

# ANDREW COLLEGE

## STUDENT HANDBOOK 2021-2022





# Andrew College Student Handbook

The Andrew College Student Handbook sets forth the major policies and procedures affecting students. Because the College is a dynamic institution, changes are inevitable. This Handbook will be revised as new policies and procedures are adopted. The latest edition will supersede all former editions unless stated otherwise in the text. In the event of ambiguity or inconsistency, the provisions of the current Student Handbook supersede collegiate and campus policies and procedures.

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

## **EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

Andrew College does not discriminate on the basis of race, color, ethnicity, religion, gender, age, creed, national origin, or disability in its admissions and employment policies or its educational, financial aid, athletic, and other college programs. Andrew College complies with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

## **ANDREW COLLEGE MISSION**

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

## **PHILOSOPHY**

In keeping with its Christian heritage, Andrew College provides an environment which prepares students for further study at a senior college and enables them to understand themselves as persons of responsibility and potential within the global community. Andrew is not sectarian and its services are open without regard to race, gender, ethnicity, creed, or economic status.

Andrew College seeks to achieve its purpose by providing the following advantages:

- Opportunity for intellectual, social and spiritual growth;
- A professionally competent faculty dedicated to teaching;
- Individual attention to students at all levels of operation within the college;
- A two-year and four-year curriculum that parallels that of four-year colleges and universities;
- A cultural enrichment program which encourages students to appreciate the arts;
- The opportunity to learn leisure time skills which lead to the development of a healthy body;
- Redemption in the basic skills;
- Orientation experiences for successful adjustment to college life;
- Academic advising;
- Challenging programs for the intellectually gifted student;
- A student community committed to the earning of a college education;
- Cultural and academic resources for the community and the churches of the area.

## **ACCREDITATION**

Andrew College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** (SACSCOC) to award certificate, associate, and baccalaureate degrees. Questions about the accreditation of Andrew College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (**[www.sacscoc.org](http://www.sacscoc.org)**).

Andrew College is endorsed by the University Senate of The United Methodist Church as an affiliated United Methodist institution.

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## 2021-2022 Academic Calendar

August 19, Thursday.....	New Students Arrive/Move-In
August 19-23, Thursday-Monday.....	New Student Orientation
August 23, Monday.....	Returning Students Arrive/Advising/Registration
August 24, Tuesday.....	Classes Begin (Full Term/1 <sup>st</sup> mini-term)
August 27, Friday.....	Last Day to Drop or Add a Class (Full Term/1 <sup>st</sup> mini-term)
September 2, Thursday.....	Fall Convocation
September 6, Monday.....	Labor Day (No Classes, Offices Closed)
September 17, Friday.....	Midterm, Last Day to Withdraw with a W (1 <sup>st</sup> mini-term)
September 17, Friday.....	Deadline to submit Application for Graduation for Fall 2021
October 12, Tuesday.....	Last Day to Withdraw from a course (1 <sup>st</sup> mini-term)
October 13, Wednesday.....	Last Day of Classes, Finals (1 <sup>st</sup> mini-term)
October 14-15, Thursday-Friday.....	Fall Break (No Classes)
October 18, Monday.....	Midterm, Last Day to Withdraw with a W (Full Term), Last day to clear Summer 2021 Incomplete grades
October 19, Tuesday.....	Classes Begin (2 <sup>nd</sup> mini-term)
October 21, Thursday.....	Last Day to Drop or Add a Class (2 <sup>nd</sup> mini-term)
October 25, Monday.....	Registration for Spring 2022 and Summer 2022 Begins
October TBD.....	Homecoming
November 11, Thursday.....	Midterm, Last Day to Withdraw with a W (2 <sup>nd</sup> mini-term)
November 24-26, Wednesday-Friday.....	Thanksgiving Holidays (No Classes, Offices Closed)
December 1, 2021.....	Deadline to submit Application for Graduation for Spring 2022
December 9, Thursday.....	/Last Day to Withdraw from a course (2 <sup>nd</sup> mini-term)
December 10, Friday.....	Last Day of Classes/Last Day to Withdraw from a course (Full Term)
December 10, Friday.....	Last Day of Classes, Finals (2 <sup>nd</sup> mini-term)
December 13, Monday.....	Reading Day/Make-up Day
December 14-17, Tuesday-Friday.....	Final Exams
December 17, Friday (5:00 PM).....	Student Break Begins
December 22-27; December 30 - January 3.....	Campus Offices Closed

### Spring Semester 2022

January 8, Saturday.....	All Students Arrive/Move-In
January 9, Sunday.....	New Student Orientation
January 10, Monday.....	Advising/Registration
January 11, Tuesday.....	Classes Begin (Full Term/1 <sup>st</sup> mini-term)
January 14, Friday.....	Last Day to Drop or Add a Class (Full Term/1 <sup>st</sup> mini-term)
January 17, Monday.....	Martin Luther King, Jr. Day (No Classes, Offices Closed)
February 4, Friday.....	Midterm (1 <sup>st</sup> mini-term)
February 4, Friday.....	Deadline to submit Application for Graduation for Spring 2022 and Summer 2022
February TBD.....	Academic Competition
February 22, Tuesday.....	Seminar Day
March 1, Tuesday.....	Last Day to Withdraw from a course (1 <sup>st</sup> mini-term)
March 2, Wednesday.....	Last Day of Classes/Finals (1 <sup>st</sup> Mini-term)
March 3, Thursday.....	Midterm, Last Day to Withdraw with a W (Full Term), Last day to clear Fall 2021 Incomplete grades
March 4, Friday.....	Classes Begin (2 <sup>nd</sup> mini-term)
March 7-11, Monday-Friday.....	Spring Break (No Classes)
March 15, Tuesday.....	Last Day to Drop or Add a Class (2 <sup>nd</sup> mini term)

April 4, Monday .....Registration for Summer 2021 and Fall 2021 Begins  
 April 5, Tuesday ..... Midterm (2<sup>nd</sup> mini-term)  
 April 15, Friday.....Good Friday (No Classes, Offices Closed)  
 April 21, Thursday ..... Honor's Night  
 April 29, Friday..... Last Day to Withdraw from a Course (2<sup>nd</sup> mini-term)  
 April 29, Friday..... Deadline to submit Application for Graduation Summer 2022 and Fall 2022  
 May 2, Monday ..... Last Day of Classes/Finals (2<sup>nd</sup> mini-term)  
 May 2, Monday ..... Last Day of Classes/Last Day to Withdraw from a course (Full Term)  
 May 3-6, Tuesday-Friday..... Final Exams  
 May 6, Friday ..... All Students/Move-Out  
 May 6, Friday ..... Nursing Pinning Ceremony  
 May 7, Saturday .....Baccalaureate/Commencement Exercises

# Office of Student Affairs

## COVID-19 Student Handbook

### Addendum

In response to the Coronavirus (COVID-19) pandemic, new policies have been developed. These policies provide students information about changes that have been enacted to manage the COVID-19 pandemic. This information will be updated as needed regarding any changes or developments in addressing the COVID-19 virus.

Updated on 08-4-2021.

*All COVID-19 policies and procedures requirements apply to all Andrew College property.*

*For any questions regarding COVID-19 policies or procedures contact [osa@andrewcollege.edu](mailto:osa@andrewcollege.edu) or call TIGER CARE at 229-310-0266.*



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Welcome to the Andrew College Family!

Andrew College has guidelines in place to help prevent the spread of COVID-19 among our community members. We are committed to providing you with a safe and healthy learning environment.

Andrew College strongly encourages all students and employees to get the COVID-19 vaccine. Please note that Andrew College will most likely require all students and employees to obtain the COVID-19 vaccine within four months of full FDA approval. The College is continuously monitoring the coronavirus disease (COVID-19) and following all guidance from local health officials as it moves forward with policies for this academic year. The health and security of all members of the Andrew College Family remains our top priority. Our administration is working on outlining protocols. As information changes, we will notify you by email of any updates in procedures for students.

Residential and Commuter Students on campus are asked to abide by the following procedures:

- 1) In order to be considered fully vaccinated you must meet the following requirements:
  - a. Two weeks after their second dose in a 2-dose series, such as the Pfizer, Moderna vaccines, **or**
  - b. Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated. Your vaccine status can be submitted by completing the **Social Contract and Initial Screening Questionnaire**.

- 2) **Social Contract and Initial Screening Questionnaire:** The Social Contract and Initial Screening Questionnaire is available online at <https://forms.gle/8LopFyPBbdR2qH3F8>.
  - a. **Social Contract:** All students are required to complete the Social Contract by *August 19, 2021*. This contract acknowledges a mutual agreement to be accountable for your actions in order to help reduce the spread of COVID-19.
  - b. **Initial Screening Questionnaire:** To support the safety of all students and the entire Andrew College community, the college has mandated an Initial Screening Questionnaire. This requires that all students;
    - i. Complete the one-time online questionnaire by August 19, 2021.
    - ii. Self-monitor daily for symptoms of the COVID-19 virus before coming on campus. Please check the [CDC website](https://www.cdc.gov) for the most current information regarding COVID-19 symptoms.
    - iii. If a student is experiencing emergency warning signs and symptoms, SEEK MEDICAL ATTENTION if needed, and contact the TIGER CARE number at 229-310-0266. Do not go to class if you are sick or exhibiting symptoms of COVID-19.



- iv. Students who are not fully vaccinated should bring a personal thermometer to monitor their temperature daily as part of the self-monitoring process (preferably this should be done at the same time each day). If a student needs their temperature taken, they can contact the following offices: Office of Student Affairs at 229-310-0266, Academic Affairs at 229-732-5971, Admissions at 229-732-5938 or the Athletic Department at 229-732-5904. Digital thermometers are also available on the first floors of Old Main, Rhodes Hall, Fort Hall and Mitchell Hall.

### 3) **Face Coverings:**

- a. Andrew College requires **all students** (regardless of COVID-19 vaccination status) to wear a cloth face covering or disposable mask on campus in the following areas:

Indoor public areas on campus, unless marked otherwise. This includes, but is not limited to, classroom buildings, classrooms, labs, office buildings, restrooms, residential spaces such as lobbies, other common spaces in residence halls, conference rooms, break rooms, library, and the dining hall (except while seated and eating). Exceptions to this policy include:

- i. Fully vaccinated faculty members have the option of choosing whether to wear a mask while teaching when physical distancing can be achieved.
  - ii. Fully vaccinated faculty, staff or students who choose not to wear a cloth face covering or disposable mask in outdoor public areas on campus.
- b. **Not fully vaccinated students** are required to wear a cloth face covering or disposable mask in outdoor public areas on campus.

### 4) **Indoor Events:**

- Only fully vaccinated spectators may attend indoor athletic or social events.
  - i. Tiger Passes will be used for admittance to certain events.
- Coaches will advise athletes on requirements for masks during practices and games.

### 5) **Visitation:**

Only fully vaccinated individuals can participate in residence hall and inter-hall visitation. This includes campus residents, commuter students, and off campus guests. All individuals are required to follow the face covering, campus guest and visitation policies.

### 6) **Per CDC's recommendations, the following are in effect for students:**

1. Avoid large groups of people.
2. Avoid shaking hands.
3. Cover your mouth and nose with a cloth face covering, a disposable mask, or a surgical mask.
4. Stay more than 6 feet apart (2 arms' lengths) from others.
5. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
6. Avoid touching your eyes, nose, and mouth with unwashed hands.

7. Cover your cough or sneeze with a tissue, then throw the tissue away.
8. Remain alert for symptoms of COVID-19 including but not limited to:

<ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> </ul>	<ul style="list-style-type: none"> <li>• Muscle or body aches</li> <li>• Diarrhea</li> <li>• Nausea or vomiting</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• Sore throat</li> <li>• New loss of taste or smell</li> <li>• Congestion or runny nose</li> </ul>
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9. If you develop any of the above symptoms, call and speak with a medical professional before arriving at the health care facility.
10. If you feel sick, seek medical attention and contact TIGER CARE at 229-310-0266.

### 7) **Student Housing Regarding COVID-19:**

Students who are awaiting test results or who test positive for COVID-19 are required to leave campus for the duration of the quarantine period. Local health professionals in coordination with Andrew College may deem it necessary for a student to be placed on isolation status. The at home isolation timeframe will be determined on a case-by-case basis by medical professionals. Students are required to follow these instructions for your own health and safety as well as that of the college community.

### 8) **COVID-19 Policy on Refunds:**

If a student's COVID-19 status requires assistance with completing coursework, they can contact their professors, Academic Affairs and the Office of Student Affairs for guidance. Moving to online classes and/or moving out of residential housing without withdrawing from the college, does not constitute a room or board refund. Moving from face to face classes to online classes does not constitute a tuition refund. If the student decides to withdraw from the college, they will receive a refund according to the college's withdrawal policy (please see table below).

<b>Date of Withdrawal from the 1<sup>st</sup> class day</b>	<b>Tuition Refund</b>	<b>Housing Refund</b>	<b>Board Refund</b>
0-2 Days	100%	80%	94%
3-7 Days	80%	80%	94%
8-14 Days	40%	0%	88%
15+ Days	0%	0%	Prorated By Week

### 9) **Medical Assistance:**

Any student contacting a faculty or staff member regarding COVID-19 symptoms (or other contagions) will be instructed to seek medical attention and to contact TIGER CARE (229-310-0266) for additional assistance.

IF YOU THINK YOU ARE SICK, DO NOT GO TO CLASS OR ATTEND ANY CAMPUS ACTIVITIES.

**Students call 9-1-1 for all emergencies.**

**For all emergencies and COVID-19 symptoms, seek medical attention.**

If you are not experiencing life threatening issues but want to seek testing, the following two agencies are available in our local area:

**Care Connect Convenient Care – Cuthbert  
125 McDonald Ave, Cuthbert, GA 39840  
Phone: 229-732-6536**

**Public Health Department– Cuthbert  
207 N. Webster Street, Cuthbert, GA 39840  
Phone: 229-732-2414**

**IN CASE OF EMERGENCY CALL: 9-1-1**

**10) Health and Medical Care Services:**

Well Tree On-Call provides limited medical services to Andrew College students. Students may consult with a physician or PA, free of charge, 7 days a week, 24 hours a day through Telemedicine, Health Advocate and Doctors Online. Students who wish to participate in the health program may enroll at the beginning of the Fall and Spring semester. Depending on the care needed, physicians may provide a prescription or refer the student to their primary physician.

- Should a student need medical treatment or need to see a doctor, there are doctors' offices and a clinic within walking distance of campus; however, the student may receive treatment where he or she chooses.
- The local Health Department is also available for student healthcare needs, which are subject to cost, and based on student income.
- Andrew College is NOT responsible for any medical expenses occurred while at the College and does not provide medical coverage or student health plan options.

If you need more information about Well Tree On-Call or how to enroll, please contact James McCoy, Dean of Student Affairs at [jamesmccoy@andrewcollege.edu](mailto:jamesmccoy@andrewcollege.edu) or (229) 732-5950.

**11) Aspire Counseling:**

Aspire provides Individual Counseling and Therapy as well as Peer Support. Aspire is focused on leading the community in hope and recovery. Their programs range from youth with mental health

concerns, to adults in recovery from substance abuse. Aspire can assist with healing and recovery, or if you just need someone to talk with about your concerns.

Aspire's Services:

- In-Person Individual Counseling and Therapy Sessions
- Group Therapy
- Virtual Counseling and Therapy Sessions
- Peer Support
- Crisis Intervention
- Developmental Disability Services

**If you are in a crisis, please call 9-1-1.**

*For more information or to schedule an appointment, please contact the Dean of Student Affairs at [jamesmccoy@andrewcollege.edu](mailto:jamesmccoy@andrewcollege.edu) or (229) 732-5950; if after office hours then call the Office of Student Affairs duty phone at 229-310-0266 to speak with a staff member on-call.*

## **12) Enforcement of COVID-19 Policies and Procedures:**

Our plan relies on the full understanding, support, and cooperation of everyone at Andrew College. Anyone who fails to comply with College protocols, and policies will be in violation of the Code of Conduct.

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## **STUDENT SIGNATURE (Signature or E-sign required)**

I, \_\_\_\_\_, agree to the above terms and guidelines.

Cell Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All students are required to acknowledge receipt and review all COVID-19 policies and procedures at <https://forms.gle/yRLXq5nnzD4cV6Bh7>*

A review of this document's policies and the completion of the student electronic signature is due by August 19, 2021.



# Academic Affairs

## ACADEMIC ADVISING

Degree-seeking students are assigned a faculty advisor by the Registrar based upon the student's chosen academic area of concentration. Students are encouraged to declare a concentration upon enrolling at the college. By the end of the first semester, all degree-seeking students are required to declare a concentration by completing a Change of Major-Concentration-Advisor Form through their initial advisor, and submit the completed form to the Office of the Registrar. The Registrar will process the completed form and assign the student a faculty advisor based upon the student's chosen discipline or preference. The faculty advisor will assist the student in all matters relating to academic programs, progression through a plan of study, transferability of course work, and graduation requirements. The student must always consult the advisor before making course changes, and the advisor must sign all course change forms.

## ANDREW COLLEGE HONOR CODE

In accordance with its Mission and Core Values, Andrew College holds that conscious attention to classroom behavior and academic honesty is vital for a student's capacity for success and for intellectual, social, and spiritual development. The following codes of Student Classroom Behavior and Academic Integrity are in place to establish standards for the validity of credits and degrees earned at Andrew College.

### **Academic Honor Codes – Code of Student Classroom Behavior:**

Students will acknowledge and respect the authority of professors pertaining to all academic and management matters regarding their courses as well as the rights of their fellow classmates concerning their own academic pursuits. It is the students' responsibility to read and understand this code and penalties for violating it.

Andrew College therefore, adopts the following as violation of the Academic Honor Code of Classroom Behavior to include but not limited to:

1. **Uncivil/Disruptive Classroom Behavior:** Language or behavior used in the classroom that challenges or obstructs the learning environment and/or the professor's control of the classroom.
2. **Dishonesty/Falsification:** Intentionally forging or submitting false identification, documents, accounts, records, or other materials pertaining to academic or financial matters. Students will conduct themselves with integrity and honesty.
3. **Discrimination or Bullying:** Language or behavior used in the classroom and on campus that attacks and individual based on their perceived sex, gender identity, race, ethnicity, age, religious beliefs, learning disability, status, nationality, or other cultural attributes.
4. **Sexual Harassment:** Language or behavior used in the classroom, online, and on campus categorized as sexual harassment as stipulated by Title IX under the Department of Education.
5. **Damage or Theft of Property:** Intentional damage or destruction of materials, technology, or other property or equipment in the classroom or on campus.

In addition, Andrew College adopts the following penalties for violation of the Academic Honor Code of Classroom Behavior to include but not limited to:

1. First Offense: In the event that the offense cannot be resolved verbally, the professor will ask the student to leave the classroom and the student will be marked as absent for that class session. The professor will report the incident in writing to the Dean of Student Affairs and Dean of Academic Affairs.
2. Second Offense: The professor will immediately ask the student to leave the class, and the student will be marked as absent for that class session. The professor will report the incident in writing to the Dean of Student Affairs, who will determine whether the student may return to class immediately, at the next class section, or after an appropriate suspension.
3. Subsequent Offenses: The professor will immediately ask the student to leave the class, and the student will be marked as absent for that class session. The professor will report the incident in writing to the Dean of Student Affairs. This infraction will result in the student's immediate suspension—for a number of days, for the remainder of the semester, for a full semester or expulsion from Andrew College as determined by the Dean of Student Affairs.

### **Academic Honor Codes – Code of Student Academic Integrity:**

Students will conduct themselves with the highest level of academic integrity and honesty by preparing and submitting assignments that reflect his/her own individual abilities. Acting in accordance with this code demonstrates each student's respect for their own education as well that of their peers, respect for his/her instructors, and respect for the overall integrity of Andrew College. It is the students' responsibility to read and understand this code and penalties for violating it.

Andrew College therefore, adopts the following as violation of the Academic Honor Code of Academic Integrity to include but not limited to:

1. Plagiarism: Intentionally and unintentionally copying published or unpublished ideas, words, in part or in whole, without appropriate citation, quotation, and/or documentation. Plagiarism also includes plugging synonyms into borrowed sentence structure, whether citation is present or not. Andrew College upholds a zero-tolerance plagiarism policy. Essays, research papers, exams, laboratory reports, homework assignments, discussion posts, or any other written work must be the work of the individual student submitting them.
2. Cheating: Using or attempting to use any unauthorized materials or assistance for an essay, research paper, exam, laboratory report, homework assignment, discussion post, or any other written work that is expected to be the work of the individual student. Unauthorized assistance includes, but is not limited to, another student's work, data, notes, and/or notes or electronic devices.
3. Fabrication: Submitting false or nonexistent data, false quotes or passages, or making up and citing any information false as part or whole of an assignment such as essays, research papers, exams, laboratory reports, homework assignments, discussion posts, or any other written work.
4. Collaborative Effort/Collusion: The receipt, sale, distribution, possession, or purchase of assistance or materials in the preparation or completion of any academic assignment is prohibited. Tutoring services outside the Andrew College campus must be approved by the instructor and may not compromise the personal efforts and performance of the individual student.
5. Multiple Submissions: Students are not permitted to submit an essay, research paper, exam, laboratory report, homework assignment, discussion post, or any other written work, in whole or part, for academic credit more than once without authorization of

both professors with prior permission to seek such use from the professor to whom the assignment is due.

6. Theft: No student shall take or attempt to take, steal, or otherwise procure, in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to test materials, laboratory equipment, textbooks, athletic equipment, computer, or digital devices. In addition, Andrew College adopts the following penalties for violation of the Academic Honor Code of Academic Integrity to include but not limited to:
  1. First Offense in any course: The student will receive a failing grade of zero for the assignment or exam and a written report of the offense shall be filled with the Dean of Academic Affairs, Dean of Student Affairs, and the Registrar in the student's academic record.
  2. Second Offense in any course: The student will receive a failing grade of zero for the assignment or exam and a written report of the offense shall be filled with the Dean of Academic Affairs, Dean of Student Affairs, and the Registrar in the student's academic record. Depending upon the severity of the offense this infraction may result in the student's immediate suspension—for a number of days, for the remainder of the semester, for a full semester or expulsion from Andrew College as determined by the Dean of Student Affairs.
  3. Third Offense in any course: The student will receive a failing grade in the course and a written report of the offense shall be filled with the Dean of Academic Affairs, Dean of Student Affairs, and the Registrar in the student's academic record. Depending upon the severity of the offense this infraction may result in the student's immediate suspension—for a number of days, for the remainder of the semester, for a full semester or expulsion from Andrew College as determined by the Dean of Student Affairs.

### **ANDREW SERVES**

Andrew Serves develops a spirit of Servant Leadership which connects academic reflection with community involvement and service. The Andrew Serves program helps students discover their leadership abilities while making a difference in the community. Projects, retreats, mentoring, and shadowing exemplary leaders are available to further enhance students' leadership education and development.

Each year, a limited number of freshman students are selected to participate as Servant Leader Scholars and receive a scholarship. Renewal of this award is granted for the sophomore year if program requirements are successfully completed. These students are enrolled in a two-year leadership curriculum certificate program and participate in practical leadership experiences and community service.

### **CAREER AND TRANSFER PLANNING (SCIENCE BUILDING, ROOM 108)**

Assistance with career and transfer planning is available at the Science Building, Room 108. Career interest assessments, information on career planning, workshops on resume writing, and resource information on careers and four-year colleges are also provided.

### **DISABILITY STUDENT SERVICES**

Andrew College is committed to providing equal educational opportunities for all students while facilitating a successful and positive college experience. One of the responsibilities of the College is to help integrate students with disabilities into the academic and social process so that they may enjoy a full

college experience. At Andrew College, the Director of Disability Services coordinates disability services for students with disabilities. Students with disabilities must self-disclose their disabilities to the Director of Disability Services to be certified eligible for services.

The Office of Academic Affairs works closely with the Director of Disability Services to ensure that accommodations are available to students with documented disabilities including but not limited to physical disabilities, learning disabilities, and psychiatric disabilities, at Andrew College under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Individuals requesting reasonable accommodations must schedule an appointment with the Director as soon as the student is accepted at Andrew College. The student must provide current documentation of his/her disability from a qualified, licensed professional, and the documentation must meet the criteria outlined in the *Andrew College Disability Documentation Guidelines*, which are available through the Office. The documentation must establish that the student has an official diagnosis of a disability and demonstrate that the disability substantially limits a major life activity.

In addition, the documentation must validate the need for reasonable accommodations and demonstrate the impact of the disability on the student's ability to function in a postsecondary setting. The documentation assists in the determination of the appropriate accommodations and services to minimize the impact of the disability and personalizes the student's rights to equal access to Andrew College.

It is the responsibility of the student to provide this documentation and to register with the Director of Disability Services by the end of the first full week of classes; however, students are encouraged to contact the Director and self-disclose their disabilities as soon as they are accepted to Andrew College. After meeting with the Director, it is the student's responsibility to self-disclose his/her documented disability during the first week of class to each instructor and to his/her faculty advisor.

The Director of Disability Services will meet with the student to review the documentation and determine the appropriate accommodations for the student. This information should be forwarded to the Director prior to July 1 so that the Director may coordinate services with the Office of Academic Affairs prior to July 1.

