

Appendix A

Student Conduct Code

The Student Conduct Code is a listing of responsibilities for students at Georgia Southwestern State University. The violation of any item in this section represents a serious offense and could lead to severe disciplinary action by the University. The written expectation for student conduct in no way removes or reduces the responsibility of each student's observance of regulations and sanctions established by university officials in such areas as financial responsibility to the University, library, residence halls, parking, etc. All violations of the Student Conduct Code should be reported within 15 business days to appropriate personnel. This time limit does not apply to sexual misconduct violations.

The Georgia Southwestern State University Student Conduct Code shall apply to conduct that occurs on University premises and at University-sponsored activities. The Student Conduct Code shall also apply to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives, or pertains to a specific Student Conduct Code. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between semesters of actual enrollment. The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. Any activity that occurs on Facebook, Myspace, Twitter, or any other social-networking website also falls within the jurisdiction of the Student Conduct Code.

A. ACADEMIC IRREGULARITY

1. In the preparation of an essay, a laboratory report, an examination or any other assignment included in an academic course, no student shall receive or give assistance not authorized by the instructor.
2. 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 tests, examinations, computer software and programs, laboratory equipment, and roll books.
3. No student shall sell, give, lend or otherwise furnish to any unauthorized person material which can be shown to contain questions or answers to any examination scheduled to be given at any subsequent date in any course of study offered by the University, unless the student is authorized to do so by the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct

- quotations are used, they must be indicated. When the ideas of another are incorporated in the paper they must be appropriately acknowledged.
5. All standards of academic conduct also pertain to all online or internet correspondence and interactions with the faculty and other students.

B. ALCOHOLIC BEVERAGES POLICY

1. General Policies

- a. Alcoholic beverages may only be possessed or consumed on campus by students of the legal drinking age and only in the privacy of the individual's residence hall room or at an event that has been approved through the Director of Campus Life's office.
- b. Possession, use, or consumption of alcohol when under the legal drinking age is not permitted by state law or university policy.
- c. No student or student group shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
- d. No student or student group shall furnish or cause to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
- e. The transportation of all alcoholic beverages on campus shall be in unopened, wrapped or bagged containers.
- f. Each student is completely liable for all of his or her own actions at all times regardless of his or her mental or physical state, even if altered by alcoholic beverages.
- g. Driving while intoxicated is a violation of federal and state laws.
- h. Public drunkenness is prohibited.
- i. Students who have consumed alcoholic beverages and who are involved in disruptive activities at public functions or in public places must leave the area upon request of a university official. Failure to comply may subject the student to disciplinary action or arrest.
- j. See Appendix F of this publication for further alcohol information.

2. Procedures to be followed by student organizations:

- a. Student organizations requesting to serve or sell alcohol at an event must have their faculty/staff advisor or his/her designee present for the entire event. If someone other than the faculty/staff advisor is going to be present, this designee must be approved by the Director of Campus Life.
- b. Student organizations wishing to host a function on campus serving or selling alcohol must adhere to the following procedures:
 - i. Submit a *Request to Serve/Sell Alcohol on Campus* form to the Director of Campus Life at least three weeks prior to the proposed date of the event. The student organization representative signing this form and submitting it for approval must be at least 21 years of age.
 - ii. After granting initial approval from the Campus Life Office, the Director will seek approval from ARAMARK for their contractual services. Note: ARAMARK is the only vendor that will be considered to serve or sell alcohol on campus.
 - iii. If approved through ARAMARK, the Director of Campus Life will seek approval from the President's Office.
 - iv. After obtaining the university president's approval, the Director of Campus Life will submit the form to the Office of Public Safety and notify the student organization to contact Public Safety to hire the appropriate number of university officers to work the event.
 - v. Director of Campus Life will notify the student organization of final approval.
- c. Student organizations wishing to host a function off campus selling or serving alcohol must adhere to the following procedures:
 - i. Submit an *Off-Campus Social Event* form to the Director of Campus Life at least two weeks prior to the proposed date of the event.
 - ii. The *Off-Campus Social Event* form requires the names of two police officers hired to work the event. The names and the number of officers will be presented by the Director of Campus Life to the Public Safety Office for approval
 - iii. Director of Campus Life will notify the student organization of final approval.

