

# About Agnes Scott

## Foundations

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Agnes Scott College honors in its name the integrity and intellectual curiosity of Agnes Irvine Scott, a Scots-Irish immigrant to the United States. Her son Col. George Washington Scott was the college's primary benefactor and the Rev. Frank Henry Gaines, minister of Decatur Presbyterian Church, was the founding president. While their leadership extended into the South the Presbyterian educational movement that began with Princeton University, Agnes Scott was established with a distinctive mission: to educate women for the betterment of their families and the elevation of their region. Initially named the Decatur Female Seminary in 1889 and renamed the Agnes Scott Institute in 1890, the college was chartered as Agnes Scott College in 1906.

The first institution of higher education in Georgia to receive regional accreditation, Agnes Scott College dedicated itself from the beginning to the highest level of "moral and intellectual training and education."<sup>1</sup> Its emphasis on academic excellence and a rigorous liberal arts curriculum "fully abreast of the best institutions of this country"<sup>2</sup> has always encouraged independent thinking in an atmosphere for learning. The college's residential campus, now prized for both its aesthetic distinction and state-of-the-art facilities, has given all student generations a sense of place, purpose and responsibility. Student self-government under an honor code has been a hallmark since 1906. A founding member of many national and regional educational associations, Agnes Scott has been a member of *Phi Beta Kappa* since 1926. This tradition of educational leadership continues in the 21st century as the college models new forms of undergraduate education for women, including innovative science and international programs; language, technology and speaking throughout the curriculum; and linkages to Atlanta's university, business and cultural communities.

The Reformed tradition in which the college was created helped shape the intellectual, spiritual and ethical values affirmed to this day: individual inquiry, commitment to the common good, the importance of character formation and engagement with the world. These are reflected in its motto from II Peter 1:5, "Now add to your faith virtue; and to virtue knowledge." The college's charter commitment to provide "auspices distinctly favorable to the maintenance of the faith and practice of the Christian religion" has broadened into a commitment to ensure that students, faculty and staff of many faiths and secular persuasions are full participants in the life of the college. While Agnes Scott continues to be related to the Presbyterian Church (U.S.A.), its Board of Trustees is an independent, self-perpetuating governing body.

Widening the vision of its founders while remaining grounded in its original mission, Agnes Scott College continues to provide women with an edge for achievement. Alumnae distinguish themselves in medicine, science, education, ministry, the arts, law, politics, business and community service. Since the early 1920s, the college has ranked in the top 10 percent of American colleges whose graduates complete Ph.D. degrees. The Agnes Scott student body has expanded to include women who represent the diversity that is the United States and the world, women who are returning to college to complete their degrees and women and men who seek the Master of Arts in Teaching. The engagement of the Agnes Scott community in the intellectual, cultural and social issues of its times represents both the proud history and the bright future of the college.

— Adopted by the Board of Trustees, August 2002

<sup>1</sup> Charter, Decatur Female Seminary, Aug. 27, 1889

<sup>2</sup> Agnes Scott Ideal, Frank H. Gaines, 1889

## Agnes Scott College Mission

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Agnes Scott College educates women to think deeply, live honorably and engage the intellectual and social challenges of their times.

Agnes Scott College provides a dynamic liberal arts and sciences curriculum of the highest standards so that students and faculty can realize their full creative and intellectual potential.

Agnes Scott College fosters an environment in which women can develop high expectations for themselves as individuals, scholars, professionals and citizens of the world.

Agnes Scott College strives to be a just and inclusive community that expects honorable behavior, encourages spiritual inquiry and promotes respectful dialogue across differences.

*—updated Oct. 21, 2009*

## The Honor System

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The cornerstone of the entire structure of Agnes Scott life is the Honor System, which is founded on the support, the mature judgment and the personal integrity of each student. By entering Agnes Scott, a student voluntarily pledges her support to the regulation and spirit of the community. As a member of this community, she accepts a definite responsibility for herself and for her fellow students, which leads to responsible freedom within the structure of the Honor System. The Honor System is an expression of trust in students and in their willingness to uphold the ideals of the community.

Each student is expected to accept her responsibility to protect the Honor System from actions and attitudes that may weaken it. The exercise of this responsibility involves a student reporting her own infringements of the policies and regulations and involves an obligation for her fellow students' relations to the community. It is impossible to reduce this to an unvarying rule of procedure, but the unchanging obligation is to prevent the occurrence or recurrence of detrimental action or attitudes.

A helpful guideline for application of the Honor Code is the concept of dual responsibility. When a student is witness to an Honor Code violation (or possible violation), her obligation to the campus community is to confront each participant and suggest she consider her behavior with regard to the Honor Code. The witness may opt instead to ask a third party to speak to the student(s) appearing to be in violation of the code.

Under the exercise of personal responsibility to the Honor Code, those who have been asked to reconsider their actions and find their conformity to the intention of the code to be in question should report their own possible infringements to the Honor Court.

Should a student in apparent violation of the code refuse to report her own possible infringement, it is appropriate for another member of the community—who has first hand information suggesting an Honor Code violation—to report the possible infraction to the Honor Court.

Under the Honor System, social and academic regulations are based upon their value to the community and to the individual student. This basis is one that is fundamental, not only at Agnes Scott, but wherever there is a community.

Specific guidelines regarding the jurisdiction of Honor Court and the application of the Honor System can be found in Article IV of the Constitution of the ASCSGA.

## Honor Pledge of Agnes Scott College

In choosing Agnes Scott, a student accepts the Honor System as her way of life and formally adopts it by the following pledge:

*As a member of the student body of Agnes Scott College,  
I consider myself bound by honor  
to develop and uphold high standards of honesty and behavior;  
to strive for full intellectual and moral stature;  
to realize my social and academic responsibility in the community.  
To attain these ideals, I do therefore accept this Honor System as my way of life.*

## Agnes Scott College Values

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### **A Commitment to Women**

- To a holistic approach to education for women, acknowledging the primacy of intellectual development, with integrating opportunities for physical, social, cultural and spiritual development.
- To perspectives within the liberal arts tradition that are particularly significant for women.

### **A Commitment to Teaching and Learning**

- To academic excellence, rigor and creativity that engender the joy of learning.
- To personal interaction between students and faculty with an emphasis on independent study and mentoring.
- To the utilization of wide-ranging pedagogical techniques and technologies.
- To an emphasis on collaborative learning.

### **A Commitment to the Liberal Arts**

- To the experience of a broad range of liberal studies disciplines, including the humanities, fine arts, natural and social sciences with significant depth in a disciplinary or interdisciplinary major.
- To the liberal arts as the indispensable foundation for professional life.

### **A Commitment to an Appreciation of Diverse Cultures**

- To curricula reflecting a wide range of original sources and scholarly critiques.
- To a student body and a faculty who bring to Agnes Scott the diverse perspectives of their circumstances, cultures and backgrounds.
- To respectful engagement with divergent ideas, philosophies and perspectives from all members of the college community.
- To applied learning opportunities in local and international communities.

### **A Commitment to a Community that Values Justice, Courage and Integrity**

- To encourage the development of a spiritual commitment and a set of values that can serve as sources of vitality, meaning and guidance in the lives of students.
- To support the development of leadership skills and community service experience needed to become effective contributors to one's family, profession and to society and world citizenship.

— Endorsed by the Faculty, April 1995  
— Affirmed by the Board of Trustees, August 2002

## About Agnes Scott College

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“A liberal arts education pursued in a community that strives to live honorably is an education that liberates our minds, empowers our voices and connects us to the wider world.”

— Elizabeth Kiss, President

Agnes Scott College is committed to educating women who achieve in their professions; contribute to their communities; engage the social, technological and global issues of their times and who live personally and spiritually purposeful lives. Students thrive in an atmosphere of academic and intellectual challenge that includes independent studies and student-designed majors.

The liberal arts curriculum emphasizes academic excellence, interdisciplinary learning initiatives and experiential learning through local internships, collaborative research and study abroad. The campus is located in metropolitan Atlanta in the city of Decatur. Nationally known as a center for research and higher education, Atlanta provides resources and learning opportunities central to the Agnes Scott experience.

As a student immerses herself in the world, its cultures, history and ideas, she obtains the tools needed to explore her world passionately and ethically. She gains the confidence to handle difficult questions and offer responsible, rational and creative answers. As a women’s college, Agnes Scott provides diverse role models who offer rich and multi-layered examples of what leadership can be. Students become leaders in social, athletic, academic and political arenas. The young woman who runs for office, competes for a scholarship or speaks up in class knows her gender is not an issue. As a result, she forms a clear view of her strengths and weaknesses, finds her voice and is encouraged to speak out about the issues of the day.

Agnes Scott alumnae and students include Rhodes, Fulbright, Marshall, Truman, Gates, Millennium and Goldwater scholars, the chief justice of the South Carolina Supreme Court, a Tony Award and Pulitzer Prize-winning playwright, internationally acclaimed scientists and women who work in the CIA, CDC, EPA, CNN and Peace Corps. Agnes Scott students have also received prestigious awards including the Benjamin A. Gilman International Scholarship, Rotary Ambassadorial Scholarship and Thomas R. Pickering Foreign Affairs Fellowship.

Distinguished high school graduates come to Agnes Scott with a strong academic record and a desire to achieve higher goals. They leave with the knowledge and insight to achieve those goals and make a lasting contribution to their community, generation and world.

# “Why is it named that?”

*A Guide to Official Names of Buildings and Places  
on the Agnes Scott College Campus*

**Agnes Scott Hall** (opened in 1891—prior to this time the institution operated in a white house located on the property) is best known as “Main.” Named in memory of Agnes Irvine Scott, the mother of the institution’s founder, Col. George Washington Scott. It contains the McKinney Room, now called McKinney Parlor, named for Professor Mary Louise McKinney who taught at ASC for 46 years and lived on campus for 74 years. For 31 of those years, the McKinney Room was Room 42 Main, Professor McKinney’s classroom. She was associated with the institution for longer than any other person. Main also contains the Dieckmann Conference Room (for many years a music classroom) named in honor of Professor C.W. Dieckmann, music teacher from 1905 to 1950. Professor Dieckmann also wrote the music for “God of the Marching Centuries,” the college’s hymn.

**Alston Campus Center** (2000) is named for the third president of the college, Wallace McPherson Alston (1951-1973). Located here is the Carrie Scandrett Suite, named for the first dean of students, Carrie Scandrett ’24. It houses the offices of residence life. Mollie’s Grill in the Alston Campus Center is named for longtime associate dean of students Mollie Merrick ’57, who retired in 1999 after 41 years at Agnes Scott. The Luchsinger Lounge is named in honor of Amelia Davis Luchsinger ’48. The Patricia Collins Butler Center is named for Patricia Collins Butler ’28, the first woman to serve as judge on the U.S. Justice Department’s Board of Immigration Appeals. The Anne Register Jones Conference Suite on the second floor is named for Anne Register Jones ’46, a devoted alumna and trustee of the college. The Woodward Conference Room on the ground floor was a gift of the Woodward Fund.

“The Hub” is the multipurpose room in the Alston Campus Center. The name derives from the college’s original library, built in 1910 with a gift from Andrew Carnegie. When the library collection outgrew this building and the McCain Library was built in 1936, the original library became a student center. It was renamed the Murphey Candler Student Activities Building, in honor of a charter trustee. However, students called it the “hub” because it was the center of campus social activity. Much loved by alumnae and students, the first “Hub,” originally was located in the corner area of Woodruff Quadrangle across from the Alston Center, was demolished in 1986.

**Bradley Observatory** (1949; renovated 2001) was given by the W.C. and Sarah H. Bradley Foundation of Columbus, Ga. The observatory is home to Delafield Planetarium (2001) named for Dennis and JoAnn Sawyer Delafield ’58, a former trustee of the college and planetarium donor. The 70-seat Delafield Planetarium boasts a 10-meter AstroTek dome and a computer-controlled projector built by Zeiss Instruments, maker of the world’s finest planetarium projectors.

**Mary Brown Bullock Science Center** (2003) was named in honor of President Emerita Mary Brown Bullock ’66, the seventh president of Agnes Scott and its first alumna president, during whose tenure the building was constructed. A three-story representation of Agnes Irvine Scott’s DNA double helix, traced through her great-great-great granddaughter Lisa Harvey Lepovetsky ’73, is on the wall of the Woolford B. Baker Atrium, a biology professor at the college in the 1920s. The atrium’s name reflects a significant gift from Joseph R. Gladden Jr., chair of the Agnes Scott College Board of Trustees from 1992-2002, and his wife, Sally, a 1965 graduate. Baker, for whom the atrium is named, was Gladden’s grandfather. Teasley Lecture Hall on the ground floor is the gift of the late Linda Teasley ’61 and Harry E. Teasley Jr.

**Buttrick Hall** (1930) was named in honor of Wallace Buttrick, former president of the General Education Board of New York, an invaluable friend to the institution in the first quarter of the 20th century.

**The Byers Tennis Courts** (2002), given by Tricia Fling Byers ’98, in honor of her mother, Kathleen Hope Fling ’33.

**John Bulow Campbell Hall** (1951) was named for a former trustee who established the John Bulow Campbell Foundation through his will, continuing his legacy of giving to Agnes Scott. The building housed faculty offices,

classrooms and laboratories for biology, chemistry and science.

**Charles A. Dana Fine Arts Building** (1965) was named in honor of the nationally-known philanthropist of the same name. The building contains The Dalton Gallery (named for Harry L. and Mary Keesler Dalton '25) and Winter Theatre, named for Professor Roberta Powers Winter '27. It was designed by renowned Atlanta architect John Portman.

**Letitia Pate Evans Dining Hall** (1950; expanded and renovated 1999) was named in honor of Letitia Pate Evans, a former trustee of the college. In addition to the main dining room, the building contains the Elizabeth R. Jones President's Dining Room and the South Dining Room, also on the main level, and the Bullock Conference Room on the Terrace Level.

**Lawrence L. Gellerstedt Jr. and Mary Duckworth Gellerstedt Track and Field** (1988) known as Gellerstedt Field. It is named in honor of former chair of the Board of Trustees Larry Gellerstedt Jr., and former trustee and Alumnae Association president Mary D. Gellerstedt '46, in appreciation for their service to the college, including and noting their leadership as co-chairs of the Centennial Campaign.

**Hopkins Hall** (1954) was named for Dean Emeritus Nannette Hopkins, the first teacher employed when Agnes Scott was founded. She remained with the college for 49 years (1889-1938).

**Jenie D. Inman Hall** (1910; renovated in 1985) was a gift from Samuel M. Inman, chairman of the board, who named the building for his first wife, Jenie D. Inman.

**McCain Library** (1936; enlarged and renovated in 2001) was named in honor of James Ross McCain, the college's second president, who served from 1923 to 1951. In addition to book, media and periodical holdings, it contains the Archives and Special Collections Room. The Robert Frost and Catherine Marshall '36 collections are held here. The library also contains the Kate Durr Elmore Reading Room named for Kate Durr Elmore '49, and the Elizabeth Henderson Cameron Reading Terrace, named for Betty Henderson Cameron '43, the first female chair of the Board of Trustees.

**Presser Hall** (1940) was named for Theodore Presser, who established the Theodore Presser Musical Publishing Co. and founded the Presser Foundation, an agency that contributed \$65,000 of the \$275,000 cost to construct the building. The formal name of the primary auditorium for the college is Gaines Chapel, in memory of ASC's first president, Frank H. Gaines, who served from 1896 to 1923. Maclean Auditorium was named for Professor Joseph Maclean, head of the college's department of music from 1893 to 1918.

**President's Home** (1951) has been the residence of presidents Alston, Perry, Schmidt, Bullock and Kiss. Through the years, the President's Home has been a gathering place for members of the campus community and a place where student traditions develop, from the Sunday night make-your-own sandwiches during an early presidential tenure to President Kiss' karaoke night for graduating seniors. During the years in which poet Robert Frost regularly visited the college, informal discussions were held in the President's Home. During his almost 30-year relationship with the college, Frost stayed in the President's Home so often that a room is named in his honor.

**Rogers Steam Plant and Laundry** (1930) was named long after its construction for the late P.J. Rogers Jr., business manager of Agnes Scott from 1951 to 1970. No longer used for its original purposes, "the steam plant" is on the south side of Dougherty Street, across from Dana Fine Arts Building.

**Rebekah Scott Hall** (1905) was named in honor of Rebekah Bucher Scott, wife of college founder Col. George W. Scott. The upper floors are student residences while the lower floor and the annex house the offices of admission, development and communications. The Katharine Woltz Reception Room, named in honor of Katharine Woltz Farinholt '33, has been used as a ballroom and the college's dining hall and is now used for lectures, meetings and other campus events.

**The Julia Thompson Smith Chapel** (2008) was named for Julia Thompson Smith '31, wife of Hal T. Smith, a generous donor and longtime chair of the Board of Trustees. Julia Thompson Smith was a Phi Beta Kappa English major and former Alumnae Association board member. In all, five Thompson women attended Agnes Scott including Julia's sister, Anne Thompson Rose '38, and three nieces: Lucy A. Rose '68, Nancy Rose Vosler '63 and Peggy Rose Day '65. The Smith's son, John E. Smith II, also served as a trustee. The naming gift for the chapel garden was given by Trustee Jim Philips and his wife, Donna. The garden is named for his parents, Davison and Kay Philips '43.

**Walters Hall** (1956) was named the Frances Winship Walters Hall and "dedicated to the memory of Mr. and Mrs. George C. Walters." George C. Walters was Frances Winship Walters' husband who died in 1914. She never remarried. She had attended Agnes Scott for two years and served as a trustee for 17 years, the final seven as the board's vice chair.

**Winship Hall** (1964) was named in honor of the Winship family and particularly for George Winship, chair of the Board of Trustees from 1938 to 1956.

**The George W. and Irene K. Woodruff Quadrangle** was named in 1987 in memory of former trustee and philanthropist George W. Woodruff and his wife, Irene King Woodruff, whose mother was a loyal alumna. This is the largest quadrangle on campus and is considered the center of campus. The Gazebo, a structure of historic and architectural significance, has stood on the campus in several locations and in several forms since it first sheltered the college's well in front of "Main." It later stood on the west lawn of "Rebekah," where it was enclosed to serve as an office, day student room, prayer room and meditation chapel. It was restored to its original style as part of the renovations of the late 1980s and moved to its present location on Woodruff Quadrangle.

**Robert W. Woodruff Physical Activities Building** (1988) was named in memory of the Atlanta philanthropist and longtime president of The Coca-Cola Company.

**Anna Young Alumnae House** (1921; renovated in 2009) was named in honor of Anna I. Young, professor of mathematics 1895 to 1920. It is the second oldest alumnae house in the United States (after Vassar) and the oldest in the Southeast. The latest renovation was designed according to LEED standards.

## Traditions

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**Alumnae Pond:** Friends throw newly engaged classmates into the Alumnae Garden's pond, a gift of the class of 1936.

**Blackfriars:** Chartered in 1915, Agnes Scott's drama group took its name from an Elizabethan theatre in London where many of Shakespeare's plays were performed. Blackfriars is the oldest continuously operating production theatre in Atlanta, as well as the oldest campus organization. Men were allowed to take part in Blackfriars' productions beginning in the 1930s. Prior to that time, female students, often in noncostume black skirts, played the male roles.

**Black Cat:** One of the oldest Agnes Scott traditions, Black Cat began in 1915 as a prank night between first-year students and sophomores. It now marks the end of orientation and the official recognition of the new class in the campus community. Mary Sweet, college physician from 1908 to 1937, suggested it as a way to eliminate hazing of the first-year students.

**Capping:** Capping week is evident to everyone on campus. Each year, juniors who wish to participate are paired with a senior. The senior leaves a bag outside the junior's door every morning filled with crazy clothes and instructions for the day. The week always takes place near the end of the spring semester and is the way seniors "induct" juniors into their senior year.

**College Hymn:** The Agnes Scott College hymn, “God of the Marching Centuries,” was written for the centennial of the Decatur Presbyterian Church. However, since men with strong connections to the college wrote the music and lyrics, Agnes Scott claimed the hymn as its own. D. P. McGeachy Sr., who wrote the lyrics, was a longtime college trustee. Professor C.W. Dieckmann wrote the music and named it “Gaines” after the first Agnes Scott president. “God of the Marching Centuries” is sung at important college occasions. Many alumnae have also chosen the hymn to commemorate important events in their lives, e.g., weddings or, more somberly, funerals.

**The Honor System:** The Honor System is the cornerstone of the entire structure of Agnes Scott life. It is founded on the support, mature judgment and personal integrity of every student. The Honor System challenges each student to develop high standards of personal conduct, to strive for full intellectual and moral stature and to realize her social and academic responsibility in the community.

**The Hub and “Hub Sings”:** The Charles Murphey Candler Building was originally a library and stood on the corner of the Woodruff Quadrangle across from Alston Campus Center. When McCain Library was built in 1936, the Murphey Candler Building was converted to a student center. It served this function for more than 40 years and was nicknamed the “Hub” by students.

For decades, its grand piano was the scene of Hub Sings where scores of students sang college and Black Cat songs. Seniors, in line with hands on the shoulders of the classmate in front, marched around the main floor in their black gowns acquired for Senior Investiture, singing, “We are tired old seniors, weary, worn and blue,” to the tune of “Pomp and Circumstance.” Hub Sings live on in The Hub of Alston Campus Center during Alumnae Weekend and now include alumnae and students.

**Senior Investiture:** Originating hundreds of years ago in English universities, Senior Investiture is one of the college’s most cherished traditions. During the investiture ceremony, each senior is capped with an academic mortar board as a symbol of her status at the college.

**Movies filmed at Agnes Scott:** From *A Man Called Peter* in 1954 to *The Blind Side* in 2009 and *Big Momma’s House: Like Father, Like Son* in 2010, the collegiate architecture and beautiful landscape of the Agnes Scott campus have appealed to moviemakers. Many full-length features, made-for-television movies, TV shows and commercials have been shot on campus.

**Ramona Cartwright:** Created by the class of 1958, Ramona Cartwright and George P. Burdell were fictitious students at Agnes Scott College and Georgia Institute of Technology. News is received periodically in the Office of Alumnae Relations on continuing episodes in Ramona’s life. *The Atlanta Journal and Constitution* was red-faced when an announcement of Ramona and George’s engagement appeared in the late 1950s.

**Ring the bell:** Agnes Scott seniors ring the bell in Agnes Scott Hall’s tower upon acceptance to graduate school or when they receive a job offer.

**Robert Frost:** The distinguished American poet first visited the college for a lecture in 1935 at the invitation of Professor Emma Mae Laney. He returned in 1940. Beginning in 1945, he came every year through 1962. Both Agnes Scott students and the Atlanta community turned out to hear the poet at standing room only readings in Presser Hall’s Gaines Chapel.

His last 18 visits were stays of several days during which he met with faculty and students, autographed books and delivered a public reading. He was scheduled to return to Agnes Scott for his 21st visit in January 1963, but he died during the week reserved for his visit. A sculpture of the poet given by Susan Gamble Smathers ’75 and Bruce Smathers stands in the Alumnae Garden to commemorate the relationship Frost and the college enjoyed. Shortly after his first visit, Frost sent Professor Laney some autographed first editions of his poems. In the ensuing years, he added other works as well as the collections of his famous Christmas cards. McCain Library houses what Frost called the best collection of “Frostiana” outside of Amherst College. Also in the library is the 1958 Frost portrait by Professor Ferdinand Warren.



**Sophomore Family Weekend and Ring Ceremony:** Sophomore Family Weekend began in 1958 for the class of 1960 as *Sophomore Parents Weekend*. The name was changed in the early 1990s. The weekend is an opportunity for sophomore families to be honored and entertained and to meet their daughters' friends and professors. The weekend centers on the Saturday ring ceremony during which sophomores receive their Agnes Scott class rings in Presser Hall's Gaines Chapel.

## Black Cat Activities & Terms

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Black Cat week begins when the college bell rings at midnight on Sunday. Each class is assigned a day to throw its party in Evans Hall and to dress like its mascot. Black Cat week also includes a bonfire Thursday night, junior class production Friday night and a formal dance Saturday night.

**Class colors and mascots:** Every year, a color is assigned to the incoming class that represents it during its time at Agnes Scott. The colors alternate among red, green, blue and yellow. With this color in mind, each class picks a mascot. Traditionally, first-year students try to keep their mascot's identity a secret until the bonfire, while sophomores try to uncover the mascot beforehand and reveal it to the school.

**Decorations:** As the bell rings on Black Cat week at midnight Sunday, each class decorates the campus, both Woodruff Quadrangle and a designated floor of Alston Campus Center, with its color and mascot.

**Sister classes and songs:** Each first-year class becomes the sister class of the junior class at Agnes Scott. Red/blue classes are sisters and green/yellow classes are sisters. Each class creates its own song and a song to show its love for its sister class. Both are performed at bonfire and at Junior Production.

**Bonfire:** Bonfire is a chance for all classes to dress like their mascots, sing their songs and show off class spirit. Bonfire takes place on the Woodruff Quadrangle on Thursday night during Black Cat week. It is at this event that the first-years reveal their mascot.

**Field Day:** Field Day gives the classes a final opportunity to compete before Junior Production. Field hockey is the main event—class teams learn the rules of the game and practice during Black Cat week. Students who do not wish to participate directly earn points for their class by showing their spirit on the sidelines.

**Junior Production and the Black Kitty:** The junior class writes, directs and performs Junior Production on Friday of Black Cat week. This play satirizes life at Agnes Scott, as well as campus personalities with good humor and wit. The entire campus is invited and is seated by class. After Junior Production, the Black Kitty is awarded to the class that performed best during Black Cat week.

## Black Cat Mascots

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1956 — Pogo	1986 — Scottish Highlanders
1957 — Dennis the Menace	1987 — Merry Men
1958 — Droopy	1988 — Pilots
1959 — Casper	1989 — Cheshire Cat
1960 — Charlie Brown	1990 — Mighty Mounties
1961 — Eloise	1991 — Jiminy Cricket
1962 — Yogi Bear	1992 — Blues Brothers
1963 — Winnie the Pooh	1993 — Woodstock
1964 — Harvey the Invisible Rabbit	1994 — Cat in the Hat
1965 — Dennis the Menace	1995 — Peter Pan
1966 — Madeline	1996 — Roadrunner
1967 — Peter Pan	1997 — Solid Gold Dancers
1968 — Popeye	1998 — Wonder Women
1969 — Raggedy Ann	1999 — Green Berets
1970 — Christopher Robin	2000 — Blues Brothers
1971 — Jiminy Cricket	2001 — Sun Goddesses
1972 — Huckleberry Finn	2002 — Queen of Hearts
1973 — Daisy Mae	2003 — Poison Ivy
1974 — Mickey Mouse	2004 — Sirens
1975 — Johnny Appleseed	2005 — Queens of the Nile
1976 — Raggedy Ann	2006 — Vixens
1977 — Dennis the Menace	2007 — 007 Bond Girls
1978 — Hot Stuff	2008 — Luna Moon Goddesses
1979 — Jiminy Cricket	2009 — Golddiggers
1980 — Keystone Cops	2010 — Phoenixes
1981 — Yellow Pages	2011 — Amazon Warriors
1982 — Peppermint Patty	2012 — Blue Water Dragons
1983 — Scout Troops	2013 --- Valkariyes
1984 — Cracker Jack Sailors	2014 ---- Aztec Warriors
1985 — Sundance Kids	

# Academics

## Class Attendance & Absences

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Academic work is the heart of the college experience and academic success at Agnes Scott College is directly related to being present for class. Attendance is part of the student's overall responsibility and performance in a given course; excessive absenteeism will interfere with the student's ability to learn and may result in a lower final grade.

Individual faculty set their own attendance policies, with specific exceptions. Faculty shall provide students with a written statement of policies regarding absences at the beginning of the semester. Policies must not penalize students for absences from class prior to their registration for the course. Students whose class attendance is required should inform their instructors of the reasons for their absence by the first meeting of the class the student attends after the absence. Instructors may require that students provide documentation for absences.

Policies should make reasonable accommodations for students who miss classes due to serious illness, death of an immediate family member, observance of religious holidays or participation in events or activities sponsored by the college. Faculty should indicate in their syllabi if they require advance notification of anticipated absences

Instructors must list any required course activities or events to take place outside of scheduled class time on the syllabus at the beginning of the semester. Any course activities or events added to the syllabus after classes begin may be optional or recommended, but may not be required.

In addition, extracurricular or extra classroom activities that conflict with regularly scheduled classes may be optional or recommended, but may not be required.

It is the student's responsibility to assess obligations for the semester as indicated on her course syllabi and determine her ability to meet course attendance requirements.

If a student becomes seriously ill or injured or experiences an emergency that will require her to miss academic work, she should notify the Office of Academic Advising (x6200) as soon as possible to inform the college of her situation.

A student on academic probation is permitted only one absence in each academic course that is not due to serious illness, death of an immediate family member, religious observance or any other reason deemed excusable by the instructor.

### **1. Weather-related Absences**

- a. If the college is officially closed during severe weather and all classes are canceled, makeup classes may be held on the first available Saturday following the closing.
- b. If the college is officially open during severe weather and a faculty member determines travel is unsafe from his/her home, makeup classes may be held on a designated makeup Saturday. The faculty member is responsible for notifying the dean of the college or the Office of Academic Advising if makeup classes are to be held. The dean or the director of academic advising will post lists of makeup classes to inform students.
- c. If severe weather causes a delayed opening or an early closing, a makeup period for classes may be designated on the first available Saturday. A faculty member has the option of scheduling classes during this designated period or of having students make up missed work in some other way.

### **2. Administration of Regulations**

#### **(Extensions and Appeals)**

- a. Instructors shall provide students at the beginning of the term with a written explanation of class policies regarding absences, grades, late papers and missed tests, labs or oral presentations. Each instructor shall provide a statement of the goals and requirements for each course, the nature of the course content and the methods of evaluation to be employed. In unusual cases where a student feels uncomfortable discussing reasons for absences or requests for extensions with individual faculty members, the student may speak directly to the director or the assistant director of academic advising or to the vice president for student life and dean of students, who will then communicate with the student's instructors. Decisions regarding extensions and penalties

will still remain with the individual instructors.

- b. A student may appeal an instructor's decision regarding absences, late written work or makeup tests, labs or oral presentations by first requesting mediation with the department chair. This request must be made within one week of the original decision. If the matter is still not resolved, the student may write an appeal to the dean of the college. The final appeals body is the Committee on Academic Standards and Admission. The committee, after consulting with the student and instructor concerned, will uphold or modify the original decision, generally at its next regular meeting.

**3. The responsibility for work missed is entirely that of the individual student.**

**4. Leave of Absence and/or Withdrawal**

On occasion, a student may choose to take a leave of absence or withdraw from the college. See the COLLEGE POLICIES ... ACADEMICS section of this handbook for policies regarding these actions.

## Grades

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**1. Grading Scale & GPA**

Instructors set their own standards regarding the grading of class assignments. Students will be advised as to the point ratio used to determine the grade on particular assignments and the proportion of the final course grade determined by examination, participation and any other factors.

Agnes Scott uses a 4.0 grading scale and the grade point average is included on the student transcript. To calculate a GPA, multiply the value of the grade received (A=4 quality points per semester hour, A- = 3.67, B+= 3.33, B= 3, B- =2.67, C+ =2.33, C= 2, C- = 1.67, D+ = 1.33, D = 1, D- = .67, F = 0 and WF = 0) by the credit hours for the course. Then add up the total points and divide by the total credits (not including any course taken pass/fail). As an example:

Course	Grade	Credits	Quality Points
Course 1:	A	4.0	16
Course 2:	B	3.0	9
Course 3:	C+	4.0	9.32
Course 4:	F	4.0	0
<b>Totals:</b>		<b>15</b>	<b>34.32</b>

GPA =  $34.32 \div 15 = 2.288$

Grades of I, P, W and MED (medical withdrawal) are excluded from GPA calculation. Grades in physical education courses are excluded from GPAs. Grades taken on a pass/fail basis are recorded as A, P or F (see explanation in the Pass/Fail Option section). A WF or F in a pass/fail academic course is included in GPA calculation. Only grades for courses taken at Agnes Scott are factored into a student's GPA. Complete information about the college grading policy is included in the academic catalog.

**2. Policy on Incomplete Grades**

A student seeking an incomplete (I) must see the associate or assistant dean of the college, who may authorize an incomplete in consultation with the instructor. An incomplete will be given only if the student has received a passing grade for completed course work. Deadlines for approved incompletes are set by the associate or assistant dean of the college according to individual circumstances but will not exceed 10 calendar days after the beginning of the subsequent semester. If work is not completed by the deadline, the incomplete automatically becomes an F. Only the associate or assistant dean of the college may grant incompletes.

**3. Notification of Semester Grades**

- a. Grades are available online via AscAgnes: <https://ascagnes.agnesscott.edu>.

- b. If a student is a dependent of her parents, the parents may request that grades be sent to them by notifying the registrar in writing and including a copy of their most recent federal tax return.

#### **4. Academic Standing**

Students may obtain their class rank, grade point average and number of hours completed by filling out request forms in the Office of the Registrar. GPA and completed hours are also visible on AscAgnes. This information is usually available within three days after the request is filed. Refer also to “Student Status & Permanent Records” in the COLLEGE POLICIES section of this handbook.

#### **5. Mandatory Loan Counseling & Release of Transcripts**

All first-time borrowers must complete Entrance Loan Counseling before the first disbursement of a Federal Stafford Loan can be released. Entrance Loan Counseling provides students with a thorough explanation of their rights and responsibilities as borrowers. Entrance Loan Counseling meetings are held during the first month of school.

All graduating students who have received loans during their years of matriculation at Agnes Scott are required to attend Exit Loan Counseling before academic transcripts can be released. Exit Loan Counseling provides the graduating students with important information about loan repayment and available options. Exit counseling sessions are held during the month of April.

Individual appointments for Entrance Loan Counseling and Exit Loan Counseling are available for those who cannot attend the group sessions. More information can be found with the Office of Financial Aid.

#### **6. Disputed Final Grades**

See the COLLEGE POLICIES ... ACADEMICS section of this handbook.

## **Completion of Academic Work**

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### **1. Honor & Pledge**

- a. The success of the Honor System depends on the student’s responsibility to the Honor Code and on her knowledge of academic regulations. Living in the Agnes Scott community, a student is on her honor not to ask for or give any information before or after she has completed a graded assignment or taken an examination.
- b. On any graded homework, paper, quiz, test or exam, each student must write the word “pledged” and sign her name to signify that she has neither given nor received aid on the assignment.
- c. Students should consult their instructor or a member of the Honor Court when they are not sure if an intended action regarding preparation of work is in accordance with the Honor Code.
- d. Students who witness Honor Code infractions are reminded of dual responsibility. Your first responsibility as a witness is to encourage the violator to step forward of her own accord; if she refuses to do so, then in accordance with the Honor Code it is your responsibility to report the nature of the violation witnessed.

### **2. Tests, Oral Presentations & Labs**

- a. Tests are announced at least a week in advance. Attendance at these tests is mandatory. If a student, because of unavoidable circumstances, cannot be present for a test, lab or oral presentation at the appropriate time, permission to make up the test, lab or oral presentation at another time may be granted by the instructor in the course. A student who is permitted to take a makeup test should arrange to take the test at the convenience of the instructor.
- b. No student is required to take more than two tests on one day provided she notifies the instructor at the time the third test is announced.
- c. Time allotted for test periods should be equal for all students. So that no student will be given an unfair advantage over another, tests should be taken up by the instructor or turned in by the student no later than 10 minutes past the end of the class period in which the test is given.
- d. Each student must indicate by the term “pledged” and her signature that she has neither given nor received aid on the test.

### 3. Take-Home Tests

- a. Take-home tests are to be administered and taken with care and consistency. All take-home tests are to be given to students in sealed envelopes that are provided by faculty services and picked up and distributed by the professor. The envelope will be filled out by the professor and will indicate the name of the student, the professor's name, the course number (i.e., English 110), the time limit and the date and time due (normally not to exceed seven days). Special instructions (including open book or other notations) will be included.
- b. Students must return the test directly to the faculty member in class or by special arrangement with the instructor. Tests must be taken in one uninterrupted sitting unless otherwise noted in the special instructions. Tests must be pledged and may not be discussed with other students in the class until the professor notifies the class that discussion is permitted.

### 4. Discussion of Graded Assignments

To ensure that no student receives an unfair advantage on a makeup test or on a self-scheduled exam, no student should discuss a graded assignment, quiz, test or exam until the professor gives permission to do so. If she or he makes no comment one way or the other, students should assume they cannot discuss it. A student may not say how much time it took to take the test.

### 5. Submission of Course Work

It is the responsibility of the student to ensure that all papers are received by the faculty member before the appropriate deadline.

- a. College policy on late written work
  - i. The grade on any late written work is automatically reduced by one-third of a letter for each day the paper is late, including Saturday and Sunday, unless an extension is granted by the instructor in the course in which the work was assigned. Individual instructors may choose not to accept late work at all or have a stricter penalty policy. Students should consult with their instructors for specific information.
  - ii. All written work of the semester must be completed by 9 a.m. of the second reading day of the semester unless an extension is granted by the instructor. Extensions may not extend beyond the final exam period. Therefore, no work will be accepted past 5 p.m. of the last day of final examinations without an authorized incomplete (See Policy on Incomplete Grades).
- b. Use of the college fax
  - i. The college will not accept student coursework that has been transmitted by a facsimile machine. Original copies of work must be submitted to the faculty member by the student.
  - ii. If a paper must be sent to the college, it should be sent by express mail or courier service. Papers arriving by express mail or courier service after a deadline will not be accepted.
  - iii. Refer to "Campus Facilities: Building Access" in the INFORMATION RESOURCES section of this handbook for information regarding personal delivery of papers to faculty offices after hours. Students must discuss all such personal deliveries with their instructor in advance.

### 6. Preparation of Written Assignments

#### a. Plagiarism

Agnes Scott is an academic community and the identity of an academic community is rooted in intellectual honesty, a principle that fosters the free exchange of ideas and gives full credit to the originators of those ideas. Students become members of this community upon enrollment; their participation in class discussions and their fulfillment of all oral and written assignments teach them how to bear the responsibilities of membership. Writing papers, for example, is a valuable exercise in learning about the subject matter and in acknowledging the writer's debt to those who have written or spoken on the subject before. In preparing written work properly with complete and accurate attention to documentation and other forms of acknowledgement, the students demonstrate their support of academic honesty and fulfill their responsibility as members of the community of scholars.

According to *Webster's Ninth New Collegiate Dictionary* (1983), to plagiarize is "to steal and pass off the ideas and words of another as one's own, to use a created production without crediting the source, to commit literary theft: [to] present as new or original an idea or product derived from an existing source." In written work, plagiarism means taking another author's ideas or ideas from a source that has no listed author (such as some websites) and copying them or rephrasing them in one's own words without acknowledging the origins of those ideas. Omitting or "forgetting"

to include parenthetical references or footnote numbers or failing to use quotation marks to set off borrowed words or phrases all constitute acts of plagiarism.

Copying from print or Internet sources without attribution is the most blatant kind of plagiarism. Some incidents of plagiarism arise from careless research and note-taking methods or from simple failure to learn the correct way to cite a source. While efforts are made in first-year English courses as well as most other courses to explain the relevant forms of documentation and the proper methods of citing sources, the student bears the responsibility for learning and using these methods. There are many ways to gain such knowledge. Instructors and Writing Center tutors are always ready to answer questions about documentation or to help the student find the answer. The college handbook, *The St. Martin's Handbook*, offers extensive explanations and examples of a number of documentation styles and the library and the Center for Writing and Speaking have numerous references with detailed explanations and examples. "I forgot" or "I didn't know" are not acceptable excuses for inaccurate written work that may be seen as plagiarized.

Plagiarism is contrary to the academic purposes of Agnes Scott. In her work, each student is to develop techniques of independent thought; research using another's work as one's own defeats the development of these techniques. Incidences of plagiarism fall within the jurisdiction of Honor Court pursuant to Article IV, Section 2.D.1.a of the Constitution of the Student Government Association and follow the procedures of Honor Court. In addition, under federal and state laws, plagiarism is illegal and punishable by either fine or imprisonment or both. Thus, plagiarism is a serious violation of the standard of our academic community and of governmental law.

Students found guilty of plagiarism are subject to suspension or dismissal. All penalties are discussed in the HONOR COURT section of this handbook.

**b. Sources & Assistance**

- i. The principles of the Honor System as applied to the preparation of papers and the writing of computer programs are intended both to allow the student the necessary freedom in preparing her papers and to respect her desire to set forth her own ideas. The principles are interpreted to mean:
  - aa. that a student may freely discuss ideas with others, since discussion is a valuable stimulation to independent thought, but that a student must organize the material and express her ideas in the paper for herself; and,
  - bb. that in the use of sources a student should observe the recognized conventions of acknowledging by appropriate documentation the ideas, phrases and sentences borrowed from the sources used; and,
  - cc. that it is the responsibility of the individual instructor to define the nature and purpose of each paper assigned and to clarify to what extent and in what manner sources (e.g., texts, writings of critics and scholars, comments of fellow students, ideas gleaned from visiting lecturers, etc.) may be appropriately used; and,
  - dd. that a student should not turn in the same, or nearly the same, paper for two or more different classes unless express permission has been given by all professors involved; and,
  - ee. that no rewriting or editing of one student's work by another is allowed. Students may help each other learn the rules and practices of writing through discussion and consultation, but a student should not in any sense do another student's work for her.
  - ff. that under no circumstances may a student download or copy all or part of a paper or other work found on the Internet or in any other source and present it as her own, nor may a student structure her work based on a structure found elsewhere without giving full credit to the original. Any use of written materials or images found on the Internet or in any other source must always include proper citations.
- ii. The Center for Writing and Speaking is available to students for responsible tutoring and support services to supplement the counsel provided by instructors in class or in student conferences.
- iii. Questions regarding interpretation of the Honor Code as it applies to the preparation of written work can be referred to Honor Court members or the Writing Center.

**c. General Guidelines for Preparation of Papers**

- i. Each first-year student will be asked to purchase *The St. Martin's Handbook*, which explains the procedures of documentation. Other departments (for example, psychology) may require their students to acquire other texts that explain the documentation procedures for that particular field of study. The faculty advises students not to sell these books at the end of the first year but to keep them for reference during all of their college careers.

Additional guidelines for preparation of papers may be found in the most recent edition of the *Modern Language Association Handbook for Writing Research Papers* (the MLA handbook). The MLA handbook is available at McCain Library for short-term loan only.

ii. Quotations and Paraphrases

Direct quotations should correspond exactly with the original in wording, spelling and interior punctuation and should be surrounded by quotation marks and followed by clear indication (parenthetical citation or footnote) of the original source. Indirect quotations or paraphrases that follow the meaning and structure of the original using different words do not need quotation marks but do need a parenthetical citation or a footnote indicating the original source. For a complete explanation of the complex rules and guidelines governing the use of sources, see the *St. Martin's Handbook* or another reference work recommended by your instructor.

iii. Scientific Notation

In the departments of the natural and social sciences, a special form of scientific notation is used more frequently than the form described above. Students should consult their professors to find out the form of documentation preferred by that department before writing a paper.

iv. Each student should be sure she understands the assignment of her instructor before proceeding with the composition of her paper. Instructors may provide special instructions regarding the form and content of papers and the citation method used. Refer questions to your instructor.

## 7. Examinations

Agnes Scott students have the privilege of self-scheduled examinations. With few exceptions, students may take any examination they choose at any of the designated times within the week specified for semester examinations. The success of self-scheduled examinations depends on the student's responsibility to the Honor System and on her knowledge of the exam regulations. Living in the Agnes Scott community, a student is on her honor not to ask for or give any information before or after she has taken an examination. This rule is in effect throughout the entire examination period and applies to all examinations, INCLUDING SCHEDULED EXAMS.

Generally, two or three exam periods are offered for several successive days at the end of each term. Two reading days (weekdays with no classes or activities) are scheduled prior to the first exam day. Students should not plan to leave campus prior to the end of the final exam period.

Students who have work-study duties to perform should meet with their immediate supervisors at least two weeks in advance of the examination period to discuss their work schedules during that time.

### • Self-Scheduled Exams

Complete procedures for the administration of self-scheduled exams are sent by e-mail prior to exam week; however, several important regulations apply to the examination period:

**a. Restrictions regarding rooms** to be used and **personal property** allowed in and near examination rooms apply.

- i. Examinations are only to be taken in appropriately designated rooms. Open book/note rooms will be located on the ground floor of Buttrick and will be clearly marked. Closed note exams MUST be taken on the second floor in designated classrooms only. If you are taking an open book/note exam or an exam with a calculator, take your books, notes and/or calculator into the exam distribution room when picking up your exam. Students must be thoughtful in leaving and entering the examination room throughout the examination period.
- ii. NO BOOKS OR NOTES are allowed in Buttrick from 8 a.m. on the first day of exams in a semester until the completion day and time of *all* exams for that semester. The only exceptions are books/notes related to an open book/open note exam.
- iii. Items prohibited in Buttrick during exams are: purses, backpacks, electronic/digital effects (i.e. cellular phones, pagers, PDAs, Blackberries, tape/CD players, iPods, cameras), food and, as mentioned above, books, notes, folders, etc. unless they are required for your exam. These personal belongings should be left in residence rooms, student lockers or cars. Students are encouraged to carry their keys with them at all times.
- iv. Prohibited items found unattended in Buttrick will be collected by Honor Court and college administrators. Students will be notified of a place and time to retrieve their belongings. Students with prohibited items in Buttrick will receive an official warning from Honor Court. Second violations will result in an Honor Court case. If the student is found "responsible" for her actions, the sanction of proctored exams may be given.