**The Director of Disability Services' office is located at 45 McDonald Avenue. For more information please call 229-732-5908 or visit <http://www.andrewcollege.edu/focus-program> or [https://www.andrewcollege.edu/sites/default/files/attachments/focus/office\\_of\\_disability\\_services\\_2017.pdf](https://www.andrewcollege.edu/sites/default/files/attachments/focus/office_of_disability_services_2017.pdf)**

## **HONORS PROGRAM**

The Honors Program provides opportunities for students to develop their academic and leadership potential. Participants in the program are eligible to take honors courses across the Andrew College curriculum and to take advantage of special academic and extracurricular opportunities. To be eligible for the Honors Program, students must be unconditionally accepted to Andrew, maintain a 3.0 grade point average, and score at least a 1000 on the SAT or 20 on the ACT. Students must also be nominated for the Honors Program by faculty members.

The goals of the Honors Program are to:

1. Provide experiential learning through specialized planned activities,
2. Enhance personal and professional development,



3. Build critical and creative thinking skills,
4. Develop leadership skills in the classroom and beyond,
5. Increase student's probabilities of being admitted into top universities and Colleges, and
6. Enhance scholarship opportunities through Phi Theta Kappa affiliated schools.

In order to remain in good standing in the Honors Program, students must maintain an overall GPA of at least 3.0 and participate in Honors Program activities on a regular basis. To graduate in the Honors Program, students must complete fifteen hours of Honors Program courses with a minimum GPA of 3.2. The student who graduates in the Honors Program will receive a notation on their transcripts and may wear an Honors cord at commencement.

### **INTERNATIONAL STUDENT ASSISTANCE**

International students should contact the Office of Enrollment Services for assistance with visa materials. The Office of Enrollment Services should be contacted any time an international student leaves the U.S. temporarily so that arrangement may be made for re-entry into the country.

### **LIBRARY SERVICES**

The professional staff at Pitts Library assists students whenever help is requested or needed. Subscriptions to periodicals and daily and weekly newspapers supplement the holdings and provide reading and research sources for the students and faculty. Library computers afford students access to WorldCat and GALILEO. Subscriptions to Films on Demand, as well as microfilm resources provide materials in different forms. A group study room and special reference section are available for student use and an attractive main reading room provides areas for individual study. The Andy Cat Café provides an area for students to study individually or in groups while enjoying a cup of coffee. Tiger Pause, the Andrew College store, is located in Pitts Library. The Andrew College Archives is located in the building.

### **MOODLE/CANVAS**

In 2010, Andrew College continued its commitment to offer students and faculty a “state of the art” learning environment by adopting the web-based course management system Moodle to host our online courses and to enhance the classroom experience for our traditional courses. Andrew College will change over to the Canvas learning environment in Fall 2021 and Spring 2022.

### **PRIVACY RIGHTS OF STUDENTS**

Andrew College is subject to the provisions of the Family Educational Rights and Privacy (FERPA). This federal law affords students' rights of access to education records and imposes regulations on the College in the release and disclosure of education records to third parties.

To comply with this law, the College has formulated and adopted policies and procedures to be followed by the College and by those interested in gaining access to education records. These policies and procedures allow students and their parents or guardians: the right to inspect substantially all of his or her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the Office of Student Affairs.

## **STUDENT SUCCESS CENTER**

The Student Success Center (SSC) is a one-stop-shop for the most comprehensive academic support services available at Andrew College. This center is open to all students and offers services such as: academic counseling, professional tutoring, transfer information, First Year Experience Workshops, career exploration, facilitated and supervised study halls, campus referrals, community referrals, one-on-one assistance and support. The mission of the Student Success Center is to increase retention, persistence, and graduation rates through implementation of academic and student support initiatives. The Student Success Center is located in Pitts Library.

## **WITHDRAWALS AND SUSPENSIONS**

Consult the 2021-2022 *Andrew College Catalog* for more information concerning Academic Withdrawals and/or Suspensions. Students who withdraw or who are suspended from the College for any reason are not permitted to be on the campus or any other property owned or controlled by the College without written permission from the Dean of Student Affairs. *Resident students that withdraw voluntarily from the College must remove their personal belongings from the residence halls within twenty-four hours.* Resident students may be asked to remove their personal belongings and move out of the campus pending disciplinary charges in consideration of the safety, security, and best living environment for fellow residence hall students. Students with pending disciplinary charges that voluntarily withdraw from the College are not permitted to be on the campus or any property owned or controlled by the College without written permission from the Dean of Student Affairs. Andrew College reserves the right to request pertinent information in the event that students who withdrew under these conditions seek re-admission. For information on re-admission, contact the Office of Enrollment Services.

# Student Affairs

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Definitions, programs, and policies found below are not all inclusive and are subject to change by written notice and dissemination to students and the campus community. For further information contact the Office of Student Affairs on the First Floor of Old Main.

## CALENDAR

Events scheduled by students or organizations must be recorded on the official Andrew College Calendar. The College retains the right to change the official calendar at any time. The College also has the right to determine appropriate events to be included in the calendar. Official Pre-event Planning Forms must be completed and submitted to the Office of Student Affairs for placement on the calendar. Athletic events are recorded on the Andrew College Athletics calendar. Contact the Andrew College Athletic Director for more information.

## CAMPUS CONDUCT HOTLINE

Campus Conduct Hotline is a confidential, independent call-in service that provides an anonymous way to preserve the values and reputation of Andrew College. The Hotline may be used to report college employee activity or behavior that you believe is harmful, unethical, questionable, or causes personal injury. The Hotline may be called to report the following: fraud or crime, sexual harassment, discrimination, safety or facility risk issues, security and internet policy abuse, workplace hostility, unethical grading practices, fraudulent financial or business practices, and other questionable behavior.

The Hotline is for serious employee violations of College policy and does not replace the official College Grievance Policy (Academic) or the official College Grievance Policy (Non-Academic). ***The Hotline is not for reporting student misconduct or violations of the Student Code of Conduct or the Andrew College Honor Code and related issues.*** Concerns reported on the Hotline will be submitted to the campus administration for investigation. Callers who call the hotline can use their assigned case number to check on the status of the investigation. **The Campus Hotline may be reached at 866-943-5787.**

## CELL PHONES

Students are expected to use good judgment with cell phones and refrain from using cell phones during class, official college performances, and events. Students shall also upon request by a professor, administrator, or staff cease the use of their cell phone as necessary and appropriate.

## CHECK CASHING

Tiger Paws (College Store) will cash single party checks up to \$25.00. The only two-party checks that will be accepted are from the students' parents, guardians, or grandparents. The College reserves the right to discontinue check-cashing privileges near the end of the term.

## COLLEGE ROOFS

Students are prohibited from the roofs, or accessing them through windows, of all college buildings.

## COLLEGE STORE (TIGER PAUSE)

Tiger Pause is located in Pitts Library. Basic educational supplies as well as Andrew College clothing and

memorabilia are available. Student textbooks are not purchased here; textbooks are ordered online and delivered to the student's campus mailing address.

## **COMPLAINT AND GRIEVANCE POLICY**

As a service organization, the College values high quality in the delivery of all of its academic and administrative services. Occasionally, students may feel that the treatment they have received is not consistent with expectations based upon the College's official documents, such as the Academic Catalog or the *2021-2022 Student Handbook*. In these cases, Andrew College desires to have a clearly defined path by which students may express their complaints in a manner that will provide documentation of the issue and institutional accountability to provide a timely response and resolution. This path is comprised of informal complaint procedures, formal grievance procedures, and appeal procedures.

Students who feel that they have received treatment inconsistent with the college's policies may initiate an informal complaint. Students should contact the individual with whom they have an issue and meet, preferably in person, to resolve the issue. Usually, student complaints can be resolved through civil conversation between the parties involved; this is the first step that should be taken to resolve the issue. The immediate supervisor may be requested to attend the meeting as well.

If the informal complaint is not resolved through the initial meeting, the student may contact the dean or immediate supervisor for further investigation by filing a formal grievance. **This grievance is a written statement that is kept on file for review.** The grievance must be reported to the appropriate dean or supervisor and show that policy has been followed in an attempt to resolve the concern. It is important that the grievance includes information detailing the concern, name of complainant, and contact information. **Copies of all complaint forms for all areas—Academic Affairs, Student Affairs, Business Office, and Financial Aid—are located on the Student Affairs page of the Andrew College webpage.** If the student does not find resolution at that level, a formal grievance appeal may be filed with the dean or supervisor's administrative superior.

The Office of the Academic Affairs, Office of Student Affairs, Office of Enrollment Services, and the Office of the Vice President for Finance will report all written complaints that have been received from students, along with documentation of how the complaint was addressed, to the Registrar. These records will be retained by the Registrar for a period of three years, and redacted records will be available for review for any accreditation or regulatory purposes. (See [Process for Grievances](#).)

## **Further Complaint Contact Information**

Individuals who have complaints regarding the college may contact the following offices:

Instructions for filing a complaint with our regional accreditor, the Southern Association of Colleges and Schools (SACS): <https://sacscoc.org/about-sacscoc/faqs/>

Instructions for filing a complaint with the U.S. Department of Education in regard to Title IV (financial aid, civil rights violations or discrimination) can be found here: <http://www.justice.gov/crt/complaint/>

For students who wish to file a complaint with the State of Georgia, this form may be found here: <https://gnpec.georgia.gov/webform/gnpec-student-complaint-form>

Students who live in states outside of Georgia may file a complaint with their state



of residence. Information and/links to state agencies may be found by following this link: [http://sheeo.org/sheeo\\_surveys/](http://sheeo.org/sheeo_surveys/)

### **Complaint and Grievance Policy: REPORTING RESPONSIBILITIES OF FACULTY AND STAFF**

Faculty and staff are responsible for reporting any and all violations of Andrew College Academic Policy as well as violations of the Andrew College Student Code of Conduct. Violations of the Andrew College Honor Code and Academic Policies must be reported immediately to the Dean of Academic Affairs. Violations of Andrew College Student Code of Conduct must be reported immediately to the Dean of Student Affairs. Violations of misconduct by Andrew College personnel must be immediately reported to the Vice President for Finance.

### **Complaint and Grievance Policy: REPORTING SEXUAL MISCONDUCT**

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs and Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to and including discharge or expulsion. **Please see the Sexual Misconduct section for more information.**

**ANY CONCERNS  
REGARDING THE  
HEALTH, SAFETY,  
AND WELL-BEING  
OF STUDENTS  
SHOULD BE  
IMMEDIATELY REPORTED  
TO THE OFFICE OF STUDENT AFFAIRS.**

### **COUNSELING**

**Crisis situations** in which someone (bystander) is in contact with a faculty, staff, or students who appear to be an immediate threat to his or her own safety or that of others they are encouraged to call 911. Next, the bystander should give Synergy Campus Security, a courtesy call at 229-310-9799.

Crisis situations include:

- Stated intention to commit suicide or inflict serious harm to self
- Stated intention or obvious behavior that indicates an imminent threat to harm others

**Non-emergency situations** in which the student does not pose an immediate threat to self or others but exhibits behavior revealing a potential for harm may be referred to the Dean of Student Affairs at [jamesmccoy@andrewcollege.edu](mailto:jamesmccoy@andrewcollege.edu) or (229) 732-5950.

Andrew College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. Andrew College makes referral for counseling and mental health services through Aspire Behavioral Health & DD Services. Pastoral counseling is also available.

**Aspire Counseling:** Aspire provides Individual Counseling and Therapy as well as Peer Support. Aspire is focused on leading the community in hope and recovery. Their programs range from

youth with mental health concerns, to adults in recovery from substance abuse. Aspire can assist with healing, and recovery or if you just need someone to talk with about your concerns.

Aspire's Services:

- In-Person Individual Counseling and Therapy Sessions
- Group Therapy
- Virtual Counseling and Therapy Sessions
- Peer Support
- Crisis Intervention
- Developmental Disability Services

The Office of Student Affairs can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. Andrew College is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

### **FITNESS CENTER / WEIGHT ROOM POLICIES**

- The Fitness Center/Weight Room (Fitness Center) is open to current students, faculty, and staff only
- Fitness Center hours of operation are posted outside on the Center doors
- Each person must sign in and out of the Weight Room with Synergy Campus Security or OSA
- All persons must use a towel to wipe down the benches after use
- Horseplay and dangerous behaviors are prohibited
- Accepted Attire for Fitness Center:
  - o Clothing with metal cannot be worn
  - o Shirts are required and must sufficiently cover torso
  - o Cut offs and short shorts are not allowed
  - o Closed toed tennis shoes with backs must be worn at all times
- Fitness Center Room Capacity:
  - o Ten individuals, maximum, are permitted in the Fitness Center at one time
  - o If there are people waiting, workouts are limited to 45 minutes
- Food and Beverages:
  - o Only water-filled sealing bottles are allowed
  - o No food or gum is allowed
- Loss of Fitness Center Privileges:
  - o A student who abuses Fitness Center privileges shall be subject to the following:
  - o An Office of Student Affairs incident report will be completed and filed for processing
  - o Upon review by the Dean of Students, appropriate corrective actions will be taken.
  - o At minimum, fitness room privileges will be revoked for the remainder of the semester
- Office of Student Affairs staff, including Work Study students are to monitor Fitness Center:
  - o Daily check of the machines for maintenance shall be performed
  - o Work orders for machine repair will be submitted to the Office of Student Affairs
  - o Daily cleaning schedule with approved cleaning products will be maintained
  - o Cleaning of each machine at the beginning/ending of the day will be completed

## **HAZING POLICY**

No organization shall allow any of its active members, alumni, pledges, associate members, or any other persons to participate in any hazing ceremony, activity or practice, mental or physical in nature. Hazing includes all types of corporal punishment, any actions that place a person in peril, any actions that involve physical exhaustion or abuse, any activities of a dangerous, rude, or degrading nature, any activities that interfere with a person's ability to perform college work, or any other activities that reflect unfavorably upon the organization and the College. Disciplinary actions involving hazing may involve individuals or an entire group.

## **HEALTH AND MEDICAL CARE**

Andrew College provides limited medical through **WellTree On-Call**. Students may consult with a physician or PA, free of charge, 7 days a week, 24 hours a day through **Telemedicine, Health Advocate and Doctors Online**. Students who wish to participate in the health program may enroll at the beginning of the Fall and Spring semester. Depending on the care needed, physicians may provide a prescription or refer the student to their primary physician.

- Should a student need to receive medical treatment, there are doctors' offices and an emergency room within walking distance of campus; however, the student may receive treatment where he or she chooses.
- The local Health Department is also available for some student healthcare needs, subject to cost, based on student income.
- **Andrew College is NOT responsible for any medical expenses occurred while at the College; and does not provide medical coverage or student health plan options for students.**
- It is expected for the students to make reasonable decisions regarding health care; while understanding they must have medical coverage under federal health care law.

Upon enrollment at Andrew College, each student must submit a Health Information Form, and provide proof of medical coverage. This form is used in emergencies to provide important information to medical professionals and to the staff. At check-in, each student must complete an Emergency Contact Form that remains on file in the Office of Student Affairs.

Andrew College provides supplemental accident insurance for all full-time students, but coverage is limited, and there are exclusions. This secondary plan is not a health insurance policy and does not provide benefits for non-accident-related injuries or for pre-existing injuries.

Also all students who are enrolled as full time students are covered under the school's mandatory accident plan for any injuries that happen on campus and are not athletically related, and are covered up to \$2,500.

**Intercollegiate Student Athletes** are automatically enrolled in the Andrew College Athletic Accident Plan (AAP). This policy is secondary to personal family medical insurance coverage. Coverage under the AAP:

- Covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Athletic Director according to NJCAA regulations.

- The ascribed injuries/illnesses/accidents must also be reported to the Athletic Director, Assistant Athletic Trainer, or the Director of Athletic Safety and Therapy in a timely fashion.
- All injuries that are from intercollegiate athletics must be reported when the injury occurs to the coach, Athletic Director, to the Assistant Athletic Trainer, or the Director of Athletic Safety and Therapy.
- All injuries that require medical treatment must be reported to Director of Athletic Safety and Therapy or the Assistant Athletic Trainer located in the Parker Building (Gym) in order to complete an accident claim form.
- This policy provides coverage for athletic relate accidents up to a maximum of \$25,000 per athletic accident and \$5,000 max for expanded medical (overuse injuries).
- Initial medical treatment must be received by a doctor within 90 days from the date of the accident or onset of symptoms for athletic related injuries.
- It is the student's responsibility to complete a claim form for an accident, and will need to be filled out to be covered under the school's policy.
- In addition, all student athletes are covered under a long-term disability policy up to \$3 millionas part of the base plan.
- More information on the Athlete Accident Plan is available from the Athletic TrainingDepartment.

## **HOLIDAYS AND VACATIONS**

The residence halls and Turner Dining Hall are closed during college holidays and campus closings lasting three consecutive calendar days or longer. Consult the Academic Calendar on the Andrew College website for official opening and closing dates. Modification to Turner Dining Hall meal services will be provided via email and posted notice for college holidays and closings lasting three consecutive calendar days or longer

Residence Hall Inspections/Check Outs for Holidays and Breaks:

- Students must schedule and complete a Holiday Room Inspection Check with their RA or an OSASTaff member prior to departure for breaks and holidays.
- Students are not required to fully move from their rooms for any Holiday Breaks.
- Students who do not complete Inspection Checks by the designated time and date will receive animproper Check-Out fine of up to \$100.00.
- Students are advised to remove personal valuables as well as motor vehicles during vacationperiods and are advised to obtain adequate insurance coverage for all of their personal items.
- Students must vacate the residence halls and campus by the designated time and dates afterinspection, security card access to the residence halls will be locked at that time.

**ANDREW COLLEGE DOES NOT ASSUME RESPONSIBILITY FOR THE LOSS OR THEFT OF ANY ITEM(S) AT ANYTIME OR FOR ANY REASON**

## **IDENTIFICATION (ID) CARDS**

At the start of each academic year each student is issued an Andrew College ID card. Students are



responsible for their ID card.

- Misuse of the card through misrepresentation is a violation of the Student Code of conduct.
- Students are required to carry their ID card with them at all times while they are on campus.
- Lost or damaged ID cards must be replaced to access campus facilities and residence halls.
- Lost or damaged ID cards may be replaced in the Office of Student Affairs.
- Lost or damaged ID cards are replaced at a cost of \$25.00 each incident
- Fees for Andrew College ID cards are paid in the Business Office.

## **INFORMATIONAL/COMMUNICATIONS SYSTEMS POLICIES**

### ***ACCEPTABLE USE POLICY FOR INFORMATIONAL/COMMUNICATIONS SYSTEMS***

Andrew College makes available a variety of communications resources to support the academic research, instructional, administrative, and student services activities of the institution. The resources are intended for the sole use of Andrew College faculty, staff, students and other authorized users. These resources include, but are not necessarily limited to, host computer systems, personal computers and workstations, telephone and communications networks, software, and computer files. These policies apply to all Andrew College faculty, students, staff, and other authorized users:

- Use of Andrew College informational/communications system resources must be consistent with the College's conduct policies published in the *Andrew College Policy Manual* and the *Student Handbook*, as well as state and federal laws;
- Connection of personally owned computers/devices to an Andrew College system makes them subject to established usage policies;
- In order to protect the integrity of its informational/communications systems, Andrew College reserves the right to access all data utilizing the system(s). Access to restricted information is limited to designated personnel;
- Access/Addresses/Accounts/Passwords granted to individuals are intended for the sole use of that individual and are non-transferable. Do not share your information as you could be held liable for improper and/or unethical use, and/or violating state and/or federal laws;
- The owner is responsible for all usage on their assigned Access/Addresses/Accounts/Passwords;
- Andrew College expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic information systems or encompassing any activities by a user found to be illegal or any consequences thereof;
- The right to use the Andrew College informational/communications systems may be revoked if misused and/or abused, even if unintentionally.
- The following types of activities are examples of behavior are deemed unethical and unacceptable, and in some case may violate state or federal law:
  - o Violating copyright and/or software agreements,
  - o Altering College software and/or hardware configurations,
  - o Accessing another individuals' account, private files, voicemail, or email without permission of the owner,
  - o Misrepresenting and/or falsifying one's identity,
  - o Violating rules or codes of conduct set by services (such as, but not limited to Galileo, Moodle, Google, and Blackboard) subscribed to by the College,
  - o Using college computing/communications systems to threaten, harass, and or harm,
  - o Using college computing/communications systems for commercial or

profit-making purposes without written authorization from the College administration,

- o Failure to follow established policies, procedures, and protocol,
- o Accessing websites/information/material through the misrepresentation of age or other requested information,
- o Policies and regulations of the College, and state and federal law, are applicable to all resources,
- o Alleged violations of laws, policies, procedures, or protocol will be processed as outlined under *Misuse of Andrew College Informational Communications Resources*.

## ***EMPOWER***

Andrew College utilizes the Empower Student Information System. Students are assigned a student login once the initial deposit to attend Andrew College is received by the Business Office. Empower communicates information such as, but not limited to, midterm and final grades, course schedules, 1098 forms, and unofficial transcripts. Students who are no longer enrolled will have their access to Empower deactivated.

## ***EMAIL (@andrewcollege.edu)***

Assigned Andrew College email addresses remain active as long as a current students/faculty/staff are in good standing with the institution. Students are **REQUIRED** to have a college assigned email account, which will be assigned to a student once the student pays the initial deposit to attend Andrew College.

**The assigned Andrew College email account is the "official" communication vehicle for Andrew College. Students are responsible for checking their Andrew College email account regularly (daily is recommended) for official notices and/or requests. Failure to check this email regularly will not excuse accountability for action noted in such official notices or requests. A student email account is deactivated once a student is no longer enrolled.**

## ***VIRUS PROTECTION/ INTERNET ACCESS***

Personal electronic devices are **REQUIRED** to have virus protection in order to access Andrew College's network. Andrew College has technology in place to scan personal electronic devices assuring compliance with College system requirements. The NAC manager will install an assessment agent on the student's computer and scan to see if the computer has the following:

- A current operating system
- Antivirus protection with current virus definitions
- Most current service packs available from Microsoft
- Current updates from Microsoft/Apple

Once an electronic device meets the criteria, the user may be granted immediate access to the College network. If for some reason, the electronic device does not meet the requirements, it will be placed into a quarantine status. Individuals will receive recommendations on how to meet the requirements. Hyperlinks are available on the College website which may assist in conforming to the College system standards. For additional assistance, either email details to [studentITsupport@andrewcollege.edu](mailto:studentITsupport@andrewcollege.edu) or call 229-732-5980.

## ***USE OF STUDENT EMAIL LIST***

To protect the integrity of the campus email system and to ensure that students receive the best reception possible when sending out mass emails, all mass emails must be emailed to the Dean of Student Affairs for approval.

## **INTERACTING WITH MINORS POLICY**

Andrew College is committed to the safety and protection of minors. Under Georgia State Statute, a minor refers to an individual who under 18. The purpose of this section is to provide for the protection of minors whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these minors, and to preserve family life wherever possible.

This policy applies to all faculty, staff, volunteers, and students representing Andrew College who interact with minors. Andrew College organizes and runs many programs for pre-college children of various ages, both on and off campus, including recruiting programs, summer camps, school field trips, daycare, and community service projects. These general procedures are meant to help guide those involved with Andrew College pre-college programs in cases where the program does not have its own program specific procedures in place.

**Two Adult Rule** – Avoid situations in which you are alone with a minor. When it is necessary to speak privately with a minor, find a place within sight of others for your conference. This includes not transporting minors alone in your car.

**Privacy** – The privacy of minors in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise minors in these situations, at least two adults should be present and intrude only to the extent that the health and safety of the minors require.

**Mentoring** – Mentoring programs that involve private instruction (tutoring, laboratory, music instruction, etc.) when there is only one adult present must take place in a room or other space that is in full view from outside the room when the door is closed. A window opening must exist and allow full view into the room. Minors should never be taken to a private residence.

**Hugging** – When hugging is appropriate, hug from the side over the shoulders, not from the front. Always avoid touching areas that are normally covered by swimming suits

**Overnight** – When supervising overnight activities, adults should not share sleeping quarters with minors. Male and female minors should not sleep in the same room.

**Constructive Discipline** – Discipline used should be constructive, not humiliating or isolating. Do not use corporal punishment in any form – never spank, slap, hit, etc.

**Cameras** – While most of us use cameras and other imaging devices responsibly, it is very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected by participants.

**Hazing Prohibited** – Hazing initiations are prohibited and may not be included as part of any

activity. **Bullying Prohibited** – Verbal, physical, and cyber bullying are prohibited.

Report! – You must report incidents involving sexual or physical abuse or neglect of a minor immediately; please refer to reporting information at the end of the policy.

