will not be considered during the deliberation phase.

8. Outcome Letters: Decisions regarding responsibility and sanctions, 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.

E. 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 may be appealed. Sanctions 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, except for those involving expulsion. Cases involving sanctions with an outcome of suspension or revocation of RSO recognition may be heard by the Vice-Chancellor or designee. All cases involving expulsion will be heard by the Vice-Chancellor or designee.
   a. The Appeals Board has three members – one faculty member, one staff member, and one student.
   b. The students serving on the Appeals Board shall be appointed from the pool of trained hearing officers 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 sanctions.

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.
      i. In cases of suspension or revocation of RSO recognition, students or RSOs should indicate when submitting their appeal if they would like to have the Vice-Chancellor or Appeals Board hear the appeal.
   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.
      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 or Vice-Chancellor. 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 appeal submission.
   d. If the appeal is referred, the Appeals Board or Vice-Chancellor shall have access to the case file maintained by the Dean of Students’ Office.

5. **Appeal Outcomes**: The Vice-Chancellor or Appeals Board has the option of:
   a. affirming the original decision(s) regarding responsibility and sanctions,
   b. affirming the original decision(s) regarding responsibility and modifying the sanctions,
   c. sending the matter back for a rehearing by 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 sanctions.

6. **Notification**: Appellate outcomes are communicated in writing and sent to the Respondent’s University email address within seven (7) days of referral to the
appellate body; the appeal process is complete once the appeal outcome response is
sent.
F. 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
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 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.

Violations are cumulative, and multiple violations may result in enhanced or additional
outcomes. Multiple violations of even minor policies can result in cumulative penalties,
including suspension.

There are three categories of outcomes issued: disciplinary status, administrative action, and
educational activity. Disciplinary status refers to the type of reprimand issued (warning,
probation, etc.), administrative action is often restitution or restriction, and, finally educational
activities vary widely and aim to have the highest impact on future decision-making and
behavior change.

A. Disciplinary Status
1. Warning: written notice given to draw attention to the fact that behavior was not
appropriate and violated University policy.
2. Social Restriction: restriction from participation in or hosting of specified
University-sponsored activities, events, or use of specified University facilities. Social
probation may be tailored to each student or RSO based on the nature of the violation.
3. 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.

4. **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.

5. **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.

6. **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.

**B. Administrative Actions**

1. **Conduct Forgiveness**: Conduct forgiveness gives students a one-time opportunity to restore any loss of privileges associated with a violation. If a student never has any other incidents in which 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.

2. **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.

3. **Housing Relocation**: the University reserves the right to relocate students as appropriate to ensure safety and a productive learning environment for all students.

4. **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 off campus, membership in RSOs, which may include the ability to participate in recruitment for Greek organizations, and/or remaining in student housing beyond finals.

5. **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.

6. **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.

7. **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.

8. **Removal in Abeyance**: Students placed on removal in abeyance 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 removal in abeyance will result in immediate removal from campus housing.

9. **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.

10. **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.

C. Educational Activity

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 Student Success for academic support.

2. **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.

3. **Letters of Apology**: students may be assigned to provide a reflective letter of apology.

4. **Reflection Essays**: a student may be asked to research and reflect on a violation involving safety, behavior unbecoming, a particular state or federal law, or other relevant issue.

5. **Substance Use Assessment**: students may be required to complete a substance use assessment with a qualified counselor to assess if further treatment is needed, and to provide verification that the assessment has been completed. Counselors may only report to verify completion; however, should there be a concern about the student’s ability to persist or safety, the counselor may report this to the University.

6. **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.

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.
Residential Life Policies

The Office of Residential Life works to foster EQB with over 98% of undergraduate students who live on campus. The policies outlined below are designed to ensure a safe and successful living community. Students who are found in violation of one or more of the policies below may be subject to the Code of Conduct and accountability with members of the Residential Life Staff. Students can find more information about policies and procedures on the [website](#).