- b. Prior to the last week of classes, students must purchase exam envelopes with attached tracking cards from the campus bookstore. The Office of Academic Advising will e-mail students the exact deadline for submitting exam envelopes to instructors.
  - i. A student must complete a separate envelope and attached tracking card for each course in which she has a self-scheduled examination. She must fill out the envelope and attached card without removing the card. She must submit at least one blue book (see section c.i below) inside the envelope. The exam envelope should be given to the course professor on the specified date prior to the examination period. It is the student's responsibility to give the instructor an exam envelope for each of her finals. EXAM ENVELOPES MAY NOT BE USED TO SUBMIT PAPERS OR PROJECTS. All papers and assignments must be turned in directly to your instructor. Papers, assignments or projects in lieu of finals will not be accepted by staff members in the exam distribution room.
  - ii. Instructors will advise students when special conditions will apply to the examination (e.g. open-book or calculators permitted) and the bookstore clerk will place the appropriate stamp on the envelope.
- c. All examinations must be taken in intact blue books. Blue books are composition books in which the written work for examinations is entered. They are available for purchase in the bookstore along with exam envelopes.
  - i. Students may include more than one blue book in an exam envelope if the nature of the test suggests more than one will be required. Additional blue books will be available for sale during the administration of exams.
  - ii. At the completion of an exam, students must be sure to sign the HONOR PLEDGE and place the copy of the exam questions, the blue book and all used scratch paper in the brown envelope. The student must seal the exam envelope before leaving the examination room and return it to the designated room in Buttrick.
- d. For self-scheduled examinations, envelopes will be distributed at the beginning of examinations (9 a.m., 2 p.m. and 6 p.m.) from a room in Buttrick Hall, the exact location of which will be announced close to exam time.
  - i. Envelopes containing examinations will be divided alphabetically by the student's last name and will be placed on tables and distributed by members of the faculty and staff.
  - ii. The examination period is considered to have begun at 15 minutes after the opening time of exam envelope distribution. However, a student may begin working on her exam as soon as she arrives in an acceptable exam room.
  - iii. If a student is late in picking up the examination, she will not be allowed extra time.
  - iv. A student may not study or talk after she has picked up her exam envelope. Where one may take books, blue books or notes while in Buttrick is **severely restricted** during exam time. Pay close attention to information provided by Honor Court and the academic advising office prior to exams for information regarding the use of these items in Buttrick.
- e. Examinations are two and one-half hours long.
  - i. All examinations should be completed at noon, 5 p.m. or 9 p.m. Students are allowed 15 minutes after the bell at 11:45 a.m., 4:45 p.m. or 8:45 p.m. to return examinations to the designated room in Buttrick. Exams are late if they have not been turned in when the bell rings at noon, 5 p.m. or 9 p.m.
  - ii. If an exam is turned in at a time later than indicated, the grade on the exam will be lowered by one-third of a letter grade for every five minutes it is late. This penalty begins as soon as the second warning bells stops ringing (i.e., noon, 5 p.m. or 9 p.m.)
  - iii. If a copy of the examination inadvertently has been taken away from an examination room, the copy should be returned immediately to the director of academic advising, who will notify the Honor Court president.
- f. If a student becomes ill while taking an exam, she must follow certain steps if she wishes to retake the exam without penalty.
  - i. If a boarding student becomes ill while taking an exam, she should notify a faculty member on duty of her illness and leave the partially completed exam with him or her. She must go to Wellness Center immediately.
  - ii. A commuting student who becomes ill during an exam should notify the faculty member of her illness and leave the partially completed exam with him or her.
- g. If a student neglects to take a final examination during the regular period without excuse from the director or assistant director of academic advising, she receives an F (zero) on that examination. Since the instructor has the responsibility for determining the relative value of the final examination to other work of the course, the instructor determines whether to average the F (zero) with other grades in the course or to require the student to take the final examination before giving a final grade.

• **Exceptions to Self-Scheduled Examinations**

- a. Paper/Assignment/Project in Lieu of an Exam: If a paper or other assignment/project is given in lieu of an examination, such papers, assignments or projects are due at the end of the last exam period. No papers, assignments or projects in lieu of a final may be submitted after 5 p.m. of the last exam period. All papers, assignments and/or projects must be turned in directly to the student's instructor(s). Papers, assignments or projects in lieu of finals will not be accepted by staff members in the exam distribution room.
- b. Exams for Large Classes: Examinations in classes where there are more than 40 students must be taken before specified dates which will be announced and posted. Students are responsible for reading the bulletin boards and for taking these examinations at the appropriate times.
- c. Scheduled Exams: A few examinations are scheduled specially and must be taken at a particular time and in a particular place. A list of these courses and the dates of examinations will be posted in Buttrick lobby. Do not prepare an envelope for these courses. A student will be excused from a scheduled exam only if she is in the Wellness Center or if she has the permission of the director of academic advising.

• **Any questions or problems about procedures arising during an exam period should be referred immediately to the director of academic advising.**

If a student should find that she has failed to comply with any of these regulations, she should report this at once to the director of academic advising or to a member of the Honor Court. At all times, the student must consider her obligation to the Honor System and have consideration for her fellow students.

# Campus Leadership

## Administration

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President of the College ..... Elizabeth Kiss  
Vice President for Academic Affairs and Dean of the College..... Carolyn J. Stefanco  
Vice President for Student Life and Dean of Students ..... Donna A. Lee  
Vice President for Business and Finance ..... John P. Hegman  
Vice President for College Advancement ..... Robert J. Parker  
Vice President for Enrollment and Dean of Admission and Financial Aid..... Laura Martin

## Student Government Association

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The Executive Board of the Student Government Association consists of a president, secretary/chair of Elections Board, treasurer, Inter-Organizational Council chair and Committee of Student Multicultural Organizations (COSMO) chair, as well as the presidents of the following sub-organizations of SGA: Honor Court, Judicial Board, Student Senate and Programming Board.

Please refer to the Student Government Association Constitution section of this handbook for complete information about the structure and responsibilities of the organizations of the association.

## Academic Departments and Programs – 2011-2012

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### Chairs of the Academic Departments

Art .....	Nell Ruby ('12)
Biology .....	Tim Finco ('13)
Chemistry .....	Doug Fantz ('13)
Classics.....	Sally MacEwen ('12)
Economics .....	Madeline Zavodny ('13)
Education .....	Toby Emert ('14)
English .....	Christine Cozzens ('14)
French and German .....	Philip Ojo ('14)
History.....	Mary Cain ('13)
Mathematics.....	Larry Riddle ('12)
Music.....	Tracey Laird ('13)
Philosophy .....	Lara Denis ('12)
Physics/Astronomy.....	Chris DePree ('14)
Political Science .....	Gus Cochran ('14)
Psychology.....	Jennifer Hughes ('12)
Religious Studies .....	Abraham Zablocki ('13)
Sociology/Anthropology .....	Doug Falen ('13)
Spanish.....	Rafael Ocasio ('12)
Theatre and Dance .....	Dudley Sanders ('12)

### Program Directors

Africana Studies.....	Willie Tolliver
Asian Studies .....	Shu Chin Wu and Abraham Zablocki
Center for Writing and Speaking.....	Christine Cozzens
Speaking Center Director .....	David Lawrence
Dance.....	Bridget Roosa
Environmental and Sustainability Studies .....	TBA
Ethics.....	Lara Denis
Film Studies .....	Willie Tolliver
Human Rights .....	TBA
International Education .....	Jennifer Lund
International Relations .....	Eleanor Morris
M.A.T. Program in Math and Science .....	Myrtle Lewin
M.A.T. Program in Secondary English.....	Willie Tolliver
Neuroscience .....	William Hopkins and Karen Thompson
Post-Baccalaureate Pre-Medical program .....	Lerita Coleman Brown
Public Health.....	Srebrenka Robic
Women's Studies .....	Beth Hackett

# Co-Curricular Activities

The Student Senate of SGA has responsibility for establishing student organizations. The Judicial Review Committee considers Student Senate recommendations for suspension of organizations. Many organizations are available and open to all students to join including several religious and spiritual organizations, performing arts groups and common interest clubs such as political and volunteer groups. There are also many academic organizations, both honorary and non-honorary, active on campus. To find out more about these groups and get involved, visit <http://www.agnesscott.edu/studentlife/studentorgs>. Leadership organizations for which members are elected or selected by petition or appointment appear in the CAMPUS LEADERSHIP and JUDICIAL BODIES sections of this handbook.

Student organizations and publications are supported in part by a student activity fee which at the request of the students is included in tuition. The ASCSGA Treasurer chairs the Allocating Committee. This committee is responsible for establishing the annual Student Government budget. All student organizations with constitutions approved by the ASCSGA and who are registered with the Office of Student Leadership are eligible to request ASCSGA funding. When granting funds, the Allocating Committee considers how much of the campus community the student organization will serve. The business and finance office audits the records of the Agnes Scott College student treasury quarterly.

## **Starting a Student Organization**

The student(s) interested in initiating an organization must acquire signatures and contact information of at least 10 currently enrolled Agnes Scott students certifying their membership. The student(s) must also secure a currently employed faculty or staff adviser for the organization. Once an adviser is secured, the student(s) draft a constitution for their organization. After completing the steps above, e-mail the president of Student Senate to notify her of the club's petition for approval and recognition as a sanctioned college student organization.

Note: Students wishing to form a sports club should contact the Office of the Director of Athletics.

## Student Publications

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### **STUDENT PUBLICATIONS GUIDELINES**

#### **Purpose:**

Agnes Scott's student publications were established by students to serve students and help provide a record of campus life. They are the product of student interest and effort. While their work reaches the entire campus community, student publications function as a service and educational forum for students. These publications are also public forums and, as such, are afforded the protection of the First Amendment right to free speech.

The foundation and purpose of Agnes Scott College's student publications are:

- a. to share and communicate factual information across the campus;
- b. to provide practical experience to students interested in publications;
- c. to provide an accurate day-by-day historical record of institutional activities and life;
- d. to provide an opportunity to publish creative writing.

#### **Editorial/Student Responsibilities:**

1. All student publications are expected to reflect the highest ideals of responsible journalism, including truthfulness and decency.
2. The editor of each publication is responsible for adherence to these standards and the college will not bear any responsibility for any publication in violation of these standards.
3. The entire contents of the publication—news columns, editorial matters, campus information, rules and regulations, etc.—will be reviewed by the editor and student staff who shall in all instances reserve the right to edit or delete any

- materials that fail to meet this standard.
4. Students working with publications shall:
    - a. verify all information to be printed and recheck for accuracy;
    - b. be fair and objective in the presentation of news and opinion;
    - c. encourage letters to the editor from the entire college community that reflect a variety of opinions, including those that differ from that of the editors;
    - d. consult with their adviser for counsel.
  5. The editors of each publication shall ensure that staff adhere to the requirements established by the editor/publication.
  6. It is the responsibility of the editors of each publication to determine duties of their staff members and supervise performance of assigned duties.
  7. The editor shall make all attempts to stay within prescribed time guidelines. If a student publication will not meet a deadline, the adviser should be notified immediately.
  8. The editors of each publication shall meet with advisers at least twice per semester to ensure the proper management of the publication.

*Aurora*

*Aurora* is the Agnes Scott literary magazine, which showcases the fiction, poetry, creative nonfiction and artwork of ASC students. The magazine is published each spring. The *Aurora* staff also sponsors several creative writing contests throughout the year.

*The Profile*

*The Profile*, the college's independent student newspaper, is published biweekly during the academic year. All students interested in writing, photography, editing, layout and design, cartoons, advertising or circulation are encouraged to join the staff. To contact *The Profile*, e-mail [profile@agnesscott.edu](mailto:profile@agnesscott.edu).

*Silhouette*

*The Silhouette* is the yearbook published by the students of Agnes Scott. All students are invited to join the staff. E-mail [yearbook@agnesscott.edu](mailto:yearbook@agnesscott.edu).

## Intercollegiate Athletics, Club Sports, Intramural Sports and Recreation

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Agnes Scott College participates in NCAA intercollegiate athletics at the Division III level of competition in six varsity sports. The college is a member of the Great South Athletic Conference (GSAC) and the USA South Athletic Conference (USA South) for lacrosse. Students interested in joining any of the varsity teams listed below are encouraged to contact the appropriate head coach for further information or the director of athletics.

Basketball Coach.....	TBD (x6359)
Lacrosse Coach.....	Nicolle Williams (6492)
Soccer Coach.....	Joe Bergin (x6941)
Softball Coach.....	TBD (x6475)
Tennis Coach.....	Glen Hill (x6491)
Volleyball Coach.....	Catherine Geerlings (x6358)
Director of Athletics.....	Joeleen Akin (x6170)
Athletic Trainer.....	Beth Vasant (6496)
Sports Information/Game Event Mgmt.....	Mary Chind (6362)
Office Manager and Athletic Facilities Coordinator.....	Sarah Lane (x6133)

Schedules of contests and further information can be found at: <http://www.agnesscott.edu/athletics>. In addition to varsity sports, the athletic department encourages and supports a club sport program. The 2011-2012 season marks the cheerleading team's eighth year of practice and competition. Other club sport programs include swimming, cross-

country, cycling and triathlon. For more information about other club and intramural opportunities, contact Nicolle Williams at 404-471-6492.

The recreation and intramural program provides a variety of activities, determined by student interests. The new intramural and recreation program is called Scottie Fit. The college offers yoga, jazzercise, water aerobics, masters swim, and boot camp as well as dodge ball, flag football and kickball tournaments. Students may contact Nicolle Williams or e-mail at [nwilliams@agnesscott.edu](mailto:nwilliams@agnesscott.edu) for more information.

The hours of operation for the Woodruff Physical Activities Building during the academic school year are as follows:

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Monday–Friday	6:30 a.m.–10 p.m.
Saturday	9 a.m.–6 p.m.
Sunday	noon–6 p.m.

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Hours of operation for the building, including pool and weight room may change according to physical education classes and holidays. The facility coordinator will communicate through e-mail any changes in the building program.

# Academic Policies

## Statement on Academic Freedom & Responsibility

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Agnes Scott College is dedicated to the fostering and preservation of the free search for truth and of its free exposition. Academic freedom is essential to this purpose: freedom in research is necessary to the advancement of truth; freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning. The free search for truth and its free expression carry with them responsibilities correlative with rights.

All components of the Agnes Scott College community have the responsibility to exemplify, support and preserve the intellectual freedom of teaching, learning, research, expression and debate in the interest of reasoned inquiry. This responsibility imposes on the students, the faculty, administrative officials and the Board of Trustees the obligation to respect the dignity of others, to acknowledge their right to express differing opinions and to foster and defend intellectual honesty, freedom of inquiry and instruction and free expression by faculty and students both on and off campus.

Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, is entitled to full freedom in research and scholarship and in the publication of the results. Research for pecuniary return, however, should be undertaken only with the consent of the president and the dean of the college.

Every member of the Agnes Scott College faculty, whether tenured or on temporary appointment, is entitled to full freedom in the classroom to discuss any matter relevant to the subject of the course being taught. It is the mastery of the subject which entitles the instructor to this freedom of presentation and it is improper and in extreme cases may be a denial of the students' freedom to learn, for an instructor persistently to introduce material into the course which has no relevance to the subject or to fail to present the subject matter of the course as it has been approved by the faculty in its collective responsibility for the curriculum. It is the responsibility of the instructor in the classroom and in conference to encourage free discussion, inquiry and expression. Evaluation of a student's work and the award of credit must be based on her academic performance professionally judged and not on matters irrelevant to that performance.

Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, has the rights and obligations of any citizen and there shall be no institutional censorship or discipline of a faculty member who speaks or writes as a citizen. However, as a member of the academic profession and as an officer of Agnes Scott College, the faculty members hold a special position of influence in the community and should make every effort at all times to

be accurate, to exercise appropriate restraint, to show respect for the opinions of others and make clear that he or she is not a spokesperson for the college.

The students of Agnes Scott College are entitled to an atmosphere conducive to learning and to fair and evenhanded treatment in all aspects of teacher-student and administrator-student relationships. A student must be free to take reasoned exception to the data or views offered in any course of study, but she is responsible for learning the content of any course for which she is enrolled and for maintaining standards of academic performance established for that course. The student shall be protected against prejudiced or capricious academic evaluations or disciplinary measures and against any exploitation by faculty and administrative officials for personal advantage. As a citizen, the student has the same rights and obligations of any citizen and there shall be no institutional censorship or discipline of a student who speaks or writes as a citizen. However, it is the responsibility of the student to make clear to the academic community and to the larger community that she is not a spokesperson for the college.

In determining the administrative policies and procedures of the college it is the responsibility of administrative officials and the Board of Trustees to foster and preserve the academic freedom of faculty, students and administrative officers with faculty status. For many years the Board of Trustees has endorsed the policy of granting permanent or continuous tenure to full-time teaching faculty who have satisfactorily completed a probationary period of teaching. Tenure, which gives a degree of economic and professional security to the individual faculty member and stability to the faculty as a whole, is one of the most effective means of fostering and protecting academic freedom. The policy of granting tenure also creates a climate of free inquiry and expression in which students and non-tenured faculty may share academic freedom equally with tenured faculty. The Board of Trustees and the college's administrative officials and faculty support the continued policy of tenure as a means of protecting academic freedom.

The Board of Trustees and administrative officials have a particular responsibility to foster and preserve the freedom of expression and debate outside the classroom. The right of duly authorized committees and academic departments to invite to the campus guest lecturers, performers or exhibitors of their choice shall be preserved and guest speakers shall be given the opportunity to be heard and their freedom of speech shall be protected. The student press shall be free of censorship and advance approval of copy. Its editors and managers free to develop their own editorial policies and news coverage, so long as student editors and managers fully accept the responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. While the charter of the college states that the program of the college shall be carried out "under auspices distinctly favorable" to the Christian faith, no limitations of academic freedom are thereby intended.

Agnes Scott College can successfully foster and preserve the free search for truth and its free exposition by the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

*—Adopted by the faculty of Agnes Scott College  
March 5, 1976*

*—Amended by the faculty  
September 17, 1976*

*—Approved by the Board of Trustees  
May 4, 1976*

## Statement of Academic Rights & Responsibilities

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All members of the academic community at Agnes Scott College have a responsibility to promote an environment conducive to learning based on principles of respect, open communication, freedom of inquiry and nondiscrimination. These principles and practices are affirmed by the students, faculty and administrators of the college in the Statement on Academic Freedom and Responsibilities (SAFR) and Academic Regulations (AR).

### **Principles**

1. All members of the Agnes Scott College community have the responsibility to treat each other with respect and to be fair and evenhanded in their treatment of others (SAFR).
2. The students and faculty of Agnes Scott College are entitled to an atmosphere conducive to learning (SAFR).
3. Students, faculty and administrators have the right to express divergent opinions, interpretations and beliefs without fear of reprisal. Variety of interpretation includes, but is not limited to, interpretations based on race, gender, class,

age, national origin, sexual orientation, religion and disability (SAFR).

4. Students and faculty should strive to create a classroom environment free of discrimination on the basis of race, gender, class, age, national origin, sexual orientation, religion or disability (Statement Against Discrimination and Harassment).
5. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards (SAFR).
6. Information about student views, beliefs, practices and associations which administrators and professors acquire in the course of their work should be protected against improper disclosure.

#### **Practices**

1. Students and faculty have a responsibility to be present and prepared for all class meetings. Faculty are responsible for managing class time to maximize learning (AR).
2. Faculty are responsible for providing a clear syllabus that sets forth course policies and goals. The syllabus must also include faculty office hours, absence policy and procedures and an explanation of the grading system. Faculty are also responsible for giving timely notice to students of any substantial deviation from the syllabus during the course of the semester (AR).
  
3. Students are responsible for completing assignments on time and faculty are responsible for returning written work in a timely manner. Professors have the responsibility to read work carefully and to be available to discuss a student's work and its evaluation (AR).
4. Students may see their final examinations upon request and review them with their professors through the end of the next academic semester.
5. Students shall have an opportunity to evaluate their courses.
6. Students have the responsibility to follow the Honor Code in all academic endeavors, including take-home tests, examinations and collaborative and pledged work. Faculty have the responsibility to refer cases of academic dishonesty, including plagiarism and cheating, to Honor Court (AR).

## **Policy for Disputed Final Grades**

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When a student has substantial grounds to dispute a final grade and is prepared to present evidence to support a grievance, she must initiate the procedure by voicing her complaint to the instructor. If the matter is not resolved at this level, the student may then take the matter to the department chair for mediation. If the matter is still not resolved, she may then refer the matter to the dean of the college for further mediation. If the dean is unable to resolve the dispute, the student must then refer the matter in writing to the Committee on Academic Standards and Admission no later than 30 days after the beginning of the next semester. The committee's decision shall be final.

#### **Implementation:**

- a. The one student member of the Committee on Academic Standards and Admission shall participate fully in the final decision provided that the student involved in the dispute waives her right to confidentiality. Should the student involved in the dispute be the student member of the committee, the vice president of the Student Senate shall serve in her place in this specific case.
- b. Should a member of the Committee on Academic Standards and Admission be the faculty member involved in the dispute, that faculty member shall not be involved in the committee's deliberations and shall not have a vote. The chair of the Faculty Executive Committee shall serve in his/her place.

## **Family Educational Rights & Privacy Act (FERPA)**

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The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Agnes Scott receives a request for access.



Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The Agnes Scott official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Agnes Scott official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

A student does not have the right to inspect and review the following education records:

- a. Financial records, including any information those records contain, of his or her parents;
  - b. Confidential letters and confidential statements of recommendation placed in the education records of the student before Jan. 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and
  - c. Confidential letters and confidential statements of recommendation placed in the student's education records after Jan. 1, 1975, if:
    - i. The student has voluntarily signed a waiver of right to inspect and review those letters and statements; and
    - ii. Those letters and statements are related to the student's:
      - aa. Admission to an educational institution;
      - bb. Application for employment; or
      - cc. Receipt of an honor or honorary recognition.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Agnes Scott to amend a record that they believe is inaccurate or misleading. They should write the Agnes Scott official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Agnes Scott decides not to amend the record as requested by the student, Agnes Scott will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Agnes Scott in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Agnes Scott has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Agnes Scott discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Agnes Scott College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

5. Certain information is considered public and is released by Agnes Scott at its discretion. In accordance with FERPA, Agnes Scott has designated the following information as "Directory Information" which may be released without the student's consent:

- a. name;
- b. local address;
- c. home address;
- d. local telephone number;
- e. home telephone number;
- f. date and place of birth;

- g. major field of study;
  - h. enrollment status;
  - i. dates of attendance;
  - j. degrees and awards received (including honor rolls);
  - k. participation in officially recognized activities and sports; and
  - l. most recent previous educational agency or institution attended.
6. A student may withhold disclosure of any category of information designated as public or directory information. Written notification to withhold disclosure must be filed with the registrar by September 30 and is effective for the entire academic year. Failure on the part of a student to specifically request the withholding of information indicates approval for disclosure.

*—Approved by the President's Council  
Fall 1998*

## Graduation

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Diplomas are issued once per year at the May commencement. A student must fulfill all graduation requirements in order to participate in commencement. If a student intends to graduate in the fall or summer, she must notify the registrar in writing. Students graduating in the summer will be considered official graduates of Agnes Scott College, but may participate in the next May commencement and will receive their diplomas then.

## Leave of Absence and Withdrawal from the College

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The purpose of a leave of absence is to allow a student a break in her studies without having to withdraw from the college and apply for readmission. A student should submit a leave of absence form to the assistant dean of the college for approval before the start of the semester in which the student is requesting a leave. Except under the most unusual circumstances, no requests for a leave of absence during that semester will be considered after classes have begun. A leave of absence may be for one or two semesters, with a maximum of two semesters during a student's college career. A student may request that the assistant dean of the college extend her leave of absence from one semester to two semesters.

A student granted a leave of absence need not apply for readmission. A leave of absence may not be used to attend classes full-time at another institution.

A student who wishes to withdraw from the college must obtain a withdrawal form from the assistant dean of the college. Withdrawal is not official until a withdrawal form has been signed by one of the deans. Withdrawal forms will not be signed while academic or disciplinary actions involving the student are in process. A student may not withdraw from that semester after the last day of classes.

Students who have withdrawn or been dismissed from Agnes Scott and who wish to return must submit an application form with the \$35 nonrefundable application fee.

Refer to the Agnes Scott College Catalog for additional information and restrictions regarding leaves of absence and withdrawals.

## Student Status & Permanent Records

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All permanent records at Agnes Scott College and all transcripts issued by the college shall carry a statement of the student's graduation or a statement of the status of the student at the time of last attendance.

The definitions of student standing noted below are in accord with guidelines prepared by the National Center for

Educational Statistics and the American Association of Collegiate Registrars and Admissions Officers for the U.S. Department of Education.

- a. **Good standing** signifies that the student is eligible to continue or to return; it signifies that the student is on neither academic nor disciplinary probation.
- b. **Probation** is a middle status between good standing and suspension or dismissal. Probation covers a stated trial period during which it is determined whether the student is returned to good standing or is dismissed or suspended at the end of or during the probation period for failure to meet the requirements. Probation shall be noted as either academic or disciplinary.

**Academic probation** at Agnes Scott College is imposed by the dean of the college on a student whose work is below minimum standards. A student on academic probation is placed on activity restriction and may not hold any elective or appointive office and may not participate with any non-credit performing group or in any organized college activities except those activities that are associated with her academic program. In addition, a student on academic probation is permitted only one unexcused absence in each academic course even if she is in a course without an attendance requirement. Further absences may result in academic dismissal during the semester. The student may not participate in intercollegiate athletics and she is not eligible to participate in cross-registration.

**Disciplinary probation** may be imposed by Judicial Board and by Honor Court for serious violations of social regulations. Disciplinary probations are also given for serious violations of academic regulations, in which case the probation is imposed by the Judicial Review Committee upon the recommendation of Honor Court. Any transcript issued during the period of probation will carry the notation of academic probation.

- c. **Suspension** is an involuntary separation of the student from the college; it implies and states a time limit when return will be possible. Suspension shall be noted as either academic or disciplinary. Suspensions at Agnes Scott College are imposed by the Judicial Review Committee.

In the case of disciplinary suspension, the action is usually taken after a recommendation from the Honor Court. The terms of a suspension include a definite time limit and a definite date after which return to college will be possible. Any transcript issued during disciplinary suspension will carry the notation of disciplinary suspension.

- d. **Dismissal** is an involuntary separation of the student from the college; it may or may not be permanent but does not project a definite time of eligibility to return. Dismissal shall be noted as either academic or disciplinary.

Dismissal is imposed by the Judicial Review Committee. In the case of disciplinary dismissal, this action is normally taken after a recommendation from Honor Court. Any transcript issued after dismissal will carry the notation of academic dismissal.

## Student Right to Know Act

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In compliance with the Student Right to Know Act, graduation rates for Agnes Scott College are available on the college's website at <http://www.agnesscott.edu/academics/registrar/graduationrate.aspx>. A copy may be obtained upon written request to Office of the Registrar, Agnes Scott College, 141 E. College Avenue, Decatur, GA, 30030.

## Institutional Review Board (IRB)

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### Guidelines for the Protection of Human Research Participants:

All faculty, students and staff at Agnes Scott College or external researchers who are conducting research on living human subjects will need approval from the Institutional Review Board before beginning their research project. Please note that research includes, but is not limited to, independent research projects conducted or directed by faculty or staff, independent student research and student research performed within a classroom context. Also note that the IRB's definition of "original research" may be construed broadly. Life histories, interviews, focus groups, surveys and other forms of data collection may require IRB approval.

The guidelines for the protection of human research participants must be used for all research projects conducted under the auspices of Agnes Scott College that to any degree involve using human research participants.

Applications and all inquiries should be sent to [IRB@agnesscott.edu](mailto:IRB@agnesscott.edu). Consult the IRB website for more information at <http://irb.agnesscott.edu/index.html>.

# Academic Resources & Opportunities

## Academic Advising

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A key resource for students is an academic adviser. The Office of Academic Advising assigns each incoming student a faculty adviser to introduce her to the academic program and general degree requirements.

First-year adviser assignments remain until a student is ready to select a major during her sophomore year. At this time, a student must request a major adviser through the Office of Academic Advising.

The adviser assists students in making informed academic choices regarding courses, majors and career or graduate school options. The academic adviser provides consultation and approval of all decisions related to a student's academic progression, including registration and schedule changes. The adviser provides ongoing guidance on campus resources to assist the student's academic and personal growth.

### • Office of Academic Advising

The Office of Academic Advising, located in 104B Buttrick Hall, supports the process of advising by assigning all students to faculty advisers, creating individualized advising files, facilitating adviser-training workshops and serving as a resource for advisers and students regarding academic standards, policies and procedures. In addition, the office provides support in the following areas:

- Student disability services
- Academic probation advising and support
- Approval of transient study
- Approval of special and independent studies
- Dual-degree programs with Emory University and the Georgia Institute of Technology and
- Year-Five Program

The office is also responsible for the administration of self-scheduled final examinations, the evaluation of all international transfer credit, academic exceptions including incompletes and the processing of leave of absence requests and withdrawals.

### • Study Skills and Test-taking Strategies

Throughout the year, academic advising offers free workshops to enhance students' overall academic success at Agnes Scott. Topics include effective note-taking strategies, time-management skills, and test-taking strategies. These workshops are often held during community hour when no classes are scheduled. Staff members in the Office of Academic Advising also meet in individual appointments to discuss study skills.

## Procedures for Students with Disabilities

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Agnes Scott College is committed to providing equal educational opportunities to all students and complies with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act Amendments Act of 2008. Agnes Scott accepts students with documented disabilities who can successfully pursue a demanding and rigorous college program.

The Office of Academic Advising is the designated office on campus for students with disabilities. The Assistant Director of Academic Advising Machamma Quinichett (404.471.6150 or [mquinichett@agnesscott.edu](mailto:mquinichett@agnesscott.edu)), Kelly Deasy, 404 471-6174, [kdeasy@agnesscott.edu](mailto:kdeasy@agnesscott.edu) serves as the student disability services coordinator. The student disability services coordinator is a resource and advocate for students registered with the office. The office also provides support to faculty members who implement accommodations in the classroom.

Students with documented disabilities who need accommodations must obtain appropriate documentation, such as a psychological assessment, evaluative testing results or a statement from a physician. In the case of attention deficit disorder or a learning disability, the evaluation must have been completed within the past three years or after the student's 18th birthday. The student should also meet with the student disability services coordinator, to determine appropriate accommodations. The accommodations are determined on a case-by-case basis after review of the documentation and discussion with the student. Once accommodations are approved the student disability services coordinator e-mails the faculty member and student a copy of the accommodation checklist. The checklist does not include the reason a student is registered with the office, only the approved accommodations. The student receiving accommodations should meet with each instructor before or at the beginning of the semester to discuss the accommodation checklist. Both the student and instructor will sign the checklist and the students should return it to the student disability services coordinator.

Academic accommodations may include but are not limited to the use of accessible textbooks or readings, a note taker, extended time for examinations/quizzes, a reduced distraction environment for examinations/quizzes, use of word processing for examinations or housing accommodations. The request for accommodations and documentation of the disability are maintained in the student's confidential file in the office of academic advising. To start the process visit: <http://www.agnesscott.edu/academics/academicadvising/disabilityservices.aspx>

## The Center for Writing and Speaking

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The Center for Writing and Speaking, located on the ground floor of McCain Library, includes two peer-tutoring services, the Writing Center and the Speaking Center, designed to help students of all ability levels with their academic work. Trained and supervised by faculty members specializing in writing and public speaking, the writing tutors and the speaking tutors create a supportive, collaborative atmosphere for learning and encourage the student to set the agenda for the tutorial session. Tutoring sessions scheduled Sunday through Friday are available to Agnes Scott students, free of charge and confidential. Though drop-ins can sometimes be accommodated, students should normally sign up in advance using the online scheduling system at <http://cws.agnesscott.edu>.

At the **Writing Center (G-13 McCain Library)**, trained student tutors assist students working on papers or other writing assignments (graduate school application essays, cover letters, independent study projects). In a tutorial session the student is encouraged to develop her own ideas and to evaluate how well her writing conveys those ideas. Students may come to the Writing Center at any stage of the writing process, from planning and drafting the work to revising and polishing the final version.

At the **Speaking Center (G-37 McCain Library)**, trained student tutors and the coordinator help students prepare oral presentations and work on all aspects of public speaking. In a tutorial session the student is encouraged to build on her current abilities to become a more effective public presenter. Audio and videotaping equipment and presentation technology are available for the student and tutor to use. Students may work with a speaking tutor on class discussion skills; brief presentations or readings; longer, more formal talks; interview skills and speeches.

## The Mathematics Learning Center

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The Mathematics Learning Center offers a supportive environment for students seeking assistance with mathematics. Located on the ground floor of Buttrick Hall, it is open Monday through Thursday in the late afternoons and evenings and on Sunday evenings. Learning assistants (tutors who are advanced students in mathematics) are available during posted times.

Students are encouraged to come to the Learning Center, alone or with friends, to chat with others, ask questions, work with a learning assistant or do whatever helps them to understand better what they are trying to learn and to succeed in your mathematical problem solving. Our approach is collaborative, no question is too trivial. Individual appointments may be made. Research shows that students who use collaboration in their math study have a higher success rate in their courses,

Workshops on algebra review, using the graphing calculator, math for the GRE and other topics are offered. Computers with various math programs (Maple, Fathom, SPSS, Winplot, and others) are available. The services are free to all Agnes Scott students.

## Science Learning Center

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The Science Learning Center in Bullock Science Center, BSC 304W, is a resource for students taking courses in biology, chemistry and physics. This center has open hours weekly, Sunday through Friday, during which students work on science assignments with other students from their classes and labs. Learning assistants are available to aid students in their studies, and they also facilitate various science workshops throughout the year. See the Agnes Scott College Resource Center for Math and Science website (<http://rcms.agnesscott.edu/>) for more details.

There are also two rooms in the Bullock Science Center, BSC203 and BSC303, that are labeled Student Learning Centers. These rooms are multifunctional facilities that accommodate small study groups as well as individuals who wish to use computers, printers and recent issues of selected science periodicals and reference books. Computers have specialized software for modeling, statistics and other discipline-related applications. For learning support, these centers are located near offices of teaching assistants and learning assistants.

## Tutoring Services

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In addition to the Center for Writing and Speaking, the Math Learning Center and the Science Learning Center, several academic departments have programs in place to offer student-to-student tutoring. Contact the department chair for additional information.

## Resource Area of Faculty Services

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The resource area in the Office of Faculty Services, located in 100 Buttrick Hall, houses educational resource materials for student, faculty and staff use. In addition to a section of reserve materials of interest to various campus constituencies, some ASC course syllabi from past semesters are available in hard copy.

## Educational Technology Center (ETC)

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Educational Technology Center Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

The Educational Technology Center (ETC), located on the ground floor of McCain Library, offers a technology-friendly learning environment, so students and faculty can acquire the skills needed to build or enhance their multimedia projects. Services include:

- Specialized training and workshops on campus supporting e-portfolios, blogs, multimedia software and equipment
- Support for the college course management system that allows users to interact outside the classroom via the Web. The course management system (<http://courses.agnesscott.edu>) is easy to use and can incorporate course materials in a variety of formats. In addition to posting course materials, faculty and students can use e-mail and discussion boards. Students can take online quizzes, check grades with an online grade book and work in groups.
- Scheduling Agnes Scott's closed-circuit cable system, which includes ASCtv (student-produced content), a bulletin board (information on special events) and cable programming supplied by Comcast Corporation
- Assistance with technology-enhanced classrooms and meeting spaces
- Media equipment checkout for classroom-related projects

A variety of media equipment (video cameras, digital still cameras, tape recorders, LCD projectors, portable CD players, etc.) can be checked out at the service desk on the ground floor of McCain Library. A valid ASC ID card must be presented. Loan periods vary depending on the type and popularity of the equipment. Check with service desk personnel for availability.

## McCain Library

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McCain Library provides resources, services and facilities designed to meet the needs of the Agnes Scott community. In addition to academic books and periodicals, the library collection includes a broad array of DVDs, popular fiction and non-fiction and media equipment - even bicycles - to borrow. The library's website (<http://library.agnesscott.edu>) provides access to SOPHIA, the library catalog; to GALILEO, Georgia's consortial collection of research databases including many with full-text journal articles and primary sources; and to 46 more electronic databases that ASC licenses for campus researchers. The [librarians and staff](#) of McCain Library are dedicated to providing excellent customer service to all library users. Please do not hesitate to ask questions concerning your research, library policies and services or general information.

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### Library Hours

When classes are in session, the library is open:

Monday–Thursday 8 a.m.–12:30 a.m.\*

Friday 8 a.m.–6 p.m.

Saturday 9 a.m.–6 p.m.

Sunday 1 p.m.–12:30 a.m.\*

*(\*research services until 9 p.m.; circulation and course reserves services until 10:30 p.m.)*

Hours vary for summer, holidays, breaks and inclement weather and are posted at the library entrances and on the library website. When the library is closed, your ASC ID will allow access to a separate section of the building - the ETC - on the ground floor's east side. Use the exterior doors facing Alston Campus Center; hold up the ID to the scanner on the brick wall to unlock the outside door.

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### • Responsible Library Use

Students need to always bring their ASC ID with them to the library. The ID is necessary to check out any materials. Please be aware that the student is responsible for all materials charged to their account. Therefore, it is risky to lend a student ID or library materials to other students or friends. Instead, have them ask circulation staff to place a hold on an item, triggering an emailed alert to that student when it is returned.

### • The Building

Don't miss the study nooks and art scattered throughout, the lobby's ceiling inscriptions, the Elizabeth Henderson Cameron Reading Terrace on the first floor (a great place for cell phone use) or the Elmore Reading Room's curved, comfy couch (ground floor), and the Noble Heritage Center collection of Agnes Scott history on the second floor (hours announced each semester). Please show consideration for others by setting cell phones to vibrate and by keeping voices low throughout the building. Floor Three has been designated a Quiet Study Area; no voices, music, laptop or cell phone use should be audible on that floor. Six group study rooms are available, first come, first served, for collaborative work between two or more students. To help maintain library collections and furnishings, food and drink trash should be carried back outside. Beverages should have closed lids, and all edibles should be kept away from computers. Please promptly report any accidental spills to a library staff member.

### • Carrels

There are 12 carrels on the first floor along the terrace that are available first-come, first-served. Individual study carrels (41 throughout McCain Library) may be reserved at the start of the semester by students enrolled in an independent study (490) or a senior seminar. Reservations for any remaining carrels open to other students one week after the semester begins. Ask to speak with the Access Services Librarian, stop by the main circulation desk or phone 404-471-6337 for details. All library materials on reserved carrels must be checked out (so that their status is



clear in the SOPHIA catalog). Other students may sit at reserved carrels when they are unoccupied, but they should be left as they were found. A student borrowing the carrel must move to another part of the library amicably if the student with the reservation arrives to use her carrel.

#### • Circulation and Renewals

Circulating materials may be checked out from the circulation desk (first floor) by presenting a valid Agnes Scott ID. Most materials may be checked out; however, reference books, periodicals, microfilm and most course reserves are for use in the library only. The usual loan period for books is three weeks; other items' loan periods follow:

Purple Bikes	1 day (due back before sundown)
DVDs/videotapes	3 days
Library laptops	4 hours
Media equipment	1 day (unless special advance arrangements are made)
Reserves	Varies according to professors' wishes to maximize access for the whole class

Most materials can be renewed online through SOPHIA before their due date, as long as another patron has not requested them (limit: three renewals). Watch for courtesy ASC e-mail reminders before due dates. Fines for laptops, media equipment and course reserves are higher than for books, so remind yourself to return those on time, thus avoiding fines. Check your account 24/7 or renew items online at: <http://sophia.agnesscott.edu/patroninfo.html>. When the library building is closed, return items to the book drop outside the front entrance (to the left of the doors).

#### • Computers

Students should use their ASC network log in and password on public computers in McCain Library. Woof Woof Wi-Fi, the campus wireless network, is available to ASC students who wish to use personal laptops in the library or on its terrace. McCain's first floor has two clusters of computers and a scanner available for library research, Moodle and Microsoft Office applications, plus there are 10 laptops available to borrow for 4 hours of in-library use. The ground floor also has 8 computers and 1 Mac (opposite the elevator and around the spiral stairs). Group Viewing Room 1 (ground floor) offers a large monitor, wireless keyboard and mouse for collaborative small group work (PowerPoint, etc.); that room is first come, first served and seats about five students. If all the computers on the ground and first floors are busy, ask a staff member about unlocking McCain 211, the library's classroom. Unless a workshop/meeting is scheduled, it acts as an overflow computer lab with 12 more PCs and a printer. Color printers, more Macs and scanners are available in ITS' Technology Production Studio (TPS) on the ground floor outside the main library space (down the hall from the Writing & Speaking Centers).

Save yourself the worry of lost documents; always and often save files to a USB drive or to a personal network drive/ePortfolio area (NOT to the Desktop or C:/ drive). Also remember to log off to protect files and privacy. Printing to the networked printers is managed by ITS. Once you have used up your free allocation, printing costs a small fee (purchase a print card at the library's circulation desk, the ITS Help Desk or in Alston). It's smart to be "green" and to save files electronically when possible.

#### • Creating Bibliographies

Students have access to *RefWorks*, a Web-based tool for easily managing bibliographies and citations. An online tutorial is available from the library website. Create a free account on a campus networked computer first, and then off-campus use is available with the code RWAgnesSC.

#### • Instructional Services

Part of the library's mission is to help students develop research and other information fluency skills. While some of this training is provided through informal consultations at the Scottie Research & Rescue Desk, the library also offers instructional sessions designed around specific course assignments. Professors may schedule these library workshops, usually held in the library classroom equipped with computers for hands-on practice. Classes typically include tips on conducting research, search strategies tailored to specific assignments, advanced use of online databases and discipline-specific resources. Students, especially those undertaking independent studies (490), are always welcome to schedule a personal consultation with a librarian; drop by the Scottie Research & Rescue Desk or email [library@agnesscott.edu](mailto:library@agnesscott.edu).

#### • **Lost Items**

Students are responsible for library materials they have checked out. A book believed to be lost should be reported to the first floor circulation desk immediately to avoid a billing fee. The minimum charge for a lost book is \$60 plus any accumulated fines. Library materials and interlibrary loans that are mutilated, defaced or damaged are subject to the same fees as lost books. Please handle loans carefully so that others may use them in the future. Circulation also maintains a "lost and found" area, so if personal belongings are misplaced in the library, check there.

#### • **Media Viewing and Listening**

The DVD collection is shelved on the left side of the main reading room on the first floor. Videotapes, CDs and other media are housed on the ground floor along with equipment for viewing/playing them.

#### • **Passwords and Off-Campus Access**

For off-campus or personal computer access to McCain Library research databases online, you may be prompted to log in with the GALILEO password and/or your name (first and last) and ASC ID number. The GALILEO password is posted on the [ASC Intranet](#) (log in the same way as to the campus network) and also on Moodle under Library 101. The GALILEO password changes four times per year. Notes about off-campus access are included on the library website under Research Tools/Passwords.

#### • **Periodicals, Journals, and Newspapers**

The library subscribes to 2,906 current periodicals and newspapers and provides access to 40,072 journals online. FindIt@ASC (the journal locator) on the library website will direct students to the appropriate database(s) for online access or to McCain print/ microfilm holdings. For items not available here, consider interlibrary loan (see below). Current print periodicals and newspapers are housed in the main reading room on floor 1. Older bound journal volumes and microfilm (both arranged alphabetically by title) are located on the ground floor. Photocopiers and a microfilm reader-printer are available near the bottom of the spiral stairs on the ground floor.

#### • **Research Services**

Librarians are available most hours the library is open to help students locate, analyze and select information from various resources. Save time - just ask! Librarians are glad to provide individual or group orientation or to consult about a particular research topic. The Scottie Research & Rescue Desk is located on the first floor (the second service desk after you enter McCain). Ask questions in person, send an IM (instant message) using Meebo on the library's website, e-mail questions/suggestions to [library@agnesscott.edu](mailto:library@agnesscott.edu), or call 404-471-6096. In addition, the library website includes a variety of guides to assist students. Handy, one-stop [LibGuides](#) cover everything from Art to Citations to Women's Studies. They are a handy starting point - available 24/7 without a password.