STATEMENT OF ACKNOWLEDGEMENT OF THE POLICY (INTERACTING WITH MINORS) I WILL:

- I promise to strictly follow the rules and guidelines in this policy while interacting with minors who participate in Andrew College programs.
- I understand that as a person who interacts with minors under the auspices of Andrew College, I may be required to undergo a criminal history background check with results acceptable to Andrew College.
- I understand that if I am currently enrolled as a student at the College, I hereby consent to have my disciplinary case history reviewed with results acceptable to Andrew College and the program director.
- Unless my paid or volunteer position requires otherwise, I will never be alone with a minor (or minors) at College activities without notifying another adult and asking the adult for assistance.
- If I am alone with a minor, I will utilize buddy systems and pursue safety in numbers when another adult is not available to help, e.g. a child who needs to be excused during a group activity will be accompanied by another child of the same sex.
- I will maintain appropriate physical boundaries at all times. I will touch children only when necessary in ways that are appropriate, public, and non-sexual.
- I will treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- I will use positive reinforcement rather than criticism or comparison when working with minors.

I WILL NOT:

- I will not touch or speak to a minor (or minors) in a sexual or other inappropriate manner.
- I will not inflict any physical or emotional abuse such as striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess, or be under the influence of tobacco, alcohol or illegal drugs at any time while working with minors.
- I will not provide transportation to a minor (or minors) unless doing so is an acknowledged component of a program.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not engage in private communications with minors via text messaging, email, Facebook, Twitter or the like except for activities strictly involving Andrew College business.
- I will not use profanity in the presence of children and/or youth at any time.

Reporting of Possible Abuse of a Minor:

Please call the Division of Family and Children Services (DFCS) Child Protective Center at:

- 1-855-422-4453. Reports are taken 24 hours a day, 7 days a week.

If you have an immediate emergency, please call 911 or your local police department.

Also share the details of your report to Andrew College's Title IX Coordinator at

229-732-5946 To learn more about DFCS, please visit their website below:

<http://dfcs.dhs.georgia.gov/child-abuse-neglect>.

## **JONES CHAPEL USE AND RESERVATION**

The historic Jones Chapel at Andrew College is designated for worship, religious activities, and approved college functions. The use of the Jones Chapel is restricted to activities that reflect the heritage and traditions of Andrew College and of The United Methodist Church. The Jones Chapel is primarily devoted to the worship and religious life of Andrew College.

While serving as the religious center for the College, Jones Chapel may also be utilized on a limited basis as a venue for other college-related activities that are deemed appropriate. In granting approval for use of Jones Chapel for activities other than worship and religious activities, several criteria will be considered, including content/purpose of activity, availability of alternate venues, group size, infrastructure requirements, and audience. Chapel reservation requests must be made with [events@andrewcollege.edu](mailto:events@andrewcollege.edu).

## **LITTERING**

Littering on the campus is unnecessary, unacceptable, and a deliberate act of defacing the campus. Violators will be required to perform community service and/or pay a fine. Recycling receptacles can be found through the campus.

Please help keep our historic campus clean ... Reuse – Reduce – Recycle. If you are interested in recycling on campus contact the Office of Student Affairs about campus recycling efforts and clubs. Andrew Serves also operates a number of recycling efforts on campus as well.

## **NEW STUDENT PROGRAMS**

### ***SUMMER ORIENTATION(S) ~ PRIORITY REGISTRATION AND PARENT INFORMATION WORKSHOPS***

The first component of New Student Programs at the Andrew College Orientation Program is Summer Orientation. REQUIRED PARTICIPATION in both Summer Orientation and New Student Orientation (NSO) is mandatory for all new students and parents prior to the students' first semester (transfer or freshman) at Andrew College. A one-day program allows students and parents to meet the Andrew College family including the

administration, faculty, and staff as well as returning Andrew College students. Freshmen and transfer students are:

- Introduced to student life at Andrew College,
- Assisted in their placement assessment,
- Provided personal academic advisement, and
- Given access to first semester **PRIORITY REGISTRATION**.

Workshops are provided during Summer Orientation specifically to aid parents, providing parents with the opportunity to tour the campus, seek out answers to common questions, and complete "parent homework."

### ***NEW STUDENT ORIENTATION ~ FIRST WEEKEND ACCLIMATION***

New Student Orientation (NSO) involves the yearlong effort of the entire campus community. It is the second of two major programs provided for new and returning students, which began with Summer Orientation. The NSO is divided into two major components forming the Andrew College New Student Orientation program. All first semester and new students are required to participate unless exempted by

the Dean of Academic Affairs and Dean of Student Affairs.

New Student Orientation (NSO) takes place during the students' first weekend on campus. Orientation is a graduation requirement and the "first" opportunity for student to jump into college life! Students are introduced to Andrew College with a series of structured activities that:

- Provides information about Andrew College,
- Explores the available Andrew Campus services,
- Explains how to access campus resources, and
- Provides a chance to meet and bond with other Andrew

College students. During this time, other programs and activities describe:

- Expectations in and out of the classroom of students are discussed,
- College policies are reviewed to include the Student Code of Conduct, and
- Programs that cover other important student issues are presented and focus on:
  - Understanding goal setting
  - Relating time management & scheduling
  - Ways of improving study skills
  - Ways of understanding one's own and others attitudes,
  - Positive academic decision making,
  - Dealing effectively with human relationships,
  - Managing health and wellness issues,
  - Exploring career information, and
  - Campus issues such as alcohol, drugs, safety and security, etc.
- Students experience team building and fun activities that facilitate skills needed to be successful in college.

### **PICK-UP AND DROP-OFF POLICY**

Cuthbert is somewhat remote from major lines of transportation, thus it is often necessary for college officials to coordinate the transport of students to and from shuttle services, and bus lines. This service will be available if need be throughout the academic school year. To facilitate this student service, the following policies and procedures shall be in effect:

- The Office of Student Affairs in cooperation with Synergy Campus Security will coordinate transportation for all students that need assistance to and from the Greyhound Bus Station or Groome Transportation in Columbus Georgia, Albany Georgia, and Eufaula Alabama.
- {Students should expect to pay \$20.00 for a one-way trip; \$35 round-trip.}
- Students should notify the Office of Student Affairs at least ten days prior to the trip departure date of plans to travel.
- Students should understand that there is a limited amount of space for luggage.
- Any questions should be directed to the Office of Student Affairs.

Groome Transportation, a shuttle service, is available from Atlanta to Columbus for a fee, which is subject to change annually. The shuttle may be reached at (800) 584-6735 and/or (706) 324-3939.

### **POSTING OF SIGNS ON CAMPUS**

To protect the integrity of the College as well as assist individuals and groups with content and date



information, the Office of Student Affairs serves as the approval authority for ALL postings at Andrew College.

Any student, student organization, or off-campus individual or group that seeks to display or distribute signs, posters, and/or flyers on campus property MUST receive prior approval from the Office of Student Affairs. Any material(s) displayed or distributed without an original clearance stamp from Office of Student Affairs will be removed. Materials may not be posted on windows, doors, or walls without direction from the Office of Student Affairs. Bulletin boards are available for postings. In addition, the person responsible for posting the signs will be held responsible for removal of the signs in a timely manner and for any damage that might occur to college property while posting or removing signs (i.e. holes in walls, removal of paint, discoloring surfaces, etc.).

## **PURCHASING BOOKS**

Students will be able to purchase textbooks and other course materials from MBS Direct, an online bookseller. A custom website for Andrew College students has been designed by [MBS Direct](http://direct.mbsbooks.com/andrew.htm). Students can order books, track orders, and seek answers to varied questions by using this website, <http://direct.mbsbooks.com/andrew.htm>. On this website, students can find information to:

- Contact Customer Contact Center, 24/7 at (800) 325-3252,
- Reach [Help Center Contact Portal](#) by using fax, chat, or email,
- Help create their MBS/Andrew College account needed to guide students to the required and optional books for scheduled courses,
- Drop a course within 14 days of class start? If students drop a course or change a schedule after purchasing books for classes, MBS will issue a full refund (excluding shipping) for the book within 14 days of the course start date if the book is still in new condition.
- Instructions and conditions for purchases and refunds are available on the MBS Direct web site and via the MBS Direct order form.

Receiving your textbooks is made simple with MBS Direct:

- MBS ships via UPS daily.
- Orders placed **at least one week prior** to the student's arrival date at Andrew may be shipped to the student's home.
- In order to ensure that books are available to students when classes start,
- It is recommended that students ship books to their Andrew College address using the following address format:

**Andrew College  
Student's Name  
BOX # XXX  
501 College Street  
Cuthbert, Georgia 39840**

## **RACIAL HARASSMENT POLICY**

Andrew College will conduct and provide programs, activities, and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that verbally or

physically threatens or causes undue distress or anguish to an individual because of his or her race.

## **RELIGIOUS LIFE**

Campus chapel services are held weekly in the historic Andrew College Chapel. In addition, the local churches of Cuthbert, Randolph County, and surrounding communities extend a cordial welcome to all Andrew students. The campus chaplain is the pastor of the Cuthbert Methodist Church, provides chapel services, advises the student Wesley Fellowship, teaches the campus religious education courses, and is available for pastoral counseling by request.

## **INCIDENT(S) REPORTING ON CAMPUS**

All incidents involving students must be reported to the Office of Student Affairs within 24 hours of the incident. Incidents may be reported using the Incident Report form found on the college website under the Student Affairs menu tab of the Andrew College homepage.

<https://docs.google.com/forms/d/e/1FAIpQLSf1qg5EtfhqUUh0ZQWykUSo1xiOTSJ4sOcK0rQI4tjMhwCq2Q/viewform>

## **STATEMENT ON FREEDOM OF EXPRESSION**

Andrew College is committed to the principles of free speech, robust exchange of ideas, and the pursuit of truth. Civil debate, discussion, and deliberation may seem to some members of the Andrew College community to be offensive, immoral, or wrong. It is up to individuals within the Andrew College community to make judgments regarding ideas to which they may or not agree. In the spirit of Andrew College's educational mission, fostering debate and deliberation of ideas that may not be popular or well received and allowing individuals to discuss these ideas in a responsible manner is part of the educational mission of an institution of higher learning. In addition to Andrew College's commitment to protect and promote free exchange of ideas, the Andrew College community itself must allow free expression. Members of the Andrew College community may criticize, contest, or debate ideas to which they do not agree, but they may not obstruct or interfere with the freedom of other people to have ideas which may not be accepted by others. Andrew College has a responsibility to all freedom of debate and deliberation as well as a responsibility not to allow others to restrict this freedom.

## **STUDENT CENTER POLICIES**

- Students must show their student ID in order to use the Student Center facilities and/or equipment,
- All equipment must be "checked out" by the student using his/her student ID. Guests may not check out equipment,
- Students must abide by the Andrew College Appropriate Dress Code while in the Student Center,
- Profanity and excessive noise is prohibited,
- Students may not sit, place their feet, stand on game equipment or Student Center tables,
- Movies and video games must be approved by Student Affairs before viewing in the Student Center,
- Video games may only be played on the game television, located next to the Small Conference Room,
- As well, any misuse or failure to comply with policies will result in submission of an Office of Student Affairs Incident Report. At minimum, Student Center privileges will be suspended for the remainder of the semester

## **STUDENT PUBLICATIONS**

### ***YEARBOOK***

The *Andrantbus* is the yearbook published by the students under the Office of Academic Affairs supervision and serves as a record of school activities during the year. For additional information, contact Andrew Serves Director.

## **COLLEGE DINING HALL – DON ABBOTT TURNER DINING HALL**

The Don Abbott Turner Dining Hall is the central daily gathering point of the campus community. The foodservice operation is managed by SAGE Dining Services and provides a wide variety of menu items.

Students are required to present ID cards at every meal for admission to the Dining Hall during meal hours. Students may only enter the Dining Hall once per meal hours to eat. Food **may not be removed** from the Dining Hall since meals are “all-you-can eat.” Students are asked to take only modest portion of menu items to avoid food waste.

**Dishware, glasses, cups, and utensils are property of the Dining Hall and may not be removed. Students found with these items in their possession outside the Dining Hall will be charged for the cost of replacement.** For sanitation reasons, personal dishware, cups, glasses, and utensils may not be brought into the Dining Hall.

Commuter students are welcome in Turner Dining Hall. Please contact the SAGE manager for meal costs. Meals may be purchased daily, weekly, or monthly. All payments will be made directly to SAGE. The Dining Hall is also open to the public for most meals; and the public can pay for meals daily, or pre-purchase meal cards in weekly or monthly amounts. All payments are made directly to SAGE Dining Services.

The Director encourages suggestions from students to improve food service, conducts annual surveys, and holds regular SGA-sponsored food committee meetings. All students are invited to attend these meetings.

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# SYNERGY CAMPUS SECURITY

**Synergy Campus Security** formally known as “The Andrew College Police Department (ACPD)” is charged with the responsibilities of providing life safety and property protection. To meet these important responsibilities, the college maintains a force of state certified security officers whose duties are integrated to provide lawenforcement, crime prevention and parking control/enforcement. Synergy’s mission is to provide the highest quality of customer service by offering security solutions, peace of mind, quality reliability and trust.

**All personnel undergo required Georgia Peace Officer Standards and Training Council (POST) certification and re-certification training annually.**

## **CAMPUS PARKNG POLICIES**

### ***PARKING PERMITS***

Every motor vehicle and cycle at Andrew College must be registered with Synergy Campus Security. Parking permits may be obtained after normal business hours at the Synergy Campus Security office located on First Floor Old Main. Each student will need a parking decal that must be displayed on their motor vehicle at all times. Decals designate: Residential Student Parking, Commuter Student Parking, and Faculty/Staff Parking. Decals should be affixed in lower left (driver side) back corner window. Failure to maintain a valid parking detail and abide by parking regulations may result in a parking citation being issued.

Parking citations for failure to display a valid, current Andrew College decal will be issued beginning the 2nd week of classes. Repeat citations as well will result in the vehicle being impounded or towed at owner’s expense. Students who voluntarily or under disciplinary action asked to leave the campus property will surrender their parking decal. Abandoned, disabled, and damaged vehicles are subject to towing within 24 hours of posting of notice and citation on vehicle. No vehicles may remain on campus property over end of term periods.

### ***MOTOR VEHICLE REGISTRATION***

Any student driving a motor vehicle or cycle on the Andrew College campus is required to register the vehicle within 24 hours after the vehicle is brought to campus with Synergy Campus Security or the next available businessday. Students must purchase an Academic year parking decal for \$25 from Synergy Campus Security. Registered vehicles will be assigned a parking lot according to residence hall assignments. In order to purchase a parking decal, students must provide proof of Driver’s License and proof of insurance. Students **may not** register another student’s vehicle in their name.

### ***PARKING AND TRAFFIC POLICY***

Motor vehicle or cycle use on sidewalks and non-paved areas is prohibited. Temporary standing or stopping on campus lawns for any purpose is also prohibited. Legal parking on campus is between or inside parking lines only. Vehicles or cycles parked otherwise will be ticketed and possibly towed at owner’s expense.

Vehicles and cycles are prohibited from parking, stopping, standing, or unloading on the through streets, walkways, sidewalks, driveways, and grass. Parking in front of dumpsters is prohibited at all times and

subject to immediate towing at owner's expense.

Parking in fire lanes or in front of fire hydrants is prohibited at all times and vehicles found in violation are subject to immediate towing at owner's expense. This is not only a campus regulation but also a State Fire Marshall Ordinance. Parking in the Old Main parking lot is given priority to visitors, faculty, and staff from the hours of 8 AM to 5 PM Monday through Friday and for special events.

### ***PARKING FINES AND COLLECTION***

A student who is issued a parking citation has two weeks to either pay the citation or make arrangements to pay the citation. Payment or payment arrangements will be made with the Andrew College Business Office located on McDonald Street beside the gym. If arrangements are not made or the fine is not paid, a hold will be placed on the student's account in the Business Office until the fine is paid. Fines may accrue interest when unpaid past the two week period.

- Illegally parking in a Handicap designated space is a \$100.00 fine (multiple citation possible).
- Failure to display a current, valid parking decal is a \$50.00 fine (multiple citation possible).
- Improper parking and parking in non-designated areas is a \$50.00 fine (multiple citation possible).
- Unsafe driving (speeding, recklessness) is a \$50 fine (multiple citation possible).
- Towing is at student's expense.

Students should be mindful of the traffic speed, and special attention should be given to speed bumps. Speed should be adjusted accordingly. Citations will be issued to those caught speeding at an unsafe rate of speed.

The accumulations of outstanding citations may result in the student's motor vehicle being immobilized with an impoundment device or being towed at student's expense. If the vehicle is towed or immobilized, the student must report it to Synergy Campus Security. All fines must be paid before the vehicle is released from the impoundment device or a release given to the towing company. All towing and storage fees are the sole responsibility of the student. Excessive parking or traffic citations may result in the revocation of vehicle privileges on campus.

Students are not permitted to bring golf carts, ATVs, or other motorized vehicles to campus. Students are also prohibited from riding any form of skateboard on campus streets or sidewalks.

### ***BICYCLES, TERRAIN & STREET***

Students are encouraged to bring a bicycle to campus. The area of Southwest Georgia is a wonderful location for biking, cross country and mountain biking. Student will need to bring a bike lock and register their cycles with Synergy Campus Security. Identification tagging equipment to identify ownership is available at the Synergy Campus Security office and is encouraged.

**THE COLLEGE DOES NOT ACCEPT RESPONSIBILITY OR LIABILITY FOR AUTOMOBILES, MOTORCYCLES, AND BICYCLES OR THEIR CONTENTS WHILE PARKED ON CAMPUS.**

### **CAMPUS EMERGENCY NOTIFICATION ALERTS**

Campus Emergency Notification Alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible (i.e. active threats, bomb threats, or a dangerous chemical spill, etc.). These

alerts are sent via the *One Call Now Notification System* voice mail, email, or text message to all students and staff. Individuals MUST “opt in” to receive text messages. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester.

**It is mandatory** that all student and staff residing in the residence hall and anticipating remaining in residence halls during any campus or holiday breaks signup for this service. Email, telephone and messenger trees may also be utilized. Students must submit emergency contact information (i.e. cell phone numbers and emergency contact person(s) information) during Summer Orientation and NSO, which will be filed with Synergy Campus Security when they enroll in the College.

### **CLERY ACT: UNIFORM CRIME REPORT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY Act) is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report lists statistics for serious crimes over the past three calendar years. The printed report is available in the Office of Student Affairs each year. The report is also posted on the Andrew College website, [www.andrewcollege.edu](http://www.andrewcollege.edu), and in the campus FACT Book published annually. Students and family members are encouraged to contact the Office of Student Affairs to discuss specific concerns.

### **GEORGIA TRESPASS LAW**

Andrew College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and employees or to loiter on the College premises. All guests on campus must be escorted by an Andrew student, faculty, or staff member at all times. Andrew student, faculty, or staff members are responsible for the conduct of their guests. All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges. Please refer to Andrew College Guest Policy.

### **LOST AND FOUND**

The central reporting area for lost-and-found items is at the Synergy Campus Security Office. **ANDREW COLLEGE DOES NOT ASSUME LIABILITY OR RESPONSIBILITY FOR ANY PERSONAL PROPERTY THAT IS LOST, DAMAGED, OR STOLEN.**

### **MISSING STUDENT NOTIFICATION**

Andrew College students will be informed each academic year that students living in residential housing have the option to register an “emergency contact person” to be notified no later than twenty-four (24) hours after the time the College determines the student is missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed on the Andrew College Health Information Sheet. Only authorized college officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Missing student reports will be immediately referred to Synergy Campus Security and local law enforcement whether or not a confidential contact person has not been registered. Students who are under age 18 and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. If an individual believes a student has been missing for 24 hours, the Dean of Student Affairs and Synergy Campus Security should be immediately notified.

Notification will be provided in the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act (CLERY



Act). A link to the report is published on the Andrew College website at [www.andrewcollege.edu](http://www.andrewcollege.edu) and in the *Andrew College Student Handbook*. A student may register confidential contact information during the first two weeks of each semester by filing a form provided by the Office of Student Affairs.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of Student Affairs. Students will be informed that Andrew College will notify Synergy Campus Security and appropriate law enforcement agencies no later than 24 hours after the time the student is determined to be missing; however, this requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

## **EMERGENCYPROCEDURES(FIREANDWEATHER included)**

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To promote safety of residents, all residence halls are equipped with fire safety equipment and drills are held each semester to acquaint residents of the proper evacuation procedure. Instructions for emergency procedures are posted throughout campus and residential buildings.

The items below are not all inclusive of the Emergency Procedures on campus or in the residence halls. The full

policies and procedures manual is available under the Emergency Action Plan published annually and located on the Andrew College website, [www.andrewcollege.edu](http://www.andrewcollege.edu), and located the Student Affairs, Forms and Documents menu.

### **FIRE ALARM**

1. Dress appropriately for weather, wear hard-soled shoes and take a towel to prevent smoke inhalation
2. Close all windows. Leave doors unlocked
3. Walk quickly to the nearest exit; crawl if necessary
4. DO NOT USE the elevator(s)
5. Move at least 50 yards away from the building to
6. the safe zone designated by the Residence Director
7. Do not return to the building unless authorized to do so by the person in charge and cooperate fully with the fire department and college officials

### **HURRICANE AND TORNADO WATCH/WARNING**

*WATCHES* – issued to alert people to the possibility of tornado development or approaching hurricane or tropical storm in our area.

*WARNINGS* – issued when a tornado has actually been sighted or is indicated by radar or a hurricane or hurricane/tropical storm conditions are present in our area.

### ***TORNADO WARNING***

1. Move quickly to the interior hallway of the lowest floor

- of your building (unless notified of other designated locations)
- 2. Do not use elevator(s); use the stairway
- 3. Remain calm and orderly until notification to return to your room

### ***HURRICANE WARNING***

- 1. Evacuate the area as advised by proper authorities
- 2. Take only necessities

### ***SAFETY TIPS***

- 1. Learn where the fire exits are located.
- 2. Learn where the fire extinguishers are located.
- 3. Report any tampering with fire alarm/safety equipment.
- 4. Participate in scheduled fire drills to learn procedures, which could save your life.
- 5. Be prepared, learn the steps for tornado, hurricane, and tropical storm readiness.

### **LOCKDOWN (HOSTILE INTRUDER OR INDIVIDUAL)**

- 1. Go to nearest building, room, or office
- 2. Close and lock the door. Barricade the door if possible
- 3. Close blinds and curtains
- 4. Turn off lights and KEEP QUIET
- 5. SILENCE your cell phone
- 6. CALL 911
- 7. DO NOT LEAVE THE ROOM UNTIL RELEASED BY PROPER AUTHORITIES

***Other Disturbances on Campus*** – If a disturbance occurs on campus, resist the inclination to go and find out what it is. In any disturbance there is a potential for the situation to get out of hand and for injury. Immediately leave the area and notify a staff member.

### **EMERGENCY TELEPHONE NUMBERS**

SYNERGY CAMPUS SECURITY	732-5919 (Emergency & OFFICE)
SYNERGY CAMPUS SECURITY CELL	310-9799 (CELL)
AMBULANCE	732-2266
FIRE	732-2424
CUTHBERT POLICE	732-2323
SHERIFF	732-2525
SW GEORGIA REGIONAL HOSPITAL	732-2181

**IT IS A CRIME TO TAMPER WITH FIRE SAFETY EQUIPMENT!**

# STUDENT ACTIVITIES

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The Department of Student Activities supports the enhancement of the student's two year experience outside the classroom by providing social, physical, cultural, and spiritual programming.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- Students have the right to a safe and healthy environment in keeping with the mission of Andrew College.
- Students have the right to experience a quality learning environment, free from disruptions and distractions.
- Students have the right to be treated with respect and dignity, free from harassment and/or discrimination.
- Students have the right to freely express their thoughts and grievances inside the parameters of the Student Code of Conduct in a manner that does not disrupt the essential operation of the College.
- Students have the right to voice their opinions at all Student Government Association (SGA) meetings.
- Students have the right to vote in all Student Government Association (SGA) elections.
- Students have the right to bring disciplinary charges against another student.
- A student who brings disciplinary charges against another student has the right to be informed of the results of the hearing.
- Students who have been charged with a violation of the *Student Code of Conduct* or other behaviors noted in the *Student Handbook* have the right to appeal a decision of a disciplinary body or official within the appeal guidelines.
- Students have all rights granted under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended.

## **SUMMER ORIENTATION LEADERS**

Summer Orientation Leaders consists of a team of 5-6 returning sophomores or third year students. The primary role of a Summer Orientation Leader is to provide guidance and facilitate Summer Orientation activities.

The position of New Student Orientation Leader requires a great deal of dedication and hard work. They are expected to conduct themselves to the highest standards. They are expected to learn the most important aspects of the college and of Summer Orientation. They are charged with acting and interacting to best facilitate positive interactions between families, first-year or transfer students, and faculty/staff.

## ***SUMMER ORIENTATION PROGRAMMING***

As representatives of Andrew College, Summer Orientation Leaders are expected to be able to fulfill varied and diverse roles throughout training and Summer Orientation sessions. While serving as a friend and mentor to new and transfer students, Summer Orientation Leaders are also responsible for communication and dissemination of information about Andrew College and upholding Andrew College's policies as well

as any special policies that may apply specifically to Summer Orientation and NSO. Summer Orientation Leaders may apply beginning in April and the hiring process should be completed by early May. Contact Admissions for more details.