**Policies**

**Section 1: Abandoned Property**
1) 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.

**Section 2: Alcohol and Other Drugs**
1) Alcohol:
   a. Students under the age of 21 found with alcohol or found to be intoxicated will be documented and reported.
   b. Students over the age of 21 are permitted to have alcohol only in their assigned room or in their Theme or Language House.
   c. Alcohol beverages in glass containers or bottles are not permitted.
   d. Permitted Locations:
      i) Alcoholic beverages are not allowed 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, etc.
   e. Events:
      i) The event 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.
      ii) Residence Halls are not permitted to have events with alcohol.
   f. Distribution
      i) It is unlawful for a person over the age of 21 to buy, furnish and/or make available alcoholic beverages for anyone under the age of 21, as stated in the Code of Conduct.
      ii) 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.
2) Drugs
   a. Students must abide by and not violate the University Drug policy in the Conduct of Conduct that covers illegal drugs, misuse of prescription, selling/distribution, public intoxication, and paraphernalia.
3) Tobacco and Vaping Policy:
   a. Smoking and the use of tobacco products are prohibited in all student housing balconies, in all academic buildings, and within 50 feet of campus buildings, or in any other ways violating Tennessee state laws. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, all smokeless tobacco, and e-cigarettes (“vaping”).
See the Code of Conduct for more detailed information, especially concerning alcohol and other drugs.

Section 3: Animals
1) Students living in housing managed by residential life may not own pets, may not feed or keep pets.
2) Charges
   a. Students will also be charged restitution for all cleaning related to the pet's presence, including carpet cleaning, pest control, and HVAC cleaning.
3) University Approved Service and Emotional Support Animals
   a. Only approved animals are allowed in University-owned buildings, including the Residential Halls. For more information, please visit the Student Accessibility Services website.
   b. 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.

Section 4: Appliances and Kitchen Guidelines
1) Appliances:
   a. Microwaves
      i) Residence Halls are permitted to have one microwave per room with a max wattage of 800 watts.
      ii) Theme and Language Houses are provided a microwave in their kitchen and not permitted any other microwaves.
   b. Mini-Fridges can be no larger than 4.4 cubic feet
   c. Residence Halls are limited to:
      i) One mini fridge per bedroom for double occupancy rooms
      ii) Two mini-fridges for triple rooms.
   d. Residents in Theme and Language Houses are permitted to have one personal mini-fridge no larger than 4.4 cubic feet per bedroom.
   e. It is recommended that a plastic drop cloth or other covering be placed underneath any refrigerator to prevent damage to floors and carpets.
3) Appliances that are NOT permitted to be used within student’s assigned rooms within the Residence Halls:
   a. 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.
4) Appliances that are permitted to use ONLY in the Residence Hall common kitchen but NOT in the assigned the room:
   a. Rice cookers, waffle maker, griddles, air fryer
5) Appliances NOT permitted in Language Houses and Theme House communities:
6) Common use policies for kitchens in Residence Halls
a. 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.
b. Students must label their individual items in the refrigerator and dispose of them on or before expiration dates.
   i) All perishable items kept in the refrigerator must be either unopened or properly stored. All perishable items that become an issue will be disposed of.
c. Abuse of these spaces may result in losing access to the kitchen and group charges related to cleaning or repair.
d. Residents are responsible for reviewing and following any posted policies and/or procedures in their individual kitchens.
e. The University is not liable for any food or items left in the kitchen.

7) Kitchens within Theme and Language Houses:
a. 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.
b. The University is not responsible for any items such as utensil, appliances, or food items.

Section 5: Bicycles and Other Recreational Equipment

1) Bicycles and Scooters
   a. All bicycles must be registered with the Office of Residential Life each term they are on campus. The terms are Advent (Fall), Easter (Spring), and Summer.
   b. Bicycles may not be stored or placed in stairwells, hallways, fire exits; or chained/locked to stair railings, lamp posts, or shrubbery.
   c. Bicycles should be either:
      i) Adequately secured in bicycle rooms within the Residence Halls or bike racks closest to the Residence Halls, theme houses, or language houses.
      ii) Stored in personally assigned room but are not permitted to be in front of doors or windows.
   d. The University does not store bicycles.
   e. Bicycles left on campus and not registered for the Summer term will be considered abandoned property and removed.