- d.** Each student organization and its officers are primarily responsible for the behavior of its members and other persons who attend its sponsored events at which alcohol is being consumed. Behavior that violates university policy will subject the student organization, as well as its officers and members, to disciplinary action by the University. All organizations shall be responsible for ensuring that all members and/or guests follow all applicable laws and regulations of the state, county, city, and university. Guests are to include both students of Georgia Southwestern State University and non-students (i.e. alumni and/or visitors of any sort). An organization may be required by the Director of Campus Life to attend an ATOD Alcohol Education session in order to be given approval for social events.
- e.** An officer or member of a university-chartered or registered organization shall not expect or direct, explicitly or implicitly, a prospective member to consume alcoholic beverages as part of a membership selection process, including, but not limited to, formal ritual or informal social activities. Such behavior is considered hazing of the most serious nature and will subject the organization, as well as its officers, to disciplinary action by the University. No alcohol shall be present during any organization's rituals. This is to include formal recruitment and initiation periods held by Greek-letter organizations.
- f.** Student activity fund allocations are student-activity-generated monies and may not be used for the purchase of alcoholic beverages.
- g.** Open parties, meaning those with unrestricted access by non-members of the organization without specific invitation, where alcohol is present shall require a guest registration/list/record.
- g.** Each organization is required to designate a Specific Risk Manager for each social event. It is this individual's responsibility to assure that the organization complies with all rules and regulations, including event registration, security policy, ID checks for underage participants, and to appoint designated drivers when necessary.
- h.** The consumption of alcoholic beverages by persons of the legal drinking age will be permissible only for functions at which alcohol is not the focal point, reason for, or the "drawing card" for the event. Advertising for events at which alcohol will be consumed will not make reference to alcoholic beverages. Reference can be made, however, to the serving of food and alternative beverages, and checking of identification cards.
- i.** The possession, sale, use, or consumption of alcoholic beverages while on campus, on an organization's premises, during an organization's event, or the occurrence of any situation sponsored or endorsed by an organization must be in compliance with any and all applicable laws and regulations of

the state, county, city, and Georgia Southwestern State University. This is to include planned and unplanned gatherings.

- j.** The responsibilities of the student organization to uphold University regulations, the Student Code of Conduct, local, state, and federal laws are not negated by the requirement of the presence of contracted security officers. The student organization has primary responsibilities for upholding policies and monitoring the event with regard to alcohol, crowd behavior, and environmental noise problems. Any violation of University regulations, the Student Conduct Code, local, state, and federal laws must be reported to the Director of Campus Life immediately after the violation occurs.
- k.** The organization sponsoring an event at which alcohol will be consumed will post notices at the event indicating the legal drinking age requirement and will verify, via a university student identification card or other official identification, the ages of all persons.
- l.** If alcohol is found or present at an event, the officers of the sponsoring organization will ensure that no one under the legal drinking age possesses or consumes alcoholic beverages. During all social events the organization responsible for the event shall provide a clear and definitive method of identifying those members and /or guests that are of legal drinking age.
- m.** At all events where participants of legal drinking age consume alcoholic beverages, the sponsoring organization will provide sufficient nonalcoholic beverages and food for all participants in the same general area and for the duration of the event.
- n.** Any activity, especially those competitive in nature (e.g., drinking games or contests), contributing to the over-indulgence of alcohol by underage or legally-aged persons is prohibited. No member shall permit, tolerate, encourage or participate in the consumption of alcoholic beverages against another person's will.
- o.** The officers of the sponsoring organization must intentionally advise a noticeably intoxicated person to refrain from further consumption of alcoholic beverages, from driving, and from any activity which is potentially harmful to the person or other persons. In addition, the officers and members of the sponsoring organization may not provide alcoholic beverages to any person who is noticeably intoxicated. The officers and members are required to report any noticeably intoxicated person to the officers on duty at this event.
- p.** Failure to comply with the guidelines stipulated in this section of the Student Conduct Code may subject the sponsoring organization, as well as its officers and other student participants in the event, to disciplinary action.

C. DAMAGE TO PROPERTY

Malicious or unwarranted damage or destruction of property belonging to the University; items leased, rented or placed on campus at the request of the institution; or items belonging to students, faculty, staff, or guests is prohibited. Students are obligated to pay for all property damage caused by improper use or carelessness.