### ***NEW STUDENT ORIENTATION WORKSHOPS***

New Student Orientation (NSO) takes place during the students' first weekend on campus. Students are introduced to Andrew College with a series of activities that provide information about Andrew, the services available to them, and an opportunity to meet and bond with other students.

During this time, expectations in and out of the classroom are discussed, college policies are reviewed, and programs that cover important student issues are presented. These programs range from goal setting and time management, improving study skills and attitudes, academic decision making, developing healthy intrapersonal relationships, health and wellness issues, career information, and campus issues. Experience team building and fun activities that facilitate skills needed to be successful in college.

Orientation is the **FIRST** opportunity for students to jump into the college life!

### ***WELCOME WEEK***

The first week of each semester is filled with activities and events that assist new student in acclimating to college life. Campus clubs and organizations sponsor an activity each night. An essential part Fall Welcome Week is New Student Orientation Weekend. New Student Orientation Weekend has **mandatory events** for all new students and is the perfect way to make new campus friendships! And New Student Orientation Weekend is more than just an entertainment event – it is a team-building experience that has a long-lasting effect on the members of your campus community.

### **RECOGNIZED STUDENT ORGANIZATIONS**

#### ***ANDREW AMBASSADORS***

Student Ambassadors provide campus tours, serves as representatives and perform duties at various campus and community events.

#### ***ANDREW COLLEGE ASSN OF STUDENT NURSES (ACANS)***

ACANS is the Andrew College association of nursing students.

#### ***ANDREW COLLEGE DIGITAL NETWORK***

The Andrew College Digital Network (ACDN) is the functioning arm of the Andrew College Television Club (ACTV). The club is run by the students, who elect officers, and have a set of by-laws.

#### ***ANDREW COLLEGE THEATRE (A.C.T.)***

A.C.T is the club for theatre majors and all students involved in theatrical production on campus.

### ***ANDREWSERVES***

AndrewServes is a competitive scholarship program only open to students who are accepted to the program prior to the beginning of Fall semester based on GPA and SAT requirements and acceptance of their application to the program. AndrewServes focuses on service and works all throughout the year learning about and taking in part in various service projects.

### ***ART CLUB***

The Art Club is a student run organization related to the Visual Arts Department at Andrew College. The Art Club organizes various fine art activities including: exhibitions of member's artwork, museum visits, group critiques, and mural paintings in the surrounding area. The SAL is composed of mostly visual arts majors but is open to any student interested in the visual arts. The Andrew College Visual Arts Faculty sponsors the Art Club. Officers are elected at the beginning of the spring semester for the following school year. For additional information, contact the Fine Arts Department.

### ***CHORALIERS***

The Choraliers provide opportunities for young singers to perform throughout the community during the school year.

### ***DEBATE CLUB***

Looking for an intellectual challenge? In Debate Club we will learn the fundamentals of debate and showcase our skills in formal civil argument for the campus community. You will learn research, speaking, logic, critical thinking, organization and more as you seek to win a mind game against your opponents. Great preparation for students interested in law!

### ***EQUALITY CLUB***

It is the mission of the Andrew College Equality Club (A.C.E.) to reflect the United Methodist Church and seek to live together in a Christian community, welcoming, forgiving, and loving one another, as Christ has loved and accepted us, while promoting acceptance, diversity, and understanding inclusive of, but not limited to, the lesbian, gay, bisexual and transgendered student body (LGBTQ) and their allies.

### ***FELLOWSHIP OF CHRISTIAN ATHLETES***

The Fellowship of Christian Athletes (FCA) establish objectives and functions. Their goals are to increase student to student interaction through Jesus Christ at Andrew College and to respect the rights of all students, regardless of race, religion, gender or national origin.

### ***INTERNATIONAL STUDENT ASSOCIATION***

The International Club is (ISA) an organization to foster and promote good will, "a home away from home," and a gathering place for students from other countries attending Andrew College. The Club is opened to all international and Andrew College students interested in international relations, foreign languages, and international cultural exchange. The organization meets bimonthly. For additional information, contact the Office of Student Affairs.

### ***PAWS (PEER ADVOCATES WORKING WITH STUDENTS)***

PAWS will assist their peers in the career development process, increase the Office of Career Services marketing efforts, conduct outreach opportunities, and establish liaison/mentorship relationships with faculty, staff, and especially Andrew College students.

### ***PHI THETA KAPPA***

Phi Theta Kappa (PTK) is the international honor society of two-year college students who have attained high scholastic standing. To be eligible for membership, a student must achieve a high academic average and demonstrate exemplary citizenship. In order to retain membership, students must maintain at least a 3.0 overall grade point average. The purpose of PTK at Andrew College is to promote scholarship, leadership, service, and fellowship among two-year college students. For additional information, contact Library Services.

### ***SPIRIT SQUAD***

The Spirit Squad is a student-led cheerleading organization. The Spirit Squad cheers at home basketball games and participates in student activities, college fundraisers, and student leadership. For additional information, contact the Office of Student Affairs.

### ***STUDENT GOVERNMENT ASSOCIATION***

The Student Government Association (SGA) represents students in all aspects of student affairs. The SGA is comprised of Senators and Representatives with four sophomore students serving as the officers of the Executive Board. The Senate consists of three elected senators from each of the following divisions: sophomore women, sophomore men, freshman women, and freshman men.

These students represent all Andrew students in the SGA in an official voting capacity. The Representative body is made up of representatives from each of the recognized campus organizations and/or special committees. Elections for executive board and sophomore senate positions are held during the fall semester.

Elections for freshman positions are held early in the fall semester. SGA provides funding of student activities, coordinates the recycling program on the campus, maintains the food service committee, and serves as the official voice of students in the decision-making process of the College. SGA officers may be asked to serve on several of the College Standing Committees. The Dean of Students serves as a de facto non-voting member and advisor to the SGA. For additional information, see the SGA Constitution in the Addendum Section of the Student handbook or contact the Office of Student Affairs.

### ***WESLEY FELLOWSHIP CLUB***

We are committed to growing faith and building community by living into the Words of Jesus to love God and our Neighbor as ourselves.

### **STARTING A NEW ORGANIZATION**

A diverse population of students brings out unique activities. The Office of Student Affairs welcomes student input in the formation of new student clubs or organization.



To have an organization officially recognized, students should use the following procedures as a guide:

1. Determine the amount of interest in starting an organization by generating a list of members.
2. Meet with those interested to determine the need to have a new organization.
3. Notify the Student Government Association or the Office of Student Affairs of their intention to form an organization.
4. If granted permission to continue with their organizational process, the organization is required to:
  - a. Write a constitution and by-laws,
  - b. Agree to abide by the rules and regulations of the College,
  - c. Select officers,
  - d. Determine goals and objectives,
  - e. Prepare a mission statement that reflects the organization's purposes in relationship to the mission of the College, and
  - f. Agree not to discriminate in their membership practices.
  - g. Select an advisor from the faculty or staff of the College (special permission must be granted to have non-staff advisors).
5. Present completed materials to the Student Government Association.
6. SGA will then vote on a recommendation of official recognition of the organization.

The advisors of the student organizations have responsibilities for their role and should take their position seriously. The following is a guide to some of the responsibilities associated with serving as an advisor:

1. All student organizations must follow the mission of the College.
2. All rules and regulations contained in the *Student Handbook* and in the *College Catalog* must be followed when an official organizational meeting or activity occurs.
3. Travel for official activities of student organizations must be approved by the Dean of Student Affairs and as warranted the Dean of Academic Affairs.
4. If students travel as part of an official activity of a student organization, the travel policies of the College must be followed.
5. All student organizations are responsible for the finances, expenses, dues collections and expenditures.
6. Members of all student organizations should understand that their actions reflect on the College at all times.
7. Approval for all fundraising must follow college guidelines and must be approved by the Dean of Student Affairs in advance of the activity as detailed in the College fundraising policy.

For additional information, contact the Office of Academic Affairs.

## **PLANNING, ADVERTISING, AND TRAVELING FOR EVENTS**

### ***BOOKING VENDORS***

Before a vendor is booked and payment is processed, said vendor must be approved by the Business Office. To get a vendor approved they (the vendor) will need to fill out a Vendor Request Form and submit it to the Business Office for approval. Check with the Dean of Student Affairs for more information.

## ***HOTEL RESERVATIONS***

Reservations for vendors or guests may be made at EconoLodge in Cuthbert on US 27. To make reservations you will need to obtain a signed and approved Purchase Order and fax it to the EconoLodge. Using a credit card may be the better option when making reservations for an overnight student activity.

## ***CASH ADVANCE***

Cash Advances can be used to purchase supplies for activities / events. To obtain specific cash advance for your specific event use the Cash Advance Form. Fill it out completely and in detail. When using a cash advance insure all receipts and change are turned into the Business Office and a copy of the receipts is kept for the office records.

## ***EVENT ADVERTISING***

Each event/activity needs to be approved by the Dean of Student Affairs. The Sponsor/Advisor fills out the Event Planning Form and submits it to the supervisor of their department. Event Planning Forms must be submitted at least TWO WEEKS in advance. An event will only be put on the College Calendar if it is approved through the Dean of Student Affairs. Activities may be advertised on campus with flyers, social media, and mass e-mail. All flyers must be approved and posted only on bulletin boards, unless otherwise authorized by the Dean of Student Affairs.

## ***FACILITY RESERVATIONS***

When planning to host activities or events reservation of campus facilities or material/equipment setup on campus for the specific location needs to be reserved prior to submitting the Event Planning Form. For reservation and more information, email all relevant event information by email contact to [events@andrewcollege.edu](mailto:events@andrewcollege.edu)

## ***PURCHASE ORDERS/CHECK REQUEST FORMS***

When purchasing items a Purchase Order must be completed for items over \$200.00 and approved by the Dean of Student Affairs. If the purchase is less than \$200.00 a Check Request Form can be used instead. A Check Request Form must also be approved by the Dean of Student Affairs. All receipts and invoices must be turned into Dean of Student Affairs for forwarding to the Business Office and a copy kept for the organization records. No reimbursement of payments will be processed without receipts and invoices.

## ***STUDENT TRAVEL***

When an activity requires off campus travel, each student must sign the Activities Release Form (ARF) and the supervisor must obtain a copy of their health forms to be taken on the trip with them. The ARF form is attached to the Event Planning Form. The health forms are located in the Office of Student Affairs.

## **FUNDRAISING POLICY**

Andrew College enjoys the public trust and the tax-exempt status afforded by the Internal Revenue Service. Therefore, it is in the best interest of the College to assure that the fundraising activities of its various constituencies maintain the public trust and comply with the guidelines set forth in the U.S. tax code. Andrew College realizes that, from time to time, clubs/organizations, athletic teams, and other campus groups may hold fundraising activities to enhance their ability to serve the Andrew College community. In any

fundraising effort, there is to be no interference with the educational process, and all funds raised must be used in a manner consistent with the mission of the College.

1. All fundraising events by clubs, organizations, or athletic teams held on campus and for the campus community must be approved by the Office of Student Affairs, Dean of Students. Activities include car washes, bake sales, service activities, etc.
2. Any clubs/organizations, athletic team, or other campus groups in the Andrew College community wishing to fundraise must complete an event form for approval.
  - a. It is in the best interest of Andrew College to control the content and presentation of the solicitation process.
  - b. Therefore, all fundraising events will be coordinated and solicited by members of the Andrew community (faculty, students, administration, trustees, and staff).
3. No outside organization or individual may be retained to solicit funds for Andrew College, or use the name of Andrew College or one of its organizations or athletic teams to solicit funds.
4. The only exception to this occurs in certain instances, such as capital campaign, where the President may approve the use of an outside organization or individual to aid in the coordination and solicitation of donors.
5. No clubs, organization, or athletic teams may solicit funds for scholarship.
6. If a prospective scholarship donor is identified, the name should be brought to the attention of the VP for Enrollment, who will coordinate the cultivation and solicitation effort.

## **ANNUAL COLLEGE EVENTS / TRADITIONS**

### ***ANDREW'S GOT TALENT***

Andrew's Got Talent is a campus wide talent show that all students are encouraged to participate in and attend. Top 3 winners receive a prize.

### ***CONVOCATION***

It is an academic introduction to the school year. A speaker addresses the students as to the importance and the meaning of college life and/or new beginnings.

### ***DAY OF SERVICE***

The Office of Student Affairs and AndrewServes co-sponsor this event at the end of the first week of every fall semester. Andrew students, faculty, and staff volunteer their time and talents to assist the community in improvement projects.

### ***GRADUATION***

Graduation is held the first weekend of May for Andrew College graduates. Andrew has celebrated over 160 graduating classes.

### ***HONORS NIGHT***

Honors Night is held in April of each Spring semester. This night is dedicated to recognizing students who

have excelled academically along with students who have displayed outstanding leadership.

### ***LATE NIGHT BREAKFAST/PROFESSORS AND PAJAMAS***

The Student Government Association and the Office of Student Affairs sponsors a “Late Night Breakfast” called Professors and Pajamas each semester on the Sunday evening preceding final exams. Andrew Faculty & Staff volunteer to cook and serve the students as well as assist them in studying for finals.

### ***LESSONS & CAROLS***

Lessons and Carols is an annual tradition at Andrew College. Interspersing reading from Scripture, Christmas is celebrated through the Word and song. The Andrew Choraliers along with faculty, staff, and students participate in this chapel service.

### ***NATIONAL AWARENESS MONTHS***

Every year, each of the clubs and organizations choose a nationally recognized awareness event to sponsor and celebrate on campus. The Office of Student Affairs and SGA recognizes National Drug Awareness Week, National Alcohol Awareness Week, and Sexual Assault Awareness Month as well as many more.

### ***PTK SEMINAR DAY***

Phi Theta Kappa Seminar Day is held each Spring semester and is mandatory for all Andrew College students. The day begins with addressing the International Phi Theta Kappa Study Topic and end with each student attending a seminar of choice that is hosted by various faculty, staff or guests.

### ***RAINN DAY***

The Rape, Abuse, and Incest National Network hosts a nationwide day of action – typically held on the third Thursday of September – to raise awareness and education students about sexual violence on college campuses. Andrew College participates by hosting its own RAINN DAY event / activity.

## INTRAMURALS & RECREATION

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The recreation program consists of several different components conducted by the intramural director and the athletic department. Informal recreational opportunities available to students, faculty, and staff and their dependents include racquetball, weight training, basketball, indoor and outdoor volleyball, walleyball, and tennis.

Formalized recreational opportunities exist under the umbrella of intramurals and include team, as well as individual, sports and exercise programs. Besides providing recreational and fitness experiences, the intramural program promotes pride within the student body, assists in the development of life-long recreational interests, and provides a relief from work or academic pressures. Off-campus recreational opportunities are promoted throughout the year. Participation in any intramural or recreational event is voluntary and may carry personal risk.

**NOTICE: PARTICIPANTS IN INTRAMURAL AND/OR RECREATIONAL ACTIVITIES MAY INCUR PERSONAL INJURIES AND/OR DEATH. STUDENTS WHO PARTICIPATE IN INTRAMURALS DO SO AT THEIR OWN RISK. ANDREW COLLEGE IS NOT RESPONSIBLE FOR INJURIES OR DEATHS THAT MAY OCCUR.**

## RELIGIOUS LIFE

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An important aspect of student life is a proper spiritual foundation. Wesley Fellowship, and Fellowship of Christian Athletes are organizations that provide leadership in the religious life area of college. Interdenominational religious events/services are held regularly.

In addition, local churches extend a cordial welcome to Andrew students. The minister of the Cuthbert United Methodist Church serves as the campus chaplain and is responsible for chapel services. The chaplain also serves as advisor to Wesley Fellowship and is available for pastoral guidance. Weekly Chapel services at Andrew College give students the opportunity to worship together, to share their lives in meaningful ways, and, at times, to wrestle with the short answers in life. If we don't answer these well, it doesn't matter how well we answer the others.

## RESIDENCE LIFE

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The residence halls play a very large and important role in the educational process of Andrew College. Residence life encompasses many concepts of education, growth, and development in areas of cultural, recreational, social and spiritual enrichment. These concepts are based on the spirit of community, which is vital to the residence halls and to Andrew College. The mission statement found in front of the *Student Handbook* and in the *College Catalog* is clear. The residence life program is important and is an integral part of the College.

In addition to the general college regulations, special policies and regulations are necessary in the residence

halls to provide a community environment that protects individual freedoms and rights and provides students an opportunity to be successful at Andrew College.

### **24-HOUR QUIETHOURS**

During exam periods at the end of each semester, a 24-hour quiet period will exist in the residence halls. This period will extend from the weekend prior to the beginning of exams and remain in effect until the last exam.

### **BABYSITTING IN RESIDENCE HALLS**

Babysitting is not allowed in the residence halls.

### **CAMPUS GUESTS**

For health and safety reasons, access to residence halls will be restricted. Only individuals who are fully vaccinated against COVID-19 will be able to participate in residence hall and inter-hall visitation. The only exception to this policy is during move-in and move-out days.

Students are responsible for the conduct of persons who visit them on campus. All guests must have in their possession a visitor pass from the Synergy Campus Security and a photo ID. Students must escort and be in the physical presence of their guest at all times. It is the responsibility of the student to obtain an overnight guest pass for his/her guest from the Dean or the Assistant Dean of Student Affairs.

Guests may not stay on campus overnight. Guests under 18 are not permitted in the residence halls unless they are family members of current, residential students or guests of the Office of Admissions. Guests under 18 years of age must be accompanied by a parent, legal guardian, or representative of the college when visiting the residence halls. No guests under 18 years of age will be permitted to stay in the residence halls overnight except guests of the Office of Admissions with the approval of the Dean of Student Affairs. Parents or adult guardians must plan to make alternative arrangements off-campus when visiting overnight.

Guests, including other Andrew College students will not be allowed to visit any room unless the host is present. Exceptions to this policy may be granted by the Dean or Assistant Dean of Student Affairs. Guests who violate this privilege will be required to leave the campus immediately. The Dean or Assistant Dean of Student Affairs and Synergy Campus Security reserve the right to restrict the visitation rights of guests.

### **The Campus Guest policy states:**

- Guests visiting Andrew students must be escorted by an Andrew student at all times and carry a photo ID along with the issued guest pass
- Guests must request a guest pass and temporary parking permit with the College police
- Visitors are not allowed to be in the residence halls between the hours of 12:00 AM and 12:00 PM unless the Dean or Assistant Dean of Student Affairs grants an overnight visitation pass
- All visitors must vacate Andrew College property by midnight
- Commuter students must also vacate at this time unless they are working on College related business with a faculty or staff member
- All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges
- Overnight guests under the age of 18 are not allowed



- Residence Directors may only issue guests passes in the absence of the Synergy Campus Security and OSA staff (Dean and Asst. Dean of Student Affairs)
- Students with guests must report to the Synergy Campus Security office on the first floor of Old Main to register their guest and receive a guest pass Monday-Friday evenings after 5:00p.m.
- The Dean or Assistant Dean of Student Affairs and Synergy Campus Security reserve the right to deny guests privileges to students or guest who are disruptive to the campus milieu.

### **CHECK-IN PROCEDURES**

Upon arriving for check-in, each resident will need to fill out a Room Condition and Inventory Form, which will be made available at check-in. The form should be reviewed carefully with the Resident Assistant or Residence Director before any article is moved into the room. This form serves as a record of the condition of the room and will be used to determine responsibility for damages or loss at the time of checkout. The Dean or Assistant Dean of Student Affairs will be responsible for determining the actual cost of the damage or loss. Anytime a move takes place, a new form needs to be completed to protect students from incurring unwarranted damage charges.

### **CHECK-OUT PROCEDURES**

If a student withdraws from Andrew College during the semester, he/she must check out of the residence hall room and return keys and all other college property at the time. All personal possessions must be removed at the time of withdrawal. The Resident Assistant on your floor will be contacted prior to check-out to assist in the process.

Students who do not properly check out of the residence halls and return keys or other college property permanently, at campus closures/breaks, and term ends will be assessed a \$100.00 IMPROPER CHECK-OUT fee in addition to other standard charges.

Personal items that are not claimed within 30 days will become property of Andrew College, and students will be charged an additional \$100.00 for removal and/or disposal of the property.

### **CONFIDENTIALITY**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student conduct hearings are closed to anyone not directly involved with the hearing, and all student conduct files are confidential, unless a student waives his or her right to confidentiality, or under specific exemptions outlined in the Family Educational Rights and Privacy Act of 1974.

Although hearings are confidential, a victim of a crime of violence may request in writing the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense.

### **DAMAGES/THEFTS**

All damages and thefts of Andrew College property are the responsibility of the entire Andrew community. Synergy Campus Security cannot be everywhere at all times. Public area thefts or damages that occur in the residence halls will be charged to the residents residing in that area. The cost will be divided equally among all residents of the hall or floor, whichever the Dean of Student Affairs deems appropriate. This cost will not include normal maintenance damages assessed to individuals.

Thefts or damage of personal property that occur on campus should be reported to the Residence Director

of your hall and/or Synergy Campus Security immediately. **The College does not carry insurance to cover personal property.**

### **ELECTRICAL APPLIANCES AND FIRE HAZARDS**

Most kitchen appliances use large amounts of electricity and can be dangerous, thus are not allowed in the residence halls. Also, due to recent developments with microwave food products, microwaves and refrigerators are adequate to meet the cooking needs of the students. Therefore, no appliances except small microwaves and refrigerators (4.0 cubic feet or less) will be allowed in the residence halls. Students are allowed to have one microwave per room and two compact refrigerators or one large refrigerator. However, all microwaves and refrigerators must carry a U.L. seal of approval. Also to meet the home good needs of our students, only approved Keurig machines are allowed in the residence halls. Please refer to the Housing and Residence Life section on the Andrew College website for more details. Extension cords and halogen lamps are considered fire hazards and are not allowed. Additionally, other hazards such as candles (even as decorations) are not allowed. Approved LED lights are allowed in the residence halls; however, the Residence Directors maintain full authority in determining acceptable appliances or decorations.

### **FURNITURE**

Due to lack of storage space, **all furniture provided in each room must remain in the room, even if used as a single room.** Students are not allowed to bring additional furniture, beds, or mattresses in the rooms. Also, all lounge furniture is the property of the College and may not be placed in personal rooms or removed from the lounges.

### **GENDER INCLUSIVE HOUSING (GIH)**

Andrew College does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, political beliefs, religion, sexual orientation, or age in the administration of housing accommodations. Therefore, it is the mission of the Office of Student Affairs to meet the needs of the students through demonstration of inclusiveness in residence halls, and enact policies and practices that is consistent with Federal regulations and the College. The College supports and honors federally statuses and goes beyond them to include gender identity and expression and socioeconomic class.

Gender Inclusive Housing is granted to students on the basis of meeting standard criteria and signature of policy agreement. Students who wish to be considered for GIH must complete form which can be found in the Office of Student Affairs. Prior to granting GIH, approval must be provided by the Dean of Student Affairs.

### **GRAFFITI**

Graffiti is not allowed on the Andrew College campus. Any unauthorized writing, painting, drawing, or the like, on any Andrew College property, inside or outside the property, will be considered graffiti. The cost of removing graffiti located on or in residence halls will be charged to the residents residing in that area. The cost will be divided equally among all residents of the hall or floor, whichever the Dean or Assistant Dean of Student Affairs deems appropriate. Thefts or damage of personal property that occur on campus should be reported to the Residence Director of your hall and/or Synergy Campus Security immediately.

## **HALL CLOSING**

The residence halls are closed during Christmas break and after graduation. Students must make arrangements to vacate the halls by 5:00 p.m. on the last day the halls close. If a student wish to remain after the campus closes, a written documentation must be provided and approved by the Assistant Dean of Student Affairs at least 48 hours in advance. **Students who do not check out and leave campus by the designated time and date with a staff approved check out completed will receive a fine of \$100.00.**

## **HEALTH & SAFETY INSPECTIONS**

Residence hall rooms will be inspected each month for proper cleanliness and physical repair. Health and Safety inspections will be announced prior to inspection. Residents are expected to maintain their rooms in an orderly manner so as not to create problems for roommates and suitemates or a health hazard in general. Rooms that are unacceptable by college standards will be required to be cleaned as directed by the Residence Director within 24 hours and/or a fine of **\$100.00** may be assessed. **STUDENTS ARE RESPONSIBLE FOR CLEANING THEIR ASSIGNED ROOMS AND BATHROOMS.**

## **HOUSING SIGN-UP AND HOUSING DEPOSIT**

All residential students are required to complete a Housing Application every academic school year and pay a onetime \$50 Housing Deposit. The deposit will be refunded to the student after they graduate, transfer, or leave Andrew College provided that there is no outstanding balance on the student's account, no damages to the student's room, no missing furnishings and the student's room key is returned. If damage or loss has occurred, the deposit will be withheld in order to complete the repairs or purchase replacements. If damage or loss exceeds the total of the deposit, the student will be billed the additional amount.

Students may request to be assigned a specific roommate; however, suitemate requests are not considered. Every effort will be made to honor roommate requests. Roommate assignments cannot be made until a housing application is completed and security deposit is paid to the business office. It is the student's responsibility to ensure that applications are turned in to the Dean or Assistant Dean of Student Affairs in a reasonable time period to make these assignments.