#### • **Reserve Readings for Courses**

Books, films and articles are placed on reserve by faculty members to expedite group access to course-related assignments. These materials are located at the first floor circulation desk and can be used inside the library for short periods of time during the day. Most can be checked out overnight, starting two hours before closing (unless a professor prefers that their personal copy remain in the library). Present a valid Agnes Scott ID to borrow reserves. Note: overdue reserve materials incur a charge of \$1 per hour. To ensure fair access to all the students in a class, items should be returned promptly.

#### • **Access to Other Libraries' Collections**

If you cannot locate a resource in McCain's collections, you may [suggest a purchase](#) using a linked web form within the SOPHIA library catalog (requests are considered if an item falls within our collection development policy), or you may borrow from another library as outlined below.

#### • **Interlibrary Loan (ILL)**

McCain Library absorbs the cost of interlibrary loans, but in order to keep that service free we ask that students prioritize and only request items to be fully used for research. To request a book or article not available here, fill out an electronic ILL request [form on the library website under Services](#); the form is also linked on the right side in the SOPHIA library catalog. Include as much information as possible. A reference librarian will be glad to help verify that

the citation is accurate. Allow 7-10 days for a request to be filled; depending on the time of year and the material needed, some requests may take more or less time. The student will receive an e-mail when the item is available. To maintain ASC's cooperative agreements with other libraries, due dates for interlibrary loan materials must be strictly observed. One renewal request may be made before a due date (404-471-5342 / email deadams@agnesscott.edu).

#### • **Interlibrary Use (ILU) Cards**

An alternative to interlibrary loan is available through ARCHE (Atlanta Regional Council for Higher Education), a consortium of 20 colleges and universities in the Atlanta-Athens area. By agreement among most of these institutions, students may be granted permission to check out books from another library for a limited time to supplement the resources of their home library. To do this, if you have transportation to a nearby library, first obtain an Interlibrary Use card from the Scottie Research & Rescue Desk. Cards are issued to any student in good standing who has a valid information need. Research should be done first at McCain Library, and then if it is necessary to go further, librarians here can help verify which local library holds the material needed.

Also, resident Agnes Scott students are eligible for library privileges at all DeKalb County public libraries. The main branch is located in downtown Decatur on Sycamore Street. To obtain a DCPL card, students must present a valid ASC student ID and proof of DeKalb County residence (e.g., U.S. mail addressed to your campus mailbox).

## Cross-Registration

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Cross-registration at ARCHE (Atlanta Regional Consortium for Higher Education) member institutions allows students to take courses not available at Agnes Scott. Also students from other member institutions may enroll in courses at Agnes Scott. Students may cross-register for a maximum of two courses per term and a total of 18 semester hours. Additional information is available in the Agnes Scott College Catalog. Students should apply for approval to the Office of the Registrar the semester before they plan to enroll in cross-registration. ARCHE institutions are:

- Agnes Scott College
- Brenau University
- Clark Atlanta University
- Clayton College and State University
- Columbia Theological Seminary
- Emory University
- Georgia Gwinnett College
- Georgia Institute of Technology (excluding marching band)
- Georgia State University
- Interdenominational Theological Center
- Kennesaw State University
- Mercer University Atlanta
- Morehouse College
- Morehouse School of Medicine
- Oglethorpe University
- Savannah College of Art and Design—Atlanta
- Southern Polytechnic State University
- State University of West Georgia
- Spelman College
- The University of Georgia

It is the student's responsibility to make all transportation arrangements.  
For more information, contact:

Tanzania Nevels  
Student Records/Cross-Registration Specialist  
tnevels@agnesscott.edu  
404 471-6137

## Washington Semester

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In the Washington Semester, students spend either the fall or spring semester at American University in Washington, D.C. The program has 12 offerings, including American politics, foreign policy, economic policy, justice, international business and trade and journalism. Each program consists of a seminar, an internship and either a research project or a course taken at American University. Students may attend during either their junior or senior year.

Interested students should contact the Office of Community-based Learning and Partnerships for more information. To participate in the Washington Semester fall or spring of the following year, a student must submit an application to the Office of Community-based Learning and Partnerships by no later than March 1.

A student participating in the Washington Semester program at American University pays Agnes Scott tuition to Agnes Scott during her semester in the program. She is responsible for her room and board while in Washington, D.C. Agnes Scott does not provide institutional financial aid for the Washington Semester. Limited scholarship money is available from American University.

## Internships

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Students are encouraged to participate in one or more internships during the four years they are enrolled at Agnes Scott. Many local businesses and nonprofit organizations consider Agnes Scott students for internships. In addition, internships can be completed out of the area during summer breaks.

With few exceptions, only juniors and seniors are eligible to complete internships for academic credit under the sponsorship and supervision of a faculty member. Although some departments offer a seminar or practicum course in conjunction with an internship, most students complete individual independent internships (450s) with a faculty member.

Students requesting academic credit for a 450 internship must submit a completed application to the coordinator of internships. For an application to be considered for approval, a student must have secured both an internship and faculty sponsorship of the internship.

For more information about credit and noncredit internships, contact David M. Williams, coordinator of internships, at [dmwilliams@agnesscott.edu](mailto:dwilliams@agnesscott.edu) or 404 471-6872.

## Office of International Education

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### **Education (Study) Abroad & International Student Services**

The Office of International Education (OIE) serves two broadly defined groups: students, staff and faculty who study, intern, volunteer, research or travel abroad and students and others who come to the campus from abroad. The OIE staff is located in three rooms on the first floor of Buttrick Hall. For general office inquiries or to make appointments with OIE staff members, call Ginger Massey, the international education office coordinator at 404 471-5380 or stop by the main office at Buttrick 102B. Jennifer Lund, the director of international education, is located in Buttrick 102A.

The OIE counsels and supports international students throughout their academic career in cross-cultural concerns and visa, immigration and employment matters. Clementine Hakizimana, the international student adviser, is the OIE staff person dedicated to the service of international students and is located in Buttrick 106A.

Agnes Scott offers a variety of study abroad programs. Short-term faculty-led programs include Global Awareness, which encompasses many different countries, ASC in Germany and ASC in Spain. Other opportunities include exchange programs, independent study programs and international service learning. Programs vary in length, content, format, eligibility and cost. Some require an appropriate degree of fluency in the language of the host country while others use English as the language of instruction. The majority of students who study abroad for a semester or year do so through the International Student Exchange Program (ISEP) at [www.isep.org](http://www.isep.org). Liliane Spenlé, the study abroad adviser, is located in Buttrick 102B.

# Financial Aid

## Appeals and Reinstatement of Financial Aid

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Students may appeal their financial aid awards if there are changes in income, extraordinary medical expenses or other financial changes that are not reflected on the FAFSA. Students must complete the ASC Financial Aid Appeal Form, include documentation if applicable and submit it to the Office of Financial Aid within two weeks of receipt of her financial aid award. All appeals will be reviewed by the financial aid appeals committee and students will receive written notification of the appeal decision.

Students whose financial aid was terminated because they failed to maintain satisfactory academic progress also may appeal. Appeals will be reviewed by the Financial Aid Appeals Committee, and if circumstances warrant, the financial aid may be reinstated. A written appeal must include an explanation of the circumstances the student feels prevented her from maintaining satisfactory academic progress, the steps she has taken to resolve those circumstances and a plan to regain good academic standing. This letter must be submitted to the director of financial aid by the date specified on the notification of termination of aid. The student will receive written notification of the decision to grant or not grant the appeal. If the appeal for continuation of financial aid is denied, students can regain eligibility for financial aid by attending at their own expense and accumulating the hours and/or raising their cumulative grade point average to the level required to regain good standing.

If students are dismissed or withdraw from the college while ineligible for financial aid because of failure to make satisfactory academic progress, they can request reinstatement of the eligibility upon readmission to the college by sending a written request, including any documentation to the director of financial aid. Appeals will be reviewed by the Financial Aid Appeals Committee and if circumstances warrant, the financial aid eligibility may be reinstated. The student will receive written notification of this decision.

Students who wish to appeal the termination of their merit-based scholarship must appeal in writing to the Office of Financial Aid. A written appeal must include an explanation of the circumstances the student feels prevented her from maintaining scholarship eligibility, the steps taken to resolve those circumstances and a plan to regain good academic standing. This letter must be submitted to the director of financial aid by the date specified on the notification of termination of the merit scholarship. Appeals will be reviewed by the Financial Aid Appeals Committee and students will receive a written response regarding the appeal decision.

# College Communication

## Official College Communication

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Students are expected to check their mail boxes in the Agnes Scott post office in Alston Campus Center and their Agnes Scott e-mail accounts regularly for "Official College Correspondence." These letters and e-mails will be important to the student and will be from the following offices: president, dean of the college, dean of students, academic advising and the registrar. Correspondence from student judicial bodies are considered "Official College Correspondence" also. "Official College Correspondence" will be marked accordingly. Students are held accountable for reading and responding to these letters and e-mails within a reasonable time or by the specified date in the e-mail or correspondence.

## Student Complaint Procedure

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Agnes Scott College has policies regarding grade disputes, sexual harassment, judicial review of Honor Court rulings and the appeal of financial aid awards. These policies and procedures may be found in the respective sections of the Agnes Scott College Catalog and this handbook.

The college desires to resolve student concerns in areas not covered by the foregoing policies in a prompt and fair manner through the following policy. Students are encouraged to resolve concerns themselves by first talking directly with the college representative involved. The vice president for student life and dean of students is also available as a resource for students who have complaints.

I. Informal Complaint: If a student has a complaint about Agnes Scott College and has not been able to resolve it herself by speaking with the individual(s) involved, she should discuss the issue with the vice president responsible for that area of the college. The student should attempt to resolve the issue informally within 30 days of the occurrence. If the matter still cannot be resolved, then the student may file a formal written complaint.

II. Formal Complaint: If the student has attempted to resolve the issue through the informal complaint process and is still not satisfied, she may file a formal written complaint with the vice president for student life/dean of students. She should do this as soon as possible after the informal process is completed but within six months of the occurrence. The student must complete the complaint form, which is available in the offices of the vice president for student life and the vice president for academic affairs. If the complaint is about the vice president for student life and dean of students, the student may file the complaint with the vice president for academic affairs and dean of the college.

III. Procedures for resolution of formal written complaints:

- a. The Office of the Vice President for Student Life and Dean of Students will log all formal complaints and send the complaint to the appropriate officer for handling. (A copy of any complaint filed with the vice president for academic affairs should be forwarded to the dean of students for inclusion in the log.) If a formal complaint is resolved through mediation, the details of the resolution should be communicated to the dean of students for the log.
- b. The vice president of the appropriate division/designee will review the written complaint and respond to the student within 10 business days while the college is in session. If the complaint involves a specific staff or faculty member's action, the vice president should consult with the director of human resources for guidance. The vice president will also inform any named staff or faculty member upon receipt of a formal complaint, which names that person. Depending on the nature of the complaint, the vice president may call together all involved parties, mediate the situation and find a reasonable solution. If no resolution is found or the resolution is unsatisfactory to any party, the student or an individual directly involved in the dispute may appeal in writing to the Judicial Review Committee within 72 hours of the attempt to mediate and settle the matter. A vice president may also send the

complaint directly to the committee if s/he chooses in lieu of mediation. The Judicial Review Committee has 30 days to hear each side of the dispute and render a decision. If a specific staff or faculty member's action is in question, the director of human resources will be an ex officio member of Judicial Review. Additionally, if a faculty member's action is in question, the chair of the Faculty Executive Committee will also be an ex officio member. The committee will announce its findings and recommendations in writing to all parties involved. Deliberations of Judicial Review Committee are confidential. Existing procedures of Judicial Review Committee will be followed. No legal representation or recording devices will be permitted at the committee meetings.

c. The committee's decision is final. All parties should respect the confidentiality of the committee's decision.

## Statement Against Discrimination & Harassment

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Agnes Scott College values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College community. Discrimination or harassment is unacceptable on this campus. Such behavior is contrary to our intellectual environment and the spirit of fellowship fundamental to our community.

Discrimination or harassment may take many forms, including, but not limited to, verbal insults, inappropriate humor, defacement or destruction of property and physical intimidation. It may be directed at any one of our distinctive human differences. All members of our community are diminished by these acts.

Harassment or discrimination of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap is a violation of Agnes Scott College policy. Persons determined to have engaged in unacceptable behavior, such as activity which substantially threatens or interferes with another person's academic efforts, property, employment or participation in the life of the college or creates a hostile or demeaning atmosphere, will be subject to prompt disciplinary action.

—Approved by the Board of Trustees  
May 18, 1990

Any student who believes she has a grievance against another student is urged to discuss this with the dean of students or the dean of the college. If these discussions or actions do not result in satisfactory results, the grievant should follow normal Honor Court procedure.

## Sexual Harassment Policy & Procedures

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### I. Policy

A. Policy: Agnes Scott College is committed to maintaining an environment in which all members of the community, staff, students, faculty and visitors, are treated with respect and dignity. It is the policy of the college not to discriminate on the basis of sex in any of its programs, activities or employment practices. Agnes Scott College prohibits sexual harassment in any form by any member of the Agnes Scott College community and by visitors to the campus including guests, patrons, independent contractors or clients of the college and by those participating in off-campus college programs, such as study abroad programs, internships, student teaching and experiential learning.

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Conduct that might not be held to violate these statutes may nonetheless be considered sexual harassment under college policies and the college condemns and prohibits conduct that is sexually harassing even if such conduct would not be adjudged illegal.

B. Definition: Sexual harassment is unwelcome verbal or physical conduct (whether of a sexual nature or not) that is directed at individuals on the basis of their gender, or that demeans persons because of their gender, when:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic treatment or status, as when it is used as a basis for decisions affecting that individual's employment, academic status or participation in any college activity; or when

2. Such conduct significantly interferes with an individual's work performance or academic performance or with an individual's ability to participate in or benefit from any college activity.

C. Academic freedom respected: The college is committed to academic freedom as stated in Section II of the Faculty Handbook, Statement on Academic Freedom and Responsibility, and complaints will be evaluated consistently with this policy. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of germane academic material. Material germane to a course may sometimes offend or disturb; however, intimidation and harassment are inconsistent with the maintenance of academic freedom on campus and violate the ethical and professional responsibilities of faculty members to avoid any exploitation of students for private advantage.

## II. Procedures

A. Direct resolution: Anyone experiencing or observing sexual harassment is encouraged to explain clearly to the alleged offender that the behavior is objectionable and request that it cease. If such an objection does not seem safe or efficacious, or if after the objection is raised the conduct does not cease, the person experiencing or observing the offending conduct should promptly report the complaint to an officer of the college or to the director of human resources.

### B. Initiation of a report or complaint

1. Timeliness: Reports and complaints of sexual harassment should be initiated as soon as possible after the incident(s) occurs in order to aid effective investigation. All reports and complaints will be promptly investigated and appropriate action will be taken to remedy the problem as expeditiously as possible. (See below for specific timelines if a complaint is filed.)

2. Non-retaliation: Anyone who submits a report ("reporter") or complaint ("complainant") will be protected from retaliation in any form. Anyone who knowingly makes false accusations will be subject to appropriate disciplinary action consistent with college policies and procedures.

3. Confidentiality: The college will respect the privacy of reporters and complainants, of persons against whom the complaint is made ("respondents") and of witnesses in a manner consistent with the college's duty to investigate, to take appropriate remedial actions and to comply with any discovery or disclosure obligations required by law.

4. Due process: The college will make every reasonable effort to protect the rights of both complainants and respondents.

5. Initial report: All students and employees should report any sexual harassment that they experience or about which they have credible evidence to a college officer or to the director of human resources. No one should assume that an official of the college already is aware of any given instance of alleged sexual harassment. Any member of the college community who knows of or receives a complaint of harassment should report the information or complaint to a college officer ("officer") or the director of human resources ("director").

6. Informational meeting: Anyone experiencing sexual harassment or having credible evidence of the occurrence of sexual harassment should meet with a college officer or the director of human resources. At this meeting, the reporter should explain the basis for the report. The officer or director should explain the college's policies and procedures against sexual harassment. The officer or director should clarify for the reporter the types of information that will automatically initiate further procedures.

7. Informal resolution: After discussing the report of sexual harassment with the reporter, if the officer or director believes that the situation might be best resolved informally, or that the conduct does not rise to the requisite level of severity or pervasiveness or for any reason does not violate the college's policy against sexual harassment, or that the complaint rests on misperceptions or miscommunication, the officer or director may attempt an informal resolution of the complaint. This attempt at informal resolution may include further fact-finding, consultation with involved parties, including the respondent, mediation attempts or other reasonable means to resolve the situation or remedy the conduct informally. If informal resolution is attempted, however, the identity of the reporter will be kept confidential, unless the reporter gives permission to divulge her or his identity, and no resolution will be imposed that is not agreed to by all parties involved. Informal investigations and resolution attempts may be terminated at any time by the filing of a written complaint. **In any event, the informal resolution process must be concluded within one month of the informational meeting, unless extended by consent of the reporter and the respondent.** Information and accusations contained in reports or gathered in the process of informal investigations shall be kept in a confidential file in the Office of Human Resources. Information about an individual



in this file may be accessed for the purpose of investigating future reports of sexual harassment, but may not be used as a basis for making personnel decisions. Records of informal resolutions shall be kept in a confidential file in the Office of Human Resources and may be used as a basis for future personnel decisions only with the consent of the respondent to the informal resolution. Information about respondents who are students shall be kept in a confidential file in the Office of Human Resources for the purpose of investigating future reports of sexual harassment and may only be accessed by the investigating officer and director of human resources.

8. Written complaint: At any point during the process of informal resolution any person believing him or herself to have experienced sexual harassment may initiate a formal process of investigation and resolution by filing a written statement explaining the basis of the complaint. Any college officer or the director of human resources may initiate formal procedures to investigate and resolve conduct suspected of constituting sexual harassment on the basis of substantial credible evidence. Past reports of sexual harassment alone do not constitute substantial credible evidence; the officer or director of human resources must have evidence about current conduct to file a complaint. If the officer or director initiates the process of investigation and resolution, the officer or director must also put in writing the complaint and explanation of the substantial credible evidence that warrants the initiation of the investigation and resolution process.

#### C. Investigation of the complaint

1. Investigation board: On the basis of a written complaint, an investigation board shall conduct a prompt and thorough investigation of the conduct that forms the basis of the complaint. The board shall be comprised of the officer who supervises the person named as the harasser in the complaint (“respondent”), the director of human resources, the chair of the Faculty Executive Committee, the president of Honor Court and one additional member chosen from the respondent’s constituency (if a faculty respondent, a second faculty member to be named by the Faculty Executive Committee; if a student respondent, a second student to be named by Honor Court; if a staff respondent, a second staff member to be named by the staff members’ organization). The officer shall serve as chair of the investigation board.

2. Conflict of interest: If any member of the investigation board is a party to the complaint or has any other conflict of interest that would prevent her or him from adjudicating the complaint in a fair and impartial manner, the president of the college will decide the existence of such a conflict and designate a substitute of similar status to serve on the investigation board. If for any reason it is not appropriate or possible for the president to do so, the chair of the Board of Trustees will designate a substitute.

3. Informing the parties: The director shall inform the respondent of the existence of the complaint, provide a copy of the written complaint and provide a copy and information about the college’s policies and procedures against sexual harassment. The director shall also inform the respondent of the identity of the complainant. The director will also furnish, in writing, to both complainant and respondent, a statement explaining the rights and responsibilities of all parties, including rights to confidentiality in so far as possible consistent with the need to investigate and resolve the complaint, the guarantee of non-retaliation and the process for imposing sanctions and appealing resolutions.

4. Investigation: The board shall conduct a thorough, fair and expeditious investigation based on written evidence and interviewing of all witnesses who, in the opinion of the board, can shed light on the merits of the complaint and the conduct of the respondent. **The complainant and respondent shall have the right to present any witnesses and information that in their opinion can provide valid and relevant evidence. The parties may also suggest questions to any witnesses, but questioning shall be done by the chair of the investigation board, whose judgment about the appropriateness and wording of questions, after consultation with other board members on any questions she/he deems necessary, shall be final.** All parties have the right to be assisted by up to three advocates of their choosing, **although practicing attorneys shall not be present at hearings of the investigation board.**

5. Remedial measures during the course of investigation: At any point after the filing of a written complaint, the president of the college may place the respondent on administrative leave with pay or suspend the respondent without pay. Summary suspension shall be imposed only when, in the judgment of the president, the respondent’s presence on campus would constitute a threat to the safety and well-being of members of the campus community. Before implementing the suspension, the accused individual shall be given written notice of the intention to impose the suspension and shall be given an opportunity to present oral and written arguments against the imposition of the suspension. If the respondent is suspended, the formal process should be completed within the shortest

reasonable time possible, not to exceed 10 working days. During the suspension, the respondent may not enter campus without obtaining prior permission from an officer of the college.

#### D. Resolution

1. Finding of fact: Within two months of the filing of the complaint, unless the respondent has been suspended (see preceding paragraph) or the time period is extended by the consent of the complainant and the respondent, the investigation board shall make appropriate and well-grounded findings regarding the factual basis of the complaint. The board may also make recommendations to the appropriate college officer regarding a just and reasonable remedy, including the possible imposition of penalties.

2. Resolutions: The appropriate college officer, based on the findings and recommendations of the investigation board, will take appropriate remedial actions and will follow up as necessary to ensure that the remedial actions are effective. The officer's decision about the proper course of action to resolve the complaint shall be communicated to the complainant and respondent within one month of the submission of the investigation board's findings and recommendations. A copy will be filed in the appropriate college records (in the case of employees, their personnel files; in the case of students, in their student records files).

3. Imposition of penalties: The appropriate college officer may impose penalties ranging from an oral or written warning up to and including suspension or dismissal from the college, **unless the respondent is a full-time faculty member.**

4. Suspension or dismissal of faculty: the dean of the college's decision to suspend or terminate a full-time faculty member holding a continuous appointment or a probationary or term contract before its expiration is a recommendation only and triggers the procedures for dismissal for cause under Dismissal of Teaching Faculty Policies and Procedures (Faculty Handbook).

E. Appeals: **Either party may appeal the decision, in writing, within five days of receipt of the written decision by the investigative board, through standing procedures which include the faculty grievance process, student Judicial Board and union staff grievance process. Administrative staff may appeal directly to the president or her designee. Any decision rendered through the appeal process shall be final.**

F. Documentation: The director of human resources is responsible for keeping a record of the entire formal complaint process, including all complaints, answers, written evidence, notes from hearings, other documentary evidence from the investigation and appeals processes and documentation of remedial actions taken and any evidence concerning their effectiveness. This record shall be maintained in a confidential file in the Office of Human Resources and shall be available to managers and Reappointment, Promotion and Tenure committees for use as appropriate in making personnel decisions. Information about respondents who are students shall be kept in a confidential file in the Office of Human Resources for the purpose of investigating future reports of sexual harassment and may only be accessed by the investigating officer and director of human resources.

## Consensual Sexual Relationships

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### 1. **Among undergraduate students and faculty:**

Sexual relationships between faculty members and undergraduate students are inconsistent with the mission of the college and inappropriate because they carry a risk of damaging the student's educational experience and the faculty member's career. The college thus prohibits sexual relationships, even of a consensual nature, between faculty members and currently enrolled students. Faculty members are strongly advised to exercise their best professional judgment concerning student-faculty relationships and to consider that intimate relations with students, even of a non-sexual nature, can be fraught with difficulties and the appearance of impropriety.

### 2. **Among graduate students and faculty:**

The college discourages sexual relationships between graduate students and faculty members not in the same program. The college prohibits sexual relationships between faculty members and graduate students in the same program or students whom they supervise, evaluate or teach.

### 3. **Among students and non-faculty employees:**

For the same reasons that faculty are prohibited from having sexual relations with students, Agnes Scott College prohibits non-faculty employees from having sexual relationships with students whom they employ, supervise, evaluate, counsel, advise or potentially discipline.

#### 4. Prior relationships:

The foregoing policies do not apply to persons whose consensual sexual relationships antedate their enrolling or being employed at Agnes Scott College. If a teaching or supervisory relationship exists between persons with such a prior relationship, this relationship must be disclosed and alternative means of supervision must be implemented.

All faculty and staff at Agnes Scott College should understand that romantic or sexual relations with students or employees in violation of this policy may lead to disciplinary action by the college, up to and including dismissal and/or may lead to legal action by complainants.

## College Spokesperson Policy

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The senior director of communications is the official spokesperson for the college. Media communication is managed by the Office of Communications. All media inquiries must be directed immediately to the senior director of communications who evaluates the inquiry and determines the appropriate source for response, including members of the faculty, administration or student body.

## Weather Policy

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In the event of severe weather, information on the closing or delayed opening of the college is available from the following sources:

1. WGST 640 AM; WSB-TV, Channel 2; WAGA, Channel 5; WXIA, Channel 11; WGCL, Channel 46
2. ASC Weather Line: Recorded message on 404 471-5100. This line will be updated as changes occur. Please do not call the public safety department.
3. College websites: If the college is closed, information will be posted and updated on Agnes Scott's emergency website: <http://emergency.agnesscott.edu>.

If the college is not closed, use the following guidelines to secure additional information or to report absences.

### A. Regulations for Students, Faculty and Staff

#### 1. Resident Students

A notice will be posted on the bulletin board in Buttrick lobby with updated reports of classes that are canceled. Please check this bulletin board and do not call the college switchboard operator or the Office of the Dean of the College.

#### 2. Commuting Students

For information about the cancellation of specific classes, call the office of faculty services (404 471-6361) after 8 a.m.

#### 3. Faculty

If travel to the campus is impossible or unsafe and you are therefore unable to meet your scheduled classes, notify the Office of Faculty Services at 404 471-6361 after 8 a.m.

#### 4. Staff and student work-study employees

Contact your immediate supervisor if you are unable to travel to work.

### B. Policy on Absences during Severe Weather

See Class Attendance in the ACADEMICS section of this handbook.

### C. Tornado Alert Plan

The Department of Public Safety monitors the National Weather Service on the police communication system. Severe weather emergency procedures are as follows:

1. As soon as the Atlanta metro-area is identified as a "watch" area, public safety will contact building captains and resident directors via e-mail and voicemail.
2. If DeKalb County is placed on a "warning" status, public safety will deliver a public address message to the campus followed by activation of the Early Warning Tornado System and distribution of a SMS text message to all registered student cell phones. Everyone on campus should then move to the lowest level of the building in

which they are located, staying away from windows and doors.

3. As soon as the “warning” status has been lifted for the area, public safety will deliver an “all clear” public address message and SMS text message to all registered student cell phones.

## Emergency Communication

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The college has implemented an emergency communication system that provides the ability to send SMS text, e-mail and voice messages to the campus community. This system will be used only in the event of an emergency. Emergency messages will appear also on the college’s emergency website ([emergency.agnesscott.edu](http://emergency.agnesscott.edu)). Students are encouraged to review and update their personal contact information to ensure the college has the most current information on file. Students should contact the registrar’s office for more information on how to review and update their information.

## Campus Sustainability Statement

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Agnes Scott College has made a commitment to sustainability on campus, as well as in the surrounding community and in the metro-Atlanta region. The college is dedicated to changing all of its activities in order to be more sustainable: from curriculum options to waste reduction, from energy conservation to organic gardening, from watershed stewardship to investment strategies and from green purchasing to improved health and well-being. Agnes Scott’s Climate Action Plan outlines strategies and five-year targets designed to achieve “climate neutrality” by 2037.

### Sustainability Steering Committee Mission Statement

As part of our mission to live honorably, we accept the challenge of environmental stewardship, commit to education and leadership in sustainability and seek to balance what the college takes from and returns to the world’s natural resources.

*Agnes Scott Office of Sustainability, 2010*

## Policy for Acceptable Use of Electronic Resources

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### **Introduction**

Agnes Scott College (hereinafter “Agnes Scott” or the “college”) values technology as a means of communicating information and ideas to the college community and the world. In keeping with the college’s commitment to using technology in teaching and learning, this policy provides direction in the appropriate use of all forms of electronic resources on campus. The text that follows provides information on what constitutes a violation of the college’s Policy on Acceptable Use of Electronic Resources as well as what the procedures are for addressing policy violation complaints.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, computer systems, interconnecting networks, facsimile machines, e-mail, voicemail and other telecommunications facilities, as well as all information contained therein (collectively, “electronic resources”) owned or managed by the college.

The use of Agnes Scott electronic resources is a privilege, not a right, which may be revoked at any time for misuse. The college reserves the right to limit access to its electronic resources when applicable college policies, state and/or federal laws or contractual obligations are violated. The college does not, as a rule, monitor the content of materials transported over the college’s network resources or posted on college-owned computers and networks, but reserves the right to do so. Agnes Scott provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. Agnes Scott may not be held accountable for unauthorized access by other users, nor can the college guarantee protection against media failure, fire, floods, etc.

This policy applies to all users of computer resources owned or managed by the college, including, but not limited to, Agnes Scott faculty and visiting faculty, staff, students, external individuals or organizations and individuals accessing external network services, such as the Internet and intranet, via Agnes Scott's computing facilities.

### **Use of Resources**

All users of the college electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with Agnes Scott policies. As a user of Agnes Scott electronic resources, you agree to be subject to the guidelines of this "Policy for Acceptable Use of Electronic Resources."

In the text that follows, individual policy statements are followed by specific examples of activities that constitute unauthorized use of Agnes Scott electronic resources.

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### **Agnes Scott electronic resources may not be used to damage, impair or in any way cause purposeful damage to Agnes Scott networks or computers or external networks or computers.**

*For example, you may not:*

- Use Agnes Scott electronic resources to breach security of any computer system
- Share your network ID and password with any unauthorized person on or off campus
- Use computer resources to send large amounts of e-mail (e.g., e-mail "spamming") to an internal or external system
- Send e-mail of any type to someone's address in an effort to disable their e-mail capabilities
- Forge, alter or willfully falsify electronic mail headers, directory information or other information generated and/or maintained by the college
- Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes recklessly or intentionally (1) damaging any system by introducing computer "viruses" or "worms," (2) damaging or violating information not belonging to you or (3) misusing or allowing misuse of computer resources
- Use Agnes Scott College resources for non-college related activities that unduly increase the network load (e.g., chain mail, network gaming and spamming)

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### **Unauthorized access, reproduction or use of the resources of others is prohibited.**

*For example, you may not:*

- Make unauthorized copies of copyrighted materials. You should assume all software, graphic images, music and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law and may result in civil and criminal penalties including fines and imprisonment.
- Create or execute any computer programs intended to (1) obscure the true identity of the sender of electronic mail or electronic messages, (2) bypass, subvert or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner or (3) examine or collect data from the network (e.g., a "network sniffer" program)
- Use electronic resources to gain unauthorized access to resources of the college or other institutions, organizations or individuals
- Use false or misleading information for the purpose of obtaining access to unauthorized resources
- Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization
- Use electronic resources to discover another individual's password
- Use electronic resources to obtain personal information (e.g. educational records, grades or other college files) about an individual without their permission
- Use electronic resources to forge an academic document
- Use electronic resources to steal another's individual works or to misrepresent one's own work
- Use electronic communication to collude on examinations, papers or any other academic work
- Use electronic resources to falsify or fabricate research data
- Use electronic resources to obtain or release another individual's or entity's proprietary information or trade secrets
- Use Agnes Scott electronic resources for remote activities that are unauthorized at the remote site
- Intercept transmitted information intended for another user

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**Use of Agnes Scott electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited.**

*For example, you may not:*

- Send chain e-mail or information about pyramid schemes
  - Send large quantities of e-mail to an individual's mailbox (e.g., e-mail "spamming") which has the effect of interfering with or causing impairment to that individual's activities
  - Change an individual's password in an effort to access their account
  - Communicate or use any password, personal identification number, credit card number or other personal or financial information of a third party without the permission of such third party
- 

**Use of Agnes Scott electronic resources to harass or make threats to specific individuals, or a class of individuals, is prohibited.**

*For example, you may not:*

- Send unwanted and repeated communication by electronic mail, voicemail or other form of electronic communication
  - Send communication by electronic mail, voice-mail or other forms of electronic communication which is motivated by race, ethnicity, religion, gender or sexual orientation (including, without limitation, any communication that violates the college's "Statement Against Discrimination or Harassment")
  - Use e-mail or newsgroups to threaten, stalk or harass someone
  - Post or send personal or sensitive information about individuals via any form of electronic communication
  - Post or distribute via any form of electronic communication "hate speech" regarding a group's race, ethnicity, religion, gender or sexual orientation
- 

**Use of Agnes Scott electronic resources in pursuit of unauthorized commercial activities is prohibited.**

*For example, you may not:*

- Use computer resources for personal commercial gain or other commercial purpose without approval by the college
  - Use computer resources to operate or support a non-college related business
  - Use computer resources in a manner inconsistent with the college's contractual obligations to suppliers of those resources or with any published college policy
- 

**Use of Agnes Scott electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders or to otherwise violate any college rules or policies is prohibited.**

*For example, you may not:*

- Install software, music or images obtained in violation of copyright or trademark laws or an applicable license agreement on any computer (collectively, "pirated materials") owned by the college
- Use any college-owned electronic resources to store or distribute pirated materials
- Bring any media containing pirated materials onto campus
- Effect or receive unauthorized electronic transfer of funds
- Disseminate child pornography or other obscene material
- Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose

**Reporting and Response to Violations**

Members of the Agnes Scott community who believe they have witnessed or been a victim of a violation of Agnes Scott College's Policy on Acceptable Use of Electronic Resources should notify or file a complaint with the appropriate college office as follows: students should report suspected violations to the dean of students; faculty members should report suspected violations to the dean of the college; and staff members should report suspected violations to their direct supervisor.

Reports of suspected unauthorized use or misuse of Agnes Scott electronic resources will be investigated pursuant to standard college procedures, which are listed below. Violation of this policy will result in action by the appropriate college office or agency. Such action may include, but is not limited to, permanent or temporary

suspension of user privileges, deletion of files, disconnection from the Agnes Scott network and referral to applicable student/faculty/staff disciplinary processes. All potentially illegal activities may be reported to local, state or federal authorities, as appropriate, for investigation and prosecution.

### **Questions Relating to This Policy**

The examples of unauthorized use of Agnes Scott electronic resources listed above are not meant to be exhaustive. Questions regarding this policy or the application of this policy to a specific situation should be referred to the associate vice president for technology. Whenever you are in doubt regarding an issue of questionable use, it is in your best interest to resolve the issue before pursuing any questionable use of electronic resources.

### **Related Policies and Guidelines**

Because electronic communications encompass many different forms of communication across many different media, there are several additional college policies of which members of the campus community should be aware:

- Sexual Harassment and Policy Process (Student Handbook, Staff Handbook, Faculty Handbook)
- Honor Code and Honor Court (Student Handbook)
- Disciplinary Procedures for Students (Student Handbook)
- The Judicial Review Committee (Student Handbook, catalog)
- Policy on Conduct and Performance (Staff Handbook, Faculty Handbook)
- Discipline and Discharge (Staff Handbook)
- Dismissal of Teaching Faculty Policies and Procedures (Faculty Handbook)
- Statement of Academic Rights and Responsibilities (Faculty Handbook, Student Handbook)
- Statement on Academic Freedom and Responsibility (Faculty Handbook, Student Handbook)
- Website Terms and Conditions of Use (<http://www.agnesscott.edu/about/termsandconditions.aspx>) and Privacy Statement (<http://www.agnesscott.edu/about/privacypolicy.aspx>)

### **Contact Information**

For specific questions relating to this and other college policies, you may contact the following persons:

#### **Computer and Network Systems**

Associate Vice President for Technology .....x6483

#### **Electronic Communications**

Associate Vice President for Technology .....x6483

#### **Honor Code and Honor Court**

Dean of Students .....x6391

#### **Dispute Resolution Procedure (Faculty & Staff)**

Director of HR .....x6384

#### **Harassment (Students)**

Dean of Students .....x6391

or Public Safety .....x6355

#### **Health or Safety**

Public Safety .....x6355

Student Health Services.....x6346

#### **Academic Issues**

Dean of the College .....x6283

## Voice-mail System

VP Business & Finance.....x6278

*This policy supersedes all previous policies regarding acceptable use of computer resources, facsimile machines, voicemail, e-mail and other telecommunications facilities.*

—revised July 8, 2002

The college is committed to academic freedom as stated in Section II of the Faculty Handbook, Statement on Academic Freedom and Responsibility and the assessments of complaints about unauthorized use or misuse of electronic resources will be evaluated consistent with this and other college policies as listed above.

## Electronic Mail Guidelines

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### E-mail Accounts

All members of the Agnes Scott College community have their own e-mail account in order to facilitate the timely exchange of information. These accounts are provided as a service to members of the college community. As such, users are expected to follow college guidelines on the appropriate use of e-mail and related technologies.

*These guidelines apply to:*

1. All e-mail services provided, owned or funded in part or in whole by Agnes Scott College.
2. All users and holders of college e-mail accounts or systems, regardless of the intended use; and
3. All college e-mail Official Records and/or Public Records in the possession of or generated by college employees and other users of e-mail services provided by the college, regardless of whether the records were generated on college or non-college computers.

### Account Administration

#### Account Creation

1. New student accounts are created throughout the summer and one week before the start of the spring semester. The Office of Admission provides new student account information.
2. Account names are based on first initial, last name as it appears in the student record. When duplicate account names occur, the middle initial will be inserted.
3. Vanity names are not permitted.

#### Account Retention/Deletion

1. Students
  - a. All graduating students have the option of activating an “alumnae e-mail for life” account with the college. Information regarding how to activate the alumnae e-mail account is available on the alumnae intranet site. Graduates retain their agnesscott.edu accounts through the last day of October following their graduation month to provide sufficient time to migrate e-mail to their alumnae account or to a personal e-mail service.
  - b. Graduating students who return for Year Five the semester following their graduation retain their regular ASC accounts through their Year Five attendance. If there is a semester break between graduation and Year Five attendance, the account is subject to deletion until enrollment notification from the registrar is received.
  - c. Accounts for students withdrawing from the college for any reason other than an approved leave of absence remain active for six weeks and then are deleted.

#### Account Management

1. Student mailboxes are not backed up. Students are responsible for saving messages they want to keep.
2. E-mail quotas are in effect for all faculty, staff and student accounts. Please refer to <http://its.agnesscott.edu/OnlineDocs/E-mail/> for more information.
3. Server level spam detection is managed through a Barracuda spam appliance. Refer to <http://its.agnesscott.edu/> for documentation on the features of our spam filtering service and how to manage your spam.



### **Appropriate Use of E-mail**

E-mail communication is considered a formal written record that carries the same legal weight as a formal memorandum. Users of e-mail communications should remember that the communication becomes the possession of the receiver and can easily be duplicated and redistributed by the receiver. Although passwords stored on the e-mail servers are securely encrypted and cannot be deciphered, users should note that they are responsible for the security of their own passwords. Users should be careful about sharing their login/password information. Doing so will provide others with access to their e-mail and network accounts.

*Examples of misuse of e-mail communications include, but are not limited to:*

- Messages that violate any local, state and/or federal law or that promote any illegal activity
- Messages that may be perceived as harassing or threatening
- Messages of a political nature (i.e. personal opinion, public debate and/or campaigning)
- Messages that solicit support or funding not related to college business
- Messages that promote continuation of a chain message or pyramid scheme
- Messages that could be reasonably expected to cause, directly or indirectly, unnecessary strain on computing facilities or serve to interfere with others' use of e-mail or the e-mail system (i.e. "spam," chain messages or "letter-bombs")
- Messages that appear to represent, provide opinions or otherwise make statements on behalf of the college or any unit of the college unless expressly authorized to do so.

*For additional information on violations, please see the college's policy on Acceptable Use of Electronic Communications.*

Violations will be handled through the normal college disciplinary procedures. Harassing messages and other illegal activity conducted via e-mail may also be reported to the appropriate local, state and/or federal authorities.

In spite of college policy, malicious persons who know the owner's computing ID and password can abuse e-mail. Users are responsible for protecting their own passwords and login information.

### **Confidentiality**

Users should be aware that e-mail is **NOT** recommended for use in confidential communications. Since the security of e-mail cannot be guaranteed, any information of a confidential matter that needs to be conveyed should be done through one-on-one or written communication in conjunction with appropriate college personnel.

The Office of the Registrar may elect to publish student e-mail addresses as directory information, consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA). Individual students may, consistent with college policy regarding the protection of student information (see Agnes Scott College Policy on Confidentiality of Student Records) request that the college not treat their address as directory information. Requests should be directed to the Office of the Registrar.

### **Guidelines for Broadcast Messages to External Public**

Agnes Scott College personnel, from time to time, may send broadcast e-mail messages to certain target audiences in an effort to inform them about college activities and events, solicit support and donations, solicit involvement in college-related activities, foster interest in the college and encourage application for admission, etc.

Since these messages are distributed to a large population, they should follow the college's normal review and approval process before being distributed. Questions about the review process should be directed to the Office of Communications.

### **Guidelines for Use of Internal Distribution Lists (#Students, #Faculty, #Staff, etc.)**

The following types of announcements or messages are considered appropriate for internal distribution lists:

- Network access issues affecting all of campus
- Any safety or emergency-related situation (i.e. campus closings, evacuations, etc.)
- Special change in location or time for campus meals

- One announcement/invitation for an all campus special events (ex. cultural cevents or student activities program)
- Presidential or officer-level informational announcements
- Facilities-related services or outages affecting individual buildings or all of campus

**The following types of announcements or messages are considered inappropriate for internal distribution lists:**

- Club or event announcements that are not intended for all students
- Repeated invitations to any events
- Personal, political messages
- Unsigned messages or messages with forged identities
- Surveys. Announcements about surveys are acceptable, but do not conduct a survey via the announcement service.
- Jokes, stories, recipes, poems, etc.
- Chain letters of any type, including unconfirmed computer virus reports. See the ITS intranet site for information on computer viruses.
- Want ads, including carpooling, roommates, etc.
- "For Sale", giveaways and other related advertising
- Requests for help in locating missing, stolen or lost items. *Contact public safety about stolen items. Contact the information desk for Lost and Found.*
- Solicitations for donations for any non-college supported charity or group
- Advertisements of personal services, e.g. typing, baby-sitting, photography
- Responses or replies to announcements made by someone else. Make these privately to the sender rather than the entire distribution list. Official corrections to announcements may be appropriate, however.
- Any message that violates the college's guidelines for e-mail use (see above)

**Access to Internal Distribution Lists**

As a convenience to the campus community, the college provides access to a number of group distribution lists, including #Faculty, #Staff and #Students. However, access to #Students is limited to selected individuals within each division and to members of the faculty. Questions regarding use of this list should be directed to division vice presidents or the associate dean of students.

**Guidelines for Use of Public Folders**

The college has developed a Public Message Folder system in Outlook to assist in eliminating clutter from e-mail boxes and to assist with distribution of announcements and other related information that is not deemed appropriate for delivery via internal message lists.

The college asks that all ASC network users post campus-wide messages to the most appropriate Public Folder instead of sending campus-wide e-mail messages to #Fulltime Faculty, #Fulltime Staff, #Part-time Faculty and #Students distribution lists. Each network user should regularly check the public folders area for information of interest. Again, within a given folder, the subject line should be appropriate and informative.

The following Public Message Folders subject groups have been created with input from various campus groups for campus-wide use. Examples are:

- Announcements
- Ask your Senator
- Career Planning
- Diversity-Speak
- For Sale-Give Away
- For Students Only
- Lost-n-Found
- SGA minutes
- Shuttle Schedule
- Volunteer

- All messages posted to Public Folders expire two weeks after posting and typically are automatically deleted by the system
- Each person who posts a message can delete the posting prior to the two week expiration and can modify the posting at any time
- The For Students Only folder is only accessible to students
- Submit new folder suggestions to the associate dean of students.

### Indemnification of the College

Users agree by virtue of access to the college's computing and e-mail systems to indemnify, defend and hold harmless the college for any suits, claims, losses, expenses or damages, including but not limited to litigation costs and attorney's fees arising from or related to the user's access to or use of college e-mail and computing systems, services and facilities.

## Campus Computer Network (ASCNT)

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Agnes Scott's local area computer network, ASCNT, provides the college with access to a variety of network resources that include but are not limited to: e-mail, the Internet, intranet, online library catalogs, campus accessible online phone directory, course management system, network printing and AscAgnes. AscAgnes (pronounced "Ask Agnes") provides students with self-service access to the course catalog, class schedule, grades, a view of progress toward degrees, required forms and financial aid term award details. Students can enter their name, ID number and ASC e-mail address, to set their password and log into AscAgnes.