D. DISORDERLY ASSEMBLY

1. No student or student group shall assemble on campus for the purpose of creating riot, destruction, or disorderly diversion that interferes with the operation of the University. This section should not be construed so as to deny any students the right of peaceful, non disruptive assembly.
2. No student or group of students shall obstruct the free movement of other persons about the campus or interfere with the use of University facilities and the normal operation of the University.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited. Any use of sound amplification equipment must be approved by the Director of Campus Life.

E. DISORDERLY CONDUCT

1. Disorderly or obscene conduct or breach of the peace on university property, or at any function sponsored or supervised by the University or any recognized university organization, is prohibited.
2. Physical assault, sexual assault, and stalking are prohibited.
3. Conduct or expressions which harass, demean, degrade, intimidate, or discriminate against an individual or a group of persons at the University are prohibited.
4. Conduct on university property, or at functions sponsored or supervised by the University or any recognized university organization, that interferes with the normal operation of the University is prohibited.
5. No student shall enter or attempt to enter any dance, social, athletic, or other events sponsored or supervised by the University or any recognized university organization without the credentials for admission (ticket, identification card, invitation, etc) or in violation of any reasonable qualifications established for attendance, by the sponsors.
6. Conduct or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.

7. No student or student group shall interfere with or fail to cooperate with any properly- identified university faculty, administration, or staff personnel (including student staff members) while these persons are in the performance of their duties.
8. No student shall recklessly drive or operate any vehicle on campus.
9. Any behavior that disrupts the learning environment in classrooms, residence halls, or any other facility is prohibited. This includes behavior on email, GeorgiaView, Facebook, My Space, Twitter, You Tube, or any academic-related or social internet activity.
10. No student shall act in a manner that can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health, or safety of other persons.
11. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at a University sponsored function is prohibited.
12. Any unauthorized use of electronic devices to make an audio or video recording of any person while on University premises without his/her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, residence hall room, or other locations.

F. SEXUAL MISCONDUCT

1. Sexual acts which occur, regardless of personal relationship, without the consent of the other person, or that occurs when the other person is unable to give consent, are prohibited.
2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others is prohibited.
3. Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person is prohibited. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, comments, or gestures.

G. STUDENT HOUSING

Students shall abide by all policies and procedures published by the Residence Life Office and the Department of Auxiliary Services. (See Appendix B.)

H. DRUGS

The possession, use (without valid medical or dental prescription), manufacturing, distribution, furnishing, or sale of any narcotic or dangerous drug controlled by the Federal or Georgia law is prohibited. Drug paraphernalia is also prohibited.

I. FALSIFICATION OF RECORDS

1. No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any records, form or document used by or submitted to the University; nor shall any student knowingly use any such altered, counterfeited, or forged record, form, or document.
2. Giving false or misleading information to any university official or to an official hearing body is prohibited. This includes both oral and written information, including all forms and documents.

J. EXPLOSIVES

No student shall possess, furnish, sell, or use explosives of any kind on university property or at functions sponsored or supervised by the University or any recognized university organization.

K. FIRE SAFETY

1. No student or student group shall tamper with fire safety equipment.
2. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
3. No student or student group shall set, attempt to set, or cause to be set, any unauthorized fire or explosion in or on university property.
4. The possession or use of fireworks on university property or at events sponsored or supervised by the University or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
5. No student or student group shall make or cause to be made a false fire alarm.
6. All occupants of a building must leave the building whenever the fire alarm sounds.

L. a. WEAPONS (Other Than Firearms)

Students are prohibited from possession of weapons on university property, including those in vehicles, or at events sponsored or supervised by the University or by any recognized university organization. The possession or use of any other offensive weapons is prohibited.

L. b. Firearms or Guns

It is against University policy for any person to carry or possess any firearm, handgun or long gun at any school function on or off campus, on University property, Georgia Southwestern State University Foundation property, or any property leased or operated by Georgia Southwestern State University. This includes persons who are licensed weapon holders, whether concealed or in open view.

The exception to this policy as of June 14, 2010 is for a person holding a valid license to keep a gun in a locked compartment or firearm rack in his vehicle while parked on campus or when transiting through campus.