## **IMPROPER CHECK- IN**

Maintenance strives to get the residence halls in move-in ready condition. To help limit the amount of maintenance orders, specific move-in dates are selected for each semester. Any student who moves in before their designated move-in day will be fined \$100 per day.

## **INTER-HALL VISITATION**

For health and safety reasons, access to residence halls will be restricted. Only fully vaccinated individuals can participate in residence hall and inter-hall visitation. The only exception to this policy is during move-in and move-out days.

**Lobby visitation hours** are {Sunday – Thursday from 12:00PM-12:00AM} **and** {Friday - Saturday from 12:00PM-1:00AM}.

**In room visitation** hours are {Sunday - Thursday from 8:00PM- 12:00AM} **and** Friday- Saturday from 8:00PM-1:00AM}

## **LOFTS**

The construction of loft systems, bunk beds, or any other major construction in residence hall rooms is not permitted. Lofts are in violation of the fire code, and most other construction projects create noise, distraction and usually destruction.

## **MAINTENANCE REQUESTS**

At times it may be necessary to enter a student room to fulfill a maintenance request or to provide general service work. Workers do not have time to find the occupants of the room and may need to enter rooms that are temporarily unoccupied. Students are expected to report maintenance issues to their Resident Assistant and/or Resident Director.

## **MOVIES**

At times, the lounges of the residence halls may be used for campus-wide activities and movies. Students may show movies in lounges with the permission of the Residence Director of the hall.

## **PAINTING**

Painting of residence rooms is not allowed.

## **PETS**

Pets of any kind, except aquarium fish or a small turtle within a tank, are not allowed in the residence halls. Aquariums are limited to a maximum of 10 gallons and must be cleaned regularly. Violators of this policy face fines of not less than \$50.00 for each offense, and pets must be removed within twenty-four hours. In cases where spraying or cleaning is necessary, violators will be charged the entire cost of the procedure.

## **PHYSICAL EDUCATION BUILDING, TENNIS COURTS, AND FITNESS CENTER**

All guests must be escorted by an Andrew student, faculty, or staff member. Guests must have a pass issued by Synergy Campus Security and a photo ID. Gym proctors are assigned to the front table to monitor gym activity and admit only those eligible to enter.

## **PRIVATE “Single” ROOMS**

Students who request a private room must pay the \$800 fee before they are placed on the private room list. Students who owe money to the College may not be placed on the private room list until that debt is cleared. **There are NO exceptions.** Payment arrangements do not constitute clearing a debt. However, there is a designated number of private rooms, thus a private room is not always available, and in that event, the private room fee will be returned promptly. All private rooms will be awarded after the start of each semester.

## **PROPPING OF OUTSIDE DOORS**

Wherever possible, outside security doors are locked at designated times. When security at these doors is disabled due to the propping of the doors, the lives of those inside are placed in jeopardy. The safety and security of Andrew residents is very important, thus it is illegal to prop open locked security doors or exit doors of any kind and for any reason. Students who violate this policy face fines of a minimum of \$100.00.

## **PUBLIC DISPLAY**

While individuals use the residence hall rooms, the College reserves the right to regulate what is displayed in the rooms or on doors or windows. Some items may infringe on a decor the College wishes to maintain that reflects the values associated with a United Methodist-related, academic institution. These may include posters, alcohol containers, signs, etc.

## **QUIET HOURS**

Quiet hours are hours in the day and during the week that that music, noise, and other distractions must be kept to a minimum and should in no way disturb other residents. Should a resident ask for observance of quiet during quiet hours, fellow students are obligated to immediately comply. During quiet hours, all members of the residence hall community are entitled to as few disruptions and distractions as possible.

The Assistant Dean of Student Affairs reserves the right to adjust visitation hours and restrict visitation hours at his/her discretion. Quiet hours are in effect as follows:

**Sunday - Thursday 10:00 PM - 10:00 AM**  
**Friday – Saturday 12:00 AM - 12:00 PM**

## **RECREATIONAL RESIDENCE HALL EQUIPMENT**

Each residence hall is equipped with recreational equipment for the students' enjoyment and pleasure. Students must check out recreational equipment with the resident assistants and must check the equipment back in with the resident assistants. Equipment must be returned in the same condition it was checked out. Students will be charged for any damages to recreational equipment in the residence halls. If the Residence Director is unable to determine who is responsible for damages to recreational equipment, the cost will be divided equally among all residents of the hall or floor, whichever the Dean of Student Affairs deems appropriate.

## **RESIDENCE HALLS ESCORT POLICY**

A guest must be escorted at all times while visiting a resident in any of the halls and must have a guest pass issued by Synergy Campus Security and a photo ID. Security measures are in place to provide safety to residents and should be used. Residence Directors have the right to turn away residents that violate the escort policy.

Students who disregard or disable security systems will face disciplinary actions that may include fines, removal from the residence halls, and revoking of visitation privileges.

Students who are harassed or bothered by someone or feel that someone is violating the guest policy should contact their Resident Assistant, a Residence Director, or the Andrew College Police as soon as possible.

## **RESIDENCE HALL LOUNGES**

- Students must abide by the Andrew College Appropriate Dress Code while in residence hall lounges

- Profanity and excessive noise is prohibited
- Students may not sit on or place their feet on game or lounge tables or desks
- Students may not move furniture in the lounges
- Movies and video games must be approved by Student Affairs before viewing in residence hall lounges.
- Any misuse or failure to comply in policies will result in submission of a Incident Report

### **RESIDENCE HALL MEETINGS**

At the beginning of each semester, Resident Assistants will host a floor meeting to discuss important matters pertinent to residence hall life at Andrew. There will also be floor meetings monthly during the semester. Every attempt will be made to post times and locations within each residence hall at least 24 hours prior to a meeting. However, there will be times where the Dean or Assistant Dean of Student Affairs may call a meeting without 24 hour notice.

All students are required to attend and are responsible for all items discussed at these meetings.

### **RESIDENCE HALL ROOM KEY AND STUDENT ID POLICY**

Every resident receives a room key and a student ID card at check-in. The key belongs to Andrew College and must be returned at the time of checkout.

**It is illegal to have the key duplicated; and if the key or student ID card is damaged, stolen, misplaced, or lost, the Residence Director must be notified. If a room key is damaged, stolen, misplaced, or lost and/or not returned, a \$50.00 fine is assessed.**

**There is a \$25.00 fee for replacement of a student ID card. Abuse of any residence hall key or security door or surveillance system creates a serious breach of security and may jeopardize the safety of other residents.**

Disciplinary action can be expected for the following violations of the residence hall security policy:

- Permitting any person who does not reside in the residence hall to gain entrance to the hall with his/her student ID card
- Failing to secure the door upon entry or departure of a hall
- Damaging or abusing the security surveillance system in any way
- Failing to report abuses of the security system
- Releasing to another person a student ID card or room key for any purpose
- Duplicating his/her residence hall key
- Opening a room or entrance/exit door for a student who was issued a room key and student ID card to that residence hall
- Failing to report the loss or theft of a door key or student ID card

### **RESIDENCE HALL ROOM DOORS**

In order to ensure safety for students in the residence halls, students are required to keep their rooms

locked at all times. Access to and from the room from the bathroom and main door should be secured when leaving the room for any amount of time.

## **RESIDENCY REQUIREMENTS**

All full-time students must live on campus. Exceptions include; students who live with their parents or legal guardians (within a 30 miles radius of Andrew College), students who are 20 years of age or older, married, or have full-time custody of children. The Dean of Student Affairs may grant exceptions to this requirement. The residential experience is extremely important to the development of students.

All resident students are required to take the meal plan and are not permitted to maintain off-campus accommodations. Students taking less than 12 hours must seek permission of the Dean of Student Affairs to live on campus. The College reserves the right to withdraw the option of housing for students who fall below a 12-hour course load.

Andrew College retains the right to refuse residency to students who have committed serious violations/infractions of the *Andrew College Student Handbook* including the Code of Conduct, or students who may, in the opinion of the College officials, be better served in an off-campus living environment.

## **RESIDENCE HALL WINDOWS**

Windows are not to be used by residents as an entrance or an exit to rooms except when directed to do so by emergency personnel. Signs, flags, stickers, design items, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the room. Window coverings of any type (except those issued by the Department of Residence Life) are prohibited. Students are not permitted to remove and/or tamper with their window screens. Students are required to keep windows in residence halls locked at all times. Writing on windows with paint must be approved by the Dean or Assistant Dean of Student Affairs.

## **ROOF POLICY**

Students are not allowed on the roof of any buildings at any time. Students found in violation of this policy will result in disciplinary actions.

## **ROOM CHANGES**

Room changes are allowed and welcomed during your time here at Andrew College. Room changes may take place three weeks after the start of fall semester and three weeks after the start of spring semester. Any changes made without prior written approval may be assessed a **fine of \$25.00** and be required to return to their original room as assigned. Residents should conduct themselves in a manner so as to allow others the quiet and calm enjoyment of the residence hall. Residents who attempt to force roommates out of a room or behave discriminatorily against a current/newly assigned roommate may be reassigned to another room or be required to pay additional charges for an unoccupied space.

## **ROOMMATE CONSOLIDATION**

***WHAT is a ROOMMATE CONSOLIDATION?*** The consolidation process is a time of matching up residents who are without roommates. A person may be without a roommate for any number of reasons, including their former roommate's decision not to return to Andrew College or to change a room. While we



understand that some students will leave their roommate with little or no warning or explanation, anyone left in a double occupancy room without a roommate is expected to find a roommate or pay for single occupancy.

***WHY am I part of the ROOMMATE CONSOLIDATION?*** We subscribe to this consolidation process because there are a limited number of private rooms that are designated single occupancy based upon space availability in the residence halls. These "private" rooms are assigned utilizing an established priority system. Private room residents are charged the single occupancy room rate. It would be unfair to allow "free" private rooms to exist.

***HOW are ROOMMATE CONSOLIDATIONS done?*** The Dean of Student Affairs will send a letter to any student who our records show to be assigned to a double occupancy room alone at the end of the second week of the semester. If a student is without a roommate, it is his/her responsibility to begin the consolidation process whether they receive such a letter or not. The Dean of Student Affairs will provide a list of possible roommates for the residents upon request. Roommates must be found by the end of the FOURTH week of the semester. Students are responsible for finding their own roommates; the Office of Student Affairs will assist in the process if a request is made to the Dean of Student Affairs. If students havenot found a roommate by the end of the FOURTH week of the semester, they will be charged the private room fee.

***WHEN is a DECISION made?*** Once a decision is made concerning a roommate choice, the student must notify the Dean of Students.

## **ROOM DECORATIONS**

All decorating and furnishing of your residence hall room must be done without damaging or defacing beds, walls, floors, etc. Use non-marring tape or removable mounting putty to attach things to the walls. Do not use any type of pencils, pens, paints, chalk, or markers on the walls or furniture. Carpeting may not be glued or taped to the floor. Changes may not be made to a room that would prevent the return of the room to its original condition.

## **ROOMMATE BILL OF RIGHTS**

Your enjoyment of life in Campus Housing depends on thoughtful consideration and common courtesy among roommates and neighbors. The basic rights of a roommate include the following:

1. The right to live in a clean building and room
2. The right to expect that a roommate will respect one's personal belongings
3. The right to a redress of grievances. Residence Assistants & Directors are available to assist in resolving conflicts
4. The right to read and study without undue interference in one's room.  
Unreasonable noise and other distractions inhibit the exercise of this right
5. The right to sleep without undue disturbance from noise, roommate's guests, etc.
6. The right to free access to one's room and facilities without pressure from a roommate
7. The right to personal privacy
8. The right to be free from fear or intimidation and physical or emotional harm
9. The right to have guests during visitation hours with the expectation that guests are to respect the rights of the host's/hostess's roommate and other hall residents
10. The right to expect reasonable cooperation in the use of the cable television services
11. The right to a smoke free environment

## **SECURING THE RESIDENCE HALLS**

All residence halls will be secured at the end of visitation hours each night by the Residence Life staff. To provide a safe environment, students receive a room key and a student ID card that opens the front door of that hall. It is important that this and all safety measures associated with residential living are maintained. In addition, all Residence Halls are equipped with alarm systems that are designed to direct all entering and exiting traffic through the main door as well as alert all residents when a door has been propped open. The misuse or abuse of an emergency exit will result in a fine per individual or the entire building as the Office of Student Affairs, Dean of Student Affairs deems appropriate. Emergency exits are put in place for the security of the residents to provide a safe environment in the residence halls.

## **STORAGE**

Storage facilities are not available on campus. Residence Life staff members are not allowed to store items for students in their apartments. Storage areas may be rented in Cuthbert for a reasonable fee. Only international students are allowed to store large belongings at the College with the approval of the Dean of Student Affairs.

## **STUDENT CENTER**

Any guest using the student center in any way must be escorted by a student, faculty, or staff member at all times and have a guest pass issued by Synergy Campus Security and a photo ID. "Escort" is defined as being in the immediate physical presence of the person.

## **TRASH REMOVAL**

Residents are responsible for removing trash from their rooms and as well as trash outside their room. Dumpsters located around each hall should be used for room trash. **Students who do not place their trash in the dumpsters and/or do not remove trash from their rooms may be assessed a fine of \$100.00 per incident. It is the responsibility of everyone to keep the residence halls clean. Trash in the hallways is strictly prohibited. Trash found in a hallway may result in a building wide fine if the trash cannot be associated with a particular resident.** Boxes and aluminum cans should be recycled. Contact the Residence Directors or Resident Assistants for more information.

# STUDENT CONDUCT

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The Office of Student Affairs, in accordance with the mission statement of Andrew College, emphasizes a developmental approach toward discipline that is educational and proactive and allows for a maximum student growth. This office is committed to an educational and developmental process that balances the interest of individual students with the interest of the Andrew College Community.

Andrew College students are responsible for knowing the information, policies and procedures outlined in this document and the Andrew College Student Handbook. Andrew College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at [www.andrewcollege.edu](http://www.andrewcollege.edu) for the updated versions of all policies and procedures.

## **INTRODUCTION**

The Office of Student Affairs (OSA) mission of Andrew College holds many opportunities for intellectual and social development. A basic component of the OSA mission embellishes expectations of acceptable behavior based on fostering student leadership and mentoring behavior that is reflective of the values and Christian heritage of the institution while maintain a nurturing environment for all. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic and personal development.

The Code of Conduct at Andrew College exists to maintain discipline and decorum by augmenting the policies, procedures, and mission of the College. The code of conduct can contribute to the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The Andrew College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse.

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Student discipline should be directed towards personal growth as much as possible. Andrew College's Code of Conduct is piloted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall academic mission of the institution. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord without community expectations.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. The proceedings of all disciplinary hearings, investigations and findings are closed and will remain confidential within the disciplinary system.

As a church-related institution, Andrew College expects students to assume personal responsibility in all areas of college life and in the maintenance of high standards of behavior. Students must display, in attitude and conduct, a willingness to accept and cooperate with the College in observing established policies. Violations of civil and criminal laws will be referred to the appropriate law enforcement officials. Andrew College will fully cooperate and assist all agencies in upholding local, state and federal laws. The College retains the right to impose sanctions independent of action taken by a regular court system if a student is accused of criminal misconduct on or off- campus, and during or between academic terms and/or is out of harmony with the spirit of the College.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

The essence of higher education is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. In attempting to achieve that unhampered freedom, the students acquire certain fundamental rights and responsibilities. These rights and responsibilities are considered an integral part of the educational process at Andrew College. Any additional rights or responsibilities may be promulgated under established procedures during the school year as required for the general well-being of the student body and College. A student is expected to follow these rules and the College is expected to enforce them. At the same time, the College is expected to acknowledge the student's rights stated herein and respect the student's autonomy in these areas.

Unfamiliarity is not an excuse for infractions of the regulations. Knowledge of the regulations, on the other hand, can help the student use their rights to the fullest and avoid having others infringe on these rights. Alleged responsible students have the following rights per the Due Process clause:

- The right to receive written notice via Andrew College official email account of sanction(s) within five working days after the violation(s) was reported.
- The right to a Hearing Advisor.
- The right to a fair, impartial hearing that is kept closed and confidential unless with federal law, information is required to be released according to federal guidelines or a need to know basis.
- The right to present evidence.
- The right to know the outcome of the hearing as soon as possible.
- The right to appeal.

### ***DUE PROCESS***

The Due Process Clause of the federal Constitution prohibits the government from depriving an individual of life, liberty, or property without certain procedural protections. The minimum requirements for due process were established by *Dixon v. Alabama State Board of Education* which said:

1. The student being given written notice of the alleged violation(s),
2. The student being given a written explanation of the alleged violation(s) and
3. The student being given an opportunity to be heard by an appropriate Hearing Officer which may be written.

Students at Andrew College are provided a copy of the Student Code of Conduct annually in form of a link on the Andrew College website. Hard copies are available upon request from the Office of Student Affairs. Students are responsible for having read and abiding by the provisions of the Student Code of Conduct. For the purpose of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College.

The Student Code of Conduct applies to behaviors that take place on the campus, at College sponsored events and may also apply off-campus when the Dean of Student Affairs or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/ or
- Any situation that significantly impinges upon the rights, property or achievements of

- self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College.

### ***SOCIAL MEDIA***

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online posting such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online.

The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials. However, most online speech by students not involving the College networks or technology will be protected a free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the College or its community members that causes a significant on-campus disruption.

### ***EXPECTATIONS***

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, commuters, or residences. The College encourages community members to report to College officials all incidents that involve the following actions. Any students found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Conduct Procedures.

**Abuse of Conduct Process:** Abuse or interference with, or failure to comply in, College processes including conduct and hearings including, but not limited to:

1. Falsification, distortion, or misrepresentation of information;
2. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
3. Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
4. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
5. Failure to comply with the sanction(s) imposed by the campus conduct system;
6. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

**Abuse, Misuse and/or theft of College Computer Data, Programs, Time, Computer and/or Network Equipment:** All computers, software, network connections, Internet connections, and email systems provided to or permitted for usage by students are the property of the College and are not to be used for any illegal or inappropriate purposes.

In furtherance of the College's commitment to maintaining a campus environment free of harassment, the College prohibits the use of computers and the email system in ways that are disruptive, inappropriate,

harassing, threatening, or offensive to others, and reserves the right to monitor Internet activity and read any data composed, sent, or received through the College's online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any student or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, obscene comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

**The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented** material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not received authorization for its use, it should not be put on the Internet. You are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

**Abuse of College-provided Internet access** in violation of law or College policies will result in disciplinary action, up to and including expulsion. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

1. Unauthorized use of computing and/or networking resources.
2. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission.
3. Use of computing and/or networking resources for unauthorized or nonacademic purposes.
4. Attempted or actual breach of the security of another user's account and/or computing system.
5. Attempted or actual use of the College computing and/or networking resources for personal or financial gain.
6. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission.
7. Attempted or actual destruction of the integrity of computer-based information.
8. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer).
9. Allowing another person, either through one's personal computer account, or by other means, to accomplish any violation.
10. "Spamming," which is defined as the sending of unsolicited e-mails to parties with whom you have no existing business, professional, or personal acquaintance.

### **CONDUCT GLOSSARY OF TERMS**

- **Alcohol:** As a private institution, Andrew College prohibits any person, regardless of their age, to possess, consume, or distribute any alcoholic beverage on campus or campus property.
- **Alcohol Paraphernalia:** Alcohol paraphernalia is including, but not limited to, empty alcoholic beverage containers (including collectibles), bottle caps, empty liquor or wine bottles, shot glasses, flask, and beer funnels.
- **Animals:** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and aquarium fish, are not permitted on campus except as permitted by law.

- **Appeal** – Action taken by an individual, after being found responsible of violating a college policy, that questions the sanctions imposed, the procedure applied, or offers new evidence not previously available.
- **Arrest:** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct within seventy-two (72) hours of release.
- **Bystanding:** Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Conduct or law.
- **College official** - any person employed by Andrew College, performing assigned administrative or professional responsibilities.
- **College** - Andrew College.
- **Conduct Officer** - any person designated by the Dean of Student Affairs to be responsible for the management of the student conduct program. The Conduct Officers are authorized to investigate, adjudicate or otherwise resolve any cases of alleged student misconduct.
- **Consent** – Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by a clear action or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

Minors under the age of 18 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape.

- **Dishonesty:** Any form of dishonesty is a violation of personal integrity and is counter to the expectations of an educational community. Dishonesty may take many forms and may include the following:
  1. Theft;
  2. Possession of stolen property;
  3. Cheating;
  4. Lying;
  5. Plagiarism;
  6. Forgery;
  7. Supplying false information to college officials;



8. Falsification of college records;
  9. Unauthorized possession of college property or records;
  10. Unauthorized entry into college facilities; and
  11. Misuse of college ID cards.
- **Deception:** any misuse of any College records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means; any giving or receiving of false information to the College or to any College official, administrator, or administrative unit; providing false information to law enforcement officials; possession of any fake, altered, or any other identification that belongs to another person.
  - **Disorderly Conduct:** All lewd, obscene, indecent behavior, or other forms of disorderly conduct; any conduct which materially interferes with the normal operation of the College, or with the requirements of appropriate discipline.
  - **Disruption:** Whether in the residence halls or elsewhere on campus, Students may not cause unnecessary and unwanted noise and disruption. Such behavior disrupts and interferes with the peace, quiet and sense of order, which should be afforded members of an academic community. A student's right to peacefully petition or demonstrate will be respected; however, activities must be scheduled with the Dean of Student Affairs at least 48 hours in advance. The Dean of Student Affairs may impose reasonable times, place, and manner restrictions for the benefit of the entire College community.
  - **Drugs:** The possession, use, manufacture or distribution of illegal substance is strictly prohibited at Andrew College.
  - **Drug Paraphernalia:** including, but not limited to, bongos, hookahs, roach clips, pipes, grinders, etc.
  - **FERPA** – The Family Educational Rights and Privacy Act of 1974, protects the rights of students by controlling the creation, maintenance, and access to educational records.
  - **Faculty Member** means any person employed by Andrew College to conduct classroom activities.
  - **Failure to Comply:** Failing to comply with College protocols, policies directives or respond to a lawful request by properly identified College official including; Faculty, Staff, law enforcement officials, Resident Directors, and Resident Assistants in the performance of their duties.
  - **Fire Safety:** Violation of local, state, federal or campus fire policies including, but not limited to:
    1. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
    2. Failure to evacuate a College-controlled building during a fire alarm;
    3. Improper use of College fire safety equipment; or
    4. Tampering with or improperly engaging a fire alarm or fire detection/ control equipment while on College property.
      - a. Such action may result in a local fine in addition to College sanctions.

- b. The minimum fine for tampering with fire safety equipment is \$100.00 per person and may include disciplinary suspension.
- **Gambling:** All gambling is a violation of state law and is not permitted on campus in any location, including residence hall rooms.
- **Guest** – Persons who are allowed to observe the proceedings of a hearing at the discretion of the Dean of Student Affairs. This may include parents of students who are involved, interested members of the campus community, or a lawyer of a student involved. The hearing officer may excuse a guest at any time without cause.
- **Harassment** – Speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one's ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures, or symbols that:
  1. Are directed to an individual or individuals based on that person's race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin.
  2. Threaten violence, tend to incite an immediate breach of the peace or provoke a violent response.
- **Harassment, generally:** Verbal, written or physical harassment of any student, staff or faculty member will not be tolerated at Andrew College. Students found guilty of harassing or causing undue duress of others in the Andrew community can expect serious consequences for this behavior, including suspension or expulsion from the community. Special attention to this policy will be paid when student assistants such as Resident Assistants or Intramural Assistants are involved.
- **Hazing** – any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group organization.
- **Hearing Advisor** - A current student or member of the faculty or staff. The hearing advisor does not represent the student and is only at the hearing to offer advice and to ensure that a fair hearing occurs.
- **Hearing Officer** - An Andrew College faculty or staff member who is duly appointed to hear the facts of a matter, make a decision, and issue sanctions when appropriate.
- **Hearing Notice** – Letter given to an individual who is suspected of violating the Code of Conduct.
- **Incident Report** - A record of an event that occurred.
- **Organization** - a recognized student organization.
- **Policy** - the written regulations of the College as found in, but not limited to, the Andrew

College Student Handbook and Catalogs, and all official publications of the College, whether in print or published on the Internet.

- **Physical Assault and/or Fighting:** In keeping with the spirit and goals of a church-related, academic community, any form of physical assault or fighting will not be tolerated. Any Student found to be in violation of this policy will be suspended from the College.

Problems with non-Andrew College people should be brought to the attention of the security personnel. Students are reminded that they are held responsible for the behavior of their guests at all times and should try to prevent problems with guests.