2) Other Recreational Equipment:
   a. Hoverboards and other electronic riding devices are not permitted to be stored within University owned student housing.
   b. The operation of hoverboards, skateboards, scooters, or other recreation equipment is banned in all University owned student housing.
   c. Boats, Kayaks, and other flotation devices are not allowed to be stored within University owned student housing or within parking lots on campus.
   d. If space is available, all boats, Kayaks, and other flotation devices can be stored in outdoor bicycle sheds or indoor bicycle rooms.
   e. Water balloon launchers, t-shirt launchers, potato launchers, and other launchers are prohibited from the University owned student housing buildings.
   f. Darts and dartboards are not permitted in any University owned student housing building. This includes metal, plastic, magnetic, and other types not listed.
   g. Pools, hot tubs, and other water features are prohibited at any University owned student housing.
Section 6: Commercial, Solicitation, and Sales Activity
1) University-owned student housing is off limits to all persons except University officials, community residents, residential guests, and others with a legitimate business. 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, distributing commercial pamphlets, handbills, circulars, newspapers, magazines, and other written material on University property.
2) Soliciting, canvassing, or using University student housing as a location for selling, advertising, or running a personal business enterprise is strictly prohibited. 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.

Section 7: Damage, Theft, and Vandalism of University Property
1) Residents are prohibited from vandalizing, stealing, damaging, littering, or destroying University property. Any damages or loss of property to the community will be billed back to the individual(s) who caused the damage. 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.

Section 8: Decorations and Displays
1) Candles, Incense, and Oil Diffusers:
   a. Candles are not permitted within any University owned student housing buildings.
   b. Incense with the intent to burn are not permitted within any University owned student housing buildings.
   c. Wax warmers such as Scentsy items are not permitted in University owned student housing buildings.
   d. Candle warmers are not permitted in University owned buildings.
   e. While oil diffusers are permitted, they may not be left unattended when in use.
      i) 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 for the cost of the call out which is $200
2) Decorative Lights:
   a. Only LED decorative electric lights are permitted or battery powered.
      i) Electric decorative light sets should not be anchored or allowed to touch metal items including, but not limited to, metals windows or metal door frames.
      ii) Cords may not be run through doorways, under doors, or across hallways.
3) Decorating Materials:
   a. Nails, screws, or other devices that insert into the walls are strictly prohibited. Only sticky tack is to be used when hanging decorations.
4) Door Decorating:
a. When decorating your room door, you are not allowed to cover the room number or prevent access to the locking mechanism and door knob.
b. If decorations do not comply with the institutional mission or value, they may be removed at the discretion of the Residential Life Staff.

5) Combustible Decorations:
a. Combustible decorations are prohibited, including but not limited to cotton batting, dry/cut vegetation, moss, straw, hay, vines, leaves, or twigs.

6) Ceilings:
a. No items may hang from the ceiling or be attached to pipes or wires running across the ceiling.
b. Stick-on stars or other adhesive decorations are not permitted to go on the ceiling.

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

8) Paraphernalia Decorations:
a. 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.

9) Live Décor:
a. Live Christmas trees are not permitted in Residence Halls or houses.

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

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

12) Window Treatments and Displays:
a. All curtains must be hung using tension rods. Permanent hardware may not be attached to walls, windows, or ceilings.
b. Decorations are not permitted to be between the window and the blinds.
c. Decorations should not be seen from outside the building or room.
d. 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.

Section 9: Electric Equipment Restrictions
1) Electrical Equipment Guidelines:
a. Residents may not alter, repair any electrical equipment, or fixture provided by the University.
b. If more than two appliances or two appliances with a cumulative wattage 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.
c. Only one power strip is permitted per outlet.

2) Antennas:
a. Exterior antennas or satellite dishes are not permitted
b. Indoor antennas that mount to the wall are not permitted

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

4) Heating and Cooling Equipment:
   a. Space heaters, window unit/portable air conditioners, ceiling fans, electric heaters, kerosene heaters, and similar items not issued by Facilities Management or Residential Life Staff are not allowed.

5) Lighting:
   a. Lava lamps are prohibited.
   b. Light bulbs must be under 75 watts.

6) Power and Manual Tools:
   a. All power tools, such 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.

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

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

Section 10: Elevators
1) 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.

Section 11: Entry & Exits into Residential Communities
1) 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.
2) If a student damages an access door, the student will be liable for the repair, replacement, and labor charge.
3) 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.