M. HAZING

Georgia Southwestern State University does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation which causes another pain embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- a. Forcing or requiring the drinking of alcohol or any other substance.
- b. Forcing or requiring the consumption of food or any other substance.
- c. Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
- d. Treeing
- e. Paddle swats
- f. Line-ups
- g. Theft of any property
- h. Road trips
- i. Scavenger hunts
- j. Causing fewer than six (6) continuous hours of sleep per night
- k. Conducting activities which do not allow adequate time for study
- l. Nudity at any time
- m. Running personal errands for the members (driving them to class, cleaning their individual rooms, serving meals, etc.)
- n. Forcing or requiring the violation of University, Federal, State, or local law.
- o. Any Physical Contact

N. JOINT RESPONSIBILITY FOR INFRACTIONS

1. Students or student groups who knowingly act in concert to violate university regulations have individual and joint responsibility for such violation, and such concerted acts are prohibited.
2. Students or student groups are responsible for the conduct of their guests on or in University property and at functions sponsored by the University or any registered University organization.

O. STUDENT IDENTIFICATION CARDS

1. Lending, selling, or otherwise transferring a student identification card or any official University materials is prohibited.
2. The use of a student identification card by anyone other than its original holder is prohibited.
3. No student or student group shall obtain under false pretenses any official University materials or student identification cards.

P. THEFT

1. No student shall sell a textbook that is not her/his own without written permission of the owner.
2. Without proper authorization, no student or student group shall take, attempt to take, or keep in her/his possession items of university property; items or services rented, leased, or placed on campus at the request of the institution; or items belongings to faculty, students, staff, student groups, or visitors to the campus.

Q. UNAUTHORIZED ENTRY OR USE OF UNIVERSITY FACILITIES

1. No student or student group shall make or attempt to make unauthorized entry into any university building, office, or other facility; nor shall any person remain without authorization in any building after normal closing hours.
2. No student or student group shall make or attempt to make unauthorized use of any university facility.

3. Being in the living quarters, hallways, or common area of a residence hall at a time not specified for visitation or without being escorted by a resident of that hall is prohibited.

R. GAMBLING

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

S. SMOKING

Smoking and use of tobacco products is prohibited inside and within 25 feet of all Georgia Southwestern State University buildings, including classrooms, laboratories, and residence halls. See more information in Appendix U.

T. STUDENT ELECTIONS

1. No student shall cast or attempt to cast more than one ballot in any election or referendum conducted on campus.
2. No student or student group shall interfere with any election held on campus.

U. CLASS ABSENCES

Students shall educate themselves of their instructors' policies concerning class absences and shall consider themselves bound thereby. Excessive or persistent class absences are prohibited. Students may not abandon their class(es); doing so will usually result in receiving a failing grade.

V. REPEATED VIOLATIONS

Repeated violations of published rules or regulations of the University, cumulatively indicating an unwillingness or inability to conform to the institution's standards for student life, are prohibited.

W. VIOLATION OF OUTSIDE LAW

Violation of local, state and federal law, on or off campus, is prohibited. Violations will be adjudicated through the university judicial system at the discretion of the Vice President of Student Affairs or his/her designee.

X. CONTEMPT

1. Failure to appear as a witness at the appointed time at an administrative or disciplinary hearing shall subject the student to disciplinary action.
2. All students shall fully comply with the instruction of the hearing officers and panels of the Georgia Southwestern State University judicial system.
3. No student shall commit perjury.

4. No student shall engage in conduct that disrupts the proceedings of the Georgia Southwestern State University judicial system or otherwise obstructs justice or abuses the student judicial system on this campus. Abuse of the judicial system, includes, but is not limited to:
 - a. Falsification, distortion, or misrepresentation of information before a judicial board or hearing officer.
 - b. Disruption or interference with the orderly conduct of a judicial proceeding.
 - c. Attempting to discourage an individual's proper participation in, or use of, the student judicial system.
 - d. Attempting to influence the impartiality of a member of a judicial board or Judicial Officer prior to, and/or during the course of, a judicial proceeding.
 - e. Harassment (verbal or physical) and/or intimidation of a member of a judicial board or Judicial Officer prior to, during, and/or after a judicial proceeding.
 - f. Influencing or attempting to influence another person to commit an abuse of the student judicial system.

Y. FAILURE TO COMPLY

Failure to pay fines, make restitution, complete assigned sanctions, follow instructions given by university personnel while officially performing duties associated with their position, or observe restrictions imposed as a result of a disciplinary hearing shall subject the student to further, more severe, disciplinary action.

Z. POLICIES AND PROCEDURES

Students and organizations should abide by all published policies and procedures of the University.