- All college-owned computer systems are connected to the network.
- Each student is assigned an e-mail address by Information Technology Services with 200 Megabytes of storage, along with 200 Megabytes of portfolio or web storage.
- If a student brings her own computer and it meets networking specifications, her computer may be connected directly to the network. Refer to the ITS intranet site (<http://its.agnesscott.edu>) for current computer networking specifications.
- Students are expected to use proper "netiquette" and adhere to the Acceptable Use of Electronic Resources (<http://www.agnesscott.edu/academics/technologyservices/acceptableusepolicy.aspx>) and Digital Millennium Copyright Act (<http://www.agnesscott.edu/academics/technologyservices/dmca.aspx>) policies.
- Students can connect their personal computers to the campus network in their residence hall rooms. Each new student will receive a copy of the connectivity instructions in their orientation packet. Returning students will find a set of instructions in their room. Please share with roommates. If a student needs help getting connected, she should ask her Residential Computing Consultant for help or contact the ITS Help Desk 404 471-5487.
- All student personal computers connected to the campus network **must** have the college provided anti-virus software installed. Instructions are provided to new student at orientation check-in. Returning students can obtain instructions from their RCC or at the ITS Help Desk
- Wireless network connectivity is available in the residence halls and outside spaces around campus through a City of Decatur Wi-Fi account. Pickup a Wi-Fi promo code and instructions at the ITS Help Desk. Students must bring their IDs to get a promo code. Agnes Scott wireless network connectivity is available in non-residence hall buildings by choosing WoofWoof Wi-Fi. Open a web browser and students will be directed to a login page where she gains access by using her Agnes Scott user ID and password.
- Come to the IT Help Desk if a patch cable is needed, they're FREE and they're purple.
- Refer to <http://its.agnesscott.edu> and <http://etc.agnesscott.edu> websites for helpful information
- Contact Residential Computing Consultants if students have computer questions or need help. Don't know who the RCC is? Go to <http://its.agnesscott.edu/rcc.pdf>.
- Beginning in fall 2010, a student print management system will be activated. Each student will be setup with a 500 sheet print quota for the academic year. A small print overdraft system will be setup. Once the established print quota is exceeded, funds will need to be added to the student's print account. More

information about the print management system will be published on the ITS intranet site at <http://its.agnesscott.edu>.

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**Your e-mail address while at Agnes Scott is: <first initial><last name>@agnesscott.edu**

A middle initial may be used in instances where the above e-mail format may conflict with another e-mail address:  
<first initial><middle initial><last name>@agnesscott.edu

Before sending an e-mail to someone with a common name, verify their e-mail address to ensure you don't send your message to the wrong person.

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## Guidelines for Appropriate Use of the Agnes Scott College Logo and Seal

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Agnes Scott College has developed guidelines for the appropriate use of the college's logos and seal. These guidelines cover the use of the logo on publications, signage and specialty items such as T-shirts, coffee mugs, etc. The Office of Communications maintains the graphic standards guidelines and offers design assistance to academic departments and administrative offices interested in developing publications and other materials that use the college's logo and seal. For a copy of the graphic standards guidelines, go to <http://intranet.agnesscott.edu/Advancement/communications/graphic-designers.html>

The college's name, logo and seal are protected service marks of Agnes Scott College. For design assistance in creating publications, specialty items, etc. or for questions about appropriate use of the college's name, logo or seal, contact the Office of Communications at x6484.

## Website Guidelines

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### Introduction

Agnes Scott maintains Web content under the agnesscott.edu domain to support the college's academic program and administrative functions.

### The mission of Agnes Scott's Web content is to:

- Promote the college to all audiences
- Support instruction, research and other academic pursuits of faculty and students
- Provide an efficient channel of communication from the college to students, faculty and staff

### Contribution of Web content is limited to:

- Faculty authorized to act for their departments or programs
- Faculty as individual scholars and teachers
- Staff authorized to act for their administrative offices
- Students working under sponsorship of faculty or administrative offices

### Terms and Conditions of Use

Complete terms and conditions are available at <http://www.agnesscott.edu/about/termsandconditions.aspx>.

### Policy on Acceptable Use of Electronic Resources

The complete policy is available at <http://www.agnesscott.edu/acceptableuse>.

### Digital Millennium Copyright Act Guidelines for Students, Staff & Faculty

The complete policy is available at <http://www.agnesscott.edu/academics/technologyservices/dmca.aspx>.

### Links to agnesscott.edu Pages

All individuals are welcome and encouraged to link to agnesscott.edu pages that are not password protected. Please check these URLs regularly as Agnes Scott cannot be responsible for broken links.

### Personal Content

The college does not offer hosting services for information of a personal nature or information that does not support its academic or administrative functions.

## Review and Approval Policy

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All student communications intended for off-campus audiences and representing Agnes Scott are subject to the Editing and Proofing Guidelines and Review. These communications include, but are not limited to, fliers, letters, posters, programs, postcards, etc. if they are intended for off-campus readers. Students should submit a draft of the proposed off-campus communication to the director of student activities for initial review and forwarding to the appropriate student life staff and the Office of Communications.

## Official Posting Policy

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1. The Center for Student Engagement suggests personal responsibility in all items to be posted; the office recommends that students send their flier, newsletter, etc. to at least two people to be proofread before posting.
2. Postings are defined as chalkings, banners, e-mails, fliers, public folders, easels, announcements, newsletters and any other mode of communication that is used to announce an event or message.
3. Chalkings, banners, e-mails, public folders, easels and Facebook groups are encouraged so as to cut down on the amount of paper used.  
On-campus postings will have priority. Any off-campus postings that interfere with on-campus spaces may be removed by anyone at any time. Off-campus postings may only be posted on designated bulletin boards, must be approved by the Center for Student Engagement and must have the date they were posted clearly legible.
4. Removal of Postings
  - a. Any postings in general that do not adhere to this policy may be removed at any time by the Center for Student Engagement, including any employees of the office and the President's Council chair.
  - b. All postings must have contact information. Any postings without contact information will be removed, erased and/or deleted.
  - c. If at any time any person finds a posting problematic for any reason (i.e. failure to follow the posting policy), they may notify the director of student activities who will notify the student group to discuss the issue with them. At no time may any student remove a posting or deface a posting they feel is not following the posting policy for any reason.
  - d. If the event the posting advertises has already passed the previous day, a student may remove the posting.
  - e. All fliers must be 8½ x 11, standard copier/printer-size. Requests to post larger fliers may be made through the director of student activities and will be evaluated on a case-by-case basis.
5. #Students E-mails
  - a. All #Students e-mail requests should be sent to [stulife@agnesscott.edu](mailto:stulife@agnesscott.edu).
  - b. #Students e-mails will not be sent out more than twice within a week. (This does not guarantee a #Students e-mail will be sent twice within a week. Granting requests to send an e-mail out more than once will be at the discretion of the director of student activities.)
  - c. The director of campus life and student engagement will not edit for content, proofreading, etc. The e-mail will be forwarded exactly as it is received. All e-mails must have the name of the group, as well as an e-mail address for contact purposes.
  - d.
6. Easels
  - a. Easel stands must be purchased by the group wishing to display the poster.

- b. All easel displays will be approved by the director of campus life and student engagement before they are displayed.
  - c. The appropriate number and placement of the easels will also be approved by the director of student activities to ensure minimal crowding.
  - d. All easels must state a group name and e-mail for contact information.
7. Banners
- a. All banners must have the date they are posted written on them (front or back), large enough to be seen and in a visible spot.
  - b. All banners must be removed within two weeks of the date posted.
  - c. All banners must have the name of the group and an e-mail address for contact information.
  - d. Banners to be posted for one month may be approved by the director of student activities.
8. Newsletters
- a. The newsletter must clearly state the group's name and e-mail for contact information.
  - b. All newsletters must follow the flier posting policy
  - c. Any event/group listing may be forwarded to [senate@agnesscott.edu](mailto:senate@agnesscott.edu) to be added to the *Walls and Stalls* posting, space permitted.
9. Fliers
- a. Off-campus distribution: Any fliers intended for off-campus readers must be approved by the director of campus life and student engagement before a student group is allowed to produce in mass quantity and distribute.
  - b. On-campus distribution:
    - 1. No postings may be placed on the exterior of any building (per Decatur City ordinance) and no glass on interior or exterior doors may be covered for safety purposes.
    - 2. Post only on bulletin boards or columns in Alston Campus Center
    - 3. Post only on magnetic strips and boards in Buttrick Hall
    - 4. Post with the permission of a department in Dana Fine Arts Building
    - 5. Post only on magnetic strips in Presser Hall
    - 6. Post only on bulletin boards in Bullock Science Center
    - 7. Post only small table tents in McCain Library
    - 8. No posting in Avery Glen Apartments
    - 9. Must ask permission to post on bulletin boards in Woodruff Physical Activities Building
    - 10. Post only table tents in Evans Hall or use the bulletin boards
  - c. Residence Halls: Students may submit their fliers to the Office of Residence Life. Flyers will be distributed among the residence life staff who will post fliers in designated hall areas.
  - d. Guidelines For Fliers:
    - 1. Only painters' tape allowed.
    - 2. Only two fliers per organization at a time.
    - 3. Only one flier per event at a time.
    - 4. All fliers must have the group's name and e-mail for contact information.
    - 5. Fliers may only be posted for two weeks at a time and must have date posted. Students may petition the Center for Student Engagement to keep a flier up for one month (i.e. silent programming) and it should be noted on the flier that it is allowed to be posted for one month.
    - 6. All student groups must remove their postings no later than three days after the event has passed. Failure to do so will result in warnings and possible fines.
    - 7. The Center for Student Engagement will remove fliers that have been up for longer than two weeks and notify the student group their fliers have been removed and any repercussions.
10. Elections Postings
- a. Those running for office should make no more than 60 fliers TOTAL.
  - b. No exterior or interior glass of any door may be covered.
  - c. No fliers should be placed on the exterior of any building.
  - d. All fliers must be posted with painters tape.
  - e. All fliers must be 8 ½ x 11.
  - f. All building rules for locations to post should be followed.

# Judicial Board

## Oath of Office

As a member (or as an officer) of the Judicial Board of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Judicial Board and of Agnes Scott and will endeavor continually to bring them to full realization.

## Policies Regarding Residence Life

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Agnes Scott is a residential liberal arts institution. The residential environment is a key component of each student's college experience. Students enrolled at Agnes Scott are expected to live in campus housing for the duration of their tenure at the college. Any exception to this policy must be approved by the Office of Residence Life. Authorization to live off-campus is granted at the discretion of the director of residence life in special situations or when space is unavailable on campus.

In addition to the specific standards set forth, and beyond the areas they govern, it is assumed that students will follow the dictates of the student code of conduct and will exhibit a healthy respect for their safety and the comfort of their fellow students. The college and its agents maintain the right to enter a student's room for the purpose of maintenance, fire, safety and upholding college regulations and policies.

In accordance with Agnes Scott's desire to encourage and recognize individual maturity and responsibility, it is expected that students will conduct themselves with propriety and exercise good judgment so that their behavior will bring credit both upon themselves and upon the college. In the event that a student's conduct indicates that she is not in understanding with the ideals and standards of the college's residence life policies or is not mature enough to reside on campus, the dean of students may terminate the student's resident status.

## Judicial Board Responsibilities

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In efforts to be fair and provide safety for Agnes Scott College campus the student code of conduct provides a guideline to keep a community of peace. The Judicial Board is responsible for upholding the student code of conduct and enforcing sanctions on students that are in violation of the student code. The Judicial Board is a student run system.

The dean of students or the designee is the judicial adviser to the Judicial Board so that she may insure that procedures are followed. As adviser, they will have access to all information in Judicial Board investigations and cases. In judicial matters, the minutes of Judicial Board proceedings are to be kept confidential and cannot be used by students or any legal counsel. The minutes may be used by the Judicial Board president when presenting a case to Honor Court or the Judicial Review Committee. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Judicial Board or Judicial Review Committee proceeding.

Any member of Judicial Board who has a personal interest or role in a potential or actual Judicial Board case must recuse herself from the proceedings related to that particular case.

## Judicial Powers: General Residence Life Regulations

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The Judicial Board sees all cases that are in violation of Residence Life regulations and non academic violations of the student code of conduct.

General Residence Life Regulations

Residential students are advised of residence hall regulations upon enrollment. Judicial Board constitutes the court of primary jurisdiction in matters relating to residence life, including actions that jeopardize the safety and property of others. Areas under Judicial Board's aegis are listed below. Details of policies and regulations for each item are given in the RESIDENCE LIFE section of this handbook or in the housing contract.

Smoking Policy  
Alcohol Policy and Penalties  
Visitation and Guests Policies  
General Residence Hall Regulations  
Electrical Appliances  
Fire Protection  
Mandatory Residence Hall Meetings  
Pets

Quiet Hours  
Kitchen Policies  
Laundry Room Policies  
Residence Halls  
Signing In/Out for First-Year Students  
Violations of Residence Hall Closing Hours and Key Policy  
Avery Glen Apartments Policies and Procedures

## Judicial Board Roles and Responsibilities

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**President:** Officiate Judicial Board hearings. Assigns a Judicial Board member to investigate cases

**Vice President:** Notify students of the charges against her and hearing dates. As well as notify the students of final decision and the student's responsibility of any sentence as a result of the hearing.

**Secretary:** Record meetings and trainings of the Judicial Board and relate those minutes to each of the board members and JBoard advisor weekly.

**Treasurer:** Responsible for budget and monetary exchanges for the Judicial Board

The following positions are needed in order to have a fair court of each student's peers:

- First Year Representative (2)
- Sophomore Representative (2)
- Junior Representative (2)
- Senior Representative (2)

\*each board member petitions for their desired position and the student body will vote to appointment members of Judicial Board, majority vote wins.

## How to Report a Judicial Board Case

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- I. In most cases RA's are responsible for filing an Incident Report against students that violate Student Code of Conduct regulations within the resident halls.
  - A. If a student is witness to another student violation of the Student Code of Conduct she must inform that student that she has **24 hours** to report herself.
  - B. The student may notify any RA of the violation if she is not comfortable with confronting another student or report an incident directly to Judicial Board President.
  - C. If a student witnesses a resident life staff member (resident assistant or senior resident assistant) violating the Student Code of Conduct she may report the violation to a Graduate Hall Director or the Director of Residence Life.



# Judicial Board Procedures

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See Chart – Judicial Board Procedures –page 60

## 1. Initiating Residence Hall Judicial Cases

- A. Once a complaint is submitted and a violation of the student code of conduct has been determined an investigation takes place
  - i. The president of Judicial Board or the appointed designee investigates each case thoroughly before charging a student and bringing her before the court.
    - a. Such an investigation may include meetings of the president with others connected with the case (e.g. the appropriate dean, residence life staff, witnesses, etc.). The investigative process may continue after the student has been officially charged.
  - ii. Two members of Judicial Board must be present when discussing the case and/or questioning the students involved.
- B. After conducting an investigation, members of the board will present that student with a written copy of the charges being filed against her.
- C. The student being charged or the accused will be told by a Judicial Board representative that she has at least **48 hours** to prepare for an appearance before the Judicial Board.
  - i. The student may waive the time element and request an early hearing before Judicial Board.
- D. The accused student may submit a prepared written statement to be read at the meeting of the board in her presence or absence.
  - ii. It is highly recommended that the student being charged with a violation of the Student Code of Conduct present her case at the time designated by the Judicial Board president.
- E. If a student is unable to attend her scheduled case, she must submit an excuse in writing to the president of Judicial Board within **24 hours** of notification of her case.
  - i. Failure to attend a case without a proper excuse and/or advance notice will result in the case being turned over to Honor Court.
    - a. A proper excuse are reasons of illness, class, family emergency, etc...
  - F. The accused student has the privilege of bringing to the Judicial Board witness/es who may contribute pertinent information to the case. The accused must notify the president of the Judicial Board of the witnesses she wishes to be called.
    - ii. It then becomes the responsibility of the president of Judicial Board to contact and question the witnesses. (Once the witness has begun contact with the president of Judicial Board, discussion of information pertaining to the case must remain confidential.)

**Privacy is of the utmost importance in every case.** The student does not have the right to know the name of any person involved as a witness in the case. At the same time, the student also has a right to privacy. Her case should not be mentioned by any member of the Judicial Board at any time. No one on campus should be informed that there is to be a case and the case itself should take place in a private location where the proceedings are not likely to be seen. The Judicial Case room is available for cases. The outcome of the case should not be discussed with anyone, other than the student involved.

## 2. Judicial Process

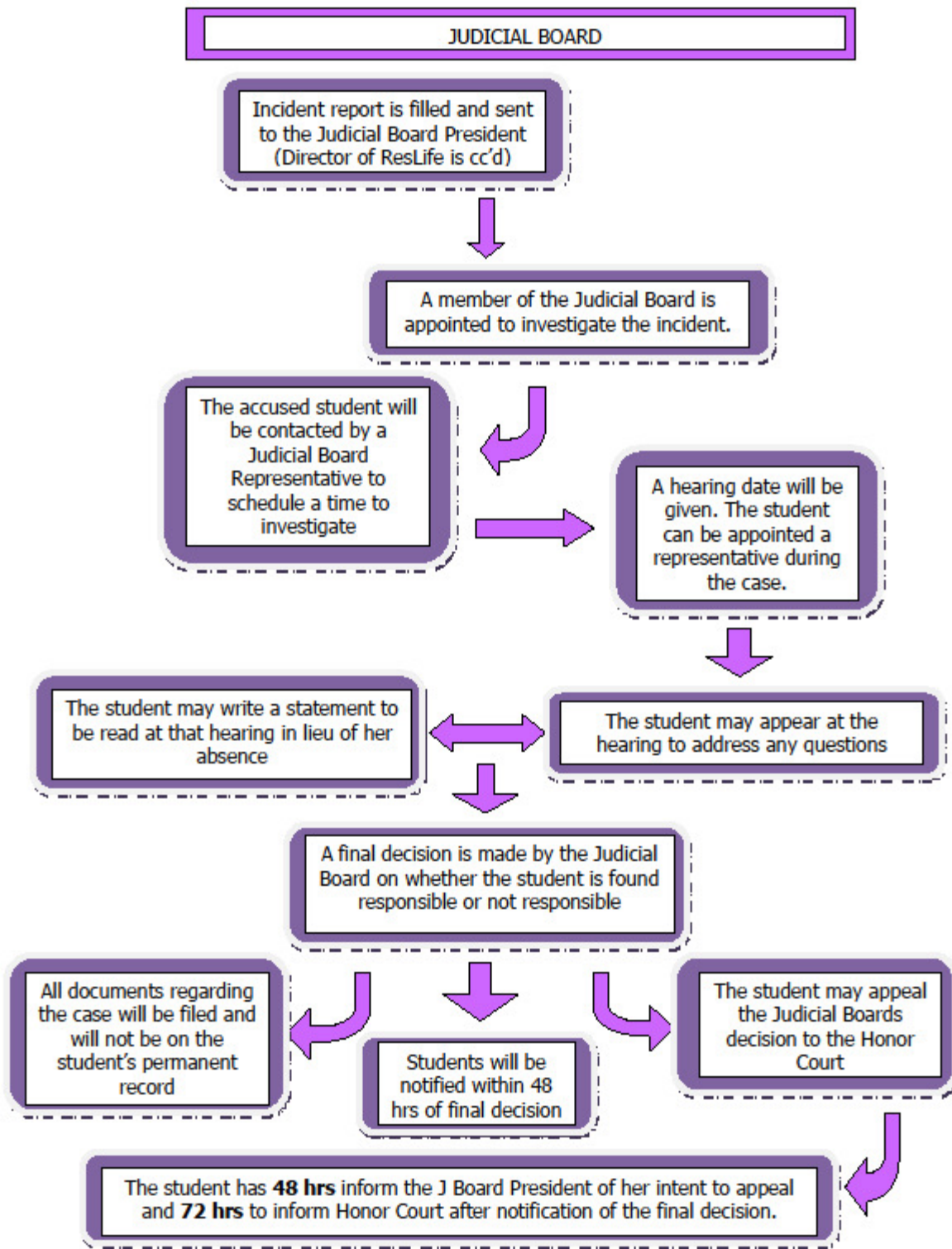
- A. All cases are heard by the Judicial Board.
  - i. Judicial Board has primary jurisdiction in cases involving the alcohol policy, smoking policy, visitation and general residence hall regulations. Judicial Board reserves the right to refer a

- case to Honor Court.
- B. A student may appeal any decision made by Judicial Board or an automatic penalty as listed in the section regarding general residence hall regulations and/or SGA Constitution to Judicial Board.
    - i. The student should notify the president of Judicial Board of her intention to appeal within **48 hours** after the penalty has been given.
  - C. The president of Judicial Board will assign two Judicial Board members to investigate the case.
    - i. The president then presents the case to the Judicial Board.
    - ii. A nonmember of Judicial Board, such as a witness, may present the case; however, she may not remain at the meeting after her presentation.
  - D. The student being charged with an offense may appear before Judicial Board to answer questions. The case is heard at the next meeting following the investigation, unless less than two days has elapsed to prepare the case or extenuating circumstances necessitates postponement.
    - i. Then, the case is postponed by the Judicial Board president.
  - E. Judicial Board must have a quorum of eight members to impose a penalty.
    - i. A simple majority vote is sufficient to impose all penalties except disciplinary probation.
    - ii. A two-thirds majority vote of the Judicial Board members hearing the case is required to impose disciplinary probation.
    - iii. Each component of the penalty must be voted on individually.
  - F. The Judicial Board vice president shall present precedent cases for the purpose of suggestion only.
    - i. A penalty is considered for the individual case and not imposed according to precedent.
  - G. The Judicial Board president has no vote except in the event of a tie.
  - H. A student may appeal a decision of the Judicial Board to Honor Court,
    - i. The student must notify the president of Judicial Board of her intention to appeal within **48 hours** after her case has been decided.
    - ii. The student must file a written statement of her intention to appeal to the president of Honor Court within **72 hours** after her case has been decided.
  - I. Violations involving Judicial Board occurring during exam week will be held over to the next term.
    - i. If the violation occurs during spring semester exam week, written statements will be held by the president of Judicial Board until the fall term.
    - ii. If the violation occurs during fall semester exam week, written statements will be held by the president of Judicial Board until the spring term.
  - J. Judicial Board's verdict in the case and any imposed sanction should be written down by the president of Judicial Board and delivered to the student's mailbox by the Judicial Board representative within **48 hours** of completion of the hearing.
    - i. The student will also be notified electronically through email and will receive a letter in their student mail box of the decision from a Judicial Board representative.
    - ii. In the case of a verdict resulting as 'responsible', the written decision of Judicial Board will inform the student of her right to appeal any Judicial Board decision to Honor Court.
  - K. Minutes from all cases should be typed by the secretary of Judicial Board and submitted within **48 hours** to the president of Judicial Board and the Judicial Board advisor.
    - i. The minutes of Judicial Board proceedings are kept confidential and cannot be used by students or any legal council.
    - ii. The minutes may be used by the Judicial Board president when presenting a case to Honor Court.
    - iii. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Judicial Board, Honor Court or Judicial Review Committee proceeding.
  - L. When a case sanction is lead to require disciplinary probation the President of the Judicial Board is to inform the President of Honor Court and further actions will be determined through an Honor Court hearing.

### 3. Meeting Guidelines

Each and every member of the Judicial Board should maintain a professional and courteous attitude during the proceedings.

- A. Once the Judicial Board gathers in the appointed place and the background of the case has been discussed, the student should be called to come to the meeting place.
  - i. Refrain from personal conversation or unprofessional actions during the case. At no time should the case be interrupted.
  - ii. When the student enters, each member of the Judicial Board should be introduced by the president of Judicial Board.
  - iii. The accused student will have an opportunity to present her case at this time. The Judicial Board will listen objectively to the accused student's reclamation of events.
- B. After she states her case, the student may be questioned by the Judicial Board.
  - i. However, questions should only clarify her testimony, not lead the student to change her story.
  - ii. The student should then be asked where the Judicial Board will be able to contact her so they may let her know the verdict as soon as it has been decided.
  - iii. After the student has testified, been questioned, told the Board where she can be reached and left the case hearing, any witnesses should be called and the same procedure repeated.
  - iv. Witnesses should always be called individually and only after the student has stated her story.
  - v. At the completion of all testimony from witnesses, the accused student may be recalled to clarify or answer questions.
- C. Once all testimony is complete, the board should decide if the accused students is responsible or not responsible
  - i. If found responsible the Judicial Board will decide on a sanction (if any) based on the nature and seriousness of the offense, the cooperation of the person accused, and the testimony involved.
  - ii. The sanction should be adequate for the offense and consistent with other decisions that have been rendered.



# Judicial Board Penalties

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## 1. Sanctions

**Sanctions are determined by the Judicial Board based upon each case.** There are set standard sanctions that the Judicial Board will use and refer to when making decisions regarding the sanction for the case. At the discretion of the president or advisor of Judicial Board, violations, which are clear-cut, may result in automatic sanctions. Autosanctions for breaking the alcohol policy are outlined in section 5 under Penalties for violation of the Alcohol Policy. Autosanctions may also be imposed for other community/residence life regulations, e.g. visitation and smoking, especially for first offenses. Autosanctions will be used when a Judicial Board member or a member of residence life, such as an RA or RD, sees an obvious violation of school policies regarding alcohol, parietais, smoking, kitchen disruption or other violations.

## 2. Warning File

With this penalty, a student's name may be placed on an active warning file. The length of the active warning file period is determined by Judicial Board. If the student violates the Honor System or any other college rules and regulations during this active period, her previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, her record may be reviewed at the Judicial Board's discretion. Students will be notified when their names are placed on warning file. A student will receive a letter from the president of Judicial Board explaining the violation and that their name will be placed on warning file.

## 3. Disciplinary Probation for Violation of Social Regulations

Given for major or flagrant violation of social regulations, this penalty is recommended by Judicial Board to Honor Court, which will subsequently follow all Honor Court procedures. Judicial Review Committee is notified of the imposed sentence. With this penalty, notification automatically goes to the student from the president of Honor Court and to the parents from the president of the college or the Judicial Review Committee. If the student violates the Honor System, or any other college rules and regulations during the active period of her probation, her previous case may be reviewed as evidence for the necessity of more serious action. Social regulations are defined as those rules and policies that pertain to daily life at Agnes Scott College outside the academic and/or classroom arena and as defined in this handbook.

## 4. Penalties for Violation of the Alcohol Policy\*

Judicial Board has first jurisdiction over cases that result from violation of the alcohol policy. Each alcohol sanction includes but are not limited to the following sanctions.

- a. **First violation:** \$50-\$100 fine; 10-15 hours community service depending on the severity of the offense; and a written 250-word essay of the Judicial Board's choosing. The essay must be turned in within 30 days and carbon copied (cc'ed) to the Judicial Board's adviser
- b. **Second violation:** \$100-\$300 fine; 15-30 hours of community service depending on the severity of the case; a recommendation for referral for alcohol awareness course with Health Services or an outside facility
- c. **Third violation:** \$300-\$500 fine; 30+ hours community service; recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), Judicial Board may also present the case to Honor Court with the recommendation of suspension or expulsion for the third or additional violation(s) of the alcohol policy.

**At the discretion of the Judicial Board members, additional sanctions may be implemented based on the severity of the case.** After three or more violations of the alcohol policy, depending upon the severity of the incidents, Judicial Board may present the case to Honor Court with the recommendation of suspension or expulsion.

## 5. Penalties for Violation of the Smoking Policy\*

### a. **First Offense:**

The student must fill a standard size (roughly 16 oz.) water bottle with cigarette butts discarded on the ground around campus. The Judicial Board president will provide a water bottle and gloves for the student to use.

### b. **Second Offense:** Judicial Board members will determine appropriate community service based upon the student's

case.

#### **6. Penalties for Violation of the Visitation Policy\***

a. **First Offense:** The Judicial Board members will determine the length of time a student will lose visitation privileges based upon each case. During this time, the student may have no off-campus guests (male or female) in the residence hall nor can they have another student sign in guests for her. Residence life staff will be alerted about the loss of visitation.

b. **Second Offense:** The student will lose visitation for up to one semester (16 weeks). Judicial Board members may determine the length of time a student will lose visitation privileges based upon the case.

#### **7. Penalties for Violation of the Kitchen Policy Including Food Theft\***

**First Offense:** At the discretion of residence life and Judicial Board, kitchens found to be unclean may be closed for set period of time. The residence life staff will post signs alerting residents to the closure 24 hours before closing. During this time, the refrigerator will be cleaned out and all food will be removed, no kitchen appliances may be used and no one is to enter the kitchen area.

**\*While these are possible sanction for various violations, the Judicial Board is not limited to the sanctions and makes decisions on a case by case basis.**

All Judicial Board penalties described in this section are applicable to all members of the board. **Additionally, any board member, excluding the president, found responsible for a Judicial Board violation may be dismissed from office at the discretion of the board. Cases against the president will be turned over to Honor Court by the vice president of Judicial Board.**

## Judicial Board Penalty Procedures

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Cases are directed to Honor Court by Judicial Board only when flagrant disregard of regulations indicates attention by a higher court is warranted. Within certain prescribed boundaries, Judicial Board reserves the right to determine the best judicial path and procedure for each case based on the degree of severity and/or recurrence of the violation in question.

## Residence Hall Search Procedures

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If there are severe concerns about conduct violations of college policies and procedures in a residence hall, Honor Court and the dean of students or designee may conduct residence hall searches. Searches are conducted with great reluctance and every effort is made to ensure the privacy of students. An entire residence hall or a single hall or room may be searched using the following guidelines. A residence hall search may be initiated in four ways:

1. Students may petition Honor Court, the dean of students or designee that a residence hall search be conducted.
2. Two members of Honor Court, one of whom is the president, submit a request to the dean of students that a residence hall be searched.
3. The president of Judicial Board and the resident director of the residence hall request to Honor Court, to the dean of students or designee that a search be conducted.
4. The dean of students or designee decides in consultation with the president of Honor Court or the president of Judicial Board that a search should be conducted.

A residence hall search based upon conduct violations may be conducted only with the approval of the dean of students. The president of Honor Court or Judicial Board will assemble the residents in a designated area and announce that a search is being conducted. The procedures will be read and the residents will stay assembled in the designated area until the search is completed. The president of Honor Court will inform the residents of the article(s) or substances being sought and will later announce the success or failure of the search. Each resident will be taken to her room as it is being searched and she will return to the designated area after the search is completed. The search is conducted by the members of Honor Court, the president of Judicial Board, the resident director of the

residence hall and the resident assistants. Each room is searched by two members of this group, one of whom must be a member of Honor Court. If at all possible, one of the residents of the room will be present at the time the room is being searched. If a resident cannot be found, the dean of students or a designated representative will be present while the room is searched. The resident director and the dean of students or a designated representative will be present during the entire search procedure. If unauthorized items other than those being sought are found in the course of the search, it will not be treated as a case unless the student later voluntarily admits to a violation of the Honor System. A member of Honor Court will request that she remove any unauthorized items from the campus. These same rules and procedures apply to searches of automobiles, lockers and personal belongings on campus

## Judicial Review Committee

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Judicial Review Committee Members:

Elizabeth Kiss, chair (president of the college)

Carolyn J. Stefanco (vice president for academic affairs and dean of the college)

Donna A. Lee (vice president for student life and dean of students)

Angela Dewberry (registrar)

President of ASCSGA

President of Student Senate

President of Honor Court

President of Judicial Board

Four faculty members TBA

Ex officio members (as provided in the Student Complaint Policy):

Chair of FEC (Faculty Executive Committee) and director of human resources, when a faculty or staff member is the subject of a formal written student complaint referred to Judicial Review Committee in accordance with the Student Complaint Policy.

Given the responsibility of:

1. Reviewing and acting on recommendations of Student Senate which affect the powers and philosophy of student government or pertain to major regulations concerning student welfare
2. Acting upon recommendation of the dean of the college that a student who has not met academic standards of the college be dismissed at the end of the semester. In these cases, student members are not present at the meetings and the quorum is reduced to five out of eight members
3. Acting upon the recommendation of the Honor Court that a student be placed on disciplinary probation for violation of academic regulations
4. Acting upon the recommendation of the Honor Court that a student receive disciplinary suspension or dismissal for violation of social or academic regulations
5. Acting as the court of final appeal for Honor Court decisions and/or penalties; or, when a student appeals an Honor Court decision and/or penalty to the student body as is her right, acting as the court of final review of the case, its appeal and the student body's judgment
6. Requiring the withdrawal of any student whose presence is thought to be injurious to the interest of the college community; or imposing the penalty of administrative probation, suspension or dismissal in situations involving a student's failure to meet the standards or expectations of the college community
7. Assuming original jurisdiction in a disciplinary action upon the recommendation of the dean of students
8. Assuming original jurisdiction in a disciplinary action at a time when no quorum of Honor Court nor the president of SGA nor the president of Honor Court is readily available

(NOTE: When the college is not in session and/or no quorum of Honor Court or Judicial Review Committee is present, the president of the college will consult with the dean of the college and/or the dean of students to form a sub-committee of Judicial Review to assume original jurisdiction for an alleged violation of the Honor Code. The

president of the college or dean of the college or dean of students will appoint in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review to the sub-committee. Any appeal of decisions reached by the sub-committee may be made to the president of the college who may hear it or wait to refer it to Judicial Review when a quorum can be constituted.)

9. Acting upon a formal written student complaint appealed to the Committee by an individual directly involved in the original complaint or referred to the Committee by a vice president as provided in the Student Complaint Policy.

10. Acting upon a formal written report from the Dean of the College to hear cases involving disruptive classroom behavior.

11. To act upon the recommendation of a faculty member that a student not receive Latin honors despite having met the minimum GPA requirement.

After student elections in the fall and faculty elections in the spring, the registrar will schedule an orientation session for the new committee members. The new student leaders will be voting members of the committee as soon as they are officially installed.

## Reviews by and Appeals to the Judicial Review Committee

**Reviews:** The Judicial Review Committee has the responsibility of acting upon the recommendations of the Honor Court with regard to students being:

1. Placed on disciplinary probation for violation of academic regulations
2. Given disciplinary suspension for violation of social or academic regulations
3. Given disciplinary dismissal for violation of social or academic regulations
4. Given alternative disciplinary action outside the "Honor Court Penalties" as described in the JUDICIAL BODIES section of this handbook

When one of the above penalties is recommended by Honor Court and the student does not seek an appeal, the Judicial Review Committee will review the case with subsequent approval, disapproval or modification of the penalty and enforcement by the committee. In this event, the judgment of the Judicial Review Committee is final.

**Appeals:** A student may appeal a decision of any judiciary body only once and only to the next higher court. Declaration for, or against, an appeal must be made in writing to the presiding officer of the court whose decision is being appealed within 48 hours after being informed of that court's decision.

Any student found responsible by Honor Court has the right to appeal the court's decision to the student body or Judicial Review Committee.

In all cases, the Judicial Review Committee is the court of final jurisdiction.

**Appeals to the Student Body:** If the student chooses to appeal to the student body (see "Appeals to the Association"), and the original verdict and penalty would have gone before Judicial Review Committee for consideration, then after the decision by the student body the case goes before Judicial Review for final review. Subsequently, Judicial Review Committee has the right to approve, disapprove or modify the verdict and/or penalty and is responsible for enforcing its decision. At this point, the judgment of the Judicial Review Committee is final.

### Appeals to Judicial Review Committee:

1. The student sends a written statement of her appeal to the president of the college within 72 hours of receiving her decision from Honor Court. Her letter should include her intention to appeal the verdict and/or the penalty.
2. The committee has ten business days to review all facts and circumstances relative to the case and schedule a meeting. .
3. The president of the college is the chair of the committee and the registrar schedules the meeting .
4. A quorum must be present to conduct any hearing. A quorum is defined as two-thirds of the membership. The Assistant Dean of the College and the Associate Dean of the College may fill in for staff and/or faculty members as needed.. If a quorum of existing Judicial Review Committee members are not present and cannot be obtained to hear a case or appeal, the president of the college has the authority to appoint temporary members to the Judicial Review



Committee to hear the case or the appeal. Judicial Review meetings may be conducted by the use of teleconferencing. Teleconferencing may also be used to convene a quorum when the college is not in session or a quorum cannot be convened in any other way.

5. The meeting is closed except to members of the committee, those invited by the committee or the student who is appealing the decision. The minutes of the Judicial Review Committee are to be kept confidential and cannot be used by students or any legal counsel. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at the hearing.

6. The president of Honor Court presents the case. The person bringing the charges is required to appear and present her side of the case and then is excused. The student who has requested the appeal must present her case. (In the event of extraordinary circumstances, the president of the college may excuse either person from testifying.) The charged student may bring no more than three supporters or witnesses to the hearing. Each of her supporters may speak for no more than five minutes in her defense. The committee may ask questions after each presentation. The committee reserves the right to call any of the participants back to the hearing for further questions.

7. The committee has the right to affirm or change the verdict. The committee will vote by secret ballot, with a majority required to affirm a finding of responsible. If the student is found by the committee to be responsible, then the penalty vote shall be taken.

8. The committee has the right to affirm or change the penalty. If the penalty is probation, suspension or dismissal, a majority is required to affirm or change the penalty. The committee will vote by secret ballot.

9. After the case has been heard and voted upon, the dean of students will communicate the decision to the student orally and a letter will follow from the president of the college to the student stating the judgment of the committee. If the student is a dependent, a letter will also be sent to the student's parents and/or guardians.

10. Any member of the committee involved in the case is required to recuse themselves from the case except for the president of Honor Court. Since she does not vote as a member of Honor Court during its deliberations, she is a voting member of Judicial Review Committee.

11. A careful digest of the salient facts of the hearings and the final deposition of the case shall be preserved in the minutes of the Judicial Review Committee. These minutes are stored in the Office of the Registrar and all other notes are shredded.

12. **The judgment of the Judicial Review Committee is final.**

## Honor Court

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### Oath of Office

"As a member (or as an officer) of the Honor Court of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Honor Court and of Agnes Scott and will endeavor continually to bring them to full realization."

### Honor Court: Overview

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The dean of students is the adviser to Honor Court so that she may ensure that procedures are followed. As adviser, the dean of students or her designated staff member has access to all information in Honor Court investigations and cases. The dean or her designee is also available to meet with the student if the student desires.

The minutes of Honor Court proceedings are to be kept confidential and cannot be used by students or any legal council. The minutes may be used by the Honor Court president when presenting a case to the Judicial Review Committee. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Honor Court or Judicial Review Committee proceeding. A student charged in an Honor Court violation may not withdraw from the college pending the outcome of the case.

Any member of Honor Court who has a personal interest or role in a potential or actual Honor Court case must recuse herself from the proceedings related to that particular case.

In the fall semester of each academic year, the Honor Court and Judicial Review Committee will publish in *The Profile* a two-year history of the types of cases brought before Honor Court and the Judicial Review Committee, as well as judgments made and sanctions given by both bodies in their judicial capacities. The immediate past two years will not be included in the data. This report is not to establish precedent but to educate the community about the function of Honor Court and the role of the Judicial Review Committee in the judicial process.

Once elected, the members of Honor Court shall undergo judicial training. This is intended to help teach the members proper ways of directing questions and dealing with different issues in a case.

## Honor Court Areas of Primary Jurisdiction

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### 1. **Academic Dishonesty**

Including but not limited to matters involving cheating, plagiarism, improper use of college computer resources and violations of the ACADEMIC REGULATIONS published herein. STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ACADEMIC REGULATIONS.

### 2. **Stealing**

Issues of theft of both tangible and intangible items; the latter include, but are not limited to:

#### a. **Abuse of Telephone Access Code**

It is the policy of the college's long distance service provider to prosecute anyone found guilty of abuse and/or fraudulent use of telephone services. This occurs when someone places a long-distance call for free, pays less than they should or causes another to be billed without authorization. Also, theft of authorization code numbers, hacking, tampering with or making connection with any telephone service facility, including wiring, with intent to avoid payment are all very serious crimes, punishable by up to five years imprisonment and/or \$15,000 fine.

#### b. **Fraudulent Use of another Person's Identification Card**

All identification cards issued by Agnes Scott College are intended for the sole use of the person in whose name the card has been issued. Procuring another person's ID card with the intent to present oneself as that individual and thereby receive all of the rights, privileges and services available to that individual by virtue of the ID card is prohibited. In particular, use of another person's identification card to purchase or acquire food or other items on the owner's Agnes Scott account is considered theft and will be dealt with as such.

#### c. **Duplication of College Software**

Software owned by the college should be used in accordance with the copyright laws. Unauthorized copying of college-owned software or alteration of the contents of software diskettes is against the law and will be considered stealing.

### 3. **Lying**

Including but not limited to lying on official documents (e.g. forgery or deliberate false statements involving time cards, residence life documents and/or any academic-related documents, etc.) and lying to any official of the college (including but not limited to members of the administration, staff and faculty; public safety officers; SGA, Honor Court and Judicial Board officers).

### 4. **Violations of the Drug Policy**

a. Applies to the drug policy which appears under the STUDENT CONDUCT section in this handbook, which notes that sanctions for violation of the drug policy are recommended by the Honor Court.

b. Although the Judicial Board has first responsibility for responding to violations of the alcohol policy (as published under the STUDENT CONDUCT section) and public safety or local authorities may also be involved, this provision regarding Honor Court jurisdiction is applicable for cases in which (1) the student is in serious violation of the alcohol policy and/or (2) a student has previously broken the alcohol policy.

### 5. **Violent Behavior**

Instances of acts, whether by word or deed, which may be generally considered violent behavior on the part of a student pursuant to the "Student Conduct" section of this handbook should be referred to the Honor Court.

### 6. **Improper Use of College Equipment and Computer Resources**

a. Involving matters related to all equipment belonging to the college, including but not limited to triggering fire

alarms, unauthorized use of Media Resource Center equipment, gratuitous operation of public safety call boxes or after-hours use of dining hall machinery.

b. The court is also recognized as having jurisdiction in matters involving improper use of the college computer systems and other academic resources. This includes, but is not limited to hacking, spamming or viewing confidential information using unauthorized methods.

#### **7. Discrimination and Harassment**

**Students are encouraged to contact the dean of students regarding student-to-student discrimination or harassment. If a student who approaches the dean in this regard is not satisfied with attempts to assist her in resolution of the problem, she may refer the matter to Honor Court. The dean of students may also recommend that the issuer of the complaint be referred to Honor Court. The college's Policy on Discrimination and Harassment can be found under the section "Student Services Policies" in this handbook.**

#### **8. Breach of Confidentiality**

a. Instances where a student divulges information considered to be confidential to a third party. This may include but is not limited to disclosing Honor Court or Judicial Board case information, divulging admissions information, divulging information regarding mediation between roommates and sharing budget allocations information.

b. The Honor Court jurisdiction includes, but is not limited to, the above, as is specifically stated in Article IV, Section II.D.1 of the SGA Constitution. Students are advised that Honor Court is understood to have jurisdiction over certain social violations and may be involved in matters relating to residence hall procedures, including the breaking of Judicial Board punishments and violations of the parietals policy, especially where an innocent student became involved.

The Department of Public Safety or local authorities may have jurisdiction in addition to or instead of the Honor Court with regard to violations of law.

Questions regarding Honor Code interpretation and Honor Court jurisdiction should be referred to the president of the Honor Court or the dean of students.

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ALL MEMBERS OF THE AGNES SCOTT COMMUNITY ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH THE INSTITUTION'S INFORMATION SYSTEMS RIGHTS AND RESPONSIBILITIES POLICY

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## Honor System Case Process

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See also *Honor Court Process and Procedures*

### **Reporting Suspected Cases**

A student who suspects that she has committed an honor violation should inform the president of Honor Court, a member of Honor Court or the vice president for student life/dean of students. A student who has been informed that another member of the community has observed her involvement in an alleged violation of the Honor System has 48 hours to contact the president of Honor Court, a member of Honor Court or the vice president for student life/dean of students. *A student reporting herself to Honor Court is not admitting responsibility for the alleged violation; she is recognizing that a member of the community feels that she has broken the Honor Code and is asking Honor Court to determine if she is responsible or not responsible for the alleged violation.*

### **Dual Responsibility**

This concept is central to the Honor Code at Agnes Scott. Dual responsibility purports the following two things: personal responsibility and responsibility to the community. A member of the community who observes a student breaking the Honor Code has a responsibility to the campus community to approach her within one week of the observed behavior and ask that she report her possible violation to Honor Court. Should a student refuse to report her possible violation, the member of the community who observed the violation should report it to Honor Court.

The faculty and staff of Agnes Scott College, being members of the community, are also bound by dual

responsibility and the Honor Code. Any student who observes a faculty or staff member violating the Honor Code may refer to the "Student Complaint Procedure" in the COLLEGE POLICIES ABOUT STUDENTS & STUDENT SERVICES section of the handbook or make an appointment with the vice president for student life/dean of students to discuss the violation.