Section 12: Fire Pit Restrictions
1) 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.
2) To be approved to use for an event please follow the below steps:
a. 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.
b. 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.
c. 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 HERE.
d. 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.

3) Policies for fire pit use:
   a. No accelerants are to be used to start the fire, nor may any be present at the fire scene.
   b. Fires can only be constructed from natural wood or untreated lumber, and started with paper, cardboard, kindling, or a starter log.
   c. Fires must be at least 25 feet from the nearest structure, including cars, unless built and approved by the University.
   d. A designated fire master must remain sober (not drinking at all) and in charge of the fire. This person will be designated in the event registration form.
   e. No horseplay, chicken fighting, wrestling, firewalking, or fire jumping is permitted.
   f. 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.
   g. A water/garden hose must be present, connected to a sufficient water supply, and capable of reaching the fire.
   h. When using the firepit has concluded, the fire must be doused and put out using water.
   i. If there is a problem, the fire master should call the fire department.
   j. Fires will not be permitted during dry spells and may be canceled if other conditions warrant.

Section 13: Fire Safety
Students are expected to observe the following fire code regulations. Violators of these policies are subject to disciplinary action.

1) If the fire department answers a call due to any kind of misbehavior, the responsible parties will likely be charged a fine of $200 for the fire department’s response cost.

2) For the protection of residents, University owned student housing buildings are equipped with smoke and fire detection and prevention devices.

a. Tampering with Fire Safety Equipment
   i) Sounding of false fire alarms or tampering with firefighting/safety equipment, including but not limited to fire extinguishers, fire sprinklers, connecting pipes, exit signs, and the alarm system, is prohibited.
   ii) Inappropriately discharging a fire extinguisher will be reported, and the student(s) will go through the conduct process. The outcome may receive the cost of clean-up, repairs to damages, and recharging the extinguisher.

3) Guidelines
   a. Stairwell doors leading to hallways should be kept closed. Hallways must be kept clear at all times.
b. 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.

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

d. Students must comply with all fire safety measures undertaken on campus including vacating buildings when a smoke/fire detection device has been activated or when the fire department is engaged in a practice drill. Students that do not vacate will be documented and go through the conduct process.

Section 14: Fireworks, Explosive, and Flammable Items
1) Any type of firework or explosive is strictly prohibited from University owned student housing.

2) The following are banned from University owned student housing:
   a. Inflammable and flammable fluids but not limited to dangerous chemical mixes, Bunsen burners, kerosene heaters, and other related items. This list is not all inclusive.

Section 15: Furnishings and Storage
1) Furnishings:
   a. All furniture provided by the University must remain in its designated location inside the student’s room and/or house.
   b. University provided furniture cannot be stored or used outside of the student’s assigned room.
   c. Personal beds, mattresses, and box springs cannot be brought into University owned housing buildings unless approved through Student Accessibility Services.

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

Section 16: Guests and Visitation
1) Visitation
   a. 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.
   b. If a resident’s guest is involved in any violation of University or Residential Life policies, the hosting resident and the guest (if a student at the University) may be subject to disciplinary action.
   c. When there are infractions of the visitation policy, action is taken against all responsible parties via the University conduct process.

2) Overnight Guests:
   a. All guests may only stay overnight in a student housing rooms or house with the permission of all persons assigned to the room, suite, or house.
   b. Residents are not permitted to cohabitate. Overnight guests may not stay for more than two consecutive nights and a total of twelve days in a semester.
c. Guests may only stay where there is a free space for them to sleep in. No guest may sleep on the floor if it prevents proper egress in the event of an emergency in University owned student housing.
d. Overnight guests are not allowed during periods when the University is closed.
3) Escorting:
a. When a resident has a guest over, the resident must escort the guest for the duration of their stay.

Section 17: Inspection and Search Policy
1) The University reserves the right to enter student rooms and houses for the following reasons:
a. Authorized personnel for inspection and repair, for disciplinary purposes upon reasonable cause to suspect violations of University policies, health and safety checks, occupancy checks, facility emergencies, or for any other appropriate reason;
b. If such inspections are of routine or periodic nature, a reasonable effort will be made to give prior notice.