- **Student** - all persons taking courses at Andrew College. Persons who are not currently enrolled, but who were previously enrolled, would be considered to have a continuing relationship with the College so long as they are eligible to enroll.
- **Sanction Letter** – Notice given to an individual stating the findings of the hearing officer and listing sanctions, if any.
- **Theft:** Taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the College) without the owner's permission; Taking or attempting to sell any service that belongs to the College without proper permission.
- **Threats and/or Verbal Abuse:** The verbal abuse or threats directed towards any Student, staff or faculty member is contrary to the standards of the Andrew community. A threat is defined as an expression of an intention to hurt, injure or kill someone. Abuse may take many forms and may be direct or indirect.
- **Tobacco:** Smoking or any use of tobacco in any area of campus is prohibited. Products that smoke or emit vapor are prohibited.
- **Use of Firearms, Weapons, Fireworks, and Explosives:** Any firearm, BB or pellet gun, martial arts weapon, hunting bow, electronic control device (stun gun or taser), or any other kind of weapon and ammunition is not allowed on the campus. Students who like to hunt should arrange to store their weapons off campus. Firearms on campus can be very dangerous in the community. Any Student violating this policy will face suspension from the College. Fireworks or explosives of any type are illegal in Georgia as well as on the campus.
- **Use of Illegal Drugs and Paraphernalia:** The use, possession, distribution or sale of drugs prohibited by federal or state laws is forbidden as well as the possession of any instrument, machine, tool, contrivance, crack pipe, or homemade smoking device for the sole purpose to inject, ingest, inhale, or otherwise introduce marijuana, or any controlled substance into the human body. Students found to be in possession, use, distribution, or transportation of illegal drug paraphernalia (i.e. bongs, hookahs, pipes, grinders, etc.) will be held accountable.

It is to be clearly understood that each occupant of a room is responsible for what takes place in that area; therefore, if illegal drug paraphernalia is found in a Student's

dormitory room, the Student will be charged accordingly. College officials will contact Synergy Campus Security and local law enforcement drug agencies when illegal drug use and/or possession of illegal drug paraphernalia is reported. Andrew College reserves the right to take disciplinary action when students violate the drug and drug paraphernalia policy while off-campus.

- **Vandalism:** Vandalism or malicious treatment of college property or the personal property of others in the Andrew community will not be tolerated. In addition to any form of disciplinary action, restitution will be required for this type of behavior.
- **Verbal Altercation:** Engaging in a verbal altercation defined as fighting by two or more persons to the disturbance of the campus tranquility but not to the point of physical assault.
- **Violations of Weight Room and/or Fitness Center Policies:** Students found guilty of violating Weight Room or Fitness Center policies will be suspended from the area for the remainder of the semester. Students who are found guilty of a second violation will be suspended for the remainder of the academic year.
- **Violations of Local, State and Federal Law:** The violation of a local, state or federal criminal statute shall be a violation of this code, regardless of whether public officials prosecute such violation, and shall be subject to the appropriate sanctions, such as denial of state funds and grants and loss of scholarships. The College may refer such violations to appropriate law enforcement agents.

## **SANCTIONS AND DEFINITIONS**

***SANCTIONS:*** The Accused found to have committed or to have attempted to commit any of the specifically prohibited acts set forth in this Code or to have violated any other College policy or regulation described in this Code may be subject to one or more of the following categories of sanctions:

- **Counseling / Substance Abuse Counseling:** Andrew College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. The Office of Student Affairs can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse.

Andrew College is not responsible for the cost of professional counseling for students. Andrew College makes referral for counseling and mental health services through Aspire Behavioral Health & DD Services. Pastoral counseling is also available. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

- **Disciplinary Warning:** A disciplinary warning is a disciplinary measure used to alert the student to the fact that violations of College regulations will not be ignored and that future violations will cause the accused to be placed in a more severe disciplinary category.
- **Disciplinary Probation:** Disciplinary probation is issued when violations are of a

serious nature or when minor violations are repeated and the warning status ignored. Disciplinary probation is a very serious warning that future misconduct may bring serious consequences. As a part of probation, students are prohibited from participating in any college sponsored activities or events, including athletic events.

- **Disciplinary Restrictions:** The term “restrictions” shall be defined at the discretion of the Dean of Student Affairs or hearing officer. It may designate a period of time when certain privileges are denied. Restrictions may also designate a period of time when certain requirements (sanctions) are placed upon the one being disciplined. Failure to comply with conditions of disciplinary restrictions may result in suspension from school.
- **Fines and Restitution:** Previously established and published fines as well as restitution i.e. compensation for loss, damage, and injury may be imposed upon students for violations of the Code of Conduct. Fines for disciplinary sanctions should be paid to the Business Office within the designated time period. Students should then bring their receipt to the Office of Student Affairs to update their records.

Late fines may incur additional sanctions **INCLUDING HOLDS ON STUDENT ACCOUNTS**. Fines for parking or traffic violations are to be paid to the Office of Student Affairs within a designated time **OR ADDITIONAL SANCTIONS INCLUDING HOLDS ON STUDENT ACCOUNTS MAY BE INCURRED**.

All checks should be made payable to Andrew College. Students who fail to complete their assigned sanctions will be charged with a Level II violation of “Failing to identify oneself to or to comply with the direction of college officials acting in the performance of the officials' duties,” and will be subject to a disciplinary hearing and/or additional sanctions and fines, including but not limited to suspension.

- **Suspension:** Disciplinary suspension is forced withdrawal from the College for a specifically stated period of time and is used for serious violations of college regulations. Class work missed during a suspension will not be allowed to be made up. Students who are suspended must leave the campus immediately or as directed by the campus Conduct Officer. A student who is suspended for at least the remainder of a semester must apply for readmission in order to return to the College. For information about re-admission, contact the Officer of Academic Affairs.
- **Disciplinary Exclusion:** A student exhibiting incompatibility with the purposes of Andrew College may receive a disciplinary exclusion. Students excluded must leave the campus immediately or as directed by the Conduct Officer. Students excluded are ineligible for readmission to Andrew. Students suspended or excluded from Andrew College by an action of an academic or non-academic disciplinary authority or Appeals committee may not return to the campus or any other property owned or controlled by the College at any time without written permission from the Dean of Student Affairs.
- **Other Sanctions:** other sanctions may be imposed instead of, or in addition to, those specified in the sections below. Other sanctions may include work assignments, research projects, essays, service to Andrew College or the community, and other related discretionary assignments. Hearing officers may also mandate an individual to attend and/or present information and/or programming related to the offense (i.e. drugs,

alcohol, anger management, etc.).

All students will be notified of the sanctions in writing through an official sanctions document delivered via their official Andrew College e-mail or via hand-delivery from the Dean of Students in conference.

## **VIOLATIONS AND DEFINITIONS**

***VIOLATIONS:*** Violations are divided into four (4) levels based on the severity of the sanctions and according to the nature of the misconduct and the number of times the misconduct has been repeated. Each offense is cumulative. In other words, a second offense in any of the four levels may result in the second offense moving the charge to the next level. ***SANCTIONS:*** The Sanctions Levels for violations are as follows:

**Level I: \$50.00 Fine:** Level I Violations include, but are not limited to, the following: *(other actions, such as fines, or restrictions, may be added with whatever content the Hearing Officer deems appropriate)*

1. Engaging in mischievous behavior or mischievous/inappropriate use of personal, college-owned/ controlled property
2. Violating residence hall general policies.
3. Littering.
4. Ejecting any objects from windows, roofs, or balconies of college buildings.
5. Conveying false information.
6. Violating the College Roof Policy.
7. Engaging in personal conduct that is indecent, lewd, or obscene.
8. Aiding and abetting any violation of any of the provisions of the Andrew College *Student Handbook*.
9. Gambling.
10. Violating the Smoking and Tobacco Use on Campus Policy
11. Failure to report violations of the Code of Conduct
12. Violating the Inter-Hall Visitation Policy
13. Violating the Andrew College Alcohol Paraphernalia Policy

**Level II: \$100.00 Fine:** Level II violations include, but are not limited to, the following: *(other actions, such as fines, or restrictions, may be added with whatever content the Hearing Officer deems appropriate)*

1. Disturbing the peace, disrupting lawful, orderly activities of others, or rioting.
2. Failing to identify oneself to a college official.
3. Failing to comply with College protocols, policies directives or respond to a lawful request by properly identified College official, including disruptive classroom behavior.
4. Operating a vehicle in violation of traffic rules or so as to endanger people or property.
5. Tampering with a witness before or intimidating a witness after a Conduct hearing and/or failure to cooperate with the Conduct officer.
6. Engaging in a verbal altercation as defined in the Student Handbook.
7. Violating the Policy on Social Media.
8. Violating the Alcohol Policy (first offense).
9. Violating the Inter-Hall Visitation Policy (second offense).
10. Engaging in vandalism resulting in property damages of less than \$500.00.
11. Violation of Fitness Center or Weight Room policies.
12. Violating the Smoking and Tobacco Use on Campus Policy (second offense).
13. Violating the Guest/Campus Visitors Policy (first offense).
14. Violating the residence hall key and student ID card policy.

15. Violating the Andrew College Alcohol Paraphernalia Policy (second offense)
16. Participating in behavior that creates a fire or health hazard.

**Level III: Probation, Restrictions, \$150.00 Fine:** Violations at Level III will result in disciplinary actions, such as loss of residential living and visitation guest privileges or complete dismissal from residential halls. Other actions, such as fines, or restrictions, may be added with whatever content the Hearing Officer deems appropriate. Violations include, but are not limited to, the following:

1. Failing to comply with College protocols, policies directives or respond to a lawful request by properly identified College official, including disruptive classroom behavior.
2. Stealing from and/or possessing without authorization, any property or services from another person, group of people, or the College.
3. Tampering with fire equipment or setting off a false fire alarm.
4. Violating of the Alcohol Policy. (second offense)
5. Engaging in verbal or written abuse beyond a reasonable expression of opinion, which is likely to cause another person humiliation, stress, psychological harm, or which is harassing in nature including but not limited to phone calls, text messages, emails, nonverbal communications, online programs, and all social media. A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon a specific individual;” speech posted online about the College or its community members that causes a significant campus disruption; evidence of a crime having occurred.
6. Possessing, purchasing, or receiving property, money, or services with knowledge the property, money, or services have been stolen or embezzled.
7. Duplicating keys, use of college official keys, and other devices without proper authorization.
8. Violating the Inter-Hall Visitation Policy (third offense)
9. Participating in vandalism resulting in property damages in excess of \$500.00.
10. Violating the Smoking and Tobacco Use on Campus Policy (third offense).
11. Violating the Guest/Campus Visitors Policy (second offense).
12. Violating the Illegal Drug Paraphernalia Policy (first offense).
13. Sexual harassment of another individual including, but not limited to, stalking.
14. Being arrested for violations of local, state, or federal laws.
15. Trespassing or forcefully entering premises without authorization.
16. Using the computer system, computer access codes, and restricted areas of computer services without authorization.
17. Violating the Andrew College Alcohol Paraphernalia Policy (third offense)

**Level IV: Suspension of No Less Than One Semester and/or Exclusion:** A Level IV violation may result in suspension from the College for the remainder of the semester or exclusion from the College. Violations include, but are not limited to, the following:

1. Failing to comply with College protocols, policies directives or respond to a lawful request by properly identified College official, including disruptive classroom behavior.
2. Assaulting, striking, or in any way threatening or causing physical harm to another.
3. Participating in and/or attempting any actual or threatened sexual assault, rape,
4. attempted sexual assault, or attempted rape.
5. Violating the Illegal Drug Policy
6. Violating the Illegal Drug Paraphernalia Policy (second offense)



7. Violating the Alcohol Policy (third offense)
8. Forging, altering, or causing any false information to be entered on an
9. administrative record or presented at an administrative proceeding.
10. Embezzling, defrauding, or procuring any money, goods, or services
11. under false pretenses
12. Violating the firearm, weapons, fireworks, and explosives policy.

Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature and circumstance of the offense, and the severity of any damage, injury or harm resulting from it. Repeated violations of any part of this Code may also result in expulsion or suspension from the College.

### **SANCTIONS FOR VIOLATIONS OF COLLEGE ALCOHOL AND DRUG POLICIES**

As a private institution, Andrew College prohibits any person, regardless of their age, to possess, consume, or distribute any alcoholic beverage on campus or campus property. With the belief that students will act responsibly and within the law, student's privacy and autonomy will be respected. Intrusive means to verify compliance (i.e. room and vehicle searches, package inspection, etc.) will only be used when a violation is suspected. Criminal law violations such as underage possession of alcoholic beverages, using a false ID, or providing alcoholic beverages to an underage person may result in an arrest, a court fine, a jail sentence, probation and the creation of an adult criminal arrest record.

Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Empty or full alcoholic beverage containers (including collectibles) and/or paraphernalia for use of abuse of alcohol are not allowed. Occupants of rooms are responsible for what takes place in the room. If alcohol or alcohol paraphernalia, such as bottle caps, empty beer, liquor or wine bottles, shot glasses, flask, and beer funnels, is located in a room, the occupants of the room will be charged accordingly. Students in need of assistance with an alcohol problem may contact the Office of Student Affairs or a member of the faculty or staff. Referrals for professional assistance may be provided.

Any student who is suspected of being under the influence of an alcoholic beverage will be given the opportunity to deliver a breath sample to a hand held alcohol breath sensor for chemical analysis. This test will be administered in a private setting by Synergy Campus Security specially trained in the operation of such a device.

All students who are in the room or direct social contact where alcohol, drugs, or other violations have been found will be charged with a violation. Students who are found to have acted as a "host" including but not limited to purchasing or supplying alcohol to other students, are subject to additional and more severe sanctions.

#### ***Sanctions for violations of the College's Alcohol Policy are as follows:***

- **1st Offense ~ (Level II Violation)**
  1. \$100.00 fine
  2. Notification letter sent to parent or legal guardian if under 21
- **2nd Offense ~ (Level III Violation)**

1. Probation for a period of time equal to 1/10 of the academic semester
2. \$150.00
3. Notification letter sent to parent or legal guardian if under 21

- **3rd Offense During Academic Year ~ (Level IV Violation)**

1. Suspension from the College for the remainder of semester
2. Notification letter sent to parent or legal guardian if under 21

**Sanctions for violations of the College's Drug Policy:** The possession, use, manufacture or distribution of illegal drugs is strictly prohibited at Andrew College. Students found to have drug paraphernalia (i.e. bongos, hookahs, roach clips, pipes, grinders, etc.) in their possession should also be prepared to have criminal charges brought against them in a criminal court.

*Sanctions for violations of the College's Drug Policy are as follows:*

- **1st Offense ~ (Level IV Violation)**

1. Suspension and/or Expulsion from college
2. Notification letter sent to parent or legal guardian if under 21

The actual sanction to be imposed will depend on the type and amount of unlawful substance or any other aggravating or mitigating circumstances. The above ranges of disciplinary sanctions apply to first offenses only; multiple offenses will result in more severe sanctions, including possible expulsion.

The College may combine other sanctions (such as completion of a rehabilitation program) with those listed above. In addition to imposing appropriate sanctions, the College may notify local and federal authorities when criminal activity has occurred.

*Sanctions for violations of the College's Resident Hall Visitation Policy are as follows:*

- **1st Offense ~ (Level I Violation)**

1. \$50.00 fine

- **2nd Offense ~ (Level II Violation)**

1. Visitation Suspension for semester
2. \$100.00 fine

- **3rd Offense ~ (Level III Violation)**

1. Suspension from residence halls

## **THE CONDUCT PROCESS**

The following procedural guidelines shall apply in any and/or all conduct hearings conducted by the Dean of Students or CARE Team:

If more than one Student is involved in a discipline case, the Hearing Officer may request that the hearings be combined. Students may request separate hearings, a request which will be granted for good cause shown. In case of a dispute, the Hearing Officer's decision is final.

All hearings will be closed to the public. Admission of any person to the hearing shall be at the discretion of the Hearing Officer; however, in all cases of alleged Sexual Harassment, the respondent and the complainant shall have the same opportunities to have others present, and the Title IX Coordinator and any Investigators may be present. Conduct Hearings will not be recorded and the Notice of Outcome shall serve as the only documentation of the evidence presented and decision reached at the hearing.

Students are found responsible for violating the Code of Conduct based on a reasonable belief that a violation was more likely than not to have occurred.

### **Step 1: Received Report / Preliminary Inquiry**

Anyone may report a Student, Group or Organization suspected of violating this Code to the Dean of Students. The referral must be in writing and must include factual information supporting the allegation. The person making such a referral is normally expected to serve as a witness in any hearing or disciplinary conference.

Upon receipt of a report of an alleged violation or incident report, the Dean of Students will review the report and consult with relevant parties for investigation, if necessary. The Dean of Student Affairs will determine if the report constitutes a violation of the Code and if subsequent disciplinary proceedings are necessary.

***If proceedings are deemed necessary, the accused will be afforded a conduct hearing with the appropriate adjudicating body.***

### **Step 2: Informational Meeting**

Once an incident report is considered acceptable then the student is contacted and an informational meeting is scheduled. The alleged Student will receive written notice via his/her official College e-mail account detailing the date, time and place of the meeting; a description of the alleged charges; and the rights of the accused at least five (5) working days before the scheduled hearing. At the informational meeting the student is given the opportunity to review the incident report. After the Informational Meeting, the Director of Student Conduct will proceed with a Conduct Hearing, if deemed necessary.

### **Step 3: Conduct Hearing**

In a majority of cases alleged student will receive a minimum of twenty-four (24) hours prior to the time of the hearing to prepare for the hearing unless the severity of the charge(s) indicates a danger to the accused or the community.

At the commencement of any conduct hearing, the Hearing Officer or the Chair of the Appeals Committee shall introduce the other members of the committee, reiterate the rights of the parties, and present the alleged violation(s). The conduct officer shall ask each party for the name of his or her Hearing Advisor and advise that the Hearing Advisor is present solely for the purposes of consultation (i.e. suggest questions or points of clarification for the party to raise). The parties will also be reminded that lying to any College official during the hearing is itself a violation of this Code subject to sanctions.

Witnesses may participate in hearings. A party who chooses to rely on the testimony of a witness— that is, a person who has personal knowledge of the incident at issue -- must submit a list of witnesses to the Office of Student Affairs no later than three (3) hours before the

hearing. The list should include each witness's name and a summary of the witness' expected testimony. A person who serves as a witness may not serve in any other capacity during the hearing.

#### **Step 4: Appeals**

##### **1. Persons and/or Adjudicative Bodies with Authority to Hear Appeals:**

*Disciplinary Appeals Committee:* The Disciplinary Appeals Committee shall hear appeals of decisions rendered in hearings conducted by the Dean of Student Affairs. The Disciplinary Appeals Committee shall be composed of three (3) members of the administrative staff and shall have a Chairperson. The Disciplinary Appeals Committee acts on behalf of the President.

##### **2. Appeals Procedure Conducted by the Disciplinary Appeals Committee:**

- a. Within twenty-four (24) hours of receipt of the Notice of Outcome, the Accused, Respondent or both may submit a written appeal via Andrew College official email to the Dean of Student Affairs based only on the following grounds: a) to determine whether there was a material deviation from the substantive and procedural protections provided in this Code; b) to determine whether the final decision was based on substantial evidence or information; c) to consider new information sufficient to alter the decision or relevant facts not brought out in the hearing. An appeal based solely on any reassertion of innocence will not be considered.
- b. Upon his or her receipt of a valid written appeal, the Dean of Student Affairs shall forward the appeal to the Chairperson of the Disciplinary Appeals Committee for review by the Council.
- c. The Disciplinary Appeals Committee shall then have the authority to inquire into the circumstances of the case by interviewing the party making the appeal, discussing the case with the principal administrator involved; interviewing any witness upon whose testimony the hearing body or hearing official relied; and performing a careful review of the minutes and other records of any hearing or administrator connected with the case.
- d. The Disciplinary Appeals Committee shall review its findings with the Dean of Student Affairs prior to disclosing the findings to the party who appealed.
- e. Each party will be notified of the other party's appeal submission and outcome.

##### **3. Possible Results of an Appeal:**

- a. Results of an appeal may include one of the following:
  - Affirming of the finding of responsibility and the sanction(s);
  - Affirming of the finding of responsibility and reduce, but not eliminate, the sanction(s).

If it is determined that the accused did not receive a fair hearing, the Disciplinary Appeals Council may ask the original hearing body to re-hear the disciplinary proceedings, or they may, at their discretion, convene

another hearing. The findings of the Disciplinary Appeals Council will be reviewed with the Dean of Student Affairs prior to being shared with the student who has appealed. The Council is the last step in the appeals process, and additional appeals will not be allowed. The Dean of Student Affairs retains authority for allowing a student appealing a suspension or dismissal to attend classes or to live in the residence halls during an appeal process. The Disciplinary Appeals Committee is the last step in the appeals process, and additional appeals will not be allowed.

## SEXUAL MISCONDUCT POLICY

### Policy Statement

It is the policy of Andrew College (or the “College”) to maintain an environment that is free of all forms of discrimination and harassment, including sexual misconduct for its community members. College community members include students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual harassment and discrimination, gender-based, harassment and discrimination, and sexual assault, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as “Prohibited Conduct.”

Andrew College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Sexual harassment is also prohibited under Title IX and Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against Andrew College community members of any sex in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. Sexual harassment cases involving two employees will be handled through the Title IX process or Title VII of the Civil Rights Act (as covered in Policy 703 Sexual and other Unlawful Harassment) depending on the alleged Prohibited Conduct.

Upon receipt of a Formal Complaint, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. Students, employees, or third parties who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment or contractual relationship (employees or third party contractors).

Andrew College also prohibits other forms of discrimination and harassment as described in Policy 103 Equal Employment Opportunity in the *Policy & Procedures Manual*.

## SCOPE OF POLICY

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported conduct precedes the effective date of the revised Policy, the definitions in existence at the time of the report will be used.

Where the date of the reported conduct precedes the effective date of the revised Policy, the process in existence at that time will be used until such time as the revised process is adopted. At the time of adoption of the revised Policy, the process under the revised Policy will apply. The Grievance Process under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, “Complainant” refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment. “Respondent” refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

The process begins with a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator alleging sexual misconduct against a Respondent and requesting that the College investigate the allegation of sexual misconduct. The process could begin with an anonymous complaint, however, the ability of the College to process this complaint could be compromised.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College. Nothing in this Policy derogates the legal right of a parent or guardian acting on behalf of the Complainant, Respondent, or Third-Party, including, but not limited to, filing a Formal Complaint. A possible violation of the Sexual Misconduct Policy is handled through an administrative process. A Complainant may also pursue criminal or civil legal recourse concurrently. One is not dependent upon another.

## Persons Covered by the Policy

This Policy applies to all Andrew College community members, including students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, minors and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property. Situations in which either one or both parties are students will be resolved through the Title IX process. Situations in which both parties are employees may be resolved through the process outlined in the *Policy & Procedures Manual* or may be resolved through the Title IX process depending on the alleged Prohibited Conduct.

The College strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the College does not have jurisdiction over the Respondent, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community. The College will provide supportive measures with or without a Formal Complaint.

## Locations Covered by the Policy

This Policy applies to the College's educational program or activity which includes locations, events, or circumstances over which the College exercises substantial control over both the Complainant and Respondent and the context in which the sexual harassment occurs.

This Policy applies to all on-campus conduct. The College strongly encourages reports of Prohibited Conduct. Even if the Policy does not apply to the conduct because of its location, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community under applicable College policies.

**On-Campus Conduct.** This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled, leased, or managed by the College. Policy also applies to any building owned or controlled by a student organization that is officially recognized by the College.

**College Programs.** This Policy applies to conduct that occurs in the context of College employment or education programs or activities, including, but not limited to, internship programs or Athletic travel.

**Off-Campus Conduct.** This Policy applies to all conduct that occurs on College premises and at College-sponsored activities. The College also has the discretion to discipline a student for conduct that occurs off campus, if that conduct adversely affects the Andrew College community and/or the pursuit of its objectives. The Dean of Student Affairs, in their sole discretion and on a case-by-case basis, decides whether campus proceedings should be initiated against a student for conduct occurring off campus and refer to the appropriate office.



# Definitions

## Prohibited Conduct Definitions

This section defines specifically prohibited types of conduct based on sex or gender including sex or gender-based harassment and discrimination and sexual misconduct.

**Sexual Harassment** means conduct on the basis of sex that satisfies one or more the following points:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (also known as *Quid Pro Quo* harassment)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity. (also known as Hostile Environment)
3. Sexual Assault (defined below); or Dating Violence (defined below); or Domestic Violence (defined below) or Stalking (defined below).

Both women and men may be sexually harassed. Sexual harassment may occur between males and females and between persons of the same gender. Both subordinates and co-workers may be victims of sexual harassment. While a co-worker does not have the direct ability to hire or fire another co-worker, the person may influence a job evaluation or create an intolerable working environment which may be handled through the Title IX process or Title VII of the Civil Rights Act as covered in Policy 703 Sexual and other Unlawful Harassment depending on the alleged Prohibited Conduct.

Sexual harassment may be physical and/ or verbal in nature. Conduct that may be considered sexual harassment include, but is not limited to the following examples of Sexual Harassment:

- Unwanted sexual advances or comments
- Inappropriate or unwelcome touching of a person's body
- Implied or overt threats of punitive employment or academic actions as a result of rejection of sexual advances

More subtle incidents may also be considered sexual harassment. Examples of more subtle sexual harassment include, but, are not limited to the following:

- Sending sexually-oriented emails and voice mails
- Sexual jokes
- Repeatedly asking for a date when the person has declined

- Display of sexually-oriented cartoons, objects, posters
- Indirect sexual innuendos such as voice inflection when complimenting appearance or gazing at parts of the body other than the face

**Gender-Based Harassment** means harassment based on sex, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature. Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. The effect of the conduct on the Complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or College programs or activities;
5. Whether the conduct was directed at more than one person;
6. Whether the conduct arose in the context of other discriminatory conduct; and
7. Whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical.