AA. DUE PROCESS

Georgia Southwestern State University students whose activities may subject them to disciplinary action shall be afforded due process in accordance with Constitutional requirements and with the principles and procedures outlined below:

1. The student shall be notified in writing that they are accused of a violation. Notice may be emailed to the student's radar email account, delivered in person, sent to the campus mailing address, sent to the home/permanent address (address on file with the Registrar's Office) , and/or sent to any class for which the student is enrolled. The notice shall detail the charges made and the rights of the accused student.

2. The student has the right to attend classes and required University functions until the hearing is held and a decision is rendered. Exceptions will be made (1) when a student's physical or emotional safety and well-being are endangered; (2) when the general safety of students, faculty or University property is endangered; or (3) when the orderly progression of the educational objectives of the institution may be disrupted.
3. In each case involving possible suspension or expulsion from the University, with the exception of cases involving academic dishonesty, the hearing shall be conducted by the designated Judicial Officer or by the Faculty-Student Judicial Board. For cases involving academic integrity, the Vice President for Academic Affairs shall administer the policy outlined in the University Bulletin. Infractions of the Student Conduct Code that do not involve possible suspension or expulsion shall be addressed by appropriate Student Life staff or the appropriate Student Judicial Board. In such a case, the hearing officer or group shall, at least forty-eight hours in advance of the hearing, notify the student in writing concerning the following:
 - a. The date, time, and place of the hearing, and the person or group to conduct the hearing.
 - b. Specific charges for violations of the Student Code of Conduct.
 - c. The names of the witnesses scheduled to testify.
4. The student is encouraged to notify parents or guardians as to the seriousness of the matter; the University reserves the right to notify the student's parents or guardians of serious or repeated disciplinary actions.
5. The student has the right to waive a hearing and consent to sanctions.
6. The student shall be entitled to appear in person at the hearing and to present his or her information, including relevant witnesses approved by the University official or judicial body hearing the case at least 24 hours prior to the hearing. Witnesses must be able to present relevant information to the specific case. The student also may elect not to appear before the University official or judicial body. Should one elect not to appear, the hearing shall be held in his or her absence.
7. The student shall be entitled to select an advisor (who must be a student, staff or faculty member of the University). The advisor, upon request of the student, may:
 - a. Advise the student/organization's representative in the preparation and presentation of a defense,

- b.** Accompany the student/organization's representative to all discipline hearings
 - c.** Advise the student/organization's representative in the preparation of appeals, if needed.
 - d.** The advisor shall not assume responsibility for conducting the defense of the accused student/organization; the advisor may assist the student/organization's representative in addressing the hearing body, but may not cross-examine witnesses or answer questions directed to the student.
- 8.** The student shall be entitled to ask relevant questions of the University official, of the judicial body, or of any witnesses.
- 9.** The decision reached at the hearing shall be communicated in writing to the student or organization's representative within five business days after the conclusion of the hearing and summary of the evidence.
- 10.** A tape recording or summary transcript of the proceedings shall be kept and made assessable to the student upon request should the case involve possible suspension or expulsion for the sole purpose of appealing a decision of suspension or expulsion.
- 11.** The deliberations phase of judicial hearings are confidential and not tape recorded.
- 12.** The student shall be notified in writing of the right to appeal a decision of suspension or expulsion. Should a student appeal to the President of the University, any action assessed by another university official or judicial body shall be withheld pending disposition of the appeal. Student organizations, however, are not able to appeal any decision relative to outcomes from any level of campus judiciaries.
- 13.** While firmly committed to the concept of due process, the University recognizes the fact that the student may be accused of on-campus or off-campus offenses that, by their nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the University community or to University property. In such case, the Vice President for Student Affairs or his or her appointee may impose the necessary temporary sanctions, pending a hearing. Further, the Vice President for Student Affairs, or his or her appointee, shall have power to impose such temporary sanctions, pending the outcome of a hearing, when a student or student group engages in conduct that presents a clear and present danger to the freedoms and rights of other members of the University community in any manner whatsoever, or which may otherwise interfere with in the operation of the University.