Section 18: Keys and ID Cards
1) Keys:
a. Keys are issued at check-in by Residential Life Staff for an assigned space. Keys must be returned when checking out of the space.
b. The resident will be charged a fee if a key is lost or not returned when occupancy has ended.
c. All keys remain the property of the University and may not be duplicated
d. Students will be charged $100 for a lost key.
e. Students found to be in possession of a key to any room other than that assigned to them will be subject to disciplinary action.
2) ID Cards:
a. Students are provided electronic access to their assigned building through their ID Card.
b. ID Cards are not permitted to be given to other students.
c. Students found to be in possession of another student's ID Card for use to enter student housing will be subject to disciplinary action.

Section 19: Lockouts and Locks
1) Lock Out Charges:
a. Each time a student contacts Residential Life for a lockout to be performed to their bedroom, house, or building, they will be charged $20 per lockout.
b. There will be no lock-out charges within the first two weeks of classes each term. The two-week grace period starts on the first day of classes of each term.
2) Locks:
a. 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.
b. Students are not permitted to replace or tamper with lock systems on doors.

Section 20: Room Assignments, Changes, and Space Usage
1) Room Assignments:
a. Each Student that fills out the housing application and signs the housing contract is assigned to bed space within an identified room.

2) Infringement of Space:
   a. 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. The other half of the room must stay available for a student to be assigned at any time.

3) Roommates Matching:
   a. New students who are incoming to the institution cannot select their roommates. Residential Life Staff places students together based on how each student fills out their housing application.
   b. Returning students can select desired roommates during the room selection process.
      i) If a returning student does not participate in the room selection process, they cannot identify a roommate. They will be placed with another student identified by Residential Life Staff.

4) Room Changes:
   a. Unauthorized Move: Students who change rooms without being approved by Residential Life staff will be reported and go through the student conduct process.
   b. Types of Room Changes:
      i) Students can request a room change starting two weeks after the first day of classes.
      ii) Move into a Half Open Room: 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 emergency.
      iii) Student Living in a Half Open Room: Students with a half open room have seven days to find a roommate that matches their needs. If the student is unable to identify a roommate, Residential Life Staff will pick and assign a student to that space.
      iv) Room Swaps: room swaps are when two people choose to swap rooms. This option is used when both students show the desire to swap.
      v) Emergency Room Changes: Emergencies can arise where a student must move. In this situation, Residential Life staff will work with the student to communicate the need to move and where they will be relocated to. In case of emergency, the student(s) will receive a timeline to move and may not receive a choice on where they will be relocated.

Section 21: Pest Control Treatment
1) 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.
2) 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.
3) 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.
4) 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.

5) 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.

6) 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.

Section 22: Quiet and Courtesy Hours
1) 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. Noise that can be heard beyond two doors down from a room is likely excessive and potentially disruptive to other residents in the building.

2) Courtesy hours require all student housing occupants to keep noise levels in all residential areas to a minimum, 24 hours a day.

3) Quiet Hours require all student housing occupants to keep noise levels low enough to not disturb anyone's sleep or rest.
   a. Residence Hall Quiet Hours:
      i) Sunday – Thursday are 11 p.m. to 8 a.m.
      ii) Friday and Saturday 1:00 a.m. to 8 a.m. Sunday.
   b. Exam Hours
      i) 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.

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

Section 23: Restricted Areas
1) The roofs, ledges, balconies, basements, attics, unassigned rooms, and mechanical/electrical equipment rooms of all University-owned buildings are strictly off-limits to students.

Section 24: Waste Disposal
1) All waste paper and other trash must be deposited in dumpsters or trash sheds. Littering or improper disposal of trash is not permitted.
2) Trash sitting outside of a room, hallways, walkways, or theme or language house will be subject to disciplinary action.
3) 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 it is not limited to feminine hygiene products, alcohol or “flushable” wipes, personal toilet paper, and wax from wax warmers.
Section 25: Weapons
1) 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.
2) 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.

Section 26: Windows and Screens:
1) 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.
2) Screens must be kept on the windows at all times and are not permitted to be removed from the building.
3) Students are liable for any damage to a window or removal, lost, or damaged window screen.

Section 27: Other Policies
1) 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.
2) 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
Woods Lab, Room 138
titleix@sewanee.edu
931.598.1420
File A Report 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 student organizations or groups who proactively seek assistance by calling 911. To qualify for amnesty, a Student or Registered Student Organization 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.