### **Initial Meeting with Honor Court President**

The student who is accused of a breach of the Honor System will meet with the president of Honor Court. The president will give the student a written copy of Honor Court procedures, her rights and the allegations. The president will also refer the accused student to information in the student handbook and ask the accused student to keep details of the case confidential when speaking to students outside of Honor Court. The accused student will also be informed at this time that she may not withdraw from Agnes Scott College while she is involved in an Honor Court case. The president of Honor Court will discuss the appointment of a student advocate from Honor Court. The accused student may also schedule a meeting with the vice president for student life/dean of students if she has any questions or concerns about her rights or Honor Court procedures. The accused student and her advocate have the following rights:

- To know who brought the charge(s)
- A list of the witnesses or people to be interviewed by the investigator (additional names can be added prior to the hearing)
- Access to all evidence used in the case, including all interview materials

### **Appointment of an Investigator and an Advocate**

An advocate and investigator will be assigned to each student's case by the president of Honor Court to investigate the alleged violation of the Honor Code. If schedules permit, the president of Honor Court will meet with the accused student before an advocate and investigator are appointed. If the schedules of the accused student and the Honor Court president do not allow for a timely meeting, the Honor Court president may assign an advocate and investigator prior to the accused student's meeting with the Honor Court president. Once assigned, the investigator will research and examine the facts and circumstances pertinent to the possible violation. The advocate will assist in these duties and will also be available to guide the accused student through the case process.

### **Faculty Liaison**

In cases involving the faculty of Agnes Scott, a member of the Honor Court will be appointed as faculty liaison. The liaison will help guide the faculty member through the Honor Court case process and answer any questions the faculty member may have regarding the case, as well as keep them updated about any developments in the case.

### **Investigation**

The investigator will research each case thoroughly before the student is charged and brought before the court. This investigation may include meetings with others connected to the case, e.g. the appropriate dean, professors, witnesses, etc. Both the investigator and the advocate must attend all meetings and the investigation may continue after the student has been charged. Each person who is interviewed must respect the confidentiality of the process and not discuss this case with other members of the community, with exception of the investigator, advocate, the president of Honor Court or the vice president for student life/dean of students or staff adviser to Honor Court. If the accused student would like to have any character witnesses from the Agnes Scott community, then she may contact them in order ask them to speak on her behalf. She must still notify the president of Honor Court of any character witnesses she may wish to call.

### **Evaluation of Evidence to Determine Whether a Case Is Warranted or Not Warranted**

The investigator will report her findings to the Honor Court president who, in consultation with the vice president for student life/dean of students or staff adviser to Honor Court, evaluates the evidence and determines whether a case is "warranted" or "not warranted." If a case is not warranted, the president of Honor Court will write everyone who was interviewed and tell him or her that the case was dropped. The president will also remind everyone that the case should not be discussed further and that they may not act prejudicially toward this student.

If the case proceeds, the accused student will be given a written case statement prepared by the president of Honor Court detailing the specifics of the case, the witnesses and the charges being brought against the accused. The accused will have a minimum of 72 hours to prepare for her appearance before Honor Court. The student may, if she wishes, waive the time element and request an early hearing. The Honor Court must hear the case within 14 days of the student being given the written charges unless the college is not in session. The president of Honor Court will notify the accused student in writing of the date and time of the case.

### **Honor Court Hearing**

The accused student and her advocate have the privilege of bringing to the Honor Court witness(es) who may contribute pertinent information to the case. The accused must notify the president of the Honor Court of the witnesses she wishes to call at least 48 hours before the case. It then becomes the responsibility of the president of Honor Court and the investigator to contact and question the witness(es). Once a witness has begun contact with the investigator, any discussion of information pertaining to the case must remain confidential. As with other college procedures neither the college nor any student shall have attorneys or legal representation at any judicial proceeding.

The Honor Court case will be closed to non-participants. Witnesses that are not a member of the Agnes Scott community can submit a statement to be read during the hearing. The accused student and her advocate may be present while the case is presented. The accuser will be invited to the hearing, but is not required to attend. Honor Court members may ask questions of any of the participants.

It is highly recommended that the student charged with a violation of the Honor Code present her case at the time designated by the Honor Court president. She should submit a prepared statement to be read at the meeting of the court whether she is present or absent.

All participants in the case, including the accused student, the advocate and the investigator, will be excused while the court deliberates. Witnesses may be recalled if the court wishes, but all participants must be present to hear any additional information.

Honor Court's verdict in the case and any imposed sanctions shall be communicated in writing by the president of Honor Court and delivered either by electronic mail or by letter to the student's mailbox within 24 hours of completion of the hearing. If the verdict is "responsible," the written decision of Honor Court will also inform the student of her right to appeal any Honor Court decision to Judicial Review Committee or to the student body. The letter will direct her to refer to the "Honor Court Appeals" section of the student handbook for specific information on the appeal process and procedures.

### **Honor Court Hearing Procedures**

- The president will call the meeting to order by asking the body to stand and recite the Honor Pledge.
- The president will remind everyone of the requirement of confidentiality and invite anyone to recuse herself who feels that she cannot hear the case objectively.
- The accused student will state whether she is "responsible" or "not responsible" for the alleged violations.
- The investigator will present the evidence; often asking the accuser to explain what happened if he or she is present at the hearing.
- The accused student will present her evidence and/or read her statement. Her advocate may assist her in this.
- The court is given the opportunity to question all parties present at the hearing.
- The president will call witnesses who have information to add to the case one at a time to speak to the court. The accused student, advocate, accuser and investigator may question the witnesses. The court will then be allowed to question the witnesses.
- The accused may invite up to three character witnesses to appear before the court. These witnesses must be members of the Agnes Scott community. Their statements may be written or oral.
- The investigator and accused student will have a chance to make a final statement to the court.
- The accused student, advocate, accuser, investigator and witnesses will be asked to leave while the court deliberates.
- When Honor Court reaches a decision, the accused student, advocate, investigator, accuser, vice president for student life/dean of students will be notified of the court's decision within 24 hours of the hearing. They will be notified in writing or by electronic mail.

### **Verdict**

Honor Court must have a quorum of eight members to vote. The president of Honor Court may be counted in the make-up of the quorum but only votes in the case of a tie. If a case must be heard and a quorum is not available from the regular Honor Court membership, then members of Judicial Board may be invited to hear the case in order to attain quorum.

The first vote taken by the court is to determine if the accused is “responsible” or “not responsible.” This decision requires a simple majority vote. If a student is found not responsible, the accused student, accuser, advocate, investigator and vice president for student life/dean of students are notified. This case can never be used against a student in other proceedings.

If a student is found “responsible” for her Honor Court case, any previous Honor Code violation records may be introduced as sanctions are considered. Sanctions are introduced as motions, must be voted on separately and will be decided by a simple majority vote except when discussing probations, suspensions or dismissals. There shall be no more than a total of three votes against (combinations of negative and abstentions) when voting to impose probations, suspensions or dismissals.

In cases where Honor Court imposes social probation, disciplinary probation, suspension or dismissal as the sanction against the student found to be “responsible,” the president of Honor Court shall inform in writing the vice president for student life/dean of students and the registrar of the sanction. Judicial Review Committee will then review the case as indicated below to confirm or change the sanctions set by Honor Court.

When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of social regulations is administered by the Honor Court, it shall be the duty of the Honor Court president to inform the Judicial Review Committee, which has the power to approve, disapprove or modify the court’s decision.

*Social regulations are generally defined as those rules and policies which pertain to daily life at Agnes Scott outside the academic and/or classroom arena. Social regulations include but are not limited to theft, lying in non-academic matters, residence hall and building use violations, violation of the gun & knife policy, alcohol policy, drug policy, misuse of non-academic college facilities and resources and discrimination and harassment issues.*

When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of academic regulations is recommended, the decision shall be submitted to the Judicial Review Committee for review with subsequent approval, disapproval or modification.

*Academic regulations include but are not limited to those defined under the ACADEMICS section in this handbook, lying in regard to academic matters and theft or misuse of academic property or resources.*

### **Minutes**

Minutes from all cases shall be typed by the secretary of Honor Court and submitted within 48 hours to the president of Honor Court, the vice president for student life/dean of students and the dean’s designated staff member, who keeps permanent Honor Court records. When the decision of Honor Court involves a sanction of probation, suspension or dismissal (see “Honor Court Sanctions,” 5b-7) or any alternate sanction that affects grades, the registrar will receive a copy of the minutes of the case as well. The minutes of Honor Court proceedings are kept confidential and cannot be used by students or legal counsel. The Honor Court president, when presenting a case to the Judicial Review Committee, may use the Honor Court minutes. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Honor Court or Judicial Review Committee proceeding.

### **Alternative Jurisdiction for Honor Violations**

When the college is not in session and/or no quorum of Honor Court or Judicial Review Committee is present, the president of the college will consult with the dean of the college and/or the dean of students to form a sub-committee of Judicial Review to assume original jurisdiction for an alleged violation of the Honor Code. The president of the college or dean of the college or dean of students will appoint in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review to the sub-committee. Any appeal of decisions reached by the sub-committee may be made to the president of the college who may hear it or

wait to refer it to Judicial Review when a quorum can be constituted.

# Honor Court Sanctions

Upon written request, Honor Court will disclose to a victim of a crime of violence or sexual harassment the final result of any institutional disciplinary proceeding regarding that crime or offense.

The Honor Court judges offenses and gives sanctions. Possible sanctions for violations are as follows:

## **1. Warning File**

If a student is found responsible for a violation of the Honor Code she will automatically be placed on active warning file. The student will remain on active warning file until one year after her graduation. If the student violates the Honor System or any other college rules and regulations during this active period, her previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, her record may be reviewed at Honor Court's discretion. Students will be notified when their names are placed on warning file.

## **2. Restricted Privileges**

### **a. Exam Privilege**

For violation of exam procedure a student may lose the right to take exams when she pleases and instead be required to schedule them with the office of the dean of the college and then adhere to this schedule.

### **b. Parietals**

In some cases, Honor Court can remove a student's parietals as a penalty. The period of the restriction will be determined by Honor Court.

## **3. Plagiarism or Integrity Workshop**

In the case of a plagiarism violation, Honor Court reserves the right to require the student to participate in a plagiarism or integrity workshop directed by a professor and/or others.

## **4. Educational Sanctions**

Penalties imposed by Honor Court for discrimination or harassment may include the following educational sanctions if deemed appropriate to the offense:

- a. Having the student complete a self-evaluation form that would assist the student in understanding how her discriminatory attitudes were developed and reinforced.
- b. Having the student complete an evaluation form for Honor Court that would have the student express which aspects of the Honor Court penalty were beneficial and which aspects were not.
- c. Having the student read or watch and report to Honor Court on literature or a video presentation pertaining to discrimination.
- d. Having the student attend a particular program sponsored by the president's Committee on Community Diversity to be followed by a report to Honor Court.

## **5. Social Probation**

During the period of probation the student is considered not to be in good standing with the college. No mark is placed on her transcript. However, a student receiving the sanction of social probation is prohibited from participating in any school-sponsored activities, which includes, but is not limited to holding any SGA position, participation in any SGA club or organization's events and activities, participation in intramurals and participation in athletics.

## **6. Disciplinary Probation**

During the period of probation the student is considered not to be in good standing with the college. A mark of disciplinary probation is placed on her transcript for the duration of the probation. If the student violates the Honor System or any other college rules and regulations during the active period of her probation, her previous case may be reviewed as evidence for the necessity of more serious action.

### **a. Disciplinary Probation for Violation of Social Regulations**

Administered by the Honor Court, this penalty is given for violation of social regulations. Social regulations are defined in of Honor Court procedures in this student handbook. Judicial Review Committee is notified of the imposed sentence for subsequent approval, disapproval or change and enforcement by the Committee.

### **b. Disciplinary Probation for Violation of Academic Regulations**

Given for violation of academic regulations, this penalty is recommended to the Judicial Review Committee by the Honor Court for review with subsequent approval, disapproval or change and enforcement by the committee.



## 7. Suspension and Dismissal

For a substantive violation of academic or social regulations, Honor Court may recommend suspension or dismissal. Suspension is made with a stipulated time of return when the student is automatically reinstated in good standing if she so desires. Dismissal is made without a time length for return and readmission occurs only after the student has applied to the college again.

In cases of suspension or dismissal, the Honor Court must recommend this penalty to the Judicial Review Committee for review with subsequent approval, disapproval or modification and enforcement by the committee.

## 8. Other Sanctions

In cases where Honor Court feels that none of the above sanctions is appropriate, other disciplinary action may be taken. All such sanctions are subject to review by the Judicial Review Committee, with subsequent approval, disapproval or modification and enforcement by the committee.

# Honor Court Appeals

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1. In the event the Honor Court determines that a student is “responsible” in the case that has been brought against her, the student must be informed of her right to appeal the decision. If she decides to do so, the student may appeal either the “responsible” verdict and penalty awarded to her or the penalty only.
2. A student may appeal a decision of any judiciary body only once and only to the next higher court. Declaration of intent to appeal must be made in writing to the presiding officer of the court whose decision is being appealed within 48 hours after being informed of that court’s decision. The student shall also file a statement of intent to appeal with the appropriate appeal body within 72 hours after her case has been decided.
3. In appealing a case from the Honor Court, the student has two possible channels of appeal which she may choose to follow:
  - a. She may appeal to the student body, which will be called to judge her case.
  - b. She may appeal her case to the Judicial Review Committee.
4. Appeal to the student body must be made by notifying the president of the Student Government Association in writing of her intent to appeal. The president will then call the student body (Association) into session to consider the appeal. A majority of two-thirds of the students choosing to vote shall be required to censure or revoke a decision of an organization of the association. The student appealing is required to appear before the student body to present her case. See *Appeals to the Association* below for details.

If a student chooses to appeal her case to the student body, she should realize that there will be an ensuing loss of privacy as Honor Court and the person(s) bringing charges against her also have the right to present their case to the student body at that time.
5. If the student appeals to the Judicial Review Committee, this committee shall follow the steps outlined in *Appeals to the Judicial Review Committee* shown below.

**If the student does not seek an appeal**, the Judicial Review Committee will act on recommendations of Honor Court. The president of Honor Court will present the case. The student has the right to appear before the committee to answer questions of its members and present her case. The judgment of the Judicial Review Committee is final. A list of Judicial Review Committee members and a summary of its functions appears in this JUDICIAL BODIES section of this handbook.

## Basis upon Which the Appeals Process is Structured

As the ASCSGA Constitution continues to be refined, it is necessary to rely on and refer to the previous SGA Constitution, which was effective through 1995-96, for guidelines, precedents and procedures in certain matters important to the function of student government. The appeals process is one area which requires such deference.

### **The Right to Appeal**

In the matter of appeals, the 1995-96 Constitution By-Laws, Article VIII, "Procedure for Appeals" states, in part:

*A student may appeal a decision of any judiciary body once only to the next higher court.*

### **The Student Body as Appellate Court**

In the instance of an Honor Court appeal, the "next higher court" is the student's choice of either the Judicial Review Committee, by that committee's own definition, or the association in the form of a called meeting of the student body. The role of the student body as an appellate court is founded in Article II, Section 2 of the former constitution:

*While the association shall delegate its power to the organizations [of the association], it shall retain the right to review and revoke the decisions of these organizations.*

### **Time Frames**

The 1995-96 Constitution By-Laws, Article VIII, "Procedure for Appeals" concludes with:

*Declaration of the intention to appeal must be made to the presiding officer of the court whose decision is being appealed within 48 hours after being informed of the court's decision.*

Article II, Section 3.C of the former constitution corresponds almost verbatim with Article I, Section III.C of the current constitution, except that it adds:

*In order that a decision of an organization be censured or revoked, a petition must be presented to the president within 72 hours following the decision. The issue must then be posted one week before the vote.*

Given the circumstances, "petition" in this instance has been taken to mean a written "request."

### **President of the Association – Duties & Powers**

The president of the association is empowered to call the association into session once the request is received from the student who is appealing an Honor Court decision by virtue of Article I, Section III.A in the current constitution:

*The association may be called into session by the president of the Student Government Association.*

In addition, the president is "to preside over meetings of the association" as directed in Article II, Section II,1.c of the current constitution.

### **Structure of the Meeting**

Refer to *Case Process* for recommended procedures during the called meeting of the student body.

## **Appeals to the Association**

To convene a meeting of the student body, the president of the Student Government Association follows the steps outlined in Article I, Section III, "Action of the Association," of the SGA Constitution, which are reprinted below.

### **Basis Upon Which the Appeals Process Is Structured**

In addition, it is strongly recommended that the Association follow the procedures listed after the constitutional excerpt to ensure an organized and just appeal process for the student(s) involved.

*Section III: Action of the Association*

*A. The Association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.*

*B. For the transaction of business, a quorum shall consist of one-fourth of all enrolled students.*

*C. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the association, two-thirds vote by the students choosing to vote shall be required.*

### **Recommended Procedures to Be Followed for a Meeting of the Association**

1. The president of the Association will set the date and time; it will be posted widely throughout the campus one week before the vote.
2. The president of the Association will chair the meeting.
3. The president of the Association will determine if a quorum is present. If a quorum is not present 15 minutes after the meeting is scheduled to begin, the president shall declare the meeting adjourned for lack of a quorum.
4. Once the presence of a quorum has been confirmed and the meeting has been officially convened, no one present may leave the meeting place. Students who arrive after the meeting has been called to order by the president of the Association will not be allowed inside the meeting room and will not be allowed to vote. It will be the responsibility of the Secretary of the Student Senate and her assigned agents on the Student Senate to make or record a reckoning of which enrolled students are in attendance for the meeting and may vote. This roll will be adhered to in the voting process.
5. The Secretary of Student Senate shall keep the official minutes of the meeting. It is strongly urged that the secretary of the organization whose verdict is being appealed also take minutes for that organization's formal records.
6. The president of the organization whose decision is being appealed will present her case and the student who is appealing the decision will present her case. Each side will have 15 minutes to present their respective cases. The president of the Association may extend only one time per side the presentation of cases by 10 minutes each. Five minutes for rebuttal will be allowed to each side.
7. A period of no more than 30 minutes total will be allowed for members of the student body to ask questions of and receive answers from both sides in the interest of clarification.
  - a. Members of the Agnes Scott College student body (Association) are the only people who may speak.
  - b. The president of SGA has the right to dismiss any person from attendance and the subsequent vote if that person is deemed disruptive; i.e., does not adhere to the rules of decorum and speak in turn as called upon.
8. Legal representation or other outside representatives are not allowed at the meeting.
9. The voting will be by secret ballot. The members of the Executive Board of the Association who are not directly involved in the case will count the votes and report them to the president of the Association while the student body is still convened. Only one vote is taken. A majority of two-thirds of the students choosing to vote shall be required to censure or revoke a decision of an organization of the association.
10. Upon receiving the results of the balloting, the president of the Association will inform the student who requested the appeal of the outcome of the vote. The members of the student body assembled for the meeting will then be notified of the results by open announcement.
11. Following the close of the meeting, the secretary of the Student Senate will make a formal written notice of the student body's decision to the appealing student, the organization whose decision was appealed, dean of students, dean of the college, director of academic advising and president of the college. When the decision of the student body involves a penalty of probation, suspension or dismissal (see "Honor Court Sanctions," 5b-7) or any alternate penalty which affects grades, the registrar will receive a copy of the minutes of the meeting as well.
12. If the case before the student body was an appeal against an Honor Court decision and the original verdict and penalty would have gone before the Judicial Review Committee for reconsideration (see "Honor Court Sanctions," 5b-7), then after the decision by the student body the case goes before Judicial Review Committee for final review. The committee may ask any of the participants in the case to appear before them. The procedures in this review are the same as those outlined in the *Appeals to Judicial Review Committee* steps 2 through 10, except that the president of the Association will present the issues raised at the student body meeting and the subsequent recommendation of the student body. Following this review, Judicial Review Committee has the right to approve, disapprove or modify the verdict and/or penalty and is responsible for enforcing its decision.
- 13. The judgment of the Judicial Review Committee is final.**

# Post-Baccalaureate Pre-Medical Program

Science Center for Women (Post-Bac/Pre-Med).....x5395

Students in the post-baccalaureate pre-medical program are an important part of the college community and share with undergraduate students the privileges and responsibilities accorded to all students, with the exceptions of residence hall housing and participation in intercollegiate athletics. Post-baccalaureate students represent Agnes Scott in Atlanta and the vicinity and they are expected at all times to uphold the ideals and standards of the college.

*In addition to the specific information and regulations provided in this chapter pertaining to students enrolled in post-baccalaureate academic programs at Agnes Scott, all rules, regulations and policies detailed in this handbook apply to students in the M.A.T., Post-Baccalaureate Pre-Medical and Year-Five programs.*

## Post-Baccalaureate Pre-Medical Program

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The Post-Baccalaureate Pre-Medical Program is a coeducational one-year program designed for students who have completed their baccalaureate degree in a nonscience field and who now wish to pursue a medical career. The curriculum includes 32 credit hours of undergraduate laboratory science courses needed for admission to medical school. Most students take two semesters of general chemistry in the summer then carry a full-time load of laboratory science courses in the following academic year.

Applicants should demonstrate a high degree of motivation and commitment to the study of medicine. It is desirable for applicants to have some experience in a medical setting, either as a volunteer or a professional.

Specific academic policies, procedures and standards for this PBPM program is available on the Agnes Scott website.

## Year Five Post-Baccalaureate Studies

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The Year-Five Post-Baccalaureate Studies program at Agnes Scott College provides an opportunity for students to complement their undergraduate program by broadening studies in their major, exploring new academic areas or completing prerequisites related to graduate studies and career preparations. The 2010-2011 program is available on a tuition-free basis only to Agnes Scott students who received their bachelor of arts degree in May 2010.

### **Selection**

Students wishing to participate in the Year-Five program must submit a detailed academic plan and rationale with their application by the posted deadline. (For the 2010-2011 program, applications were due April 14, 2010). Students must demonstrate how the proposed courses are linked to their career and professional objectives. The Year-Five Committee reviews all applications and will consider the entire record of each applicant. In addition, the selection committee reviews each applicant's contribution to the campus community. The director of academic advising serves as the academic adviser for all Year-Five students.

### **Eligibility**

The tuition-free Year-Five program is subject to college enrollments and available resources and participation may be limited. The college will determine by Jan. 1 of each year the availability of the program for the next academic year.

Students will not be eligible to enroll in the Post-Baccalaureate Pre-Medical program on a tuition-free basis through the Year Five program. Students interested in the Post-Baccalaureate Pre-Medical program should contact

Dr. Lerita Coleman Brown at 404-471-6068.

The Year-Five program is for the upcoming academic year (fall and spring semesters) only. The program is open at full tuition to non-ASC students, both men and women on a non-discriminatory basis and to those alumnae who do not meet the above criteria for the tuition-free year five.

Year-Five students are eligible to take courses open to undergraduate students, with exceptions noted below, on a space-available basis. Tuition-paying students will have preference in courses in which enrollments are limited.

### **International Students**

International students interested in Year-Five need to consult with the Office of International Education. Information will be made available regarding immigration regulations related to eligibility and visa requirements.

### **Regulations Specific to Year-Five Students**

Courses taken by Year Five students must be taken for credit and will appear on the permanent record. These post-baccalaureate courses will appear after those taken to complete the baccalaureate degree. Although the overall grade point average will change, the GPA achieved at the time of graduation will be evident on the transcript.

- Year-Five students must maintain a grade point average of 2.00 in the fall semester in order to participate in the spring semester
- Year-Five students will receive a letter grade in all courses. No courses may be taken pass/fail or on an audit basis.
- Year-Five students may take as few as one course or up to a regular full load (a maximum of nine full-credit courses, or the equivalent, over the academic year.) Year-Five students living in campus housing must maintain a full-time course load.

The following courses are not open on a tuition-free basis to Year-Five students:

- Applied Music
- Internships (credit)
- Independent Study
- Special Study
- Student Teaching/Student Teaching Seminar
- Directed Study courses such as ENG 415

These courses may be taken only if Year-Five students pay regular tuition for them. In the case of applied music, Year-Five students pay regular fees. Year-Five students may not appeal for an overload. However, students may appeal all other academic matters through channels regularly open to undergraduates.

Year-Five students are not eligible for cross-registration.

Year-Five students who withdraw from the college in the fall semester will not be readmitted for participation in the spring semester.

Year-Five students may participate in Global Awareness or Global Connections programs on a space-available basis provided they meet the prerequisites. However, they must pay the full cost of the program, including the part of the trip normally subsidized by the college.

The Honor System applies to Year-Five students.

### **Fees and Financial Aid**

Year-Five students attending on a tuition-free basis are required to pay the student activity fee and the technology fee regardless of how many courses they are taking. These fees are non-refundable and will not be pro-rated for one semester participation. Fees must be paid by the end of the first week of classes. The college requires that all students be covered by health insurance and provides a health insurance program. This program is mandatory and all Year-Five students must pay the health insurance fee. Information on fees is available in the accounting office. Questions about deferment of student loans during participation in Year-Five should be directed to the registrar's office. Questions about the availability of loans should be directed to the financial aid office. **An information sheet with additional information on the Year-Five program is available from the Office of Academic Advising.**

# Residence Life Regulations

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In accordance with Agnes Scott's desire to encourage and recognize individual maturity and responsibility, it is expected that students will conduct themselves with propriety and exercise good judgment so that their behavior will bring credit both upon themselves and upon the college. Agnes Scott is a residential liberal arts institution. The residential environment is a key component of each student's college experience. Students enrolled at Agnes Scott are expected to live in campus housing for the duration of their tenure at the college. Any exception to this policy must be approved by the Office of Residence Life. Authorization to live off-campus is granted at the discretion of the director of residence life, in special situations or when space is unavailable on campus.

In addition to the specific standards set forth and beyond the areas they govern, it is assumed that students will follow the dictates of common sense and will exhibit a healthy respect for their safety and the comfort of their fellow students. The college and its agents maintain the right to enter a student's room for the purpose of maintenance, fire, safety and upholding college regulations and policies. In the event that a student's conduct indicates that she is not in sympathy with the ideals and standards of the colleges residence life policies or is not mature enough to reside on campus, the Office of Residence Life may terminate the students resident status, at which time the student will be required to move out of the residence hall within 72 hours.

Residential students are advised of residence hall regulations upon enrollment. Agnes Scott is a four-year residential college. Housing is restricted to enrolled students only. Students who enroll as part-time students or fall below full-time credit hours cannot live on campus without approval from the dean of students and Office of Residence Life. Woodruff Scholars and Year-Five students must request housing in writing and be approved by the Office of Residence Life to be included in housing assignments. Residence life regulations apply to occupants of Avery Glen Apartments, theme houses and residence halls.

Judicial Board retains primary jurisdiction in the following matters:

## **A. Smoking Policy**

Refer to the smoking policy, which appears in the STUDENT CONDUCT section. Smoking is strictly prohibited in all facilities (e.g. classrooms, computer labs, offices, residence halls and theme houses). Smoking is permitted outside at designated locations that have been equipped with appropriate receptacles. Smoking is not permitted within 20 feet of any residence hall or building entrance. Smoking is prohibited in Avery Glen apartment units. Violations of the college's smoking policy will be handled as a disciplinary matter and will be reviewed by the appropriate college administrator and/or judicial body.

## **B. Alcohol Policy and Penalties**

The legal drinking age for purchasing and consuming alcoholic beverages in the state of Georgia is 21. Students who are underage may not have guests of legal age, including parents and siblings, with alcoholic beverages in their residence hall room. Residents of Agnes Scott will be held responsible when alcohol is present, consumed and/or made available to underage persons in the residence halls or on campus, whether these persons are also ASC residents or guests on the campus. A resident is responsible for anyone who enters her room locked or unlocked.

## **C. Visitation/Guests**

Agnes Scott students are responsible for the conduct and behavior of their guests. All residence hall guests must abide by Agnes Scott's policies with regard to alcohol, drugs, fire drills, quiet hours, etc. It is the student's responsibility to inform her guests of these policies and to ensure their observance. Guests are defined as individuals who are not currently living in Agnes Scott housing. Public safety officers, emergency personnel, student life staff and facilities staff who need access to the residence halls are not considered guests. Outside contractors must have identification and be accompanied by an Agnes Scott staff member. Violation of college policy will result in a Judicial Board or Honor Court case and depending on the violation the possible involvement of the dean of students and Department of Public Safety.

### **1. Visitation Hours**

Visitation in the residence halls is only available when residence halls are officially open for all students; visitors are

not allowed during college breaks (Thanksgiving, Winter and Spring breaks). Students returning early or staying on campus during college breaks must wait until housing officially opens to have guests. Students are allowed to have visitors during the final exam period. Students and their guest must abide by the 24 hour quiet rules during that time. Students must also be respectful of their roommate(s) and housemate(s) when having guest during the final exam period.

### **First-Year Visitation Hours\***

Monday–Thursday: noon-midnight

Friday–Sunday: noon Friday through midnight Sunday

### **Upper-Class Visitation Hours\***

24-hour visitation, 7 days a week

\*Some halls or portions of halls may be designated as having no male visitation, in which case, the hours and rules apply only to female guests.

## **2. General Rules**

- a. Visitation must never interfere with a roommate's right to free access to her room at all times. Visitation by guests and other students must be in accordance with the roommate contract established between roommates and reviewed by residence life. A roommate must not be deprived of her desired right to privacy, study time or sleep because of a guest, whether male or female.
- b. Students may have no more than three guests at one time and only two of these may remain overnight.
- c. No guest may come in to a residence hall unescorted; s/he must call for a student from an outside phone. Phones for guests to call residents are located outside building entrances. Each student must accompany her guest while in the residence hall. No guest may enter and/or remain in a room without an Agnes Scott student. All guests visiting the residence halls must be signed in on their floor at the door of the student's RA immediately upon entering the building. If a student has more than one guest and must escort one guest somewhere (e.g. bathroom), then the other guest(s) must go with the student and first guest unless another student agrees to take full responsibility for the remaining guest(s).
- d. Students may not sign in guests in another student's name. Students may, however, sign in the guests of another student under their name, which means they assume any and all responsibility for those guests as their own.
- e. All guests should be escorted at all times. Residents should be aware that male guests may be escorted onto the residential floors. Residents should be prepared for guests during visitation hours. Facilities and contracted employees will announce themselves upon entering the floor.
- f. Guests may visit in residence hall lobbies or parlors outside of visitation hours but must be escorted at all times by an Agnes Scott student who is willing to take responsibility for the guest's actions. Lobbies are available for entertaining guests and may not be used as overnight accommodations or a place to sleep; when in the lobby, guests must be awake.

Lobby space for each individual hall is defined as follows:

- Main – Parlor
- Rebekah – Lobby and parlors (not conference or reception rooms)
- Inman – Lobby, TV room and kitchen
- Walters – Lobby and TV room
- Winship – Terrace level lobby and kitchen
- Hopkins – Lobby
- Theme Houses – Communal areas should be determined by the residents of the house. The house as a whole may decide whether or not guests need to be accompanied by a student within the house.

g. Guests may visit the satellite computer centers in the residence halls; this must be noted when a guest is signed in. A guest must be accompanied by his/her ASC hostess when visiting the satellite computer centers. ASC students have priority over guests for use of computers in the satellite centers.

h. Meals for guests in the dining hall or snack bar must be purchased.

- i. Students who have prospective students as guests are asked to consult the Office of Admission in advance.
- j. Guests under age 16 who are unaccompanied by a parent or guardian must be approved by the director of residence life with a minimum of 24-hours notice before the guest's arrival. For the sake of other residents and the safety of children, the college does not permit babysitting in college housing for any reasons (this includes siblings).

**3. Overnight Guests** (Guests are considered overnight if they are in the residence halls during the hours of 2-6 a.m.)

- a. The above general rules continue to apply to overnight guests.
- b. Any student who wishes to have a guest stay on campus more than three nights in a two-week period or three consecutive nights must receive permission from the director of residence life.
- c. Males must use the male or gender-neutral restroom in the lobby, including Agnes Scott Hall (Main) and must be accompanied to the lobby by their ASC host. Male showers are available on the ground floor of the Alston Campus Center and in Woodruff Physical Activities Building and a gender-neutral shower is available on the ground floor of the Alston Campus Center.

## **D. General Residence Hall Regulations and Information**

### **1. Electrical Appliances**

- a. No changes or additions may be made in the wiring or electrical fixtures in any room without approval of the college electrician. Care should be taken not to overload the existing circuits.
- b. No extension cords may be used from the hallway plugs to the rooms.
- c. Electrical appliances, such as hot plates, microwaves, toasters and irons, are to be used only in the places especially equipped and designated for their use in each residence hall (kitchens, lounges, lobby areas, etc.). The above electrical appliances are not to be used in student rooms. Refrigerators of any size are prohibited. In some extreme medical situations students needing a personal-sized refrigerator for medical reasons must submit specific medical documentation to the director of residence life.

### **2. Fire Protection**

Students may not start a fire in or near the residence halls. The use of candles, incense and other combustible materials are not allowed in any college housing unit. The Department of Public Safety in cooperation with the residence life staff conducts fire drills throughout the year.

- a. Fire Drill Procedures are as follows:

- Window closed and shades up.
- Leave your light on.
- Unlock and close residence hall room door.
- Exit the building immediately, particularly if smoke is visible.
- Meet with your fire buddy for roll call outside once you have evacuated the building.
- Your worst enemy in a fire is time. You may only have seconds (not minutes) to evacuate.

- b. Ringing the fire alarms in the residence halls except in case of actual fire is a serious offense and will result in a Judicial Board case.
- c. Failure to vacate the building during an audible alarm is a serious offense and will result in a Judicial Board case.

### **3. Laundry**

Washers and dryers are located in all residence halls and theme houses. Students electing to live in Avery Glen must provide their own washer and dryer and/or contract for services from an outside vendor. The college is not responsible for any cost associated with washer or dryer services in Avery Glen.

### **4. Local Telephone Service**

Agnes Scott has a switchboard system through which calls may come in from 8:30 a.m. to 4:30 p.m., Monday through Friday. Students are expected to provide their own telephone for use on campus. Telephones for use on a temporary basis can be rented from the Office of Telecommunications for \$2 per week or \$20 per semester. Functioning jacks with dial tones are ready for use in each room except Avery Glen. The college does not offer long distance services. Pre-paid or personal calling cards can be used for long distance service. Agnes Scott's phone service does not



permit subscription to outside telephone companies for long distance services on residence hall phones.

### **5. Mandatory Residence Hall Meetings**

Residence hall and floor meetings will be scheduled throughout the semester as deemed necessary by residence life staff. Each residential student is required to attend. If a student misses a mandatory residence hall meeting without an excuse, she will receive a fine and verbal warning for the first absence, additional fine and written warning for the second and a Judicial Board case after the third unexcused absence. If, for some reason, a student must miss a residence hall meeting, she may be excused by her resident assistant, resident director or graduate hall director with 24-hour notification. Students who miss called meetings are still accountable for information covered during these meetings.

### **6. Pets**

In all residence halls, including Avery Glen, students are not allowed to have any pets other than fish. The largest acceptable aquarium/fish tank size is 30 gallons. Students are responsible for the care, cleaning and upkeep of their fish and fish tank. Failure to maintain sanitary conditions can result in a notice to remove the aquarium. This no-pets policy includes pet-sitting for any animal other than fish in all college housing. Students with fish must make the necessary care arrangements prior to the school breaks. Students in non-designated break housing will not be allowed to return during the break to provide care.

Violations of the pet policy are subject to penalties by Judicial Board including removal or ban from Avery Glen, a fine, community service and/or last pick for following-year housing depending on the severity of the incident and appropriateness of the penalties.

### **7. Quiet Hours**

Students are expected to show consideration 24 hours a day to their fellow residents in the residence halls and are expected to be reasonably quiet in the halls. Quiet hours are to be observed by all students Sunday through Thursday from 7 p.m. to 7 a.m. During this time, radios and televisions should not be heard outside of students' rooms. Weeknights there will be a half-hour break from quiet hours on the halls from 10 p.m. to 10:30 p.m. On weekend nights, quiet hours will be enforced from midnight to 10 a.m. Saturday and Sunday mornings. The policies regarding quiet hours will be consistent and uniform throughout the campus. Each student is responsible for maintaining quiet hours on her hall, but the residence life staff member has ultimate authority on the hall. If a student is disturbing others around her, she will receive a warning from residence life staff. Persistent noise problems will result in a Judicial Board case.

During reading days and final exams at the end of each semester, 24-hour quiet hours are enforced in all on-campus housing including the theme houses and Avery Glen Apartments.

### **8. Signing In/Out for First-Year Students**

Regulations concerning signing in and out are for the safety of students, who are encouraged always to leave information as to their whereabouts. In order to secure the safety of the student and encourage a sense of community responsibility, a mandatory sign-out procedure is in effect for all first-year students until Black Cat of their first semester. First-year students planning to be off campus after 8 p.m. are expected to sign out and sign in according to the following procedure:

- a. The student must sign out on the official form at her resident assistant's door, including her name, destination and expected time of return. THIS IS A MANDATORY PROCEDURE.
- b. In the event that she cannot return to campus by her expected arrival time, she must notify her RA as soon as possible.
- c. Upon her return to campus, the student must sign back in on the same form.
- d. If a student fails to sign in by 8:30 a.m. the following morning (or by her expected arrival time if later than 8:30 a.m.), she will be given a penalty and dean of students and residence life staff will attempt to locate her by whatever means is necessary.

e. Failure to sign out will result in a Judicial Board case. Students set their own curfews and are expected to adhere to them responsibly as a matter of courtesy to their fellow residents. All residents are encouraged to return to campus

by midnight on weekdays in order to better meet the rigorous academic demands of ASC as well as to ensure their safety.

## **E. Residential Facilities Policies**

### **1. Room Deposit and Room Conditions**

Each residence hall room is inspected prior to move-in by the residence life staff and a room condition form is a completed. Upon move-in, a room inventory form is signed by the student(s) living in the room. Each resident is responsible for the condition of her assigned residential space. Rooms are not to be altered substantially by such means as painting the walls. Furniture is not to be removed from the room under any circumstance. The room will be inspected upon departure to assure that all furniture is in place and that trash is picked up and placed in the bags provided by the Office of Facilities. The student will be held responsible for any damages beyond normal wear and tear. Students will also be charged for excessive cleaning. Responsibility for all items is shared jointly for rooms/apartments in which more than one student lives.

The Office of Facilities considers the following items when evaluating residence hall/theme house room or an apartment for excessive wear and tear:

- All original furniture present and accounted for in the room; this includes the appropriate number of beds (and bed parts), dressers, desks, chairs, bookshelves, mirrors, wastebaskets, etc.
- Room accessories: door and lock, ceiling light, switches and outlets, window screens, blinds or shades, etc.
- Room itself: walls, floor, windowpanes, ceiling, etc. Students will also be responsible for all items contained within the *Residence Hall Contract*, which they will sign upon checking into their assigned housing. When and where it has been deemed there has been damage to college facilities and/or property, a fine will be assessed and placed on the appropriate student accounts.

### **2. Property for Community Use**

Students share equally with other hall, house or apartment residents the expense of repair and/or replacement of any college property in common areas (e.g., bathrooms, lobby areas, lounges, stairwells, etc.) of the hall when the college determines that it is unable to fix liability for such expenses upon an individual. When and where it has been deemed there has been damage to college facilities and/or property, a fine will be assessed and placed on the appropriate student accounts.

### **3. Thermostats in Older Residence Halls**

Residence rooms in Inman, Main and Rebekah halls are not equipped with any type of heating/cooling temperature control that may be accessed by the student. Students selecting rooms in these buildings are subject to adhere to the dates chosen by the Office of Residence Life as to when the heating and/or cooling system will be activated.

### **4. Repairs and Improvements to Facilities**

There will be no room charge adjustment or other compensation made for inconvenience or discomfort as a result of the college making repairs and/or improvement to facilities or temporary service outages, provided such occurrences are remedied within a reasonable amount of time and with minimal inconvenience to the student(s) involved.

### **5. Lofts**

Lofts are not permitted.

### **6. Storage**

On-campus storage for students' personal property is not available. Storage options are available through a company contracted by the Office of Residence Life. Information on this storage option will be provided during the spring semester.

## **F. Key Policy**

1. At the beginning of the year, students are issued keys to their respective residence halls (exterior door and interior room keys). All residence hall exterior doors (with the exception of Main and Rebekah, which are open during college business hours) are locked 24 hours a day. (Main and Rebekah are locked at 5 p.m. on weekdays.) Students are asked not to attach their keys to anything that links them to Agnes Scott.

2. Students are not to let ANYONE into the residence halls except other students or their personal guests. Agnes Scott employees will be in uniform or will have Agnes Scott identification when working in residence halls. Other vendors will wear a badge, which they must sign for at public safety. If you see an individual who is not in uniform or without valid ID or wearing a badge, contact the Department of Public Safety immediately at 404 471-6355 or 404 471-6400.

3. Residential students are not to lend their residence hall keys or ID to any off-campus visitor for any reason.

4. It is the responsibility of each student to maintain her room keys until final departure from her residence hall. **Keys are not to be duplicated for any reason; this includes keys issued to Avery Glen residents.** The room and building keys must be returned to the resident assistant, resident director or Office of Residence Life within 24 hours of leaving campus. Failure to do so will result in a fine.

5. If a student's key is lost or stolen, she should report it IMMEDIATELY to the Office of Residence Life during regular weekday business hours (Monday–Friday, 8:30 a.m.–4:30 p.m.) or to her resident director after business hours and on the weekend. Lost keys are then reported to the Office of Facilities for replacement. Lost residence hall exterior door keys will be replaced for a \$50 fee. Students will be charged \$15 for the replacement of their first lost key. Additional replacement keys will be charged at \$10 increments.

6. If a student is locked out of her residence hall and/or room, she should contact her roommate, her RA or the building's resident director for assistance. During regular weekday business hours, she should go to the Office of Residence Life (212 Alston). During evening or weekend hours, she should contact her roommate, her RA or the building's resident director for assistance. If all attempts fail to gain access by the aforementioned methods, the Department of Public Safety may be contacted for assistance. If available, a public safety officer will then let her into her residence hall and/or room. Please note that an officer may not be readily available at the time of a reported lockout and therefore students should anticipate a possible extended wait.

7. At the end of the fall semester students will return their key to a residence life staff member upon check-out. Exceptions to this will be students who have been approved for Winter Break housing.

8. Following a school break or at the beginning of a semester, students should not seek admittance into their residence halls until the designated admittance date and time. Exterior doors to all residential areas including Avery Glen are rendered inoperable with student keys to limit access during breaks.

## **G. Roommate and Room Change Policies**

### **1. Room Change Policy**

Residents who wish to change rooms are required to comply with established policies and procedures to implement a room change. Residents will be allowed only one room change per semester, unless the student is required to move at the direction of the dean of students or associate dean of students. Room changes are allowed the first three weeks of the semester. After three weeks NO room changes will be permitted unless requested by the dean of students or associate dean of students or approved by the Office of Residence Life.

### **2. Residence Vacancies**

When vacancies occur, the college reserves the right to show rooms/apartments and assign new occupants at any time to fill the vacancies. Residents occupying a double room alone or residing in an apartment with an open space should always have their room/apartment in a condition that allows a student to move in immediately and feel

comfortable and welcomed. Residents in a double room are to occupy one-half of the room space only. Residents are assigned one set of complete furniture. *The Office of Residence Life reserves the right to remove any additional set of furniture.* To ensure living with someone with whom she is familiar, a resident should try to find a friend or acquaintance to fill the vacancy. Refusal of a new roommate will result in additional room charges based on the type of room being occupied. A new roommate may be assigned anytime during the semester or at the end of the semester. Residents with vacancies should leave for winter break anticipating the possibility of a new roommate when they return in January. If possible, the resident occupying the room/apartment during the semester will receive a notice that a roommate will be arriving within 24 hours. The Office of Residence Life reserves the right to assign a student to a room under the 24-hour notification policy. In those instances, the student will receive an e-mail, phone call and/or written notice immediately.

### **3. Consolidation of Housing Vacancies and Additional Housing Fees**

Students residing alone in a double room in the residence halls will be asked to consolidate with another student living in a double room. Students who wish to remain in their current accommodations and not have a roommate will pay an additional charge of \$2,750 a year to keep their room as a single.

Students electing to live in Avery Glen must clearly understand that the Office of Residence Life reserves the right to reassign students in the Avery Glen Apartments for the purpose of consolidation. Residents in an apartment with a vacancy will be given an opportunity to fill the apartment within two weeks of receiving notice from the Office of Residence Life. Residents who refuse to consolidate and lack the maximum occupancy in the apartments will be charged for the vacant space based on the type of apartment. (2-person \$4,868, 3-person \$3,808, 4-person \$2,928). The buy-out charge will be divided equally among apartment occupants and will be charged to their account to be paid immediately.

### **4. Special Medical Housing Requests**

Students seeking suitable furnishings or accommodations due to medical, psychological and/or health related conditions, or for other reasons, should register with Machamma Quinichett in the Office of Academic Advising, as well as apply for housing accommodations with the Office of Residence Life. Housing accommodation forms can be picked up in the Office of Residence Life in Alston 212. Students will be asked to complete a request form and to provide supporting documentation.