BB. JUDICIAL PROCESSES

- 1.** The judicial bodies of the University are the Faculty-Student Judiciary and the Student Judiciary. Composition of the judicial bodies shall be as follows:
 - a.** The Faculty-Student Judiciary of Georgia Southwestern State University shall consist of seven members, of whom four shall be faculty members appointed by the President of the University and three shall be regularly-enrolled students appointed by the President of the University upon recommendation of the President of the Student Government Association and the Judicial Officer of the University. All appointments shall be for one-year terms, but members shall be eligible for reappointment provided that no faculty member shall serve longer than five consecutive years. None of the committee members shall be officers or members of any institutional governing council. These committee members shall be selected as early as possible each Fall Semester and shall serve until the appointments for the succeeding year become effective. Members of the Faculty-Student judiciary shall select one of their own members to act as the Presiding Officer. The Presiding Officer shall set the time and place for hearings referred to the Faculty-Student Judiciary by the Judicial Officer and shall notify involved judicial board members. The Judicial Officer will notify accused individuals, witnesses, or organizations as outlined in AA. Decisions by the Faculty-Student Judiciary shall be made by majority vote.
 - b.** The Student Judiciary of Georgia Southwestern State University shall consist of nine members, the Chief Justice, who is the Vice President of Academic Affairs of The Student Government Association, and eight students nominated by the Student Government Association and appointed by the President of Georgia Southwestern State University. The Student Judiciary may be utilized at the discretion of the Judicial Officer in hearing non-suspendable matters. Decisions by the Student Judiciary shall be made by majority vote.
 - c.** In addition to the two judicial bodies, there is also a Faculty Subcommittee on Student Discipline. This subcommittee shall consist of three faculty members and two students. The members of this Committee shall not be members of either of the Judicial Boards. The President shall appoint the members of this Subcommittee at the beginning of the Fall semester, with the assistance of the Judicial Officer, if desired. The purpose of this subcommittee is to review and handle appeal cases submitted to the President's Office. The appeals process is outlined in section DD.
- 2.** Each judicial body shall formulate its rules and policies of procedure within the guidelines specified within this document.

- a. Preliminary investigations of charges against students shall be conducted by the University hearing Judicial Officer or his/her designee who will render a decision as to whether the alleged infraction is of a serious enough nature to warrant possible suspension or expulsion.
 - b. If suspension or expulsion is a possible penalty, the hearing shall be conducted by the Judicial Officer or by the Faculty/Student Judiciary.
 - c. Any member of a judicial body shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to prevent a fair and impartial hearing.
3. Appeals involving traffic fines must be entered at the Public Safety Office within three days (excluding weekends and holidays) of issuance of citation and shall be heard by the Student Judiciary when in session. If the Student Judiciary is not in session, the appeal will be heard by the Judicial Officer. Decisions in traffic appeals shall be final.

CC. DISCIPLINARY MEASURES

Upon finding that a student or student organization has violated a code of conduct, the appropriate University official or judiciary body may apply one or more disciplinary measures within the restrictions provided in stated rules and procedures. The severity of the sanction shall be consistent with the nature of the offense. For students:

1. **Expulsion**--permanent disciplinary removal of the student from the University. During an expulsion period, a student may not visit the campus for reasons other than clarification of academic or behavior record.
2. **Probated Expulsion**--notice that further major violation(s) of University policy shall result in expulsion.
3. **Suspension**--mandatory disciplinary removal of the student from the University for a specified period of time. During a suspension period, a student may not visit the campus for reason other than clarification of academic or behavior record. No transfer credit from another institution which is earned during the suspension period will be accepted as credit toward a degree at Georgia Southwestern State University.
4. **Probated Suspension**--notice that further violation(s) of University policy shall result in suspension or expulsion. This sanction may be accompanied by the restrictions and restitutions as defined below.

5. **Disciplinary Probation**--notice to the student that further disciplinary violations(s) may result in suspension or expulsion. This sanction is assigned a specified period of time. This disciplinary measure also may include one or more of the following:
 - a. Restriction--exclusion from participation in social and recreational activities, relocation of privileges available to Georgia Southwestern State University students, exclusion from representing the University in any official capacity, or from holding office in student organizations.
 - b. Restitution--reimbursement for damage or destruction of property, as determined and stipulated by the University.
 - c. Community Service--assignment to work a specific number of hours on a university program or project within a specific time frame. The assignment must be related to the nature of the violation.
 - d. Referral for professional assessment to the Counseling Center or off-campus professionals or organizations.
6. **Disciplinary Warning**--a written reprimand regarding behavior that violates the Student Conduct Code or University policy, which can include restriction, restitution or community service as defined above. This sanction is assigned a specified period of time.
7. **Fine**— in addition to the preceding disciplinary measures, appropriate fines may be imposed by the proper authority based on the severity of the infraction.
8. **Mandatory withdrawal** from the course and/or department within which the offense occurred. Credit for the course may or may not be recorded.
9. **Residence Hall Suspension**--separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **Residence Hall Expulsion**--permanent separation of the student from the residence halls.