**Sexual Assault** means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, as defined in 20 U.S.C. 1092(f)(6)(A)(v). Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

## Crime Definitions from the National Incident-Based Reporting System (NIBRS)

### User Manual

(From the Federal Bureau of Investigation Uniform Crime Reporting Program Sex Offenses)

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. *Fondling* - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. *Incest* - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. *Statutory Rape* - Sexual intercourse with a person who is under the statutory age of consent. ([https://www.law.cornell.edu/cfr/text/34/appendix-A to subpart D of part 668](https://www.law.cornell.edu/cfr/text/34/appendix-A%20to%20subpart%20D%20of%20part%20668))

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim (ages 11-24) who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [34 USC 12291(a)(8)]

**Dating Violence** means violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of relationship.
  - c. The frequency of interaction between the persons involved in the relationship.

[34 USC 12291(a)(10)]

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress. [34 USC 12291(a)(30)]

## Retaliation

No recipient (the College) or other person may intimidate, threaten, coerce, or discriminate against

any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under paragraph (a) of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

## **Additional Policy Definitions**

This section defines other terms used within the Policy that are not previously defined as Prohibited Conduct.

**Advisor** for the purposes of this Policy means any person of the Respondent or the Complainant's choosing to serve as the Advisor for the Title IX process. This person may be an attorney, but does not have to be. The Advisor has specific responsibilities and requirements for participation in the process which are outlined in the section on Rights of the Respondent and Complainant. .

**Business Day(s)** refers to a Business Day or Business Days in which the College is open for business. This is generally Monday through Friday, from 8:30 a.m. until 4:30 p.m. and excludes weekends, holidays, designated closures including but not limited to weather delays and closures.

**Consent** for the purposes of this Policy means that agreement to an activity is knowingly and freely given and communicated, through words or actions, to create a mutual understanding regarding the conduction of sexual activity.

Elements of consent include:

1. Consent is not valid when it involves:
  - a. Physical force, threats, or intimidation;

- b. Minors under the age of consent,
  - c. Persons whose mental disabilities prohibit sound judgment;
  - d. Persons physically or mentally incapacitated, either voluntarily or involuntarily, as a result of alcohol or other drug consumption; and
  - e. Individuals who are unconscious, unaware, or otherwise physically incapacitated.
2. Silence cannot be interpreted as consent.
3. Lack of consent may also be communicated through the use of non-verbal expressions or actions indicating resistance.
4. Consent may be withdrawn at any time.
5. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.
6. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

**Force** means the use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent.

Consent obtained by force is not valid.

For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

**Coercion** means the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent cannot be obtained through coercion.

Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include, but are not limited to:

- Threatening to out someone based on sexual orientation, gender identity, or gender expression or
- Threatening to harm oneself if the other party does not engage in the sexual activity. or
- When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive.

The College will evaluate the following in determining whether coercion was used:

1. The frequency of the application of pressure,
2. The intensity of the pressure,
3. The degree of isolation of the person being pressured, and
4. The duration of the pressure.

**Incapacitation** means a physical or mental state in which an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. Examples of incapacitation include, but are not limited to, individuals who:

- Are asleep; or
- Are unconscious; or
- Are unaware that sexual activity is occurring; or
- Cannot understand the nature of the activity or communicate due to a mental or physical condition; or
- Are under the influence of alcohol, drugs or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's:

1. Decision-making ability;
2. Awareness of consequences;
3. Ability to make informed judgments; or
4. Capacity to appreciate the nature and the quality of the act.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.

Whether the Respondent reasonably knew or should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis. In particular, consent could not occur when:

- The Respondent failed to appreciate the Complainant's incapacitation or;

- The Respondent failed to take reasonable steps to determine the Complainant's incapacitation or;
- The Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.

It is the responsibility of each Party to be aware of the intoxication level of the other party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity.

Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not diminish one's responsibility to obtain consent.

**Privacy** means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who "need to know" in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process to the extent permitted by law.

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports and Formal Complaints under this Policy. The College also is committed to assisting students, employees, and third Parties in making informed choices. With respect to any report or Formal Complaint under this Policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

**Confidentiality** means that information shared by an individual with designated campus or community professionals will not be revealed to any other individual without the expressed permission of the individual.

An individual who seeks confidential assistance may do so by speaking with professionals who have a legally-protected confidentiality. (See the section on Resources for how to report confidentially.)

**Official with Authority** means any official of the College who has authority to institute corrective measures on behalf of the College (§106.30). Andrew College has designated the following positions as Officials with Authority:

1. President of the College
2. Academic Dean
3. Dean of Student Affairs
4. Chief Financial Officer
5. Title IX Coordinator

**Responsible Employee** means any employee with the obligation to report sexual harassment or the responsibility to inform a student how to report sexual harassment. The College requires that all Responsible Employees share any report of misconduct with the Title IX Coordinator. A Responsible Employee is anyone who:

1. Has the duty to report to appropriate College officials sexual harassment or any other misconduct by students or employees; or
2. A student could reasonably believe has the responsibility to assist them. All College employees who do not have legally protected confidentiality are considered Responsible Employees. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.
3. A Responsible employee is any employee with supervisory or leadership responsibilities on campus, including, but not limited to, all faculty (full time, part time, and adjunct) Athletic staff (coaches, assistant coaches, trainers, and athletic administrators) administrators (those with responsibilities for administering a program or service); staff members, including Residence Life Directors and Resident Assistants.

**Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. (§106.30)

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. (§106.30)

**Third-Party** refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

**Formal Complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. (§106.30)

## Immunity for Victims

*Andrew College encourages the reporting of conduct violations and crimes that occur on campus or against Andrew College students. A victim might be hesitant to report a crime to a College official for fear of being charged with a policy violation themselves (i.e., underage drinking at the time of a sexual assault). It is in the best interest of the Andrew College community that a victim of a crime reports the incident to a College official. To encourage reporting, Andrew College offers victims of crimes, and may offer those who assist victims of crimes, amnesty from College policy violations related to the incident. Such amnesty is given at the discretion of the Dean of Student Affairs or their designee.*



# Reporting Options and Resources

## On-Campus Reporting Options

The College strongly encourages all individuals to report any violation of this Policy to the Title IX Coordinator or any College employee who is designated as an Official with Authority. The College recommends that individuals report Prohibited Conduct to any of the following offices or individuals:

1. Officials with Authority (See information above.)
2. Responsible Employee (See information above.)
3. The Title IX Coordinator or Deputy Coordinator (See information below.)
4. A Confidential Report (See information below.)
5. Andrew College Synergy Campus Security (See information below.)

## Title IX Coordinator and Deputy Coordinators

Andrew College has designated the following individuals to serve in official capacity regarding Title IX reporting.

Name	Title IX Position	Office	Phone	Email
Jennifer Mitchell	Title IX Coordinator	Business Office	(229) 732-5946	jennifermitchell@andrewcollege.edu
James McCoy	Deputy Title IX Coordinator	Office of Student Affairs	(229) 732-5950	jamesmccoy@andrewcollege.edu

The Title IX Coordinator, assisted by Deputy Coordinator, is responsible for the following:

- Ensuring Title IX compliance
- Assessing initial intake reports
- Knowledgeable in College policies and procedures
- Provides information about resources available to both the Complainant and the Respondent
- Assigning appropriate investigators to individual cases
- Identifying the appropriate College policy to resolve the complaint in a prompt and equitable manner
- Tracking and monitoring incidents of sex discrimination and sexual misconduct
- Providing information on options for complaint resolution
- Coordinating education and prevention efforts

- Reporting crimes to the Clery Administrator for reporting in the Annual Security Report (ASR)

## Confidential Reporting on Campus

The confidential resource available to individuals on campus are:

### Chaplain

Dr. Rev. Ivelisse Quinones

Phone: 706-580-0168

Email: [ivelissequinones@andrewcollege.edu](mailto:ivelissequinones@andrewcollege.edu)

This confidential resource is not required by current Title IX law to report claims of sexual misconduct without consent. A confidential report is required by state law to notify child protective services and/or local law enforcement of suspected abuse of a minor under the age of 18 years of age. Those in positions designated as Confidential Reports may have a duty to report incidents of sexual misconduct for the purposes of reporting numbers for the Annual Security Report (ASR), but are not obligated to report the details of the incidents including the names of potential complainants or respondents except as required by their license and professional ethics.

## Law Enforcement Reporting Options: On and Off Campus

Complainants have the right to notify or decline to notify law enforcement. The College strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Sexual Misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will assist any Andrew College community member in securing a safe place to go; assist in arranging for transportation to the hospital should the Complainant need medical care or assistance; and assist in coordination with law enforcement, and information about on-campus and off-campus resources and options for resolution.

Synergy Campus Security has officers on campus daily. You may report crimes or other emergencies by calling:

Emergency Assistance	911
Local Dispatch (non-emergency)	229-732-6454
Synergy Campus Security	229-732-5919
Cuthbert Police Department	229-732-2323

## **Supportive Measures**

Supportive Measures are non-disciplinary services offered as appropriate, as reasonably available, and without fee or charge to both the Complainant and the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These Supportive Measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening Complainant and Respondent, including measures designed to protect the safety of all Parties or the College's educational environment, or deter sexual harassment. The College offers support to Complainants and Respondents through access to the following services:

### **Supportive Measures for Students**

- Access to counseling services on campus;
- Change in on-campus housing assignment and assistance from College support staff in completing housing relocation;
- Provide academic support services, such as tutoring, extensions of deadlines or other course-related adjustments, class schedules;
- Change in work schedule or job assignment;
- Mutual restrictions on contact between the parties;
- Provide information regarding off-campus services;
- Provide other Supportive Measures as appropriate.

### **Supportive Measures for Employees**

- Modification of work schedule;
- Mutual restrictions on contact between the parties;
- Changes in work or on-campus housing locations;
- Leaves of absence;
- Increased security and monitoring of certain areas of campus;
- Provide other Supportive Measures as appropriate.

A Complainant or a Respondent may request a "No-Contact Order" or other protection, or the College may choose to use Supportive Measures at its discretion to ensure the safety of all Parties, the broader College community, and/or the integrity of the process.

The College will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable and will promptly address any violation of the Supportive Measures put in place. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a Supportive Measures. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

## **Emergency Removal**

Nothing in this Policy precludes the College from removing a Respondent from the College's

education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

In the event that an Emergency Removal is enacted, the Respondent has the opportunity to submit in writing a challenge to the emergency removal. The challenge to the emergency removal must contain all information, documentation, and evidence that the Respondent wants to have considered in requesting to remain on campus. The Dean of Student Affairs will receive the written materials and appoint an Appeals Officer, either the Academic Dean or the Chief Financial Officer. The Appeals Officer is separate from investigators, hearing panel members, and decision-makers. The Appeals Officer will review all materials and determine if the Emergency Removal is in the best interest of the Complainant and/or the Respondent and/or is in the best interest of the safety of the campus community. The Appeal Officer's decision is final and binding regarding the Emergency Removal.

## **Administrative Leave**

Nothing in this Policy precludes the College from placing a non-student employee Respondent on administrative leave during the pendency of this process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

## **Educational Programming and Prevention**

The College offers a variety of educational programs on Sexual Misconduct aimed at prevention and awareness of sexual assault, stalking, dating violence, and sexual harassment. Students are required to complete an online course on Sexual Misconduct as well as an online course on Alcohol upon entering the College. Other programming includes Sexual Assault and Domestic Violence Awareness Week, Alcohol Awareness, Bystander Intervention education, and Sexual Misconduct Information Sessions during orientation. Employees are required to complete Sexual Misconduct Education online.

# Andrew College Grievance Procedures for Resolving Allegations of Sexual Misconduct

## **General Information**

The following outlines the procedures the College follows in resolving allegations by a Complainant against a Respondent in violation of the College's Sexual Misconduct Policy.

Complainant and Respondent will be referred to collectively as the “Parties.” This is an administrative process.

Situations in which both Complainant and Respondent are employees of the College may be handled through the processes outlined in the *Policy & Procedures Manual* or through the Title IX process depending upon the alleged Prohibited Conduct.

The Title IX Coordinator resolution of all reports of Prohibited Conduct defined in the *Andrew College Sexual Misconduct Policy*.

## Prohibited Conduct Not Based on Sex

Prohibited Conduct (discrimination, harassment or retaliation) based on protected status other than sex (e.g., race, color, age, disability, veteran status or other classification protected by federal or state law or College policies) is prohibited by other College policies. These policies prohibiting other forms of discrimination and harassment are described in Policy 103 Equal Employment Opportunity in the *Policy & Procedures Manual* under the section entitled General College Policies and Procedures under the sub-heading Discrimination and Harassment. In the event of such complaints, the College will identify, based upon the allegations, the appropriate office to coordinate resolution of the report.

## Dismissal of Formal Complaint

If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in this Policy even if proved, or did not occur in the College’s education program or activity, or did not occur against a person in the United States, then the College must dismiss the Formal Complaint with regard to that conduct for purposes of sexual harassment under this Policy. However, such a dismissal does not preclude action under another provision of the College’s Code of Conduct for students.

The College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. The Respondent is no longer enrolled or employed by the College; or
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon dismissal of the Formal Complaint either required or permitted, the College will promptly send written notice of the dismissal and reasons for the dismissal simultaneously to each Party through email, the College’s official means of communication. Either the Complainant or the Respondent have the right to appeal the decision to dismiss a Formal Complaint.

# Consolidation of Formal Complaints

The College may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## Rights of Respondent and Complainant

- Right to be informed of the process and all available options
- Right to be informed of resources
- Right to Supportive Measures
- Right to a timely investigation
- Right to an Advisor of choice
- Right to review report
- Right to appeal

## Advisor

Both Complainant and Respondent have the right to have an Advisor of their choice. It is the responsibility of the Complainant and Respondent to communicate with the Advisor regarding allegations, times and dates of meetings, hearings, outcomes and any other information regarding the case. The Investigators, Title IX Coordinator, and Deputy Coordinator will not discuss the case with any Advisor. The Advisor may:

- Attend any meeting or hearing with the respective Complainant or Respondent regarding the case, if invited by the respective Complainant or Respondent
- May not participate directly in any meeting involving the case
- May provide advice to the Complainant or the Respondent he/she is advising through quiet conversation or written notes in any meeting related to the case
- May be a member of the College community, but is not required to be.
- May be an attorney, but, is not required to be.
- If a party does not have an advisor present at the Live Hearing, the College must provide without fee or charge to that party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. [§106.45 (b)(6) (i)]
- At the Live Hearing, the decision-maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. [§106.45 (b)(6)(i)]

# Step by Step Process

## Actual Knowledge

The Title IX grievance process begins with Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any Official with Authority who has authority to institute corrective measures on behalf of the College. [§106.30]. The actual knowledge standard is not met when the only official of the College with actual knowledge is the Respondent.

Actual Knowledge may come in the form of a Formal Complaint.

## Intake meeting with Complainant

With or without a Formal Complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to supportive measures, and explain to the Complainant the process for filing a Formal Complaint.

- Address immediate physical safety and emotional well-being needs
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Complainant of the right to be assisted by individuals at the College in contacting law enforcement
- Notify the Complainant of confidential and non-confidential reporting options on and off campus
- Provide the Complainant with information about:
  - On and off campus resources, including counseling, health, mental health, and victim advocacy;
  - The range of Supportive Measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant and the Respondent regardless of whether the Complainant files a Formal Complaint with the College or other action with local law enforcement.
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution. This overview would include explanation that the Complainant will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Complainant to prepare to participate.
- Explain that if, in the course of an investigation, the College decides to investigate allegations about the Complainant or the Respondent that are not included in the notice

described above, the College will provide notice of the additional allegations to the Parties.

- Provide notice of any provision in the College's Code of Conduct or *Policy & Procedure Manual* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Title IX Coordinator or Investigators based on bias or conflict of interest within 1 (one) Business Day of a decision to proceed through the process;
- Explain that the student has a right to an Advisor of their choice during the process;
- Assess for pattern of evidence or other similar conduct if possible;
- Explain the College's immunity/amnesty policy as published above in this document;
- Explain the College's policy prohibiting retaliation as listed in the Standards of Conduct in the Code of Student Conduct and in the section entitled General College Policies and Procedures;
- Respondent is presumed not responsible for the alleged conduct and any determination regarding responsibility is made at the conclusion of the process;
- If the Title IX Coordinator dismisses the Formal Complaint or any allegations therein, both Complainant and Respondent have the right to appeal that decision.

At the Intake Meeting, the Coordinator or Deputy Coordinator will provide the Complainant with the above-listed information in writing. If the Intake Meeting is conducted by a Deputy Coordinator, the meeting report will be submitted to the Coordinator for consideration. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Title IX Office not share the Complainant's name (or other identifiable information) with the Respondent, or that the Title IX office take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with his/her dual obligation to provide a safe and nondiscriminatory environment for all College community members, and to remain true to principles of fundamental fairness that require the College to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent.

The Coordinator will make this determination consistent with the following considerations, namely:

1. The seriousness of the conduct;
2. The respective ages and roles of the Complainant and the Respondent;
3. Whether there have been other complaints or reports of Prohibited Conduct against



the Respondent; and

4. The right of the Respondent to receive notice and relevant information before disciplinary action is sought.

Should the Coordinator determine that, in response to the Complainant's request, the College can satisfy its obligations to the Complainant, the College community members, and the Respondent without proceeding through the process described herein, the Coordinator has the discretion to do so.

Absent a request for confidentiality as described above, the Coordinator or Deputy Coordinator will interview the Complainant to gain a basic understanding of the reported Prohibited Conduct. The interview will focus on key facts upon which the Complainant bases the report (i.e., who, what, where, and when) to assess how to proceed. At the conclusion of the Intake Meeting, and if the individual wishes to move forward with a complaint, the Coordinator will make two threshold determinations:

1. Does the Complainant's report state facts that, if true, could constitute a violation of the College's Sexual Misconduct Policy?
2. If yes, should the College proceed through Informal Resolution?

The Coordinator will make both threshold determinations as soon as possible after the Intake Meeting with the Complainant and communicate that finding in writing to the Complainant.

## **Initial interview with Respondent**

The College will provide written notice to Respondent of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.

The Title IX Coordinator or Deputy Coordinator will schedule an initial interview with the Respondent and to discuss the availability of Supportive Measures, consider the Respondent's wishes with respect to supportive measures, and explain to the Respondent the process for resolving a Formal Complaint.

- Address immediate physical safety and emotional well-being needs;
- Notify the Respondent of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence;
- Notify the Respondent of the right to be assisted by individuals at the College in contacting law enforcement;
- Notify the Respondent of confidential and non-confidential reporting options on and off campus;

- Provide the Respondent with information about:
  - On and off campus resources, including counseling, health, mental health, and victim advocacy;
  - The range of Supportive Measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant and the Respondent regardless of whether the Complainant files a Formal Complaint with the College or other action with local law enforcement
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution. This overview would include explanation that the Complainant will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Respondent to prepare to participate;
- Explain that if, in the course of an investigation, the College decides to investigate allegations about the Complainant or the Respondent that are not included in the notice described above, the College will provide notice of the additional allegations to the Parties;
- Provide notice of any provision in the College's Code of Conduct or *Policy & Procedure Manual* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process;
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Title IX Coordinator or Investigators based on bias or conflict of interest within 1 (one) Business Day of a decision to proceed through the process;
- Explain that the student has a right to an Advisor of their choice during the process;
- Assess for pattern of evidence or other similar conduct if possible;
- Explain the College's immunity/amnesty policy as published above in this document and in the;
- Explain the College's policy prohibiting retaliation as listed in the Standards of Conduct in the Code of Student Conduct;
- Respondent is presumed not responsible for the alleged conduct and any determination regarding responsibility is made at the conclusion of the process;
- If the Title IX Coordinator dismisses the Formal Complaint or any allegations therein, both Complainant and Respondent have the right to appeal that decision.

## Determining Course of Resolution for the Grievance

As an alternative to Formal Resolution, and only if the Coordinator determines that it is appropriate,

the Parties may choose to resolve complaints through Informal Resolution. Informal Resolution must be mutually agreed upon in writing by both parties in any case.

Some complaints that allege harassment may be appropriate for Informal Resolution. The purpose of an Informal Resolution is to stop the inappropriate behavior. The process will not be used to resolve allegations that an employee sexually harassed a student. Sec. 106.45(b)(9). If the Coordinator determines that the Formal Complaint may be resolved appropriately through informal resolution, the Coordinator will ask the Complainant and the Respondent, separately, whether they would agree to pursue resolution of the complaint informally. The parties must voluntarily agree, in writing, to consent to use the Informal Resolution process. Any resolution reached through an informal process will be confirmed in writing and provided to the parties.

## **Informal Resolution**

An Informal Resolution process cannot begin unless a Formal Complaint is filed. An individual who feels she/he is being harassed may seek to resolve the matter informally. Examples of informal ways to resolve a complaint of sexual harassment may include:

- A supervisor counsels the accused individual to stop the alleged misconduct; or
- Confronting the harasser face to face; or
- Writing a letter to the harasser; or
- Requesting advice and/or intervention from a Title IX Coordinator or third party.

The main purpose of the Informal Resolution procedure is to stop the inappropriate behavior.

To proceed with Informal Resolution, the College must provide the parties with written notice:

1. Disclosing the allegations, and
2. The requirements of the Informal Resolution process including the circumstances under which the parties could be precluded from resuming a Formal Resolution process arising from the same allegations; and
3. That no party can be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive their right to an investigation and adjudication of a Formal Complaint.

Any Party (including the Title IX Coordinator) may terminate the Informal Resolution process at any time up until the Informal Resolution becomes binding. In that event, the Title IX Coordinator will so notify the Parties in writing via official College email and will describe next steps and timeframes for the Formal Resolution. If the Parties reach agreement, the matter is closed. If not, the Parties will proceed with Formal Resolution set forth in the section on Formal Resolution below.

At the conclusion of an Informal Resolution, and upon receipt of official notification via College email, the Complainant and the Respondent have 2 (two) Business Days to change their mind about the resolution of

the case. If either the Complainant or the Respondent changes their mind regarding the agreed upon resolution, they must do so in writing and submit it to the Title IX Coordinator. Should the Party's request not be received in writing (including electronically), or does not submit within 2 (two) Business Days, the informal resolution will be considered final and binding.

## Formal Resolution

A Formal Resolution process cannot begin unless a Formal Complaint is filed. If the Coordinator determines that the Complainant's report must proceed through Formal Resolution, the Coordinator will notify both Parties, in writing, of the decision. The Coordinator's written notification to the Respondent will state facts sufficient to apprise the Respondent of the nature of the allegations, including, specifically:

1. Complainant's name
2. Nature of the Report
3. Specific policy violations (example: sexual assault, sexual harassment, retaliation)
4. Date of alleged policy violations
5. Time of alleged policy violations
6. Location of alleged policy violations
7. Brief description of allegations

## Investigation

All investigations will be conducted in a timely and impartial manner. The Parties will be informed of the projected timeline for conclusion of the process. There may be temporary delays of the process and limited extensions of time frame for good cause.

The Parties will be provided written notice of the delay and reasons for such delay.

The Coordinator will select trained internal investigators to conduct a reasonable, impartial, and prompt investigation of the complaint. The Coordinator will select Investigators based on several factors, including:

- The Parties involved,
- The complexity of the complaint,
- The need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved.

The Coordinator will notify the Parties, in writing, of the name of the designated Investigators at the time the Coordinator issues the notice of a Formal Resolution process. Both Parties will have 2 (two) Business Days to object to the Investigators selected on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either Party. The Coordinator's decision is final and cannot be appealed.

The Investigators will commence the investigation once the time for the Parties to object to the selected investigators has expired or, if an objection is made, and the Coordinator determines the objection is not substantiated, from the time the Coordinator notifies the objecting party of the determination). The Investigators, in consultation with the Coordinator, will establish a preliminary timeline and process for conducting the investigation and report the timeline to the Parties. The Parties will also be notified in writing of any delays and the new timeline.

## **Step One: Fact-Gathering**

The Investigators will interview both Parties and relevant witnesses, including fact and expert witnesses, and gather documentary evidence provided by the Parties and any identified witnesses. This evidence will include both inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the Parties.

The Investigators will prepare a summary of each interview ("Interview Summary"). The Investigators will share the Interview Summary with the interviewee. The interviewee will have the opportunity to correct or comment on any statements made in the Interview Summary.

If the interviewee has no corrections to, or comments on, the Interview Summary, the interviewee will sign an acknowledgement that the interviewee has reviewed and agrees that the Interview Summary is accurate. If the interviewee has corrections or comments to the Interview Summary, the interviewee may submit a written response directly to the Investigators within 3 (three) Business Days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee, their Interview Summary may be included in the Investigative Title IX report and will be presumed to be accurate. In all instances where the Investigators include the Interview Summary as an exhibit to a report, the Investigators will also include any response.