## **H. Housing During College Breaks**

College housing is closed during the scheduled Thanksgiving, winter and spring breaks. Buildings for break housing will be determined at the discretion of the Office of Residence Life. Students needing break/interim housing must apply and be approved. There will not be charges related to break housing for Thanksgiving and spring breaks, however there will be a charge associated with winter break and May/August interims. Students approved for winter break or May/August interim will be charged based upon their length of stay. Students have the option of paying \$195 for the entire break or \$25 per day. If a student is not assigned to a designated break housing hall she is responsible for finding a host in a designated hall for the breaks. Hall closing times and days are predetermined and listed in the handbook.

All students (including **Avery Glen residents**) who wish to stay during break periods, must complete a break housing application. Avery Glen residents must adhere to the same break housing policies established for the residence halls. Only students approved to stay for any of the breaks will be allowed access to their rooms/apartments.

Residents are required to vacate their room/apartment within 24 hours after their last final exam and no later than official closing date and time of the residence halls. Students should make travel plans accordingly. **A resident is required to checkout with a residence life staff member. Failure to checkout properly or checkout on time will result in a \$50 improper checkout charge.** (Note: Students with fish and/or plants must make the necessary care arrangements prior to the breaks. Students that have not been approved to stay in break housing **will not** be allowed to return during the break for **any** reason.)

**There is no visitation allowed in college housing (Avery Glen, residence halls or theme houses) during Thanksgiving, winter, spring and May/August interim breaks.)**

## **I. Personal Insurance**

The college accepts no responsibility for the theft, loss or damage of money, valuables, computers or any personal property of any student, either in college housing or in college storage areas. Students are urged to purchase their own insurance to cover such losses. Since family homeowner's insurance policies sometimes provide coverage for the personal property of a family member away at school, each student is encouraged to check with her family's insurance agent regarding policy coverage.

## **J. Pregnancy Guidelines**

The following guidelines concerns students who experience a pregnancy while living in campus housing. Agnes Scott College recognizes the confidential nature of a pregnancy and seeks to provide students with confidential and supportive services. All students should be aware that confidential counseling is available through Counseling and Psychological Services on-campus (as well as privately off-campus) to provide help in making decisions about a pregnancy.

If a student is considering carrying a pregnancy to full term, the student should contact Health Services and Residence Life as soon as possible. Agnes Scott College's goal is to help the pregnant student have a healthy, comfortable and supportive living environment throughout the pregnancy. The Health Services staff will refer the student to the appropriate on-/off-campus support to assure that the mother has a comprehensive prenatal care plan in place and the department has the most up-to-date contact and physician information in case of an emergency. Pregnant students may continue taking classes and engage in all other community activities. If a student prefers to take a medical leave of absence with the intention of returning to campus after delivery of the baby, such leaves may be requested from Academic Advising.

If a student would prefer to remain enrolled in classes for the duration of the pregnancy and live in off-campus housing, the student is allowed an automatic exemption from on-campus housing. If a pregnant student chooses to remain in on-campus housing throughout the pregnancy and decides to keep the infant after the birth, it is important that the student make necessary arrangements for housing for the infant prior to delivery. Infants are not allowed to live in campus housing.

At times it may not be possible during a student's pregnancy for campus housing to adequately meet the needs of the pregnant student and/or the associated needs of the other members of the residential community. If this should occur, Residence Life and the Dean of Students may determine that the pregnant student needs to move to an appropriate off-campus residence, in which case Residence Life will help the student make the transition. (Please note that Residence Life resources to help a student locate off-campus housing are significantly limited and may be minimal at certain times of the year.)

## **K. Residence Hall/Apartment Inspections/Searches**

### **1. Inspections**

The college reserves the right to enter a room/apartment at any time to determine compliance with all safety and health regulations and housing policy, as well as to provide maintenance work or to conduct an inventory of college property. A room may also be entered if there is an indication of danger to life, health or property.

### **2. Health and Safety Inspections**

Health and safety inspections will be conducted by the residence life staff a few times per semester at a time posted and announced 48 hours in advance. Every residence hall room and apartment on campus will be entered by residence life staff to check the general health and safety of the living spaces. This will include checking for electrical hazards, fire safety issues, general cleanliness and other policy violations. Students do not have to be present in the rooms while they are being inspected by residence hall staff. It is important that all students keep their keys and student ID's with them at all times during this week. Residence life staff will always lock the student room door when they leave the room after inspection. Residence life staff will communicate via a health and safety notification form and e-mail with any students who are in violation of any policies. Students will have to respond accordingly to correct any concerns and or violations.

### **3. Searches**

While the college makes every attempt to respect students' privacy, it reserves the right to enter a residence room/apartment and, if deemed necessary, conduct a search of the residence.

Administrative searches are conducted because there is a reasonable suspicion that a college policy is being or has been violated and that evidence of a violation will likely be found in a particular place. Authorization for room searches is given only by the director of residence life. The resident whose room/belongings are being searched shall be present whenever possible, however, administrative searches may take place without a room's occupant(s) being present.

Administrative searches are not conducted for the purpose of criminal prosecution. If it is believed that a potential criminal violation exists, the Department of Public Safety will be contacted and a criminal search warrant may be obtained. See the SAFETY, EMERGENCIES & PARKING section of this handbook for more information.

### **L. Removal/Relocation of Students from/in Residences**

The dean of students, associate dean of students and/or the director of residence life may immediately remove or relocate a student from a residence hall, theme house or apartment if it is believed that the health or safety of that person or other residents is endangered or damage to the facility is likely. Should a student's behavior be a danger to herself or others for psychological reasons in the opinion of the college, the dean of students and associate dean of students reserve the right to immediately remove the student from the campus housing until the student is assessed and a determination is made regarding continuation of residency. In such cases a mental health assessment by a licensed mental health professional may be required. (*See the "Emergency Withdrawal Policy" in the STUDENT CONDUCT section of this handbook.*)

### **M. Notification of Parents or Guardians of Residential Disciplinary Actions**

If a student involved in a residence life policy violation is claimed as a dependent, the Office of Residence Life reserves the right to inform the parents/guardians of the student of the pending disciplinary charges as well as subsequent disciplinary decisions concerning the student. A student is considered a dependent unless she establishes proof to the contrary to the dean of students or director of residence life. It is suggested that students inform their parents whenever they are involved in an incident.

### **N. Avery Glen Apartments**

Avery Glen is an on-campus apartment complex. Agnes Scott owns the property and continues to lease a certain number of units to people not affiliated with the college. Students allowed to live in Avery Glen must hold junior or senior status; as upper-class women, these students are expected to represent the college well to their neighbors in the complex.

#### **1. College Policies & Procedures**

Avery Glen resident students are bound by and must follow all of the same general policies that pertain to students living in traditional residence halls and which are presented in this residence life section, as well as the rest of the handbook. Note especially the following:

- a. Students living in Avery Glen have the privilege of the upper-class visitation policy.
- b. The Honor Code is in effect at Avery Glen. Management at Avery Glen assists the Office of Residence Life and the Judicial Board in enforcing policies in the campus apartments; however, it is expected that residents take the initiative to follow the Honor System as it is on campus.
- c. The alcohol policy at Avery Glen is as stated in this handbook (see pages 114 and 200).

#### **2. Apartment Complex Policies & Procedures**

- a. Check-in for Avery Glen is conducted through the management office at Avery Glen. At the time of check-in, Avery Glen residents will be required to sign several forms (i.e. renter's agreement, policy forms, security alarm set-up, pet policy form, key receipt, security gate controller replacement waiver).
- b. Any Avery Glen student who wishes to stay in her apartment during college breaks must complete a break housing application. Residents will be charged for their stay during Winter break. Avery Glen residents must adhere to the same break housing policies established for the residence halls. Only students approved to stay for any of the breaks

will be allowed access to their apartments.

- c. Students living in Avery Glen may not have more than two guests per student in their apartment at one time.
- d. Students must follow the same policy as it pertains to having a pet on campus.
- e. Students must remove their trash and recycling and take it directly to the dumpsters/recycling bins provided. Management will fine residents \$50 if trash or recyclables are left outside the apartment door. Excessive violation of this policy may result in a Judicial Board case and/or residence life intervention.
- f. Residents must respect other tenants living around them. The tolerance of noise and parties is very low as in a normal community. The police (college or city) may be called (by student or non-student tenants) if the noise exceeds reasonable levels. Students who violate the noise level are subject to a Judicial Board case and/or residence life intervention.
- g. Agnes Scott Avery Glen residents are required, for their own for the safety and security, to have a college parking decal on their vehicle regardless of their need to park on the main campus.
- h. Students at Avery Glen are responsible for reporting their own work orders to the management office. The management office number is 404 687-8100. If students have after-hour emergencies, they should contact the Department of Public Safety at 404 471-6355.
- i. Students at Avery Glen have alarm systems in their apartments. Students receive a personal code to arm and disable the system. Students should report any audible alarm to the Department of Public Safety at 404 471-6355.
- j. Lock outs in the apartments require that the student contact the management office or the afterhours security service for assistance. Neither the Office of Residence Life nor the Office of Public Safety has access to keys to the complex. **A service fee of \$50.00 is required at the time of the call, even if the student has gained access to the unit after the call has been made.**

## Office of Residence Life Staff

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The Office of Residence Life staff (resident directors, resident assistants) is selected for the upcoming academic year through an application and interview process held each spring semester. All residence life student staff are hired, trained, supervised and evaluated by the Office of Residence Life.

The graduate hall directors (GHDs) are professional, live-in staff who work part time in the Office of Residence Life but who have significant evening and weekend responsibilities in the residence halls. The GHD plays a significant role in the life and operations of the residential campus at Agnes Scott by providing staff-level backup and support for the student staff of their assigned building(s) and to the director of residence life in the areas of on-call emergency support, student support, programming, training and administration.

The Senior Resident Assistants (SRAs) serve as the live-in student senior staff primarily responsible for overall operations of the residence halls. Each SRA supervises a staff of 2-6 resident assistants, processes and reports work order requests, coordinates programming within the hall and serves on-call rotation throughout the academic year. An SRA must hold a junior or senior class standing and a minimum GPA of 2.5 on the standard 4.0 grading scale.

The resident assistants (RAs) are the upper-class student staff who live on each floor within the residence halls and theme houses. Resident assistants build community in the residence halls and assist with day-to-day interactions among residential students. Each RA is required to make rounds within her building/house/complex when serving as the RA "on-call" for her building and/or area, provide programming opportunities for her floor's residents and mediate roommate conflicts as needed.

## Residence Life Staff 2011–2012

### Avery Glen/Theme House

Name	Title	E-mail
Kaitlyn McCune	SRA	kmccune@agnesscott.edu
Stacey-Ann Love	RA	slove@agnesscott.edu
Courtney Creer	RA	ccreer@agnesscott.edu

**Inman Hall/ Hopkins Hall**

<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Tezin Walji	SRA	twalji@agnesscott.edu
Olivia Bello	RA	obello@agnesscott.edu
Erica Howard	RA	ehoward@agnesscott.edu
Brittany Starr	RA	bstarr@agnesscott.edu
Mercedes Hart	RA	mhart@agnesscott.edu

**Main Hall**

<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Bhumika Patel	SRA	bcpatel@agnesscott.edu
Dina Jones	RA	djones@agnesscott.edu
Meghan Spencer	RA	mspencer@agnesscott.edu
Natalie Jorges	RA	njorges@agnesscott.edu

**Rebekah Scott Hall**

<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Lisa Jackson	SRA	ljackson@agnesscott.edu
Vacant	RA	
Aditi Adhikari	RA	aadhikari@agnesscott.edu

**Walters Hall**

<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Crystal Riley	SRA	criley@agnesscott.edu
Cecilia Alcala	RA	calcala@agnesscott.edu
Maija Hatton	RA	mhatton@agnesscott.edu
Wujing Wang	RA	wwang@agnesscott.edu
Gabrielle Hall	RA	ghall@agnesscott.edu
Destiny "Bunmi" Davis	RA	ddavis@agnesscott.edu

**Winship Hall**

<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Whitney Dixon	SRA	wdixon@agnesscott.edu
Racquel Puranda	RA	rpuranda@agnesscott.edu
Verlinda King	RA	vking@agnesscott.edu
Ravea Rodriguez	RA	rrodriguez@agnesscott.edu
Amelia Ruple	RA	aruple@agnesscott.edu
Larricia Tuggle	RA	ltuggle@agnesscott.edu

**Residence Life Professional Staff**

<b>Name</b>	<b>Title</b>	<b>E-mail</b>
Daisy Bourassa	GHD	dbourassa@agnesscott.edu
MK Findley	GHD	mfindley@agnesscott.edu
Chinyere Nwokah	GHD	cnwokah@agnesscott.edu
Zeena Regis	GHD	zregis@agnesscott.edu
Misty Dumas-	Admin	mdumas@agnesscott.edu



Patterson		
Anna Hobby	Director	ahobby@agnesscott.edu
Suzanne Onorato	Assoc. Dean	sonorato@agnesscott.edu

## Room Selection

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All returning unmarried single, undergraduate students currently enrolled at Agnes Scott are eligible to participate in the housing application and lottery process. This includes students who are enrolled in ASC Study Abroad Program, students on leave of absence and students who are currently living off campus. *Those ineligible include* Fall 2012 transfer students and students who have been readmitted to ASC and are returning for Fall 2012.

Agnes Scott does not allow students to reserve rooms outside of the housing selection process. All rooms and apartments are available for students to choose during the housing lottery process. In the housing lottery process, room selection is based, in part, on a seniority point system. For the purpose of choosing rooms in the random selection, students with a prospective graduation date of 2013 are assigned four points; graduation date of 2014 are assigned three points and graduation date of 2015 are assigned 2 points. Individuals and groups of students choose their living spaces based upon group point totals that are determined by summing the points assigned to each member of the group. The order of selection for groups with the same point total is determined by a random selection.

**Students must have paid their re-registration deposit no later than March 12, 2012 and online housing application to participate in the housing lottery process. All students who will be living on campus next year must apply on-line. PENALTIES — Students who pay their re-registration deposit after the deadline (11:59 p.m., Monday, March 12, 2012) (1) shall not have priority status in room selection; and/or (2) shall lose a point for the random selections.**

**Woodruff Scholars and Year Five students must request a need for housing in writing to be included in the housing selection process.**

It is in the best interest of students to be present to select their own rooms. However, the use of proxies is allowed for room selection. The proxy will designate the room to which the absent student will be assigned. The proxy must have the appropriate contract, a signed proxy form and their Agnes Scott identification card. Students in study abroad programs must designate their proxies via the housing Web application process when they apply for housing after paying their re-registration deposit, as well as submitting a proxy form to the Office of Residence Life. Individuals acting as proxies for students participating in study abroad programs must have the copy of the proxy statement issued by the absent student. The absent student will be required to accept the specific room assignment given at the random selection.

**All students will receive a detailed guide about the lottery process during spring semester.**

## Public Safety

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**Emergencies – x6400**

**General Information & Assistance – x6355**

The college administration, department of public safety and local authorities consider your personal safety to be of paramount importance. However, students are expected to exercise advance planning and good judgment when traveling to campus facilities or off-campus destinations after business hours. The college and surrounding communities are part of a major metropolitan area and must be considered as such by all members of the campus community. Please make yourself familiar with campus personnel and operations, as well as normal activities in communities nearby, before venturing out alone.

Agnes Scott College is dedicated to assisting members of our community in providing for their own safety and

security. A copy of Agnes Scott College's annual security report, known as *Playing It Safe*, is available upon request. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by ASC; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting:

Department of Public Safety  
141 E. College Ave.  
Decatur, GA 30030  
404 471-6355

## Emergencies

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Students should contact the department of public safety for all police, fire or medical emergencies.

- a. General Student Emergencies
  - i. In the event of student emergency on campus, dial public safety at 404 471-6400 (x6400). This number should be used only for emergency situations. Dispatchers are on duty in the public safety office 24 hours a day.
  - ii. All other questions concerning the department of public safety should be directed to x6355.
- b. Metro-Atlanta Emergency

If you are off-campus and an emergency occurs, dial 911. Be prepared to provide your location and/or nearest access street. When requested, give your address as Agnes Scott College, Decatur, and provide the police with the public safety emergency number 404 471-6400. Notify public safety after 911 has been dialed.

## Emergency Alert Phones

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Emergency alert telephones are equipped with a button for direct emergency line assistance and direct-dial buttons to contact public safety for a "safety escort". Distinguishable by the blue light atop the tower, these phones are located strategically throughout the campus. Sites include:

- The west end of the South Candler Road parking lot
- Outside the front door of the Woodruff Physical Activities building
- Sidewalk outside the primary entrance to the Bradley Observatory
- South end of the South Parking Lot (near the tennis courts)
- Sidewalk on E. Dougherty St. between Woodruff and Dance Studios
- Front of the south entrance of the Science Center
- Sidewalk at the east end of Campbell Hall
- Just outside the iron gate at the primary entrance to Dana
- Rebekah parking lot at Buttrick Drive
- Main Loop between Main and Rebekah
- North side of E. College Avenue in front of the college at the underground viaduct to railroad crossing
- Sidewalk of the Main Loop between Inman and the Hopkins parking lot
- Natural path between Hopkins parking lot and E. College Avenue
- Candler Street near Winship and the iron gate
- Avery Glen, on the corner near the manager's office
- All four levels of the parking facility

In addition, the phones outside the primary student entrances to residence halls are equipped with a panic button which direct-dials public safety for assistance.

## Emergency Transport

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In an emergency medical situation, please call Public Safety at x6400. The ill or injured student will be transported to DeKalb Medical Center by an ambulance. If the student does not need emergency transportation, she should be taken to the hospital by a friend or if a student's condition is very minor public safety can transport to the Dekalb Medical Emergency Room. A residence life or administrative staff member should be notified of all emergencies.

If there is only one officer on duty at that time, he/she will not be able to leave campus to transport the student.

## Investigation of Complaints

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- a.** When a complaint of any criminal activity is made to the department of public safety, it will be handled using standard police procedures. Any criminal activity involving an ASC student, or a student's guest/visitor, will be reported to the dean of students and standard police procedures as outlined in sections 9.b-e below shall be followed.
- b.** If investigation of the complaint requires a search, the search will be conducted by public safety officers.
- c.** Evidence of criminal activity can be seized as evidence during the search. This includes not only evidence related to the original complaint but also evidence of any other criminal activity which might be in "plain view" of the officers conducting the search.
- d.** At the time of the search, or at any later time during the investigation of the complaint, students or other individuals found to be involved in criminal activity may be arrested and released on a copy of charges or arrested and taken to jail.
- e.** Refusal to cooperate with public safety officers in the course of an investigation can result in an arrest for obstruction of an officer (O.C.G.A. 16-10-24).
- f.** The dean of students office will be informed of the results of any criminal investigation conducted by the department of public safety and will then determine if additional investigation and/or action is necessary.

## Motorist Assistance

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If a student, faculty or staff member's car becomes inoperative on college property, a public safety officer will jump-start the car. If a student, faculty or staff member locks her/his keys in her/his car on college property, a public safety officer will try to get the owner's keys out of the car. Public safety officers cannot assist with student automotive emergencies off campus (see Taxi Fund).

## Parking Regulations

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- a.** All students wishing to keep a car on campus must register the car with public safety. The Avery Glen apartments are part of the campus community and student residents are held to the same standards in the parking regulations.
  - i.** Students parking cars on campus may secure a parking decal good for one academic year for \$100, or \$60 for one semester, through the office of public safety. Students purchasing decals are provided with a brochure regarding campus parking regulations and are responsible for knowing those regulations.
  - ii.** Temporary parking permits are available for students needing parking privileges for only a short time (up to two weeks).
  - iii.** Parking permits must be displayed on each vehicle parked in lots designated for use by students, faculty and staff. Drivers must park only in lots designated for use by their constituency (i.e. student, faculty or staff).
- b.** Visitors and guests must park in areas designated for their use. Students that reside at the Avery Glen Apartments are not considered visitors and must abide by the parking regulations for other resident students.
- c.** Specific regulations enforced by public safety include those listed below. Failure to comply will result in either a warning, ticket, wheel immobilization, towing or any combination of the aforementioned penalties.
  - i.** Parking is not authorized adjacent to yellow curbs or spaces designated for specific individuals, visitors, loading zones, limited time parking zones, fire lanes, handicapped parking or tow-away zones. Loading zones and

service areas are for service and vendor delivery vehicles.

- aa. Any vehicle violating parking regulations or blocking a street, thoroughway or parked on a sidewalk will be towed. If a student parks in a reserved space on campus, she will receive either a parking citation or an orange warning sticker. Her car may be wheel-locked or towed if the space is needed.
- bb. A student's car may also be towed or wheel locked if she receives more than three tickets in an academic year. Cars will be towed to one of the following addresses:

S & W Wrecker Service  
2158 Tucker Industrial Rd  
Tucker, Georgia 30084  
Phone: 770 493-9083

or

Hunt's Wrecker Service  
154 Olive Street  
Avondale Estates 30002  
Phone: 404 292-6697

- cc. The student must pay the towing fee for the amount as designated by the towing company plus extra fees for every extra day the car remains in the towing facility. These fees are determined by the towing company and are subject to change without notice. The wheel lock removal fee is \$35. Payment will only be accepted IN CASH. The student must come by the public safety office to get a copy of the impound slip before the car will be released.
- ii. The right to close any parking area for college purposes is reserved by the college. Do not attempt to park in these areas by removing traffic cones and/or barricades. To do so is a violation of Georgia state law.
- iii. Tickets will be placed on cars that are in violation of specifically stated regulations.
  - aa. The registered permit holder is responsible for all violations attached to the vehicle.
  - bb. The first failure to observe parking regulations will carry a \$10 fine; second tickets carry a \$25 fine; and three or more tickets carry a \$50 fine. However, certain violations carry stiffer fines based on severity. These include: handicapped parking \$100–\$500; fire lane or hydrant \$50; blocking or obstructing traffic flow \$50.
  - cc. Consistent or flagrant disregard of parking regulations will result in the loss of the privilege of keeping a car on campus.
- d. Local law applies on campus with regard to guest parking. Visitors parking unlawfully (e.g. fire lanes, towing zones) are subject to enforcement of those laws.
- e. Parking Fines and Appeals
  - i. Failure to pay fines within 30 days may result in the individual's car being restricted from the campus. This latter step may incur towing and accompanying charges. The repeated abuse of these regulations, with no evidence of cooperation from the vehicle owner, will likely result in wheel lock or towing of the automobile.
  - ii. Fines are collected in the accounting office during normal business hours. The ticket should be presented to the accounting office with payment. It will be stamped and returned to the vehicle owner as proof of payment.
  - iii. Tickets may be appealed within five days of receipt of the citation. The written appeal should be sent to the department of public safety. The department will be responsible for notifying the vehicle's registrant of their decision in writing. If the appeal is denied, the registrant will have 15 days from the time of notification in which to pay the original fine or face the same restrictions and penalties as they apply to non-payment over 30 days.

## Personal Safety

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### **a. On or Around Campus, including MARTA**

Exercise common sense and caution when walking around campus at night or when riding MARTA.

### **b. Off Campus**

In the event a student finds herself stranded or in need of police assistance while on an interstate or state highway in

Georgia (including metro Atlanta), she should dial \*DOT (\*368) from her cell phone, if she has one. The Georgia department of transportation will then dispatch a state patrol officer or HERO unit as necessary to lend assistance.

### **c. Safety Tips**

Public safety provides several publications and seminars during the year about personal safety and awareness of your surroundings as a means of decreasing the opportunities of becoming a victim of a crime. In addition, the department has posted safety tips on the college's website at [www.agnesscott.edu](http://www.agnesscott.edu). Select campus services to reach public safety's page.

## Suspicious Persons

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Loiterers, canvassers and salespersons are not allowed on the campus. Students are to report any suspicious person immediately to the department of public safety and to the office of the dean of students.

All Agnes Scott facility employees will be in uniform when working in residence halls and in other student-use buildings. Other vendors and repairpersons must sign for a badge in the public safety office. Students must accompany male guests when in student-use areas. Students from other colleges using ASC library resources are required to check in at the circulation desk.

A student may represent a product or firm with permission of the dean of students. Students, with prior authorization, may post notices to advertise, but no telephone or door-to-door solicitation will be permitted.

## Taxi Fund

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If a student becomes stranded off campus or has an emergency situation but does not have enough money to take a taxi back to campus, she may take a cab to the public safety office and borrow enough money to pay her cab fare from the taxi fund. This money must be repaid to the department of public safety within two weeks of utilizing the fund. The fund is also available to students who are unable to drive back to campus due to consumption of alcohol (their own or their driver's).

## Weather Emergencies

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a. In the event of severe weather, if Agnes Scott College is to be closed or have a delayed opening, WGST 640 AM and WSB-TV Channel 2 will be notified. Listen to your radio or TV for announcements, or you may call the Agnes Scott campus information number at 404 471-5100. Please do not call public safety.

### b. Tornado Alert Plan

The department of public safety monitors the National Weather Service on their police communication system.

Severe weather emergency procedures are as follows:

- i. As soon as the Atlanta metro-area is identified as a "watch" area, public safety will contact building captains and resident directors via e-mail and voice mail.
- ii. If DeKalb County is placed on a "warning" status, the City of Decatur will activate the Early Warning System. Public Safety will also send a mass notification message consisting of SMS text, email and voice messaging. Everyone on campus should then move to the lowest level of the building in which they are located, staying away from windows and doors.
- iii. As soon as the "warning" status has been lifted for the area, public safety will deliver an "all clear" public notification message.

# Student Government Association

## Grant of Power

Each student of Agnes Scott College is a member of the Student Government Association. Student Government Association was founded and given a grant of power from the faculty in 1906. As students assumed increasing responsibility, they were given a larger grant of power by the Board of Trustees in 1923. The student body elects the officers of the Student Government Association and officers and representatives of Honor Court, Student Senate, Judicial Board and Programming Board.

The Constitution of the SGA establishes the basis for self-government. The Student Senate, Honor Court and Judicial Board act through power delegated to them by the SGA in accordance with this constitution. The Student Senate incurs legislative and executive powers affecting all students. The Honor Court serves as a judicial body in matters relating to the Honor System. The Judicial Board has executive powers relating to residence hall life. These organizations work in tandem to ensure the application of student government and the Honor System under the leadership of the officers of the Association.

## The Privilege of Self-Government

Agnes Scott students have the potential to enjoy a maximum amount of freedom and responsibility in shaping the policies and regulations of the college. Regulations which currently govern student life are the legacy of past generations of Agnes Scott students. In addition to the regulations established through the approval of Student Senate proposals by the Judicial Review Committee, students have representation in a number of campus committees involved in policy-making. In her commitment to the Honor System, each student agrees to abide by these policies and regulations. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any judicial proceeding. Students are encouraged to voice their opinions on policy by contacting the appropriate student representatives and participating in forums and open meetings hosted by SGA bodies.

The SGA Constitution is published in this handbook as a matter of public record for campus community use. Copies of other campus organizations' constitutions should be maintained by the organization and kept on reserve in the office of student activities.

*"To learn to live honorably and unselfishly in a community and to share in the responsibility of the government is a part of the broader education for which we came to college."*

—Agnes Scott College,  
1994-95 *Student Handbook*

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## Executive Board

### Oath of Office

"As an officer of the Executive Board of the Student Government Association of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Association and of Agnes Scott and will endeavor continually to bring them to full realization."

### The mission of the Board:

The mission of ASC SGA is to consider issues that affect the campus community, facilitate the exchange of information between member organizations and uphold ASC's standards of honor and integrity.

—Adopted Spring 2009

# Student Senate

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## Oath of Office

“As a member (or as an officer) of the Student Senate of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Student Senate and of Agnes Scott, and will endeavor continually to bring them to full realization.”

## Agnes Scott College Student Government Association Constitution

### PREAMBLE

We, the student body of Agnes Scott College, with the goal of unifying the student body through one shared system of self-governance, do hereby establish the Agnes Scott College Student Government Association and endow it with our grant of power, pledging to support it, respect it and sustain it.

### ARTICLE I THE ASSOCIATION

#### Section I: Name

The organization shall be called the Agnes Scott College Student Government Association (ASCSGA)

#### Section II: Membership

All students of Agnes Scott College shall be members of the Association.

#### Section III: Action of the Association

- A. The association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.
- B. For the transaction of business, a quorum shall consist of one-fourth of all enrolled students.
- C. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the association, two-thirds vote by the students choosing to vote shall be required.

#### Section IV: Non-Discrimination Policy

All benefits and privileges of the ASCSGA shall be available to all members regardless of race, gender, creed, color, religion, national origin, age, sexual orientation and/or disability.

### ARTICLE II EXECUTIVE BOARD OF THE ASSOCIATION

#### Section I: Membership

Members of the Executive Board of the Association shall be the president of the Association, president of Student Senate, president of Honor Court, president of Judicial Board, ASCSGA treasurer, chair of the Committee of Student Multicultural Organizations (COSMO), Inter-Organizational Council (IOC) chair, ASCSGA Secretary/Chair of Elections Board, Orientation Council president and the president of Programming Board.

#### Section II: Powers and Duties

- A. All members of the Executive Board of the Association shall be given one vote except for the president of the Association, who will vote only in the case of a tie. Business shall be conducted by a simple majority.
- B. It shall be the responsibility of the Executive Board to facilitate communication within the campus community and act in accordance with student interests.
  1. President of the Association
    - a. To provide executive leadership to the ASCSGA and assume primary responsibility for the fulfillment of the Association's purpose (see Preamble).
    - b. To serve as a liaison between the student body and the administration.
    - c. To call and preside over meetings of the Association.
    - d. To serve as chairperson of the ASCSGA Executive Board.
    - e. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.

- f. May create special committees that meet the needs of the students. Members of such committees need not be Executive Board members.
  - g. May veto an allocation made by the Allocating Committee within five school days, subject to override by the Student Senate.
  - h. To call all regular and emergency Executive Board of the Association meetings.
  - i. To serve as a member of the Judicial Review Committee.
  - j. Upon appointment by the chair of the Board of Trustees, to represent the student body as an associate member at meetings of the full Board of Trustees without vote or voice.
  - k. To uphold the Constitution and to ensure that other elected officers do the same.
  - l. To serve as chairperson of the Supreme Court, voting only in the case of a tie.
  - m. To serve on any committee appointed by the college's administration in order to represent the student body's point of view.
  - n. Must be of junior or senior standing and have served at least one term as a member of an executive board of an organization at ASC.
2. Treasurer of the Association
- a. To serve as chairperson of the ASCSGA Allocating Committee, voting only in the case of a tie.
  - b. To have the power and responsibility to examine all of the financial records of ASCSGA supported organizations.
  - c. To present a monthly financial report of ASCSGA supported organizations to the Executive Board of the Association.
  - d. To call and preside over budget hearings.
  - e. To serve on the Budget Work Group of the college.
  - f. To attend all meetings of the Executive Board of the Association.
  - g. To supply such information and documentation as is necessary for the college to file accurate annual income taxes for the organization.
  - h. Must have a year of experience in the Allocating Committee. If there is not an interested candidate who has previously served on the Allocating Committee, a candidate without Allocating Committee experience may be elected.
3. Chair of Committee of Student Multicultural Organizations (COSMO)
- a. To advise the Executive Board of the Association of the concerns of under-represented students on campus.
  - b. To serve on the President's Committee on Community Diversity.
  - c. To serve as a voting member of the Allocating Committee.
  - d. To attend all meetings of the Executive Board of the Association.
  - e. To serve as chair for the advisory group the Committee of Student Multicultural Organizations (COSMO).
  - f. To serve as a voting member of the Supreme Court.
  - g. Must have been an active member of one of the campus organizations of underrepresented students.
  - h. Must not serve on the executive board of any organization while serving as COSMO Chair.
4. Inter-Organizational Council Chair
- a. To chair and coordinate regular Inter-Organizational Council meetings.
  - b. To assist in the coordination of ASCSGA student group activities.
  - c. To serve as a voting member of the Allocating Committee.
  - d. To attend all meetings of the Executive Board of the Association.
  - e. To serve as a voting member of the Supreme Court.
  - f. Must not serve on the executive board of any organization while serving as IOC Chair.
5. ASCSGA Secretary/Chair of Elections Board
- a. To attend all meetings of the Executive Board of the Association.
  - b. To take minutes at all meetings of the Executive Board of the Association.
  - c. To publish these minutes for the student body.
  - d. To chair Elections Board.
  - e. To send copies of the minutes to absent members of the ASCSGA Executive Board for a specific meeting.
  - f. To maintain and accept petitions for all Student Government Association offices.
  - g. To conduct elections in a manner that upholds the Agnes Scott Honor Code.
6. Orientation Council President
- a. To attend all meetings of the Executive Board of the Association.
  - b. To act as a voice for the incoming class of students.
  - c. To assist the Executive Board of the Association in the planning and execution of new student events.
7. Senate President
- a. To attend all meetings of the Executive Board of the Association.
  - b. To serve as the liaison between Student Senate and the Executive Board during the process of constitutional changes.



8. Programming Board President  
To attend all meetings of the Executive Board of the Association to be a voice for student activities on campus.
9. Judicial Board President  
To attend all meetings of the Executive Board of the Association to be the voice for Judicial Board.
10. Honor Court President  
To attend all meetings of the Executive Board of the Association to be the voice for Honor Court and to ensure that the Executive Board upholds the Honor Code in all meetings and decisions.

### **ARTICLE III SPECIAL FUNCTIONS OF THE EXECUTIVE BOARD**

#### **Section I: Allocating Committee**

##### **A. Membership**

1. There shall be an Allocating Committee composed of the following members: the ASCSGA treasurer as chairperson, the director of student leadership as adviser, the COSMO chair, the IOC chair, one representative each from Student Senate, Judicial Board and Honor Court and four students elected at large in the fall elections. The representatives from Student Senate, Judicial Board and Honor Court shall be chosen by the respective organizations.
2. If four students at large are not elected at the time of elections or if any of those four members are unable to serve due to resignation or impeachment, then such positions shall be filled by the president of the Association, subject to approval by the Student Senate.
3. Members of the Allocating Committee are not allowed to hold the following positions: officer or member of Student Senate; officer or member of Honor Court; officer or member of Judicial Board; officer of her class; executive board member of any organization.

##### **B. Powers and Duties**

1. The Allocating Committee shall have the sole authority to make allocations of student monies, which shall become effective if not vetoed by the president of the Association.
2. To adopt and amend the Committee bylaws by the affirmative vote of a majority of its members. These bylaws shall govern the operation and procedure of the committee.

##### **C. Meetings**

All meetings must be held on campus and members shall be notified at least 24 hours in advance of emergency meetings.

#### **Section II: Supreme Court**

##### **A. Membership**

Members of the Supreme Court shall be the president of the Association, the Inter-Organizational Council chair, the chair of COSMO and two representatives each from Student Senate, Judicial Board and Honor Court. The representatives from Student Senate, Judicial Board and Honor Court shall be chosen by their respective organizations through a majority vote.

##### **B. Powers and Duties**

1. Each member of the Supreme Court, excluding the president of the Association, will be given a vote in constitutional issues.
2. The president of the Association will serve as the chairperson of the Supreme Court. She will vote only in the case of a tie. If the president of the Association is called before the Supreme Court, then the chair of COSMO shall serve as the chairperson in her place.

##### **C. Supreme Court Jurisdiction**

1. If an issue of violation of the ASCSGA Constitution is in question.
2. If there is a call for impeachment.

##### **D. Bringing a Case of Constitutionality to the Supreme Court**

1. A concerned student or organization contacts a member of the Supreme Court.
2. The Supreme Court will organize a meeting in a timely manner.
3. The concerned student or organization must state the Article(s) in question.
4. The Supreme Court will research and review the case in a timely manner and determine if a student or organization is in violation of the constitution.
5. Decisions made by the Supreme Court shall be made by a 2/3 vote.
6. If the Supreme Court determines that a student or organization is not in violation of the constitution, the situation will remain unchanged.
7. If the Supreme Court determines that a student or organization is in violation of the constitution, the Supreme Court will mandate a solution that is in agreement with the constitution.
8. All decisions made by the Supreme Court shall be abided by immediately.
9. If the concerned student or organization chooses to appeal, the decision made by the Supreme Court shall remain in effect

until the appeal process is complete and another decision has been reached.

E. Appeal Procedure

1. Right of Appeal

If the concerned party is displeased with the ruling of the Supreme Court, the party has the right to appeal the decision.

2. Petition

a. Said party must secure the signature of thirty (30%) percent of the ASCSGA body.

b. The petition shall set forth in exact words the action sought and shall have the proposed action written at the top of each page. The petition must include the name and phone number for each signer of said petition.

c. The petition shall be submitted to the president of Student Senate. The president reserves the right to verify the signatures on the said petition. If the action concerns the president of Student Senate, the petition shall be submitted to the vice president of Student Senate.

3. Action on Appeal

If these signatures are secured and verified, the proposed action will then follow the procedures as listed in this Constitution.

**Section III: Student Activity Fee**

A. The student activity fee shall be set by the ASCSGA Executive Board in consultation with Budget Work Group and the college administration. Student Senate will vote on approval or rejection of the proposed fee.

B. The current student activity fee is \$215 and shall be used to fund activities of the organizations of the Association.

**ARTICLE IV**

**EXECUTIVE ORGANIZATIONS OF THE ASSOCIATION**

**Section I: Student Senate**

A. Membership

1. Members of the Executive Board of Student Senate shall be the president, vice president, secretary, treasurer and parliamentarian.

a. The president of Student Senate, vice president, secretary and treasurer will be elected at large.

b. The parliamentarian, an elected Student Senator, shall be appointed by the president of Student Senate.

2. The number of Student Senators shall be defined as follows:

a. The total number of student senators shall be twenty-four (24).

b. In the general fall elections residential students shall elect 17-to-19 of the total 24 at large.

c. 1-to-3 of the total 24 shall be elected as non-residential students in the fall elections.

d. Newly enrolled students shall elect four of the total 24 in First-Year elections held early in the fall term, prior to general elections.

B. Eligibility

Student Senators are not permitted to be an officer or member of Honor Court; officer or member of Judicial Board; executive board of Programming Board; officer of her class; member of the Allocating Committee.

C. Powers and Duties

1. President of Student Senate

a. To serve as chairperson of the Student Senate, voting only in the case of a tie.

b. To serve as a member of the Executive Board of the Association.

c. To serve as a liaison between the Executive Board of the Association and Student Senate.

d. To assume the duties and powers delegated to the president of the Association in her absence.

e. To call all regular and emergency Student Senate meetings pursuant to the procedures in the Senate bylaws.

f. To fill Student Senate committees.

g. To appoint a parliamentarian from Student Senate by the third meeting of the Senate.

h. To serve as a member of the Judicial Review Committee.

i. To be responsible for violations of the Constitution by the officers and members of Student Senate and to deal with the situations accordingly.

2. Vice president of Student Senate

a. To serve as a member of the Executive Board of Student Senate.

b. To assume the chair of Student Senate meetings in the absence of the President. However, while chair, she may vote only in the case of a tie.

c. To serve as chairperson of the Constitutional Review Committee of the Student Senate.

d. To coordinate the petition process for student members of all College, faculty and Board of Trustees committees as listed in the bylaws.

3. Secretary of Student Senate

a. To maintain individual attendance records of meetings of the Executive Board of Senate and Student Senate

- b. To notify members of violation of Senate bylaws and of any action taken by the Executive Board and/or Senate against such members.
  - c. To record minutes of Student Senate and Executive Board meetings and to distribute minutes to Executive Board and administrative offices requesting them.
  - d. To post the minutes of the Student Senate meetings in areas provided.
  - e. To prepare and present to the Executive Board of the Association a concise summary of Student Senate's year's activities at its final session.
4. Treasurer of Student Senate
- a. To serve as a member of the Executive Board of the Student Senate.
  - b. To keep the financial records of the Student Senate.
  - c. To deliver a copy of the records of the Student Senate to the treasurer of the Association and the Student Senate on a monthly basis.
  - d. To draft the yearly budget of the Student Senate.
  - e. To preside as head of the Student Development Fund Committee.
5. Parliamentarian
- a. To have a working knowledge of the rules of parliamentary procedure, specifically Robert's Rules of Order, and shall advise the Executive Board of Student Senate on points of procedure when asked.
  - b. To attend all meetings of the Executive Board and Student Senate.
  - c. To assist the Executive Board in the maintenance of order.
6. Student Senators
- a. It shall be the primary function of Student Senators to express the views and concerns of the student body of Agnes Scott College.
  - b. To be informed of the needs and interests of the student body, college and community and to undertake and support projects which serve these interest.
  - c. To meet the attendance guidelines of the Student Senate bylaws.
  - d. To consult with and make proposals to college committees as well as the administration and faculty in matters concerning the students.
  - e. To adopt and amend bylaws by the affirmative vote of a majority of its members. These bylaws shall govern its operation and procedure.
  - f. Upon appeal, and only by a super majority vote, may the Student Senate override a veto by the president of the Association, on an allocation made by the Allocating committee. A vote to override must take place within ten (10) school days.
  - g. To be able to approve or reject, by a majority vote, all presidential appointments.
  - h. To read, understand and always act in accordance with this constitution.
  - i. To recommend recognition as well as suspension of student organizations.
  - j. To serve on at least two committees as set forth in the bylaws.
  - k. To serve as a liaison to a department or office on campus.
  - l. To approve constitutions of organizations seeking official recognition and/or ASCGA funding.
- D. Constitutional Review Committee
- 1. Membership
 

There shall be a Constitutional Review Committee composed of the following seven members: the vice president of Student Senate as the chairperson, four representatives from Student Senate and one representative each from Judicial Board and Honor Court, to be elected by their respective organization.
  - 2. Powers and Duties
    - a. To be responsible for the maintenance of the ASCSGA Constitution.
    - b. To be responsible for handling the amendment process.
    - c. Members will have one vote each, with the chairperson voting only in case of a tie.

## **Section II: Honor Court**

### **A. Membership**

#### **1. Executive Board**

- a. Members shall be president, vice president, secretary and treasurer of Honor Court
- b. The president of Honor Court, vice president, secretary and treasurer will all be elected at large.
- c. The president of Honor Court must be a rising junior or senior and have one year of Honor Court experience at Agnes Scott College.
- d. All other Honor Court Executive Board members must have one semester of Honor Court experience at Agnes Scott College

#### **2. Members: Honor Court Representatives**

- a. Two senior members of Honor court
- b. Two junior members of Honor court
- c. Two sophomore members of Honor Court
- d. Two first year members of Honor Court
- e. One Woodruff Scholar members of Honor Court
- f. One transfer student member of Honor Court.
- g. Members of Honor Court are not permitted to be an officer or member of Student Senate; officer or member of Judicial Board; on the executive board of Programming Board; an officer of her class; a member of the Allocating Committee.

B. Duties and Powers

1. President of Honor Court

- a. To serve as president of Honor Court and to preside over its meetings.
- b. To serve as a member of the Executive Board of the Association.
- c. To assemble material and work with cases over which Honor Court has primary jurisdiction.
- d. To serve as a member of the Judicial Review Committee and present the decision made by Honor Court.
- e. To serve as a liaison between Honor Court and the administration.
- f. To be responsible for violations of the Constitution by the officers and members of Honor Court and to deal with the situations accordingly.
- g. To meet with the president of Judicial Board as necessary to discuss procedures pertaining to their judicial bodies.
- h. To meet each accused student to discuss the student's rights during the process.
- i. To appoint one investigator for each case and one advocate for each student accused of an Honor Court violation.
- j. To notify the accused by electronic mail/letter of the outcome of an investigation and of the case.
- k. To coordinate all meetings, trainings, cases and committees of the Honor Court.

2. Vice president of Honor Court

- a. To act as vice president of Honor Court and to assume the duties of the president in her absence, at her resignation, or at her request.
- b. To aid the president in assembling material for cases and to work with the president with individual cases involving referrals or appeals.

3. Secretary of Honor Court

- a. To take minutes at all Honor Court meetings.
- b. To maintain all records
- c. To assume the responsibilities of the vice president in her absence, at her resignation or at her request.

4. Treasurer of Honor Court

- a. To serve as treasurer of the Honor Court
- b. To plan the budget
- c. To record all expenses and maintain a balanced budget.
- d. To submit for reimbursement of all Honor Court expenses to the treasurer of the Student Body.
- e. To assume the responsibilities of the secretary in her absence, at her resignation or at her request.

5. All members of Honor Court

- a. To attend all Honor Court meetings.
- b. To maintain confidentiality in regards to all information pertaining to cases, both past and present.
- c. To serve as an advocate or investigator on a case if so asked by the president of Honor Court.

6. Quorum

- a. A quorum shall consist of eight voting members of Honor Court.
- b. When the penalty of probation is recommended, there shall be no more than two negatives or three abstentions or a combination of one negative or two abstentions.
- c. When the penalty of suspension or dismissal is recommended, there shall be no more than one negative or two abstentions.