**Student Organization Amnesty**
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. Organizations 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.

Organizations 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](#)
- [Title IX & Sex Discrimination](#)
- [Weapons Policy](#)
Resources and General 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.

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 for using their technology. SAS offers equipment for check out and giveaway 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 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 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
- Call the Dean of Students’ Office at 931.598.1229
- Review the Documentation Guidelines for Accommodations
University Wellness Center
Information for Students

The University Wellness Center (UWC) is a campus resource that offers integrated and holistic health care, comprehensive wellness outreach, and peer health education for students. Counseling and Psychological Services, University Health Service, and Wellness Outreach comprise the UWC. Check out the information below about the services and departments.

Community Health & Wellness Outreach

Community Health & Wellness Outreach includes a variety of programs from the Wellness Commons Staff and partners across campus. These programs are centered around Vanderweele’s (2017) six pillars of flourishing: Happiness and Life Satisfaction, Mental & Physical Health, Close Social Relationships, Character & Virtue, Meaning & Purpose, and Financial Stability.

For more information:
- Follow on Instagram @uwcsewanee
- Visit verge.sewanee.edu
- Contact Wellness Coordinator, Nysha Wallace, or Director of Community Health, JJ Joralemon

Counseling & Psychological Services

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 bottom 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 ucs@sewanee.edu

If students are experiencing a mental health emergency, they can always speak with a counselor by calling the CAPS 24/7 crisis line at 931.598.1700.

FitWell at the Wellness Commons

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 cardio floor. FitWell also has student-led fitness classes and special events.

For more information on hours and programs:
- Follow on Instagram at @sewaneefitwell
- Download the Sewanee FitWell app
- Visit fitwell.sewanee.edu
**University Health Service**

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 supports students in obtaining 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](#)
The Center for Student Success and Flourishing helps empower students to build their own success, so they may flourish, become their best selves on campus, and be ready to pursue lives of meaning and purpose. We do this in partnership with students as we:

- Guide students to discover their strengths and design a four-year experience that serves them during their college years and beyond
- Provide academic success support and connection with other individuals and resources across campus and beyond the gates
- Help students 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.

**Career Readiness Resources**

**Individual Coaching** – Career Readiness coaches help students prepare for and evaluate their career options including finding (and funding!) internships, post-graduate jobs, explore graduate studies, and even discuss major choice. Come talk with them about how they can help students meet their academic and career goals and design their four-year experience. Students can sign up for an appointment on Handshake.

**Peer Career Advocates** – Peer Career Advocates help students get started with their career exploration journey. Students can meet with fellow students 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 Monday-Friday from 1 – 4 p.m. No appointment is necessary!

**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. Students should explore the structured tutoring opportunities and Language Resource Centers to get assistance.

**Connect With Student Success & Career Readiness**

Visit my.sewanee.edu to schedule time with a student success and career readiness coach and to find links to all the resources you need. Reach out via email at studentsuccess@sewanee.edu or call 981.598.1121.
Library and Information Technology Services
Services & Resources at the Jessie Ball duPont Library

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.
Involvement & Campus Activities
Information for Students

The Office of Campus Activities 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 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 Campus Activities can do to help students find ways to get involved! First – the staff loves talking to students about how to find other students who have already started an organization or a program that would be a great fit. The office is located on the first floor of the Bishop’s Common or students can email them at campus-activities@sewanee.edu.

Also – Campus Activities 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 connection, 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.

- **Registered 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 house through the Office of Residential Life which includes: *Community Engagement House*, *Peer Health House*, 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 *Alpha Delta Pi* and *Delta Tau Delta*.

**How do students learn more?**

For more information about getting involved:

- Login to [Engage](#)
- Visit the [Office of Campus Activities online](#) or in the Bishop’s Common
- Email us at [campus-activities@sewanee.edu](mailto:campus-activities@sewanee.edu)
- Follow us on Instagram [@sewanecampusactivities](#)
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!
Notices and Statements

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

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

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

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

Information about grievances that are not resolved internally and may involve state consumerism, state licensing boards, or accreditation can be reviewed at the Provost’s web page.

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

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

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

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 Room Contract.

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