The Investigators may use, if available, all of the following, but, are not limited to the following:

- Police Reports
- Video or Audio recordings
- Witness statements
- Campus Reports (scan logs, campus business, required programs completed)
- All other appropriate reports, recordings, etc.

The College cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the College obtains that Party's voluntary, written consent.

## **Step Two: Rebuttal Fact-Gathering**

The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered during Initial Fact- Gathering. The Parties and witnesses can expect

that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence. To the extent additional material, witnesses or evidence are identified during Rebuttal Fact-Gathering, the Investigator will conduct additional interviews and gather additional evidence. Rebuttal Fact Gathering may be repeated as necessary to ensure a complete gathering of evidence.

## **Step Three: Preliminary Report**

1. The Investigators will prepare a Preliminary Report. The Preliminary Report is a written summary of the evidence gathered in the course of the Preliminary Investigation.
2. The Investigators will state specific factual findings in the Preliminary Report (e.g., “Complainant was incapacitated” or “Respondent believed that Complainant was not incapacitated”).
3. The standard for determining each factual finding is Preponderance of Evidence standard. This standard of proof is that the evidence presented during the investigation must be considered to be more likely than not to be factual.
4. The Investigators will not state ultimate findings as to whether the Respondent has, or has not, violated one or more of the College’s policies.
5. The Investigators will attach as exhibits to the Preliminary Report all Interview Summaries and any documentary evidence gathered as part of the investigation that is directly related to the allegations in the Formal Complaint, including any evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence whether obtained from a Party or other source.
6. When the Investigators determine that the Preliminary Investigation is complete, the Investigators will submit the Preliminary Report to the Coordinator. The Coordinator may require the Investigators to conduct additional investigation; if so, the Investigators will conduct additional investigation consistent with the procedures outlined above.

## **Step Four: Notice of Preliminary Investigation Findings and Opportunity to Respond**

1. Once the Coordinator has agreed that the Preliminary Investigation is complete, the Coordinator will provide the Preliminary Report to the Parties and Advisor, if any, for review. Neither the Complainant nor the Respondent (or their Advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided.
  - a. The Parties may respond to the Preliminary Report; the Parties will have ten (10) Business Days to submit any response of being notified of their opportunity to review the report.

The Parties may respond in one or both of the following ways:

- i. The Parties may provide a written response to the Preliminary Report, or any portion of it, including each Interview Summary. The Investigators will consider any written response provided by the Parties in preparing the Investigative Report.
  - ii. The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:
    1. Request for follow-up interviews
    2. Requests for interviews with new witnesses
    3. Requests to consider new information
2. If neither of the Parties requests additional investigation, the Investigators will prepare the Final Investigative Report. If either (or both) Parties request additional investigation, the Investigators will review the request(s) in consultation with the Coordinator.
  3. The Investigators will conduct the requested additional investigation if the Investigators, in consultation with the Coordinator, determine that the request(s) will assist the Investigators in completing the investigation.
  4. The Investigators and Coordinator will assess whether investigation of the additional information requires a substantial deviation from the recommended timeframe for completion of the investigation. If so, the Coordinator will notify the Parties in writing with an anticipated revised timeframe.
  5. If the Investigators conduct additional investigation, the Investigator will prepare an Addendum to the Preliminary Report (“Addendum”).
  6. The Investigators will submit the Addendum to the Coordinator. The Coordinator may require the Investigators to conduct additional investigation before the Addendum is complete.

## **Step Five: Final Investigative Report**

1. The Investigators will prepare a Final Investigative Report. The Final Investigative Report consists of the testimonial and documentary evidence from the Preliminary Investigation, the Preliminary Report, the Addendum (if applicable), and all of the Parties’ responses throughout the Formal Resolution proceeding.
2. When the Investigators are satisfied that the Final Investigative Report is complete, the Investigators will submit the Final Investigative Report including recommended findings or recommended conclusions to the Coordinator. The decision-maker in the case is under an independent obligation to evaluate objectively all relevant evidence and not defer to any recommendations in the Final Investigative Report.
3. The Coordinator will review the Final Investigative Report.

4. The Coordinator will provide to each Party and the Party's Advisor, if any, a copy of the Final Investigative Report in an electronic or hard copy. Neither the Complainant nor the Respondent (or their Advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided.
5. No sooner than 10 (ten) Business Days after sending the Final Investigative Report, the Coordinator will meet individually with the Complainant and the Respondent.

If both Parties wish to resolve the case without an adjudication, the Coordinator can facilitate an Informal Resolution of the Formal Complaint that does not necessitate a full adjudication. The Parties must agree to this Informal Resolution in writing. [106.45(b)(9)] At the conclusion of an Informal Resolution, and upon receipt of official notification via College email, the Complainant and the Respondent have 2 (two) Business Days to change their mind about the resolution of the case. If either the Complainant or the Respondent changes their mind regarding the agreed upon resolution, they must do so in writing and submit it to the TitleIX Coordinator. Should the Party's request not be received in writing (including electronically), or does not submit within 2 (two) Business Days, the informal resolution will be considered final and binding.

6. If either of the Parties do not wish to participate in the Informal Resolution prior to an adjudication by the hearing panel, the Coordinator will schedule a hearing on the case not less than 10 (ten) Business Days from the meeting to schedule the Live Hearing.

## **Step Six: Live Hearing**

1. Live Hearings are administrative hearings.
2. Live Hearings will be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the Live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
3. The College must create an audio or audiovisual recording, or transcript, of any Live Hearing and make it available to the parties for inspection and review.
4. The Standard of Evidence is Preponderance of Evidence throughout the Title IX Process including Live Hearings.
5. Cross-examination is allowed with specific rules.
  - a. At the Live Hearing, the decision-maker(s) must permit each party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
  - b. Such cross-examination at the Live Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally, notwithstanding the discretion of the College under Sec. 106.45 (b)(5)(iv) to otherwise restrict the extent to which Advisors may participate in the



proceedings. Other than cross-examination, Advisers may not participate in the hearing and may only communicate with the Party whom they advise in the case through whispers or written word.

- c. If a Party does not have an Advisor present at the Live Hearing, the College must provide without fee or charge to that Party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party [§106.45 (b)(6) (i)]
  - d. Only relevant cross-examination and other questions may be asked of a Party or witness as determined by the hearing panel chair.
  - e. Before a Complainant, a Respondent, or a witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - f. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
6. Each Party will receive written notification of the outcome of the Live Hearing. The notification will include the following elements:
- a. Determination of responsibility including identification of the allegations which constitute sexual harassment.
  - b. Procedural steps taken from the receipt of the Formal Complaint through the determination including notifications to the Parties, interviews with the Parties, witnesses, site visits, and methods used to gather information.
  - c. Findings of fact supporting the determination
  - d. Conclusions regarding the application of the College's code of conduct to the facts
  - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant.
  - f. Description of permissible procedures for appeal

## **Order and rules for Live Hearing**

1. Introduction
  - a. Introduction of all Parties, including: Complainant, Respondent, Witnesses, Advisors,

Investigators, Hearing Panel, and any Title IX staff.

- b. Review of Procedures and reminders about appropriate decorum of those present

## 2. Presentation of the Final Investigative Report

- a. Investigator presents the Final Investigative Report
- b. Questions by Hearing Panel of the Investigator
- c. Questions by Complainant of the Investigator
- d. Questions by the Respondent of the Investigator

## 3. Presentation of Complainant's Case

- a. Opening Statement by Complainant
- b. Questions by the Hearing Panel of Complainant.
- c. Cross-examination of Complainant by Respondent's Advisor. All cross-examination questions must be approved by Hearing Panel chair prior to answering.
- d. Statement of Complainant's Witnesses
- e. Questions by the Hearing Panel of Complainant's Witnesses.
- f. Cross-examination of witnesses by Respondent's Advisor. All cross-examination questions must be approved by Hearing Panel Chair prior to answering.

## 4. Presentation of Respondent's Case

- a. Opening Statement by Respondent
- b. Questions by Hearing Panel of Respondent.
- c. Cross-examination of Respondent by Complainant's Advisor. All cross-examination questions must be approved by Hearing Panel chair prior to answering.
- d. Statement of Respondent's Witnesses
- e. Questions by the Hearing Panel of Respondent's Witnesses
- f. Cross-examination of witnesses by Complainant's Advisor. All cross-examination questions must be approved by Hearing Panel Chair prior to answering.

## 5. Closing

- a. Each Party makes closing statements.
  - i. Complainant
  - ii. Respondent

- b. Final questions, if any, by the Hearing Panel.
  - c. Final remarks by Hearing Panel concerning process
6. All parties except for Hearing Panel are dismissed.
7. Hearing panel deliberates in private.
8. Hearing Panel informs the Title IX Coordinator of the determination within 3 (three) Business Days and provides rationale as described above for elements required in the notification to the Parties.

Either Party may appeal the decision within 5 (five) business Days of the decision. The section below outlines the Appeals Process.

## Step Seven: Appeals

Either the Complainant or the Respondent or may appeal the decision of the Hearing Panel within 5 (five) Business Days of the receipt of the decision. Appeals must be in writing and based on one of the following grounds for appeal and the grounds for appeal must be specifically stated in the written appeal.

Grounds for Appeal:

1. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
2. Procedural irregularity that affected the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the Complainants or the Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

An appeal is not to rehear the case, but to review whether any of the above, if present, influenced the outcome of the case.

Appeals for cases arising under this Policy will be heard by an Appeals Officer. The Coordinator will receive the written materials and appoint an Appeals Officer, either the Academic Dean or the Chief Financial Officer.

The Appeals Officer will have access to all documents including, but not limited to:

- Recordings, both audio and video
- Communications, including electronic and non-electronic written documents
- Reports
- Responses to reports
- Addenda

- Other documents associated with the case that are not made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the College obtains that Party's voluntary, written consent

If the Appeals Officer determines that a ground for appeal is substantiated, the case will be returned to the Coordinator. Otherwise, the decision of the hearing panel stands.

When a case is returned to the Coordinator, the Coordinator may:

1. Decide to drop the case (e.g., based on insufficient information to believe that a policy violation may have occurred), or
2. Send the case to the original hearing panel for reconsideration, or
3. Send the case to a new hearing panel with the same or different charges, and/or (re)implement any aspect of the disciplinary process. When a case is sent back for a new hearing, it is possible that a different decision (i.e., the decision of responsibility and/or sanctions) may subsequently result.

## Sanctions

The following are possible sanctions which may be assigned after a finding of Responsibility. This list is not exhaustive and may be modified to meet the particular circumstances of any given case.

1. **Expulsion:** Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
2. **Disciplinary Suspension:** Temporary severance of the student's relationship with the College for a specified period of time. This may include the student being barred from campus.
3. **Limited Suspension:** A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.
4. **Disciplinary Probation:** Notice to the student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or more of the following: the setting of restrictions or the issuing of a reprimand.
5. **Reprimand** (either oral or written.)
6. **Counseling:** The committee may require that a Respondent participate in counseling with the campus counselor for issues including, but not limited to, anger management, substance abuse, and extenuating personal circumstances. The Counselor may confirm participation, but not the content of the meetings.
7. **Work assignment changed**

8. Referral to Human Resources or Academic Affairs for employment action

## Record Keeping

Title IX Records will be maintained for 7 (seven) years [See §106.45 (b)(10)] and in accordance with the College's Records Retention Policy. Title IX records include:

1. Investigations
2. Determinations
3. Recordings
4. Transcripts
5. Sanctions
6. Remedies
7. Appeals
8. Informal Resolutions
9. Training Materials

### ***SEX OFFENDER REGISTRATION***

The federal Campus Sex Crimes Prevention Act of 2000 requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student. In the State of Georgia, all convicted sex offenders are required by law to register their names and addresses with the Sheriff of their respective county of residence and the Georgia Department of Corrections within seventy-two (72) hours of relocating to this State in accordance with Section 42-1-12 of the Georgia Criminal and Traffic Law Manual.

### ***HOW TO INQUIRE***

Members of the Andrew College community may request information about sex offenders in Georgia by contacting the Georgia Bureau of Investigation (GBI) at 404-270-8465. The GBI is also responsible for maintaining a sex offender registry, which can be accessed at <http://gbi.georgia.gov/georgia-sex-offender-registry>. Your questions may be answered in the Sex Offender Registry FAQ at <http://services.georgia.gov/gbi/gbisor/faq.html>. In addition, Georgia participates in the National Sexual Offender Public Registry, which can be accessed at [www.nsopr.gov](http://www.nsopr.gov).

Locally, information about registered sex offenders may be obtained in the office of the Andrew College Police Department or at the Randolph County Sheriff's Office, 401 Peachtree Street, Cuthbert, Georgia or 229-732-2525.

# THE ANDREW COLLEGE ALMA MATER

Where the spires of Old Cuthbert  
Pierce the Southern blue  
Proudly stands our Alma Mater Noble,  
grand and true.  
Blue and gold float forever, Bright  
our colors shine!  
Hail to thee, our Alma Mater, Hail  
to Andrew mine!

As our classic halls of learning, So  
thy worth appears,  
And thy mem'ry still shall linger Thru  
life's smiles and tears.  
Lift the chorus, wake the echoes,  
Make  
the welkin ring!  
Hail the queen of all the southland  
Loud her praises sing!

# **ADDENDUM #1**

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## **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

### **PREAMBLE**

We, the Student Government Association of Andrew College, do establish objectives and functions. Our goals are to further Andrew College by the following: to establish a collaborative community between the students and Andrew College, to strive and meet the needs of students through prompt, polite, and excellent service, and to respect the rights of all students, regardless of race, religion, gender or national origin.

### **ARTICLE I – NAME**

The name of this association shall be the Student Government Association of Andrew College.

### **ARTICLE II – PURPOSE**

The purpose of the Student Government Association is the following:

- To encourage cooperation between all students and the groups they represent as well as between faculty, staff and students
- To develop the highest standards of honor and integrity in personal conduct and scholarship
- To seek out and listen to the concerns of the student body
- To assist in the enhancement of academic development
- Advocating for the interests and welfare of on-campus students

### **ARTICLE III – MEMBERSHIP**

All persons enrolled at Andrew College are automatically members of the Student Government Association, with full voting rights to elect the Executive Board and Senators. Hereafter, the term SGA shall apply only to elected Executive Board, Senators and Organizational Representatives.

### **ARTICLE IV - GENERAL ORGANIZATION**

The Student Government Association shall be composed of Senators and Representatives who represent all approved campus organizations, and Officers elected by the students serving on the Executive Board.

### **ARTICLE V – OFFICERS**

#### **DUTIES**

The Officers shall serve as the Executive Board of the SGA. Its main purpose shall be to lead and coordinate the governmental actions according to the rules and regulations set forth in this constitution and to assure compliance with the policies thereof in such government actions.

### **EXECUTIVE BOARD**

#### **President**

- The executive power shall be vested in the President of the Student Government Association. The President shall hold office for one academic year
- In case of the removal or resignation of the President, the duties of the President shall be transferred to the Vice President

- The President shall be responsible for the following duties:
  - To uphold the aims and purposes of Andrew College
  - To uphold the constitution, bylaws, and the laws of SGA
  - To ensure the laws of the SGA are faithfully executed
  - To preside over all meetings of the SGA and represent the student body during the prescribed times
  - To act as Chairperson of the Executive Board and to create new committee positions. These appointments are to be approved by a majority vote of the SGA
  - To have the power to call special meetings
  - To have the power to fill any vacancies that may occur in the Executive and the Senate after midterms of the fall semester after consultation of the SGA
  - To appoint members to all committees with the approval and consent of the committee chairpersons
  - To cast the deciding vote if the vote of the Senate and the Executive Board is equally divided
  - To meet with the Andrew College President on a monthly basis
  - To sit on committees as needed by the Dean of Student Affairs
  - Make an annual report on the state of the SGA to the Office of Student Affairs. This report shall be submitted by the deadline determined by the Office of Student Affairs.

#### **Vice President**

- The Vice President shall assume the duties of the President in his/her absence
- The Vice President shall be a voting member of the Executive Board and SGA
- The Vice President shall be responsible for the following duties:
  - To uphold the aims and purposes of Andrew College
  - To uphold the constitution, bylaws, and campus regulations,
  - To certify the eligibility of candidates for all elections
  - To carry out assignments designated by the President
  - To be the coordinator of all committees

#### **Secretary**

- The Secretary shall be a voting member of the Executive Board and SGA.
- The Secretary shall be responsible for the following duties
  - To uphold the aims and purposes of Andrew College
  - To be accountable for all correspondence of the SGA
  - To record and keep minutes of all SGA meetings
  - To take roll at all meetings and to notify members of their absences
  - To perform other duties assigned by the President

#### **Treasurer**

- The Treasurer shall be a voting member of the Executive Board and SGA.
- The Treasurer shall be responsible for the following duties:
  - To keep an account of all finances in conjunction with the Office of Student Affairs
  - To make a weekly report to SGA on all expenditures
  - To present an itemized budget no later than the second SGA meeting of fall semester



- To ensure that all funds be distributed through the Andrew College Business Office
- To ensure that all SGA funds are spent on items and activities that are in the keeping with the mission of the College
- Shall serve on the activities committee in an advisory capacity and the budget committee as chairperson

#### **Residence Hall Association Representative**

- The Residence Hall Association Representative shall be a voting member of the Executive Board and SGA.
- The Residence Hall Association Representative shall be responsible for the following duties:
  - Serve as the liaison to residential life and college administration.
  - Advocating for the interests and welfare of residential students.
  - Create and manage all flyers/posters posted in the hall.

### **ELIGIBILITY FOR MEMBERSHIP IN EXECUTIVE BOARD**

#### **Qualifications**

- The candidate must carry a full load 12 semester hours
- A candidate must have an overall average of at least a 2.5 and must maintain this average throughout term of office
- If an Executive Board member does not have a grade point average Of 2.5 after the end of the grading period, he/she shall be immediately disqualified from SGA
- In order to run for election, officers must have earned at least 12 hours at Andrew College
- All candidates for an executive office must be certified for eligibility by the Dean of Student Affairs.

#### **Election of the Executive Board**

- The executive officers are to be elected by the student body to serve for one academic year
- A popular vote is necessary for the election of any office

### **ARTICLE VI – SGA SENATE**

#### **Name**

All powers shall be vested in the Senate, the voting membership of the Student Government Association.

#### **Composition**

The SGA Senate shall be composed of two male and two female Senators from both the freshman class and the sophomore class who shall hold office for one academic year.

#### **Voting**

Each Senator shall have one vote.

**Purpose**

The SGA Senate shall vote on all issues brought to SGA, shall provide leadership in matters pertaining to student concerns, and shall support any action taken by SGA. The SGA Senate shall also coordinate and regulate all student activities at Andrew College in cooperation with the faculty and administration.

**SENATE – ELIGIBILITY FOR MEMBERSHIP****Qualifications**

- All candidates desiring a SGA Senatorial position must be carrying at least 12 semester hours
- All members of the Senate must have an overall grade point average of 2.5 to obtain a position as a Senator
- If a Senator fails to maintain thereafter at least a 2.5 cumulative average he/she will be dismissed from SGA
- Senators must be certified to hold office by the Dean of Student Affairs

**Election**

- All members of the Senate must be elected according to the rules set forth by this constitution
- All elections will be conducted by secret ballot with the polling area free of distractions

**ARTICLE VII – EXPULSION****Disciplinary Action of Executive Board Officers and Senators**

- Any member of the Student Government Association is subject to dismissal if he/she fails to maintain the eligibility requirements by which he/she was elected
- Any member of the SGA who commits serious or repeated violations of code of conduct are subject to dismissal
- Repeated non-attendance at meetings is subject to dismissal without approval

**Procedure**

- The Executive Board and Senate combined have the power to try all expulsion procedures
- An Officer or Senator may request expulsion and dismissal of another officer or Senator at any time for any reason
- There shall be a two-thirds approval of SGA members by secret ballot for dismissal of anyone from the SGA for reasons other than a disciplinary reason
- Dismissal from SGA needs only a majority vote

**Attendance Policy**

- Officers or Senators who are absent for three or more meetings per semester without an approval (by SGA) will be subject to dismissal as referred to in Article VII.
- All meetings shall be mandatory including Executive Board and committee meetings, and absences will be based on Article VII of the Attendance Policy

## **ARTICLE VIII - SGA MEETINGS**

### **Regular Meetings**

- All SGA general meetings shall be held weekly unless the cancelled or postponed by the President
- The prescribed day and time of the meetings shall be satisfactory to all SGA members
- To constitute a meeting, a quorum (majority) of all voting delegates should be present
- Executive Board meeting:
  - Shall be chaired by the President
  - It shall be composed of the Executive Board members
  - The Executive Board meeting will be closed but may be opened at the President's discretion

### **Committees**

- All committees shall report to the SGA
- The following shall be the duties of standing committees:

### **Executive Board**

- It shall handle all discrepancies confronting SGA
- It shall oversee all SGA activities
- The President shall be the Chairperson
- It shall be composed only of executive officers and Advisor

### **Finance Committee**

- Shall be responsible for generating an annual budget
- The Treasurer shall serve as Chairperson
- Shall assist the Treasurer as seen fit in preparing the weekly budget reports and updates

### **Food Service Committee**

- Shall be responsible for surveying the student body at least once per semester
- The Chair shall be appointed by the SGA President
- Meetings:
  - Meeting once a week to discuss suggestions to the food service staff and to help make food service better for the entire campus
  - Meeting with the Director of Food Service to involve him/her with ideas and to hear his/her input

## **Tiger Cash Committee**

- Shall be in charge of planning, implementing, and overseeing SGA student activities
- Shall consist of the Vice President, who will serve as chair of the committee, and as many members deemed necessary by the Vice President

Recognized College-sponsored organizations may request SGA funds to sponsor activities or events. The following guidelines will be enforced:

- The event/activity must be open to the entire student body
- The event/activity must benefit or promote the mission of Andrew College
- Requests for funds must be made before the Student Government Association at least two weeks prior to the event
- Requests must be written and a detailed plan of action of the event must be provided to SGA at the time of the request
- One week prior to the event/activity, final details and plans for the event/activity must be provided to SGA
- SGA, through the voting membership, retains the right to withdraw financial support at any time if, in their opinion, the policy guidelines are not followed

## **Meetings:**

- Meeting bi-weekly to discuss suggestion on activities and campus events.
- Meeting with the OSA staff member to involve him/ her with ideas and to hear his/ her input Other committees shall be appointed by the President as necessary.

## **ARTICLE IX - GENERAL ELECTION**

### **Procedure**

- Election for Executive Board officers shall be held during the spring semester prior to the 12th week of the semester
- The new officers will be required to attend all regular meetings of the Student Government Association as a time to prepare for their offices
- Their term of office shall be for one full academic year
- The grade point average of the candidates for office will be based on their cumulative grade point average
- Election for six sophomore senators, shall be set by the Executive Board
- Their term shall be for one full academic year
- Voting for all elections shall be administered by secret ballot by the students of Andrew College
- A popular vote is necessary for the election of any officer or senator
- A popular vote is defined as being any number of votes that surpassed that of any candidate
- Candidates are encouraged to campaign and may be asked to address the student body
- Campaign posters may be used but cannot contain derogatory remarks
- Posters may not be used within 50 yards of the voting premises. However, other types of publicity such as flyers and table-tents can be used
- Candidates who have violated the election codes as stated in this constitution will have their candidacy reviewed by SGA

- There shall be a presidential debate between all presidential candidates before the date of elections
- The procedure of the debate is as follows:
  - There will be four people from the student body, faculty, and staff who shall serve on a panel, which will ask two questions each to the candidates. One question from one member of the panel shall be asked to one candidate, then another until all have answered the question, and then the next panel member will ask a question, and so forth, until all panel members have asked their questions. Then, the panel members will ask their second question to all of the candidates, this time in reverse candidate order
  - Each candidate shall have two minutes to answer each question, with the Secretary of SGA serving as the timekeeper
  - After each candidate has answered both of the questions asked by the panel members, the student body will have 30 minutes to take turns asking questions to the candidates. The order that the candidates answer the questions shall change after each question. Again, each candidate has two minutes to answer each question

### **SGA Vacancies**

Two separate elections will be held in the spring to select officers and senators for the following academic year. The election for executive officers will be held prior to the election for senators. Candidates for executive positions who were not elected may run in the senatorial election.

If, at any time during the fall semester, a member or members of the Student Government Association is excused or disqualified, an election shall be necessary to fill the vacancy. The election shall be conducted and announced by the Vice President with help from other Senators.

### **ARTICLE X – RATIFICATION**

This Constitution and all amendments to it, shall become effective upon two-thirds affirmative vote of the SGA. All applicable provisions contained herein shall become effective immediately upon ratification.

### **ARTICLE XI – AMENDMENTS**

Before any addition or deletion can be applicable to this constitution, there must be two-thirds consent of the SGA. Any member shall have the right to propose an amendment. The proposal must be presented in proper amendment form to the Secretary. A copy of any change to the constitution will be posted on the bulletin board by the Office of Student Affairs for public review of the student body. The Dean of Student Affairs shall have the authority to veto any proposal amendments to the constitution that are not in the best interests of the entire student body.





 **Andrew College** 1854