7. Areas of Primary Jurisdiction

In matters injurious to the interest of the college, including, but not limited to the following:

- a. Academic dishonesty
- b. Stealing
- c. Lying
- d. Violation of the drug policy
- e. Violent Behavior
- f. Harassment
- g. Breaches of Confidentiality

8. Areas of Appellate Jurisdiction

- a. Referrals from the dean of students.
  - b. Referrals from the Judicial Board.
  - c. Appeals by students of decisions made by the Judicial Board.
9. Honor Court shall impose penalties subject to the following procedures:
- a. When the penalty of disciplinary probation for violation of social regulations is administered by the Honor Court, it shall be the duty of the president to inform the Judicial Review Committee.
  - b. When the penalty of suspension, dismissal or disciplinary probation for violation of academic regulations is recommended the decision shall be submitted to the Judicial Review Committee.

### **Section III: Judicial Board**

#### **A. Membership and Election**

- 1. Executive Board
  - a. Members shall be president, vice president and secretary of Judicial Board. The Adviser to Judicial Board shall be the dean of students staff member responsible for Residence Life.
  - b. The president of Judicial Board, vice president and secretary will all be elected at large
  - c. The president of Judicial Board must be of junior or senior standing and have one year of Judicial Board experience at Agnes Scott College
  - d. All other Judicial Board Executive Board members must have one semester of Judicial Board experience at Agnes Scott College.
- 2. Members: Judicial Representatives
  - a. Two Judicial Representative will be selected for each class year
  - b. Two first-year representatives elected in the fall
- 3. Positions vacated will be filled by petition as stated in the Constitution

#### **B. Eligibility**

- 1. Executive board members may not be an officer or member of Student Senate; an officer or member of Honor Court; on the executive board of Programming Board; an officer of her class; a member of the Allocating Committee.
- 2. Judicial Representatives may not be an officer or member of Student Senate; an officer or member of the Residence Life staff; on the executive board of Programming Board; an officer of her class; a member of the Allocating Committee.

#### **C. Duties and Powers**

- 1. President of Judicial Board
  - a. To serve as president of Judicial Board and to preside over all aspects of the Executive Board and Judicial Board meetings
  - b. To present referrals from the Judicial Board to the Honor Court
  - c. To assemble material and work with Judicial Board cases
  - d. To serve as a liaison between the Judicial Board and the Administration
  - e. To serve as a member of the Judicial Review Committee
  - f. To serve on the Executive Board of ASCSGA
  - g. To have communication with the Judicial Board Adviser on a regular basis
  - h. To meet with the president of Honor Court as needed to discuss procedures pertaining to their judicial bodies
  - i. To ensure adherence to the penalties sanctioned by the Judicial Board
  - j. To keep all records of the Judicial Board and to send such notification of the penalties as the Judicial Board directs
  - k. To notify all members of scheduled meetings
- 2. Vice president of Judicial Board
 

To serve as vice president of the Judicial Board and to assume the duties of the president upon her request or at her resignation.
- 3. Secretary of Judicial Board
  - a. To serve as secretary of the Judicial Board
  - b. To keep the minutes of the meetings of the Judicial Board
- 4. Executive Powers and Duties
  - a. To establish uniform regulations for the residence halls within the framework of college regulations
  - b. To complete a training session in the fall for the Executive and Judicial Board members
    - c. To serve as needed on College committees
  - d. To establish automatic sanctions for residence hall violations within the framework of college regulations
- 5. Judicial Representatives
  - a. To serve on Judicial Board as an elected representative
  - b. To hold judicial powers in the residence halls
  - c. To serve as a liaison between Judicial Board and the Residence Life staff

#### **D. Meetings**

1. The Judicial Executive Board shall meet as requested by the president of Judicial Board
2. The Judicial Board shall generally meet weekly. The president of Judicial Board will notify the Board of exceptions.
3. Attendance Policy – members must meet the attendance guidelines as stated in the by-laws.
4. Each member of Judicial Board will be evaluated as needed.

#### E. Judicial Powers

1. To maintain uniform regulations for the residence halls
2. To constitute the court of primary jurisdiction in the following matters:
  - a. Alcohol Policy
  - b. Smoking Policy
  - c. Visitation
  - d. General residence hall regulations
  - e. Quiet hours
  - f. Signing in/out procedure for first year students
  - g. Avery Glen apartment policies
  - h. To constitute the court of primary jurisdiction in matters jeopardizing the safety and property of others, including
    - i. Carelessness in keeping exterior doors locked after residence hall closing hours
    - ii. Misuse of keys, including but not limited to:
      - aa. Residents lending keys to any on or off-campus visitors
      - bb. Residence Life Staff members in possession of master keys, loaning their master key(s) to another person; only Resident Directors, Resident Assistants or acting Resident Directors should have master keys
      - cc. Students who fail to wait until the designated time to enter residence halls after the break
      - dd. Students who fail to vacate the residence hall prior to breaks.
3. To impose the following penalties, but are not limited to:
  - a. Auto-sanctions: At the discretion of the president of Judicial Board under the advisement to the Board or the dean of students, the following penalties are automatic in cases of clear violations as seen by a Judicial Board member, Residential Assistant or Residential Director:
    - i. Alcohol
      - aa. First violation: \$50-\$100 fine; 10-15 hours community service depending on the severity of the offense; and a written 250-word essay of the Judicial Board's choosing. The essay must be turned in within 30 days and carbon copied (CC'ed) to the Judicial Board's adviser
      - bb. Second violation: \$100-\$300 fine; 15-30 hours of community service depending on the severity of the case; a recommendation for referral for alcohol awareness course with Health Services or an outside facility
      - cc. Third violation: \$300-\$500 fine; 30+ hours community service; recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), Judicial Board may also present the case to Honor Court with the recommendation of suspension or expulsion for the third or additional violation(s) of the alcohol policy.
    - ii. Visitation
      - aa. First violation: warning file to be kept on file for the academic year and 30 days without visitation
      - bb. Second violation: warning file to be kept on file for the academic year, one semester's worth of days without visitation and required to make signs outlining the parietals policy to be put up in her dorm
    - iii. Smoking
      - aa. First violation: warning file to be kept on file for the academic year and a 500 word essay on smoking to be submitted to the president of Judicial Board, the dean of students and the student's advisor within 15 days
      - bb. Second violation: warning file to be kept on file for the academic year and fill a 16oz water bottle with cigarette butts from campus grounds
    - iv. Kitchens: Failure to clean a kitchen after a 24 hour warning will result in its closure for one week
  - b. Non-auto-sanction violations
    - i. Warnings
      - aa. Warnings are given at the discretion of the president of Judicial Board for minor offences that do not warrant a case.
      - bb. Quiet hour offenses: three warnings within one semester will result in a Judicial Board case
      - cc. Students who miss residence hall meetings and floor meetings without providing 24 hours notice to their Resident Director or Resident Assistant and/or for unexcused reasons will receive
        - (i) verbal warning on first offense
        - (ii) written warning on second offense
        - (iii) a Judicial Board case on third offense
    - ii. Judicial Board cases due to the accumulation of warnings
    - iii. Failure to sign in/out for first year students

- iv. Violations of the pet policy as stated in the student handbook.
- c. Other violations of Judicial Board will be dealt with on a case-by-case basis at the discretion of the president.
- 4. Penalty procedures
  - a. A suspected offender has a maximum of 24 hrs to acknowledge any accusations of the alleged violations of college and/or residence hall policy to the Judicial Representative in her residence hall
  - b. Any written warning distributed will be filed with the Judicial Board president, remain on file for the academic year and may be referred to if the student repeats the offense for which the warning was given
  - c. The first and second offense each result in a Judicial Board case
  - d. The third offense of a given violation results in an Honor Court case
  - e. Alcohol violations include both on campus and off campus events sponsored by the college, in addition to what the policy stipulates
  - f. The Judicial Board reserves the right to refer a case involving frequent or flagrant violation, or case involving a more serious penalty, to Honor Court as is deemed necessary
  - g. Judicial Board shall impose penalties through a quorum consisting of eight persons

#### **Section IV: Orientation Council**

##### **A. Membership**

- 1. A president or Co-Presidents selected by the former president of Orientation Council and the adviser after the current year's orientation process is complete. The Orientation Council Presidential selection must then be confirmed on the elections ballot to become active and official.
- 2. Members appointed by president and the adviser .
- 3. Adviser from Dean of Student's staff

##### **B. Duties and Powers**

- 1. President of Orientation Council
  - a. To assist the Orientation Council adviser
  - b. To serve on the SGA Executive Board as a voting member.
  - c. To appoint board members of Orientation Council. Position titles and number are subject to change by approval of the Orientation Council adviser and President.
  - d. To call and preside over all meetings of Orientation Council
  - e. To appoint leaders of ASC 101 in coordination with the ASC 101 Coordinator
  - f. To assist the Orientation Council adviser with Spring Orientation for new students
- 2. The Council
  - a. To plan and execute Fall Orientation for new students
  - b. To serve as support system for new students
  - c. To plan and execute additional programming for Fall Semester for new students

##### **C. Terms of Office**

The activities of the Council shall begin as soon as the president and the Council have been selected at the end of Fall semester and shall continue until new officers are selected at the end of the following Fall semester.

##### **D. Eligibility**

- 1. The president shall have served at least one year on Orientation Council.
- 2. The president and ASC 101 Coordinator are required to remain on campus during the summer immediately preceding Orientation and are paid by the dean of students.

#### **Section V: Programming Board**

##### **A. Membership**

- 1. Executive Board
  - a. The Executive Board shall consist of the president, coordinator of special events and finance, coordinator of communications, and director of campus relations, all of whom shall be elected by a student body vote.
  - b. Executive board members are not allowed to hold the following positions: officer or member of Student Senate; officer or member of Honor Court; officer or member of Judicial Board; officer of her class; member of the Allocating Committee.
- 2. Members

Members shall be selected by application and interviews conducted by the Programming Board executive board.

##### **B. Duties and Powers**

- 1. President of Programming Board
  - a. To preside over all meetings of Programming Board
  - b. To approve all events hosted by the Board
  - c. To hand out all disciplinary measures to Coordinators, Chairs and Members
  - d. To hold interviews for chairs and members, for every semester.
- 2. Coordinator of special events and finance

- a. To direct the formal functions each semester.
- b. To work with the President and Advisor on monitoring the Board's Budget.
- c. To participate in the interviews for chairs and members.
- 3. Coordinator of communications
  - a. To handle all matters of internal communication, including the board's roster and contact sheet, reminder e-mails and coordination of interviews.
  - b. To manage the attendance policies and inform the president when disciplinary action needs to be taken.
  - c. To participate in the interviews for chairs and members.
- 4. Coordinator of campus relations
  - a. To attend all IOC and COSMO meetings as the Programming Board representative.
  - b. To coordinate Programming Board's participation in campus wide events like the Activities Fair and Diversifest.
  - c. To work with the executive board to host Spring Fest.
  - d. To participate in the interviews for chairs and members.
- 5. Chairs of the Board
  - a. To be responsible for advertising, scheduling and planning of one event per month.
  - b. To lead and mentor the group of members serving on their committee.
  - c. To discuss with the executive board the progress, or any concerns about their members.
- 6. Members of Programming Board
  - a. To attend all meetings, although two absences can be excused.
  - b. To attend one event a week.
  - c. To serve on two committees.

#### **Section VI: Inter-organizational Council (IOC)**

- A. Membership
  - 1. Membership shall consist of one representative from each student organization at Agnes Scott College. These organizations include both those funded by the ASCSGA and those with independent sources of funds.
  - 2. Officers may be elected from within the Inter-Organizational Council at the discretion of the chair.
- B. Meetings
  - 1. Meetings shall be held regularly and shall be chaired by the Inter-Organizational Council chair.
  - 2. In order to avoid absent group representatives, reminders must be sent out before each meeting.
- C. Powers and Duties
  - 1. IOC's purpose is to facilitate communication among campus organizations [themselves, as well as with the SGA].
  - 2. Each student organization will be required to submit a "student organization registration form" along with the appropriate attachments (member roster and constitution) at the beginning of each semester. Failure to submit this form will result in the loss of organizational status and the inability to participate in the budget allocations process and reserve event space on campus. If an organization loses organizational status and would like to re-establish itself, it must re-apply to Student Senate for approval.
  - 3. All groups will submit proper EMS forms to reserve all spaces. Failure to use spaces upon their reservation may result in penalties to be decided upon by the IOC chair or director of student activities, including, but not limited to billing for up to 50% of the cost of set-up.

#### **Section VII: Committee of Student Multicultural Organizations (COSMO)**

- A. Membership
 

Advisory board members will consist of one member of each of the student organizations of underrepresented students on campus based on race, ethnicity/culture, sexual orientation, religion and/or ability.
- B. Powers and Duties
 

Each member of the advisory board committee will submit monthly reports detailing the concerns of each organization regarding campus relations, incidents of harassment based on race, ethnicity/culture, sexual orientation, religion and/or ability to the chair of the Multicultural Student Affairs

### **ARTICLE V ELECTIONS**

#### **Section I: Elections Board**

- A. Membership
  - 1. Members of the Elections Board shall be members that are chosen at the discretion of the chair of Elections. The board will be headed by the chair of Elections, but will have alternating members for each election period to ensure that there will be an unbiased campaign for petitions.



- a. For Spring Elections (voting for Class Officers), members of the Student Senate and Honor Court will be members of the Elections Board and will assist the chair of Elections in all facets of publicity, preparations for Election events and clean-up of all Election materials and flyers.
  - b. For Fall Elections (voting for Student Senate, Student Government Executive Board, IOC, COSMO, Honor Court, Judicial Board, Programming Board and Allocating Committee) Class Officers will be members of the Elections Board and will assist the chair of Elections in all facets of publicity, preparations for Election events and clean-up of all Election materials and flyers.
2. The chair of Elections may call meetings at any time. If a member of the Elections Board fails to attend more than one (1) meeting during an election cycle, they will be asked to resign from the committee.
- B. Duties of the Elections Board
1. To assist the SGA secretary/Chair of Elections
  2. To be responsible for all publicity concerning elections, excluding individual campaign materials.
  3. To distribute petitions for all offices to be filled.
  4. To assist in verifying the eligibility of all candidates.
  5. To assist in the Elections Kick Off event.
  6. Election Board Members will never handle the electronic ballot nor will they personally receive petitions.
- C. Procedures
1. Any student wishing to become a candidate for a Student Government Association office or for any office to be elected by her class, must submit a petition to Elections Board at a time to be determined by Elections Board.
  2. A student may not run for more than three offices.
  3. The Elections Board will send preference cards to those students appearing on the ballot more than once. The student must rank the offices according to her preference and return the card by the date specified to the Elections Board. If she fails to do so, her name will be removed from the ballot.
  4. Will post the names of the candidates of each office alphabetically on a final ballot.
  5. Will post the final ballot and petitions as they are submitted before the student body votes.
  6. Speeches will be required of the candidates for president of the Student Government Association, the executive board of Student Senate, the executive board of Honor Court, the executive board of Judicial Board and the executive board of Programming Board.
  7. Voting will last for three (3) consecutive school days.
- D. Emergency Elections
1. If any positions are left open after an election period, the chair of Elections will make a call for petitions the following semester within the first three (3) weeks of return.
  2. Petitions will be gathered and candidates will be interviewed by the ASCSGA Executive Board.
  3. ASCSGA Executive Board will elect which candidates will be chosen to fill the available spots.
  4. The chair of Elections will notify all candidates of the status of their approval. She will subsequently inform the student body of the results.

## **Section II: Eligibility**

- A. All candidates
1. Must have a 2.5 GPA at the time of the election.
  2. Must not be found responsible for an Honor Court violation.
  3. Must not be found responsible for no more than two Judicial Board violations of any kind and no more than one alcohol violation.
  4. If candidates do not meet one or all of the requirements above they must submit an appeal letter to the Executive Board of the Association at the time the petition is submitted. The Executive Board will notify the candidate prior to the campaign period.
- B. All elected officers are not eligible to hold more than one office elected by the student body at large without approval from the Executive Board of the Association.
1. If approval is given to the candidate, they will be notified with a hard copy letter from the chair of the Elections Board prior to the campaign period.
  2. If a candidate for ASCSGA Executive Board wishes to petition to hold more than one position in ASCSGA or other responsibilities at Agnes Scott College (i.e., Resident Director, editor of a publication, etc.), they should discuss this with the Director of Student Leadership.

## **Section III: Elections Timing**

- A. All elections will be conducted in accordance with the policies and procedures of Elections Board .
1. Campus-wide elections will be held three times per academic year: once at the beginning of fall semester, once at the end of fall semester and once at the end of spring semester.

- a. Elections to elect First-Year representatives to Student Senate, Honor Court, Judicial Board and First-Year Class Officers will be held at the beginning of the fall.
  - b. Elections to elect representatives to Honor Court (including president, vice president, treasurer and secretary), Student Senate, (including president, vice president, treasurer and secretary), Judicial Board (including president, vice president and secretary), Programming Board (including executive board positions) and ASCSGA Executive Board will be held at the end of the fall.
  - c. Elections to elect Class Officers (including president, vice president, treasurer and secretary) will be held in the spring. Class officers are voted on by their respective classes.
2. Students running for positions with residential stipulations must run according to expected residential status in the fall. If, in the fall, there is a change in residential status she must resign from office.

## **ARTICLE VI RESIGNATIONS OR VACANCIES**

### **Section I: Resignation of Student Government Executive Board Members**

- A. Resignations will be filled as soon as possible. All resignations must be verified in writing to the president of the Association.
- B. During the period of the vacancy, the president of the Association will fulfill both her own position and the vacant position. If the president of the Association resigns or is impeached, the president of Student Senate temporarily fulfills both her own and the vacant position

### **Section II: Vacancies of Office in Organizations of the Association**

If the president of any organization resigns or is impeached, the vice president assumes the president's duties. The now-vacant vice-president position will be filled according to regular election procedures as outlined in this constitution.

## **ARTICLE VII IMPEACHMENT PROCESS FOR ASCSGA ELECTED OFFICERS**

### **Section I: Grounds for Impeachment**

- A. Gross violations of the ASCSGA Constitution
- B. Embezzlement
- C. Gross negligence of duties
- D. Abuse of Power

### **Section II: Impeachment Process**

- A. A concerned student contacts a member of the Supreme Court.
- B. The student meets with the Supreme Court to state her case. The student must give grounds for impeachment.
- C. The Supreme Court, excluding member(s) being impeached, would research and review the case in a timely manner and determine if there are sufficient grounds for impeachment
- D. If sufficient grounds for impeachment are determined by a 2/3 vote, there will be a student forum held by the Supreme Court within one week. At the forum, both sides of the issue will be presented.
- E. A campus wide vote will be held within 72 hours of the forum, not including weekends, to determine if the officer shall be impeached.
- F. The secretary/Chair of Elections Board will oversee the voting.. If the Secretary/Chair of Elections Board is being impeached, the president of the Association will oversee the voting..
- G. Impeachment requires a 2/3 agreement of the quorum.
- H. Decision of vote takes effect immediately after the results of the vote are announced.
- I. The open position is filled according to the ASCSGA Constitution of the respective organization.

## **ARTICLE VIII PROCEDURES FOR AMENDMENTS TO THE SGA CONSTITUTION**

### **Section I: Procedure**

- A. Proposed Amendment  
Amendments must be submitted in writing by a member of the Student Senate or by the ASCSGA to the Constitutional Review Committee which is a Student Senate committee.
- B. Amendment Research  
After submission, the Constitutional Review Committee shall research the amendment. By consensus, the committee shall have

the right to determine if the proposed amendment is relevant.

C. Vote on Said Amendment

If relevant, the committee shall take the amendment to the general body of Student Senate. The Student Senate shall vote to approve or reject forwarding the amendment to a student body vote in the next general election.

D. Approval

1. The ASCSGA shall vote on the proposed amendment at the next ASCSGA Election. A two-thirds (2/3) affirmative vote of a quorum, in favor of the amendment is required for approval of the proposed amendment.

2. The ASCSGA Elections Board shall supervise such voting and judge the returns.

E. Denial

1. If the Constitutional Review Committee does not approve the amendment, the committee shall send a written statement to the person who submitted the proposal. The statement shall explain the committee's decision.

**Section II: Appeal Procedure**

A. Right of Appeal

If the proposed amendment is rejected at either the committee consensus or the Senate vote, the student who proposed the amendment has the right to appeal the decision.

B. Petition

1. Said student must secure the signatures of thirty (30%) percent of the ASCSGA body.

2. The petition shall set forth in exact words the action sought and shall have the proposed amendment written at the top of each page. The petition must include the name and phone number for each signer of said petition.

3. The petition shall be submitted to the president of Senate. The president reserves the right to verify the signatures on the said petition.

C. Action on Appeal

If the signatures are secured and verified, the proposed amendment will then follow the procedures as listed in Article VIII, Section I., D-E.

**Section III: Emergency Procedure**

A. Right of Declaration of Emergency

The ASCSGA has the right to declare a proposed amendment an emergency if the amendment must have a student body vote before the next ASCSGA Election.

B. Procedure for Emergency Priority

1. A motion for emergency action can be made by any student body member at a Student Senate meeting.

2. A vote to approve the motion must be passed by a super majority (75%) in the affirmative.

3. If approved, the president of Senate shall take the proposal to the president of the Association. The president of the Association shall be required to make arrangements for holding of a general election, in conformance with the rules governing general election, in thirty (30) days after receipt of said proposed amendment.

4. If the motion is rejected by the Student Senate, the ASCSGA student body can initiate emergency action by securing the signatures of thirty percent (30%) of student members of ASCSGA according to guideline set forth in Article VII, Section II.B..

5. If these signatures are secured, the said petition shall be taken to the ASCSGA President. The president shall be required to make arrangements for the holding of a general election, in conformance with the rules governing general elections, within thirty (30) days after receipt of said petition.

**ARTICLE IX**

**PROCEDURES FOR BYLAWS FOR MEMBER ORGANIZATIONS OF THE ASSOCIATION**

**Section I: Adoption**

A. Notification

Notice of proposed initial bylaws must be given to all members of the organization at least one week in advance of vote.

B. Voting

A quorum of three-fourths (3/4) of the body must be present to adopt bylaws. Bylaw proposals will be treated as main motions, with the exception that initial bylaws must receive an affirmative vote of at least two-thirds (2/3) to be adopted.

**Section II: Revision and Amendments**

A. Notification

Notice of a proposed revision or amendment of the organization's bylaws must be given to all members at least one week in advance of a vote.

B. Voting

A quorum of the three-fourths (3/4) of the body must be present to revise or amend the bylaws. Revision and amendments of the

bylaws will be treated as main motions, with an affirmative majority vote required to change the bylaws.

### **Section III: Extent**

#### **A. Immediacy**

Bylaws adoption, revision or amendment will be effective immediately upon passage unless passed with a proviso of delay.

#### **B. Constitutionality**

All bylaws are subject to the restraint of the Agnes Scott College Student Government Association constitution and bylaws in conflict with the constitution shall be declared null and void.

#### **C. Jurisdiction**

A member's failure to conform to the bylaws of the organization shall be grounds for impeachment.

## **STUDENT SENATE BYLAWS**

### **Section I: Membership**

#### **A. Composition of Student Senate**

1. There shall be five members of the Executive Board: president, Vice-President, secretary, treasurer and Parliamentarian.
2. There shall be a total of twenty Student Senators defined as follows:
  - a. Seventeen of the total twenty-four shall be residential senators elected at large by the residential students in the general fall elections.
  - b. Three of the total twenty-four shall be non-residential senators elected at large by the non-residential students in the general fall elections.
  - c. Four of the total twenty-four shall be representatives of first-year students elected during first-year elections early in the fall term.

#### **B. Qualifications**

1. Senators
  - a. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
  - b. Be present and enrolled at Agnes Scott College during the elected term which runs from the time of the election to the time of the next elections
2. Executive Board
  - a. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
  - b. All executive board members must be of second semester first year or higher standing.
  - c. President and Vice-President must each have two semesters of Senate experience at Agnes Scott College
  - d. Secretary and treasurer must each have one semester of Senate experience at Agnes Scott College.

### **Section II: Meetings and Attendance Policy**

#### **A. Meetings**

Senate meets every Tuesday evening at 7 p.m. in an agreed upon meeting room. All meetings are open to the campus community.

#### **B. Attendance**

1. Senators are allowed three (3) absences during their term.
  - a. Missing a Tuesday night meeting is equivalent to one (1) absence
  - b. Missing a committee meeting or responsibility is equivalent to 1/3 of an absence.
  - c. Failing to complete a liaison-related issue within two meetings or failing to complete any other task designated by the Executive Board is equivalent to 1/3 of an absence.
  - d. Arriving more than ten minutes late to a senate meeting or leaving before the meeting is officially adjourned results in one absence.
2. All absences from a Tuesday night meeting are to be turned into the secretary and president .
3. One the third absence, a verbal and written warning will be given.
4. After the third absence, if there is a failure to complete any liaison or committee duties or miss any committee or Senate meetings, the senator is obligated to tender a letter of resignation.
5. For special circumstances (i.e. sickness, death, etc.), Executive Board can make allowances on a case by case basis. Disputed policies can be appealed to the Senate.

### **Section III: Duties and Responsibilities**

#### **A. Committees**

1. Each senator will be an active member of at least two committees, one of which must be standing committee.
2. If a senator is on a standing committee that is only active in the spring, she must join another standing committee in the fall.

3. Committee chairpersons are responsible for keeping track of the duties of their committee. They must turn in an attendance sheet for all committee meetings and they must report any unfulfilled duties to the Executive Board vice president.

B. Liaisons

1. Each Senator will be a liaison to a department or office on campus.
2. Each Senator will keep a record of their correspondence with their liaison, which will include any letters and a summary of all liaison activity.

C. Other Responsibilities

All Senators and Executive Board members are also responsible for the duties listed in the ASCSGA Constitution Article IV: Section 1: C.

Section IV: Committees

A. Standing Committees

Senators must be assigned to standing committees as follows but the president may use her discretion regarding the number of Senators serving on a committee.

1. Constitutional Review Committee

- a. The committee is responsible for the ASCSGA Constitution.
- b. The committee is responsible for handling the amendments to the ASCSGA Constitution.
- c. The Vice-President of Student Senate shall chair the committee.
- d. The committee shall be composed of the chairperson, four Student Senators, one member from Honor Court and one member from Judicial Board.

2. Bylaws Committee

- a. The committee is responsible for the Bylaws of Student Senate.
- b. The committee is responsible for preparing amendments to the Student Senate Bylaws.
- c. The Vice-President of Student Senate shall chair the committee.
- d. The committee shall be composed of the chairperson and four Student Senators.

3. Public Relations Committee

- a. The Public Relations Committee is responsible for coordinating the efforts of the Publicity, Walls and Stalls and Web page subcommittees.
- b. The committee is also responsible for ensuring that the campus community remains informed of Student Senate activities and issues.
- c. The committee shall be composed of one chairperson and two student senators.
  - i. The Publicity Subcommittee
    - aa. is responsible for informing the campus community, in a timely manner, of events sponsored by Student Senate and important community issues through such means as E-mail, voice-mail and posters.
    - bb. is responsible for maintaining an SGA bulletin board in a public space.
    - cc. the subcommittee shall be composed of one chairperson and five Student Senators.
  - ii. The Walls and Stalls subcommittee:
    - aa. is responsible for the monthly production of a newsletter to be hung in restrooms and other public places.
    - bb. the subcommittee shall be composed of no more than two Student Senators.
  - iii. The Web page subcommittee:
    - aa. is responsible for working with information technology services to create and maintain a Web page containing information about Student Senate and its activities.
    - bb. the subcommittee shall be composed of two Student Senators.

4. Elections Board Committee

- a. The committee shall be composed of two Senators elected by Student Senate.
- b. These Senators shall serve on the ASCSGA Elections Board under the ASCSGA secretary/Chair of Elections Board in planning and running fall and spring elections.

5. Supreme Court Committee

- a. The committee shall be composed of two Senators elected by Student Senate.
- b. It is the responsibility of these Student Senators to attend all meetings of the Supreme Court and report all valuable information from the Supreme Court to Student Senate.

6. Forum Committee

- a. The committee is responsible for informing the student body of specific issues through the use of an open panel.
- b. The committee is responsible for gathering student feedback on pertinent issues and reporting back to Student Senate.
- c. Forum Committee is also responsible for arranging the time and place for the forum to occur.
- d. The committee shall be composed of one chairperson and 5 Student Senators.

7. Inter-Organizational Committee

- a. The committee shall be composed of two Student Senators who will represent Student Senate at all IOC meetings.
  - b. It is the responsibility of these Student Senators to report all valuable information from the IOC meetings to Student Senate.
8. Allocating Committee
- a. The committee shall be composed of one Student Senator who will represent Student Senate at all meetings of the Allocating Committee.
  - b. It is the responsibility of this Student Senator to report all valuable information from Allocating Committee to Student Senate.
- B. Rotating Committees
- The Executive Board of Student Senate reserves the right to create any rotating committees throughout the term if the need arises.

#### **Section V: Liaisons**

1. Each senator shall be responsible for acting in one liaison position. The departments listed below are recommended but the president may use her discretion to add or change offices.
2. Senators assigned to the following offices shall be responsible for maintaining regular contact with the head of that office with the purpose of representing student concerns and acting as a student resource to the office.
  - a. Accounting
  - b. Alumnae/Admissions
  - c. Athletics
  - d. Bookstore
  - e. Career Planning and Counseling
  - f. Dean of the College
  - g. Dean of Students
  - h. Office of Facilities
  - i. Financial Aid
  - j. Finance and Development
  - k. Food Services
  - l. Health Services
  - m. Information Technology Services
  - n. International Education
  - o. Library
  - p. Multicultural Affairs/Chaplain
  - q. Public safety
  - r. Residence Life
  - s. Student Activities
3. Senators assigned to the following meetings are responsible for attending the meetings with the purpose of reporting to Student Senate and, when necessary, to voice concerns of the student body.
  - a. Faculty Meetings
  - b. Master Plan Meetings
4. Each Senator shall provide the secretary of Student Senate with copies of all correspondence with the office or series of meetings to which she is assigned.
5. Each senator shall, at the end of her term, produce a brief report for the secretary including copies of correspondence and a summary of that office's activities that involved the liaison for the year.
6. The Executive Board of Student Senate reserves the right to amend the liaison positions throughout the term if the need arises.

#### **Section VI: Voting**

- A. Definition of Voting Terms
1. Majority: The majority of a voting body is defined as more than fifty percent (50%) of the voters.
  2. Super Majority: The super majority of a voting body is defined as at least seventy-five percent (75%) of the voters.
  3. Quorum: The quorum of a voting body is defined as at least three-fourth (3/4) of the voting members.
- B. Voting Procedure
1. There must be a quorum of Student Senators present in order to vote on legislation.
  2. Student Senate shall follow the standard voting procedure outlined in Robert's Rules of Order.
  3. Revisions and amendments to the bylaws shall be treated as main motions, with an affirmative majority vote required to amend the bylaws.
- C. Voting Privileges

1. The president of Student Senate shall not have voting privileges.
2. All Student Senators shall have voting privileges.
3. The president of Student Senate shall vote in the case of a tie.

**Section VI: Ambassadors**

- A. Appointed senators will be responsible for serving as residential ambassadors.
- B. Senators assigned to a specific residential block will be responsible for maintaining regular contact with the residential block for the purpose of promoting communication between the residential block and Student Senate.
  1. Specifically, regular contact will take place between the senator, the Residence Life staffers working in that block and the residents of the block.
  2. Regular contact will include:
    - a. Attending all dorm meetings required of residents, except meetings with the purpose of surveying students
    - b. Efforts to develop relationship between residents of the block, so that each resident is aware of the resources to them by Student Senate
    - c. Other efforts as needed at the discretion of the senator
  3. Residential blocks will be assigned by Executive Board
- C. Each senator shall keep record of all contact with their residential block and all points of meetings with relation to Student Senate.
  1. These records shall then be used to produce a brief report for the records of Student Senate.
  2. Reports will be collected by the secretary of Student Senate
- D. The residential ambassador's responsibility does not limit senators to report concerns only of their block, nor shall it mean that students can only bring concerns to their ambassador.
- E. This appointment will be taken into consideration by Executive Board when assigning other responsibilities.
- F. The Executive Board of Student Senate reserves the right to amend the liaison positions throughout the term if the need arises.

## Community Standards of Behavior

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In accordance with Agnes Scott's desire to encourage and recognize individual maturity and responsibility, it is expected that students will conduct themselves with propriety and exercise good judgment so that their behavior will bring credit both upon themselves and the college. Except for Woodruff Scholar students, married students or students with children, all full-time students must live in a college residence hall (which includes Avery Glen, the on-campus apartments) or with parents, guardians or other immediate relatives.

In addition to the specific standards set forth, and beyond the areas they govern, it is assumed that students will follow the dictates of common sense and will exhibit a healthy respect for their own safety and the comfort of their fellow students.

The college and its agents maintain the right to enter a student's room for the purpose of maintenance, fire, safety and upholding college regulations and policies.

In the event that a student's conduct indicates that she is not in compliance with the ideals and standards of the college's residence life policies, or is not mature enough to reside on campus, the dean of students may terminate the student's resident status, at which time the student will be required to move out of the residence hall within 72 hours.

When a student, whether resident or non-resident, behaves in such a manner as to indicate that she is not in compliance with the ideals and standards of the college, the dean of students may choose to handle the matter within her office or she may direct the issue to an appropriate administrative or judicial body on campus.

## Drug Policy

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In accordance with Agnes Scott's commitment to academic excellence and the belief that mind-altering drugs may lead to impaired judgment and reduced achievement, the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus.

Any student engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever will be subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee.

As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Judicial Review Committee, whose final approval is necessary and who may contact authorities. Penalties for unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances may involve fines and/or imprisonment.

In the event a visitor to campus is found to be engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever the visitor is in violation of the campus drug policy and as such public safety and/or administration may pursue criminal prosecution of the subjects involved.

Agnes Scott College is in compliance with the Drug Free Schools and Communities Act Amendment of 1989.

### • Drug-Free Workplace

Agnes Scott complies with the Drug-Free Workplace Act of 1988. Accordingly, the following policy applies to all employees, including faculty, staff and work-study students.

*The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited on campus. Any employee who violates this prohibition will be subject to disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott College.*

As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement. They will also



notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

More information regarding this legislation is available in the human resources office. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The human resources office and the student health center have reference material about sources of treatment for substance abuse. All inquiries will be kept strictly confidential.

## Gun & Knife Policy

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No firearms are allowed on the campus with the exception of those worn by public safety officers. Knives with a blade length of three or more inches are also prohibited.

## Malicious Assault

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Malicious assault, physical abuse or verbal harassment of any person is prohibited on campus and may result in suspension, dismissal or expulsion. Anyone who believes s/he has been assaulted should contact public safety or the office of the dean of students.

## Smoking Policy

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Agnes Scott is a “smoke-free” campus. Smoking is strictly prohibited in all facilities (e.g. classrooms, computer labs, offices, residence halls, Avery Glen apartments and theme houses). Smoking is permitted outside at designated locations that have been equipped with appropriate receptacles. Smoking is not permitted within 20 feet of any residence hall or building entrance.

**When the desire to smoke conflicts with those requesting a smoke-free environment, the need for smoke-free air will take priority.**

Violations of the college’s smoking policy will be handled as a disciplinary matter and will be reviewed by the appropriate college administrator.

## Alcohol Policy

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Alcoholic beverages are restricted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

### **A. Georgia**

1. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one’s own or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.
3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

### **B. Decatur**

It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways or alleys of the city. It is unlawful to carry any type of open liquor container in public.

### **C. Agnes Scott**

Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the dean of students and to designated areas of the residence halls.

Designated residence hall areas for alcohol consumption by students of legal drinking age are:

1. residence hall rooms: consumption, preparation and storage

2. hall kitchens: preparation

All alcoholic beverages should only be stored in the resident's room. When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar covering, unless transporting them between residence hall rooms or from the kitchen to residence hall rooms. Alcohol and alcoholic beverages must be covered when they are transported outside of dorms. Hall, lobby and theme house parties involving the consumption of alcoholic beverages must be sponsored by the office of residence life or approved by the dean of students; otherwise they are prohibited.

Agnes Scott defines intoxicated on campus as unable to assume normal responsibilities and/or evidencing vulgar or boisterous behavior which is disruptive to the campus community. Agnes Scott's alcohol policy applies to students who are drinking on campus underage or drunk on campus regardless of age and to students of legal drinking age who sell or furnish alcohol on campus to students not of legal drinking age.

**Students and/or their guests may not drink alcoholic beverages in any part of the residence halls except designated areas. Students may not drink alcoholic beverages on any area of the grounds except designated areas at campus-wide functions or parties. Students who are underage may not have guests of legal age with alcoholic beverages in their residence hall room. Hall, lobby and theme house parties involving the consumption of alcoholic beverages must be sponsored by the Office of Residence Life or approved by the dean of students; otherwise they are prohibited.**

Student Government funds may *only* be used for the purchase of alcoholic beverages at any function held on or off campus and sponsored by the college or any organization within the college *in accordance with the following guidelines:*

1. In order to facilitate the efficient processing of the alcohol requisition forms, they will be available from the dean of students office upon completion of activity approval forms. Requisition forms must be submitted no later than one week prior to the date of the function. At the beginning of each semester, organizations are advised to submit a proposed agenda of events where alcohol may be served.

2. Completed alcohol request forms will be submitted to the dean of students.

3. Upon establishment of the organization's itemized budget, the SGA treasurer will ensure that only a reasonable portion of the money allotted for refreshments at campus-wide functions will be for alcohol.

4. It will be understood that the Agnes Scott alcohol policy and honor system will be enforced at all functions where alcohol is served.

5. Only the director of student activities or club adviser may purchase alcohol on behalf of the organization.

Only students 21 years or older who have completed the Social Host Certification through the ASC Alcohol Awareness Workshop may serve alcoholic beverages and a nonalcoholic beverage must also be served at the function. Alcoholic beverages which may be served at campus-wide functions are beer and wine.

Certain campus functions which are restricted to faculty, staff, students and their invited guests may serve beer and/or wine. These closed campus events must be designated as special events by the dean of students.

### **Mandatory Alcohol Awareness Workshop**

During the fall, the student activities office sponsors a Social Host Certification workshop. Any college organization planning to serve alcohol at a function during the current academic year must have executive members 21 years or older attend this workshop. To make a special request to participate in the Social Host Certification workshop in spring, contact Joy Griggs, [jgriggs@agnesscott.edu](mailto:jgriggs@agnesscott.edu).

### Penalties for Violations of Alcohol Policy:

Judicial Board has first jurisdiction over cases that result from violation of the alcohol policy. Each alcohol sanction includes a fine, community service and an educational component.

- 1. First violation:** \$50-\$100 fine; 10-15 hours community service depending on the severity of the offense; and a written 250-word essay of the Judicial Board's choosing. The essay must be turned in within 30 days and carbon copied (CC'ed) to the Judicial Board's adviser

2. **Second violation:** \$100-\$300 fine; 15-30 hours of community service depending on the severity of the case; a recommendation for referral for alcohol awareness course with Health Services or an outside facility.
3. **Third violation:** \$300-\$500 fine; 30+ hours community service; recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), Judicial Board may also present the case to Honor Court with the recommendation of suspension or expulsion for the third or additional violation(s) of the alcohol policy.

**At the discretion of the Judicial Board members additional sanctions may be implemented based on the severity of the case.**

After three or more violations of the Alcohol Policy, depending upon the severity of the incidents, Judicial Board may present the case to Honor Court with the recommendation of suspension or expulsion.

All violations of the alcohol policy are to be reported directly to a residence life staff member or Judicial Board member who will refer it to the Judicial Board president and dean of students designee.

As is the practice with any particularly serious or flagrant violation of policy, the Judicial Board president reserves the right to refer any case involving this policy to a higher court than the one stipulated above. The SGA Constitution provision for Honor Court jurisdiction over Drug Policy violations is interpreted to mean that Honor Court is involved in serious violations of the Alcohol Policy and cases of repeated violation.

In the event that drunken behavior is exhibited by a visitor to campus or non-resident student, public safety and/or the dean of students office may become involved in bringing any such incidents to an acceptable resolution as mandated by state and local laws and college policy.

## Involuntary Withdrawal Policy

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• **PREAMBLE**

The college strives to promote the health and safety of all community members by providing student health care, counseling services, public safety and by enforcing student-conduct regulations and protection services.

To ensure the institution and its members are allowed to carry out their activities without the substantial threat of interference or danger of harm, the college has adopted a policy and the following procedures for the emergency withdrawal of a student when deemed necessary to promote the health and safety of either the student or college community.

• Policy

I. Criteria and Procedures for Involuntary Withdrawal

A student will be subject to immediate withdrawal from the college and/or college housing if the dean of students determines the student:

- Engages or threatens to engage in behavior posing a significant risk to the health or safety of self or others;
- Engages or threatens to engage in behavior that would cause significant property damage or directly and significantly impede the lawful activities of others.
- Significantly disrupts the living and learning community.

Once it is determined the student's conduct falls within these criteria, the college may take interim action to protect the well-being of the student and/or other members of the community. By interim involuntary withdrawal, the college may remove a student from any or all college premises when the dean of students, in consultation with representatives from the Offices of Health Services, Personal Counseling, Public Safety, Residence Life, Dean of the College and Dean of Students, and after considering reasonably available information, determines that a threat of significant risk to self or others exists. Interim involuntary withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty.

The student will be notified in writing and temporarily withdrawn from the college and asked to leave campus immediately. The withdrawal will be continued until the Judicial Review Committee reaches a final decision regarding

the student's future status. During this withdrawal period and until the judicial review committee makes a determination, the student may not return to campus nor participate in campus activities without the prior approval of the dean of students. The student shall be provided with a copy of this Involuntary Withdrawal Policy. At any time, the student may terminate the process by voluntarily withdrawing from the college.

The dean of students will make the initial determination whether the matter will be sent directly to the Judicial Review Committee (Section III, *Student Handbook*) or whether the student will be referred to a licensed psychiatrist or psychologist for evaluation (Section II, *Student Handbook*). The student will be notified of this decision in writing, either by personal delivery or certified mail. If the matter is sent directly to the Judicial Review Committee, the committee shall convene and consider the case (Section III, *Student Handbook*) within seven days of the notice to the student.

## II. Referral for Evaluation

The student may be referred by the dean of students, at the college's expense, to a licensed psychiatrist or psychologist for evaluation. The psychiatrist or psychologist's participation is intended to assist the college in assessing the situation and to provide guidance to the judicial review committee regarding the student's future status. The student may select the psychiatrist or psychologist from a list of three provided by the college. If the student declines to select a psychiatrist or psychologist, the college will make the selection.

The dean of students shall also provide the psychiatrist or psychologist a written description of the student's behaviors that led to the referral, with a copy to the student, along with a copy of the Involuntary Withdrawal Policy. The psychiatric or psychological evaluation must be completed within one week from the date of the referral letter, unless an extension is granted in writing by the dean of students. Within 48 hours after the evaluation is completed, the dean of students, psychiatrist or psychologist and student will meet to discuss their assessment of the situation. The student may also choose to provide the dean of students and the Judicial Review Committee with an evaluation by an independent licensed psychiatrist or psychologist of the student's own choosing and at the student's expense. This second evaluation must take place within one week of the first evaluation unless an extension is granted in writing by the dean of students. During the involuntary withdrawal process, a representative of the college may contact the student's parents or legal guardians, if deemed appropriate.

## Judicial Review Committee

The final step in this process, whether the matter is referred directly or following evaluation, will be the presentation of the case to the judicial review committee. The student and dean of students will present all pertinent and relevant information at the judicial review committee meeting.

The usual procedures of the judicial review committee will be followed except the dean of students will not participate as a member and will not vote in the final decision. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at this proceeding. The student who has been referred for psychiatric or psychological evaluation and participates in this judicial review committee proceeding acknowledges and agrees this process may involve a discussion of the student's relevant medical/psychiatric records and communications and will result in some loss of confidentiality and privacy.

The judicial review committee decision will be final. This decision may include reinstatement in good standing; probation or withdrawal; or suspension or dismissal of the student. The committee's written decision will be delivered to the student and dean of students within 48 hours of the conclusion of the committee's formal proceedings and shall contain a statement of the reasons for any decision of withdrawal, suspension or dismissal. In addition, the student may be encouraged to seek professional care.

## IV. Readmission from Withdrawal

A student may be considered for readmission after the expiration of a minimum of one full semester. To be considered for readmission, in addition to completing the readmission application, the student must submit a personal statement that demonstrates an insight into the issues that contributed to the student leaving the college; a description of the actions taken to address these issues; and if readmitted, a plan to prevent the recurrence of the issues. Supporting documentation from a healthcare provider is also required. This documentation must address the following: (1) the specific diagnosis that precipitated the need for care (2) the duration and frequency of the care (3) gains that were made as a result of the treatment (4) the student's readiness to return to Agnes Scott and the

potential impact of the intellectual, physical and personal demands of being a full-time residential student (5) any special conditions under which the student should be readmitted (6) and a recommended treatment plan to support the student's transition back to campus. The student must secure a "release of information" form from the healthcare provider(s) to allow consultation by an appropriate Agnes Scott representative with the provider(s). Reference letters from any employers as well as a transcript of any courses taken during the withdrawal period should also be included in the request for readmission packet. These steps must be completed by Dec. 1 for consideration to be readmitted for the spring semester and by Aug. 1 for consideration to be readmitted for the fall semester.