For Student Organizations

1. **Revocation of Recognition**--permanent severance of the student organization's relationship with the University.
2. **Probated Revocation of Recognition**--notice that further major violation(s) of University policy shall result in revocation of recognition. This sanction may be accompanied by restriction, restitution, and/or community service

3. **Suspension of Recognition**--severance of the student organization's recognition by the University for a specific period of time. This sanction may be accompanied by restriction, restitution, and/or community service.
4. **Probated Suspension**--notice that further violation(s) of University policy shall result in suspension. This sanction may be accompanied by restriction, restitution, and/or community service.
5. **Disciplinary Probation**--notice to the student organization that further disciplinary violation(s) may result in suspension. This sanction may be accompanied by restriction, restitution, and/or community service.
6. **Disciplinary Warning**--a written reprimand regarding behavior that violates the Student Conduct Code or University policy, which can include restriction, restitution or community service.
7. **Notification of regional or national officers** of the action taken by the University and entry into the record of the student organization.
8. **Fine**--in addition to the preceding disciplinary measures, appropriate fines may be imposed by the proper authority based on the severity of the infraction.

DD. APPEALS

1. There is no appeal for a sanction less than suspension or expulsion. The only exception to this policy is in the case of sexual misconduct cases. (See Policy FF.)
2. Each appeal from decisions in hearings before the Faculty-Student Judiciary or any university official (who assesses either suspension or expulsion sanctions only) shall be directed in writing to the President of the University within five class days after notification of the hearing outcome. The President shall refer the facts and circumstances of the case to the Faculty Subcommittee on Student Discipline, who will hear the appeal and transmit an advisory opinion. The President shall schedule the review within five class days following receipt of the student's written appeal, and a final decision must be rendered in writing within five class days after the conclusion of the review by the Faculty Subcommittee on Student Discipline.
3. The student may appeal on grounds that the evidence was not sufficient to prove guilt or on other specified relevant grounds that the sanction was too severe. In either case the student shall submit, in clearly written statements to the President, his or her reasons for appeal.

4. The President of the University shall be given all documents pertaining to the proceedings in the hearing by the Judicial Officer or appropriate university personnel.
5. When the President of the University has rendered in writing an adverse decision on any appeal, the student will be considered to have exhausted all recourse at the local level. Any expulsion or suspension shall become effective at this time even though an appeal may be taken to the Board of Regents. If the Regents should uphold the student, he or she will be restored to enrollment without prejudice.

Section 407.01 of the Policy Manual of the Board of Regents of the University System of Georgia says:

Appeals: Whenever an applicant for admission to any institution shall be denied admission or shall feel that his application has not been given due consideration, or whenever a student shall be expelled or suspended, such applicants or student shall have the right to appeal in accordance with the following procedure:

- a. *The person aggrieved shall appeal in writing to the head of the institution within five class days after the action of which he complains. The head of the institution shall within five class days appoint a committee composed of three members of the faculty of the institution, or he shall utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.*
 - b. *Should the aggrieved person be dissatisfied with said decision, he may apply to the Board of Regents, without prejudice to his position, for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the Board within a period of twenty class days, following the decision of the President. This application for review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing that may be held thereon. The decision of the Board shall be final and binding for all purposes.*
6. The decision of the Judicial Officer or the judiciary body, as specified in its policies and procedures, shall be final in cases not involving expulsion or suspension; there is no appeal for a sanction other than suspension or expulsion.
 7. Findings and sanctions for student organizations are final; there is no process for appeals.

EE. RESIDENCE HALL VIOLATIONS

In the case of minor violations of the Student Code of Conduct occurring in the residence hall or a violation of the residence hall policies (i.e. visitation violation, noise violation, etc.), a professional Residence Life staff member may be the hearing officer for a case.

FF. SEXUAL MISCONDUCT CASES

1. For all cases involving sexual misconduct (as defined in Section F), the student making the accusations will be notified of the outcome of the judicial hearing for the student that has been accused of the violations.
2. For all cases involving sexual misconduct, the student making accusations will have the right to appeal the outcome of the hearing through the outlined appeal procedures.