The information gathered is reviewed by a committee comprised of the dean of the college, the dean of students and staff members from their two offices. Re-enrollment is contingent upon their judgment that the student has resolved the issues that led to the withdrawal and/or that a viable plan is in place to manage them should the student return. If re-enrolled, special prescribed conditions or requirements may be outlined as a requisite to the student's continued enrollment.

#### V. Deviations from Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

## Student Services & Information

### The ASC Card

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The ASC Card is your official Agnes Scott College identification card. The ASC Card provides access to services and photographic proof of your standing as a campus member. The Office of Telecommunications, a unit of Information Technology Services, issues the card.

#### Getting the Card

The ASC Card is available to all registered students as part of their enrollment at Agnes Scott College. You may obtain your ASC Card from the Office of Telecommunications. All you need is a photo ID.

#### Caring for the Card

Avoid bending or scratching your ASC Card. Do not punch holes in the card. Keep your ASC Card out of washers and dryers, away from magnetic fields (cell phones, stereo equipment, computers and disks, other magnetic stripe cards, etc.) and extreme heat (such as the inside of a parked car). It is best to keep your card in a protective holder.

#### Contact Information

Office of Telecommunications  
Walters Hall, Room G4  
404 471-5500

#### Cards Issued

Monday thru Friday 9 a.m.–4 p.m.

*Temporary cards also are issued during normal business hours in the Office of Telecommunications and after hours from public safety.*

#### Uses

- Dining Services

The ASC Card gives the cardholder access to dining services meal plans. However, dining services maintains and services the meal plan account.

- Library

The ASC Card gives the cardholder access to McCain Library services; the library maintains and services the library account.

- Door Access

The ASC Card gives the cardholder access to the following administrative buildings after hours:

- Alston Campus Center
- McCain Library
- Dana Fine Arts Building
- Dance Studio
- Bullock Science Center
- Bradley Observatory

The ASC Card also allows access to students that reside in the following residence halls:

- Theme Houses
- Winship Hall
- Walters Hall

The ASC Card is a “proximity” access card. Just hold it within 5 inches of the card access reader to open the door.

Policies

- Use of the ASC Card

The cardholder agrees that the ASC Card is the property of Agnes Scott College and can be confiscated from bearer as a result of inappropriate conduct or abuse. Use of the ASC Card is subject to all terms, conditions, rules and regulations as put forth by Agnes Scott College.

Students must present their ASC Card at the time of use in order to obtain services and the card should be carried at all times. It is not valid without a current validation sticker. ASC cards and related accounts are nontransferable; any misuse or illegal transactions can result in privilege suspension. Students are responsible for the usage of their card.

- Disclosure of Information to Third Parties

The Office of Telecommunications will disclose card access information and/or photos to third parties only:

- in order to comply with court orders or other applicable laws.
- if the cardholder gives the Office of Telecommunications written permission.

- Lost/Stolen Cards

Report immediately any lost or stolen card, or unauthorized card usage, in person during operating hours at the Office of Telecommunications or by phone at 404 471-5500. If it is after hours or on the weekend, please contact public safety at 404 471-6355. The cardholder is responsible for all usage of the card prior to proper notification to the Office of Telecommunications or public safety.

- Replacement Cards

The cardholder must report to the Office of Telecommunications during the appropriate office hours to purchase a replacement ASC Card. There is a \$15 fee to replace lost, stolen or damaged cards.

- Temporary Cards

In the event an ASC Card is lost, stolen or damaged, a 24-hour temporary card can be issued by the Office of Telecommunications during weekday hours or by the Department of Public Safety after hours and on the weekend. The card will provide access to any existing privileges from the cardholder’s original card. If the ASC Card is found, the student must return the temporary card to the office in which they received it. If the ASC card is not found, the student must bring the temporary card back to the Office of Telecommunications during business hours and purchase a replacement ASC Card for \$15.

- Documentation

Activity statements of card access can be generated by the Office of Telecommunications during office hours upon written request of the cardholder. Allow 48 hours for processing.

## ASC-TV

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Emily Gwynn .....x6313

Of the more than 78 cable channels available on the Agnes Scott College closed-circuit cable system, several are set aside for campus use. Programming on these channels includes ASCtv (airs student-produced content) and the ASC bulletin board (posts Information on campus events). Copyright-approved programming from prerecorded sources can also be distributed through the cable system. No special equipment is needed to hook up a student’s cable-ready

TV.

All buildings on campus, including residence hall rooms, have outlets which contain three jacks: a personal telephone line, a connection to the campus computer network and a cable TV connection. Although there may be multiple outlets, only one is active per room.

## Bookstore

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The ASC Bookstore is located in Alston Campus Center on the ground floor. The bookstore offers ASC sportswear and giftware, backpacks, leisure reading and greeting cards. They also offer sundries and snack foods, in addition to buying and selling course materials.

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### Bookstore Hours

Monday–Friday 8:30 a.m.–5 p.m.

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## Campus Facilities

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Public Safety .....x6355

Special Events .....x6035

a. Room/facilities requisitions: All requests for the use of campus buildings for activities other than scheduled classes must be made through the Office of Special Events. Special considerations apply with regard to the use of Dana Fine Arts Building. Forms requesting the use of college equipment (microphones, tables, etc.) must be filed with the Office of Special Events at least 10 days in advance.

b. Building Access:

Academic and Athletic Buildings

1. All students have access to student-use buildings during business hours and after normal business hours as posted below. Resident students and commuting students who have paid a key deposit as part of their college fees are furnished with an ASC card providing round-the-clock access to Alston Campus Center and part of the McCain Library.

2. Students will not be allowed in the following buildings (listed below with hours of operation) after closing hours unless a faculty member is present or the student has a facilities use permit from a faculty member. These permits may be obtained in the dean of the college's office.

3. During the last week of the term, building hours may be extended or public safety can provide access to permit students to deliver papers and special assignments to instructors' offices.

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### Building Access Hours

Buttrick Hall and Presser Hall

Monday–Thursday 7:30 a.m.–10 p.m.

Friday 7:30 a.m.–6 p.m.

Saturday 7:30 a.m.–6 p.m.

Sunday 8:30 a.m.–10 p.m.

Dana Fine Arts Building

Monday–Thursday 7:30 a.m.–10 p.m.

Friday 7:30 a.m.–5 p.m.

Saturday closed

Sunday 5–10 p.m.

Woodruff Physical Activities Building

Monday–Thursday 6:30 a.m.–10 p.m.

Friday 6:30 a.m.–6 p.m.

Saturday	1–4 p.m.
Sunday	2–10 p.m.

*Woodruff building, including pool and fitness center, may change its schedule due to physical education classes and holidays. The facility coordinator will communicate through e-mail any changes in the building operation.*

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c. Use of Facilities:

## **Alston Campus Center**

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### **Building Hours\***

Mon–Fri	6 a.m.–10 p.m.
Sat–Sun	8 a.m.–6 p.m.

\*24-Hour Access with ASC ID cards  
(Card Key Access System)

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*All scheduled events must end promptly by 2 a.m.*

### **Post Office Service Window Hours:**

8:30 a.m.–4:30 p.m. (mailboxes are accessible 24 hours)

### **Career Planning Library Hours:**

24-hour access for students, staff and faculty

### **All staff offices are open during regular college hours:**

#### Academic Year:

Monday-Friday 8:30 a.m.–4:30 p.m.

#### Summer Hours:

Monday–Thursday 8 a.m.–5:15 p.m.

Campus-wide Fax Machine (404 471-6067) is located at the Information Desk. During the academic year and during campus business hours, any member of the campus community may send and receive faxes. During college summer hours, the fax machine is limited to Alston staff use.

### **• Smoking Policy**

Alston is a no smoking building. Smoking areas are located in various locations around the Woodruff quad area of the campus. They are clearly marked by black and white “Smoking Area” signs.

### **• Alcohol Policy**

- 1. Any group or organization wishing to serve alcohol at any function on the ASC campus must attend the Social Host Training presented at the beginning of each academic year.**
- No alcohol will be served, consumed or brought into the Alston Campus Center without an approved Alcohol Request Form.
- An Alcohol Request Form must be submitted for approval to the Office of the Dean of Students.
- Once an Alcohol Request Form has been approved, a copy must be submitted to the events office. Approval for serving alcohol will be noted in the Events Management System.
- 5. Only students 21 years or older who have completed the Social Host Training may have alcoholic beverages served at their events. Students will work with the Director of Campus Life and Student Engagement to hire a licensed bar tender to serve at their events. Nonalcoholic beverages must also be served at the function.**
- Beer and wine are the only approved alcoholic beverages.
- Student functions **must** have a public safety officer available to check IDs for the entire event. Please note in the public safety area of the Events Request Form that an officer is needed. A staff or faculty chaperone is also required to be present at any event serving alcohol.
- Any student group or organization that sponsors an event involving alcohol will cease serving all alcoholic beverages one hour before the official end time of the event.
- All functions must also comply with the Agnes Scott College Alcohol Policy found in this handbook.



- **Damage to Property Policy**

Any individual, group or organization that causes, through negligence or accident, damages to any part, structure or furnishings, of the Alston Campus Center, will be held financially responsible for repairing or replacing said item. The damages must be paid in full before the next event or by the end of the current semester, whichever comes first.

- **Removal of Property Policy**

Anyone caught removing any part or furnishing of the Alston Campus Center without authorization will be subject to disciplinary action through Honor Court or possible prosecution through the Agnes Scott College public safety department.

- **Posting Policy**

See *Agnes Scott College Posting Policy* in the Student Conduct section of this handbook for the complete policy. A copy of this policy may be obtained from the President's Council Chair. All off-campus flyers without proper approval will be removed immediately. All off-campus postings should be approved by the Center for Student Engagement.

- **Reservation Policy**

All reservations of space in Alston must be submitted to the special events and conference office.

- **Cyber Café**

Food and drink *are* allowed in the Cyber Café area.

- **Vendor Policy**

In conjunction with the current Vendor Policy Statement, vendors are to be situated in the designated vendor area. A vendor's display should not exceed the designated area by more than two feet on each side of the vendor cart/table. If a vendor's display exceeds this limit and/or creates a fire or safety hazard, the vendor will be asked to decrease the display or leave the facility. Vendors must be approved by the Center for Student Engagement.

- **Pool Table Policy**

The pool table should not be moved from its current location without written authorization from the Center for Student Engagement. There is a fee of \$100 charged to any individual, group or organization for moving the pool table without written authorization.

- **Pet Policy**

No animals are allowed in the Alston Campus Center with the exception of those covered in the Americans with Disabilities Act.

- **Lockers**

**Business Center Locker Room:** Lockers are assigned to Commuter students and Woodruff Scholar students. *For a locker assignment, contact the Center for Student Engagement (Alston 216). Locks placed on lockers that are not assigned will be removed.*

## Description of Spaces in Alston

### Ground Floor

- *Alston-Ground Floor, The Hub:* This area's location is central to the building's activity area, i.e. Mollie's Bakery Café, Black Cat Café and South Patio. This room can be set up in various styles to accommodate a multitude of events. One consideration in reserving this area is its close proximity to Mollie's Bakery Café and the Black Cat Café. It is possible that noise from the outlying areas could interfere with an event in The Hub. This room is

equipped with a large screen TV, audio and video connections and network connections as well as a data projection system. The maximum capacity for this space is 100.

- *Alston-G-7—Woodward Conference Room*: This is a small meeting room with a capacity of no more than 16 seated around a conference table. It is located across from The Hub area and adjacent to the Alston Quad patio area. It is available for general campus use.
- *Alston South Patio*: A large patio area located behind the Alston Campus Center. This area is equipped with 8–10 small, black metal table and chair sets and can be used in conjunction with The Hub for events. One consideration in reserving this area is its close proximity to McCain Library. Noise factors could create problems with other campus members during critical times (classes, exams, etc.)
- *Storage Areas*: All storage areas are designated for use by Alston staff or facilities personnel. No items should be placed in any storage area without written permission from the dean of students office. All storage room doors should remain closed.

### **First Floor**

- *Amelia Davis Luchsinger Lounge*: The Amelia Davis Luchsinger Lounge is an area set aside for student leisure. Its small and intimate setting allows for approximately 10–20 students in a casual seating arrangement (floor seating included). It is located off of the front patio and should be considered an open area. No food or drink is permitted in this area. Events scheduled for the Luchsinger Lounge must be approved by the dean of students.
- *Sun Room*: This area is located at the front of the Alston Campus Center next to the Information Desk and adjacent to the Cyber Café. The pool table is located here.
- *Patricia Collins Butler Center*: Located on the south side of the building, this area consists of room 112 and the Business Center, room 114. Access to these areas should be limited to Woodruff Scholars and commuter students. The lounge area has a refrigerator and microwave for Woodruff Scholars and commuter students to use. Lockers located in room 114 are intended for Woodruff Scholars and commuter students.

### **Second Floor**

The second floor is home to several student life offices, including the Carrie Scandrett Student Life Suite, career planning, religious and spiritual life, and the Gué Pardue Hudson Center for Student Engagement. Events during business hours should take into consideration the work environment of the second floor.

- *Anne Register Jones Conference Suite*: Adjacent meeting rooms capable of accommodating 36 when utilized as a whole and 16 and 20 respectively when separated.
- *Alston TeleConference*: A small meeting/training room capable of accommodating 34 people in an auditorium-style seating arrangement with two chairs and a table for an instructor located at the front of the room.

### **Third Floor**

- *Alston 304*: Large seminar-style meeting room capable of holding 32 people. Furniture should remain in the conference-style setup.
- *Alston Fitness Room*: This space offers cardio fitness machines, weights, mats and other exercise equipment. The room is open 24 hours a day for use by the Agnes Scott community.
- *Student Organization Workroom*: This space is open 24 hours for student organizations to work on banners and posters for campus functions.
- *Honor Court/Judicial Room*: Used solely for the purpose of reviewing Honor Court and Judicial Board cases.

## **Career Planning**

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Career Planning .....x6397

The Office of Career Planning prepares students for the lifelong process of career development. From information about majors and choosing a career path to creating a resume and finding a part-time/permanent job or deciding on a graduate program, students can find the resources to support their career search process. Career planning staff encourage students to appreciate career development as a lifelong process that is cultivated at Agnes Scott.

Through the Office of Career Planning, students may take advantage of individual career counseling and self-assessment instruments including the Strong Interest Inventory, the Personality Research Form and the Myers-Briggs Type Indicator. These instruments are available to all students; the results can be very helpful in selecting

majors and in deciding what careers to explore. All sophomores are invited to a special event during fall semester to take the Strong Interest Inventory. Feedback sessions are scheduled at various times.

Students may participate in a wide variety of career-related programming, including workshops on topics such as resume/cover letter writing, internship preparation, interviewing techniques, job-search strategies and graduate school preparation. In addition, experiential learning programs give students the opportunity to test career possibilities, obtain practical experience, develop valuable networking contacts and apply academic theories to “real-life” situations. First, Career Observation Days provide an opportunity for a student to spend one day with a professional in a career field of the student’s interest, observing and gathering information about the profession. Second, a student may participate in the internship program starting the summer after her first year. An internship usually involves a 10-to-12-week commitment during any semester and can be full time during the summer. Through an internship, a student gains hands-on experience, acquires knowledge and gains job-specific skills in a field of her academic and/or professional interests. Participation in these experiential learning programs makes a student more marketable in the job search or graduate school application process. Special programming, including Senior Transitions and Sophomore Year Experience Dinner, is presented to address specific topics.

The career planning library houses numerous resources. Books, magazines, handouts, directories of graduate/professional school programs, Web resources and job listings (including full-time, part-time and summer opportunities) accessible 24 hours/day, seven days/week while classes are in session. Students may post their resumes at no charge and search job listings through the online system [www.agnesscott.edu/hireascottie](http://www.agnesscott.edu/hireascottie). In addition, ASC co-sponsors two career fairs each year. In the fall students are encouraged participate in the Small College Consortium Career Fair and in the spring, the GACE Statewide College to Career Fair. Both are held in Atlanta. During the fall and spring semesters, career planning offers opportunities for students to connect with employers and graduate school representatives. Through career fairs, on-campus interviews, recruiting visits and other programs, students are able to learn about and apply for potential post-graduation options.

Graduating students who receive a job offer or acceptance into graduate/professional school are invited to join a spring tradition and “Ring the Bell” in the bell tower to herald the good news.

## Julia Thompson Smith Chapel

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Julia Thompson Smith Chaplain.....x5177

The chapel is the spiritual center of our campus and affirms the importance of faith in our community of higher learning. It is a place of worship and provides space for prayer, contemplation and worship. The college’s chapel is a Christian chapel welcoming people of all faiths.

The Julia Thompson Smith Chapel seats approximately 100 and includes a multifaith meditation room that accommodates approximately 20 people. A landscaped garden providing vistas and spaces for gathering and meditation surround the chapel. The chapel was dedicated in April 2008 and is used weekly for worship and study. It is the home of the non-sectarian Agnes Scott Believes program, held each week.

Meditation, prayer, small Bible and other religious study groups meet in the chapel in addition to its use for worship. Occasional lectures and concerts are held in the chapel, as are small weddings and memorial services. The Brombaugh Opus 31d organ, originally placed in the Thatcher Chapel, is now in the Julia Thompson Smith Chapel—a fitting location for this instrument, which is one of only six of its kind.

## Community Hour and Special Convocations

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Community hours are 1-1:50 p.m. on Tuesdays and Thursdays and 2-2:50 p.m. on Fridays. These times are set aside on the college calendar as a period when no classes are held so that events of community-wide interest may be scheduled.

Convocations are held during community hour. They are important occasions in the life of the college when the Agnes Scott community gathers together for special programs, to celebrate student achievement and to recognize milestones in college history. The entire campus community is encouraged to attend these official college functions;

some of which include academic processions. College offices and services may be closed during convocation.

Traditional community convocations are:

Opening Convocation and Honors Day

Martin Luther King Jr. Convocation

Founder's Day Convocation

Awards Convocation

## Dining Services

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Evans Hall Office.....x6293

Mollie's Bakery Café .....x6357

Food Services website: [www.agnesscottedining.com](http://www.agnesscottedining.com)

Welcome to Agnes Scott Dining Services!

Food. It's how we relax, relate and reconnect—with ourselves and with others.

Agnes Scott is proud to offer one of the best dining services around. Dining services strives to keep up with the ever-changing trends in dining by offering you great exhibition cooking, authentic ethnic dishes, a culinary twist on old American favorites and a great variety of healthy options. Enjoy restaurant quality meals that add value to the dining membership.

Dining Services looks forward to serving students and helping to make campus life enriching and rewarding.

Membership Choices:

Agnes Scott College offers a meal program that changes to meet students' needs.

### **21 Meal Membership**

- This plan allows you to eat 21 meals per week served in Evans Dining Hall, at Mollie's Bakery Café or the Black Cat Café.
- This plan includes \$50 on your Dining Debit Card per semester to spend at Mollie's Bakery Café or the Black Cat Café.
- This meal membership is available to all students.
- \$2560 per semester

### **16 Meal Membership**

- This plan allows you to eat 16 meals per week served in Evans Dining Hall, at Mollie's Bakery Café or the Black Cat Café.
- This plan includes \$200 on your Dining Debit Card per semester to spend at Mollie's Bakery Café or the Black Cat Café.
- This meal membership is available to second-, third- and fourth-year students.
- \$2560 per semester

### **10 Meal Membership**

- This plan allows you to eat 10 meals per week served in Evans Dining Hall, at Mollie's Bakery Café or the Black Cat Café.
- This plan includes \$125 on your Dining Debit Card per semester to spend at Mollie's Bakery Café or the Black Cat Café.
- This meal membership is available only to students living in Avery Glen Apartments or the theme houses.
- \$1580 per semester

### **Block 50 Commuter Plan**

- This plan allows you to eat 50 meals per semester served in Evans Dining Hall, at Mollie's Bakery Café or the Black Cat Café.
- This meal membership is available to commuting students.
- \$350 per semester

### **Block 25 Commuter Plan**

- This plan allows you to eat 25 meals per semester served in Evans Dining Hall, at Mollie's Bakery Café or the Black Cat Café.
- This meal membership is available to commuting students.
- \$175 per semester

**NOTE:** No meal plan changes are accepted after the second week of the semester. A student must request to change her meal plan before Sept. 9, 2011 in the first semester and by Jan. 27, 2012 in the second semester.

## Student Employment

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### A. Campus Employment

**1. Students who have been awarded work-study** as a part of their financial aid package will be notified individually of the procedures for job placement.

Students who have never participated in the student employment program are required to attend the New Student Orientation Meeting held during orientation.

For more information on student employment, contact Lauren Rutledge in the financial aid office or Brandi Wilkes in the human resources office.

#### **2. Policies regarding Student Employment**

Agnes Scott College students are employed by the college in various ways across the campus. Most often their positions are approved through the Office of Financial Aid for the college work-study program. Occasionally, students will occupy a position funded through a specific department or division budget.

You may contact the Office of Human Resources to discuss student positions between semesters or during academic breaks. All such student positions are contingent upon available funds within departmental budgets.

**A student's employment, though important, is secondary to her pursuit of an education at Agnes Scott College. For that reason, full-time Agnes Scott students may not be hired for full-time positions within the college.** Students are not authorized to work more than 9 hours per week. Part-time students meeting the qualifications for the job may, in certain situations, be considered. However, they must make an appointment with the dean of students prior to applying for a position. Questions about the hiring of students should be directed to the Office of Human Resources and Financial Aid. Questions regarding eligibility for college work study or financial aid should be directed to the Office of Financial Aid. When possible, staff members are encouraged to mentor students and help acquaint them with professional on-the-job behavior. The student employee should be given duties and responsibilities specific to the position for which she has been hired. This is done in the form of a job description. Performance standards should be assigned and feedback relative to the student's ability to meet those standards should be given. The Office of Financial Aid encourages a performance review for each student placed through the college work-study program.

If a student must be absent due to illness or pressing academic matters, the supervisor may request that the student make up the hours at another time. If a student performs unsatisfactorily, the supervisor must make the student aware of her shortcomings and follow corrective action procedures. In certain situations, the student may be reassigned to another department.

Students are expected to adhere to the following guidelines with regard to their employment:

- **Punctuality**—Be at work when scheduled. If unable to do so, notify your supervisor as soon as possible, but no later than the scheduled start time.
- **Professionalism**—Behave in a manner consistent with the position assigned.
- **Phone calls**—Limit personal calls. Remember that the office assigned must conduct business.
- **Internet access**—Accessing personal e-mail and "surfing" the Web are not permitted without supervisor authorization.
- **Homework**—Ask for supervisor's permission before doing homework.
- **Attire**—Dress appropriately for the position assigned. Consult supervisor with questions.
- **Confidentiality**—In her capacity as an employee, the student may have access to personal or confidential information regarding other students or employees. Be responsible with this information.

- **Teamwork**—Approach the job with a willing spirit. Realize that every experience encountered at Agnes Scott is a potential learning opportunity. Approach work assignments as such.

In order to comply with employment law and receive a paycheck in a timely manner, the student is responsible for completing appropriate paperwork through the Office of Human Resources. This includes providing appropriate documentation for the I-9 Employment Eligibility Form and applicable federal and state income tax forms (W-4, G-4) **before** beginning to work. She is also responsible for filling out her weekly paper or electronic timesheet, getting supervisor's approval of the timesheet and submitting it to the Office of Human Resources. All supervisors should ensure that students assigned to their department complete appropriate paperwork and turn in timesheets in a timely manner. All timesheets are due by noon on the due date, unless otherwise notified. **Students who do not complete appropriate paperwork, or turn in timesheets in time for payroll to process, will not be paid. Late timesheets will be held until the next upcoming payroll.**

**Direct deposit is mandatory for all student employees.** Forms for direct deposit are available in the Office of Human Resources. Questions concerning employment paperwork or timesheets may be directed to the human resources office.

Interactions between staff and students can be extremely rewarding for both. Learning occurs both inside and outside the classroom. This employment relationship is another way in which Agnes Scott prepares women for future achievement.

### **B. Drug-Free Workplace Act of 1988**

Agnes Scott College has been and continues to be committed to the health and well being of the members of our community. In the spirit of this commitment, and in compliance with the provisions of the Drug-Free Workplace Act of 1988, the college has issued the following policy statement regarding controlled substances on campus. This policy applies to all employees, including faculty, staff and work-study students.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited on campus. Any employee who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott College.

As a condition of employment at Agnes Scott, all employees will abide by the terms of this statement. They will also notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

More information regarding this legislation is available in the human resources office. Periodically during the year, seminars and information regarding substance abuse will be made available to the community. The human resources office and student health services have reference material about sources of treatment for substance abuse. All inquiries will be kept strictly confidential.

### **C. Off-Campus Employment**

Opportunities for off-campus employment (short and long term, full and part time) are posted in the career planning office.

## Health Insurance

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All undergraduate and Year-Five students are enrolled in health insurance through the college. The fee is included in tuition and cannot be waived. This fee provides 12 months of insurance coverage with no lapse in coverage for returning students. The insurance may be used anywhere.

International and U.S. students have different policies. International students have T.W. Lord and U.S. students have Markel Insurance. However, there is a \$25 deductible per condition that is waived if a student begins treatment at the campus Wellness Center.

Details about this coverage from Markel Insurance are available online at [www.collegeinsurance.com](http://www.collegeinsurance.com). Additional information about T.W. Lord insurance for international students is available through the Office of International Education.

## Health Services

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Wellness Center, Hopkins Hall.....x6346

Student health services are provided on campus under the direction of two nationally certified nurse practitioners working in collaboration with physician consultants in internal medicine, gynecology and psychiatry. Services include evaluation and treatment of common health problems, routine gynecological services, health education and counseling. As needed, students with specific health problems may be referred to the medical director or to other specialists for evaluation and treatment.

All students are welcome to visit Student Health Services. SHS staff stress prevention of illness, promote self-care and encourage positive health practices. Special health education and screening programs are offered throughout the year. Reference materials on a variety of health topics are located in Student Health Services.

There is no charge to visit SHS in most cases. The mandatory insurance will be billed for laboratory tests and prescription medications obtained in Student Health Services. A co-pay may be charged when visiting one of the visiting providers such as the dermatology specialist or chiropractor. When consulting health care providers off campus, students should have insurance cards or other appropriate information with them. Students are encouraged to consult the nurse practitioner before seeking off-campus healthcare.

Students will be referred to local healthcare providers in the case of emergencies and health conditions that require additional treatment. Students who have personal health insurance in addition to the Markel student insurance should take appropriate information with them when consulting outside healthcare providers.

Entrance health records, including updated immunization status, must be on file in Student Health Services. Any student born after 1957 must have proof of two measles vaccines (MMR) given after the first birthday. Additional requirements include a current tetanus shot (within the past 10 years), memomune *or menactra* (vaccine for bacterial meningitis) for students under 25 years of age, varicella (chicken pox) vaccine or proof of illness and a skin test for tuberculosis (PPD) for students who are from areas that are at high risk for exposure to tuberculosis. The PPD must be performed in the United States. The health department, private physicians or previous schools may be contacted to provide proof of these immunizations.

## Information Technology Services

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Computer-related questions and service requests should be directed to the ITS Help Desk, x5487 or [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu).

Information Technology Services provides complete computing service and support for all computer labs and computerized classrooms. Please refer to the ITS intranet site (<http://its.agnesscott.edu>) for current information on campus computer operating systems and software applications. Special course-related software (i.e. SPSS, specific language-related software, math applications, etc.) is installed on various computers around campus. Computer service and support for student personal computing needs are limited to network-related services.

Before using any campus technology resources, be familiar with the rules governing their use. *Refer to the COLLEGE POLICIES ... STUDENTS & STUDENT SERVICES section of this handbook as well as the ITS intranet site (<http://its.agnesscott.edu>) for regulations governing the use of computer resources. The Honor Code and/or applicable federal or local law shall apply to misuse of computer resources.*

Please review the following policies and guidelines:

Acceptable Use of Electronic Resources:

<http://www.agnesscott.edu/academics/technologyservices/acceptableusepolicy.aspx>

Digital Millennium Copyright Act: <http://www.agnesscott.edu/academics/technologyservices/dmca.aspx>

Password Policy: [http://its/OnlineDocs/policy/090520PasswordChangePolicy\\_Version3.pdf](http://its/OnlineDocs/policy/090520PasswordChangePolicy_Version3.pdf)

E-mail Guidelines: <http://its/OnlineDocs/E-mail/ElectronicMailGuidelines.pdf>

Wireless network connectivity is available in the residence halls and outside spaces around campus through a City of Decatur Wi-Fi account. Pick up a Wi-Fi promo code and instructions at the ITS Help Desk. Students must bring their Agnes Scott ID to get a promo code. Agnes Scott wireless network connectivity is available in non-residence hall buildings by choosing WoofWoof Wi-Fi. Open a Web browser and users will be directed to a login page where they may gain access using their Agnes Scott user ID and password.

### **Computer Labs**

1. Residence Halls: Hopkins (201), Main (421), Rebekah (3rd floor lobby), Walters (first floor) and Winship (G-28). These labs are available 24 hours a day, seven days a week to residents of each hall.
2. The following computing facilities are available to students for course work in a specific area of study: Astronomy Lab (Bradley 107), Bibliographic Instruction (McCain 211), Student Collaborative Learning Centers-SCLC (Bullock Science Center 203 and 303), Physics Lab (Bullock Science Center 104W), Chemistry Lab (Bullock Science Center 303E), Psychology Lab (Bullock Science Center 108E), Biology Lab (Student Projects Lab, Bullock Science Center 206E), Education Curriculum Library (Buttrick 335), Education Classroom (Buttrick 203) and the Hayes Room, MAT Lab (Buttrick 306), McCain G48, Music Lab (Presser G19), Mac Lab (Dana 210). Multiple computing labs are strategically located throughout the Bullock Science Center, designed for discipline specific data analysis and student projects. Many of these spaces are reserved for use by students enrolled in specific courses.
3. Public computing facilities are available in the following locations: McCain Library (Main Floor and wireless laptop checkout at the Circulation Desk), Writing Center (McCain G-13), Alston 200, Cyber Café (Alston 101), Black Cat Café and Technology Production Studio (McCain G43). These facilities have varying numbers of computers, network printers and computer peripherals (slide scanners, flatbed scanners, color printing, digital tablets, etc.).

Please remember:

1. Food and drink are not permitted in computer labs and classrooms.
2. Recycle paper in appropriate receptacles.
3. Take your personal belongings with you when you leave.
4. Log off the computer when finished.
5. Think before you print and only print what you need.
6. All public computer systems use a program called DeepFreeze to maintain system configurations. When you save your work, either save to your personal media or make sure you are saving to the T: drive. If you save anything on the hard drive, please remember that these computers are cleaned up weekly.

Please refer to the ITS intranet site (<http://its.agnesscott.edu/OnlineDocs>) and the Technology Services section of the public website ([www.agnesscott.edu](http://www.agnesscott.edu)) for current policy statements regarding campus technology uses and resources.

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## Lost & Found

Public Safety .....x6355

The "lost and found" is located at the Department of Public Safety. Students who lose items should report the loss immediately to the Department of Public Safety and students who find items should deliver them to the same location.

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## Money

An ATM (automatic teller machine) is located on the first floor of the Alston Campus Center. Students who have an ATM card by which they may access their bank accounts can use this machine to receive cash when on campus. A fee may be incurred if their personal accounts are with a bank other than SunTrust.



## The Gué Pardue Hudson Center for Student Engagement

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The Gué Pardue Hudson Center for Student Engagement creates and sustains a vibrant campus experience for students where learning takes place within and outside of the classroom. The Center encourages Agnes Scott students to become actively involved in organizations, programs and services that foster intellectual growth and leadership development. The Center motivates students to connect with Agnes Scott and the wider global community through the integration of ***diversity, leadership and service*** in its mission.

The Center for Student Engagement staff support students as they explore who they are across the spectrum of ***diversity***. We recognize that a multiplicity of identities are represented within our community and we affirm the existence of these varied perspectives through the work of the Center staff. The Center serves as a key resource for Agnes Scott's commitment to create and foster an inclusive campus community. You will participate in a variety of community-building programs including intergroup dialogues, cultural celebrations and social justice initiatives that serve to educate and support you as you experience life in college. As you develop your cultural competence, you will find that leadership opportunities abound at Agnes Scott.

The Center for Student Engagement offers specialized ***leadership*** programming that develops students from their first-year to graduation. The Center encourages you to join Emerging Leaders, become a club president or get involved with the numerous other opportunities that will empower you as a leader. Whether you are selected as a Dana Scholar, become a member of Honor Court, or choose to start your own chess club, it is important that you recognize the importance of finding your voice as you pursue ways to lead and serve with integrity.

The Center for Student Engagement believes that community engagement through ***service*** learning opportunities plays an essential role in the development of students as global citizens. Through a variety of on and off campus activities focused on student engagement in service, the Center staff invite you to participate in initiatives that allow you to commit yourself to the values of lifelong learning and community involvement. As you move throughout the world seeking ways to make a difference in the lives of others, the Center for Student Engagement will be with you on your journey. We look forward to having you become an engaged member of the Agnes Scott community.

We encourage students to take advantage of opportunities at Agnes Scott by becoming involved on campus. You will have the chance to meet members of various student organizations during the fall Activities Fair this August.

Orientation Council has invited all organizations on campus to attend and represent their groups. As a member of the Agnes Scott community, you will also have an opportunity to attend events in Atlanta. You will have opportunities to participate in Atlanta activities at discounted rates through various student organizations and departmental events.

For more information on services provided to you as a student, we invite you to contact the Director of Campus Life & Student Engagement, Joy Griggs ([jgriggs@agnesscott.edu](mailto:jgriggs@agnesscott.edu)) and/or the Assistant Director of Campus Life and Intercultural Engagement, Hiram Ramirez ([hramirez@agnesscott.edu](mailto:hramirez@agnesscott.edu)).

## Parking

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Public Safety .....x6355

All students wishing to keep a car on campus (throughout the school year or temporarily) must register the car with the Department of Public Safety. "Parking Regulations" appear in the SAFETY, EMERGENCIES & PARKING section of this handbook. Public safety also provides a pamphlet, which contains college parking regulations, provided when a car is registered.

## Photocopying

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Office Services .....x6317

Coin-operated copy machines are located on the first floor of the Alston Campus Center and on the ground and first floor of McCain Library. Office Services is located in room 119 of the Alston Campus Center, behind the Post Office, and provides photocopying services.

## Post Office

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Campus Post Office .....x6349

### • Campus Mail

Mailboxes are provided to all students and serve as a means of communication between students and various campus organizations and administrative offices as well as the primary means of distributing incoming mail. Students are urged to check their mailboxes regularly and are responsible for reviewing official notices and information about campus activities sent by campus mail. Failure to observe deadlines and notices sent through the mail may result in penalties. Mailboxes are accessible 24 hours a day.

### • Services

The ASC Post Office is a substation of the Decatur Post Office and provides a full range of services including registered, certified, insured, priority and express mail at established postal rates. Money orders, stamps and stamped envelopes are also sold at the service window, but unstamped envelopes, boxes and other packing/shipping materials are not provided. Additional private shipping services provided by FedEx and UPS are available and the Post Office does have packing/shipping materials for these services such as express envelopes, FedEx and UPS shipping boxes and Paks. The ASC Post Office also sales MARTA UPass cards.

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### Post Office Service Window Hours

Monday–Friday 8:30 a.m.–4:30 p.m.

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## The Office of Religious & Spiritual Life

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Julia Thompson Smith Chaplain.....x5177

The Office of Religious and Spiritual Life is located on the second floor of Alston Campus Center. Programming includes regular ecumenical worship services as well as opportunities for study, prayer and service. This office sponsors holiday services and activities for a broad spectrum of religions and works directly with the volunteer office on various service projects.

In addition to special college weekend worship services (e.g. Senior Investiture, Sophomore Family Weekend, baccalaureate, etc.) and evening services on Sundays, ecumenical services of Christian worship are held regularly during the year, including Ash Wednesday and Holy Week. The office also sponsors a weekly non-sectarian program called Agnes Scott Believes: Reflections on Faith and Meaning. Also, information is available from the Office of

Religious and Spiritual life about student religious organizations and diverse worshipping communities. The office works with students to arrange transportation to local worshipping communities.

The chaplain is available for spiritual direction and counseling. Whether students come from a “churched” background, a religious tradition other than Christianity or another philosophical tradition, she is their pastor. Her office is in 223 Alston Campus Center and she welcomes visitors! The chaplain keeps conversations confidential in accordance with college institutional guidelines and the Book of Order of the Presbyterian Church (U.S.A.), G-6.0204.

See the “Volunteer Opportunities” section below for information about volunteering in the Atlanta area. Refer also to CO-CURRICULAR ACTIVITIES for information about student religious and service organizations.

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## Safe Zone

The Safe Zone Program..... x5879

Creating a safe campus environment for members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Questioning (LGBTQIQ) community is in accordance with the values and mission of the college. The Safe Zone program involves training, which prepares those individuals to serve as resources and allies to the LGBTQIQ campus community. Participants who have completed Safe Zone training may choose to post the Safe Zone symbol/sticker at their offices as a way to designate themselves as safe allies for LGBTQIQ students and colleagues. The Safe Zone symbol sends a message of understanding and non-judgment to students and colleagues. The sticker is intended to symbolize alliance, which includes a willingness and commitment to provide an atmosphere of assistance and acceptance. The absence of a Safe Zone symbol/sticker should not be interpreted in any way. The college’s values, as well as discrimination and harassment policies, clearly articulate the college’s expectations that all community members will be treated fairly. The Safe Zone Committee is a subcommittee of the President’s Committee on Community Diversity and is sponsored by the Liz Chandler Memorial Fund for Diversity Programming and a grant from the Alliance for Full Acceptance To become a member of the Safe Zone team or to become Safe Zone trained, please contact the assistant director of campus life and intercultural affairs at x6394 or stop by the office in Alston 216.

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## Student Activity Fee

The student activity fee is due at the beginning of the first semester of an academic session in which the student is enrolled for six or more semester hours. The student activity fee for 2011-2012 is \$215. The activity fee entitles a student to participate in the activities of the Student Government Association.

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## Funds for Student Development

The Student Development Fund (SDF), created in 1986 by the Agnes Scott Student Government Representative Council, allows students to take advantage of unique opportunities to enhance their academic experience. Funding up to \$250 is available for attending leadership/academic conferences and presenting papers/research at such venues.

The Student Development Fund is not intended to underwrite activities of academic departments such as field trips. All funding for the SDF comes from the Student Government Association and the Alumnae Association. In order to support as many students as possible, funds are disbursed at the discretion of the SDF Committee, which will take into consideration the number of students applying for funding in the current semester and each student’s level of participation at her appointed conference. Preference is given to students who have not sought funding before and who are presenting a research paper. Applying to the SDF does not guarantee approval of funds. Application forms are available from the Student Senate and should be returned to the Student Senate treasurer when completed.

Students receiving funds must keep detailed receipts, which are required to be turned in the week the student returns from the conference, to account for monies spent.

## Media Facilities

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Students may view DVDs/videos or listen to CDs using the three group viewing rooms or the individual carrels located on the ground floor of McCain Library. Group Viewing Room 1 also offers a computer with large monitor, wireless keyboard and mouse for small group project collaboration. McCain Library lends equipment such as flip video cameras, still digital cameras, flash drives, audio recorders, etc. If interested, ask at the main circulation desk.

The TPS (the Technology Production Studio, a unit reporting to ITS), on McCain's ground floor next to the Speaking Center, offers video editing software, scanners, Mac computers, a color printer and a broadcasting booth. [Media Services](#), also unit of ITS, provides media equipment loans for campus events. Contact Tami Stanko at [tstanko@agnesscott.edu](mailto:tstanko@agnesscott.edu) or 404- 471-5468.

## Visiting and/or Staying on Campus

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The Anna I. Young Alumnae House, 133 South Candler Street, offers both overnight accommodations and event space. The newly renovated facility is Agnes Scott's first LEED-certified building and officially reopened in August 2009. Agnes Scott's Alumnae House is the second oldest alumnae house in the nation and has provided a temporary home for visiting families, professors, alumnae and friends of the college since 1922. Students, faculty and alumnae may reserve rooms (for a fee) in the Alumnae House for campus visitors. There are five guest rooms each with a private bath and each room can accommodate up to two guests. House rules do not allow ASC students to visit upstairs with their male guests and children under the age of 10 are not permitted in the house. The house is closed during all school holidays and as needed for college events and yearly maintenance. For more information regarding reservations and rates, phone 404 471-6329 or e-mail [alumhouse@agnesscott.edu](mailto:alumhouse@agnesscott.edu).

Commuting students may spend the night as guests of resident students, in the residence halls, up to three consecutive nights by signing in at the door of the RA and in the lobby area of the building. Students wishing to spend more than three consecutive nights must receive permission from the director of residence life.

Refer to the RESIDENCE LIFE section of this handbook for a complete explanation of residence hall guest policies.

Tours of the campus should be arranged through the Office of Admission (x6285) or the Office of Communications (x6294) depending on the nature of the visiting group.

## Wellness Center

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Wellness Center.....x7100  
Office of Personal Counseling.....x6117  
Student Health Services.....x6346

The Wellness Center, comprising student health services and personal counseling, is located on the first floor of Hopkins Hall. It provides student health services, personal counseling, wellness education and additional wellness-related services. Most services are provided free of charge or will be billed to the student health insurance. Additional information can be found in the sections on health services and personal counseling.

## Woodruff Scholars

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Woodruff Scholars are usually older than the traditional age of college students and, with some exceptions, do not live on campus. These women come from all walks of life and many bring with them the assets of past college credit, work experience and/or parenting skills. Since women beyond the traditional age of most students first arrived in Agnes Scott's classrooms in the mid-1970s, they have had a presence on campus. Woodruff Scholars meet the

same high admission standards as traditional-age students at the college, but they are able to also contribute to the classroom the perspective gained from greater life experience.

## Personal Counseling

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Phone.....x6117

Facsimile.....x5477

E-mail: [personalcounseling@agnesscott.edu](mailto:personalcounseling@agnesscott.edu)

Intranet site: [http://intranet/Student\\_Life/personal\\_counseling/](http://intranet/Student_Life/personal_counseling/)

ASC website: <http://www.agnesscott.edu/studentlife/wellnesscenter/personalcounseling>

Location: Wellness Center, Hopkins Hall, Ground Floor

Brief, time-limited counseling services are available to students at the Wellness Center. Confidential counseling services are offered for all currently enrolled Agnes Scott undergraduate students by the Office of Personal Counseling staff, who are all licensed psychologists or graduate students under their supervision. Additionally, Year-Five students, as well as graduate students who purchase the college insurance, are eligible for counseling services. Services include individual, couples and group counseling, consultation and referral services and outreach programming. Sessions are conducted by appointment, scheduled by completing the Counseling Request Form located on the Personal Counseling intranet site under "Appointments" (see above URL). Appointment hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. All students interested in counseling services should first review the informed consent form (located with the Counseling Request Form) that reviews college policies on confidentiality and other important matters. Students with urgent or time-sensitive issues should contact the office by phone. For mental health emergencies, call ASC's public safety emergency line: 404 471-6400.

Students come to counseling for a wide variety of concerns including: managing relationships, handling family problems, coping with stress, homesickness, decreasing depressive feelings, dealing with fears, handling a crisis, eating and/or body image concerns, improving communication, learning to be assertive, study skills, time management, increasing self-esteem, understanding one's sexuality, managing time, decision-making and dealing with alcohol and/or drug concerns. At the initial appointment, an intake is conducted to determine the most appropriate treatment option (e.g., short-term counseling at the counseling center; referral to off-campus mental health providers for long-term, intensive or specialized treatment or testing, etc.).

Individual counseling involves meeting one-on-one with a counselor for approximately 45 to 50 minutes. Couples counseling is available for dealing with relationship or roommate concerns. Group counseling involves three or more students meeting together with one or more counselors to deal with shared concerns. Consultation is available for staff, faculty, students, Year-Five students or family members with a concern about an Agnes Scott student or a specific mental health-related issue. Limited psychiatric consultation and medication management is available by referral from personal counseling staff. Referral to the consulting psychiatrist is not appropriate for every student. In addition, workshops and presentations can be arranged for groups or classes interested in counseling-related topics.

Please see the intranet site for additional information and resources regarding the Office of Personal Counseling, including self-help material and links, counseling forms, information on staff and opportunities for asking questions or making comments. Please contact the director of personal counseling with any specific questions regarding counseling at Agnes Scott.